COURSE SYLLABUS

AI for Federal Travel and Charge Card Management Course

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



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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