

SAB Travel Guidelines

As new members and consultants, you are authorized to travel at the Government Travel Request (GTR) fare. Since you don't have a Government Travel Card (GTC), the only way you will be able to obtain these fares is through our official travel office, Carlson Wagonlit Travel (CWT). **In most situations, you are required to obtain** airline tickets through CWT. Otherwise, you're at risk of not being reimbursed for your airline fares. By booking your flight through CWT, the cost of the ticket is billed against our Centrally Billed Account (CBA). These GTR fares have no restrictions on changing the itinerary or canceling the tickets. In summary:

- Book electronic tickets through CWT. Tell them you're traveling for the Air Force SAB and funded by the Pentagon and need to travel to ... for a meeting.
- Fly on the contract carrier. You can make your reservation months in advance. CWT should issue your electronic ticket NLT 4 calendar days prior to travel.

Carlson Wagonlit Travel - Washington, DC

Reservations/Changes Toll-Free (Mon-Fri 0800-1630) (855) 654-7124 or (800) 756-6111
Emergency Service (outside normal duty hours) (800) 383-6732

Submit a travel voucher within 5 working days of the completion of each trip (use DD1351-2 for regular travel and SF1164 for local travel expenses). The voucher, travel authorization, airline invoice, itemized lodging receipt and receipts for any claimed expense of \$75.00 or more should be FAXED to our office at 571-256-3012. Your meals are reimbursed on a per diem basis (typically \$50 – 70/day) and don't need to be claimed as a separate item. Your travel reimbursement will be sent electronically to your bank account. We will arrange ground transportation for the meetings. Any rental cars will be at your expense unless previously approved by the SAB Secretariat.

SAF/AQB
1060 AF Pentagon, Rm 5E815
Washington, DC 20330-1060