

2019 Acquisition Workforce Innovation Symposium Travel Guidance



1. WELCOME! GS-1102 Contracting Professionals, Mid & Senior Level FAC-P/PMs, and Level III FAC-CORs!!

If you are a GS-1102 Contracting Professional or currently serving as an appointed Level II & III PM or Level III COR and support VA's supply fund activities, please plan to join us on December 17 & 18 at the Gaylord Texan Convention Center in Grapevine Texas – for the [2019 Acquisition Workforce Innovation Symposium \(AWIS\)](#). You will be offered a wide variety of acquisition hot topic workshops and panel discussions – AND – at the same time earn Continuous Learning Points!

2. HOTEL INFORMATION

a. Hotel Reservations - *Note: Hotels for this conference are NOT booked in Concur. Must use links below.

Click on one of the two hotel links below to make your hotel reservations. This will ensure you get one of the rooms blocked off at the per diem rate of \$166/night. Failure to make your hotel reservation using one of these two links may result in a return of your travel document in ConcurGov or a reduced reimbursement of your lodging expenses entitlement.

[Gaylord Texan Hotel Booking Link](#)
[Embassy Suites Hotel Booking Link](#)

b. Tax Exemption

Note* Taxes are NOT reimbursable. Verify the receipt exempt's ALL taxes and fees. Only charges on the receipt are the daily lodging. Traveler will be liable for State Taxes, State Cost Recovery Fee, and Resort Fee.

Ensure you take your Government Issued PIV badge with you and present at the counter to claim your tax exemption

- If you are staying at the Gaylord Texan, a pre-filled copy of the Texas OCC Tax Exempt form will be available upon check-in so please ask for the form. All you will need to do is sign the form and return to the front desk at check-in.
- If you are staying at the Embassy Suites, please complete [Embassy Suites TX Tax Exempt Form Pre-filled](#) print, bring, and give to the hotel agent at check-in.

***Any questions pertaining to Hotel Reservation, please contact AHCMS@va.gov.

c. Complimentary Gaylord Shuttle Allowable tip for complimentary shuttle is not to exceed \$3 per trip

Once you land at **Dallas Fort Worth (DFW)**, seek out the complimentary shuttle service at the airport from DFW to the Gaylord. No receipt is required for this service. **Do not remit transportation expenses to/from DFW to the hotel on your AWIS travel voucher.** Travelers requesting to fly into Dallas Love Field (DAL) will require a justification showing extenuating circumstances or that use of this airport was in the best interest of the government. If approved, additional transportation costs (e.g. TNC, taxi, shuttle, etc.) need to be arranged and estimated on the travel authorization.

3. CRITICAL TRAVEL ITEMS

At a minimum, do these five things to avoid issues with your travel documents. After you create your Travel Authorization in ConcurGov, you must:

1. Select the correct **Cross Funding Organization - VAVACO 101 ACQUISITION OPERATIONS.**
2. Select the correct TDY Location: **Grapevine, TX** (not Dallas, TX). Selecting Grapevine will pull up the correct per diem for your TDY
3. Add your offline Hotel reservation information (**Gaylord Texan**)
4. Select the correct conference name for this event – **December 2019 Acquisition Workforce Innovation Symposium**
5. Select the correct **Line of Accounting (4537FC1BN64420090 4537F 101 07/2170) on the Accounting Tab**

Please submit your document at least two weeks prior to the conference start to allow enough time for document review and ticketing. Additional information about how to complete these five steps are included in the **Instructions to Traveler** section below.

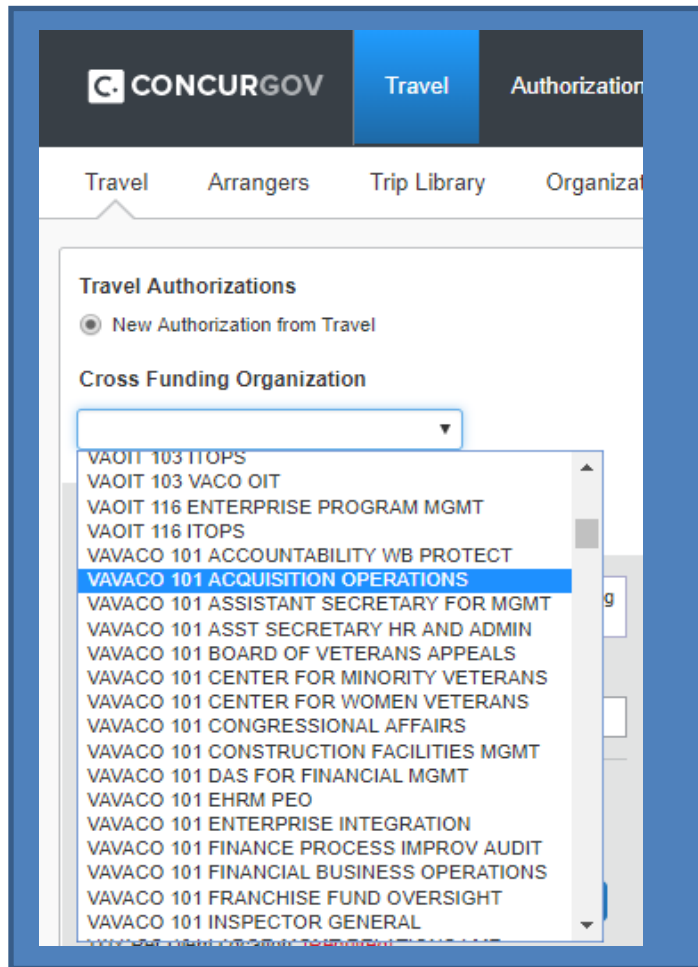
4. INSTRUCTIONS TO TRAVEL

You will create your ConcurGov Travel Authorization as normal with a few exceptions. Below is a summary of the critical elements that will assist you in completing your travel document accurately:

