

# Worldwide Travel Training

FY 2009



2009 COURSE SERIES CATALOG

## **GSA PROFESSIONAL DEVELOPMENT AND TRAINING SECTION: YOUR SMART AND EASY SOLUTION TO GET UP TO SPEED AND STAY CURRENT IN THE GOVERNMENT TRAVEL ARENA!**

We at the GSA Professional Development and Training Section have been providing travel training course offerings to the federal government community for more than 25 years, and now look forward to sharing with you our extensive wealth of data via several interesting and comprehensive courses.

By participating in the FY 2009 Worldwide Travel Training program, you get to 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 definitely 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 all presented in a fashion that ensures you gain a thorough understanding of all of the basics and receive information on new developments that are critical to your travel program success. And because we are a partner with GSA's Office of Governmentwide Policy, we can promise you will be informed with up-to-the-minute status on rapidly changing regulations, the new facts on emerging issues, and so much more. Examples of the type of travel changes we address with you include:

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

Take some time to review this 2009 catalog and you'll discover that we offer a vast array of topics presented via various courses throughout the year, in locations all across the U.S. You'll also see that we even offer on-site training and customized courses, assuring that all of your questions are answered and every one of your needs are addressed — when and where you want. You should also know that our courses are in the process of receiving Continuing Learning Points (CLP) and/or Continuing Education Unit (CEU) certification.

Please note that our classes do fill up rapidly, so be sure you register early — by fax, mail or email — to ensure your place in the classes of your choice!

### **Registration Information:**

Please visit our Web site at [www.gsa.gov/traveltraining](http://www.gsa.gov/traveltraining). Under "How to Register" you can find and print a blank copy of the form.

### **Fill out the Registration Form and send it to us at the GSA Professional Development and Training Section via:**

**Fax** – Simply register by faxing a fully completed registration form to us at (703) 605-2188.

**Or Mail** – Send a fully completed registration form to us at:  
Attn: Registrar  
GSA, Professional Development and Training Section  
2200 Crystal Drive, Suite 300  
Arlington, VA 22202

**Or Email** – Send a fully completed registration form to us at [travel.training@gsa.gov](mailto:travel.training@gsa.gov).

For a complete course listing, please visit [www.gsa.gov/traveltraining](http://www.gsa.gov/traveltraining). For any additional questions, contact us at (703) 605-0555, or send an email to [travel.training@gsa.gov](mailto:travel.training@gsa.gov).

### **GSA Professional Development and Training Section**

**Cancellation Policy:** We must receive your written cancellation more than two weeks in advance, in order to issue a full refund on your tuition payment. You should send any cancellation notices via fax to (703) 605-2188 or via an e-mail to [traveltraining@gsa.gov](mailto:traveltraining@gsa.gov). If for any reason you need to cancel less than two weeks out, you will be charged a cancellation fee determined by the course cost, which are as follows: a fee of \$125 for courses costing \$300 or more; a fee of \$225 for courses costing \$500 or more; and a fee of \$400 for courses costing \$800 or more. Please note, though, that substitutions are permitted anytime up to the start of the course.

**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 (payable to the GSA Professional Development and Training Section). Contractors may pay via company check or Money Order, payable to the GSA Professional Development and Training Section. Sorry, we cannot accept personal checks.**

Agencies who are required to use their internal training form (SF-182 or DD Form 1556-1), in lieu of the Registration Form must contact us at (703) 605-0555 for additional requirements.

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

## **NEW! COMING SOON!!!**

You'll also want to be on the look out for expanded and new course offerings that will be coming online in Fiscal Year 2009, providing you greater convenience and more flexibility! You'll have the added choice to simply and easily take classes online, at the comfort of your own desk! Visit our Web site [www.gsa.gov/traveltraining](http://www.gsa.gov/traveltraining) often for updates and availability of our online courses in 2009 / 2010.

