

## Federal Travel Regulation

## § 300-80.3

(c) A consolidated response which covers all components of your agency.

### Subpart B—Requirement to Report use of First-Class Transportation Accommodations

#### § 300-70.100 Who must report use of first-class transportation accommodations?

An agency as defined in § 301-1.1 of this subtitle.

#### § 300-70.101 What information must we report?

All instances in which you authorized/approved the use of first-class transportation accommodations. This report has been assigned Interagency Report Control No. 0411-GSA-AN.

#### § 300-70.102 How often must we report the required information?

Once every year.

#### § 300-70.103 When will GSA request this information?

Generally, GSA will notify agencies during the summer months that this information is required and will indicate the date reports are due.

#### § 300-70.104 Are there any exceptions to the reporting requirement?

Yes. You are not required to report data that is protected from public disclosure by statute or Executive Order. However, you are required to submit, in your cover letter to GSA, the following aggregate information unless that information is also protected from public disclosure:

(a) Aggregate number of authorized first-class trips that are protected from disclosure;

(b) Total of actual first-class fares paid; and

(c) Total of coach-class fares that would have been paid for the same travel.

### Subpart C [Reserved]

## PART 300-80—TRAVEL AND RELOCATION EXPENSES TEST PROGRAMS

Sec.

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AUTHORITY: 5 U.S.C. 5707, 5710, 5738, and 5739.

SOURCE: FTR Amdt. 83, 64 FR 28881, May 27, 1999, unless otherwise noted.

#### § 300-80.1 What is a travel and relocation expenses test program?

It is a program to permit agencies to test new and innovative methods of reimbursing travel and relocation expenses without seeking a waiver of current rules or authorizing legislation.

#### § 300-80.2 Who may authorize such test programs?

The Administrator of General Services may authorize an agency to conduct such tests when the Administrator determines such tests to be in the interest of the Government.

#### § 300-80.3 What must be done to apply for test program authority?

The head of the agency or designee must design the test program to enhance cost savings or other efficiencies to the Government and submit in writing to the Administrator of General Services (Attention: MTT), 1800 F Street, NW, Washington, DC 20405:

(a) An explanation of the test program;