- **Cross Funding Organization:** VAVACO 101 ACQUISITION OPERATIONS
- **Temporary Duty Location:** Grapevine, TX
- **Trip Name:** December 2019 AWIS Symposium
- **Purpose:** Conference
- **Document Detail:** AWIS Symposium
- **Label:** OAL AWIS Conference
- **Cost Center:** 4537FC1BN64420090 4537F 101 07
- **BOC:** 2170

Creating a Reservation/Authorization

- a. Select the correct Cross Funding Organization - VAVACO 101 ACQUISITION OPERATIONS.



- b. Select the correct TDY Location: Grapevine, TX (not Dallas, TX). Continue with your reservation to include selecting your air reservation. After completing your air reservation, you will be prompted for hotel information.



Welcome! Remember to book any air, rental car, and lodging needs within ConcurGov.

Mixed Flight/Train Search

Round Trip One Way Multi City

Temporary Duty Location

Agency Location Reference point

e.g. 'Statue of Liberty', '90210' or 'Alexandria, VA'

TDY Per Diem Location **[Required]**

From

[Find an airport](#) | [Select multiple airports](#)

To

[Find an airport](#) | [Select multiple airports](#)

Depart

depart

Return

depart

- Pick-up/Drop-off car at airport
- Find a Hotel

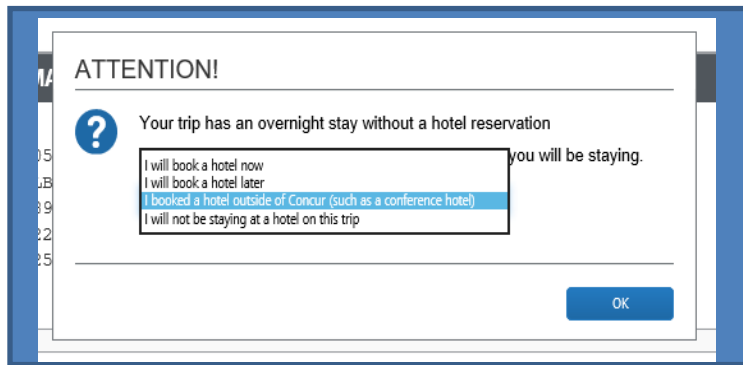
Class

Search by

- Refundable only air fares
- Flights w/ no double connections

Search

c. Add your offline Hotel reservation information (Gaylord Texan.) ***Please make sure you've completed your hotel reservations prior to this step.



d. You may search for your hotel or manually enter it. In either case, attach your hotel confirmation to your document.

e. Select the correct conference name for this event – AWIS

*Required Field

Itinerary Location*

GRAPEVINE, TX Unlisted Location?

From* 12/16/2019 To* 12/19/2019 Location Purpose CONFERENCE

Conference Attending*

December 2019 Acquisition Workforce Innovation Symposium

f. Select the right Line of Accounting (4537FC1BN64420090 4537F 101 07/2170)

Summary Profile Group General Expenses & Receipts Exceptions Accounting Advances Totals Confirmation Perform Pre-Audits

← Previous

Accounting for TA19147099

i To select an account code, click the plus icon in the Actions column. To search by label, type some of the label in the field and then click Search.
[Page Help](#)

Account Organization: VAVACO 101 ACQUISITION OPERATIONS

| Add New Accounting

Summary	Profile	Group	General	Expenses & Receipts	Exceptions	Accounting	Advances	Totals	Confirmation	Perfo
---------	---------	-------	---------	---------------------	------------	------------	----------	--------	--------------	-------

[Close Dynamic Accounting](#)

Dynamic Accounting for TA19147099

Organization VAVACO 101 ACQUISITION OPERATIONS

Setup Accounting

*Required Field

Account Org - Structure VA - VA DYN ACCT ▼

Label * OAL AWIS Conference

Fiscal Year * 2019

Sponsored

Cost Center * 4537FC1BN64420090 4537F 101 07 🔍

BOC * 2170 ▼

[Add/Change Favorites](#) [Add to Document](#) [Clear Values](#)

REFERENCES

Please refer to these FSC Job Aids for additional help.

- [Creating a Reservation/Authorization](#)
- [How Do I Know I'm Ticketed?](#)
- [Creating a Cross-Funded Reservation and Authorization](#)
- [Creating a Voucher](#)
- [When to Create an Amended Voucher](#)

Cancel Travel Authorizations: Cancelling authorizations should be processed through the [Concur Gov \(SSO\)](#). For a detailed walkthrough on how to cancel Travel Authorizations in Concur, please see the [Concur Cancelling Travel Authorization Walkthrough](#).

Preparation of Travel Vouchers: Travel Vouchers should be processed through the [Concur Gov \(SSO\)](#) within 5 days after returning from TDY. For a detailed walkthrough on how to prepare Travel Vouchers in Concur, please see the [Concur Travel Authorization Walkthrough](#).

- For additional questions/assistance, contact your organization's local [Travel Administrator](#) or assistance with travel reservations, contact the Travel Management Center (Duluth) at (866) 779-6612.
- For assistance or questions about this conference, or this document send an email to: AHCMS@va.gov.