

U. S. General Services Administration

April 15, 2012

Memorandum for All Employees

From:

Dan Tangherlini

Acting Administrator

Subject:

Restrictions on Travel and Conferences for FY 2012

Travel and Training

From now until the end of the fiscal year, all travel for internal GSA meetings, training, conferences, seminars, leadership or management events, etc., whether paid for by the Government or another entity is suspended unless exempted by one of the following sections:

Travel is permitted for approved conferences for external audiences pursuant to the section below. Travel is also permitted to perform GSA's essential mission functions, such as to work with other agencies or customers of GSA, conduct litigation, perform program performance reviews or audits (such as A123), property auctions or building inspections, or other similar operation-related work. Only travelers essential, as determined by management, to the performance of the relevant function are permitted to travel.

Travel for routine management meetings that require in-person presence, after other options such as video teleconferencing are considered, may occur upon waiver of this policy by the Acting Administrator or Deputy Administrator.

Travel for training will be limited to essential job related skills and development and consistent with approved individual development plans (IDPs).

Conferences for External Audiences

During this period of hiatus, conferences with the primary purpose of expanding or advancing the services of GSA, GSA's customers, client-related or project-related functions may be permitted to go forward after an approved business justification and conference budget. These conferences must be approved by the Head of Service or Staff Office, Regional Administrator, and the Chief Administrative Services Officer and the Chief Financial Officer before <u>any</u> procurement activity takes place or cost is incurred by the organization sponsoring the event.

For the purpose of this memorandum, a conference is a symposium, seminar, workshop, or other organized or formal meeting lasting portions of one or more days, where people assemble to exchange information and views or explore or clarify a defined subject, problem or area of knowledge.

MEMORANDUM

DATE:

APRIL 27, 2012

TO:

HEADS OF SERVICES AND STAFF OFFICES AND

REGIONAL ADMINISTRATORS

FROM:

CYNTHIA A. METZLER,

CHIEF ADMINSTRATIVE SERVICES OFFICER (H)

SUBJECT: CLARIFICATION ON APRIL 15, 2012 TRAVEL, TRAINING

AND CONFERENCES

This memorandum provides additional guidance regarding the implementation of the Acting Administrator Dan Tangherlini's memorandum dated April 15, 2012, regarding restrictions on travel and conferences for FY 2012. A number of questions have arisen regarding who is responsible for approvals for travel, training and conferences. Hopefully, this memorandum will provide some clarification.

All GSA leaders are responsible for ensuring that the mission of GSA is carried out in the most effective and efficient manner, as well as ensuring that all of our policies and rules are followed. It is especially important that we be prudent in our use of resources. As we move forward, please keep the following in mind in considering or approving travel:

- Travel for meetings should be authorized only when alternatives to travel such as video-conferencing, teleconferencing, and webinars have been considered and determined to be unavailable or impractical.
- All travel must be limited to the minimum number of individuals necessary to carry out the task.
- If travel to a conference is involved (whether hosted by GSA or another entity) attendance must meet the following criteria:
 - ✓ Having planned meetings with GSA customers, the public or vendors;
 - ✓ Working as GSA operational support for the conference;
 - ✓ Providing training or speaking related to GSA mission;
 - ✓ Fulfilling legitimate training requirements per their job functions (as per individual development plans, etc.)
- Attendance must be limited to the amount of time required to carry out any required activity.
- Costs must be kept to a minimum and all per diem, ethics and other policies must be strictly adhered to.

In order to ensure that all travel is appropriate, we strongly recommend that Heads of Services and Staff Offices (HSSOs) and Regional Administrators (RAs) rescind open authorization travel approvals for the remainder of the fiscal year and approve travel on a trip-by-trip basis, or ensure that each employee has a travel plan that reflects the April 15, 2012, policies. The E2 system will then require approval <u>before</u> travel can be booked.

The following clarifies who must approve the various types of activity.

A. Authorization by the HSSO and/or RA

- Training. Training which requires travel may occur if the training is not available in any other way and is essential to job related skills and development and consistent with approved individual development plans as reflected in employee training plans that have been approved by the HSSO or RA and the RA or HSSO must approve any such training occurring after April 15, 2012. Questions regarding training should be addressed to the Chief People Officer (CPO).
- 2. Business travel directly related to the work of GSA. Business travel to meet the day-to-day business needs of GSA's mission must be approved by the HSSO or RA. Regional staff must obtain the approval of the RA, after other appropriate approvals from the Regional Commissioners in consultation with the Commissioner. The mission related travel is travel that is necessary to carry out essential functions of the organization; it does not include routine management meetings. The HSSO or RA determines whether the travel is related to the mission.

B. Approval by the Office of Administrative Services (OAS)

Conferences and award ceremonies with food that involve travel must be approved as outlined in ADM IL-12-01 dated April 15, 2012. This includes events hosted by others where GSA plays a role such as hosting an event or a booth. Conferences that are sponsored or held by regional office staff in the Public Buildings Service (PBS) and the Federal Acquisition Service (FAS) require the concurrence of the RA and relevant FAS or PBS Commissioner prior to submission to OAS. Requests for approval must be submitted using Attachment A or B as appropriate.

C. Waiver by the Administrator or Deputy Administrator

Hosting a management meeting that requires travel. Holding or hosting an internal management meeting where travel is required requires a waiver by the Administrator, Deputy Administrator or their designee, before any travel can take place. Requests for waivers must be submitted using Attachment C or other electronic tool developed by the OAS.

All forms are available on GSA InSite, <u>Travel and Relocation</u> tab. Forms should be submitted to: travel-event-approval-requests@gsa.gov.

MEMORANDUM

DATE:

JUNE 14, 2012

TO:

HEADS OF SERVICES AND STAFF OFFICES AND

REGIONAL ADMINISTRATORS

FROM:

CYNTHIA A. METZLER

CHIEF ADMINISTRATIVE SERVICES OFFICER

SUBJECT: TRAVEL AND CONFERENCE CLARRIFICATION II

As you know, on April 15, 2012 Acting Administrator Tangherlini restricted travel for the remainder of FY 2012. On April 15, 2012 Instructional Letter (ADM IL-12-01) was issued on Management and Approval of Conferences and Award Ceremonies. This memorandum provides clarification on a number of points and questions that have arisen over the last month.

Detailees, Virtual and Satellite employees

The limitations on travel contained in the Acting Administrator's April 15 memo apply to these employees. As was stated in the memo, travel for these employees is suspended unless the Regional Administrator (RA) or the Head of Service or Staff Office (HSSO) has determined that the travel is required to "perform GSA's essential mission functions, such as to work with other agencies or customers of GSA, conduct litigation, perform program performance reviews or audits (such as A123), property auctions or building inspections, or other similar operation-related work. Only travelers essential...to the performance of the relevant function are permitted to travel."

A review of all such employees is currently underway, so please be sure to have documentation for the justification/rationale for each employee.

Ongoing Conferences and Events

In some circumstances, GSA has sponsored, hosted or co-hosted events, meetings and conferences over many years. All post-April 15, 2012 conferences were cancelled by virtue of the IL on Management and Approval of Conferences and Award Ceremonies. Any post-April 15, 2012 conferences must be approved pursuant to the IL. Please be sure to remove or have removed by another entity any reference to a future event to be hosted or sponsored by GSA from any website until it has been approved.

Third Party Event Planners

Pursuant to the April 15, 2012 IL, a third party event planner may be "utilized only after approval by the HSSO or RA and the Office of Administrative Services (OAS)." A third

party event planner includes an entity that provides services and/or assistance in determining an appropriate location to host a conference, whether or not the entity charges GSA for the service.

GSA policy requires that conference and event planners obtain fair and reasonable price proposals for the Government. For conference city comparison and selection, planners are instructed to use GSA's Travel Management Information System (MIS) group planning tool, not an outside third party. This tool creates a cost comparison for up to 10 potential conference cities using contract air fares, per diem, and car rental for estimations. Use of the Travel MIS assists in complying with FTR § 301-74.5 for selecting a location and facility. For event venue, planners must first consider use of Government facilities. When such facilities are not available or cost effective, GSA sponsored conferences must be held at sites that are on the Federal Emergency Management Agency's list of Fire Safety Act-approved accommodations. In selecting commercial hotel/conference venues, planners are instructed to first consider using FedRooms®. (FTR §301-11.11).

In addition, should anyone utilize a third party to assist in determining a location for a conference, they must justify this action in the request for conference approval and indicate why the third party was utilized rather than the GSA Travel MIS.

If you have any questions about this memo, please do not hesitate to contact me, at or Norma Tolson, Director, Travel and

Charge Card program, at

MEMORANDUM

DATE:

JULY 20, 2012

TO:

HEADS OF SERVICES AND STAFF OFFICES AND

REGIONAL ADMINISTRATORS

FROM:

CYNTHIA A. METZLER,

CHIEF ADMINSTRATIVE SERVICES OFFICER (H)

SUBJECT: CLARIFICATION III ON APRIL 15, 2012 TRAVEL, TRAINING

AND CONFERENCES—Conference Attendance

This memorandum provides additional guidance regarding the implementation of Acting Administrator Dan Tangherlini's memorandum dated April 15, 2012, regarding restrictions on travel and conferences for FY 2012.

Any proposed conference attendance by a GSA employee must be submitted to the Office of Administrative Services before any commitment is made for the employee to attend the conference. This policy applies to conference attendance whether travel is required or not and applies to all conferences whether hosted by GSA or any other entity.

Please recall that conference attendance is limited. Attendance must meet the following criteria:

- ✓ Having planned meetings with GSA customers, the public or vendors;
- ✓ Working as GSA operational support for the conference;
- ✓ Providing training or speaking related to GSA mission;
- ✓ Fulfilling legitimate training requirements per their job functions (as per individual development plans, etc.); and is
- ✓ Limited to the amount of time required to carry out any required activity.

You must ensure that all conference attendance documents and materials have been submitted to the Office of Administrative Services in a timely manner for approval before any commitments, such as travel arrangements, including hotel and airline or train tickets are booked, as well as any registration fees that may be paid are committed.

| | Request for Appr | oval of Conference | | |
|---|---|-----------------------------|-------------------------------|--------------|
| Part 1. General Information | and the Harrister of the Array | | | |
| Name of event* | | | | |
| Sponsoring office* | | · | | |
| Proposed date(s)* | Beginning | Ending | | |
| Target audience* | | | | |
| Estimated participants* | GSA | Other o | government | |
| | Contractor | Other (| specify) | |
| Estimated number of GSA pa | rticipants that must trave | el* | | |
| Contact Person* | Name | Title | | |
| Mailing address: | | | | |
| Phone number:* | Primary* | Alt: | | |
| Email address:* | | | | |
| Part 2. Description/Justifica | ation | | se albertanoppi (1967) — Pro- | |
| Expected performance or sign Was the Travel MIS used to describe justification for | letermine the city/locatio | | | |
| Other cities/locations consider | red* 1. | 2. | | |
| Does proposed site (location a factors considered?* * Required fields | and venue) represent the | e best value to the Governm | ent, cost and | all relevant |
| • | | | | |
| Part 3. Budget | | | | Actual |
| Revenue | | | Estimated | Actual |
| Registration Fees | | | | |
| Grants | | | | |
| Vendor Fees | | | | |
| Total Revenue | | | 0 | 0 |

