

**ITS Program Advisory Committee Meeting
March 2-3, 2011**

**Travel Process Instructions
Version 2.1**

1. General

- a. Following are instructions for arranging travel and lodging, and for preparing and submitting the Travel Expense Report for the March 2-3, 2011, ITS Program Advisory Committee (ITSPAC) meeting in Detroit (Ann Arbor/Ypsilanti), Michigan. Critical actions discussed within are:
 - (1) Hotel guest room reservation -- not later than February 8, 2011; and
 - (2) Travel Expense Report submission -- not later than March 17, 2011.
- b. ITSPAC travel and lodging arrangements, and travel expense reimbursements associated with committee meetings must conform to the Federal Travel Regulation.
- c. These instructions and the associated Travel Expense Report Microsoft Excel file are available in the March 2-3, 2011, section of the ITSPAC Website at <http://www.its.dot.gov/itspac/index.htm>.

2. Travel Arrangements

- a. For the convenience of ITSPAC members, common carrier (airline, train, bus, ship, or other transit system) travel arrangements can be coordinated through the Science Applications International Corporation (SAIC) Travel Services Group and billed to Citizant, Inc., a Federal Highway Administration contractor. To use SAIC travel services, contact the SAIC Travel Services Group agent, Christa Cook, by e-mail at Christa.L.Cook@saic.com (preferred) or by telephone at 703-676-2744. The SAIC Travel Services Group normal business hours of operation are 9:00 a.m. to 6:00 p.m., Eastern Standard Time, Monday through Friday; however, the above telephone number is available 24 hours per day, 7 days per week. Therefore, if you call outside normal business hours, your needs will be addressed. When contacting Ms. Cook, identify yourself as an ITS Program Advisory Committee member and provide the following information:
 - (1) your name as it appears on identification documents (driver's license, passport, etc.),
 - (2) the airports you will be using,
 - (3) your desired travel dates and times,

(4) any travel preferences or requirements (seat preference, frequent flyer number, etc.), and

(5) your e-mail address.

Ms. Cook will e-mail a draft itinerary for your review and request that you e-mail or phone her your approval. Once she receives that approval, she will e-mail you the final itinerary.

b. Should you choose not to use SAIC travel services, please inform the committee Designated Federal Official, Stephen Glasscock (*stephen.glasscock@dot.gov* or 202-366-9126) and provide him your arrival and departure dates and times. In making your own travel arrangements, you must:

(1) use coach-class service,

(2) use a U.S. flag carrier, and

(3) use the most direct and uninterrupted route.

If your travel does not meet these requirements, any additional expenses you incur will not be reimbursed.

3. Lodging

a. A block of guest rooms is on hold for the ITSPAC at the Ann Arbor Marriott Ypsilanti Hotel at Eagle Crest in Ypsilanti, Michigan. **Please reserve your guest room as soon as possible, but not later than February 8, 2011**, by one of the following methods:

(1) Call 734-487-2000 or 800-228-9290. Identify yourself as a member of the ITSPAC.

(2) On-line at either of the following links:

[Ann Arbor Marriott Ypsilanti at Eagle Crest >>](#)

<http://www.marriott.com/hotels/travel/dtwys?groupCode=citcita&app=resvlink&fromDate=3/1/11&toDate=3/3/11>

Follow the Marriott on-line reservation process steps described at Enclosure 1.

b. All reservations must be guaranteed by a major credit card.

4. Travel Expense Report Preparation and Submission. Please prepare and submit your Travel Expense Report as described below by March 17, 2011. The Travel Expense Report consists of a Microsoft Excel Workbook with two Worksheets (a Travel Expense

Sheet and a Travel Mileage Sheet) available in the March 2-3, 2011, section of the ITSPAC Website at <http://www.its.dot.gov/itspac/index.htm>. A printed copy of the Travel Expense Report is at Enclosure 2.

a. Airline, train, or other transit system fare to meeting location:

If the SAIC Travel Services Group coordinated your travel, leave this row blank. If you made your own travel arrangements, enter the total cost of your ticket, not to exceed the “coach class” fare.

b. Mileage:

You may use a privately-owned vehicle if doing so is more advantageous to the Government than using common carrier transportation. In the Travel Mileage Sheet, enter the mileage from your home to or from the airport/train station (or to or from the meeting location if you are a local resident), less the distance of your daily commute, in the appropriate date row. The total mileage and reimbursement will be automatically calculated in both the Mileage and Expense Sheets.

c. Lodging:

Enter the cost of the room per night, not to exceed the maximum allowable lodging per diem rate and excluding taxes, in the appropriate date column. The maximum allowable lodging per diem rate for Ann Arbor/Ypsilanti, Michigan for March 2011 is \$87.00. Extra expenses (movies, snacks, etc.) will not be reimbursed.

