



Travel and Transportation 2014 Courses



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GSA Professional Development and Training Section: Your Smart and Easy Solution for Staying Current in the Government-Travel Arena!

For more than 30 years, we at the GSA Professional Development and Training Section have been offering travel training courses to the federal community, and now we look forward to sharing with you our extensive wealth of data via several intriguing, comprehensive courses.

By participating in the FY 2014 Worldwide Travel and Transportation Training program, you'll tap into leading expertise and reap the benefits of learning first-hand the most updated travel information. We look forward to also sharing with you the newest technologies and latest news on ever-changing travel regulations. You'll gain advanced industry knowledge through guided instruction filled with in-depth details – putting you in control of all your travel needs to assure ongoing success with your government travel.

All of our courses are developed with your needs in mind. They are presented in a fashion to help you gain a thorough understanding of all the basics and receive information about new developments critical to your travel program's success. And, because we are partnered with GSA's Office of Governmentwide Policy, we can promise that you will be kept informed with up-to-the-minute status information on rapidly changing regulations, news about emerging issues, and much more. Examples of the types of travel changes we address with you include but are not limited to:

- The advent of the electronic voucher;
- Convenient electronic systems for use by government travelers; and
- Payment of vouchers within 30 days.

Take time to review this catalog, and you'll discover a vast array of topics presented via our various courses throughout the year, in locations across the United States. You'll also notice that we offer on-site training and customized courses to ensure all your questions are answered and all your needs addressed – when and where you want. Also, remember our courses are Continuing Learning Points (CLP) certified.

Please note that our classes do fill up rapidly, so be sure to register early! We recommend students to register a minimum of 60 calendar days prior to the start date an instructor-led course.

Registration

To register online, visit www.gsa.gov/traveltraining and click on "How to Register."

If you have questions, contact us at **(703) 605-0555** or travel.training@gsa.gov.

For your convenience, we accept Visa®, MasterCard®, American Express® and the government-issued purchase credit card. You may also pay via a U.S. Treasury check, company check or money order (payable to "GSA Professional Development and Training Section"). Sorry, we cannot accept personal checks.

The GSA Professional Development and Training Section reserves the right to cancel any session that has insufficient enrollment. We advise you not to make a non-refundable airline reservation unless you have received a course confirmation letter.

Cancellation and Substitution Policy

To issue you a full refund, we must receive your written cancellation 45 or more business days prior to the start date of the source session. To cancel, email a cancellation notice to travel.training@gsa.gov. There are no refunds if you cancel fewer than 45 business days, and you will be charged the full amount based on the course fee. The student will be given one year to reschedule the course. If a registered student fails to attend class the first day, he or she will be charged fees based on the cost of the class. If a student misses two hours of the course lecture, he or she will not receive a training certificate.

Substitute attendees are permitted. For a substitute to receive the course credit and training certificate, the agency must contact the office three days before class starts at travel.training@gsa.gov.



If you have questions about registration, call **(703) 605-0555** or email travel.training@gsa.gov.

2014 COURSE SCHEDULE

If you are unable to attend courses in their designated cities, contact us about scheduling customized on-site training to meet your agency's needs. For more information about specialized training, see page 26.

| Travel Training Courses | Page | January | February | March | April | May | June | July | August | September |
|---|------|-----------------|------------------|---------------|------------------------------|-------------|--------------|----------------------------|----------------|-------------------|
| Temporary Duty Travel: Federal Travel Regulation (FTR) | 5 | January 14 – 15 | | | April 8 – 9 April 22 – 23 | | | July 8 – 9 July 29 – 30 | | September 16 – 17 |
| Temporary Duty Travel: Joint Travel Regulations (JTR) Volume 2 | 6 | January 28 – 29 | | | April 22 – 23 | | June 17 – 18 | | August 26 – 27 | September 9 – 10 |
| Temporary Duty Travel: Joint Federal Travel Regulations (JFTR), Volume 1 Uniformed Services | 7 | | | March 11 – 12 | April 1 – 2 | | June 24 – 25 | | August 19 – 20 | |
| Advanced Temporary Duty Travel: Federal Travel Regulation (FTR) | 11 | January 16 | | | April 10 April 24 | | | July 10 July 31 | | September 18 |
| Advanced Temporary Duty Travel: Joint Travel Regulations (JTR), Volume 2 | 12 | January 30 | | | April 24 | | June 19 | | August 28 | September 11 |
| Relocation Allowances: Federal Travel Regulation (FTR) | 15 | | | March 4 – 6 | | May 6 – 8 | June 3 – 5 | | August 5 – 7 | September 9 – 11 |
| Relocation Allowances: Joint Travel Regulations (JTR), Volume 2 | 16 | | February 25 – 27 | | April 8 – 10 | May 13 – 15 | | July 15 – 17 | | September 16 – 18 |
| Relocation Allowances: Joint Federal Travel Regulations (JFTR), Volume 1 Uniformed Services | 17 | | February 25 – 27 | | April 1 – 3 | May 20 – 22 | | July 22 – 24 | | September 16 – 18 |
| Relocation Income Tax (RIT) Allowances | 18 | | | March 18 – 19 | April 29 – 30 | | June 10 – 11 | | August 12 – 13 | September 23 – 24 |
| Conference Planning | 22 | | | March 20 | | May 1 | June 12 | | August 14 | September 25 |

Legend: Honolulu, HI Las Vegas, NV Seattle, WA Washington, D.C.



