Making Informed Cost Saving Travel Decisions

GSA SmartPay Training Event

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GSA Mission, Vision, Values

- **Mission**: Deliver value and savings in real estate, acquisition, technology, and other mission-support services across Government

- **Vision**: Effective and efficient government for the American people

- **Values**: Service, Accountability, and Innovation
What are GSA’s Travel Programs?

- Booking: E-Gov Travel Services (ETS)
- Air: City Pair Program (CPP)
- Lodging: FedRooms®, Long-Term Lodging
How Do GSA’s Travel Programs Benefit Me and My Agency?

- GSA Travel Programs’ Goal: Provide agencies with programs and services to get more and spend less on travel

- **Support Government-wide Category Management Goals**  
  - The Travel Category managed by GSA has 3 Best-In-Class (BIC) Solutions: CPP, FedRooms®, and Car Rental

- **Support President’s Management Agenda (PMA) Goals**  
  - 20% increase in Spend Under Management  
  - At least 35% of spend going through BIC solutions
Smart Travel Planning

• We are going to follow a Federal traveler who uses GSA’s Travel Programs to complete their mission

• We will highlight the benefits and utility of using GSA’s Travel Programs

• Let’s meet our Federal traveler!
Smart Travel Planning with Rob

- Rob is a GS-13, Contracting Officer for the Department of Transportation

- Let’s follow Rob as he prepares for a trip to his Regional Office in New York
Rob Uses E-Gov Travel Service (ETS)

- ETS is a web-based, travel management service that incorporates FTR policy. Its features include:
  - Online reservation services for air, rail, lodging and rental car
  - Authorization
  - Voucher processing
  - Travel Management Center support
  - Quick reimbursement of approved expenses
ETS Benefits for Rob’s Agency

- ETS simplifies travel reservations into one central site that allows a traveler to book all travel needs (air, hotel, rental car) at once
- Significant cost-savings in self-service compared to using a TMC (travel agent)
- Agencies have more transparency into travel costs and internal control over approved expenses
- “Duty of Care” – ensures travelers are compliant with policy and safe/secure when on travel
- Travelers are reimbursed in less than 4 days
DoD & Federal ETS Vendors

Civilian Agencies 2 vendors:

- E2 Solutions
  - https://www.cwtsatotravel.com/services/e2Solutions.aspx

- ConcurGov

DOD:

- DTS (not an ETS Solution)
  - http://www.defensetravel.osd.mil/
ETS Integrates

- Existing Policies
  - Federal Travel Regulation (FTR)
  - Per Diem Allowances
    - Lodging meals & incidentals
- GSA Travel Programs
  - Air: City Pair Program (CPP)
  - Lodging: FedRooms®
  - U.S. Government Rental Car Program – Defense Travel Management Office (DTMO)
  - Travel Agencies (TMC) – Travel support
Rob Uses GSA’s FY18 City Pair Program (CPP) to Book His Flights

- CPP provides discounted air transportation services for Federal travelers government-wide
- 8 Contract Carriers
- Awarded 9,207 domestic and international City Pairs
GSA CPP Benefits to Rob’s Agency

- One-way routes, ideal for multiple destinations
- No advance purchase required
- No min or max length of stay required
- No airline change/cancellation fees
- Tickets are fully refundable
- Last seat availability
- No blackout periods
- Stable pricing enabling travel budgeting
- Dual fare YCA and discounted _CA Markets
- Contributes to Category Management BIC Goals
GSA CPP Benefits to Rob

• Can use loyalty points/miles for personally expensed upgrades/airfare

• CPP savings means the possibility of more travel for Rob and his agency in the future
Rob Should Choose the _CA Fare

- Deeply discounted fare code is called _CA ("Dash C A")
- Available in more than 92% markets
- Airline controls inventory of _CA availability
- Example: Washington (DCA) to NYC (JFK) on Delta
  - YCA fare: $166
  - _CA fare: $92
  - **Savings of $74 each way!**

*Book and approve travel early to take advantage of discounted fares!*
**Consider Alternate Airports and Connecting Flights**