d. Lodging Tax:

Enter the lodging tax per night in the appropriate date column. Only the tax on the allowable per diem rate will be reimbursed.

e. Meals and Incidental Expenses (M&IE):

Enter M&IE per day (fees and tips given to porters, baggage carriers, bellhops, and hotel maids; ITSPAC-related postage; etc.) in the appropriate date column. The maximum allowable M&IE per diem rate for Ann Arbor/Ypsilanti, Michigan for March 2011 is \$56.00, except that on your first and last travel days, the M&IE rate is 75% of the maximum rate, or \$42.00.

f. Parking and Tolls:

Enter parking expenses and tolls associated with your ITSPAC-related travel in the appropriate date column.

g. Taxi/Public Transportation:

Enter taxi/public transportation expenses associated with your ITSPAC-related travel in the appropriate date column.

h. Miscellaneous:

Enter the total of any ITSPAC-related expenses for office supplies, copying and faxing, courier, telephone calls, etc.

i. Below the expenses table, enter to whom the reimbursement check should be made payable and the address to which the check should be mailed.

j. Sign and date the Travel Expense Sheet and fax the Expense Sheet, the Mileage Sheet, and copies of air/train fare receipts (only if you purchased your own travel tickets), lodging receipts, and receipts for any authorized expense over \$75.00 to:

703-263-9003, Attention: Citizant Accounting

k. Mail original Expense and Mileage Sheets and receipts to:

Citizant
5180 Parkstone Dr., Suite 100
Attention: Accounting
Chantilly, VA 20151

l. If you have specific questions about the Travel Expense Report preparation, please call Carlos R. Vélez at 202-314-3821.

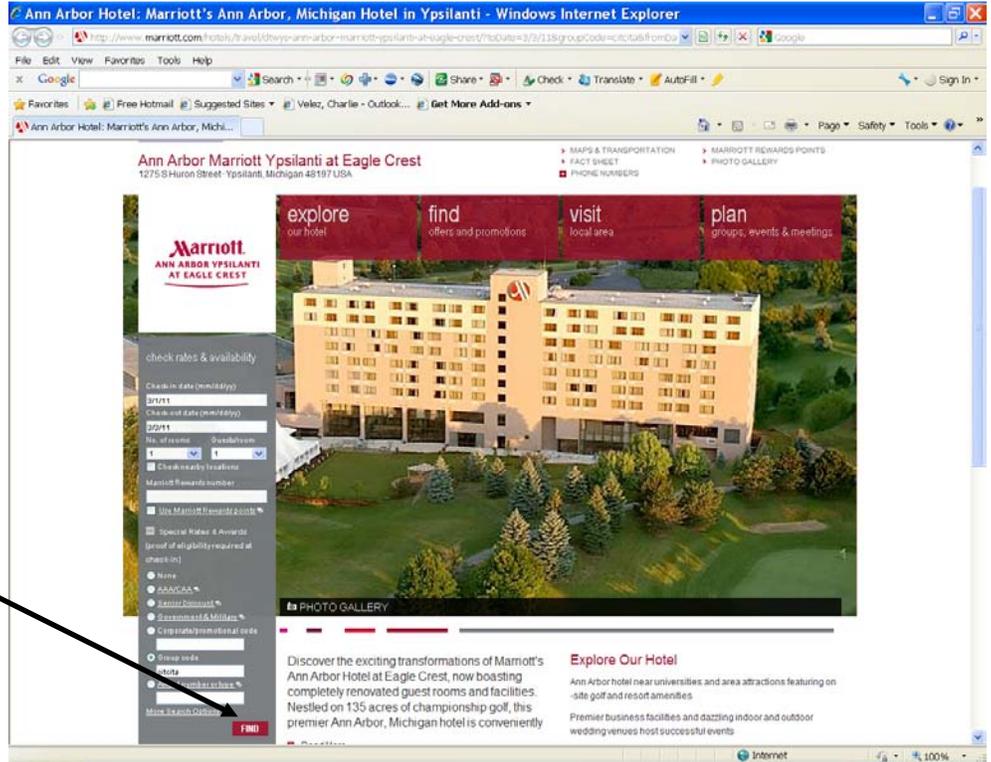
Enclosures

1 – Marriott On-line Reservation Process

2 – Travel Expense Report (Microsoft Excel File available in the March 2-3, 2011, section of the ITSPAC Website at <http://www.its.dot.gov/itspac/index.htm>.)