COURSE SCHEDULE: ON-SITE TRAINING

These on-site training courses can be customized to ensure all your questions are answered and all your needs addressed – when and where you want. (On-site classes are scheduled based on availability.)

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Now Available!

New online course offerings are located on pages 24 and 25. These courses are designed to provide you with greater convenience and more flexibility! You'll have the option to take classes online from the comfort of your desk! To get updates and learn the availability of our online courses for FY 2014, visit www.gsa.gov/traveltraining to register by course type.

Travel Fundamentals

Intended Audience:

- Newly hired government employees or interns
- Infrequent travelers
- Authorizing, supervising and policy officials

Course Objective: Learn about the FTR, mandatory government travel programs, travel policies and entitlements in order to plan and perform your official temporary duty travel. Also learn the steps for effectively claiming travel expenses.

Course Topics:

- **Travel Authorizations**
- **Transportation Allowances**
- **Per Diem Allowances**
- **Miscellaneous Expense Allowances**
- **City Pair Program**
- **FedRooms®**
- **DOD Rental Car Program**
- **GSA SmartPay® Travel Charge Card**
- **E-Gov Travel Service (ETS)**
- **Planning an Itinerary**
- **Making Travel Arrangements**
- **Paying for Expenses**
 - Submitting a Travel Claim




Length: One day

Core Hours: 8:30 a.m. – 3:30 p.m.

Course Code: TRV-FDM 101

CLPs: Six

 *On-site classes scheduled based on your availability.*

TRAVEL OVERVIEW COURSES

Temporary Duty Travel: Federal Travel Regulation (FTR)

Intended Audience:

- Civilian travel specialists
- Support staff
- Authorizing, supervising and policy officials
- Frequent travelers

Course Objective: Learn how to interpret and apply the FTR when planning and arranging travel and while authorizing, approving or processing travel documents and claims. The emphasis of this class is on FTR transportation, per diem and miscellaneous travel expense allowances, and the mandatory use of GSA governmentwide travel programs.

Course Topics:

- **Travel Authorizations**
- **Transportation Allowances**
- **Fly America Act**
- **Contract City Pair Fares**
- **Per Diem Allowances**
- **Actual Expense**
- **E-Gov Travel Service (ETS)**
- **Government SmartPay® Travel Charge Card**
- **Emergency Travel**
- **Conference Per Diem Allowance**
- **Miscellaneous Expenses**



Cost: \$1,000

Length: Two days

Core Hours: 8:30 a.m. – 3:30 p.m.

Course Code: TRV-FTR 102

CLPs: Nine

Students must register a minimum of 60 calendar days before the scheduled start date of the course.

Temporary Duty Travel: Joint Travel Regulations (JTR), Volume 2

Intended Audience:

All Department of Defense (DOD) employees including (but not limited to):

- Budget officers
- Authorizing, supervising and policy officials
- Preparers and reviewers

Course Objective: This course provides a comprehensive discussion of travel and transportation allowances payable to civilian DOD employees.

Course Topics:

- **Applicable Authorities**
 - Joint Travel Regulations (JTR), Volume 2
 - Defense Transportation Regulation (DTR)
 - Department of Defense Financial Management Regulation (DODFMR)
 - Joint Ethics Regulation (JER)
- **Geographic Terminology**
- **Travel Authorization Requirements**
 - Effect of Travel Authorization
 - Routing of Travel
 - Scheduling of Travel
 - Variations Authorized
- **Travel Allowances**
 - Transportation
 - Contract Air Program
 - Fly America Act
 - Use of Government Vehicles
- **POV Transportation**
- **Rental Car Program**
 - Allowable Lodging Costs Subsistence
- **Methods for Paying Subsistence Expenses**
 - Miscellaneous Expense Allowances
 - Tips
 - Phone Calls Home
 - Laundry and Dry Cleaning
 - Lodging Taxes
- **Travel Expenses of Employees with Disabilities**



Cost: \$1,000
Length: Two days
Core Hours: 8:30 a.m. – 3:30 p.m.
Course Code: TRV-JTR 103
CLPs: Nine

Students must register a minimum of 60 calendar days before the scheduled start date of the course.

