

EOTA – Business Process



Document Title:

Contractor Travel Process

Document Number:

ADMP-004 Rev. 11_0221

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Parent Document:

Q-001 Quality Manual

Notify of Changes:

ADM, MGT

Referenced Document(s):

ADMF-007 EOTA Pre-Travel Authorization Form and ADMF-017 Post Travel Summary

<http://www.gsa.gov>, U.S. General Services Administration

<http://www.gsa.gov/ftr>, Federal Travel Regulation (FTR)

Rev.	Description of Change
A	Initial Release
08_0207	Added verbiage to indicate that travel less than 50 miles does not require EOTA Director signature on Pre-Travel Authorization.
08_0314	Modified flowchart to reflect removal of the “Prime Contractor” vs “Subcontractor” decision step. Added “Travel is in excess of 50 miles” decision step. Added reference to the use of Prime Contractor form for prime contractor employees.
08_1104	Modified process to reflect changes made to the EOTA travel procedures. Added GSA and FTR references to process. Changed Document Owner.
08_1126	Changed Administrative Assistant/AA to Online Learning Support Specialist/OLSS to reflect current process.
11_0221	Minor editorial updates; added ADMF-017 Post Travel Summary to process.

I. Purpose

Identify need, cost and outcome of travel associated with product/service development or delivery.

II. Scope

Employee requiring travel with product/service development or delivery (**excludes vendors**).

III. Responsibility

Program Manager (PM1) / Prime Contractor – Responsible for identifying traveler (designee) and authorizing expense.

Federal Management Team (FMT) – Comprised of the EOTA Director, Deputy Director, and as determined for level of approval by the EOTA Director, the NA-40 Director of Training and Administration – Responsible for authorization in concurrence of expenditure amount.

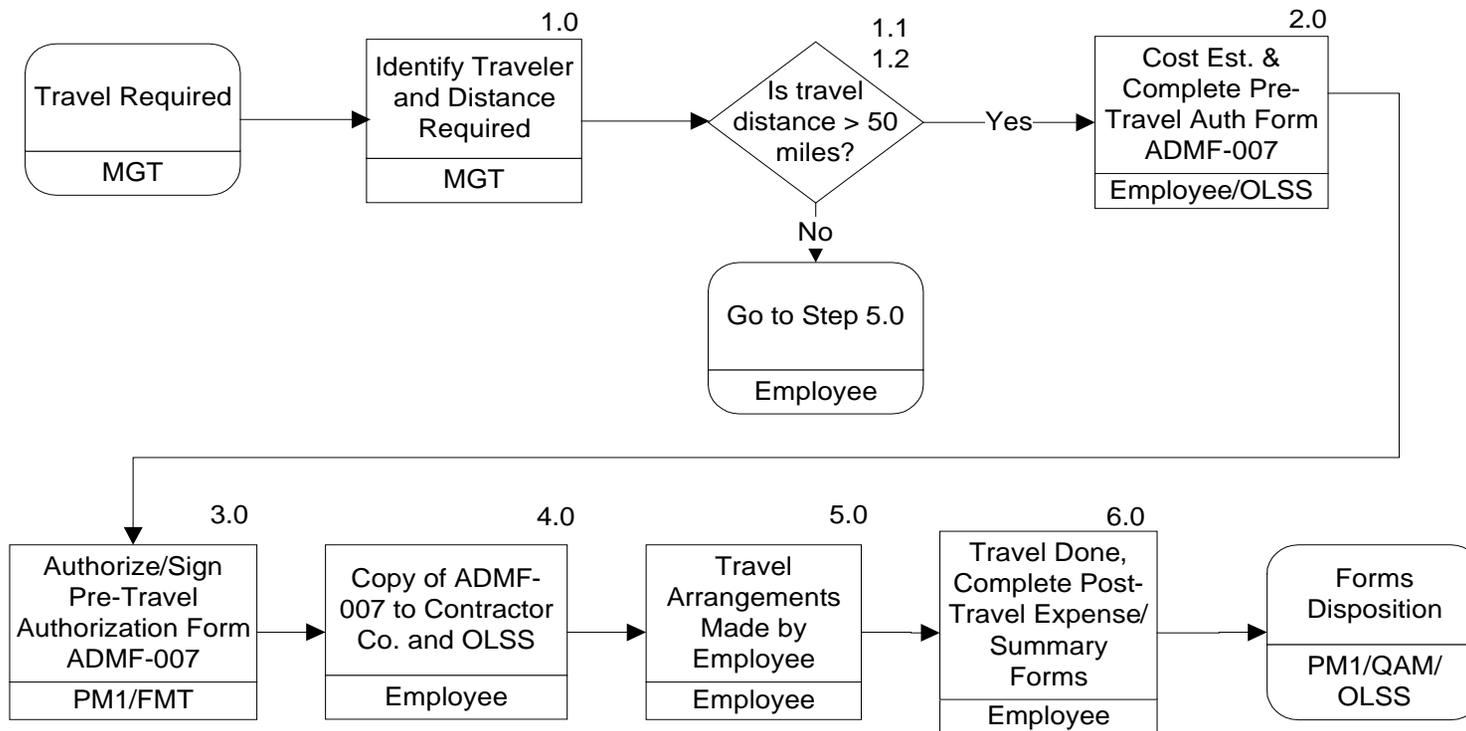
Online Learning Support Specialist (OLSS) – Responsible for assisting in process, execution, and the compilation of cost figures per GSA and FTR travel guidelines.

Employee or Contractor Company – Responsible for making arrangements and coordinating payment for travel.

IV. Definitions

None

Process



1.0 Identify Traveler and Distance Required

Management will identify the traveler and determine distance of travel required.

1.1 If travel required is equal to or greater than 50 miles go to step 2.0

1.2 If travel required is less than 50 miles go to step 5.0

If travel is less than 50 miles, ADMF-007, Pre-Travel Authorization form is not required.

2.0 Cost Estimate & Complete Pre-Travel Authorization Forms

Employee or their company will estimate travel cost and complete ADMF-007 EOTA Pre-Travel Authorization (and their company's pre travel form(s) per their guidelines). Costs for travel should be per GSA guidelines (<http://www.gsa.gov>). All EOTA related travel must also meet federal guidelines listed in the Federal Travel Regulation (FTR) (<http://www.gsa.gov/ptr>).

3.0 Authorize/Sign Pre-Travel Authorization Forms

Employee will obtain authorization/signature of the PM1 of the EOTA FMT on ADMF-007 EOTA Pre-Travel Authorization form.

4.0 Copy of Form to Contractor Company and OLSS

Employee will submit a copy of ADMF-007, Pre-Travel Authorization form to their company and will also submit a copy to be retained by the OLSS. (In addition to the above instructions, employee will follow their company guidelines regarding their company's travel authorization process.)

5.0 Travel Arrangements Made by Employee

Employee will make travel arrangements for themselves or through coordination with their company. Travel arrangements should be made using GSA travel guidelines (<http://www.gsa.gov>) and (<http://www.gsa.gov/ptr>).

6.0 Travel Done, Complete Post-Travel Expense/Summary Forms

Upon completion of travel, the employee will complete their company's Post-Travel Expense form(s) and ADMF-017, Post Travel Summary form. The Post-Travel Expense form(s) will be submitted to their company per their guidelines and the ADMF-017, Post Travel Summary form will be submitted to PM1 for review. PM1 will provide a copy to QAM for filing.

Forms Disposition:

The original of any applicable travel forms and all applicable receipts will be forwarded to the employee's company and a copy will be maintained by OLSS. A courtesy copy will also be provided to the Federal Management Team.