

ARS □ CSREES □ ERS □ NASS
Bulletin

Title: Travel Training Schedule for February and May 2006

Number: 05-314

Date: December 15, 2005 **Expiration:** December 14, 2006

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

Distribution: All REE Employees

This bulletin announces the travel training schedule for February and May 2006, with instructions for enrollment.

Background:

The Administrative and Financial Management (AFM), Financial Management Division (FMD), Travel and Relocation Services Branch (TRSB) has established travel training dates for February and May 2006.

The training offered includes a day and a half session on travel policy and procedures, and a half day session on the National Finance Center (NFC) Online travel system (TRVL). FMD/TRSB staff members will conduct the training. The courses will be given at the George Washington Carver Center in Beltsville, Maryland.

Course Description:

Travel Policy (day and one half): This training provides an overview of the legal basis for reimbursement of travel expenses; the hierarchy of Federal and agency travel regulations; and how to read, interpret and use of the Federal Travel Regulations, USDA Travel Regulations, and Research, Education, and Economics (REE) policy in areas of transportation, per diem, and miscellaneous expense. The course includes an overview of the travel charge card program, USDA policy on the use of the travel card, and procedures for applying for the travel card. The course is supplemented by case studies of General Services Administration (GSA) Board of Contract Appeal Decisions to help attendees understand how Federal and agency regulations are applied to specific real-life situations.

NFC Online TRVL (one half day): This half day training provides hands-on instruction in the use of the NFC TRVL system. Participants learn the procedures to create the various types of travel authorizations, and how to process the accompanying voucher. The training session provides instructions on how to prepare authorizations/vouchers for domestic and foreign travel, using both GSA per diem and actual expense. Participants also learn how to prepare Type N and B authorizations. This is hands-on training. Participants must have a valid NFC ID and working password for the Online TRVL system and have authority for input, inquire, and release in order to attend this class. **Participants must bring their NFC ID, password, and Originating Office Number (OON) to the training; no NFC IDs, passwords or OONs will be provided onsite.**

Course Enrollment:

Supervisors with new employees who require travel training or with employees who need refresher training may have employees schedule training in these courses. There is no cost for the training. Course size will be limited to approximately 30 persons for each session, February and May. Attendees are expected to attend the full two day session.

REE employees may enroll through e-mail, using either GroupWise or Internet. GroupWise users will send enrollment requests to "Training, Travel." Those offices without access to GroupWise may use the e-mail address "ttraining@ars.usda.gov."

Park/Laurel exit onto Route 1. At the end of the exit, turn right onto Route 1. At the third traffic light, turn right onto Sunnyside Avenue, and turn right at the second traffic light onto the GWCC property.

Room 3-1160 is located in Building 3 of GWCC. At the guard desk go to the right through the corridor, make a left before the stairs and continue down the corridor. Room 3-1160 is on the left hand side of the hall just before the next set of stairs.

Room 2L287 is the RS computer training room located in the GWCC Building 2 on the lower level. Enter GWCC at the main desk; go left to the first bank of elevators, once on the elevator select "LL" (lower level). Exit the elevator, go right, and proceed down the corridor into Building 2. Room 2L287 on the left side of the corridor.

Questions concerning this training schedule should be addressed to the GroupWise or Internet address provided in this bulletin. For additional assistance please contact Diane Eggert, Chief, TRSB, FMD, on 301-504-1260, or Al Walker, TRSB, on 301-504-4400.

/s/

S. M. HELMRICH
Director
Financial Management Division