



Inside SFA

How YOU Help Put America Through School

Traveling the SFA Way

Need to get to the next EAC or NASFAA conference but don't know what to do? Here are some tips and news about recent changes that will improve your travel satisfaction.

Step By Step

1. Get approval...

from your team's program office and SFA Administration before making any travel plans.

*Remember to give Carlson Wagonlit Travel (CWT) your travel authorization number and government travel credit card numbers. *You must use your travel card for all travel-related expenses.*

2. Discuss your travel plans...

with your supervisor before scheduling.

*Remember to stay within your per diem rate or get approval to exceed the rate *before* you travel.

3. Schedule all travel arrangements online...

through CWT for fast service. And you can store your travel preferences and information online. Or schedule by fax, email or phone.

Online booking @ <http://www.cwgovernment.com>

4. Review your itinerary and remember to take it with you.

5. Use an e-ticket when flying...

in case it needs to be replaced. Your credit card will not be charged until two business days before you leave.

*Remember: Although paper tickets are still available, you should not pick up your ticket until a few days before your trip to avoid early credit card charges.

6. Complete your travel voucher as soon as you return.

Remember to:

- provide receipts for lodging, transportation and business calls
- deduct any meals included as part of a conference from your per diem meal claim. The cost of meals, like lunch, are at http://policyworks.gov/org/main/mt/homepage/mtt/FTTR/newftr/301-11_18.html
- have your supervisor sign your hardcopy voucher before you forward it to CFO Administration for reimbursement **AND**
- email "OSFA Travel" an electronic copy of your voucher with your name in the subject line

7. Ask for direct deposit or EFT to get paid back faster.

*Remember: You have to provide your bank routing and account numbers EACH TIME you submit a voucher.

What's New

New Regional Call Center

CWT has a new office to service regional staff. Regional staff should use the new regional phone and fax numbers below.

SFA Travel Survey

SFA Administration is gathering comments on all SFA travel between March 20 and May 20. Staff scheduled for travel during that time will get a personalized electronic survey in two parts. The survey will also be on SFANet in case a traveler does not receive the survey. *Travelers should complete the survey as soon as they receive it.*

ED's New Travel Management System

The Department's new travel management system, Gelco's Travel Manager, will go "live" in October 2001. Travel Manager is Windows-based, includes up-to-date regulations and rates, and will allow staff to create and edit their own travel vouchers. The new system will cut payment time to about three days.

For more information refer to the "Quick Travel Reference List" cutout or contact Christina Stoddard at (202) 708-4892.

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Quick Travel Reference List

Carlson Wagonlit Reservation Info

Washington area	202-484-0065 202-484-0043 (fax)
Regional area	1-866-845-7940 1-800-300-8731 (fax)
After hours	1-800-383-6723

Helpful Web Sites

Carlson Wagonlit: www.cwgovernment.com
GSA Travel Management Policy Program:
policyworks.gov/org/main/mt/homepage/mtt/mttp.html
Fedtravel.com: www.fedtravel.com/gsa/default.asp
ED Government Travel: connected/ref/trav.html
SFA Travel Handbook: sfanet/cfo/administration/travel.html

You can also find this on SFANet.