U.S. Army photo by Sgt. Ruth Pagan/www.dvidshub.net



TRAVEL OVERVIEW COURSES

Temporary Duty Travel: Joint Federal Travel Regulations (JFTR), Volume 1 Uniformed Services

Intended Audience:

- All uniformed service members (including but not limited to):
 - Budget officers
 - Authorizing, supervising and policy officials
 - Preparers and reviewers

Course Objective: This course provides a comprehensive discussion of travel and transportation allowances payable to uniformed members of all federal agencies, including commissioned officers in the U.S. Coast Guard, the National Oceanic and Atmospheric Agency (NOAA) and the Public Health Service (PHS).

Course Topics:

- **Applicable Authorities**
 - Joint Federal Travel Regulations (JFTR), Volume 1
 - Defense Transportation Regulation (DTR)
 - Department of Defense Financial Management Regulation (DODFMR)
 - Joint Ethics Regulation (JER)
- **Scope of the Joint Federal Travel Regulations (JFTR), Volume 1**
 - Who is covered?
 - What is covered?
- **Travel Authorization Requirements**
 - Effect of Travel Authorization
 - Routing of Travel
 - Scheduling of Travel
 - Variations Authorized
 - Geographic Terminology
- **Travel Allowances**
 - Transportation
- **Contract Air Program**
- **Fly America Act**
- **Use of Government Vehicles**
- **POV Transportation**
- **Rental Car Program**
 - Subsistence
- **Allowable Lodging Costs**
- **Certificates of Non-Availability**
- **Methods for Paying Subsistence Expenses**
 - Miscellaneous Expense Allowances
- **Tips**
- **Phone Calls Home**
- **Laundry and Dry Cleaning**
- **Lodging Taxes**



Cost: \$1,000

Length: Two days

Core Hours: 8:30 a.m. – 3:30 p.m.

Course Code: TRV-JFTR 104

CLPs: Nine



Students must register a minimum of 60 calendar days before the scheduled start date of the course.

Federal Aviation Administration Travel Policy (FAATP)



Intended Audience:


- All Federal Aviation Administration (FAA) employees, including:
 - Occasional and frequent travelers
 - Budget officers
 - Authorizing, supervising and policy officials
 - Preparers and reviewers

Course Objective: This course provides a comprehensive discussion of travel and transportation allowances payable to employees of the FAA.

Course Topics:

- | | |
|---|---|
| <ul style="list-style-type: none"> ■ Applicable Authorities <ul style="list-style-type: none"> • Federal Aviation Administration Travel Policy (FAATP) • Federal Travel Regulation (FTR) ■ Geographic Terminology ■ Travel Authorization Requirements <ul style="list-style-type: none"> • Effect of Travel Authorization • Routing of Travel ■ Prudent Person Rule ■ Cost Construct Travel | <ul style="list-style-type: none"> ■ Travel Allowances <ul style="list-style-type: none"> • Transportation <ul style="list-style-type: none"> – Contract Air Program – Fly America – Use of Government Vehicles – POV Transportation – Rental Car Program • Subsistence <ul style="list-style-type: none"> – Allowable Lodging Costs – Methods for Paying Subsistence Expense – Miscellaneous Expense Allowances Tips – Phone Calls Home – Laundry and Dry Cleaning – Lodging Taxes • Travel Expenses of Employees with Disabilities |
|---|---|

Length: Two days
Core Hours: 8:30 a.m. – 3:30 p.m.
Course Code: TRV-FAA 105
CLPs: Nine

 *On-site classes scheduled based on your availability.*

Approving Officials' Responsibilities: Federal Travel Regulation (FTR)

Intended Audience:

- New supervisors
- Authorizing and approving officials

Course Objective: Identify your responsibilities and requirements for issuing Travel Authorizations and approving travel claims for transportation, subsistence and miscellaneous expense allowances in accordance with the FTR and other applicable regulations.

Course Topics:

- **Transportation Allowances**
- **Contract City Pair Fares**
- **Premium Class Travel**
- **Per Diem Allowances**
- **Actual Expense**
- **Miscellaneous Expenses**
- **Receipt Requirements**
- **Submission of Vouchers**
- **Approving Officials' Responsibilities**
- **And more**




Length: Four hours

Core Hours: 8:30 a.m. – 12:30 p.m.

Course Code: TRV-APP 104

CLPs: Four

 *On-site classes scheduled based on your availability.*

Approving Officials' Responsibilities: Joint Travel Regulations (JTR), Volume 2

Intended Audience:

- New supervisors
- Authorizing and approving officials

Course Objective: This course provides a brief summary of selected specific responsibilities placed on authorizing or approving officials who authorize or approve temporary duty travel by civilian employees of the Department of Defense (DOD).

Course Topics:

■ Applicable Authorities

- Joint Travel Regulations (JTR), Volume 2
- Defense Transportation Regulation (DTR)
- Department of Defense Financial Management Regulation (DODFMR)
- Joint Ethics Regulation (JER)

■ Geographic Terminology

■ Travel Authorization Requirements

- Effect of Travel Authorization
- Routing of Travel
- Scheduling of Travel
- Variations Authorized

■ Responsibilities of Accountable Officers

■ Responsibilities of Authorizing Officials

- Determining Necessity for Travel
- Determining Funds Availability
- Reviewing Trip Request

■ Responsibilities of Approving Officials

- Reviewing Travel Vouchers




Length: Four hours

Core Hours: 8:30 a.m. – 12:30 p.m.

