

SUBCHAPTER B—AGENCY REQUIREMENTS

PART 300-70—AGENCY REPORTING REQUIREMENTS

Subpart A—Requirement to Report Agency Payments for Employee Travel and Relocation

Sec.

300-70.1 What are the requirements for reporting payments for employee travel and relocation?

300-70.2 What information must we report?

300-70.3 How long will we have to respond to the travel survey?

300-70.4 How do we respond to the travel survey if we have major suborganizations?

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

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

300-70.101 What information must we report?

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

300-70.103 When will GSA request this information?

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

Subpart C [Reserved]

AUTHORITY: 5 U.S.C. 5707; 5 U.S.C. 5738; 5 U.S.C. 5741-5742; 20 U.S.C. 905(a); 31 U.S.C. 1353; 40 U.S.C. 486(c); 49 U.S.C. 40118; E.O. 11609, 3 CFR, 1971-1975 Comp., p. 586.

SOURCE: FTR Amdt. 70, 63 FR 15953, Apr. 1, 1998, unless otherwise noted.

Subpart A—Requirement to Report Agency Payments for Employee Travel and Relocation

§300-70.1 What are the requirements for reporting payments for employee travel and relocation?

Agencies (as defined in §301-1.1) that spent more than \$5 million on travel and transportation payments, including relocation, during the fiscal year immediately preceding the survey year must report this information. Every two years GSA will distribute the Federal Agencies Travel Survey which is assigned Interagency Control No. 0362-

GSA-AN. Copies of the survey may be obtained from the Director, Travel and Transportation Management Policy Division (MTT), Office of Governmentwide Policy, General Services Administration, Washington, DC 20405.

§300-70.2 What information must we report?

For the fiscal year reporting period you must report the following information:

(a) Estimated total agency payments for travel and transportation of people;

(b) Average costs and duration of trips;

(c) Amount of official travel by purpose(s);

(d) Estimated total agency payments for employee relocation;

(e) The estimated cost of administering your agency's processing of travel authorizations and travel vouchers; and

(f) Any other specific information GSA may require for the reporting period.

[FTR Amdt. 70, 63 FR 15953, Apr. 1, 1998, as amended by FTR Amdt. 98, 67 FR 58196, Nov. 20, 2001]

§300-70.3 How long will we have to respond to the travel survey?

The survey will specify the due date. The head of your agency must appoint a designee at the headquarters level responsible for ensuring that the survey is completed and returned to GSA by the due date. Upon receiving a survey, you must submit the designee's name, address, and telephone number to the Director, Travel and Transportation Management Policy Division (MTT), Office of Governmentwide Policy, General Services Administration, Washington, DC 20405.

§300-70.4 How do we respond to the travel survey if we have major suborganizations?

If you have major suborganizations, you must submit responses as follows:

(a) A separate response from each suborganization which spent more than \$5 million for travel and relocation