

January 18, 2001

Memorandum

To: DOI and Tribal Employees Attending Trust Reform Training

From: Tom Slonaker, Special Trustee for American Indians

Subject: Reservation and Payment Information for Trust Training Classes

OST will pay for federal and Tribal employees engaged in trust asset management to attend OST-sponsored trust training courses including, but not limited to, the following classes: Trust Foundations 1&2, Probate, Customer Service, Stress/Time Management, Conflict Resolution/ Team Building/Change Management. Employees must select the training site closest to their duty station. If the closest training site requires travel or overnight accommodations, please adhere to the procedures outlined below.

The following guidance will assist travelers in making reservations for transportation and overnight accommodations, as well as receiving reimbursement from OST for meals and incidental expenses. OST will be closely monitoring expenses. The information provided below is expected to be used only for official business related to trust training. Employees will be responsible for the payment of any personal expenses.

TRAVEL AUTHORIZATION:

Each traveler is responsible for preparing and having their supervisor sign a travel authorization. Travelers must call Upper Mohawk Inc., the training contractor, toll free at 1-866-427-9053 to get a travel authorization number. The fund cite for use in box 24 ("Charged to:") on the travel authorization should be "OST TRUST TRAINING." Staff from Upper Mohawk Inc., will work with Tribal personnel to prepare travel authorizations.

AIRLINE RESERVATIONS:

Travelers should call their Omega Travel Office to book their flight. When booking a reservation, travelers must provide to Omega personnel their Travel Authorization number and inform Omega that they are part of "OST TRUST TRAINING", so that the ticket will be charged to the appropriate account. Travelers must request electronic tickets.

GROUND TRANSPORTATION:

When possible, shuttles from the airport to overnight accommodations and the training location will be provided. If a shuttle is available, this will be noted on the Trust Training Registration web site. If shuttle transportation is unavailable, travelers should take a taxi to the hotel and training site or rent a car when they book their airline reservations through Omega Travel. Employees traveling together should share a car.

HOTEL RESERVATIONS:

Blocks of hotel rooms have been reserved at each training site for Trust Training attendees. These hotels are listed on the trust training web page. Upper Mohawk staff will make each traveler's hotel reservations. Travelers must call the Upper Mohawk toll free number of 1-866-426-5101 at least 2 weeks prior to the course and Upper Mohawk

Attachment 2-1

will book their room. OST will only pay the room rate and tax - travelers are responsible for any additional hotel charges incurred above these costs. OST will not pay for additional charges made to rooms including phone calls, movies, room service, etc.

MEALS AND INCIDENTAL EXPENSES:

Travelers will be reimbursed for meals and incidental expenses. These charges will be paid in accordance with the GSA Federal Travel Regulations and will cover items such as meals, mileage to and from the airport or training site, taxi cabs, bridge tolls, etc. Items such as dry cleaning and meal charges in excess of the per diem rate will not be paid by OST and must be paid directly by the traveler. If an advance is needed to cover these expenses, the traveler must inform Upper Mohawk at least one week prior to travel. In addition, if any traveler feels that additional personal expenses will be incurred for this training, Upper Mohawk must be informed at least one week in advance of travel so that the travel voucher will be appropriately processed.

TRAVEL VOUCHERS:

Employees should submit travel vouchers for reimbursement to:

National Business Center
Products and Services
Attn: Debbie Maier
Mail Stop 2760
PO Box 272025
Denver, CO 80227-9025

Vouchers must be submitted for reimbursement no later than one week following the completion of travel. Reimbursement checks will be mailed to travelers directly.

CANCELLATIONS: If travelers need to cancel their attendance for a training session, they must immediately call Upper Mohawk at the Toll Free Number below to alert them. Employees can find substitutes to take their place in the training, but they must inform Upper Mohawk first.

If you have any questions, please call Upper Mohawk at 1-866-427-9053.

/s/ Tom Slonaker