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## Travel Basics

**Course Number: 1700**

This is a “must take” course if you are new to travel or need a quick refresher on the basic application of travel regulations, programs and procedures.

All travelers should take this course to **“know before they go”** in order to ease the stress of official travel and avoid costly mistakes. The course “Travel Guide” serves as the course text book, as well as a handy travel reference guide!

Students will learn how to:

- Plan a Complete Itinerary
- Select Appropriate Vendors
- Finalize Arrangements
- Complete Travel Documents

Intended for: Newly-hired government employees, interns, infrequent travelers, and authorizing/supervising/policy officials.

**Cost:** \$329

**Length:** Four hours

**Core Hours:** 8:00 a.m. – 12:00 p.m.

### Travel Basics 2009 Course (#1700) Schedule

Location	Course & Session #	Dates
Atlanta, GA	1700-01	June 19, 2009
Denver, CO	1700-02	March 27, 2009
Las Vegas, NV	1700-03	May 7, 2009
Seattle, WA	1700-04	May 1, 2009
Washington, DC	1700-05	November 20, 2008
	1700-06	January 28, 2009
	1700-07	April 20, 2009
	1700-08	July 17, 2009
	1700-09	September 14, 2009





## Relocation Allowances: Federal Travel Regulation (FTR)

### Course Number: 1745

This course explains allowances provided to eligible civilian employees who are making a permanent change of duty station.

#### Course Content:

- Travel Authorizations, Advances and Vouchers
- Service Agreements
- House Hunting and En Route Travel
- Temporary Quarters
- Shipment of Household Goods/Automobiles
- Property Management
- Real Estate Expenses
- Miscellaneous Expenses
- Last Move Home

Fast changing updates and streamlining of federal travel allowances make annual or even twice yearly training strongly advisable.

Intended for: Travel specialists, support staff, infrequent travelers, and affected authorizing/supervising/policy officials.

**Cost:** \$950

**Length:** Three days

**Core Hours:** 8:30 a.m. – 3:30 p.m.

## Relocation Allowances: Federal Travel Regulation (FTR)

### 2009 Course (#1745) Schedule

Location	Course & Session #	Date
<b>Denver, CO</b>	1745-01	March 24-26, 2009
	1745-02	July 7-9, 2009
<b>Las Vegas, NV</b>	1745-03	April 14-16, 2009
	1745-04	July 28-30, 2009
<b>San Diego, CA</b>	1745-05	June 9-11, 2009
<b>Seattle, WA</b>	1745-06	April 28-30, 2009
<b>Washington, DC</b>	1745-07	October 21-23, 2008
	1745-08	December 9-11, 2008
	1745-09	February 24-26, 2009
	1745-10	April 7-9, 2009
	1745-11	June 23-25, 2009
	1745-12	August 25-27, 2009



## Temporary Duty Travel: Federal Travel Regulation (FTR)

### Course Number: 1760

This lecture course teaches students how to compute temporary duty travel allowances and responsibilities concerning:

- Travel Authorizations
- Allowable Transportation
- Fly America Act
- Contract City-Pair Fares
- Per Diem Allowances
- Actual Expense
- eGov Travel Service (ETS)
- Government Travel Charge Card
- Receipt Requirements
- Emergency Travel
- Conference Per Diem Allowance
- Miscellaneous Expenses
- Submission of Vouchers

Fast changing updates and streamlining of federal travel allowances make annual or even twice yearly training strongly advisable.

Intended for: Travel specialists, support staff, frequent travelers, and affected authorizing/supervising/policy officials.

