

## ITS Program Advisory Committee

### Travel Process Instructions Version 2.3

#### 1. General

- a. This document provides instructions for arranging travel and lodging, and for preparing and submitting the Travel Expense Report for the May 24, 2012, ITS Program Advisory Committee (ITS PAC) meeting in Washington, DC.
- b. ITS PAC official travel and lodging, and associated expense reimbursements are subject to the Federal Travel Regulation.
- c. These instructions and the associated Travel Expense Report are available online in the May 24, 2012 meeting section of the ITS PAC Website at <http://www.its.dot.gov/itspac/index.htm>.
- d. As described in these instructions, please complete the following actions by the dates indicated:

Complete travel arrangements:	At your earliest convenience
Reserve guest room:	Not later than April 23, 2012
Submit Travel Expense Report:	Not later than June 7, 2012

#### 2. Travel Arrangements

- a. ITS PAC members must arrange their travel through the Science Applications International Corporation (SAIC) Travel Services Group. The cost of the travel will be billed to Citizant, Inc., pursuant to a contract with the U.S. Department of Transportation.
- b. At your earliest convenience, contact the SAIC Travel Services Group agent, Christa Cook, by email at [Christa.L.Cook@saic.com](mailto:Christa.L.Cook@saic.com) (preferred) or by telephone at 703-676-2744. The SAIC Travel Services Group's normal business hours of operation are 9:00 a.m. to 6:00 p.m. (EDT), 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) Your birth date.
  - (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 telephone number.

Ms. Cook then will email a draft itinerary to you for review and request that you approve it by return email or by telephone. Once she receives your approval, she will email the final itinerary to you.

- c. Requests for exception to the use of the SAIC Travel Services Group, with justification, must be submitted to the ITS PAC Designated Federal Official, Stephen Glasscock, by email at [stephen.glasscock@dot.gov](mailto:stephen.glasscock@dot.gov), or by telephone at 202-366-9126. Desired alternative travel arrangements must use:
  - (1) Coach-class service.
  - (2) U.S. flag carrier.
  - (3) The most direct, uninterrupted route.

### 3. Lodging

- a. A block of guest rooms at the Government per diem rate is on hold for the ITS PAC at the Courtyard Marriott Capitol Hill Navy Yard, 140 L Street, SE, Washington, DC 20003. The hotel website is at: (<http://www.marriott.com/hotels/travel/wasny-courtyard-washington-capitol-hill-navy-yard/>). This hotel is conveniently located one block from U.S. DOT headquarters. **Please reserve your guest room as soon as possible, but not later than April 23, 2012**, by contacting Marriott Reservations at telephone number 866-329-0003. Identify yourself as part of the **ITS Program Advisory Group** staying at the **Courtyard Navy Yard**. Reservations must be guaranteed by a major credit card.
- b. You must pay for your own lodging expenses upon check-out at the hotel. Authorized expenses will be reimbursed upon submission of the Travel Expense Report as described in paragraph 4 below.
- c. You are encouraged, but not required, to take advantage of the Government per diem rate accommodations at the Courtyard Navy Yard. Should you desire to use alternative lodging, please inform Mr. Glasscock, providing the name of the hotel and your arrival and departure dates. Lodging at alternative locations will be reimbursed at the government per diem rate as described below.

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

a. **Please prepare and submit your Travel Expense Report not later than June 7, 2012.**

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 May 24, 2012 meeting section of the ITS PAC Website at <http://www.its.dot.gov/itspac/index.htm>. Printed copies of these worksheets are enclosed.

c. 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 were approved to make your own travel arrangements, enter the total cost of your ticket, not to exceed the “coach class” fare.

d. Mileage for Privately-Owned Vehicle (POV):

You may use a POV only if doing so is more advantageous to the Government than using common carrier transportation. Enter POV mileage from your home to or from the airport/train station, less the distance of your daily commute. The total mileage and reimbursement will be automatically calculated in both the Mileage and the Expense Worksheets.

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 Washington, DC for May 2012 is \$224.00. 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; ITS PAC-related postage; etc.). The maximum allowable M&IE per diem rate for Washington, DC for May 2012 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. Any deductions that should be made from the M&IE for government-provided meals will be announced later.

h. Parking and Tolls:

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

i. Taxi/Public Transportation:

Enter taxi/public transportation expenses associated with your ITS PAC-related travel. You may use a rental vehicle only if doing so is more advantageous to the Government than using public transit.

j. Miscellaneous:

Enter the total of any ITS PAC-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 lodging receipts, receipts for any authorized expense over \$75.00, and air/train fare receipts if you were authorized to purchase your own travel tickets to:

703-263-9003, Attention: Citizant Accounting

m. Mail original Expense and Mileage Worksheets and receipts to:

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

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

Enclosures

**Travel Expense Worksheet**  
**for**  
**ITS Program Advisory Committee**  
Version 2.3

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: 202-314-3829

Week From Date: May 20, 2012 To Date: May 26, 2012

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

	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Total
	5/20/2011	5/21/2011	5/22/2011	5/23/2011	5/24/2011	5/25/2011	5/26/2011	
<b>Expense Type</b>								
Air or Train 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): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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 Worksheet, the Travel Mileage Worksheet, and copies of receipts to 703-263-9003, Attention: Citizant Accounting. Mail originals of the Expense and Mileage Worksheets 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 Worksheet  
for  
ITS Program Advisory Committee  
Version 2.2**

Name (please print): \_\_\_\_\_  
 Project Name: ITS Program Advisory Committee  
 Citizant Project Number: 10072.001.8100  
 Project Manager: Erik Wik  
 Project Mgr Ph Num: 202-314-3829

Week From Date: May 20, 2012 To Date: May 26, 2012

Mileage Rate = \$0.51

Date	From	To	Travel Miles	Less: Daily Commute	Net Reimb. Miles	Total
5/20/2012						
5/21/2012						
5/22/2012						
5/23/2012						
5/24/2012						
5/25/2012						
5/26/2012						
					Total	