



September 4, 2012

MEMORANDUM FOR ALL EMPLOYEES

From: Cynthia A. Metzler
Chief Administrative Services Officer

A handwritten signature in black ink, appearing to read "Cynthia A. Metzler".

Subject: New Mandatory Policy for the Use of the E-Gov Travel Service (ETS)

Last week we issued a new mandatory policy for the use of the e-Gov Travel Service (ETS) system to make travel reservations for common carrier, lodging, and rental cars. This policy will not only drive down travel costs, but will also ensure greater transparency and oversight for all GSA travel.

Now, when selecting a commercial lodging facility, GSA employees must first consider FedRooms®, an online government-wide hotel reservations program managed by GSA. FedRooms® properties offer rooms that are, on average, five percent below per diem. Today, less than 10 percent of GSA employees use FedRooms. Moving forward, our goal is to see 100 percent participation in this program.

By using ETS and FedRooms, GSA will drive down travel costs for potential savings of \$390,000 in FY 2013.

In addition, this new travel policy reiterates that GSA employees must use their Government-issued travel charge card for official travel, unless exempted by the Federal Travel Regulation. Lodging is not exempt and neither are meals unless use of the card is impractical (e.g., group meals or the Government contractor-issued travel charge card is not accepted). This policy is particularly important, as GSA also receives a rebate on the dollars spent using a Government-issued charge card. By using your Government-issued travel charge card, GSA will be able to ensure transparency in its travel and demonstrate to the American people that we are using their taxpayer dollars as responsibly as possible.

GSA is committed to driving savings and efficiencies across government and this policy is just the latest example of our effort to lead by example.

Thank you in advance for your cooperation.