| Expenses | Part 3. Budget (continued) | | |
|---|---|--|--------|
| Travel Meeting Expenses Conference Activities and Expenses Exhibits Meals Breakfast Lunch Dinner Refreshments Receptions Gratuities Marketing Materials Brochures Mailing Lists Postage Advertising Media Press Kits Postage Advertising Media Room/Setup Printing Office Supplies and Expenses Conference/Meeting Coordinator Equipment Audio-visual Other Guest Speaker(s) Security Conference/Meeting Venue Lodging Meeting Room(s) Travel for attendees Shuttle, taxi, cost for attendees Travel for staff/volunteers Parking Shipping Other (I amount >\$10,000, itemize costs) Total Expenses O o o Part 4 Approval HSSO or RA Date | | | Actual |
| Meeting Expenses | Pre-Conference Planning Activities/Expenses | ************************************** | |
| Conference Activities and Expenses | | | |
| Conference Activities and Expenses | Meeting Expenses | | |
| Exhibits | Conference Activities and Expenses | | |
| Breakfast Lunch Dinner Dinner Refreshments Receptions Gratuities Gratuities Gratuities Dinner Dinn | | | |
| Lunch Dinner Dinner Refreshments Respenses Respenses Date Date Parking Parkin | Meals | | |
| Dinner | Breakfast | | |
| Refreshments Receptions Gratuities G | Lunch | | |
| Receptions | Dinner | | |
| Gratuities | Refreshments | | |
| Gratuities | Receptions | | |
| Brochures | | | |
| Brochures | Marketing Materials | | |
| Postage | | | |
| Postage | Mailing Lists | | |
| Advertising Media Press Kits Photographs Media Room/Setup Printing Office Supplies and Expenses Conference/Meeting Coordinator Equipment Audio-visual Other Guest Speaker(s) Security Conference/Meeting Venue Lodging Meeting Room(s) Transportation Travel for attendees Shuttle, taxi, cost for attendees Charter bus services for attendees Parking Shipping Other (If amount >\$10,000, itemize costs) Total Expenses O 0 0 Part 4. Approval HSSO or RA Date | | | , |
| Media Press Kits Photographs Media Room/Setup Printing Dffice Supplies and Expenses Conference/Meeting Coordinator Equipment Audio-visual Audio-visual Other Guest Speaker(s) Security Conference/Meeting Venue Lodging Meeting Room(s) Transportation Travel for attendees Shuttle, taxi, cost for attendees Charter bus services for attendees Charter bus services for attendees Travel for staff/volunteers Parking Shipping Other (If amount >\$10,000, itemize costs) Total Expenses O Part 4: Approval HSSO or RA | | | |
| Press Kits Photographs Media Room/Setup Printing Office Supplies and Expenses Conference/Meeting Coordinator Equipment Audio-visual Other Guest Speaker(s) Security Conference/Meeting Venue Lodging Meeting Room(s) Transportation Travel for attendees Shuttle, taxi, cost for attendees Shuttle, taxi, cost for attendees Charter bus services for attendees Travel for staff/volunteers Parking Shipping Other (If amount >\$10,000, itemize costs) Total Expenses Total Expenses 0 0 Part 4. Approval HSSO or RA Date | | | |
| Photographs Media Room/Setup Printing Printing Confice Supplies and Expenses Conference/Meeting Coordinator Equipment Audio-visual Other Guest Speaker(s) Security Conference/Meeting Venue Lodging Meeting Room(s) Transportation Travel for attendees Shuttle, taxi, cost for attendees Charter bus services for attendees Travel for staff/volunteers Parking Shipping Other (If amount >\$10,000, itemize costs) Total Expenses 0 0 0 Part 4. Approval Approval Pate P | | | |
| Media Room/Setup Printing Office Supplies and Expenses Conference/Meeting Coordinator Equipment Audio-visual Other Guest Speaker(s) Security Conference/Meeting Venue Lodging Lodging Meeting Room(s) Transportation Travel for attendees Shuttle, taxi, cost for attendees Shuttle, taxi, cost for attendees Charter bus services for attendees Travel for staff/volunteers Parking Shipping Other (If amount >\$10,000, itemize costs) O Total Expenses 0 0 Part 4. Approval HSSO or RA Date | | | |
| Printing Office Supplies and Expenses Conference/Meeting Coordinator Equipment Audio-visual Other Guest Speaker(s) Security Conference/Meeting Venue Lodging Meeting Room(s) Transportation Travel for attendees Shuttle, taxi, cost for attendees Charter bus services for attendees Travel for staff/volunteers Parking Shipping Other (If amount >\$10,000, itemize costs) Total Expenses O Date | | · · · · · · · · · · · · · · · · · · · | |
| Office Supplies and Expenses Conference/Meeting Coordinator Equipment Audio-visual Other Guest Speaker(s) Security Conference/Meeting Venue Lodging Meeting Room(s) Transportation Travel for attendees Shuttle, taxi, cost for attendees Charter bus services for attendees Travel for staff/volunteers Parking Shipping Other (If amount >\$10,000, itemize costs) Total Expenses Date | | | |
| Conference/Meeting Coordinator Equipment Audio-visual Other Guest Speaker(s) Security Conference/Meeting Venue Lodging Meeting Room(s) Transportation Travel for attendees Shuttle, taxi, cost for attendees Charter bus services for attendees Travel for staff/volunteers Parking Shipping Other (If amount >\$10,000, itemize costs) Total Expenses Date | | | |
| Equipment Audio-visual Other Guest Speaker(s) Security Conference/Meeting Venue Lodging Meeting Room(s) Transportation Travel for attendees Shuttle, taxi, cost for attendees Charter bus services for attendees Travel for staff/volunteers Parking Shipping Other (If amount >\$10,000, itemize costs) Total Expenses Date | | | |
| Audio-visual Other Guest Speaker(s) Security Conference/Meeting Venue Lodging Meeting Room(s) Transportation Travel for attendees Shuttle, taxi, cost for attendees Charter bus services for attendees Travel for staff/volunteers Parking Shipping Other (If amount >\$10,000, itemize costs) Total Expenses Date Date | | | |
| Other Guest Speaker(s) Security Conference/Meeting Venue Lodging Meeting Room(s) Transportation Travel for attendees Shuttle, taxi, cost for attendees Charter bus services for attendees Travel for staff/volunteers Parking Shipping Other (If amount >\$10,000, itemize costs) Total Expenses Date Date | | | |
| Guest Speaker(s) Security Conference/Meeting Venue Lodging Lodging Meeting Room(s) Transportation Travel for attendees Shuttle, taxi, cost for attendees Charter bus services for attendees Travel for staff/volunteers Parking Shipping Other (If amount >\$10,000, itemize costs) Total Expenses 0 Part 4: Approval Date | ······································ | | |
| Security Conference/Meeting Venue Lodging Meeting Room(s) Transportation Travel for attendees Shuttle, taxi, cost for attendees Charter bus services for attendees Travel for staff/volunteers Parking Shipping Other (If amount >\$10,000, itemize costs) Total Expenses Part 4. Approval HSSO or RA Date | | | |
| Conference/Meeting Venue Lodging Meeting Room(s) Transportation Travel for attendees Shuttle, taxi, cost for attendees Charter bus services for attendees Travel for staff/volunteers Parking Shipping Other (If amount >\$10,000, itemize costs) Total Expenses Part 4. Approval HSSO or RA Date | | | |
| Lodging Meeting Room(s) Transportation Travel for attendees Shuttle, taxi, cost for attendees Charter bus services for attendees Travel for staff/volunteers Parking Shipping Other (If amount >\$10,000, itemize costs) Total Expenses Date | | | L |
| Meeting Room(s) Transportation Travel for attendees Shuttle, taxi, cost for attendees Charter bus services for attendees Travel for staff/volunteers Parking Shipping Other (If amount >\$10,000, itemize costs) Total Expenses HSSO or RA Date | | | |
| Transportation Travel for attendees Shuttle, taxi, cost for attendees Charter bus services for attendees Travel for staff/volunteers Parking Shipping Other (If amount >\$10,000, itemize costs) Total Expenses Part 4: Approval HSSO or RA Date | | | |
| Travel for attendees Shuttle, taxi, cost for attendees Charter bus services for attendees Travel for staff/volunteers Parking Shipping Other (If amount >\$10,000, itemize costs) Total Expenses Part 4. Approval HSSO or RA Date | | | |
| Shuttle, taxi, cost for attendees Charter bus services for attendees Travel for staff/volunteers Parking Shipping Other (If amount >\$10,000, itemize costs) Total Expenses Part 4. Approval HSSO or RA Date | | | |
| Charter bus services for attendees Travel for staff/volunteers Parking Shipping Other (If amount >\$10,000, itemize costs) Total Expenses 0 0 Part 4: Approval HSSO or RA Date | | | |
| Travel for staff/volunteers Parking Shipping Other (If amount >\$10,000, itemize costs) Total Expenses 0 0 Part 4. Approval HSSO or RA Date | | · · | |
| Parking Shipping Other (If amount >\$10,000, itemize costs) Total Expenses 0 0 Part 4: Approval HSSO or RA Date | | | |
| Shipping Other (If amount >\$10,000, itemize costs) Total Expenses 0 0 Part 4: Approval HSSO or RA Date | | | |
| Other (If amount >\$10,000, itemize costs) Total Expenses 0 0 0 Part 4: Approval HSSO or RA Date | | ., | |
| Total Expenses Part 4: Approval HSSO or RA Date | | · · · · · · · · · · · · · · · · · · · | |
| Part 4: Approval HSSO or RA Date | | | |
| HSSO or RA Date | | | |
| | | | |
| Chief Administrative Services Officer Date | INSSU OF KA Date | | |
| | Chief Administrative Services Officer Date | | |

| Chief Financial Officer | Date | , | |
|-------------------------|------|---|--|
| | | | |

Email completed form to travel-event-approval-requests@gsa.gov For Questions, call (202) 501-2162

| Re | quest for Approval | of Award Ceremon | y with Food |
|--|------------------------|--|--------------------------------------|
| Part 1. General Information | | | |
| Name of event* | | | |
| Sponsoring office* | | | |
| Proposed date(s)* | Beginning | End | ding |
| Target audience* | | | |
| Estimated participants* | GSA | | Other government |
| | Contractor | | Other (specify) |
| Estimated number of GSA pa | rticipants that must t | travel* | |
| Contact Person* | Name: | | Title: |
| Mailing address: | | | |
| Phone number:* | Primary* | | Alt: |
| Email address:* | <u> </u> | | |
| Part 2. Description/Justific | ation ' | The Control of the Co | |
| Purpose/objectives* Expected performance or sign Was the Travel MIS used to compare the compared to the comp | | cation?* If not, expla | in*. |
| Proposed city/location* | | | |
| Briefly describe justification fo | r proposed city/locat | tion* | |
| Other cities/locations conside | red* 1. | | 2. |
| | | nt the best value to th | ne Government, cost and all relevant |

| Part 3. Budget | | |
|--|-------------|--|
| | | |
| Expenses | Estimated | Actual |
| Pre-Ceremony Planning Activities/Expenses | | |
| Travel | | |
| Meeting Expenses | | |
| Ceremony Expenses | Kush garage | |
| Mementos (for awardees) | | |
| Food | · | |
| Meal(s) | | |
| Refreshments | | |
| Gratuities | | |
| Printing | | <u></u> |
| Equipment | | ., |
| Audio-visual | | |
| Other | | |
| Guest Speaker(s) | | |
| Security | | <u> </u> |
| Ceremony Venue | | 1 |
| Lodging | | |
| Meeting Room(s) | | |
| Transportation | | |
| Travel for attendees | | |
| Shuttle, taxi, cost for attendees | | |
| Travel for staff/volunteers | | |
| Parking | | |
| Shipping | | |
| Other (If amount >\$10,000, itemize costs) | | |
| Total Expenses | o | 0 |
| Part 4. Review and Approval | | |
| HSSO or RA Date | | |
| Chief Administrative Services Officer Date | | |

| Chief Financial Officer | Date |
|-------------------------|------|
| | |
| | |

