

United States Department of  
Agriculture (USDA) **Travel** Track

**Schedule**

**Tuesday, August 10, 2010**

8:00 – 9:30 a.m. GSA General Session Building C Hall C1

10:00 a.m. – 5:00 p.m. U.S. Bank Access® Online Open Lab Room B 302

10:00 – 11:10 a.m. USDA Opening Session \*\* Room B 308

**Select One of the Following:**

12:30 – 1:40 p.m. Credit Policy for Travel Programs Room B 313  
 12:30 – 1:40 p.m. GSA SmartPay® Master Contract Basics Room C 208- 210  
 12:30 – 1:40 p.m. GSA SmartPay® In More Than One Flavor:  
 Innovative Products and Services (Advanced) Room C101  
 12:30 – 1:40 p.m. Government Travel and Related Ethics and  
 Appropriation Issues: Know the Rules – Part I GA Ballroom Sect.1

**Select One of the Following:**

2:00 – 3:10 p.m. A/OPC Basics Room B 312  
 2:00 – 3:10 p.m. Government Travel and Related Ethics and  
 Appropriation Issues: Know the Rules – Part II GA Ballroom Sect.1

**Select One of the Following:**

3:30 – 4:40 p.m. USDA & U.S. Bank Handling Fraud & Disputes Room B 308  
 3:30 – 4:40 p.m. U.S. Bank Access® Online Orientation Room B 313  
 (appropriate for new coordinators)  
 3:30 – 4:40 p.m. GSA SmartPay® 2 Travel Card Basics Room C 101

**Wednesday, August 11, 2010**

7:00 a.m. – 5:00 p.m. Access Online Open Lab Room B 302

**Select One of the Following:**

8:00 – 9:10 a.m. A/OPC Basics Room B 312  
 8:00 – 9:10 a.m. GSA SmartPay® Basic Charge Card Reconciliation Room C 208 - 210

**Select One of the Following:**

9:30 – 10:40 a.m. Credit Policy for Travel Programs Room B 313  
 9:30 – 10:40 a.m. GSA's Travel Program - Providing World-Class  
 Travel Management Room C 2108- 210  
 9:30 – 10:40 a.m. GSA SmartPay® Program Update (Advanced) Room C 101  
 (appropriate for coordinators – Level 3 and above)

12:30 – 1:40 p.m. Travel Card Coordinators Required Policy Training \*\* Room B 308



## United States Department of Agriculture (USDA) **Travel** Track

**Select One of the Following:**

2:00 – 3:10 p.m.	Hands-On Training: Visa IntelliLink® Training for USDA	Room B 303
2:00 – 3:10 p.m.	GSA SmartPay®2 Travel Card Basics	Room C 101
2:00 – 3:10 p.m.	Government Travel and Related Ethics and Appropriation Issues: Know the Rules – Part I	GA Ballroom Sect.1

**Select One of the Following:**

3:30 – 4:40 p.m.	Navigating the GSA SmartPay® Website (Basic)	Room C 101
3:30 – 4:40 p.m.	GSALodging Solutions	Room C 208 - 210
3:30 – 4:40 p.m.	Government Travel and Related Ethics and Appropriation Issues: Know the Rules – Part II	GA Ballroom Sect.1

### Thursday, August 12, 2010

7:00 – 3:00 p.m.	Access Online Open Lab	Room B 302
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**Select One of the Following:**

8:00 – 9:10 a.m.	Government Travel and Related Ethics and Appropriation Issues: Know the Rules – Part I	GA Ballroom Sect.1
8:00 – 9:10 a.m.	GSA's Travel Program- Providing World-Class Travel Management	Room C 208 -210
9:30 – 10:40 a.m.	Hands-On Training: USDA Travel Card Coordinators Responsibilities and Reporting **	Room B 303

**Select One of the Following:**

12:30 – 1:40 p.m.	GSA SmartPay® Program Update (Advanced) (appropriate for coordinators – Level 3 and above)	Room C 101
12:30 – 1:40 p.m.	GSA SmartPay® Charge Card Reconciliation (Basic)	Room C 208 - 210
2:00 – 3:10 p.m.	USDA Closing Session **	Room B 308

**\*\* = Required for all USDA Travel Card Attendees**

