

OPPORTUNITY FOR LOCAL LOW-COST GSA TRAVEL COURSE

One of our member agencies (National Oceanic and Atmospheric Administration - NOAA) has contacted GSA about coming to Long Beach to offer their two-day **GSA Federal Travel Regulation Training, Course Number 1760**. This course usually cost \$775.00 per person and requires additional TDY expenses. NOAA is inviting other Federal agencies to send your employees to this training that will be held in Long Beach for a reduced rate of **\$275.00 per person**. We must get a minimum of 30 participants to get this rate.

This course is intended for those who make travel arrangements and prepare travel documents, covers:

- travel authorizations
- contract city pair fares
- travel management system
- travel charge card
- rental cars
- per diem allowances
- supervisory oversight of travel authorizations/vouchers
- fire safe accommodations
- prompt payment of vouchers within 30 days
- updates and changes

Please indicate your interest in this course by faxing this letter to the FEB Office on (562) 980-3448. The exact date of the training will depend on the response we receive.

I am interested in sending _____ employees to attend this training.
(If offered in 1st Quarter FY 2005)

I am interested in sending _____ employees to attend this training.
(If offered in 2nd Quarter FY 2005)

Agency: _____ **Contact:** _____

Phone: _____ **Fax:** _____

E-mail Address: _____

Should you require additional information, please do not hesitate to contact me. Maria Harris is the NOAA point of contact; she may be reached on (562) 980-4238 or by e-mail Maria.Harris@noaa.gov.

