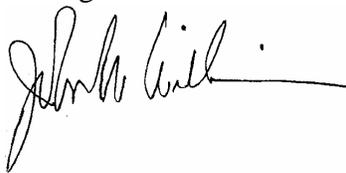


For: FAS and FSA Offices

Electronic Data System (EDS) FedTraveler Replaces Travel Management Centers (TMC's)

Approved by: Deputy Administrator, Management



1 Overview

A Background

EDS FedTraveler will replace current TMC contracts, as the TMC contracts expire beginning December 31, 2004, through September 2005. EDS FedTraveler provides the Online Booking Engine (OBE) and travel agent support and services that all of USDA will use for its official travel needs.

All USDA agencies and mission areas will use EDS FedTraveler once their current TMC contracts expire. USDA agencies are not authorized to pursue their own travel management services task orders. The headquarter's TMC contract will expire on December 31, 2004, and the headquarters' offices and several other FSA offices will begin to use EDS FedTraveler on January 1, 2005. Each Field Office will notify its travelers if they are to begin using EDS FedTraveler on January 1, 2005.

Note: If any Field Office travelers are not sure if they are to begin using EDS FedTraveler on January 1, 2005, they should contact their travel approving official, who in turn will verify their office's status with their administrative offices.

B Purpose

This notice provides information and instructions on what to do when offices begin to use EDS FedTraveler to manage travel.

<p>Disposal Date</p> <p>October 1, 2006</p>	<p>Distribution</p> <p>All FAS and FSA Offices; State Offices relay to County Offices</p>
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2 Instructions

A TMC Action

All TMC's that are part of the General Services Administration's Master Contract GS-09F-80543 are required, as part of the termination transition, to book all requests they receive before contract expiration **regardless of the travel date**.

For the TMC contracts that expire December 31, 2004, Office of the Chief Financial Officer (OCFO) is waiving the rule prohibiting early issuance of airline tickets. OCFO is permitting only those TMC's to issue tickets for any domestic and foreign travel that starts by January 31, 2005. Any travel changes will require the traveler to contact EDS to provide new tickets. Any refund for any tickets must be processed by the issuing TMC.

B Traveler Action

OCFO requires that travel reservations booked with TMC's, with a travel start date after January 31, 2005, will be rebooked by the traveler or travel arranger through EDS FedTraveler. The original reservations booked with TMC should then be canceled through TMC. For all other TMC contracts expiring after December 31, 2004, offices will continue using those TMC's until their effective expiration date.

The traveler may also visit EDS FedTraveler at <http://www.fedtraveler.com> and book through OBE at the self-service rate of \$11. See subparagraph E. USDA will provide the travelers with user ID's and passwords. Details on the user ID's and passwords will be provided at a later date. Upon entering EDS FedTraveler, the traveler will be requested to create a new password, acknowledge EDS FedTraveler's "Rules of Behavior", and update his or her profile at that time. The traveler or an approved travel arranger now may prepare a travel plan (book reservations).

Notes: EDS FedTraveler has a helpful training web site available to USDA employees at <http://www.fedtraveler.com>.

After December 22, 2004, employees can visit www.nfc.usda.gov/corporate/ets.htm to review the Frequently Asked Questions on using EDS FedTraveler.

The EDS FedTraveler self-service reservation process can be found in Exhibit 1, and the full-service reservation process can be found in Exhibit 2.

As the existing TMC contracts expire on December 31, 2004, through September 2005, transportation costs currently approved and charged to an agency's existing Government Travel System (GVTS) account will be charged to the new EDS FedTraveler GVTS account.

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2 Instructions (Continued)

B Traveler Action (Continued)

On January 1, 2005, the traveler or an approved travel arranger may call EDS toll-free at 866-876-8020. The caller may book reservations for transportation, lodging, and auto rental for official travel at the FY 2005 full-service rate of \$27.09. See subparagraph E.

Note: Emergency travel requirements also will be handled through 866-876-8020.

C EDS FedTraveler Action

EDS will begin processing new reservations and issuing tickets effective January 1, 2005. EDS FedTraveler will require a log-on and password for every traveler in EDS. Each traveler will need a profile. OCFO is currently working with EDS to establish a download of the information. EDS will not complete the reservation process unless a travel authorization number as currently used in the National Finance Center's (NFC) Travel System is provided.

D Travel Process

The travel process for USDA travelers, after booking their reservations, will remain essentially the same as it exists today. USDA travelers will continue to create travel authorizations and vouchers using the NFC OnLine Travel System. That process will not change until FSA and FAS are implemented fully into the eTravel System.

E EDS FedTraveler Transaction Fees

Transaction fees will be based on the type of services used. **Always** verify the rate charged to the traveler by reviewing the itinerary (receipt) **before requesting reimbursement**.