Email completed form to travel-event-approval-requests@gsa.gov For Questions, call (202) 501-2162

| Request to | o Host an Inte | rnal Meeti | ng Where Tra | vel is Requi | ed | |
|---|----------------|------------|-----------------|----------------------------|--------|-----------------|
| | | | | | | |
| Part 1. General Information | | | Alexander Sales | | | |
| List of All Employees Traveling: Name(s), Organizations, and Trip | | | | | | |
| Origination (city and state) | | | | | | |
| | | | | | | |
| Sponsoring Organization | | | · | | | · , |
| Proposed Travel Date(s) | Beginning | | | Ending | | |
| Estimated Total # of Participants | | | | | | |
| Location of Meeting (include facility, city and state) | | | | | | |
| Estimated Total Travel Cost | | | | | | |
| Contact Person Name | | | - - | | | |
| Phone number | | | | | | |
| Email address | | | | | | |
| Part 2. Description/Justification | | | | | | |
| Purpose/objectives of meeting | | | | | | |
| Justification for meeting (indicate how activity relates to the mission of GSA) | | | | | | |
| Expected performance or | | | | | | |
| significant outcomes | | | | | | |
| | | | | | | |
| Part 3. Approval | | | | | | |
| HSSO or RA: | | | Date | 5.0 9. 5 mm - 10 mm | XXXIII | |
| | | | | | | |
| | | | | | | |
| } | | | | | | |
| Administrator, Deputy Administrator of | r Designee | | Date | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

| Event | Location | - Begin Date | End Date | # GSA | # of Non- | Co | inference | | Travel | T | otal Costs | Funding Source |
|--|------------------|--------------|-------------|-----------|-----------------|----------|-----------|-----|---------|--|------------|--|
| A CONTRACTOR OF THE STATE OF TH | | | | Attendees | GSA Attendee | | Costs | | Costs | | | |
| | 多大多数基金 | | | | l s | | | Tr. | | | E 5 N 80 | a design in the state of the st |
| Data Accuracy Conference | Orlando, FL | 1/25/2005 | 1/26/2005 | 56 | | \$ | 7,723 | \$ | 45,375 | \$ | 53,098 | Federal Building |
| | | | | | | | | | | | | Fund |
| Federal Mail Symposium 2005 | Washington, | 2/8/2005 | 2/10/2005 | 24 | 330 | \$ | 161,002 | \$ | 5,803 | \$ | 166,805 | Governmentwide |
| | DC | | | | | | | | | | | Policy |
| 2005 Many Hands | Blaine, WA | 2/15/2005 | 2/17/2005 | 168 | | | | \$ | 19,048 | | | Federal Building |
| | | | | | | | | | | | | Fund |
| OCAO Training Offsite 2005 | Ellicott City, | 3/12/2005 | 3/15/2005 | 85 | | \$ | 8,872 | \$ | 5,996 | \$ | 14,868 | Governmentwide |
| | MD | | | | | | | | | | | Policy |
| IT Solutions Directors | Kansas City, | 3/14/2005 | 3/18/2005 | 63 | | | | \$ | 22,825 | \$ | 22,825 | Acquisition |
| Conference | мо | | | | | | | | | | | Services Fund |
| PBS Realty Services National | Denver, CO | 3/28/2005 | 3/31/2005 | 383 | | \$ | 124,062 | \$ | 319,163 | \$ | 443,225 | Federal Building |
| Conference | | | | | | | | | | | | Fund |
| CFO Conference | Las Vegas, NV | 3/28/2005 | 3/31/2005 | 294 | | \$ | 105,671 | \$ | 304,839 | \$ | 410,510 | Working Capital |
| | | | | | | | | | · | | | Fund |
| PBS Capital Construction | Miami, FL | 4/4/2005 | 4/8/2005 | 303 | | \$ | 176,692 | \$ | 325,191 | \$ | 501,883 | Federal Building |
| Conference | | | | | | | | | | | · | Fund |
| R8 Annual Meeting 2005 | Lakewood, | 4/12/2005 | 4/12/2005 | 360 | | \$ | 10,908 | \$ | 1,824 | \$ | 12,732 | Federal Building |
| | col | | | | | | | | | | | Fund |
| Center for Border Stations | San Diego, CA | 4/26/2005 | 4/28/2005 | 210 | 90 | \$ | 50,167 | \$ | 108,074 | \$ | 158,241 | Federal Building |
| Annual Conference | " | | , , | | | | · | · | , | , | · · | Fund |
| GSA Expo 2005 | San Diego, CA | 5/3/2005 | 5/5/2005 | 1073 | 8597 | \$ | 3,809 | Ś | 211,989 | \$ | 215,798 | |
| | | -,-, | -,-, | | | [| _, | • | , | • | , | Services Fund |
| Small Projects | Fort Worth, | 5/4/2005 | 5/6/2005 | 51 | | | | | | | | Federal Building |
| January 1 o jeuns | TX | 3, 1, 2003 | 5, 5, 2005 | "- | | | | | | | | Fund |
| Property Management | Indianapolis, | 5/10/2005 | 5/12/2005 | 170 | | \$ | 29,088 | \$ | 56,423 | \$ | 85,511 | Federal Building |
| Conference 2005 | IN | 3, 10, 2003 | 3, 12, 2003 | | | • | 23,000 | ~ | 30, 123 | • | 05,511 | Fund |
| OGC Annual Training | Denver, CO | 5/23/2005 | 5/26/2005 | 117 | 3. | \$ | 18,872 | | | | | Working Capital |
| Conference | Deliver, co | 3, 23, 2003 | 3, 20, 2003 | 11/ | ٦ | | 10,072 | | | | | Fund |
| FedFleet 2005 | Nashville, TN | 6/5/2005 | 6/9/2005 | לא2 | 1394 | _ | | Ś | 26,213 | \$ | 26 212 | Governmentwide |
| redirect 2005 | Ivasiivine, iiv | 0,3,2003 | 0/3/2003 | 14, | 1354 | | | ٧ | 20,213 | ۲ | 20,213 | |
| Supplier Management National | Nashville, TN | 8/8/2005 | 8/12/2005 | 216 | | <u>ر</u> | 233,726 | \$ | 29,231 | \$ | 262,957 | Policy Acquisition |
| 1 | ivasiiville, iiv | 8/8/2003 | 6/12/2003 | 210 | | ٦ | 233,720 | Ą | 29,231 | ڊ | 202,337 | · |
| Training Conference Portal Conference | Chicago, IL | 8/9/2005 | 8/10/2005 | 124 | | \vdash | | \$ | 3,711 | \$ | 3,711 | Services Fund |
| rortal conference | Cincago, IL | 0/3/2003 | 6/ 10/ 2005 | 124 | | | | Þ | 3,/11 | ٦ | 5,/11 | Working Capital |
| 2005 Network Services | Chicago " | 8/15/2005 | 8/19/2005 | 224 | 1150 | _ | 0.100 | _ | EE 005 | <u>, </u> | 64.202 | Fund |
| | Chicago, IL | 0/15/2005 | 8/19/2005 | 224 | 1156 | \$ | 9,168 | \$ | 55,095 | \$ | 64,263 | |
| Conference | <u> </u> | <u></u> | | | | | | | | L | | Services Fund |

| OGP All Hands Offsite 2005 | Rocky Gap, | 8/18/2005 | 8/19/2005 | 200 | | | | \$ | 38,548 | \$ | 38,548 | |
|--------------------------------|------------------|--------------|--------------|-----|------|----------|---------|----------|---------|----|-----------|-----------------------------------|
| 6 6 9005 | MD . | 0 /22 /2025 | 0/22/2005 | 442 | | | | _ | 54545 | _ | F 4 5 4 5 | Policy |
| Customer Conference 2005 | Colorado | 8/22/2005 | 8/23/2005 | 112 | 90 | | | \$ | 54,515 | \$ | 54,515 | Federal Building |
| DT7 Notice of Co. A. II | Springs, CO | 0/22/2005 | 0 /25 /2005 | | | _ | 12.160 | _ | 2.252 | 4 | 45 440 | Fund |
| PTZ National Crosstalk | Industry, CA | 8/23/2005 | 8/25/2005 | 86 | | \$ | 13,160 | \$ | 2,253 | \$ | 15,413 | 142 (Property |
| Cita A annieti Canfana | Marria | 0/42/2005 | 0/46/2005 | | | _ | F 252 | | 42.724 | _ | 40.074 | Disposal) |
| Site Acquisition Conference | New York, | 9/12/2005 | 9/16/2005 | 54 | | \$ | 5,353 | \$ | 42,721 | \$ | 48,074 | Federal Building |
| 2005 ONAC Landouship Manhing | NY | 9/19/2005 | 9/23/2005 | 70 | | _ | 14 226 | _ | 20.474 | 4 | 43.000 | Fund |
| 2005 QMC Leadership Meeting | Kansas City, | 9/19/2005 | 9/23/2005 | 70 | | \$ | 14,326 | \$ | 29,474 | \$ | 43,800 | Acquisition |
| IOA & ACO Training Conference | MO Mystic, CT | 9/19/2005 | 9/23/2005 | 54 | 3 | | | _ | | | | Services Fund |
| 2005 | iviystic, Ci | 9/19/2005 | 9/23/2003 | 34 | اد | | | | | | | Acquisition |
| PBS Leadership Offsite (GS-14s | Milwaukee, | 10/25/2005 | 10/26/2005 | 59 | | \$ | 16,780 | \$ | 18,720 | Ś | 35,500 | Services Fund Federal Building |
| and 15s) FY06 | WI | 10/23/2003 | 10/20/2003 | 33 | | | 10,760 | ٦ | 16,720 | ۶ | 33,300 | _ |
| 135) F106 | 1 | | | | | | | | | | | Fund, BA61 |
| | (Hilton/train) | | | | | | | | | | | |
| Measures Conference | Overland | 10/27/2005 | 10/27/2005 | 150 | | \$ | 4,689 | \$ | 5,127 | Ś | 9,816 | Federal Building |
| | Park, KS | 10, 1., 1003 | 10, 27, 2005 | -50 | | | 1,000 | 7 | 3,12, | _ | 3,010 | Fund |
| Turning into One | Bedford, MA | 11/2/2005 | 11/2/2005 | 70 | 194 | \$ | 3,965 | | | \$ | 3,965 | Federal Building |
| GSA/Symphony of Solutions | | ,_,_ | 1 1 1 | | | * | -,500 | | | * | 0,515 | Fund |
| 2005 Business & RFM Meeting | Indianapolis, | 11/14/2005 | 11/18/2005 | 143 | | \$ | 19,209 | \$ | 22,293 | \$ | 41,502 | Acquisition |
| 3 | l in | , , | | | | ' | , | ľ | , | • | , | Services Fund |
| PBS All Hands Meeting | Philadelphia, | 12/1/2005 | 12/1/2005 | 350 | | \$ | 49,329 | \$ | 4,256 | \$ | 53,585 | Federal Building |
| | PA | | ' | 1 | | | • | | ŕ | | • | Fund |
| Real Estate Conference | Palm Springs, | 2/6/2006 | 2/9/2006 | 103 | | \$ | 27,006 | \$ | 68,581 | \$ | 95,587 | Federal Building |
| | CA | | | | | | | | | | | Fund |
| Revenue/Pricing/Data Accuracy | Kansas City, | 2/21/2006 | 2/24/2006 | 106 | | \$ | 19,308 | \$ | 69,866 | \$ | 89,174 | Federal Building |
| | мо | | | | | <u> </u> | | | | | | Fund |
| PBS Capital Construction | Kansas City, | 3/20/2006 | 3/23/2006 | 304 | 13 | \$ | 172,984 | \$ | 176,283 | \$ | 349,267 | Federal Building |
| Conference | МО | | | | | | | | | | | Fund |
| Property Management | Columbus, | 4/27/2006 | 4/28/2006 | 171 | 1 | \$ | 31,119 | \$ | 67,704 | \$ | 98,823 | Federal Building |
| Conference 2006 | ОН | | | | | <u> </u> | | | | | | Fund, BA61 |
| OGC Annual Training | Philadelphia, | 5/9/2006 | 5/12/2006 | 112 | 3 | \$ | 26,044 | | | | | Working Capital |
| Conference | PA | | | | | | | | | | | Fund |
| 2006 GSA Expo | San Antonio, | 5/16/2006 | 5/18/2006 | 903 | | \$ | 135,866 | \$ | 206,460 | \$ | 342,326 | Acquisition |
| | TX | | | | | | | <u> </u> | | | | Services Fund |
| 2006 Western Regions | Oklahoma | 6/5/2006 | 6/9/2006 | 210 | | \$ | 275,578 | \$ | 48,277 | \$ | 323,855 | Federal Building |
| Conference | City, OK | | | | | | | L_ | | | | <u>Fund</u> |
| FedFleet 2006 | Los Angeles, | 6/18/2006 | 6/22/2006 | 153 | 1330 | ľ | | \$ | 58,338 | \$ | 58,338 | Governmentwide |
| | CA | | | | | | | | | | | Policy |

