



United States Department of the Interior
Office of the Secretary



Interior Business Center eTravel – From Reservations to Reimbursement

End-to-end eTravel Services and Solutions

The Interior Business Center has supported eTravel initiatives for over 20 years, guiding federal customers in automating and consolidating travel processes. Choosing the IBC for eTravel provides your agency with:

- ◆ Extensive experience with electronic travel conversions
- ◆ Efficient processing of eTravel vouchers
- ◆ Capability to Support both GSA approved systems:
 - ➔ Carlson Wagonlit (E2 Solutions)
 - ➔ Concur Government Edition (CGE)

OUR MISSION

We provide high quality, efficient and transparent shared service solutions that enable our customers to focus on their core mission.

eTravel System Services

- ◆ Migration Planning
- ◆ Relationship/coordination with GSA, customer agencies, and eTravel vendor(s)
- ◆ eTravel vendor acquisition and task order management
- ◆ Configuration and implementation of eTravel system for authorization and vouchering
- ◆ User profile creation/setup
- ◆ Building approval routing chains
- ◆ Constructing organizational hierarchies
- ◆ Financial system integration
- ◆ Change management and business process re-engineering
- ◆ Data analytics of travel expenditures
- ◆ Travel system, role-specific training
- ◆ 3-Tier customer service Help Desk
- ◆ System administration and life-cycle management

Accounting Operations Services

- ◆ Travel voucher examination and payment preparation (CONUS and Foreign)
- ◆ Advance payments
- ◆ Travel voucher pre- or post- audit statistical sampling

Permanent Change of Station Services

- ◆ Traveler counseling/relocation coordination
- ◆ Preparation of relocation handbooks
- ◆ Household goods coordination
- ◆ Travel authorization preparation
- ◆ Government Bill of Lading payments
- ◆ Taxable income calculations
- ◆ Withholding tax allowance
- ◆ Taxable withholding processing
- ◆ Relocation income tax allowance calculations

YOUR CHOICE

IBC customers have the option of selecting from an array of finance-related services.

eTravel Services

For more information, contact **Doug Pokorney** at **303-969-5050** or email doug_b_pokorney@ibc.doi.gov

**U.S. Department of the Interior
Interior Business Center
Financial Management Services**

Contact us at IBC_FMOutreach@ibc.doi.gov or visit www.doi.gov/ibc/services/finance/index.cfm

**Your Focus: Your Mission
Our Focus: You**