

Federal Travel Regulation
GSA Bulletin FTR 18-02

TO: Heads of Federal Agencies

SUBJECT: Requirement to Report Agency Travel, Transportation, and Relocation
Data and Costs

1. What is the purpose of this bulletin? This bulletin provides guidance to agencies for the required reporting of agency costs and data for travel, transportation, and relocation in accordance with the updated provisions of 5 U.S.C. 5707(c). This bulletin is directed to the head of each agency regardless of whether that agency spent more than \$5 million on travel and transportation payments, including relocation, during the fiscal year immediately preceding the survey year.

2. What is the effective date of this bulletin? This bulletin is effective as of the date of publication.

3. When does this bulletin expire? This bulletin will remain in effect until explicitly cancelled or superseded.

4. Does this bulletin supersede any other bulletin? This bulletin supersedes Federal Travel Regulation (FTR) Bulletin 15-04, "Requirement to Report Agency Payments for Relocation," dated May 1, 2015; and FTR Bulletin 16-04, "Requirement to Report Agency Payments for Relocation," dated May 26, 2016.

5. What is the background of this bulletin? On May 16, 2017, the Modernizing Government Travel Act (Pub. L. 115-34) was enacted. Among other things, this Act amended 5 U.S.C. 5707(c) to remove the \$5 million or more spend threshold for agency reporting of travel, transportation, and relocation data; set forth explicit cost and data reporting elements; and established a November 30 deadline for the head of each agency to submit travel, transportation and relocation data and costs for the prior fiscal year to the Administrator of General Services.

The statutory reporting requirements set forth in 5 U.S.C. 5707(c) supersede the reporting requirements currently implemented in FTR Part 300-70, Subpart A – Requirement to Report Agency Payments for Employee Travel and Relocation, and Part 302-1, Subpart B – Requirement to Report Agency Data for Employee Relocation.

6. What should agencies do? Beginning with fiscal year (FY) 2017, agencies must report the data and cost elements in paragraph 8 to the General Services Administration (GSA) no later than November 30 of each year. FY 2016 data for relocation will not be required. Reporting requirements will also be reflected in forthcoming regulatory changes to the FTR. Guidelines on reporting are available at www.gsa.gov/trip.

7. What do agencies or departments do if they have major sub-organizations? Your report must cover all components of your agency. Per the amendment to 5 U.S.C. 5707(c), the head of each agency shall submit the data and cost elements in paragraph 8 regardless of whether the agency spent more than \$5 million for travel, transportation, and relocation during the fiscal year immediately preceding the survey year.

8. What information must agencies report to GSA?

**Temporary Duty (TDY)
Agency Level FY17 Expenditures**

**Relocation –
Agency Level Final FY15 Expenditures
and
Agency Level FY17 Obligations**

• Purpose (# trips, \$ for each)	• Relocations
• Mode (# instances, \$)	• House Hunting
Air	• Direct Residence Sales
Privately Owned Vehicle (POV)	• Vendor Residence Sales
Rental Car	• Residence Purchase
Train	• Household Goods
Transportation Network Company	• Household Goods Storage
Taxi	• Household Goods Extended
Public Transportation	• Temporary Quarters
Innovative Mobility Technology Company	• Miscellaneous Expense
• Lodging (# trips, \$)	• Enroute Travel
• Average Duration	• Relocation Income Tax Allowance

9. What actions will take place after agencies submit the information? GSA will consolidate and use the high-level data to shape future policy decisions. GSA will also report its analysis to the Director of the Office of Management and Budget, the Committee on Oversight and Government Reform of the House of Representatives, and the Committee on Homeland Security and Governmental Affairs of the Senate.

10. Whom should I call for further information? For clarification of content, please contact Mr. Cy Greenidge, Office of Government-wide Policy, Office of Asset and Transportation Management, at (202) 219-2349 or by e-mail at travelpolicy@gsa.gov. Please cite to FTR Bulletin 18-02.

By delegation of the Administrator of General Services.



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