| National Travel Forum 2006 | Los Angeles, | 6/27/2006 | 6/29/2006 | 63 | 950 | \$ | 313,542 | \$ | 57,519 | \$ | 371,061 | Governmentwide |
|---------------------------------|--------------------|------------|-------------|------------|---------|----------|------------|----------|---------|----|---------|-----------------------------------|
| Realty Services Branch Training | CA Puyallup, WA | 9/25/2006 | 9/29/2006 | 65 | | \$ | 2,308 | \$ | 27,072 | \$ | 29,380 | Policy Federal Building |
| inearry Services Branch Hammig | ruyanup, WA | 3/23/2000 | 3/23/2000 | 05 | | , | 2,500 | 7 | 27,072 | 7 | 25,500 | Fund |
| PBS Leadership Offsite (GS-14s | Milwaukee, | 10/16/2006 | 10/17/2006 | 60 | | \$ | 17,058 | \$ | 20,200 | \$ | 37,258 | |
| and 15s) FY07 | l wil | , , | | | 1 | | | | , | | | Fund |
| Many Hands 2006 | Auburn, WA | 10/24/2006 | 10/26/2006 | 230 | | \$ | 67,241 | \$ | 66,501 | \$ | 133,742 | Federal Building |
| | | | | | | | | | | | | Fund |
| Small Business Conference | Atlanta, GA | 11/9/2006 | | 300 | | \$ | 734 | | | \$ | 734 | Acquisition |
| | | | | | | | | | | | | Services Fund |
| Annual Meeting 2006 | Lakewood, | 11/9/2006 | 11/9/2006 | 350 | | \$ | 6,032 | \$ | 1,623 | \$ | 7,654 | Federal Building |
| | co | | | | | | | | | | | Fund |
| 2006 Business & RFM Meeting | New Orleans, | 11/12/2006 | 11/16/2006 | 138 | | \$ | 18,250 | \$ | 38,306 | \$ | 56,556 | ' |
| | LA | . " -: | | | | <u> </u> | | | | | | Services Fund |
| Asset Business Team 4th | Atlanta GA | 11/29/2006 | 12/1/2006 | 120 | | \$ | 4,500 | \$ | 13,663 | \$ | 18,163 | Federal Building |
| Quarter FY 06 Review 4th | | | | | | | | | | | | Fund |
| Quarter Fv 06 Review | | | | | | | | | | | | |
| PBS All Hands Meeting | Philadelphia, | 12/7/2006 | 12/7/2006 | 350 | | \$ | 23,749 | \$ | 5,426 | \$ | 29,175 | Federal Building |
| | PA | | | | | | | _ | | | | Fund |
| First Annual AAS Directors | Pensacola, Fl | 1/23/2007 | 1/25/2007 | 64 | | \$ | 11,983 | \$ | 16,628 | \$ | 28,611 | • |
| Conference | | 0 /07 /007 | 2 /22 /222 | | | _ | 25.600 | | 4 400 | _ | 27.426 | Services Fund |
| Regional Fleet Conference | Atlanta, GA | 2/27/2007 | 2/29/2007 | 53 | | \$ | 35,638 | \$ | 1,498 | \$ | 37,136 | 1 ' |
| | | 2/12/227 | 0 /45 /0007 | | | _ | 42.240 | _ | 25 507 | _ | 20.020 | Services Fund |
| R9 Leadership Council Meeting | Sacramento, | 3/12/2007 | 3/15/2007 | 48 | | \$ | 13,242 | \$ | 25,597 | \$ | 38,839 | 1 |
| W 16 16 1 W 1 I | CA VI VIA | 1/16/2007 | 4/40/2007 | 100 | 100 | _ | 66.040 | | 2.756 | _ | 70.000 | Fund |
| West Coast Customer Workshop | Seattle, WA | 4/16/2007 | 4/18/2007 | 100 | 100 | \$ | 66,940 | \$ | 3,756 | \$ | 70,696 | 1 |
| Acquisition Day and IT Training | Ft. Worth, TX | 4/16/2007 | 4/16/2007 | 100 | | \$ | 948 | | | \$ | 948 | Fund Acquisition |
| Acquisition Day and IT Training | rt. worth, IX | 4/16/2007 | 4/16/2007 | 100 | | ۶ | 946 | | | Ş | 340 | ' |
| 2007 Acquisition Day | Fort Worth, | 4/17/2007 | 4/17/2007 | 349 | | \$ | 15,344 | <u> </u> | 9,232 | \$ | 24,576 | Services Fund Federal Building |
| 2007 Acquisition Day | TX | 4/17/2007 | 4/1//2007 | 349 | | ٦ | 13,344 | ş | 3,232 | ٦ | 24,370 | · · |
| Property Management | Lake Geneva, | 4/18/2007 | 4/19/2007 | 174 | | Ś | 33,268 | \$ | 35,789 | \$ | 69,057 | Fund Federal Building |
| Conference 2007 | WI | 4/18/2007 | 4/13/2007 | 1/4 | i | ~ | 33,200 | ۲ | 33,763 | ~ | 03,037 | Fund |
| Asset Business Team Quarterly | Atlanta, GA | 4/26/2007 | 4/27/2007 | 120 | | \$ | 6,143 | Ś | 18,432 | \$ | 24,575 | |
| Review 2nd Qtr. FY07 | Atlanta, OA | 4,20,2007 | 4/2//2007 | 120 | | ~ | 0,143 | 7 | 10,432 | | 24,373 | Fund |
| The view Ziid Qti. F107 | | | | | | | | | | | | l rund |
| GSA Expo 2007 | Orlando, FL | 5/15/2007 | 5/17/2007 | 447 | 5811** | \$ | 811,817 | Ś | 185,696 | \$ | 997,513 | Acquisition |
| | | _,,, | _,, | ''' | | • | , - | • | , | | , | Services Fund |
| All Hands Offsite 2007 | Ellicott City, | 6/2/2007 | 6/3/2007 | approx. 50 | | \$ | 2,650 | \$ | 450 | \$ | 3.100 | Governmentwide |
| | MD | | , , | '' | | l ' | , | | | ' | | Policy |

| PBS R3 PBS Managers | Philadelphia, | 6/6/2007 | 6/7/2007 | 60 | | \$ | 6,657 | \$ | 6,856 | \$ | 13,513 | Federal Building |
|--|-------------------|--------------|------------|---------------------------------------|------|----|---------|----|---------|----|---------|------------------------------|
| Conference | PA | | | | | | | | | | | Fun <u>d</u> |
| OCIO Management KickOff | Baltimore, | 6/12/2007 | 6/14/2007 | 72 | 1 | \$ | 21,438 | \$ | 126,070 | \$ | 147,508 | Working Capital |
| PBS R9 Property | MD Phoenix, AZ | 6/25/2007 | 6/29/2007 | 107 | | \$ | 71,985 | Ś | 102,584 | \$ | 174,569 | Fund Federal Building |
| Mgmt/Procurement Conference | 111001112, 72 | 0,23,2007 | 0,23,200, | 10, | | 7 | , 1,505 | 7 | 102,304 | , | 177,303 | Fund |
| Inginity rocurement conference | | | | | | | | | | | | Tana |
| Operations Conference | Portland, OR | 6/25/2007 | 6/29/2007 | 150 | | \$ | 4,860 | \$ | 55,189 | \$ | 60,049 | Federal Building |
| - IEI | | - / / | - / / | | 4040 | | | _ | | _ | 25.000 | Fund |
| FedFleet 2007 | Orlando, FL | 7/22/2007 | 7/26/2007 | 168 | 1340 | | | \$ | 35,966 | \$ | 35,966 | Governmentwide |
| 2007 Notwork Samina | Damuer CO | 0/6/2007 | 8/9/2007 | 179 | 1155 | \$ | 147,387 | | | | | Policy |
| 2007 Network Services | Denver, CO | 8/6/2007 | 8/9/2007 | 1/9 | 1122 | Þ | 147,387 | | | | | Acquisition |
| Conference Customer Conference - 2007 | A Air. TV | 0 /1 2 /2007 | 0/15/2007 | 70 | | _ | 57.554 | _ | 20.000 | 4 | 06.554 | Services Fund |
| Customer Conference - 2007 | Austin, TX | 8/13/2007 | 8/15/2007 | 78 | 52 | \$ | 57,554 | \$ | 39,000 | \$ | 96,554 | Federal Building |
| CAB Conference | Overland | 8/13/2007 | 8/15/2007 | 200 | | \$ | 7,243 | Ś | 12.470 | \$ | 19,722 | Fund Federal Building |
| CAB Conterence | | 8/13/2007 | 8/13/2007 | 200 | | Ş | 7,243 | Þ | 12,479 | Þ | 19,722 | |
| FAS Regional Offsite FY07 | Park, KS | 8/21/2007 | 8/23/2007 | 75 | | \$ | 24 245 | | | | | Fund |
| FAS Regional Offsite F107 | Madison, WI | 8/21/2007 | 8/23/2007 | /3 | | Þ | 34,345 | | | | | Acquisition Services Fund |
| FSR Meeting | Fort Worth, | 9/10/2007 | 9/14/2007 | 64 | | \$ | 63,833 | | | | | Acquisition |
| l stricesing | TX | 3, 10, 200, | 3,11,2007 | , , , , , , , , , , , , , , , , , , , | | * | 00,000 | | | | | Services Fund |
| PBS Leadership Offsite (GS-14s | Lake Geneva, | 10/11/2007 | 10/11/2007 | 62 | | Ś | 14,347 | Ś | 25,018 | \$ | 39,365 | Federal Building |
| land 15s) FY08 | WI | ,, | ,, | | | Ť | ,, | , | , | Ť | , | Fund |
| International Marketing | Phoenix, AZ | 10/15/2007 | 10/19/2007 | 102 | | \$ | 81,921 | \$ | 3,201 | \$ | 85,122 | Acquisition |
| Conference 2007 | ' ' / | ,, | ,, | | | , | , | • | -, | • | , | Services Fund |
| 2007 QMC Leadership Meeting | Annapolis, | 10/15/2007 | 10/19/2007 | 70 | | \$ | 52,372 | \$ | 5,875 | \$ | 58,247 | Acquisition |
| | l mol | , , | , , | | | · | ĺ | | , | | , | Services Fund |
| 2007 National Building | New Orleans, | 10/22/2007 | 10/24/2007 | 65 | | \$ | 14,508 | \$ | 81,632 | \$ | 96,140 | Federal Building |
| Operations & Maintenance | l la | | | | | | · | | ŕ | - | · | Fund |
| Conference | | | | | | | | | | | | |
| Real Estate Conference | PORTLAND, | 10/29/2007 | 11/2/2007 | 85 | | \$ | 16,970 | \$ | 66,315 | \$ | 83,285 | Federal Building |
| | OR OR | | | | | | | | | | | Fund |
| 2007 Business & RFM Meeting | Pittsburgh, | 11/5/2007 | 11/9/2007 | 133 | | \$ | 52,236 | \$ | 23,880 | \$ | 76,116 | Acquisition |
| | PA | | | | | | | | | | | Services Fund |
| Regional Acquisiton | Chicago, IL | 11/5/2007 | 11/6/2007 | 120 | 5 | \$ | 8,083 | \$ | 13,834 | \$ | 21,917 | Federal Building |
| Professionals Conference | · | | 1 | | | | | | | | | Fund |
| FY2008 | | | | | | | | | | | | |
| R9 Leadership Council Meeting | San Diego, CA | 11/12/2007 | 11/14/2007 | 53 | | \$ | 26,138 | \$ | 40,277 | \$ | 66,415 | Federal Building |
| | | | | | | | | | | | | Fund |
| BIM Conference - Nov 13 - 15, | Kansas City, | 11/13/2007 | 11/15/2007 | 55 | | \$ | 9,572 | \$ | 6,175 | \$ | 15,747 | Federal Building |
| 2007 | мо | | | | | | | | | | | Fund |

