

## **POSITION: TRAVEL CLERK**

### **BASIC FUNCTION OF POSITION**

In accordance with USG travel policies and regulations, arranges all official domestic and international travel for U.S. government employees and their dependents, including airfare, lodging, rental vehicles and other transportation needs as required. Prepares official travel documents, provides estimated travel costs, negotiates rates with vendors, initiates travel authorizations, serves as Travel Pool approver in E2 travel system, issues in-country travel diplomatic notes to obtain travel permissions from host Government's Ministry of Foreign Affairs.

### **MAJOR DUTIES AND RESPONSIBILITIES**

Under the direct supervision of the Supervisory Travel Assistant, arranges all official domestic and international travel for U.S. government employees and their dependents, including airfare, lodging, rental vehicles and other transportation needs as required. Ensures that all travel arrangements are made in accordance with USG travel policy, considering overall cost, direct routes, American-flagged carriers, published General Service Administration (GSA) city-pair contracted rates, per diem rates, and other factors. Advises all mission personnel on local and third-country visa requirements for official travel and other entry or departure formalities with the Ministry of Foreign Affairs and foreign missions. Prepares reservations for air travel, hotel and lodging, rental vehicles, commercial bus, and ferry/boat travel, as needed. Coordinates with regional Travel Management Center (American Express Bangkok) to arrange international travel. Coordinates with local Travel Management Center (Orchestra Travel), local travel agencies, and local ticketing agencies for domestic and regional travel. Prepares official correspondence and travel related reports. Performs clerical duties including typing documentation, filing and record keeping. Serves as back-up Expeditor, as needed. (40%)

Advises mission personnel of their travel entitlements, including permanent change of station (PCS) travel, rest and recuperation travel, home leave travel, cost constructed and/or indirect travel, medical evacuations, educational travel, invitational travel, emergency visitation leave, and other official travel situations as needed. Maintains a strong working knowledge of all applicable USG travel policies and regulations. Advises mission personnel on U.S. law, regulations and post-specific policies governing official travel. Coordinates with post's Medical Unit to make travel arrangements for medical evacuations. Together with Admin Assistant (Visitor Support), coordinates with mission control officers and other mission offices (e.g. Regional Security Office, Defense Attaché Office, Political/Economic Office, Protocol, Information Resource Management, Motorpool, Procurement, Property & Inventory, etc.) to support VIP visitors and official delegations. (20%)

Maintains working level contacts with airline offices, ticketing and travel agencies, rental vehicle agencies, airport authorities, railroads, steamship lines, and Myanmar Customs & Immigration in order to facilitate travel reservations and tickets on short notice. Maintains close contact with sales representatives at local hotels, negotiates for discounted room rates within USG per diem. Semi-annually updates a listing of preferred hotels and negotiated hotel rates for use by all official travelers to Rangoon, and for submission to eAllowances. (20%)

Verifies invoices from local vendors (airlines, ticketing agents, hotels, rental vehicle companies, etc.) and submits to Financial Management Office and/or Procurement Office for processing. Communicates with vendors on status of payment, collection and settlement. (10%)

Provides guidance to local Travel Management Center ensuring all U.S. Government regulations are adhered to in making reservations and other travel arrangements. Other duties, as assigned. (10%)