Course Code: TRV-APP 105

CLPs: Four

 *On-site classes scheduled based on your availability.*

Advanced Temporary Duty Travel: Federal Travel Regulation (FTR)

Prerequisite: You must have completed the Temporary Duty Travel: Federal Travel Regulation (FTR) course (shown on page 5). Note: You can substitute on-the-job training for the prerequisite. For approval, please contact the program manager at (703) 605-0555.

Intended Audience:

- Travel specialists
- Support staff
- Authorizing, supervising and policy officials
- Frequent travelers

Course Objective: To gain an understanding of: what you need to plan travel; preparing, reviewing or approving travel authorizations and vouchers; researching complex travel issues; making travel recommendations; and performing other duties relative to your agency's travel program and mission.

Course Topics:

- **Travel Authorizations**
- **Per Diem Allowances for Domestic and Foreign Travel**
- **Long-Term Temporary Duty (TDY) Assignments**
- **Transportation Allowances**
- **Mandatory Use of the Contract Airline City Pair Fares**
- **E-Gov Travel Service (ETS)**
- **Civilian Board of Contract Appeals Travel Cases**
- **Charge Card Specifics, Receipt Requirements and Voucher Submissions**



Cost: \$750
Length: One day
Core Hours: 8:30 a.m. – 3:30 p.m.
Course Code: ADV-FTR 201
CLPs: Six

Students must register a minimum of 60 calendar days before the scheduled start date of the course.

Advanced Temporary Duty Travel: Joint Travel Regulations (JTR), Volume 2

Prerequisite: You must have completed the Temporary Duty Travel: Joint Travel Regulations (JTR) Volume 2 course (shown on page 6). Note: You can substitute on-the-job training for the prerequisite. Please contact the Program Manager for approval at (703) 605-0555.

Intended Audience:

- All Department of Defense (DOD) employees
- Occasional/frequent travelers
- Budget officers
- Authorizing, supervising and policy officials
- Preparers and reviewers

Course Objective: This course provides: an update on recent developments related to DOD travel policy and programs; clarification of topics discussed in the basic TDY course; and a discussion of policy issues not covered by the regular TDY course.

Course Topics:

- **Paying for Travel Expenses**
 - Use of Government Charge Card
 - Availability of Cash Travel Advances
- **Arranging For Travel**
 - Use of CTO
 - Use of DTS
- **Claiming Reimbursement**
 - Voucher Requirements
 - Receipt Requirements
- **Liability Issues**
 - Military Personnel and Civilian Employees
 - Federal Tort Claims Act
 - Federal Employees Compensation Act (FECA)
- **Extended TDY Assignments**
 - Allowable Duration
 - Authorization Requirements
 - Income Tax Reimbursement Allowance (ITRA)



Cost: \$750
Length: One day
Core Hours: 8:30 a.m. – 3:30 p.m.
Course Code: ADV-JTR 202
CLPs: Six

Students must register a minimum of 60 calendar days before the scheduled start date of the course.



ADVANCED TRAVEL COURSES

Temporary Duty Travel for Defense Contractors: Federal Acquisition Regulation (FAR) and Defense Federal Acquisition Regulation Supplements (DFARS)

Intended Audience:

- All Department of Defense (DOD) contractors and employees handling travel claims from DOD contractors.

Course Objective: This course provides a comprehensive discussion of travel and transportation allowances payable to DOD contractors.

Course Topics:

■ Applicable Authorities

- Federal Acquisition Regulation (FAR)
- Defense Federal Acquisition Regulation Supplements (DFARS)
- Joint Travel Regulations (JTR), Volume 2
- Federal Travel Regulation (FTR)
- Defense Transportation Regulation (DTR)

■ General Requirements for Claiming Expenses

■ Geographic Terminology

■ Routing of Travel

■ Scheduling of Travel

■ Travel Allowances

- Transportation
 - Fly America Act
 - Use of Government Vehicles
 - POV Transportation
 - Rental Car Program
- Subsistence
 - Allowable Lodging Costs
 - Methods for Paying Subsistence Expenses
- Miscellaneous Expense Allowances
 - Tips
 - Phone Calls Home
 - Laundry and Dry Cleaning
 - Lodging Taxes
- Travel Expenses of Employees with Disabilities




Length: Two days

Core Hours: 8:30 a.m. – 3:30 p.m.

Course Code: ADV-FAR 205

CLPs: Nine

 *On-site classes scheduled based on your availability.*

Foreign Service Allowances and Travel for Foreign Service Personnel: Foreign Affairs Manual (FAM) and Department of State Standardized Regulations (DSSR)

Intended Audience:

- Foreign-service personnel transfers or stationed overseas
- Foreign-service allowances approvers:
 - Budget officers
 - Authorizing and approving official
 - Preparers and reviewers of travel documents
- Civilian employees who approve foreign-service allowances

This course does not address allowances related to the employee’s pay while stationed overseas (e.g., cost-of-living adjustments or danger pay).