| Annual Meeting 2007 | Golden, CO | 11/28/2007 | 11/28/2007 | 390 | | \$ | 9,115 | \$ | 14,476 | \$ | 23,591 | |
|-------------------------------|---------------|-------------|-------------|------------|---------------|-------|---------|----|---------|-----|---------|--------------------------|
| Asset Business Team Quarterly | Atlanta, GA | 11/28/2007 | 11/29/2007 | 120 | | \$ | 5,392 | \$ | 22,048 | \$ | 27,440 | Fund Federal Building |
| Review 2nd Qtr. FY07 | Atlanta, GA | 11/28/2007 | 11/29/2007 | 120 | | Þ | 3,332 | Ş | 22,046 | ۶ | 27,440 | Fund |
| Review 2nd Qtr. F107 |] | | | i | | | | | | | | runu |
| OGC Annual Training | Las Vegas, NV | 1/14/2008 | 1/17/2008 | 116 | 2 | \$ | 32,000 | \$ | 91,394 | \$ | 123,394 | Working Capital |
| Conference | | _ | | | | | | | | | | Fund |
| Measures Conference | Kansas City, | 1/24/2008 | 1/25/2008 | 200 | | \$ | 6,589 | \$ | 19,572 | \$ | 26,161 | Federal Building |
| | MO | | | | | | | | | | | Fund |
| IO Offsite | New Orleans, | 2/10/2008 | 2/15/2008 | 59 | 1 | \$ | 17,618 | \$ | 44,751 | \$ | 62,369 | Working Capital |
| | LA | | | | | | | | | | | Fund |
| Many Hands 2008 | BLAINE, WA | 2/11/2008 | 2/14/2008 | 275 | 1 | \$ | 101,192 | \$ | 45,881 | \$ | 147,073 | Federal Building |
| | <u></u> | | | | | | | | | | | Fund |
| Regional AASD conference | Atlanta, GA | 2/19/2008 | 2/21/2008 | 60 | | \$ | 31,742 | | | \$ | 31,742 | Acquisition |
| <u> </u> | | | | | | | | | | | | Services Fund |
| BIM Conference 2008 | Atlanta, GA | 3/3/2008 | 3/5/2008 | 54 | 16 | \$ | 7,945 | \$ | 1,500 | \$ | 9,445 | Federal Building |
| | | | | | | | | | _ | | | Fund |
| 2008 Capital Construction | CHICAGO, IL | 3/24/2008 | 3/27/2008 | 282 | | \$ | 259,661 | \$ | 330,310 | \$ | 589,971 | Federal Building |
| Conference | | | | ļļ | | | | | | | | Fund |
| National GWAC Conference | San Diego, CA | 3/31/2008 | 4/4/2008 | approx. 50 | 1 | \$ | 6,692 | \$ | 31,506 | \$ | 38,198 | • |
| | | | | ļ <u>.</u> | | | | | | | | Services Fund |
| Procurement Conference | Kansas City, | 4/2/2008 | 4/2/2008 | 55 | | \$ | 5,231 | \$ | 6,218 | \$ | 11,449 | Federal Building |
| | MO | - 1 1 | | | | | | _ | | _ | | Fund |
| GSA Expo 2008 | Orange | 4/21/2008 | 4/23/2008 | 619 | 6141** | \$ | 686,215 | \$ | 121,269 | \$ | 807,484 | • |
| | County, CA | - 10 10 00 | - /2 /2 -22 | | | | | _ | | _ | | Services Fund |
| Property Management | Minneapolis, | 5/6/2008 | 5/8/2008 | 193 | 1 | \$ | 59,350 | \$ | 74,285 | \$ | 133,635 | Federal Building |
| Conference 2008 | MN | F (20 (2000 | F /20 /2000 | 253 | | | 2 4 2 2 | _ | 10.016 | | 44.475 | Fund |
| 2008 Acquisition Day | Fort Worth, | 5/29/2008 | 5/29/2008 | 263 | 1 | \$ | 2,130 | \$ | 12,346 | \$ | 14,476 | Federal Building |
| LDOS - DDD OK !! | TX | 6/2/2000 | 6/4/2000 | | . | _ | 40.000 | _ | 24 700 | | 40.000 | Fund |
| LPOE + PDD Offsite | Fontana, WI | 6/2/2008 | 6/4/2008 | 63 | | \$ | 18,202 | \$ | 21,798 | \$ | 40,000 | |
| HVAC Excellence Workshop | Coottle 1848 | 6/3/2008 | C /F /2000 | | | Ś | 40 500 | \$ | 77.000 | \$ | 127.400 | Fund |
| HVAC Excellence Workshop | Seattle, WA | 6/3/2008 | 6/5/2008 | 62 | |) | 49,500 | > | 77,906 | Þ | 127,406 | Federal Building Fund |
| FedFleet 2008 | Dallas, TX | 6/22/2008 | 6/26/2008 | 183 | 1485 | | | \$ | 44,340 | | | Governmentwide |
| Treatile 2000 | Dallas, 1X | 0/22/2008 | 0/20/2008 | 103 | 1405 | | | ٦ | 44,340 | | | Policy |
| Real Estate Conference | Las Vegas, NV | 6/30/2008 | 7/3/2008 | 127 | | \$ | 43,603 | \$ | 104,329 | \$ | 147,932 | Federal Building |
| The distance conference | cas vegas, av | 0,30,2000 | 7,5,2000 | 1 12/ | | 1 | +3,003 | , | 104,525 | 7 | 147,332 | Fund |
| Supplier Management National | Phoenix, AZ | 7/21/2008 | 7/25/2008 | 217 | | \$ | 279,840 | \$ | 36,885 | \$ | 316,725 | Acquisition |
| Training Conference | | , ==, ==50 | , =3, =000 | / | | | | • | 22,000 | · • | ,, | Services Fund |
| 2008 GSA SmartPay Training | Denver, CO | 7/22/2008 | 7/24/2008 | 65 | 5498 | \$ | 655,538 | Ś | 25,839 | \$ | 681,377 | Acquisition |
| Conference | , - | | , , | | | | ,-20 | , | , | • | ,-·· | Services Fund |

| OCIO IT Manager Offsite | PHOENIX, AZ | 8/3/2008 | 8/8/2008 | 50 | 25 | \$ | 12,671 | \$ | 85,453 | \$ | 98,124 | Working Capital Fund |
|--|--------------------|------------|------------|-----|------|----|--------------|----|----------------|-----|---------------|------------------------------|
| 2008 Network Services | Dallas, TX | 8/11/2008 | 8/14/2008 | 144 | 1003 | \$ | 9,483 | \$ | 96,694 | \$ | 106,177 | Acquisition |
| Conference | , | | , , | | | | Ť | , | | | · | Services Fund |
| Learning From Our Legacy | Buffalo, NY | 8/12/2008 | 8/14/2008 | 51 | 9 | \$ | 11,192 | \$ | 7,732 | \$ | 18,924 | Federal Building Fund |
| CAB Conference | Kansas City, MO | 8/21/2008 | 8/22/2008 | 200 | | \$ | 10,403 | \$ | 13,622 | \$ | 24,025 | Federal Building Fund |
| National Border Conference * | FORT WORTH, TX | 9/8/2008 | 9/8/2008 | 76 | | \$ | 86,143 | \$ | 793 | \$ | 86,936 | Federal Building |
| PBS Leadership Offsite (GS-14s and 15s) FY09 | Fontana, WI | 10/6/2008 | 10/7/2008 | 59 | | \$ | 17,058 | \$ | 20,200 | \$ | 37,258 | Federal Building |
| GSA Partnering Meeting | Jackson, MI | 10/12/2008 | 10/12/2008 | 8 | 62 | \$ | 1,847 | \$ | 8,996 | \$ | 10,843 | Federal Building Fund |
| 2008 QMC Leadership Meeting | Flintstone, MD | 10/20/2008 | 10/24/2008 | 85 | | \$ | 56,352 | \$ | 2,333 | \$ | 58,685 | Acquisition Services Fund |
| PBS National Broker Contract | New Orleans, | 10/20/2008 | 10/24/2008 | 51 | | \$ | 47,221 | \$ | 39,184 | \$ | 86,405 | Federal Building |
| Performance Evaluation Board | LA | | | | | | | | | | | Fund |
| Meeting & Training | | | | | | | | | | | | |
| Western Regions Conference | New Orleans, | 10/20/2008 | 10/25/2008 | 268 | | \$ | 191,239 | \$ | 463,786 | \$ | 655,025 | Federal Building |
| New Orleans | LA | | | | | | | | | | | Fund |
| International CSD Business | Tampa, FL | 10/27/2008 | 11/3/2008 | 108 | | \$ | 36,541 | \$ | 52,905 | \$ | 89,446 | Acquisition |
| Conference | • | | | | | | | | | | | Services Fund |
| 2008 GSS Business Meeting: | Philadelphia, | 11/17/2008 | 11/21/2008 | 90 | | \$ | 23,956 | \$ | 44,435 | \$ | 68,391 | Acquisition |
| Shaping the Future-It Starts with | PA | | | | | | | | | | | Services Fund |
| vou | | | | | | | | | | | | |
| R8 Annual Meeting 2008 | Lakewood, CO | 11/20/2008 | 11/20/2008 | 400 | | \$ | 16,968 | \$ | 11,828 | \$ | 28,796 | Federal Building Fund |
| Regional AASD conference | Helen, GA | 12/1/2008 | 12/3/2008 | 61 | | \$ | 37,749 | \$ | 1,606 | \$ | 39,355 | Acquisition Services Fund |
| PMSC Quarterly Managers Meeting | Milwaukee, WI | 12/2/2008 | 12/4/2008 | 50 | | \$ | 4,243 | \$ | 24,800 | \$ | 29,043 | Federal Building Fund |
| Pegasys-Comprizon | Las Vegas, NV | 12/8/2008 | 12/12/2008 | 59 | | \$ | 1,001 | Ś | 64,662 | Ś | 65,663 | Federal Building |
| Standardization Conference | | , _, _, _ | -,, | | | | _, | | , | , T | ,-20 | Fund |
| GS-13 Culture Improvement | Auburn, WA | 12/11/2008 | 12/11/2008 | 70 | | \$ | 560 | \$ | 2,982 | \$ | 3,542 | Federal Building |
| Training | '** | ' ' | , , | | | | - | ľ | , - | | /- · - | Fund |
| Service Centers Division Joint | Portsmouth, | 1/21/2009 | 1/23/2009 | 73 | | \$ | 110 | \$ | 24,916 | \$ | 25,026 | Federal Building |
| Meeting/PBS Sr. Staff Meeting | NH | , , | | | | ` | | | · l | | | Fund |
| Measures Conference | Overland | 2/2/2009 | 2/3/2009 | 150 | | \$ | 11,089 | \$ | 12,714 | \$ | 23,803 | Federal Building |
| | Park, KS | 7 7 | - | | | ŀ | - | | - | | | Fund |

