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Bulletin

Title: FY 2010 Travel Training

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Originating Office: Travel and Relocation Services Branch
Financial Management Division, AFM/ARS

Distribution: All REE Employees

This bulletin announces the dates in FY 2010 for the various travel training provided by the Travel and Relocation Services Branch.

Background. The Travel and Relocation Services Branch (TRSB), Financial Management Division, Administrative and Financial Management, is offering various training courses in a “webinar” format during fiscal year 2010. The purpose of this bulletin is to inform the Research, Education, and Economics (REE) of the dates of this training and information on registering for the various training classes. All participants must use AgLearn to register for these courses.

Classes Offered and Dates.

TRSB is offering the following training classes:

Name: ARIS – Foreign Travel Information System (FTIS) Training
Date: March 24, 2010, June 23, 2010, August 25, 2010
Time: All day (9-12 AM and 1–4 PM Eastern Time)
Available Spaces: 25 Each Day
Purpose: The class familiarizes the attendee with the use of the Foreign Travel Information System (FTIS) and tips on how to navigate the system, enter data, and run reports. FTIS is a repository for all Agricultural Research Service foreign information, including passport and visa information, international meeting codes, and post-travel reporting.

Name: REE FATA Training
Dates: April 13, 2010 (New FATAs), July 13, 2010 (Refresher)
Time: All day (9-12 AM and 1–4 PM Eastern Time)
Available Spaces: 15 Each Day
Purpose: The Federal Agency Travel Administrator (FATA) maintains certain key files in the GovTrip system. This training provides certification to act as a level 5 FATA. Topics include creating and maintaining organizations, routing lists, and groups, plus how to create and activate profiles for eAuthentication access to GovTrip. The class will also include a review of the process for creating and approving authorizations and vouchers.

Name: E-Trav/GovTrip Training
Dates: April 15, 2010, April 27, 2010, July 20, 2010, August 17, 2010
Time: 9-12 AM Eastern Time
Available Spaces: 30 Each Session
Purpose: Training includes how to create travel authorizations and vouchers in GovTrip, including scheduling transportation and reserving hotel and rental vehicles on-line. The course will explain how to route the travel documents electronically to approving officials.

Name: REE Travel Approver Training
Dates: April 20, 2010, August 24, 2010
Time: 10-12 AM Eastern Time
Available Spaces: 60 Each Session
Purpose: Provides information on how to correctly review and approve travel authorizations and voucher. Topics include the approver's responsibilities and legal obligations, the meaning of the various GovTrip "stamps" and a step-by-step walk through of the GovTrip document approval process.

Name: REE Travel Policy Training
Dates: May 11, 2010, August 26, 2010
Time: All day (9-12 AM and 1-4 PM Eastern Time)
Available Spaces: 75 Each Day
Purpose: Provides an overview of the legal basis for reimbursement of travel expenses, the hierarchy of Federal and Agency travel regulations, the use of the Federal Travel Regulations, Department of Agriculture Travel Regulations and REE Policy in the areas of transportation, per diem, and miscellaneous expenses.

Name: REE Travel Card Training
Dates: May 13, 2010, August 31, 2010
Time: 10-12 AM Eastern Time
Available Spaces: 75 Each Session
Purpose: Provides an overview of the General Services Administration travel card program and the USDA and REE travel card policy, zero tolerance and ethics rules. The course provides information on the application process, agency account monitoring, payment methods, penalties for non-payment, salary offset actions, and information on contacting the travel card vendor.

Registration. Registrations must be entered into AgLearn. Please use the name of the training as it is described above to search for the offering. Class size will be limited. If there is excess demand, additional sessions will be scheduled.

Two weeks prior to the webinar, TRSB will provide each registered participant with instructions to access the audio and visual portions of the training. Please contact TRSB with any special needs.

Questions and comments. Please address questions and comments to the Chief, Travel and Relocation Services Branch, on 301-504-1260.

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