Course Objective: This course provides a broad overview of special allowances payable to foreign-service personnel transferred and stationed overseas and special types of travel paid to service personnel stationed at foreign posts.

Course Topics:

- | | | | |
|---|---|---|--|
| <ul style="list-style-type: none"> ■ Applicable Authorities <ul style="list-style-type: none"> • Foreign Affairs Manual (FAM) • Department of State Standardized Regulations (DSSR) • Federal Travel Regulation (FTR) | <ul style="list-style-type: none"> ■ Relocation Allowances <ul style="list-style-type: none"> • En Route Travel • Temporary Quarters Subsistence • Transportation of Personal Effects • Storage of Personal Effects • Transportation of a Privately Owned Vehicle • Transfer Allowances <ul style="list-style-type: none"> – Foreign Transfer Allowances (FTA) – Home Service Transfer Allowance (HSTA) | <ul style="list-style-type: none"> ■ Geographic Terminology ■ Definition of Family ■ Foreign-Service Allowances <ul style="list-style-type: none"> • Separate Maintenance Allowances • Living Quarters Allowances • Post Allowances • Educational Allowances | <ul style="list-style-type: none"> ■ Special Type of Travel <ul style="list-style-type: none"> • Educational Travel • Evacuation Travel • Medical Travel • Visitation Travel <ul style="list-style-type: none"> – Emergency Visitation Travel – Family Visitation Travel – Separate Maintenance Allowance Travel – Travel of Children of Separated Families • Leave Travel <ul style="list-style-type: none"> – Home Leave Travel – Rest and Recuperation (R&R) Travel |
|---|---|---|--|

Length: Three days
Core Hours: 8:30 a.m. – 3:30 p.m.
Course Code: ADV-FSA 206
CLPs: Nine



On-site classes scheduled based on your availability.



RELOCATION COURSES

Relocation Allowances: Federal Travel Regulation (FTR)

Intended Audience:

- All civilian agency employees involved in the relocation process including:
 - Human resources personnel
 - Budget officers
 - Authorizing and approving officials
 - Preparers and reviewers of travel documents (e.g., PCS Orders, Service Agreements, and Travel Vouchers)

Course Objective: This course provides a comprehensive discussion of procedural requirements and relocation allowances payable to civilian employees of civilian agencies in the executive branch who relocate at government expense.

Course Topics:

- **Applicable Authorities**
 - Federal Travel Regulation (FTR)
 - Department of State Standardized Regulations (DSSR)
 - Joint Travel Regulations (JTR), Volume 2
 - Office of Personnel
- **Management Regulations**
- **Geographic Terminology**
- **Types of Relocations**
 - Transferees
 - New Appointees
 - Return Transportation
 - SES Last Move Home
 - Temporary Change of Station
 - Government Employee's Training Act (GETA)
 - Intergovernmental Personnel Act (IPA)
- **Overseas Tour Renewal Travel**
 - Relocation Allowances
 - En Route Travel
 - House Hunting Trip Travel
- **Temporary Quarters Subsistence Expense Allowances**
- **Transportation and Temporary Storage of Household Goods**
 - Extended Storage of Household Goods
 - Transportation of Privately Owned Vehicles
 - Transportation of a Mobile Home
 - Residence Transaction Expenses
 - Relocation Services
- **Home Sale Programs**
- **Property Management Services**
 - Home Marketing Incentive Payments



Cost: \$1,225

Length: Three days

Core Hours: 8:30 a.m. – 3:30 p.m.

Course Code: REL-FTR 101

CLPs: Nine



Students must register a minimum of 60 calendar days before the scheduled start date of the course.

Relocation Allowances: Joint Travel Regulations (JTR), Volume 2

Intended Audience:

- All Department of Defense (DOD) employees involved in the relocation process including:
 - Human resources personnel
 - Budget officers
 - Authorizing and approving officials
 - Preparers and reviewers of travel documents (e.g., PCS Orders, Service Agreements, and Travel Vouchers)

Course Objective: This course provides a comprehensive discussion of procedural requirements and relocation allowances payable to civilian employees of the DOD who relocate at government expense.