- Alternate airports may have lower fares - weigh the pros and cons

<table>
<thead>
<tr>
<th>Origin Airport</th>
<th>Destination Airport</th>
<th>Airline</th>
<th>Awarded Service</th>
<th>Govt YCA Fare</th>
<th>Govt CA Fare</th>
<th>Govt CB Fare</th>
<th>Contract Effective Date</th>
<th>Contract Expiration Date</th>
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<td>RONALD REAGAN NATIONAL AIRPORT</td>
<td>LAGUARDIA AIRPORT</td>
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</table>
Lowest Available Airfare Opportunities

Using the Concur tool, the American Airlines discounted CA fare of $124.40 roundtrip. The Government contract YCA fare would have been $196.40. The LAA would be $111.40 (but would need to account for $150 – 200 in change fees if travel changed).
GSA FedRooms Benefits to Rob’s Agency

- Book the FedRooms® rate
  - *Always at or below per diem*
  - In FY17, travelers realized savings of $11.28 (8.9%) below per diem/room night
  - A multitude of amenities
    - 4pm day of arrival cancellation (US)
    - Free WiFi
  - FEMA-certified and ADA compliant
- Agency benefits
  - Contributes to Category Management BIC Goals
  - FedRooms savings enables more travel within budget

Can book in ConcurGov, E2 Solutions and DTS
GSA FedRooms Benefits to Rob

- Over 140 popular brands offer approximately 6,000 hotels at locations close to official travel sites near dining and entertainment
  - Bob gets free wi-fi at all FedRooms hotels
  - Bob gets free breakfast and parking at most FedRooms hotels
  - Some hotels offer Bob shuttle services to government facilities or airport, along with gyms, etc.
  - Bob earns hotel brand loyalty points
GSA FedRooms® Rate is NOT the GOV Rate

• FedRooms® Rate – the **ONLY** rate negotiated by the Federal Government

• GOV Rate – determined by individual hotels
  – NOT always at per diem
  – Hidden charges may apply
    – Resort or urban/destination fees
  – Buyer beware
<table>
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<tr>
<th>Lodging Per Diem limit for NEW YORK: $253.00</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>FedRooms Hotel</th>
<th>Hotel Name</th>
<th>1. Holiday Inn Manhattan-Financial District</th>
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<tbody>
<tr>
<td>FedRooms Free Wi-Fi, Newspaper, Fitness Center and Restaurant</td>
<td>99 Washington St, New York, NY 10006</td>
<td>$179</td>
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<tr>
<td>Accessible roll-in shower, Heated Pool, Air Conditioning, High-Speed Internet</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hide Rooms</td>
<td></td>
</tr>
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</table>

**FedRooms Rate = $179**

**Government Rate = $239**
U.S. Government Rental Car Solution

- Defense Travel Management Office (DTMO) manages a government-wide car rental program that provides special rental benefits and reduced rates to all federal government employees traveling on official business

- Travelers must use the least expensive compact car available, unless an exception for another class of vehicle is approved (FTR – 301.10.450)
U.S. Government Rental Car Solution

- Benefits for Agency
  - Unlimited mileage (except for one-way rentals)
  - No minimum rental period
  - No additional fee for collision damage waiver or loss damage waiver
  - Liability insurance coverage
  - No charge for additional or underage drivers between the ages of 18-25
  - No blackout periods
  - If vehicle size/reserved is not available, company will offer an upgraded vehicle at no additional costs
  - No advanced reservations required
  - Contributes to Category Management BIC goals
  - Rental Vehicle Assistance Tool
    - [http://www.defensetravel.dod.mil/site/rental.cfm](http://www.defensetravel.dod.mil/site/rental.cfm)
# Government Savings – Rob’s Trip (DC to NY)

<table>
<thead>
<tr>
<th></th>
<th>Max Costs</th>
<th>Trip Costs</th>
<th>Savings over 3 nights</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare</td>
<td>$196.40 (YCA)</td>
<td>$124.40 (CA)</td>
<td>$72</td>
</tr>
<tr>
<td>Lodging</td>
<td>$253/night (per diem)</td>
<td>$179/night (FedRooms)</td>
<td>$222</td>
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<tr>
<td>Car Rental</td>
<td>$80*</td>
<td>$46**</td>
<td>$34</td>
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<tr>
<td><strong>Total Savings</strong></td>
<td><strong>$1,035.40</strong></td>
<td><strong>$707.40</strong></td>
<td><strong>$328</strong></td>
</tr>
</tbody>
</table>

