FAA Business Travel Information

This information is provided to inform new employees of the most basic policies and programs supporting their FAA travel needs. For more detailed information, please consult with your manager or administrative staff. Detailed travel entitlements and requirements are found in **FAA Travel Policy (FAATP).** This document can be accessed at the Financial Management Division website on the WJHTC intraweb: **http://www.tc.faa.gov**. The Accounting Services Group (ACX-32) Travel Team is also available to assist with any questions. The Travel Team members are:

Travel Help Desk		X56536
Glenn Hansen	Travel Lead	X56532
Karen Sharpe	Travel Specialist	X59336
Elizabeth MacBrair	Travel Specialist	X55480

Travel Authorizations - An official Travel Authorization signed by the traveler's Travel Authorizing Official must be issued **prior** to performing travel.

Travel Manager Software - All travel documents will be created, electronically signed, and electronically approved using Travel Manager software. New employees will need to be added to Travel Manager database and will also need a user id and password. New travelers should coordinate their access with their branch secretary.

Travel Charge Cards - Employees who are expected to travel more than once in 18 months will need to apply for a Government Issued Individual Travel Charge Card. This card will be available to fund travel expenses. Employees should consult with their manager to ascertain their anticipated travel frequency prior to applying for a card. The card is to be used for official travel expenses only. Cash advances may also be obtained with the card from Automated Teller Machines worldwide.

NOTE: Cardholders assume a personal liability for all expenses charged to their Travel Charge Card and are reimbursed by FAA thru submission of a valid Travel Claim. Reimbursement by FAA is limited to the amount of official travel entitlements. Employees are required to pay their Travel Charge Card bill by the due date appearing on their monthly billing statement. Failure to pay the amount owed by the due date may result in cancellation of your Travel Card and adversely impact your ability to perform required travel responsibilities.

Travel Expense Reimbursement - Travelers should submit a voucher within 5 days of completion of each trip or no less than once every 30 days when on long-term travel. The Accounting Branch goal for travel reimbursement is 10 days from submission of a properly approved voucher. All payments to FAA employees must be made via Electronic Funds Transfer (EFT) to employee bank accounts. Employees may contact the Travel Team or access the Financial Management Division website travel page to learn how to register their travel payments for EFT.

Making Travel Arrangements - FAA travelers may obtain tickets from the Technical Center's Travel Management Center (TMC) located on the 1st Floor of the Technical & Administrative Building (Bldg 300). Travelers must use their Government Issued Individual Travel Charge Card to purchase tickets. Cash purchases of transportation of over $100 are not permitted. The TMC, currently **SATO TRAVEL (Subsidiary of NAVIGANT Travel)**, provides a full range of travel services including air, rail, lodging and car rental reservations. Contact SATO Travel at:

SATO TRAVEL
Phone extensions: X54425 and X54428
Email Address: 9-ACT-SATO

Government and Discount Fares - The TMC will issues Gov't Fares for official business only. Employees may also obtain discount fares or other commercially available fares that are lower than the Gov't fare. Government Fares may not be used for personal travel.

Frequent Flyer Savings Award Program - This program enables employees who obtain free tickets using frequent flyer miles to receive cash awards. See the Financial Management Division website for details.

Atlantic City to Washington Shuttle Service – The Technical Center has a shuttle service to Washington D.C. The shuttle flies two roundtrips daily on every workday but Friday. See the Financial Management Division website for details.