| Leadership Offsite | Overland Park, KS | 2/4/2009 | 2/5/2009 | 50 | | \$ 10,212 | \$ 719 | \$ 10,931 | Federal Building Fund |
|---|----------------------|-----------|-----------|-----|--------|---------------|---------------|---------------|------------------------------|
| BFMD Offsite | Milwaukee, Wi | 2/18/2009 | 2/20/2009 | 51 | | \$ 7,920 | \$ 20,458 | \$ 20,458 | Federal Building Fund |
| R9 Leadership Council Meeting | Orange County, CA | 3/1/2009 | 3/4/2009 | 54 | | \$ 19,910 | \$ 38,912 | \$ 58,822 | Federal Building Fund |
| Regional Acquisiton Professionals Conference FY2009 | Chicago, IL | 3/2/2009 | 3/3/2009 | 130 | 6 | \$ 6,349 | \$ 22,260 | \$ 28,609 | Federal Building Fund |
| R9 Financial Management Conference | San Francisco, CA | 3/16/2009 | 3/19/2009 | 81 | | \$ 39,592 | \$ 34,601 | \$ 74,193 | Federal Building Fund |
| OGC Annual Training Conference | Chicago, IL | 3/30/2009 | 4/2/2009 | 121 | 5 | \$ 37,454 | \$ 115,862 | \$ 153,316 | Working Capital Fund |
| 2009 Capital Construction Conference | San Francisco, CA | 4/13/2009 | 4/16/2009 | 355 | | | \$ 406,840 | \$ 406,840 | Federal Building Fund |
| Sponsoring Agency Roundtable | Washington, DC | 4/14/2009 | 4/15/2009 | 35 | 13 | \$ 19,340 | | \$ 19,340 | 142 (Property Disposal) |
| CFO Conference for Financial Services Transition | Kansas City, MO | 4/15/2009 | 4/16/2009 | 57 | | | \$ 12,976 | \$ 12,976 | Working Capital Fund |
| IRMCO 2009 | Cambridge, MD | 4/19/2009 | 4/22/2009 | 55 | 254 | \$ 65,725 | \$ 3,589 | \$ 69,314 | Governmentwide Policy |
| Property Management Conference 2009 | Grand Rapids, MI | 4/21/2009 | 4/23/2009 | 191 | 3 | \$ 45,594 | \$ 75,115 | \$ 120,709 | Federal Building Fund |
| PBS All Hands Meeting | Philadelphia, PA | 5/27/2009 | 5/27/2009 | 392 | | \$ 21,916 | \$ 18,528 | \$ 40,444 | Federal Building Fund |
| New Associate Orientation | Federal Way, WA | 6/2/2009 | 6/3/2009 | 55 | | \$ 853 | \$ 3,625 | \$ 4,478 | Federal Building Fund |
| GSA Expo 2009 | San Antonio, TX | 6/7/2009 | 6/9/2009 | 689 | 5766** | \$ 672,460 | \$ 268,052 | \$ 940,512 | Acquisition Services Fund |
| D&C Conference | Sonoma, CA | 6/30/2009 | 7/1/2009 | 60 | | \$ 20,870 | | \$ 20,870 | Federal Building Fund |
| Childcare Conference | Orlando, FL | 7/20/2009 | 7/23/2009 | 120 | 302 | \$ 205,025 | \$ 92,022 | \$ 297,047 | Federal Building Fund |
| PBS R9 Property Mgmt/Procurement Conference | Scottsdale, AZ | 7/20/2009 | 7/24/2009 | 156 | 1 | \$ 67,376 | \$ 176,249 | \$ 243,625 | |
| FedFleet 2009 | Chicago, IL | 7/26/2009 | 7/30/2009 | 211 | 1511 | | \$ 48,480 | \$ 48,480 | Governmentwide Policy |

| 2009 GSA SmartPay Training | Phoenix, AZ | 7/28/2009 | 7/30/2009 | 67 | 4667 | \$ | 703,024 | \$. | 29,052 | \$ | 732,076 | Acquisition |
|--------------------------------|---------------|------------|------------|-----|------|----------|---------|-----|---------|----|---------|--------------------------|
| Conference | • | | | | | | | | | | | Services Fund |
| 2009 Network Services | Chicago, IL | 8/10/2009 | 8/13/2009 | 218 | | \$ | 24,785 | \$ | 145,170 | \$ | 169,955 | Acquisition |
| Conference | | | | | | | | | | | | Services Fund |
| Regional Fleet Off-Site | Braselton, GA | 8/11/2009 | 8/13/2009 | 70 | | \$ | 41,221 | \$ | 933 | \$ | 42,154 | Acquisition |
| Conference | | | | | | | | | | | | Services Fund |
| NFSRC Conference | Albuquerque, | 8/17/2009 | 8/20/2009 | 66 | | \$ | 67,450 | | | | | Acquisition |
| | NM | | | | | | | | | | | Services Fund |
| R5 PBS Trainee Forum 2009 | Chicago, IL | 8/25/2009 | 8/27/2009 | 105 | | \$ | 1,050 | \$ | 57,333 | \$ | 58,383 | Federal Building |
| Service Centers Division Joint | Portland, ME | 9/8/2009 | 9/11/2009 | 101 | | \$ | 491 | \$ | 28,376 | \$ | 28,867 | Fund Federal Building |
| Meeting/PBS Sr. Staff Meeting | | | | | | | | | | | | Fund |
| CAB Conference | Kansas City, | 9/9/2009 | 9/10/2009 | 150 | | \$ | 23,398 | \$ | 13,113 | \$ | 36,511 | Federal Building |
| | мо | | | | | | | | | | | Fund |
| 2009 Business & RFM Meeting | Kansas City, | 9/21/2009 | 9/25/2009 | 139 | | \$ | 2,745 | \$ | 36,666 | \$ | 39,411 | Acquisition |
| | мо | | | | | | | | | | | Services Fund |
| PBS Leadership Offsite (GS-14s | Milwaukee, | 10/5/2009 | 10/7/2009 | 70 | | \$ | 13,324 | \$ | 34,020 | \$ | 47,344 | Federal Building |
| and 15s) FY10 | wi | | | | | | | | | | | Fund |
| Real Estate and Facilities | SPOKANE, | 10/19/2009 | 10/23/2009 | 137 | | | - | \$ | 131,423 | \$ | 131,423 | Federal Building |
| Conference | WA | | | | | | | | | | | Fund |
| GSA Excellence in Acquisition | Las Vegas, NV | 10/27/2009 | 10/29/2009 | 601 | | \$ | 275,254 | \$ | 263,233 | \$ | 538,487 | Governmentwide |
| Training 2009 | | | | | | L_ | | | | | | Policy |
| QMC 2009 Leadership | Cambridge, | 11/2/2009 | 11/6/2009 | 85 | | \$ | 75,760 | \$ | 5,973 | \$ | 81,733 | Acquisition |
| Conference | MD | | | | | | | | | | | Services Fund |
| GSA National BIM Workshop | Fort Worth, | 11/3/2009 | 11/5/2009 | 61 | 35 | \$ | 900 | \$ | 35,000 | \$ | 35,900 | Federal Building Fund |
| R9 Leadership Council Meeting | Las Vegas, NV | 11/3/2009 | 11/5/2009 | 80 | | \$ | 40,218 | \$ | 59,941 | \$ | 100,159 | Federal Building |
| | | ,_, | ,_, | | | ľ | , | * | , | • | , | Fund |
| Asset Business Team Quarterly | Atlanta, GA | 11/17/2009 | 11/18/2009 | 120 | | \$ | 3,399 | \$ | 18,779 | \$ | 22,178 | |
| Review 4thQtr. FY08 | ĺ ' ' | | | | | ` | · | Ů | ĺ | Ċ | • | Fund |
| Asst. Comm./Reg'l CFO | Denver, CO | 11/18/2009 | 11/20/2009 | 60 | | | | \$ | 41,835 | \$ | 41,835 | Federal Building |
| Conference | | | | | | | | | • | ľ | , | Fund |
| Annual Meeting 2009 | Denver, CO | 11/18/2009 | 11/18/2009 | 450 | | \$ | 39,533 | \$ | 13,109 | \$ | 52,642 | Federal Building |
| | ! ' | , . | | | | | · | | · | | | Fund |
| 2009 GSS Business Meeting- | San Diego, CA | 11/30/2009 | 12/4/2009 | 100 | | \$ | 10,479 | \$ | 81,071 | \$ | 91,550 | |
| Building the Culture of | | | | | | | | | | | | Services Fund |
| Collaboration | | | | | | | | L. | | | | |
| PMSC Quarterly Managers | Indianapolis, | 1/26/2010 | 1/28/2010 | 51 | | \$ | 2,042 | \$ | 27,566 | \$ | 29,608 | Federal Building |
| Meeting | IN | | | | | | | | | | | Fund |
| IO Offsite | Orlando, FL | 2/28/2010 | 3/5/2010 | 58 | 1 | \$ | 47,371 | \$ | 93,701 | \$ | 141,072 | Working Capital |
| | | | | | | <u> </u> | | | | | | Fund |

| Regional Acquisiton | Chicago, IL | 3/9/2010 | 3/10/2010 | 110 | 5 | \$ | 14.450 | Ś | 11.683 | \$ | 26,133 | Federal Building |
|----------------------------------|---------------|-------------|--------------|------------|------|----|---------|----------|---------|--|---------|--------------------------|
| Professionals Conference | Cilicago, ici | 3/3/2010 | 3/10/2010 | 110 | ٦ | ٠ | 14,450 | 7 | 11,005 | 7 | 20,133 | Fund |
| FY2010 | 1 | | | | | | | | | | | rana |
| SEOC Training Conference | Chattanooga, | 3/14/2010 | 3/18/2010 | 69 | | \$ | 10,952 | \$ | 51,198 | \$ | 62,150 | Acquisition |
|) | TN | · · ·] | | | | , | ŕ | | | | | Services Fund |
| R9 Leadership Council Meeting | Phoenix, AZ | 3/15/2010 | 3/18/2010 | 60 | | \$ | 48,621 | \$ | 60,199 | \$ | 108,820 | Federal Building |
| | | | | | | | | | | | | Fund |
| OGC Annual Training | Atlanta, GA | 3/16/2010 | 3/19/2010 | 133 | 4 | \$ | 34,027 | \$ | 97,764 | \$ | 131,791 | Working Capital |
| Conference | | | | | | | | | | | | Fund |
| FMHAC Industry Day | St. Louis, MO | 3/22/2010 | 3/25/2010 | 69 | 282 | \$ | 12,187 | \$ | 9,240 | \$ | 21,427 | Acquisition |
| | | | | | | | | | | | | Services Fund |
| IRMCO 2010 | Cambridge, | 4/11/2010 | 4/24/2010 | approx. 50 | 230 | \$ | 59,750 | \$ | 3,263 | \$ | 3,263 | Governmentwide |
| | MD | | | | | | | | | | | Policy |
| MAS Summit | Chicago, IL | 4/18/2010 | 4/22/2010 | 36 | | \$ | 1,534 | \$ | 32,000 | \$ | 33,534 | · |
| | | | | _ | | | | <u></u> | | <u> </u> | | Services Fund |
| GSA National GWAC Conference | 1 '1 | 4/19/2010 | 4/22/2010 | 56 | | \$ | 28,922 | \$ | 40,251 | \$ | 69,173 | , |
| | LA | . / / | | | | _ | | _ | | _ | | Services Fund |
| R9 Real Estate Conference | Monterey, CA | 4/19/2010 | 4/22/2010 | 162 | | \$ | 53,997 | \$ | 153,112 | \$ | 207,109 | Federal Building |
| 550 51 11 2 11 21 11 | 505 | 1/25/2010 | 1/20/2010 | | | _ | | _ | 445 333 | _ | 455.363 | Fund |
| CFO Financial Services Division | FORT | 4/26/2010 | 4/28/2010 | 240 | | \$ | 9,490 | ۶ ا | 145,777 | \$ | 155,267 | Working Capital |
| Conference | WORTH, TX | 4/27/2010 | 4/20/2010 | 267 | 10 | _ | 69,435 | 4 | 92,686 | | 162,121 | Fund Federal Building |
| Property Management | Indianapolis, | 4/27/2010 | 4/29/2010 | 267 | 10 | \$ | 69,435 | \$ | 92,686 | \$ | 162,121 | |
| Conference 2010 GSA Expo 2010 | Orlando, FL | 5/2/2010 | 5/4/2010 | 726 | 2665 | \$ | 552,800 | ۲ | 375,950 | \$ | 928,750 | Fund Acquisition |
| GSA Expo 2010 | Orialido, PL | 3/2/2010 | 5/4/2010 | /20 | 2003 | ٦ | 332,600 | ٦ | 373,930 | | 320,730 | Services Fund |
| CFO Conference at GSA Expo | Orlando, FL | 5/2/2010 | 5/4/2010 | 64 | | Ś | 8,217 | \$ | 80,648 | \$ | 88,865 | Working Capital |
| Cro comercine at GSA Expo | Onando, 1 | 3,2,2010 | 3/4/2010 | 04 | | 7 | 0,217 | | 00,040 | " | 00,003 | Fund |
| Intern Conference in Palm | Palm Springs, | 5/10/2010 | 5/14/2010 | 154 | _ | \$ | 85,049 | 5 | 177,873 | \$ | 262,922 | Federal Building |
| Springs, CA | CA | 3, 10, 2010 | 3, 1 ., 2010 | | | , | 33,0 13 | * | 177,070 | * | | Fund |
| 2010 Capital Construction | New Orleans. | 5/11/2010 | 5/13/2010 | 411 | 19 | \$ | 341,716 | Ś | 376,473 | \$ | 718,189 | Federal Building |
| Conference | LA | , , | | | | | , | <u>'</u> | , | | • | Fund |
| CPO Conference | Orlando, FL | 5/17/2010 | 5/20/2010 | 205 | 8 | \$ | 202,917 | \$ | 121,378 | \$ | 324,295 | Working Capital |
| | | | | | | | • | · | · | | | Fund |
| Spatial Data Mgmt, Rent Bill | Las Vegas, NV | 5/23/2010 | 5/25/2010 | 51 | | \$ | 12,507 | \$ | 60,788 | \$ | 73,295 | Federal Building |
| Mgmt and Pricing Policy | | | | | | | | | | | | Fund |
| Combined Conf | <u> </u> | | | | | | | | | | | |
| Senior Leadership Conference | Atlanta, GA | 5/25/2010 | 5/27/2010 | 167 | | \$ | 159,346 | \$ | 157,778 | \$ | 317,124 | Working Captiol |
| | | | 10.1 | | | L_ | | <u> </u> | | | | Fund |
| FY 2010 1st Annual Service | Pine | 6/7/2010 | 6/10/2010 | 81 | | \$ | 29,338 | \$ | 37,580 | \$ | 66,918 | Federal Building |
| Center Director's Training | Mountain, | | | | | l | | | | | | Fund |
| Conference | GA | | | | | | | | | | | |