MARRIOTT ON-LINE RESERVATION PROCESS

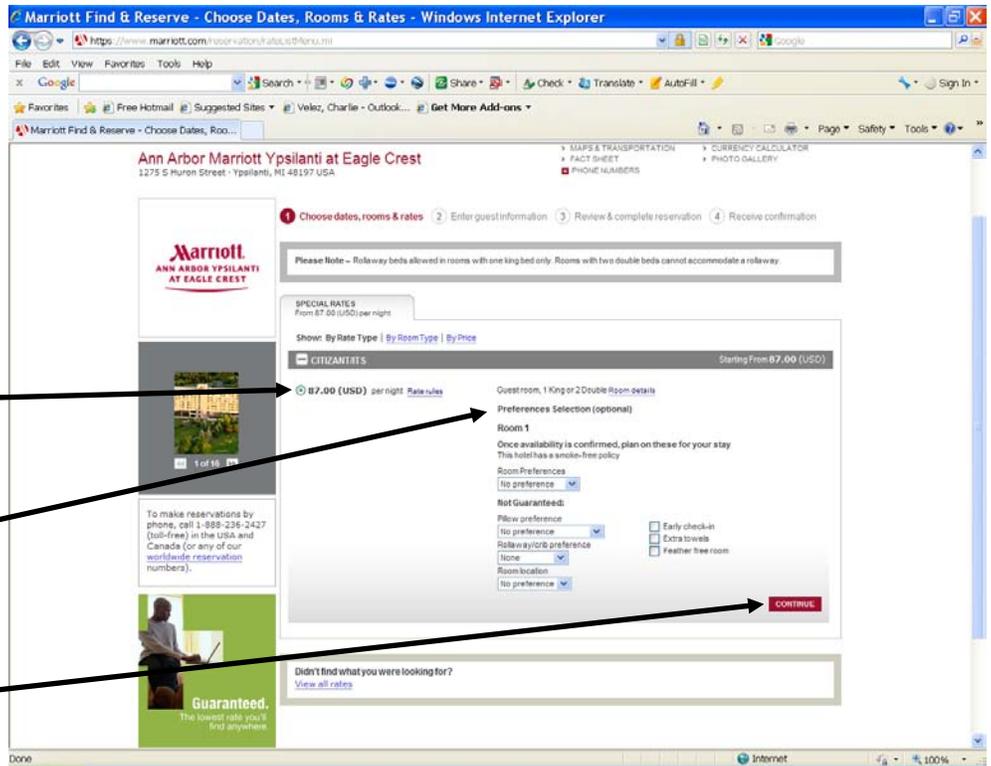
1. Select FIND.



2. Select rate.

3. If desired, complete preferences.

4. Select CONTINUE to complete reservation process.



Travel Expense Sheet
for
ITS Program Advisory Committee
 Version 2.1

Name (please type or print): _____
 Project Name: ITS Program Advisory Committee
 Citizant Project Number: 10072.001.8100
 Project Manager: Erik Wik
 Project Mgr Ph Num: 202-314-3828

From Date: February 27, 2011 To Date: March 5, 2011

In the electronic version of this Travel Expense Sheet, the "Mileage" total expense will be calculated automatically upon completing the Travel Mileage Sheet.

	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Total
	2/27/2011	2/28/2011	3/1/2011	3/2/2011	3/3/2011	3/4/2011	3/5/2011	
Expense Type								
Air or Train Fare								
Mileage								
Lodging								
Lodging Tax								
Meals & Incidental Expenses								
Parking and Tolls								
Taxi / Public Transportation								
Miscellaneous								
Total Expenses								

Make reimbursement check payable to (please type or print): _____

Mail reimbursement check to (please type or print): _____

I hereby certify that the expenses are correct.

Signature: _____ Date: _____

Approval (for Citizant use): _____ Date: _____

As described in the Travel Process Instructions, complete, sign, date, and fax this Travel Expense Sheet, the Travel Mileage Sheet, and copies of receipts to 703-263-9003, Attention: Citizant Accounting. Mail originals of the Expense and Mileage Sheets and receipts to the address below. If you have any questions or need additional assistance, please call 202-314-3821.

Citizant
5180 Parkstone Dr., Suite 100
Attention: Accounting
Chantilly, VA
20151

**Travel Mileage Sheet
for
ITS Program Advisory Committee
Version 2.1**

Name (please print): _____
 Project Name: ITS Program Advisory Committee
 Citizant Project Number: 10072.001.8100
 Project Manager: Erik Wik
 Project Mgr Ph Num: 202-314-3828

From Date: February 27, 2011 To Date: March 5, 2011

Mileage Rate = \$0.50

Date	From	To	Travel Miles	Less: Daily Commute	Net Reimb. Miles	Total
2/27/2011						
2/28/2011						
3/1/2011						
3/2/2011						
3/3/2011						
3/4/2011						
3/5/2011						
					Total	