COURSE SYLLABUS

AI for Federal Travel and Charge Card Management Course (Self-Paced)

Learn to apply AI tools to streamline travel voucher review, strengthen charge card oversight, and ensure FTR compliance while safeguarding sensitive traveler data.

> Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/courses/ai-for-federal-travel-and-charge-card-management-course-self-paced



support@graduateschool.edu •
(888) 744-4723

Course Outline

Module 1: AI Fundamentals for Travel and Charge Card Professionals

- How AI language models work and their application to travel and charge card management
- Responsible AI use with traveler data, transaction records, and PII
- Protecting sensitive travel information, credit card data, and personal financial details
- Recognizing AI hallucinations in travel regulation and charge card compliance contexts

Module 2: AI for Travel Voucher Review and Compliance

- Using AI to analyze travel authorizations and vouchers for FTR compliance
- Per diem rate verification and locality pay adjustment analysis with AI tools
- AI-assisted review of allowable expenses, receipts, and reimbursement calculations
- Researching Federal Travel Regulation updates and GSA Bulletin guidance with AI support

Module 3: AI for Charge Card Oversight and Monitoring

- Applying AI to Government Travel Card transaction analysis and anomaly detection
- Using AI for Purchase Card spend analysis and misuse identification
- Delinquency trend analysis and management reporting with AI tools
- OMB Circular A-123 Appendix B compliance monitoring with AI assistance

Module 4: Hands-On Workshop

- Participants apply AI tools to realistic travel voucher and charge card scenarios
- Practice prompt engineering for travel compliance and charge card oversight queries
- Cross-check AI outputs against FTR, GSA rates, and agency travel policies
- Group exercise: Using AI to build a quarterly charge card program review briefing