| 2010 Acquisition Day | Fort Worth, | 6/10/2010 | 6/10/2010 | 246 | 4 | \$ | 500 | \$ | 7,328 | \$ | 7,828 | Federal Building |
|--|--|------------|------------|-------|------|----------------|---------|----|---------|----------|---------|------------------------------|
| GSA's Conflict Management | TX Chicago, IL | 6/15/2010 | 6/17/2010 | 214 | 12 | \$ | 79,170 | \$ | 255,741 | \$ | 334,911 | Fund Working Capital |
| Summit | | | | | | | | | | | | Fund |
| Network Services Conference | Orlando, FL | 6/21/2010 | 6/23/2010 | 179 | | \$ | 24,344 | \$ | 129,916 | \$ | 154,260 | Acquisition |
| 2010 | | | | | : | | | | | | | Services Fund |
| FedFleet 2010 | Phoenix, AZ | 7/11/2010 | 7/15/2010 | 191 | 1612 | | | \$ | 53,806 | \$ | 53,806 | Governmentwide Policy |
| Child Care Conference | Las Vegas, NV | 7/13/2010 | 7/15/2010 | 123 | 317 | \$ | 174,313 | \$ | 106,765 | \$ | 281,078 | Federal Building |
| R9 Leadership Council Meeting | Sonoma, CA | 7/18/2010 | 7/22/2010 | 59 | | \$ | 6,106 | \$ | 56,443 | \$ | 62,549 | Fund Federal Building |
| | | 0/0/000 | 0/5/2010 | 455 | | _ | 40.440 | | 55.400 | _ | 403.340 | Fund |
| R5 Design & Construction Professionals Conference 2010 | Oak Brook, IL | 8/3/2010 | 8/5/2010 | 155 | 10 | \$ | 48,142 | \$ | 55,106 | \$ | 103,248 | Federal Building Fund |
| 2010 GSA SmartPay Training | Atlanta, GA | 8/10/2010 | 8/12/2010 | 63 | 4910 | \$ | 742,675 | \$ | 32,444 | \$ | 775,119 | Acquisition Services Fund |
| Conference Supplier Management National | Denver, CO | 8/23/2010 | 8/27/2010 | 208 | | ۲ | 241,461 | \$ | 41,285 | \$ | 282,746 | |
| Training Conference | Deliver, Co | 0,23,2010 | 0,27,2010 | 200 | | ~ | 271,701 | ~ | 41,203 | ٦ | 202,740 | Services Fund |
| Regional Fleet Conference | Lake Lanier, | 8/24/2010 | 8/27/2010 | 70 | | \$ | 53,801 | | | \$ | 53,801 | Acquisition |
| 8 | GA | -, - ,, | .,, | | | | , | | | ' | , | Services Fund |
| R5 PBS Trainee Forum 2010 | Chicago, IL | 8/24/2010 | 8/26/2010 | 103 | · | \$ | 3,746 | \$ | 52,227 | \$ | 55,973 | Federal Building Fund |
| Leadership Offsite | Kansas City, | 8/24/2010 | 8/26/2010 | 50 | | \$ | 13,784 | | | \$ | 13,784 | Federal Building |
| | МО | -,, | -,, | | | ' ' | , | | | ' | , | Fund |
| NNSA Ground Breaking Event | Kansas City, | 9/8/2010 | 9/8/2010 | 50 | 350 | \$ | 4,795 | | | \$ | 4,795 | • |
| Regional Administrators Award Ceremony/Sustainability Training | Boston, MA | 9/9/2010 | 9/9/2010 | 299 | 1 | \$ | 47,799 | \$ | 10,442 | \$ | 58,241 | Federal Building Fund |
| 2010 Business & RFM Meeting | San Diego, CA | 9/20/2010 | 9/23/2010 | 144 | 1 | \$ | 26,574 | \$ | 52,859 | \$ | 79,433 | Acquisition |
| | | | | | | <u> </u> | | Ļ | | <u> </u> | | Services Fund |
| NBC2 Zonal | San Diego, CA | 9/20/2010 | 9/22/2010 | 54*** | | | | \$ | 50,861 | \$ | 50,861 | Federal Building Fund |
| PBS Leadership Offsite (GS-14s | Lisle, IL | 10/5/2010 | 10/6/2010 | 64 | | \$ | 15,293 | \$ | 14,004 | \$ | 29,297 | Federal Building |
| and 15s) FY11 | 0.0 | 10/17/2010 | 10/20/2010 | 127 | | - | F 000 | Ļ | 42.740 | - | CO 102 | Fund |
| Service Centers Division Joint | Mashantucke | 10/17/2010 | 10/20/2010 | 127 | 1 | \$ | 5,099 | \$ | 43,748 | \$ | 60,192 | Federal Building |
| Meeting/PBS Sr. Staff Meeting | t, CT | 10/25/2010 | 10/28/2010 | 261 | , | Ś | 65,858 | Ś | 25,202 | Ś | 91,060 | Fund Working Capital |
| OCIO Summit | Baltimore, | 10/25/2010 | 10/28/2010 | 701 | | ۶ | 05,658 | Þ | 25,202 | ۶ | 31,000 | l . |
| | MD | | | L | | <u> </u> | | | | L | | <u>Fund</u> |

| QMC 2010 Leadership | Cambridge, | 10/25/2010 | 10/29/2010 | 82 | ! | \$ | 41,773 | \$ | 26,910 | \$ | 68,683 | Acquisition |
|----------------------------------|-------------------|------------|---------------------------------------|-----|------|----------|---------|----|---------|----|-----------|------------------------------|
| Conference | MD | | | | | | | | | | | Services Fund |
| 2010 PBS Western Regions | Las Vegas, NV | 10/25/2010 | 10/29/2010 | 280 | · | \$ | 411,755 | \$ | 428,861 | \$ | 840,616 | Federal Building |
| Conference | | | | | | | | | | ļ | | Fund |
| R9 Leadership Council Meeting | Dana Point, | 11/15/2010 | 11/18/2010 | 64 | | \$ | 36,841 | \$ | 54,739 | \$ | 91,580 | Federal Building |
| | CA | | | | | | | | | | | Fund |
| Lease Reform Implementation | Orlando, FL | 11/15/2010 | 11/18/2010 | 70 | 5 | \$ | 83,333 | \$ | 94,541 | \$ | 109,803 | Federal Building |
| Conference | | | | | | | | | | | | Fund |
| PMSC Quarterly Managers | Indianapolis, | 11/30/2010 | 12/2/2010 | 50 | | \$ | 4,243 | \$ | 26,725 | \$ | 30,968 | Federal Building |
| Meeting | l in | | | | | | | | | | | Fund |
| RCFO/ PT/Realty Conference | San | 12/6/2010 | 12/10/2010 | 71 | - | \$ | 7,911 | \$ | 48,142 | \$ | 56,053 | Federal Building |
| ' ' ' | Francisco, CA | . , | | | | | · | | | | · | Fund |
| | 11.0110.500, 0.11 | | | | | | | | | | | |
| CPSC Mgmt Offsite 2010 | Chicago, IL | 12/7/2010 | 12/7/2010 | 100 | | \$ | 3,935 | | | \$ | 3,935 | Federal Building |
| S. 55 Mg. C. Site 2010 | Ccago, 12 | 12,7,2010 | 12, . , 2010 | 100 | | ľ | 2,333 | | | ľ | 2,200 | Fund |
| SEOC Training Conference | Chattanooga, | 3/14/2011 | 3/18/2011 | 69 | 1 | \$ | 11,042 | \$ | 51,198 | \$ | 62,240 | |
| SLOC Training Conference | T N | 3/14/2011 | 3,10,2011 | 03 | • | ٦ | 11,042 | 7 | 31,130 | | 02,240 | · |
| ENALIA C. Im divistms Davis | St. Louis, MO | 3/21/2011 | 3/24/2011 | 65 | 282 | \$ | 21,751 | \$ | 3,791 | \$ | 25,542 | Services Fund Acquisition |
| FMHAC Industry Day | St. Louis, MO | 3/21/2011 | 3/24/2011 | 65 | 202 | Ş | 21,/31 | Ş | 3,/31 | ۶ | 23,342 | · · |
| | 0 1 1 | 2/20/2044 | 2/24/2044 | 425 | | _ | 42.002 | _ | 03.456 | _ | 124.050 | Services Fund |
| OGC Annual Training | Cambridge, | 3/28/2011 | 3/31/2011 | 135 | 4 | \$ | 42,802 | \$ | 92,156 | \$ | 134,958 | Working Capital |
| Conference | MD | - 1 - 1 | - 1- 1 | | | _ | | _ | | - | | Fund |
| FAS Leadership Summit | Orlando, FL | 4/4/2011 | 4/7/2011 | 156 | | \$ | 258,023 | \$ | 79,269 | \$ | 337,292 | Acquisition |
| | | | | | | _ | | _ | | _ | | Services Fund |
| Fleet All Hands 2011 | Detroit, MI | 4/25/2011 | 4/28/2011 | 52 | | \$ | 24,421 | \$ | 5,770 | \$ | 30,191 | Acquisition |
| | | | | | | L_ | | | | | | Services Fund |
| GSA EXPO 2011 and Network | San Diego, CA | 5/8/2011 | 5/10/2011 | 626 | 2317 | \$ | 403,335 | \$ | 617,309 | \$ | 1,020,644 | Acquisition |
| Services Conference | | | | | | _ | | | | | | Services Fund |
| R9 Leadership Council Meeting | San Diego, CA | 5/17/2011 | 5/19/2011 | 110 | | \$ | 95,306 | \$ | 86,405 | \$ | 181,711 | Federal Building |
| | | | | | | | | | | | | Fund |
| RSO Conference incorporating | Atlanta, GA | 6/6/2011 | 6/9/2011 | 148 | | \$ | 31,534 | \$ | 161,454 | \$ | 192,988 | Federal Building |
| Lease Reform training in Atlanta | , | | , , , , , , , , , , , , , , , , , , , | | | ' | • | | • | ` | · | Fund |
| | | | | | | | | | | | | |
| R4 Leadership Strategic Planning | Atlanta, GA | 6/15/2011 | 6/17/2011 | 86 | | \$ | 7,098 | \$ | 1,887 | \$ | 8,985 | Acquisition |
| Meeting | | | 5,5.,2521 | | | ľ | .,550 | ľ | _,007 | ľ | 3,500 | Services Fund |
| Facilities Mgmt Training Forum | Oak Brook, IL | 6/23/2011 | 6/24/2011 | 217 | 2 | \$ | 30,814 | Ś | 23,843 | \$ | 54,657 | Federal Building |
| | Jak Block, IL | 0,23,2011 | 0,24,2011 | 21/ | 2 | | 50,014 | ٧ | 23,073 | ľ | J-+,UJ/ | Fund |
| 2011 (formerly PM Conf) | | | | | | 1 | | | | ŀ | | runa |
| FedFleet Conference 2011 | Orlando, FL | 7/24/2011 | 7/28/2011 | 202 | 1651 | \vdash | | \$ | 51,672 | \$ | 51 672 | Governmentwide |
| l editeet comerence 2011 | Orialiuo, FL | //24/2011 | '/20/2011 | 202 | 1031 | ŀ | | ۶ | 31,0/2 | ٦ | 31,072 | |
| L | L | l | l | | | | | L | | 1 | | Policy |

