

## ITS Program Advisory Committee

### Travel Process Instructions

Version 2.10

January 15, 2016

#### 1. General

- a. This document provides instructions for travel and lodging arrangements for the March 31, 2016 ITS Program Advisory Committee (ITSPAC) meeting at the Crystal Gateway Marriott hotel, located at 1700 Jefferson Davis Highway, 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 March 31, 2016 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:	Not later than March 2, 2016
Submit Travel Expense Report:	Not later than April 14, 2016

#### 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](mailto: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 authorized.
- b. **Please make travel arrangements at your earliest convenience** by contacting the SAIC SSC Travel Services agent at [saictravel@tmpttravel.com](mailto:saictravel@tmpttravel.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, 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 for your review and approval by return email or by telephone. Once your approval has been received, the 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 2, 2016.** A block of guest rooms at the \$226.00 government per diem rate is on hold for the ITSPAC at the Crystal Gateway Marriott hotel. After March 2, the hotel will release any unreserved rooms for general sale and, at the hotel's discretion, will accept reservations at the per diem rate on a space and rate available basis.
- b. To reserve your guest room, please go to the following web address:  
[https://resweb.passkey.com/Resweb.do?mode=welcome\\_ei\\_new&eventID=14499683](https://resweb.passkey.com/Resweb.do?mode=welcome_ei_new&eventID=14499683).  
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 Crystal Gateway Marriott, 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 \$226.00 per night.
- d. Guest room check-in is Wednesday, March 30; and check-out is Thursday, March 31. 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. above.
- 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 below.

#### 4. Travel Expense Report Preparation and Submission

- a. **Please prepare and submit your Travel Expense Report not later than April 14, 2016.**
- 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 March 31, 2016 meeting section of the ITSPAC Website at <http://www.its.dot.gov/itspac/index.htm>. If you are unable to access the online version of the report, you may use the enclosed 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 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 \$0.54 per mile.

- e. Lodging:

Enter the cost of the room per night, not to exceed \$226.00, 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.). You may claim the maximum allowable M&IE per diem rate for Arlington, VA for March 2016, which 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:

Enter taxi and 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 scan and email or 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:

Email: [SRen@citizant.com](mailto:SRen@citizant.com)  
Fax: 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 2.10

Name (please type or print): \_\_\_\_\_  
Project Name: ITS Program Advisory Committee  
Citizant Project Number: 10153.102.0004  
Program Manager: Carlos Velez  
Program Mgr Ph Num: 202-314-3821

From Date: March 30, 2016      To Date: March 31, 2016

**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.**

	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Total
	3/27/2016	3/28/2016	3/29/2016	3/30/2016	3/31/2016	4/1/2016	4/2/2016	
<b>Expense Type</b>								
Air, Train or Other Common Carrier Fare								
Mileage								
Lodging								
Lodging Tax								
Meals & Incidental Expenses								
Parking and Tolls								
Taxi / Public Transportation								
Miscellaneous								
<b>Total Expenses</b>								

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

Mail reimbursement check to (please type or print): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sign and date below.  
I certify that the expenses are correct.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Scan and email or Fax this Travel Expense Worksheet, the Travel Mileage Worksheet, and copies of required receipts to (email) [SRen@Citizant.com](mailto:SRen@Citizant.com) (Fax) 703-263-9003, Attention: Sue Ren. 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: Accounting**  
**Chantilly, VA 20151**

Approval (for Citizant use): \_\_\_\_\_ Date: \_\_\_\_\_

**Travel Mileage Worksheet  
for  
ITS Program Advisory Committee  
Version 2.10**

Name (please print): \_\_\_\_\_  
 Project Name: ITS Program Advisory Committee  
 Citizant Project Number: 10153.102.0004  
 Program Manager: Carlos Velez  
 Program Mgr Ph Num: 202-314-3821

From Date: March 30, 2016                      Week To Date: March 31, 2016

Mileage Rate = \$0.54

Date	From	To	Travel Miles	Less: Daily Commute	Net Reimb. Miles	Total
3/27/2016						
3/28/2016						
3/29/2016						
3/30/2016						
3/31/2016						
4/1/2016						
4/2/2016						
					Total	