

INSTRUCTIONS FOR OLE-SPONSORED TRAVEL

September 2, 2014

Arrival/Departure Information: Attendees should arrive on the day before a course begins and depart on the last day of the course. Departure reservations must be made no earlier than an hour and 45 minutes after the course end time to allow sufficient time to reach the airport. **NOTE:** Attendees requesting early departure must obtain approval from the OLE Course Contact in advance. Attendees have the option to stay an additional night if, due to transportation reasons, they are unable to travel home on the evening the course ends.

Personal Travel Note: Prior to booking flights, please review the policy at [Combining Official and Personal Travel](#). Please note that when travel is to a destination solely for personal reasons and no official duty is performed at that destination, a contract airfare may not be used for travel to or from that location and travelers must use a personal credit card for any/all personal travel segments.

Non-contract Airfares: Please consider booking a non-contract airfare if there is a significant savings. In the case of a non-refundable or restricted fare, the traveler must know or reasonably anticipate the ticket will be used. Carrier preference is not an acceptable reason for selecting a non-contract fare.

Lodging: Lodging reservations for the National Advocacy Center must be booked via the online reservation system at <https://nacguest.catertrax.com/> or via telephone at (866) 263-3218. OLE will not reimburse travelers for reservations made directly with any other local hotels.

Airline Credits: If you have an airline credit from an OLE-sponsored course that was postponed or cancelled, you must use the credit instead of purchasing a new ticket. Contact CWTSato and provide them with the Record Locator/Ticket Number.

Organization	Travel Authorization	Tickets	Travel Voucher	Contact Information
DOJ Components using E2, with the exception of AFMLS, UNICOR, USMS, and UST. E2 Users and Special Instructions	You must complete a travel authorization and submit it to your administrative office through the E2 travel system prior to travel. NOTE: U.S. Attorneys Only (this instruction does not apply to Assistant USAs or other attendees): Your travel authorization is prepared with the YREGDOC formatted as N72USATXXXX, using the last 4 digits of your DCN in place of the X's. Instructions for E2 Travel Authorization and Travel Policies	Purchase tickets through the E2 travel system. Use your government-issued credit card to pay for the tickets. Should you select a non-refundable fare, your travel card will be charged immediately.	Within 5 days of conclusion of course, prepare the travel voucher using the E2 travel system. CWTSato e-ticket is required for airfare. Receipts are required for expenses greater than \$75. Instructions for E2 Travel Voucher	Please contact your office's E2 Coordinator for assistance.
Travelers not using E2, plus AFMLS, UNICOR, USMS, and UST. Contractors, please see row below.	Travel Authorization form, travel policies, and instructions can be found at Authorization . You must complete and submit a travel authorization prior to travel. FAX the authorization to (803) 705-5660.	Do not use your government-issued credit card. You must contact CWTSato at (877) 905-9644 to obtain your tickets. Provide your name and Travel Code (located in your acceptance email) to the agent. The tickets will be charged to an OLE GTA account.	Forms will be available at the training site and can also be found at Voucher . Within 5 days of conclusion of course, prepare the travel voucher. The voucher must be signed by the traveler's supervisor and mailed to OLE at: Office of Legal Education ATTN: Travel Processing National Advocacy Center 1620 Pendleton Street Columbia, SC 29201 You will be reimbursed no later than 30 days after your voucher is received by OLE. Receipts are required for expenses greater than \$75.	Please contact one of the following individuals for assistance: Tina Tolbert (803) 705-5650 Michael Austin (803) 705-5648 Justine Wells (803) 705-5163 Linda Bodrick (803) 705-5066
Contractors (Students)	Coordinate with your company.	Coordinate with your company. You may not use the OLE GTA account.	File travel claims via your company's reimbursement process.	The Contracting Officer Representative (COR) for your contract.