| R5 Design & Construction | Burr Ridge, IL | 8/1/2011 | 8/3/2011 | 101 | 4 | \$ | 615 | \$ 15,400 | \$ | 16,015 | Federal Building |
|--------------------------------|----------------|------------|------------|------------|------|----|---------|--------------|----|----------|-------------------|
| Professionals Training Forum | | | | 1 1 | | | | | | | Fund |
| 2011 | | | | | | | | | | | |
| 2011 GSA SmartPay Training | Las Vegas, NV | 8/16/2011 | 8/18/2011 | 84 | 6350 | \$ | 793,142 | \$ 44,701 | \$ | 837,843 | Acquisition |
| Conference | | | | | | | | | | | Services Fund |
| Regional Fleet Conference | Pine | 8/23/2011 | 8/25/2011 | 57 | | \$ | 22,776 | \$ 2,444 | \$ | 25,220 | Acquisition |
| | Mountain, | | | 1 | | | | | | | Services Fund |
| | GA. | | | | | l | | | | | |
| Regional Performance Review | Fort Worth, | 8/23/2011 | 8/23/2011 | 60 | | \$ | 2,045 | \$ 7,500 | \$ | 9,545 | Federal Building |
| Conference-Summer 2011 | тх | | | | | | | | | | Fund |
| Prefect Customer Experience | Fort Worth, | 8/24/2011 | 8/24/2011 | 150 | | \$ | 22,613 | | \$ | 22,613 | Federal Building |
| Conference | тх | | | | | | | | | | Fund |
| Property Management | Colorado | 8/29/2011 | 9/2/2011 | 59 | - | \$ | 11,861 | \$ 35,434 | \$ | 47,295 | Federal Building |
| Offsite/Workshop | Springs, CO | | | | | | | | | | Fund |
| PBS/FAS Senior Leadership | Austin, TX | 9/11/2011 | 9/16/2011 | 208 | | \$ | 23,601 | \$ 88,530 | \$ | 112,131 | Federal Building |
| Conference | | _ | | | | ľ | | _ | | | Fund |
| PMSC Quarterly Managers | Indianapolis, | 9/13/2011 | 9/14/2011 | 50 | | \$ | 2,042 | \$ 19,125 | \$ | 21,167 | Federal Building |
| Meeting | IN | | | | | | | | | | Fund |
| 2011 Business & RFM Meeting | Savannah, GA | 9/17/2011 | 9/20/2011 | 148 | 3 | \$ | 28,350 | \$ 26,886 | \$ | 55,236 | Acquisition |
| | | | | | | | | | | | Services Fund |
| R02, Leadership Offsite | Long Branch, | 9/19/2011 | 9/21/2011 | 54 | 1 | \$ | 5,706 | \$ 13,673 | \$ | 19,379 | Federal Building |
| | LN LI | | | | | | | | | | Fund |
| Service Centers Division /FMSP | Falmouth, | 10/2/2011 | 10/6/2011 | 116 | 1 | \$ | 2,240 | \$ 48,551 | \$ | 50,791 | Federal Building |
| Division Joint Meeting | MA | | | | | | | | | | Fund |
| PBS Leadership Offsite (GS-14s | Burr Ridge, IL | 10/3/2011 | 10/4/2011 | 64 | | \$ | 830 | \$ 7,680 | \$ | 8,510 | Federal Building |
| and 15s) FY12 | | | L | | | | | | | | Fund |
| QMC 2011 Leadership | Cambridge, | 10/24/2011 | 10/28/2011 | 90 | | \$ | 69,341 | \$ 21,676 | \$ | 91,017 | Acquisition |
| Conference | MA | | | | | | | | | | Services Fund |
| OCIO I and IO Offsites | Philadelphia, | 1/29/2012 | 2/3/2012 | 52 | 41 | \$ | 18,734 | \$ 68,167 | \$ | 86,901 | Working Capital |
| | PA | | | | | | | | | | Fund |
| Regional AASD Conference | Kissimmee, | 2/13/2012 | 2/15/2012 | approx. 50 | | | | \$ 50,300 | \$ | 50,300 | Acquisition |
| | FL | _ | | | | [| | | ĺ | | Services Fund |
| Mountain Plains Off-site | Boulder, CO | 2/14/2012 | 2/16/2012 | 75 | | | | \$ 11,570 | \$ | 11,570 | Federal Building |
| | | | | | | | | | | <u> </u> | Fund |
| R9 Leadership Council Meeting | Napa, CA | 3/12/2012 | 3/15/2012 | 79 | | \$ | 39,920 | \$ 59,222 | \$ | 99,142 | Federal Buildings |
| | | | | | | | | | | | Fund |

- ** Number of registrants; actual non-GSA attendance figures unavailable
- *** Reflects only Region 9 personnel attendance and/or travel costs.

The information listed for the *Childcare Conference* held from July 20th, 2009 to July 23rd, 2009 is from an earlier estimate that did not account for attendees who were not GSA employees. There were 422 attendees at the conference, of which 120 were GSA employees. It was previously reported by Bloomberg News that the per person cost for the conference was \$4,354; however, the per person cost is \$609.

Blank spaces within the sheet indicate either that cost/attendance are unknown or zero.

| F | no | ıŀ | 26 | П | re | ı |
|---|----|----|----|---|----|---|

From: Robert Zarnetske (1A)

Date: Wed, Aug 15, 2012

Subject: Re: CORRECTED ATTACHMENT to Lieberman/Collins

To: "Lisa Austin (S)"

Lisa, despite the jumble, I was able to read the relevant attachments and YES they are accurate for R1.

Robert Zarnetske Regional Administrator US General Services Administration 10 Causeway Street Boston, MA 06360

From: **Denise Pease (2A)**Date: Tue, Aug 14, 2012

Subject: Re: CORRECTED ATTACHMENT to Lieberman/Collins

To:_____

Ok then I approve all travel for both PBS & FAS. It goes from RCs to me .

Denise L. Pease Regional Administrator U.S. General Services Administration 26 Federal Plaza, Room 18-100 New York, NY 10278

From: Sara Manzano-Diaz (3A)

Date: Fri, Aug 10, 2012

Subject: Senators Lieberman and Collins response.

To: Lisa Austin

Dear Lisa,

Thank you for your assistance in this matter. I have seen GSA's response to the letter from Senators Lieberman and Collins, dated May 17, 2012, addressed to me, and I acknowledge I have read the content.

Sara

Sara Manzano-Diaz Regional Administrator

GSA Mid-Atlantic Region

From: Shyam Reddy (4A) Date: Mon, Aug 13, 2012

Subject: Re: FOR YOUR IMMEDIATE ATTENTION PLEASE

To: "Lisa Austin (S)"

I have seen GSA's response to the letter from Senators Lieberman and Collins, dated May 17, 2012, addressed to me, and I acknowledge I have read the content.

Shyam

Shyam Reddy Regional Administrator General Services Administration Southeast Sunbelt Region 77 Forsyth Street Suite 600 Atlanta, Georgia 30303

From: Ann Kalayil (5A)
Date: Wed, Aug 15, 2012

Subject: Re: IMMEDIATE ACTION NEEDED

To: "Lisa Austin (S)"

Hi Lisa,

Thanks for sending us GSA's response to Senators Lieberman and Collins letter addressed to to all of the Regional Administrators. I've reviewed Region 5's information.

- Ann

From: Jason Klumb (6A) Date: Wed, Aug 15, 2012

Subject: Re: IMMEDIATE ACTION NEEDED

To: "Lisa Austin (S)"

Confirm.

Jason Klumb

Regional Administrator

From: Sylvia Hernandez (7A)

Date: Fri, Aug 10, 2012

Subject: Re: FOR YOUR IMMEDIATE ATTENTION PLEASE

To: "Lisa Austin (S)"

I have seen GSA's response to the letter from Senators Lieberman and Collins, dated May 17, 2012, addressed to me, and I acknowledge I have read the content.

Sylvia L. Hernandez Acting GSA Regional Administrator Greater Southwest Region

From: Susan Damour (8A)

Date: Fri, Aug 10, 2012

Subject: Re: FOR YOUR IMMEDIATE ATTENTION PLEASE

To: "Lisa Austin (S)"

I have seen and acknowledge that I have read GSA's response to the May 17, 2012 letter from Senators Lieberman and Collins addressed to me.

Susan Damour
Regional Administrator
Region 8
Denver, Colorado

From: Ruth Cox (9A)
Date: Tue, Aug 14, 2012
Subject: Acknowledgment
To: "Lisa Austin (S)"

Hi Lisa,

I have seen GSA's response to the letter from Senators Lieberman and Collins, dated May 17, 2012, addressed to me, and I acknowledge! have read the content.

Ruth F. Cox

Regional Administrator

Region 9 - Pacific Rim

General Services Administration

450 Golden Gate Avenue, Room 5-2670

San Francisco, CA 94102

From: George Northcroft (10A)

Date: Mon, Aug 13, 2012

Subject: : FOR YOUR IMMEDIATE ATTENTION PLEASE

To: "Lisa Austin (S)" ·

Per your request:

I have seen GSA's response to the letter from Senators Lieberman and Collins, dated May 17, 2012, addressed to me, and I acknowledge I have read the content.

George Northcroft

Regional Administrator

Northwest/Arctic Region

From: Julia Hudson (WA) Date: Wed, Aug 15, 2012

Subject: : FOR YOUR IMMEDIATE ATTENTION PLEASE

To: "Lisa Austin (S)"

Hi Lisa,

I have seen GSA's response to the letter from Senators Lieberman and Collins, dated May 17, 2012, addressed to me, and I acknowledge I have read the content." Please let me know if you have any questions. Many thanks!

National Capital Region, Regional Administrator Julia E. Hudson