*Over 3 nights, Rob saved $328 for his agency’s travel budget and contributed $707.40 to his agency’s BIC goals*

*Most expensive compliant vendor
**Least expensive compliant vendor*
Other Alternatives: Long Term Lodging

- 30+ nights
  - For individuals or groups
- Fully furnished serviced apartments with the comforts of home
  - Many with added amenities
- Ideal for:
  - Long term TDY
  - Extended training and job assignments
  - Rotational assignments at agency regional offices
  - Relocation
  - Available under GSA Advantage Schedule 48 (Transportation Delivery and Relocation Solutions – TDRS)
## TRANSPORTATION, DELIVERY AND RELOCATION SOLUTIONS

### Category: Long Term Lodging

**Description:** Commercial services for the provision of corporate housing lodging services in an apartment/condominium type property

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Contract #</th>
<th>Phone</th>
<th>City, State</th>
<th>Score</th>
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<td>ALMOS, INC.</td>
<td>GS-19P-0016U</td>
<td>920-783-2086</td>
<td>STURGEON BAY, WI</td>
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<td>ARROWHEAD REALTY CORP</td>
<td>GS-13P-03313</td>
<td>615-666-2601</td>
<td>FRANKLIN, WI</td>
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<td>AVIAG CORPORATE HOUSING, LTD.</td>
<td>GS-13P-0130A</td>
<td>800-240-1244</td>
<td>NEW BRAUNFELS, TX</td>
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<td>BASIC OVERNIGHT QUARTERS, LLC</td>
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<td>717-332-0800</td>
<td>ALEXANDRIA, VA</td>
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<td>BLUEWATER MANAGEMENT GROUP, LLC</td>
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<td>713-362-0469</td>
<td>NORTFOLK, VA</td>
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<td>BRIDGESTREET CORPORATE HOUSING WORLDWIDE, INC.</td>
<td>GS-13P-0021V</td>
<td>(614) 648-5414</td>
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<td>CALIFORNIA SUITES (DBA: SUTHERLANDS)</td>
<td>GS-13P-0026V</td>
<td>702-481-7278</td>
<td>EL TOROADO HILLS, CA</td>
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<td>CHURCHILL CORPORATE SERVICES, INC.</td>
<td>GS-13P-0020U</td>
<td>(202) 945-8719</td>
<td>WASHINGTON, DC</td>
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<td>CHURCHILL CORPORATE SERVICES, INC.</td>
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<td>CORPORATE HOUSING ASSOCIATES, LP</td>
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<td>CORPORATELIVING.COM, INC. (DBA: CORPORATE LIVING - FURNISHED APARTMENTS NATIONWIDE)</td>
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<td>320-420-0523, EXT 22</td>
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<td>DABNEY PROPERTIES LLC</td>
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<td>(206) 639-8300</td>
<td>RICHMOND, VA</td>
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<td>DISCOVERY GROUP, INCORPORATED, THE</td>
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<td>HOUSTON, TX</td>
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</table>
Benefits of Long-Term Lodging

- Provides easy access to pre-qualified contractors to help support federal agency travel management needs
- Streamlines the acquisition process by using GSA contracts
  - No additional competition at, or below, the Micro-Purchase Threshold (MPT) - currently $10K
  - Above MPT, use FAR 8.4 streamlined competition guidelines
- Schedules rates are ceiling prices
  - Deeper discounts can be negotiated at the task order level
GSA Points of Contact

**Brian Assia**  
The Office of Travel, Employee Relocation, and Transportation  
E-Gov Travel Service (ETS)  
brian.assia@gsa.gov

**Danielle Gallant**  
The Office of Travel, Employee Relocation, and Transportation  
City Pair Program (CPP)  
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Thank you!