



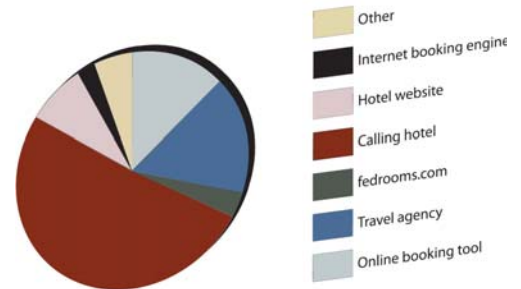
The FedRooms Check-in

Traveler Volume 2, issue 2
Spring 2007

Hotel Booking Habit Survey Results

Travelers' stated agency policies don't always match actual booking methods

Travelers ranked their top motivation for choosing a booking method as agency compliance, followed by convenience, speed, and ease of use. In fact, Of the 1,868 federal travelers who responded to a survey about hotel booking habits, 74% stated that they always book within agency policy, and an additional 21% book within policy most of the time.



When asked to define agency policy, 24% of travelers stated that they are required to book through a designated travel agency, while 23% are required to book through a designated online booking tool. Another 19% of travelers are unsure of their agency's policy, and 34% stated that they were required to book through "other" channels.

Yet 47% of respondents stated that they call the hotel directly when making a reservation. 16% responded that they book through a designated travel agency, 13% book directly at the hotel's website, and only 12% book through a designated self-booking tool.

FedRooms has made compliance to federal policy easier. No matter how travelers are required to book, FedRooms ensures rates that are at or below government per diem, and meet all Federal Travel Regulation criteria. The FedRooms Rate is available through all booking channels—travelers just need to look for it or ask for it by name.

Simplify airport travel with 3-1-1

Confused by carry-on rules for airline travel? You're not alone! Make your next trip through airport security smoother by remembering one simple formula: 3-1-1.

What is 3-1-1? When packing liquids in your carry-on, bottles must be **3** ounces or less, and must fit in a **1**-quart-sized, clear, plastic, zip-top bag. Travelers are allowed to bring **1** bag, which must be placed in the screening bin.

Be Prepared

- **Avoid unnecessary delays.** Consolidate bottles into one zip-top bag *before* arriving at the airport.
- **3-1-1 is for short trips.** Whenever possible, pack your liquids in checked luggage.
- **Declare larger liquids.** Prescription medications, baby formula and milk (when traveling with an infant or toddler) are allowed in quantities exceeding three ounces and are not required to be in the zip-top bag. Declare these items for inspection at the checkpoint.
- **Come early and be patient.** Increased travel volumes and the enhanced security processes can mean longer lines at security checkpoints.

Source: TSA.gov



Newsletter sponsored by...

Help Desk

Hours: M-F, 8:00-4:30 CST

Contact:

1-800-226-1741

hotels@fedrooms.com

More chances to learn the basics about FedRooms!

Attend one of the upcoming FedRooms 101 training sessions. Sessions will be held via webinar on Tuesday, May 22 at 1:00 pm central time, and Thursday, June 21 at 3:00 pm central time. Visit the [FedRooms 101](#) link on the traveler page at fedrooms.com for additional information.

Congratulations Survey Respondents!

Congratulations to the following people who responded to the survey listed in our last issue and won a Howard Miller travel alarm clock!

- Rick, DOT
- John, USDA
- Nancy, DOJ
- Sylvia, USDA
- Douglas, DHS
- Sherry, USDA
- Matthew, VA
- Kathryn, Treasury
- Tammy, VA
- Marco, DOD
- Cecelia, DOT
- Bonnie, VA
- Harvey, DOL
- Janice, DOI
- Clay, DOD

Watch for more surveys and prize opportunities in future issues of the FedRooms Check-in!

Quote of the quarter

"I love this website! Getting rooms in DC that are BELOW the federal per diem rate??? Unheard of!"

-Federal traveler, via fedrooms.com [website usability survey](#)

The FedRooms Check-in, continued

Hotel Spotlight



Dream well at Microtel

Microtel has always taken pride in offering guests comfortable, clean accommodation at an affordable price. That's why Microtel just upgraded the bedding in all of their hotels to provide you with the best night's sleep possible.

Look for these features for the utmost in comfort and relaxation on your next stay:

- A plush pillow-top or thick mattress topper on every bed
- A cozy down-like comforter wrapped between two crisp, white sheets
- Upgraded higher-count thread linens and extra pillows
- A bed scarf and bed skirt for a home-like feel.

Plus, every guestroom in every Microtel hotel within the continental U.S. is offering free wireless high speed internet access, free long distance calls, and free local calls.



Staying connected to the kids while on the road

Frequent travelers often feel disconnected from important events in their children's lives when traveling for work. Whether the events in question are large or small, they can be difficult for both parent and child to deal with.

Following are some tips to help parents keep connected to children while traveling:

- Take advantage of current technology like Webcams, cell phones, e-mail and instant and text messaging. Whether sending a quick message to say "I miss you" or setting aside some time in the evening to talk about the day's activities, today's technology can help bridge the miles.
- Tell children a bedtime story about the upcoming trip and show them pictures of the place to be visited. Greater visualization of where the parent will be traveling to can help ease children's concerns.
- Read bedtime stories over the phone.
- Let children pack their own personal reminders (such as a special photo or piece of artwork) in the parent's suitcase.
- Record messages (video or audio) for loved ones to be played when away.
- Don't make promises to children that cannot be kept. If stating one will return from traveling in time to attend a school play or another event, keep the promise.
- Make the most of the time spent together when home.

Sources: USA TODAY, BlueSuitMom.com

FedRooms Fast Facts

- There are currently 4,500 hotels in the FedRooms program, spanning cities around the world.
- The FedRooms program was built for federal government and military employees traveling on official business. Approximately 60% of participating properties also extend the rate for government contractors, state government employees, and small groups and meetings (up to 25 people).
- FedRooms is the official government-wide lodging program contracted through the U.S. General Services Administration.

FedRooms FAQs

- Q: Why can't I enter my travel dates on fedrooms.com at the beginning of my hotel search, like on Orbitz or Travelocity?
- A: Websites like Orbitz and Travelocity have access to a database called the GDS (Global Distribution System), which conducts searches based on calendar availability. In most cases, when a reservation is booked through these sites, hotels pay a fee to the GDS provider. FedRooms.com was designed to bypass the GDS (avoiding added fees) and link directly to the hotel's inventory, allowing hotels to offer their most competitive rates.
- Q: I can't find any hotels listed in the city I visit frequently. Will there be more hotels added to that city?
- A: FedRooms is continually adding hotels to the program to ensure coverage for federal travelers. If there is a specific city you would like to see hotels added to, or a specific hotel you would like to see added, click the "nominate a hotel" link on fedrooms.com and send us the requested information.



U.S. General Services Administration