

Hello everyone, my name is Portia Robinson, and I will be responsible for assisting you with your travel needs. I want to welcome you to the Local Government Advisory Committee (LGAC). If you will grant me a few minutes, I would like to review some items with you regarding your travel.

Making travel/hotel arrangements: You will need to fill out an EPA travel ID form in which I will send to you to fill out and return to me via fax 202-501-1544 or scan/email the form back to me ASAP. It is imperative that I receive this form back ASAP. In order for you to officially travel to attend the "LGAC Meeting" this form has to be entered into EPA's travel and finance system. This is the only way that I will be able to prepare and submit your official travel authorization (TA) and for you to receive your travel reimbursements after your trip is over. **You will not be able to make airline/travel reservations until this form (EPA Travel ID form is submitted to EPA finance department.**

All LGAC committee members are responsible for making their own travel and hotel reservations. When making your travel arrangements please make all of your arrangements with EPA's travel contractor, **BCD Travel Agency (866) 964-1346, press "3" for reservation assistance.** Be sure to identify yourself as an invitational traveler and let them know that your travel should be charged to the EPA's Central Billing Account (CBA). Government contract fares should provide you with many options for arrivals and departure times.

Once you receive the hotel information, please make your hotel reservations ASAP. I will be sending you the hotel information via e-mail. When making your hotel arrangements, I ask that you use your own personal credit card to reserve and to pay for your hotel room. Also, please take notice of the hotel room reservation cut of date.

EPA does not pay for hotel accommodations however, you will be reimbursed for that expense when you submit your travel reimbursement voucher. Please try and make your hotel arrangements by the cutoff date provided. This will ensure that you are able to take advantage of the special government rates and availability of rooms at the hotel.

Contact Information: 202-566-2263 or banks.portia@epa.gov

3. Submitting for your reimbursement: Once the meeting is over, I ask that you submit all your receipts, such as lodging, taxi, parking, etc., along with your travel worksheet within 10 days of each meeting. You do not have to submit receipts for your meals. You are allowed a standard per diem for meals. If you are traveling for the first time with the government, please be aware that there are several items that cannot be claimed on your reimbursement statement. I have provided a list of those items in your packet. However, if you have any questions regarding this process, please contact me prior to submitting your voucher. This helps us process your claims so you are reimbursed in a timely manner. It is important that we process all claims by the end of the fiscal year so that we do not have any outstanding/open travel voucher.

Again, welcome to the committee and I look forward to working with you.