This table displays the transaction fees established as of December 2004 for FY 2005. The transaction fees are subject to change based on USDA's negotiations with EDS FedTraveler.

Description	Fee
Domestic or International Travel With Air and/or Rail (15% Self)	\$11.00
Domestic or International Travel Without Air and/or Rail (0% Self) (Lodging/ Car Rental)	\$8.37
Domestic Travel With Air and/or Rail	\$27.09
International Travel Reservation With Air and/or Rail (0% Self)	\$29.70
Domestic or International Travel Without Air and/or Rail (Lodging/Car Rental)	\$10.60
Domestic or International Travel Reservation Only With Air and/or Rail	\$5.38
Domestic or International Travel Reservation Only Without Air and/or Rail	\$5.14

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2 Instructions (Continued)

F TMC Contract Expiration Dates

Use this table for the TMC contract expiration dates.

Task Order #	Contractor	TMC Contract Expires
GS09F80733-6	Alamo_Travel	12/31/2004
GS09F80800-1	Belle_Meade_Travel_Inc.	12/31/2004
GS09F80888-5	Bentley_Hedges	12/31/2004
GS09F80737-4	Carlson_Wagonlit_Travel	12/31/2004
GS09F80926-2	Manassas_Travel	12/31/2004
GS09F80913-5	Mon_Valley_Travel	12/31/2004
GS09F80631-4	Omega_World_Travel	12/31/2004
GS09F80619-36	Professional_Travel	12/31/2004
GS09F80633-1	Sato_Travel	12/31/2004
GS09F80633-2	Sato_Travel	12/31/2004
GS09F80705-3	Sato_Travel	12/31/2004
GS09F80751-3	Sato_Travel	12/31/2004
GS09F80814-6	Sato_Travel	12/31/2004
GS09F80924-1	Sato_Travel	12/31/2004
GS09F80960-2	Sato_Travel	12/31/2004
GS09F80928-5	Semont_Travel_dba_Travco	12/31/2004
GS09F80696-2	Travel_and_Transport	12/31/2004
GS09F80708-4	Travel_and_Transport	12/31/2004
GS09F80867-2	Travel_and_Transport	12/31/2004
GS09F80709-1	Winggate_Travel	12/31/2004
GS09F80693-6	Worldwide_Travel	12/31/2004
GS09F80565-5	Adventure_Travel	1/31/2005
GS09F80655-2	Alamo_Travel	1/31/2005
GS09F80769-3	Bonner_Travel_Services_Inc.	1/31/2005
GS09F80997-3	CWT_Century_Travel_Service_Inc.	1/31/2005
GS09F80685-4	Global_Inc.	1/31/2005
GS09F80898-1	Global_Inc.	1/31/2005
GS09F80995-7	Global_Inc.	1/31/2005
GS09F80851-10	Professional_Travel	1/31/2005
GS09F80851-11	Professional_Travel	1/31/2005
GS09F80725-3	Travelennium_Inc.	1/31/2005
GS09F80725-6	Travelennium_Inc.	1/31/2005
GS09F81011-1	Worldwide_Travel	1/31/2005

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2 Instructions (Continued)

F TMC Contract Expiration Dates (Continued)

Task Order #	Contractor	TMC Contract Expires
GS09F81001-2	Semont_Travel_dba_Travco	2/28/2005
GS09F80584-7	Professional Travel	3/31/2005
GS09F80671-2	American_Express_Travel	4/30/2005
GS09F80671-4	American_Express_Travel	4/30/2005
GS09F80671-4	American_Express_Travel	4/30/2005
GS09F81084-4	Sato_Travel	8/14/2005
GS09F80650-5	Wright_Travel	8/14/2005
GS09F80976-4	Omega_World_Travel	9/30/2005

G Labor Management Obligations

Where exclusive representation exists, bargaining may be requested to the extent allowed by applicable statutes. Where contract language already addresses these policies and procedures for bargaining unit employees, contract language prevails.

H Contact

If there are questions about this notice, contact the appropriate office in this table.

Employing Agency	Office	Contact
FAS	Sylvia Wynn	202-690-1705
	Hedy Armstrong	202-720-2741
FSA	Kansas City and St. Louis complexes	Wendy Collins at 816-926-3266
	State Offices	Star Bryant, DAFO at 202-720-0183
	County Offices	State Office
	National Office	FMD, Accounting and Travel Policy Staff at 703-305-1408

