

May 13, 2014

FEDERAL TRAVEL REGULATION  
GSA Bulletin FTR 14-08

TO: Heads of Federal Agencies

SUBJECT: Designation of Agency Senior Travel Officials

1. What is the purpose of this bulletin? This bulletin provides guidance to agencies for implementing Executive Order (EO) 13589, "Promoting Efficient Spending," section 3(b).
2. What is the background of this bulletin? Agencies carrying out their various missions must do so in a fiscally responsible manner to protect the interests of taxpayers. The President issued EO 13589 on November 9, 2011, to achieve this goal by charging agencies with aggressively cutting waste and promoting efficient and effective spending in administrative areas that are necessary to conducting official business. In Section 3, the EO identified travel as one area of opportunity for cost savings, and provided that each agency, agency component, and office of inspector general designate a senior-level official to set policies and controls to ensure efficient travel and conference spending.
3. What should agencies do as a result of this bulletin? Agencies are strongly encouraged to notify the General Services Administration's Office of Government-wide Policy, the name and contact information of the employee selected to be responsible on an agency-wide basis for carrying out the directives in Section 3 of the EO, so s/he can be included in future meetings of agency travel officials. This person may be referred to as the Senior Travel Official (STO). Agencies can send an e-mail with the information, with the subject line noting "Senior Travel Official," to the attention of the Director of Travel and Relocation Policy at [travelpolicy@gsa.gov](mailto:travelpolicy@gsa.gov).
4. What major responsibilities should the agency expect the Senior Travel Official (STO) to perform?

While the following list is not meant to be exhaustive, agencies should consider including these major responsibilities as part of the agency-wide STO position, in addition to the directives in Section 3(a) of the EO:

- (a) Provides authoritative interpretation of Federal Travel Regulation (FTR) as it applies to the agency. Develops agency-wide travel management policies and programs tightly aligned with the FTR.

(b) In proper coordination with applicable agency personnel including contracting officials, works to set performance measures, monitor and evaluate vendor performance for travel programs and services, and align vendor performance to achieve agency-wide goals. Researches best practices and recommends actions to improve the efficiency, effectiveness, and user satisfaction of travel services and programs.

(c) In proper coordination with applicable agency personnel, including contracting officials, works to direct and manage agency-wide travel programs, including E-Gov Travel Services, the Travel Solutions Schedule, air, lodging, rental cars, and other travel-related programs, to obtain economy and efficiency. Have technical skills in negotiating target results, milestones, and project and financial plans. Oversees the development of travel program requirements, based upon market research, customer agency needs, and commercial and Government best practices. Oversees conference-related travel, and in conjunction with applicable agency personnel, including CIO offices, works with any related systems that assist in the monitoring and evaluation of such travel.

(d) Conducts analyses and briefs other senior level agency executives on travel management performance, trends, and issues. In coordination with applicable agency personnel, including financial officials, works to integrate financial management operations and policies with those of the agency travel office. Serves as liaison to the General Services Administration on travel programs, policy, regulations, resources, and information concerning travel management.

(e) As necessary and/or assigned, participates in projects, special analyses, and studies with key stakeholders, including the Office of Management and Budget, General Accountability Office, Congress, and other public and private sector individuals, organizations, or agencies on matters related to travel management.

5. What actions will take place after agencies submit the information? No later than 90 days from issuance of this bulletin, the GSA Travel Policy and Program Offices will implement quarterly meetings of STOs.

6. Whom should I call for further information? For clarification of content of this bulletin, please contact Ms. Jill Denning, Office of Government-wide Policy, Office of Asset and Transportation Management (MA), at (202) 208-7642 or via e-mail at [travelpolicy@gsa.gov](mailto:travelpolicy@gsa.gov).

By delegation of the Administrator of General Services,

A handwritten signature in black ink, appearing to read "Anne E. Rung". The signature is fluid and cursive, with the first name "Anne" being the most prominent.

Anne E. Rung  
Associate Administrator  
Office of Government-wide Policy

