



Title: VI, Systems Access Manual

Chapter: 6, Travel and Transportation, Section 2, Personal Computer Travel System (PC-TRVL)

Bulletin: PCTRVL 04-2, Version 1.08F, New Relocation Services Companies

Date: July 27, 2004

To: TRVL Users

This bulletin announces the availability of Version 1.08F of the Travel System Data Entry Procedures for Personal Computer (PC-TRVL) software. This new software accommodates the use of the new relocation services company codes and is available through the National Finance Center's (NFC) home page on the internet (www.nfc.usda.gov).

The General Services Administration (GSA) awarded contracts to Capital Relocation Services (JK Moving and Storage, Inc.) and SIRVA Relocation LLC to provide relocation services to federal employees. The Capital Relocation Services contract was effective October 24, 2003. The SIRVA Relocation LLC contract was effective April 30, 2004.

To accommodate this, code **J** will be used to identify Capital Relocation Services (JK Moving and Storage, Inc.) and code **S** will be used to identify SIRVA Relocation LLC. A complete list of codes for relocation services companies is shown below.

Code	Company Name
A	Reserved for future use (formerly Associates Relocation Management Co., Inc.)
E	Cendant Mobility Services, formerly known as Homequity, Inc.
P	Prudential Relocation
C	Corporate Relocation Services
R	RE/MAX Affiliates-Relocation Services
J	Capital Relocation Services (JK Moving and Storage, Inc.)
S	SIRVA Relocation LLC

Downloading PC-TRVL Software

To download the new PC-TRVL software, follow the instructions below:

1. Go to NFC's home page at <http://www.nfc.usda.gov>.

2. Click the NFC Download Center icon at the top of the page.
3. Click [**here**] under General Access Files to review special instructions on use of PC-applications.
4. Click [**Return to the Download Center**] and complete the steps provided for downloading the software.

The PC-TRVL procedure is available online at the NFC Web site. To view and/or print this procedure, go to the NFC home page (www.nfc.usda.gov) and click the **Pubs & Forms** icon. At the Pubs & Forms page left-hand menu, click List by Title/Chapter, or List by System Acronym then search for PC-TRVL on the list provided.

Please refer questions about the Travel System (TRVL) to Travel and Transportation Section personnel at **504-255-4878** or via email at trvl@usda.gov. Refer questions about PC-TRVL processing or the distribution of this bulletin to the Customer Liaison and Training Branch at **504-426-5471** or via email at nfc.pvct@usda.gov.



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