

Attachment for HCO New Hire Conditional Offer Letter

Traveling on Official Government Business

Internal Revenue Service uses an eTravel system for all official travel needs. You will receive information about this system during your orientation. Prior to orientation, here is the information you will need for your travel needs:

Traveling to Orientation

What arrangements do I need to make to travel to orientation?

Your IRS Hiring office will contact you to provide detailed information on travel arrangements and classroom training. You should not make travel reservations without the assistance of the IRS business unit hiring office personnel. If you have not been contacted three weeks prior to your Reporting Date, please contact the Employee Resource Center (ERC) at 1-866-743-5748 (TTY: 1-866-924-5378).

How do I pay for my travel expenses?

Your initial travel arrangements will be made for you. However, for your hotel stay and future government travel, you will be required to use a Government Travel Charge Card.

How do I apply for a government travel charge card?

Approximately 3 weeks prior to your orientation, a Credit Card Services representative will contact you via e-mail to provide specific information about the prerequisite training and completion of your application for a Government Travel Charge Card. You must submit an application for a Government Travel Charge Card and complete pre-requisite training at least two weeks before your reporting date. Upon approval of your application, Credit Card Services will issue your Government Travel Charge Card to you on the first day of orientation.

Once you have received your government travel charge card, you should use the card for all official travel. All official government travel expenses will be reimbursed.

What if I have special needs?

If traveling with special needs, your business unit hiring office will be able to assist you to ensure your prompt arrival to the orientation training site.

Who should I contact if I have questions?

If you have any questions related to the pre-requisite training and/or government travel charge card application, please contact the IRS Employee Resource Center at erc@irs.gov or 1-866-743-5748, Option 1.