Course Topics:

- **Applicable Authorities**
 - Joint Travel Regulations (JTR), Volume 2
 - Federal Travel Regulation (FTR)
 - Department of State Standardized Regulations (DSSR)
 - Office of Personnel Management Regulations
- **Geographic Terminology**
- **Types of Relocations**
 - Transferees
 - New Appointees
 - Return Transportation
 - SES Last Move Home
 - Temporary Change of Station
 - Government Employee's Training Act (GETA)
 - Intergovernmental Personnel Act (IPA)
 - Renewal Agreement Travel
- **Relocation Allowances**
 - En Route Travel
 - House Hunting Trip Travel
 - Temporary Quarters Subsistence Expense Allowances
 - Transportation and Temporary Storage of Household Goods
 - Extended Storage of Household Goods
 - Transportation of Privately Owned Vehicles
 - Transportation of a Mobile Home
 - Residence Transaction Expenses
 - Relocation Services
 - Home Sale Programs
 - Property Management Services
 - Home Marketing Incentive Payments
 - Miscellaneous Expense Allowance (MEA)



Cost: \$1,225
Length: Three days
Core Hours: 8:30 a.m. – 3:30 p.m.
Course Code: REL-JTR 101
CLPs: Nine

Students must register a minimum of 60 calendar days before the scheduled start date of the course.



RELOCATION COURSES

Relocation Allowances: Joint Federal Travel Regulations (JFTR), Volume 1 Uniformed Services

Intended Audience: All Department of Defense (DOD) employees involved in the relocation process, including:

- Human resources personnel
- Budget officers
- Authorizing and approving officials
- Preparers and reviewers of travel documents (e.g., PCS Orders, Service Agreements and Travel Vouchers)

Course Objective: This course provides a comprehensive discussion of procedural requirements and relocation allowances payable to uniformed service members who relocate at government expense. This course also provides a high-level overview of uniformed service members' living allowances.

Course Topics:

■ Applicable Authorities

- Joint Federal Travel Regulations (JFTR), Volume 1
- Federal Travel Regulation (FTR)

■ Geographic Terminology

■ Types of Relocations

■ Living Allowances

- Housing Allowances (BAH and OHA)
- Cost of Living Allowances (COLAs)

■ Relocation Allowances

- En Route Travel
- Transportation and Temporary Storage of Household Goods
- Transportation of a Privately Owned Vehicles
- Transportation of a Mobile Home
- Temporary Lodging Expense (TLE)
- Temporary Lodging Allowance (TLA)
- Dislocation Allowance (DLA)
- Housing Assistance Program (HAP)



Cost: \$1,225

Length: Three days

Core Hours: 8:30 a.m. – 3:30 p.m.

Course Code: RELO-JFTR 101

CLPs: Nine



Students must register a minimum of 60 calendar days before the scheduled start date of the course.

Relocation Income Tax (RIT) Allowances

Prerequisite: This course assumes the employee has a basic understanding of the rules governing relocations at government expense. It is strongly recommended that employees complete either Relocation Allowances: Federal Travel Regulation (FTR), shown on page 15, or Relocation Allowances: Joint Travel Regulations (JTR) Volume 2, shown on page 16, prior to attending this course.

Intended Audience:

- All employees of the executive branch (including the Department of Defense) involved in the relocation process, including:
 - Human resources personnel
 - Budget officers
 - Authorizing and approving officials
 - Preparers and reviewers of travel documents (e.g., PCS Orders, Service Agreements, and Travel Vouchers)

Course Objective: This course provides a comprehensive discussion of taxation of relocation allowances and the payment of the RIT Allowance.

Course Topics:

- **Applicable Authorities**
 - Federal Travel Regulation (FTR)
 - Internal Revenue Code (IRC)
 - Treasury Regulations
 - IRS Guidance
- **Taxation of Relocation Allowances**
 - Income Taxation vs. Employment Taxation
 - Withholding Responsibilities
 - Reporting Requirements
- **Payment of the RIT Allowances**
 - Year 1 vs. Year 2
 - Withholding Tax Allowance
 - RIT Allowance Year 2 Adjustment
 - Negative RIT Allowance Payments
- **Procedural Requirements for the RIT Allowances**



Cost: \$1,060
Length: Two days
Core Hours: 8:30 a.m. – 3:30 p.m.
Course Code: REL-TAX 202
CLPs: Nine

Students must register a minimum of 60 calendar days before the scheduled start date of the course.



RELOCATION COURSES

Shipping Household Goods and Transportation Management Services Solutions (TMSS)

Intended Audience:

- Anyone who authorizes, counsels or books household good shipments for relocating employees including authorizing, administrative and transportation officers.

Course Objective: This course is designed to heighten your awareness of the entitlements and responsibilities for shipping HHG and the available GSA programs and solutions to simplify your HHG shipment process. It also provides hands-on TMSS training to give you the tools necessary for efficiently managing the entire shipment process online.

Course Topics:

- **FTR Authority and Regulations**
- **Carrier Evaluation and Selection**
- **Shipment Booking**
- **Employee Entitlements**
- **Transportation Audits**
- **GSA Program Solutions**



Length: Two days

Core Hours: 8:30 a.m. – 3:30 p.m.

Course Code: REL-SHP 203

CLPs: Nine



On-site classes scheduled based on your availability.

Overseas Allowances and Travel for Civilian Employees: Federal Travel Regulation (FTR) and Department of State Standardized Regulations (DSSR)

Prerequisite: There is no prerequisite for this class. However, several topics covered in this class are discussed in more detail in the comprehensive Relocation Allowances: Federal Travel Regulation (FTR) course (shown on page 15), so the attendee will find completion of that course prior to attending this course beneficial.

