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NATIONAL AERONAUTICS AND SPACE ADMINISTRATION

DRYDEN FLIGHT RESEARCH CENTER

NASA Gainsharing Travel Savings Program
Office of the Chief Financial Officer

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Gainsharing Travel Savings Program

Background:

- The Government Employees Incentive Awards Act, 5U.S.C., paragraph 4501-4507, authorizes an agency to pay a cash award for “efficiency” or “economy”. DFRC will begin a program which rewards employees who save the Center money while on official travel. Generally, the savings will come from use of less expensive lodging and use of frequent flyer benefits to purchase airline tickets for official travel. Employee participation in this program is optional. All employees and managers can participate with the exception of Senior Executive Service or equivalent members, 5 CFR section 451.105, Award Restrictions
- The total amount of savings per trip must be a minimum of \$50
- Travel covered by the Gainsharing Travel Savings Program includes:
 - a) All domestic TDY
 - b) The first 30 days of extended TDY
- Travel funded through reimbursable agreements with organizations outside NASA will not be covered under this program.

Gainsharing Travel Savings Program

Gainsharing Travel Costs:

- Lodging:
 - Savings resulting from shared accommodations qualify for the travel savings award.
 - Finding less expensive accommodations qualify, however if additional costs are incurred to obtain less expensive lodging that amount will be deducted from the award amount.
 - Employees are required to stay at a hotel which meets the requirements of the Hotel and Motel Fire Safety Act of 1990
 - Employees who stay with friends or family, while on official travel and avoid lodging expenses will receive credit for one-half of the lodging rate for the locality toward the travel savings cash award.
 - Employees who stay in a hotel that has a rate that is less than the lodging rate for the locality will receive half of the difference toward the travel savings cash award.

Gainsharing Travel Savings Program

Gainsharing Travel Costs:

- Airfare:
 - Generally, travelers will realize their travel savings on airfare. The cost of airfare can be reduced by using frequent flyer benefits earned from previous flights. The savings will be measured against the contract rate in effect at the time of the flight.
 - Travelers are required to use Government contract city/pair fares unless one of the exceptions outlined in the FTR 301-10.107 applies.
 - This exception allows travelers to use non-contract carriers if the trip cost is lower, however the savings must result in a 20 percent lower fare than the least expensive Government contract city-pair fare.
 - The travel approving official must authorize the use of non-contract carriers in advance by using an annotation in the Travel Authorization. The approver and the traveler must be reasonably sure that the travel will occur to avoid costly penalties.
 - Any costs incurred when there is a change to a **restricted, non-refundable** ticket because of personal preferences of the traveler will be the responsibility of the traveler.
 - If changes are made for the convenience of the Government or were necessitated by circumstances of an emergency nature affecting the traveler then NASA will fund the additional cost.
 - The reasons for any changes must be documented and included in the comments section of the travel authorization in the Travel Manager system.

Gainsharing Travel Savings Program

Responsibilities:

- Traveler:
 - Must annotate on the Travel Questionnaire that they are willing to participate in the Gainsharing Travel Savings Program and understand that they will be using a non-contract/restricted fare
 - Must obtain the supervisors approval
 - Understand that they may be responsible for cancellation fees or change fees.
 - If the travel resulting in gainsharing savings is not funded by the employee's organization, then he should provide the funding organization with a copy of the Travel Savings Form for their information

Gainsharing Travel Savings Program

Responsibilities:

- Traveler's Supervisor:
 - Must know or reasonably anticipate, based on the planned trip, that the ticket will be used to avoid costly penalties.
 - Must provide approval on the travelers Travel Questionnaire prior to it being submitted to the DCTO.
 - Must be aware of what constitutes a mission requirement that would require a change or cancellation of the trip and that the funding organization will be responsible for any fees that may incur.
 - Reviews and approves the employee's Gainsharing Travel Savings Form.
 - Signs and forwards the awards form to the approving official. (CFO).

Gainsharing Travel Savings Program

Responsibilities:

- DCTO:
 - Prepares travel authorization to route through appropriate stops
 - After travel authorization is approved, coordinates with the CI Travel agent to find appropriate airfare that provides a savings of 20% or more compared to the contract fare
 - Prepares and retains the gainsharing worksheets for each travel performed in the gainsharing program that meet the minimum \$50 and/or 20% savings.
 - Once annually, prepares the gainsharing documents and award form to be routed through the supervisor and to the CFO for approval.
 - Retains a copy of the approved award form in the travelers file.

Gainsharing Travel Savings Program

Responsibilities:

- CI Travel:
 - Researches and books transportation either at the government rate or a restricted/non-refundable ticket.
 - Works with DCTO and/or Traveler to ensure the times and dates are acceptable.
 - Provides DCTO with the information regarding the gainsharing transportation amount.

Gainsharing Travel Savings Program

Responsibilities:

- Approving Official (CFO):
 - Reviews the Gainsharing award form for compliance
 - Forwards award form to HR for processing
 - Forwards a copy to the CBO office for information purposes

Gainsharing Travel Savings Program

Responsibilities:

- Award Processing (HR):
 - Receives the Gainsharing award form
 - Reviews the award form for compliance
 - Processes the award

Gainsharing Travel Savings Program

Pros and Cons:

DCTO to process Gainsharing paper work:

Pros:

Proficiency and knowledge regarding the rules and regulations governing the Gainsharing Travel Savings Program.

Easily coordinated with the CI Travel Agent

No change to the customer (traveler/supervisor) in having to fill out any additional forms

Cons:

Traveler has to rely on the DCTO to accurately record their gainsharing awards.

Examples

- We feel that most of the savings will come from those who do not fly out of the Los Angeles area airports.

Example 1

- TDY Trip to Huntsville Alabama. Employee lives in Tehachapi and is authorized to fly out of Bakersfield.

\$44.00 a night on lodging – saving of \$21.00 a night from the allowable lodging rate of \$66.00

\$709.00 cost of airline ticket when using the CI Travel's Trip Manager

\$385.60 cost of non-contract/non-refundable ticket from CI Travel.

Total Savings: \$408.00 for the trip.

Examples

Example 2

- TDY Trip to Huntsville Alabama. Employee lives in Victorville and is authorized to fly out of Ontario.

\$728.70 cost of the ticket when using CI Travel's Trip Manager

\$554.20 cost of a non-contract/non-refundable ticket through CI Travel

Total savings : \$174.50 for the trip

Examples

Note to examples

- Travelers who are eligible to fly out of Bakersfield or Ontario but who generally fly out of LAX as a personal preference may not use the airfare rates from Bakersfield or Ontario to compute a savings for their flight out of LAX.
- Switching back and forth out of personal preference constitutes only a “cost avoidance” rather than a generated savings to the Center.