

## Federal Travel Regulation

§ 300-80.3

during the fiscal year immediately preceding the survey year;

(b) A consolidated response covering all your suborganizations which did not spend more than \$5 million for travel and relocation during the fiscal year immediately preceding the survey year; and

(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:

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- (a) An explanation of the test program;
- (b) If applicable, the specific provisions of the FTR from which the agency is deviating (travel and/or relocation);
- (c) An analysis of the expected costs and benefits; and
- (d) A set of criteria for evaluating the effectiveness of the program.

**§ 300-80.4 How many test programs may be authorized by GSA throughout the government?**

No more than 10 travel expense test programs and 10 relocation expense test programs may be conducted at the same time.

**§ 300-80.5 What factors will GSA consider in approving a request for a travel or relocation expenses test program?**

The following factors will be considered:

- (a) Potential savings to the Government.
- (b) Application of results to other agencies.
- (c) Feasibility of successful implementation.
- (d) Number of tests, if any, already authorized to the same activity.
- (e) Whether the request meets the requirements of § 300-80.3.
- (f) Other agency requests under consideration at the time of submission.
- (g) Uniqueness of proposed test.

**§ 300-80.6 May the same agency be authorized to test travel and relocation expenses programs at the same time?**

Yes, if authorized, both test programs may be conducted by the same agency at the same time.

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**§ 300-80.7 What limits are there to test programs?**

None. When authorized by the Administrator of General Services, the agency may pay any necessary travel or relocation expenses in lieu of payments authorized or required under chapters 301 and 302 of this title.

**§ 300-80.8 What is the maximum duration of test programs?**

The test program may not exceed 24 months from the date the test is authorized to begin.

**§ 300-80.9 What reports are required for a test program?**

Two reports are required:

- (a) The Administrator of General Services must submit a copy of an approved test program to Congress at least 30 days before the effective date of the authorized test program.
- (b) The agency authorized to conduct the test program must submit a report on the results of the test program to the Administrator of General Services (Attention: MTT), 1800 F Street, NW, Washington, DC 20405, and to Congress within 3 months after completion of the program.

**§ 300-80.10 When does the authority of GSA to authorize test programs expire?**

The authority to conduct test programs expires on October 20, 2005.