

ITS Program Advisory Committee

Travel Process Instructions

Version 3.13

April 19, 2017

1. General

- a. This document provides instructions for travel and lodging arrangements for the April 19, 2017 ITS Program Advisory Committee (ITSPAC) meeting at the Double Tree Crystal City hotel, located at 300 Army Navy Drive, Arlington, VA 22202 and for preparing and submitting the post-meeting Travel Expense Report.
- b. ITSPAC member travel directly related to committee business, including common carrier travel, lodging, and associated expense reimbursements are subject to the Federal Travel Regulation (FTR).
- c. These instructions and the associated Travel Expense Report will be available online in the April 19, 2017 meeting section of the ITSPAC Website at:

<http://www.its.dot.gov/itspac/index.htm>.

- d. Please complete the following actions by the dates indicated:

Complete travel arrangements:	At your earliest convenience
Reserve guest room:	<u>Not later than March 18, 2017</u>
Submit Travel Expense Report:	Not later than May 9, 2017

2. Travel Arrangements

- a. The designated ITSPAC meeting Travel Management Service is SAIC SSC Travel Services. ITSPAC members must use this service to arrange travel unless granted an exception by the ITSPAC Designated Federal Officer, Stephen Glasscock. Submit your request for exception, with justification, to Mr. Glasscock by email at stephen.glasscock@dot.gov, or by telephone at 202-366-9126. Travel arrangements must include coach-class service; a U.S. flag carrier; and the most direct, uninterrupted route. You must request an exception also to use a privately owned vehicle (POV) or rental vehicle to travel between your residence and the meeting location, if doing so is more advantageous to the Government than using common carrier transportation. However, use of a rental vehicle from your residence to and from the departure airport, and from the arrival airport to and from the meeting site is pre-authorized.
- b. **Please make travel arrangements at your earliest convenience** by contacting the SAIC SSC Travel Services agent at saictravel@tmptravel.com (preferred) or by telephone at 877-773-2965. Office hours are Monday through Friday, 8:00 a.m. to 8:00 p.m. (EDT). For after-hours service, also call 877-773-2965. Identify yourself as an ITS Program Advisory Committee member and be prepared to provide the following information:

- (1) Your name as it appears on identification documents (driver's license, passport, etc.);
 - (2) Your birth date and gender;
 - (3) The airports you will be using;
 - (4) Your desired travel dates and times;
 - (5) Any travel preferences or requirements (seat preference, frequent flyer number, etc.);
 - (6) Your email address; and
 - (7) Your home and/or cell telephone number (although you may also provide your business number, your home and/or cell number is required in the event of an emergency or schedule change).
- c. A draft itinerary will be emailed to you for review and approval by return email or telephone. Once SAIC SSC Travel Services receives your approval, your ticket will be issued and you will receive the final itinerary.

3. Lodging

- a. **Please reserve your guest room as soon as possible, but not later than March 18, 2017.** A block of guest rooms at the \$242.00 Government per diem rate is on hold for the ITSPAC at the Double Tree Crystal City hotel. After March 18, 2017, the hotel will release any unreserved rooms for general sale, and the per diem rate will not be guaranteed for any available rooms.

- b. To book your guest room, please go to the following Web address:

<https://aws.passkey.com/e/49096632>

Guest room reservations must be guaranteed by a major credit card. The guest room charge and associated taxes are reimbursable.

- c. Should you desire to stay at a hotel other than the Doubletree Crystal City Hotel, please provide Mr. Glasscock the name of the hotel and your arrival and departure dates. The room charge will be reimbursed at not more than the \$242.00 per diem rate.
- d. Guest room check-in is Tuesday, April 18; and check-out is Wednesday, April 19. Hotel stays of more than one night must be approved by Mr. Glasscock. Please submit your request for exception to the one-night stay, with justification, to Mr. Glasscock as described in paragraph 2.a.
- e. Lodging expenses not directly related to ITSPAC business (movies, snacks, etc.) will not be reimbursed. Authorized lodging expenses will be reimbursed upon submission of the Travel Expense Report, as described in paragraph 4.

4. Travel Expense Report Preparation and Submission

- a. **Please prepare and submit your Travel Expense Report not later than May 9, 2017.**
- b. The Travel Expense Report, consisting of a Microsoft Excel workbook with two worksheets (a Travel Expense Worksheet and a Travel Mileage Worksheet), is available online in the April 19, 2017 meeting section of the ITSPAC Website at <http://www.its.dot.gov/itspac/index.htm>.
- c. Airline, train, or other common carrier fare to meeting location:

If the SAIC Travel Services Group coordinated your travel, leave this row blank. If you received approval to make your own travel arrangements, enter the total cost of your ticket, not to exceed the “coach class” fare. If you received an exception to use a rental vehicle to travel to and from the meeting location, enter the cost of the rental. If you received an exception to use a POV to travel to and from the meeting location, see paragraph 4.d. below.

- d. Mileage:

On the Travel Mileage Worksheet, enter POV mileage from your home to or from the airport/train station, less the distance of your daily commute. If you received an exception to use a POV in lieu of common carrier transportation to travel to and from the meeting location, enter the total POV mileage. In the online Travel Expense Report, the total mileage on the Travel Mileage Worksheet and the mileage reimbursement on the Travel Expense Worksheet will be calculated automatically. If you use the enclosed printed worksheets, calculate the mileage reimbursement at \$0.535 per mile.

- e. Lodging:

Enter the cost of the room per night, not to exceed \$242.00, excluding taxes. Extra expenses (movies, snacks, etc.) will not be reimbursed.

- f. Lodging Tax:

Enter the lodging tax per night. Only the tax on the allowable rate will be reimbursed.

- g. Meals and Incidental Expenses (M&IE):

Enter M&IE per day (fees and tips to porters, baggage carriers, bellhops, and hotel maids; ITSPAC-related postage; etc.). The maximum allowable daily M&IE per diem rate for Arlington, VA for April 2017, is \$69.00; except that on your first and last travel days, the allowable M&IE rate is 75% of the maximum rate, or \$51.75. Instructions on M&IE deductions for government-provided meals will be provided later.

- h. Parking and Tolls:

In the appropriate date column, enter parking expenses and tolls associated with your ITSPAC-related travel.

i. Taxi/Public Transportation/Ridesharing Services:

Enter taxi, public transportation, and/or ridesharing service expenses associated with your ITSPAC-related travel.

j. Miscellaneous:

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

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

l. Sign and date the Travel Expense Worksheet, and scan and email or fax it, the Travel Mileage Worksheet, and copies of *required* receipts to:

Email: astern@citizant.com

Fax: 202-314-3838, Attention: Al Stern

Note that receipts are required only for lodging, authorized expenses over \$75.00, and for common carrier fares, but only if you were authorized to purchase your own travel tickets.

Mail the original Expense and Mileage Worksheets and *required* receipts to:

Citizant, Inc.

15000 Conference Center Dr., Suite 500

Attention: Accounting

Chantilly, VA 20151

m. If you have questions concerning preparation of the Travel Expense Report, please call Al Stern at 202-314-3827.