Travel Training Registration Form

GSA Federal Acquisition Service
Professional Development and Training Section

INSTRUCTIONS: Complete this registration form and return via:

E-Mail to: travel.training@gsa.gov

Mail or Fax to:
Registrar
General Services Administration
Travel Training Branch
2200 Crystal Drive, Suite 300
Arlington, VA 22202
Phone: (703) 605-0555
Fax: (703) 605-2188

THIS SECTION FOR OFFICE USE ONLY

Date:
Authorization:
Reference:
TB#:
Made by:

Cancellation Policy for Classroom Courses:

For Cancellations less than **15 Business Days**, a fee will be charged accordingly: courses costing over $1,000, a fee of $500 will be assessed; courses costing over $900, a fee of $450 will be assessed, a course costing over $700, a fee of $350 will be assessed; and courses costing over $300, a fee of $180 will be assessed.

The GSA Professional Development and Training Section reserves the right to cancel any session without sufficient enrollment. We strongly suggest that you do not make nonrefundable airline reservations without a course confirmation letter.

Cancellation Policy for Online Courses:

There are no refunds once this registration form has been processed and payment received.

Visit us on the web at:
http://www.gsa.gov/traveltraining

Student's Name	Position Title and Grade Level	
Telephone Number	Fax Number	
E-Mail Address ☐ Check this box if you wish to receive GSA Travel Training Promotional Tools and Information.	Organization's Name/Address	
City	State	Zip Code
Cardholder's Name	Credit Card Number	Expiration Date
Telephone Number	Fax Number	

Cardholder acknowledges receipt of goods and/or services in the amount the Total shown hereon and agrees to perform the obligations set forth in the Cardholder's agreement with the issuer.

Description				
Course/Session Code	Location*	Dates*	Price	Total Amount
* Not required for web-based online training			**TOTAL**	