

## 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 during the fiscal year immediately preceding the survey year;

**§ 300-70.100**

(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]**

**41 CFR Ch. 300 (7-1-06 Edition)**

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

Sec.

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

300-80.2 Who may authorize such test programs?

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

300-80.4 How many test programs may be authorized by GSA throughout the Government?

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

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

300-80.7 What limits are there to test programs?

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

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

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

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;