Intended Audience:

- All Department of Defense civilian employees, including:
 - Budget officers
 - Authorizing and approving officials
 - Preparers and reviewers of travel documents

Course Objective: This course provides a broad overview of relocation allowances for overseas assignments, special allowances related to a civilian employee's overseas assignment, and special types of travel paid while a civilian employee is stationed at a foreign post of duty.

Course Topics:

- | | |
|--|---|
| <ul style="list-style-type: none"> ■ Applicable Authorities <ul style="list-style-type: none"> • Federal Travel Regulation (FTR) • Department of State Standardized Regulations (DSSR) ■ Relocation Allowances <ul style="list-style-type: none"> • En Route Travel • Temporary Quarters Subsistence • Transportation of Personal Effects • Storage of Personal Effects • Transportation of a Privately Owned Vehicle • Transfer Allowances <ul style="list-style-type: none"> – Foreign Transfer Allowance (FTA) – Home Service Transfer Allowances (HSTA) | <ul style="list-style-type: none"> ■ Geographic Terminology ■ Definition of Family ■ Overseas Allowances <ul style="list-style-type: none"> • Separate Maintenance Allowances • Living Quarters Allowances • Post Allowances • Educational Allowances ■ Special Type of Travel <ul style="list-style-type: none"> • Educational Travel • Evacuation Travel • Overseas Renewal Agreement Travel |
|--|---|




Length: Three days

Core Hours: 8:30 a.m. – 3:30 p.m.

Course Code: OVS-FTR 101

CLPs: Nine

 *On-site classes scheduled based on your availability.*

Overseas Allowances and Travel for Department of Defense Employees: Joint Travel Regulations (JTR), Volume 2 and Department of State Standardized Regulations (DSSR)

Prerequisite: There is no prerequisite for this class. However, several topics covered in this class are discussed in more detail in the comprehensive Relocation Allowances: Joint Travel Regulations (JTR), Volume 2 course (shown on page 16), so the attendee will find completion of that course prior to attending this course beneficial.

Intended Audience:


- All Department of Defense (DOD) civilian employees, including:
 - Budget officers
 - Authorizing and approving officials
 - Preparers and reviewers of travel documents

Course Objective: This course provides a broad overview of relocation allowances for overseas assignments, special allowances related to a DOD civilian employees' overseas assignment, and special types of travel paid while a DOD civilian employee is stationed at a foreign post of duty. Note: This course does not address allowances related to employee pay while stationed overseas (e.g., cost-of-living adjustments, danger pay).

- Length:** Three days
- Core Hours:** 8:30 a.m. – 3:30 p.m.
- Course Code:** OVS-JTR 201
- CLPs:** Nine

Course Topics:

- **Applicable Authorities**
 - Joint Travel Regulations (JTR), Volume 2
 - Department of State Standardized Regulations (DSSR)
 - Foreign Affairs Manual (FAM)
 - Federal Travel Regulation (FTR)
- **Relocation Allowances**
 - En Route Travel
 - Temporary Quarters Subsistence
 - Transportation of Personal Effects
 - Storage of Personal Effects
 - Transportation of a Privately Owned Vehicle
 - Transfer Allowances
 - Foreign Transfer Allowance (FTA)
 - Home Service Transfer Allowance (HSTA)
- **Geographic Terminology**
- **Definition of Family**
- **Foreign Service Allowances**
 - Separate Maintenance Allowances
 - Living Quarters Allowances
 - Post Allowances
 - Educational Allowances
- **Special Type of Travel**
 - Educational Travel
 - Evacuation Travel
 - Medical Travel
 - Visitation Travel
 - Emergency Visitation Travel
 - Family Visitation Travel
 - Separate Maintenance Allowance Travel
 - Travel of Children of Separated Families
 - Leave Travel
 - Renewal Agreement (RAT) Travel
 - Funded Environmental and Morale Leave (FEML) Travel
 - Rest and Recuperation (R&R) Travel

 *On-site classes scheduled based on your availability.*

Conference Planning



Intended Audience:

- Meeting planners
- Conference planning personnel
- Budget officers
- Program support staff
- Contracting officers
- Legal staff (executive branch including DOD)
- Office of the Inspector General support staff

Course Objective: Students will gain a firm understanding of how to plan, coordinate and execute conferences in accordance with the Federal Travel Regulation (FTR), Executive Directives, Government Accountability Office (GAO) and the Civilian Board of Contract Appeal (CBCA) decision.

Course Topics:

- **Conference Entitlements**
- **Planning a Conference**
- **Estimating the Budget**
- **Selecting the Location**
- **Obtaining Proposals**
- **Selecting a Property**
- **Preparing an Agenda**
- **Making Arrangements**

Cost: \$725
Length: Six hours
Core Hours: 9 a.m. – 3 p.m.
Course Code: CON-PLN 101
CLPs: Five

Students must register a minimum of 60 calendar days before the scheduled start date of the course.

