ITS Program Advisory Committee

Travel Process Instructions
Version 2.7

1. General

a. This document provides instructions for travel and lodging arrangements for the August 13, 2014, ITS Program Advisory Committee (ITSPAC) meeting at the Key Bridge Marriott Hotel, 1401 Lee Highway, Arlington, VA 22209; and for preparing and submitting the post-meeting Travel Expense Report.

b. ITSPAC official 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 August 13, 2014 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:

<table>
<thead>
<tr>
<th>Action</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete travel arrangements:</td>
<td>At your earliest convenience</td>
</tr>
<tr>
<td>Reserve guest room:</td>
<td>Not later than July 25, 2014</td>
</tr>
<tr>
<td>Submit Travel Expense Report:</td>
<td>Not later than August 20, 2014</td>
</tr>
</tbody>
</table>

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 Official, 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 to and from the meeting location, if doing so is more advantageous to the government than using common carrier transportation. 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 authorized.

b. Please make travel arrangements as soon as possible by contacting the SAIC SSC Travel Services agent, Christa Cook by email at Christa.L.Cook@saic.com (preferred) or by telephone at 703-676-2744. Ms. Cook’s normal business hours are (DST):

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon</td>
<td>11:30 am – 8:00 pm</td>
</tr>
<tr>
<td>Tues</td>
<td>12:30 pm – 8:00 pm</td>
</tr>
<tr>
<td>Wed</td>
<td>11:00 am – 8:00 pm</td>
</tr>
</tbody>
</table>
For immediate assistance during other business hours (8:00 a.m. – 8:00 p.m.) or for after-hours assistance, call 703-676-8780. When contacting Ms. Cook, 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
7. Your home and/or cell telephone number (although you may also provide you business number, your home and/or cell number is required in the event of an emergency or schedule change)

c. Ms. Cook will email you a draft itinerary for review and approval by return email or by telephone. Once she receives your approval, she will email you the final itinerary.

3. Lodging

a. Please reserve your guest room as soon as possible, but not later than July 25, 2014. A block of guest rooms at the Government per diem rate is on hold for the ITSPAC at the Key Bridge Marriott Hotel. You can make, modify, or cancel your reservation online at the following link:

   https://resweb.passkey.com/Resweb.do?mode=welcome_ei_new&eventID=11682056

b. You can reserve your guest room telephonically toll free at: 1-800-266-9432. Check-in is Tuesday, August 12; and check-out is Wednesday, August 13.

c. Stays of more than two nights must be approved by Mr. Glasscock. Please submit your request for exception, with justification, to Mr. Glasscock as described in paragraph 2.a. above.

d. Reservations must be guaranteed by a major credit card. Reservations made after July 25 will be subject to available space and prevailing rates. Should you desire to stay at a different hotel, please provide Mr. Glasscock the name of the hotel and your arrival and departure dates. Lodging will be reimbursed at the Government per diem rate.

e. You must pay for your own lodging expenses upon check-out from the hotel. Your authorized lodging expenses will be reimbursed upon submission of the Travel Expense Report, as described in paragraph 4 below.

4. Travel Expense Report Preparation and Submission
a. **Please prepare and submit your Travel Expense Report not later than August 20, 2014.**

b. The Travel Expense Report consists of a Microsoft Excel workbook with two worksheets (a Travel Expense Worksheet and a Travel Mileage Worksheet), available online in the August 13, 2014 meeting section of the ITSPAC Website at [http://www.its.dot.gov/itspac/index.htm](http://www.its.dot.gov/itspac/index.htm). If you are not able to access the online version of the report, you may use the enclosed printed copies of the worksheets.

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 were approved 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 “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 $0.56 per mile.

e. **Lodging:**

   Enter the cost of the room per night, not to exceed the maximum allowable lodging per diem rate, excluding taxes. The maximum allowable lodging per diem rate for Arlington, VA for August 2014 is $167.00. Extra expenses (movies, snacks, etc.) will not be reimbursed.

f. **Lodging Tax:**

   Enter the lodging tax per night. Only the tax on the allowable per diem 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 M&IE per diem rate for Arlington, VA for August 2013 is $71.00, except that on your first and last travel days,
the M&IE rate is 75% of the maximum rate, or $53.25. 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:

Enter taxi/public transportation 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 fax it, the Travel Mileage Worksheet, and copies of receipts (receipts are required only for lodging, authorized expenses over $75.00, and common carrier fares if you were authorized to purchase your own travel tickets) to:

   703-263-9003, Attention: Sue Ren

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 Carlos R. Vélez at 202-314-3821.

Enclosures
**Travel Expense Worksheet**

for

**ITS Program Advisory Committee**

Version 2.7

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**Name (please type or print):**

**Project Name:** ITS Program Advisory Committee

**Citizant Project Number:** 10153.002.0001

**Project Manager:** Carlos Velez

**Project Mgr Ph Num:** 202-314-3821

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**From Date:** August 12, 2014  
**To Date:** August 13, 2014

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**NOTE:** Please also complete the Travel Mileage Worksheet. In the electronic version of this Travel Expense Worksheet, the "Mileage" expense below will be calculated automatically from entries on the Travel Mileage Worksheet.

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<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thur</th>
<th>Fri</th>
<th>Sat</th>
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<td></td>
<td>8/12/2014</td>
<td>8/13/2014</td>
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**Total Expenses**

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

Mail reimbursement check to (please type or print):

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**Signature:** ___________________________  **Date:** ___________________________

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Fax this Travel Expense Worksheet, the Travel Mileage Worksheet, and copies of required receipts to 703-263-9003, Attention: Citizant Accounting. Mail originals to the address below. If you have any questions or need additional assistance, please call 202-314-3821.

**Citizant**

15000 Conference Center Dr., Suite 500

Attention: Sue Ren

Chantilly, VA 20151

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Approval (for Citizant use): ___________________________  **Date:** ___________________________
Travel Mileage Worksheet
for
ITS Program Advisory Committee
Version 2.7

Name (please print): 
Project Name: ITS Program Advisory Committee 
Citizant Project Number: 10153.002.0001 
Project Manager: Carlos Velez 
Project Mgr Ph Num: 202-314-3821 

From Date: August 12, 2014 Week To Date: August 13, 2014

Mileage Rate = $0.56

<table>
<thead>
<tr>
<th>Date</th>
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<th>To</th>
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Total