**Cost:** \$824

**Length:** Two days

**Core Hours:** 8:30 a.m. – 3:30 p.m.

### Temporary Duty Travel: Federal Travel Regulation (FTR) 2009 Course (#1760) Schedule

Location	Course & Session #	Date
Denver, CO	1760-01	May 12-13, 2009
	1760-02	June 2-3, 2009
Las Vegas, NV	1760-03	March 17-18, 2009
	1760-04	June 9-10, 2009
	1760-05	September 1-2, 2009
Little Rock, AR	1760-06	August 4-5, 2009
San Diego, CA	1760-07	March 18-19, 2009
Seattle, WA	1760-08	July 21-22, 2009
Washington, DC	1760-09	October 7-8, 2008
	1760-10	December 2-3, 2008
	1760-11	February 10-11, 2009
	1760-12	March 3-4, 2009
	1760-13	May 5-6, 2009
	1760-14	July 7-8, 2009
	1760-15	September 1-2, 2009

For greater convenience and easy accessibility for you, for the first time ever a new Temporary Duty Travel – Federal Travel Regulation course will be offered online during FY 2009. For more details on registration, cost and payment information, please contact the GSA Professional Development and Training Section at (703) 605-0555 or visit our Web site at [www.gsa.gov/traveltraining](http://www.gsa.gov/traveltraining).



# Advanced Temporary Duty Travel: Federal Travel Regulation (FTR)

## Course Number: 2060

This course provides in-depth discussion of the statute pertaining to:

- 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
- eGov Travel Service (ETS)
- Civilian Board of Contract Appeals Travel Cases

Additional topics include the mandatory use of the charge card, miscellaneous expenses, receipt requirements and voucher submission.

Fast changing updates and streamlining of federal travel allowances make annual or even twice yearly training strongly advisable.

Intended for: Travel specialists, frequent travelers, and affected authorizing/supervising/policy officials.

**Cost:** \$565

**Length:** One day

**Core Hours:** 8:30 a.m. – 3:30 p.m.

## Advanced Temporary Duty Travel: Federal Travel Regulation (FTR) 2009 Course (#2060) Schedule

Location	Course & Session #	Date
Denver, CO	2060-01	July 6, 2009
Las Vegas, NV	2060-02	August 3, 2009
Little Rock, AR	2060-03	August 10, 2009
San Diego, CA	2060-04	June 1, 2009
Seattle, WA	2060-05	August 24, 2009
Washington, DC	2060-06	December 4, 2008
	2060-07	March 30, 2009
	2060-08	June 15, 2009
	2060-09	August 31, 2009



## Relocation Income Tax Allowances (RITA)

### Course Number: 1750

This course looks at the treatment of reimbursed moving expenses by federal tax regulations. Students learn to distinguish between federal tax regulations and the FTR in reaching correct decisions concerning the Relocation Income Tax Allowances (RITA) and its impact on personnel assigned to new duty stations.

Frequent changes in tax laws and regulations make annual training advisable for those who must know how to identify and calculate allowable moving expenses and taxable income. Instructional methods include lectures and discussions. **Students should bring hand calculators to class.**

Intended for: Travel specialists, certifying officers, personnel specialists, administrative officers, and others who prepare agency travel authorizations and regulation/policy.

**Cost:** \$875

**Length:** Two days

**Core Hours:** 8:30 a.m. – 3:30 p.m.

### Relocation Income Tax Allowances (RITA) 2009 Course (#1750) Schedule

Location	Course & Session #	Date
Denver, CO	1750-01	April 14-15, 2009
	1750-02	August 18-19, 2009
San Diego, CA	1750-03	March 16-17, 2009
Washington, DC	1750-04	January 21-22, 2009
	1750-05	March 24-25, 2009
	1750-06	May 27-28, 2009
	1750-07	August 4-5, 2009





# Shipping Household Goods and Transportation Management Services Solution (TMSS)

**Course Number: 1755**

This course examines regulations on household goods and transportation. Students review entitlement and transportation regulations, practice preparing and making shipments and work with loss and damage claims.

Now included in Shipping Household Goods is information on Transportation Management Service Solution (TMSS), which is the first comprehensive online freight and household goods transportation management system designed exclusively for federal civilian agencies. Demonstration of this dynamic new system will enable GSA customers to effectively and efficiently manage the entire transportation process and execute the following task online:

- Rate and Route Shipments
- Book Shipments
- Generate Bills of Lading
- Track And Trace Shipment
- View Proof of Delivery
- Perform Repayment Audits
- Pay For Transportation Services
- Resolve Service and Billing Disputes
- File/Settle Loss and Damage Claims
- Generate Transportation Reports
- Perform Data Analysis
- Facilitate Post Payment Audits

Intended for: Administrative, supply and transportation officers.

**Cost:** \$875

**Length:** Two days

**Core Hours:** 8:30 a.m. – 3:30 p.m.

## Shipping Household Goods and Transportation Management Services Solution (TMSS) 2009 Course (#1755) Schedule

Location	Course & Session #	Date
Denver, CO	1755-01	September 1-2, 2009
Las Vegas, NV	1755-02	June 22-23, 2009
San Diego, CA	1755-03	April 23-24, 2009
Washington, DC	1755-04	January 14-15, 2009
	1755-05	April 1-2, 2009
	1755-06	June 16-17, 2009
	1755-07	August 11-12, 2009



## Conference Planning

**Course Number: 1780**

This course teaches students about the new travel regulations on conference planning, allowing agencies to increase per diem and paying for light refreshments. Discussion includes deciding where to hold meetings and conferences nationwide, obtaining proposals, estimating budget costs, using approved hotel accommodations, agency requirements for conferences, what's included in room rates, and the best times to hold conferences.

Intended for: Meeting planners and other personnel involved in meetings and conferences.

**Cost:** \$525

**Length:** Six hours

**Core Hours:** 9:00 a.m. – 3:00 p.m.

### Conference Planning 2009 Course (#1780) Schedule

Location	Course & Session #	Date
Denver, CO	1780-01	March 9, 2009
	1780-02	July 13, 2009
Las Vegas, NV	1780-03	March 30, 2009
	1780-04	July 20, 2009
Seattle, WA	1780-05	April 27, 2009
Washington, DC	1780-06	March 2, 2009
	1780-07	June 26, 2009
	1780-08	August 24, 2009





## Approving Officials' Responsibilities: Federal Travel Regulation (FTR)

### Course Number: 1761

This course teaches students how to understand temporary duty travel allowances and responsibilities in accordance with the General Services Administration's Federal Travel Regulation (FTR). Topics covered are:

- Travel Orders
- Allowable Transportation
- Fly America Act
- Contract City-Pair Fares
- Per Diem Allowances
- Meal Allowances
- eGov Travel Service (ETS)
- Government Travel Charge Card
- Receipt Requirements
- Emergency Travel
- Conference Per Diem Allowance
- Miscellaneous Expenses
- Submission of Vouchers

**Length:** Four hours

This course is offered as an **on-site special only**. For more information, please call the GSA Professional Development and Training Section at (703) 605-0555 or email us at [travel.training@gsa.gov](mailto:travel.training@gsa.gov).





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

### Course Number: 1770

This course teaches students how to understand temporary duty travel allowances and responsibilities in accordance with the Joint Travel Regulations (JTR), Volume 2 for civilian employees with the Department of Defense. Topics covered are:

- Travel Orders
- Contract Travel Office (CTO)
- Allowable Transportation
- Fly America Act
- Contract City-Pair Fares
- Per Diem Allowances
- Meal Allowances
- Actual Expense
- Government Travel Charge Card
- Receipt Requirements
- Emergency Travel
- Conference Per Diem Allowance
- Miscellaneous Expenses
- Submission of Vouchers

Fast changing updates and streamlining of travel regulations make annual or even twice yearly training strongly advisable.

Intended for: Travel specialists, support staff, frequent travelers, and affected authorizing/supervising/policy officials.

**Cost:** \$824

**Length:** Two days

**Core Hours:** 8:30 a.m. – 3:30 p.m.

### Temporary Duty Travel: Joint Travel Regulations (JTR), Volume 2 2009 Course (#1770) Schedule

Location	Course & Session #	Date
<b>Las Vegas, NV</b>	1770-01	April 1-2, 2009
	1770-02	July 7-8, 2009
<b>Pensacola, FL</b>	1770-03	April 21-22, 2009
<b>San Antonio, TX</b>	1770-04	February 24-25, 2009
<b>San Diego, CA</b>	1770-05	May 27-28, 2009
	1770-06	July 21-22, 2009
<b>Seattle, WA</b>	1770-07	March 10-11, 2009
<b>Washington, DC</b>	1770-08	November 18-19, 2008
	1770-09	February 3-4, 2009
	1770-10	April 21-22, 2009
	1770-11	May 12-13, 2009
	1770-12	July 14-15, 2009
	1770-13	September 8-9, 2009



# Advanced Temporary Duty Travel:

## Joint Travel Regulations (JTR), Volume 2

### Course Number: 2070

This course provides in-depth discussion of the statute pertaining to:

- Travel Orders
- Per Diem Allowances for Domestic and Foreign Travel
- Transportation Allowances
- Mandatory Use of the Contract Airline City Pair Fares
- Defense Travel Service (DTS)
- Fly America Act
- Civilian Board of Contract Appeals Travel Cases

Additional topics include the mandatory use of the charge card, miscellaneous expenses, receipt requirements and voucher submission.

Fast changing updates and streamlining of federal travel allowances make annual or even twice yearly training strongly advisable.

Intended for: Travel specialists, frequent travelers, and affected authorizing/supervising/policy officials.

**Cost:** \$565

**Length:** One day

**Core Hours:** 8:30 a.m. – 3:30 p.m.

### Advanced Temporary Duty Travel: Joint Travel Regulations (JTR), Volume 2 2009 Course (#2070) Schedule

Location	Course & Session #	Date
Las Vegas, NV	2070-01	July 6, 2009
	2070-02	September 3, 2009
Pensacola, FL	2070-03	June 29, 2009
San Antonio, TX	2070-04	May 18, 2009
San Diego, CA	2070-05	September 8, 2009
Seattle, WA	2070-06	June 8, 2009
Washington, DC	2070-07	February 12, 2009
	2070-08	April 13, 2009
	2070-09	June 22, 2009
	2070-10	August 6, 2009



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

### **Course Number: 1765**

This course teaches students to understand temporary duty travel allowances and responsibilities who are uniform members for Department of Defense. Topics covered are:

- Travel Orders
- Contract Travel Office (CTO)
- Allowable Transportation
- Fly America Act
- Contract City-Pair Fares
- Per Diem Allowances
- Meal Allowances
- Actual Expense
- Government Travel Charge Card
- Receipt Requirements
- Emergency Travel
- Conference Per Diem Allowance
- Miscellaneous Expense
- Submission of Vouchers

Fast changing updates and streamlining of travel allowances make annual or even twice yearly training strongly advisable.

Intended for: Travel specialists, frequent travelers, support staff, and affected authorizing/supervising/policy officials.

**Cost:** \$824

**Length:** Two days

**Core Hours:** 8:30 a.m. – 3:30 p.m.

## Temporary Duty Travel: Joint Federal Travel Regulations, Volume 1 (Uniformed Services) 2009 Course (#1765) Schedule

<b>Location</b>	<b>Course &amp; Session #</b>	<b>Date</b>
<b>Las Vegas, NV</b>	1765-01	May 5-6, 2009
	1765-02	August 25-26, 2009
<b>Pensacola, FL</b>	1765-03	February 10-11, 2009
	1765-04	July 28-29, 2009
<b>San Antonio, TX</b>	1765-05	April 7-8, 2009
<b>San Diego, CA</b>	1765-06	April 21-22, 2009
	1765-07	August 10-11, 2009
<b>Seattle, WA</b>	1765-08	February 17-18, 2009
<b>Washington, DC</b>	1765-09	December 16-17, 2008
	1765-10	March 26-27, 2009
	1765-11	May 7-8 2009
	1765-12	September 15-16, 2009



# Relocation Allowances: Joint Travel Regulation, Volume 2

## Course Number: 1775

This course explains allowances provided to eligible civilian employees who are making a permanent change of duty station.