ONLINE COURSES

About Online Courses and the Learning Management System

GSA's Travel Training Program has revamped its course offerings to better serve federal travelers with high-quality, online courses – available 24/7.

In this new Learning Management System (LMS), GSA will continue to provide federal employees with insight into the latest travel regulations and practices, providing the most up-to-date travel and transportation information critical for meeting agency missions.

Benefits of a virtual environment include:

- **24/7 accessibility**
- **Travel reduction**
- **Lower cost**
- **Flexibility**
- **Ease of use**



Visit www.gsa.gov/traveltraining to register by course type.

Travel Basics

Intended Audience:

- Travelers
- Approvers
- Supervisors
- Travel arrangers

Course Objective: Learn about the Federal Travel Regulation (FTR), travel entitlements and government travel programs you need to know before going on an official duty travel assignment.

Cost: \$50

Length: One hour



Attending a Conference

Intended Audience:

- Travelers
- Approvers
- Supervisors
- Travel arrangers

Course Objective: Learn the Federal Travel Regulation (FTR) travel policies most important to travelers attending or participating in conferences or workshops.

Cost: \$50

Length: One hour





ONLINE COURSES

Federal Travel Regulation (FTR) In-Depth

Intended Audience:

- Travelers
- Approvers
- Supervisors
- Travel arrangers

Course Objective: Provide the knowledge and understanding needed to: plan travel; prepare, review or approve travel authorizations and vouchers; research complex travel issues; make travel recommendations; or perform other duties relative to an agency's travel program and mission.



Cost: \$199

Length: Four hours
(divided into one-hour modules)

Approving Officials' Responsibilities: Federal Travel Regulation (FTR)

Intended Audience:

- Approvers
- Supervisors
- Travel arrangers

Course Objective: Identify your responsibilities and requirements for approving travel authorization, travel claims for transportation, subsistence and miscellaneous expense allowances in accordance with the Federal Travel Regulation (FTR) and other applicable regulations.



Cost: TBD

Length: One hour

Agency Group Training and Custom Courses

Take advantage of all the specialized training available to you from the GSA Professional Development and Training Section. In addition to attending our scheduled courses detailed inside, you also have the option of arranging to have us hold any class listed in this catalog for your group – at the site of your choice! Students may come from your own organization, or you may consolidate with other federal, state or local government agencies to fill a class. We'll also customize any course for your organization or develop a new course to meet your unique needs.

To discuss group specials and customized courses, special services and rates, please contact the GSA Professional Development and Training Section at **(703) 605-0555** or travel.training@gsa.gov.



How to Schedule Specialized Training

To discuss group specials and customized courses, special services and rates, please contact the GSA Professional Development and Training Section at **(703) 605-0555** or travel.training@gsa.gov.

Special Needs

Attendees with special needs should contact the GSA Professional Development and Training Section at **(703) 605-0555** or travel.training@gsa.gov to discuss special arrangements.

Adverse Weather and Government Closure

The GSA Professional Development and Training Section reserves the right to cancel any training session that may be affected by adverse weather, federal emergency or government-related closure. Training will be rescheduled at a later date. GSA will not be responsible for any additional travel expenses incurred by the student or his/her agency due to adverse weather, federal emergency or government-related closure. If the federal government issues a delayed opening schedule, classes will begin at their regularly scheduled times.

Dress Code

When attending GSA Travel and Transportation Training, the dress code is business casual for both civilian and uniform attendees.

FOR MORE INFORMATION

| Travel Resources | | |
|------------------------------------|--|----------------|
| Topic | Website | Phone |
| GSA Federal Travel Regulation | www.gsa.gov/ftr | (202) 208-7642 |
| GSA City Pairs | www.gsa.gov/citypairs | (888) 472-5585 |
| GSA Travel Training | www.gsa.gov/traveltraining | (703) 605-0555 |
| GSA Travel Resources | www.gsa.gov/travel | (888) 472-5585 |
| GSA SmartPay® | smartpay.gsa.gov | (703) 605-2808 |
| FedRooms® | www.fedrooms.com | (800) 226-1741 |
| DTMO Car Rentals | www.defensetravel.dod.mil | (888) 435-7146 |
| DTMO Travel Policy | www.defensetravel.dod.mil | (888) 435-7146 |
| Civilian Board of Contract Appeals | www.cbca.gsa.gov | (202) 606-8800 |

| Per Diem Rates | |
|-------------------|--|
| Agency/Department | Website |
| GSA | www.gsa.gov/perdiem |
| DOD | www.defensetravel.dod.mil/site/perdiem.cfm |
| State Department | aoprals.state.gov |



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- Available through E-Gov Travel Service and Defense Travel System
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- Many properties offer the same rate for leisure travel
- No early-checkout fees

FedRooms Program Contact

Help Desk: (800) 226-1741

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