

# Download Travel Agency Staff Training Manual

The purpose of this Travel Manual is to help agencies, employees and certain public officials understand and apply the State's travel rules and regulations and to provide instructions regarding reimbursement forOverview page of information for GSA travel managers. Services for Agency Travel Managers. GSA's travel programs provide federal agencies high-quality commercial services efficiently and cost-effectively. The following RIT departments are responsible for various aspects of the travel process: Controller's Office - The Controller's Office is responsible for the development and oversight of all travel policies and procedures. The following units are part of the Controller's Office. The Program Support Center (PSC) manages HHS travel, transportation, and commuter shared services programs, such as federal transit subsidy benefits, ConcurGov travel management, government vehicle fleets, and the HHS Travel Charge Cards.