### Course Content:

- Travel Orders, Advances and Vouchers
- Service Agreements
- House hunting and En Route Travel
- Temporary Quarters
- Shipment of Household Goods/Automobiles
- Property Management
- Real Estate Expenses
- Miscellaneous Expenses
- Last Move Home

Fast changing updates and streamlining of federal travel allowances make annual or even twice yearly training strongly advisable.

Intended for: Travel specialists, frequent travelers, and affected authorizing/supervising/policy officials.

**Cost:** \$950

**Length:** Three Days

**Core Hours:** 8:30 a.m. – 3:30 p.m.

## Relocation Allowances: Joint Travel Regulations, Volume 2 2009 Course (#1775) Schedule

Location	Course & Session #	Date
<b>Las Vegas, NV</b>	1775-01	March 10-12, 2009
	1775-02	June 24-26, 2009
<b>Pensacola, FL</b>	1775-03	March 3-5, 2009
	1775-04	July 14-16, 2009
<b>San Antonio, TX</b>	1775-05	February 3-5, 2009
<b>San Diego, CA</b>	1775-06	February 17-19, 2009
	1775-07	August 12-14, 2009
<b>Seattle, WA</b>	1775-08	May 19-21, 2009
<b>Washington, DC</b>	1775-09	November 4-6, 2008
	1775-10	January 6-8, 2009
	1775-11	May 19-21, 2009
	1775-12	July 21-23, 2009
	1775-13	August 18-20, 2009



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

### Course Number: 1771

The travel authorizing/approving official or his/her designee (e.g., supervisor of the traveler) must review and sign travel claims to confirm the authorized travel. The reviewing official must have full knowledge of the employee's activities. He/she must ensure: the claim is properly prepared in accordance with the pertinent regulations and agency procedures; a copy of authorization for travel is provided; the types of expenses claimed are authorized and allowable expenses; the amounts claimed are accurate; and the required receipts, statements, and justifications are attached with the voucher.

#### Course Content:

- Travel Orders
- Transportation Allowances

- Contract City-Pair Fares
- Premium Class Travel
- Per Diem Allowances
- Contract Travel Office (CTO)
- Actual Expense
- Miscellaneous Expenses
- Receipt Requirements
- Submission of Vouchers
- Approving Officials' Responsibilities

**Length:** Four hours

This course is offered as an **on-site special only**. For more information, please call the GSA Professional Development and Training Section at (703) 605-0555, or email us at [travel.training@gsa.gov](mailto:travel.training@gsa.gov).

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## GROUP SPECIALS 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 special needs.

To discuss “Group Specials” and customized courses, special services and rates, please call the GSA Professional Development and Training Section at (703) 605-0555, or email [travel.training@gsa.gov](mailto:travel.training@gsa.gov).



## HOW TO REGISTER

Fill out a completed Registration Form (available on our Web site at [www.gsa.gov/traveltraining](http://www.gsa.gov/traveltraining)) and send via:

Fax – (703) 605-2188

Email – [travel.training@gsa.gov](mailto:travel.training@gsa.gov)

Mail –

Attn: Registrar

GSA, Professional Development and Training Section

2200 Crystal Drive, Suite 300

Arlington, VA 22202

For a complete course listing, please visit [www.gsa.gov/traveltraining](http://www.gsa.gov/traveltraining). For any additional questions, contact us at (703) 605-0555, or send an email to [travel.training@gsa.gov](mailto:travel.training@gsa.gov).

### Special Needs

Employees with special needs, who are attending training, please call the GSA Professional Development and Training Section at (703) 605-0555, or email [travel.training@gsa.gov](mailto:travel.training@gsa.gov) to discuss special arrangements.











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