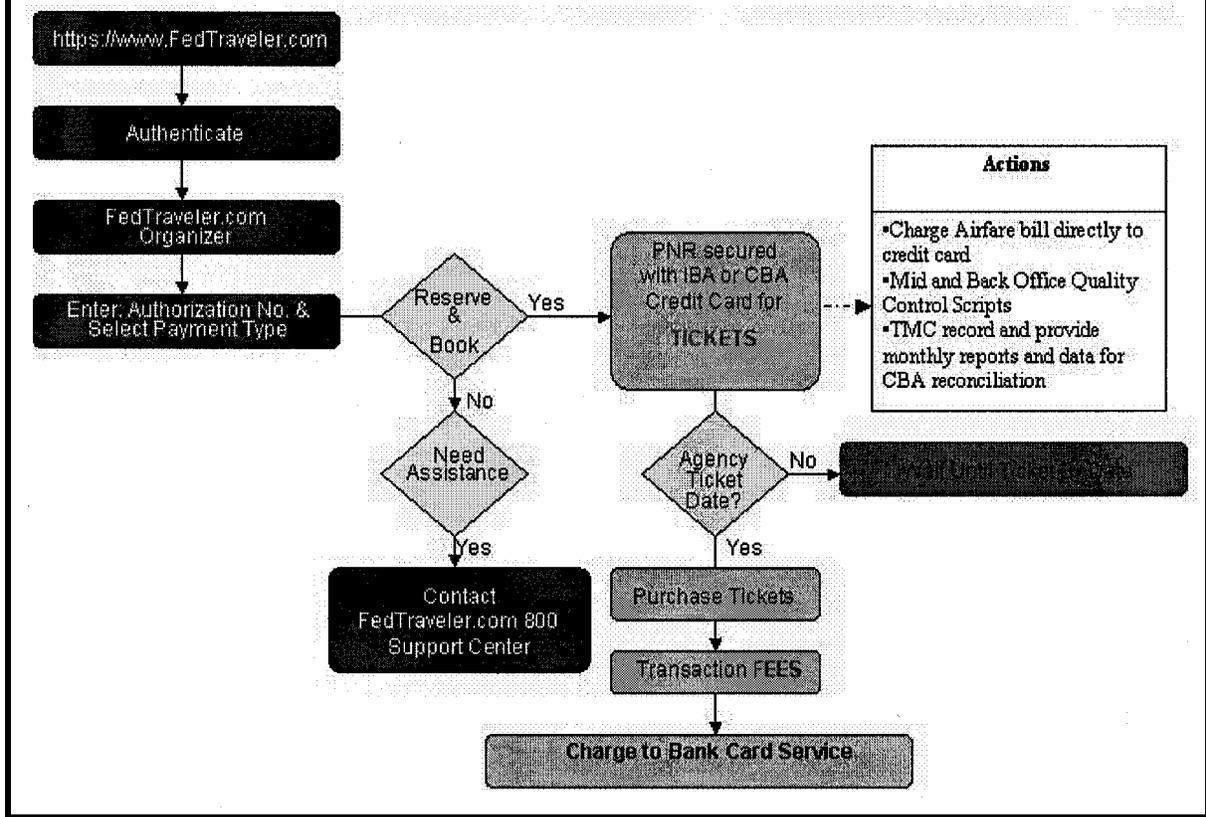
Self-Service Reservation Process

FedTraveler.com provides the Online Booking Engine (OBE) and travel agent support that USDA will use for its official travel needs. To enter FedTraveler.com for the first time, USDA travelers will use their existing eAuthentication User ID and password (credentials). USDA travelers without existing credentials will be notified of their User ID and password via email. Travelers who are unaware of their credentials may contact their Travel Policy User Group (TPUG) member or Customer Service Advocate (CSA) to obtain.

An initial data file containing profiles on all USDA employee travelers is being provided to EDS by OCFO. USDA Travelers will access the FedTraveler.com OBE via the <http://www.FedTraveler.com> web page. The traveler will then be prompted, at the organizer page, to update and add preferences to their profile (information already pre-loaded includes your name, email address, credit card number, expiration date, and card type). After updating the profile, the traveler can make their reservations by selecting Online Booking.

EDS has a helpful training Website available to USDA employees at <http://www.FedTraveler.com>.

The process for utilizing the self-service process during the Bridge Solution follows:



Full-Service Reservation Process

USDA Travelers will have an option to access non-self service to the FedTraveler.com via the toll number (866) 876-8020. This access will allow the traveler to request travel arrangements via a travel agent. The travel agent will be able to view their profile information and assist with travel arrangements. During this process, the travel agent will request the traveler’s authorization numbers and other pertinent information, i.e. frequent flyer number etc.

OCFO will provide to EDS the initial agency lists of Very Important Person (VIP) travelers. Upon a call to the toll-free number and EDS’ verification, the VIP traveler or travel arranger will be routed to the VIP desk. TPUG members will update the VIP list, as appropriate.

Emergency travel requirements also will be handled through (866) 876-8020.

The process for utilizing the non-self service process during the Bridge Solution follows:

