

# **First Class Travel Report Fiscal Year 2009**

**October 1, 2008 – September 30, 2009**



**Prepared by the Office of Governmentwide Policy  
Office of Travel, Transportation and Asset Management  
General Services Administration**

Fiscal Year 2009 First Class Travel Report

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## **Introduction**

Employee travel is an important component of successfully accomplishing a Federal agency's mission. In an atmosphere of increased transparency and accountability, agencies' travel expenditures are being evaluated closely to ensure that taxpayer dollars are being spent wisely. One aspect of Federal travel that receives much scrutiny is the use of first class travel accommodations, as use of such accommodations is the exception rather than the rule during the standard course of business.

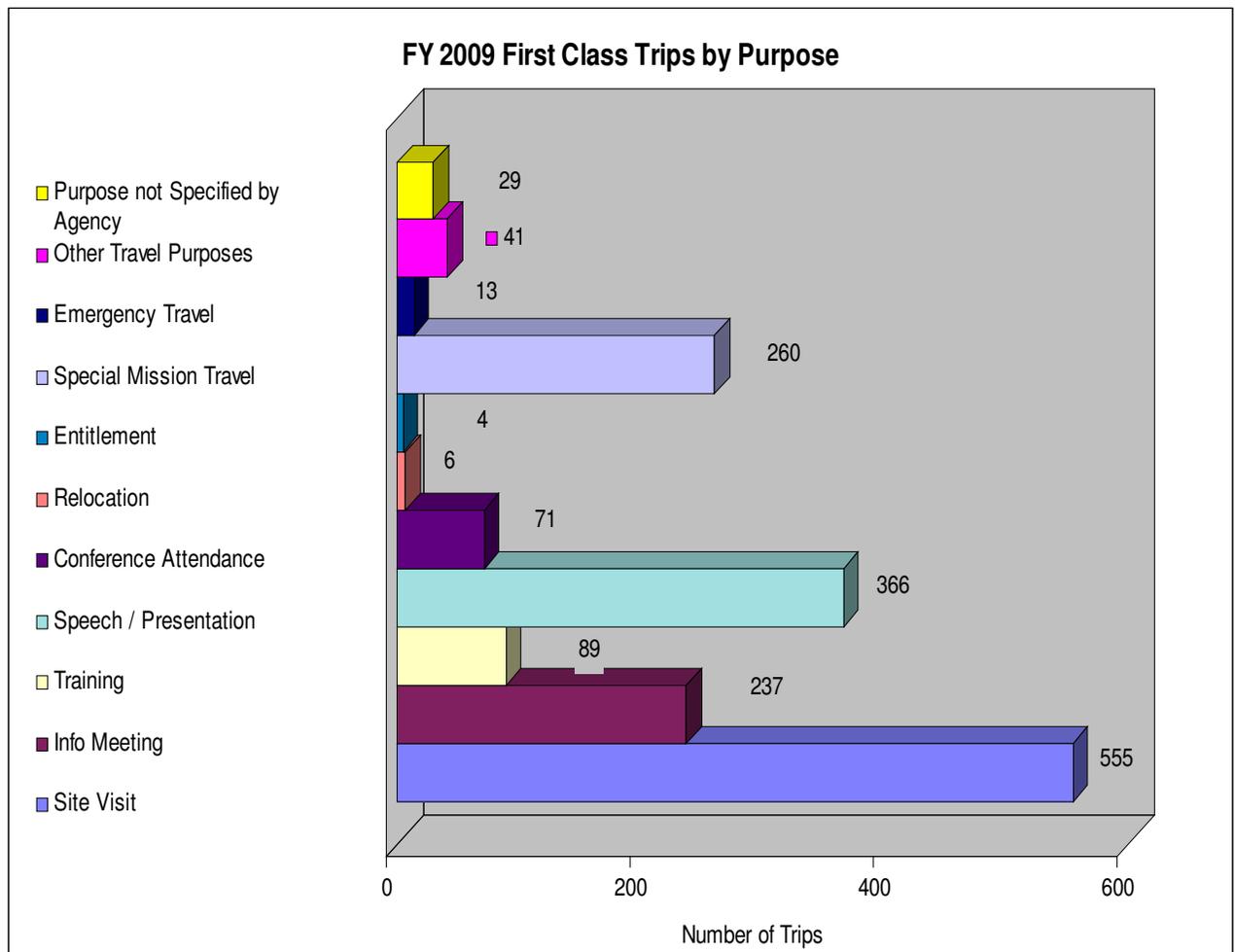
To achieve the goals of greater accountability and transparency for this category of travel, Chapter 301-70.100 of the Federal Travel Regulation (FTR) requires Federal agencies to annually submit to the General Services Administration (GSA) data regarding the usage of first class travel accommodations by their travelers. GSA is pleased to share this First Class Travel Report covering the use of first class travel during Fiscal Year (FY) 2009. In future years, reports will include business class data, and the First Class Travel Report will be renamed the Premium Class Travel Report.

## Overview

The FY 2009 First Class Travel report contains information from 41 Federal departments, agencies, or other Federal entities. During FY 2009, 26 organizations reported 1,671 first class trips, while 15 organizations submitted “negative” responses indicating that their employees did not use first class travel accommodations during the fiscal year.

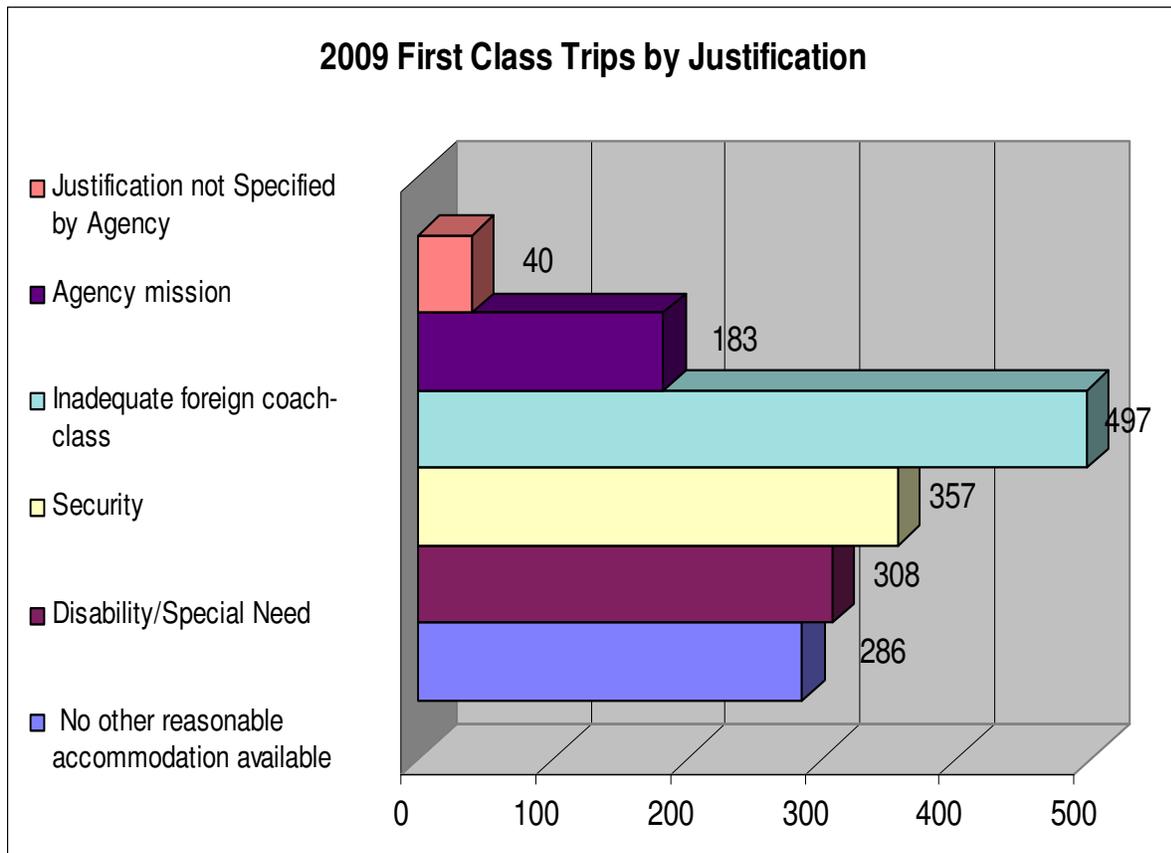
### Trip purpose

The most identified trip purpose for FY 2009 was “site-visit,” used by 12 agencies for 555 trips, with the Department of Defense using it the most for 305 trips, followed by the Department of State for 202 trips, while “entitlement” was the least identified, used by the Department of Commerce for 4 trips.



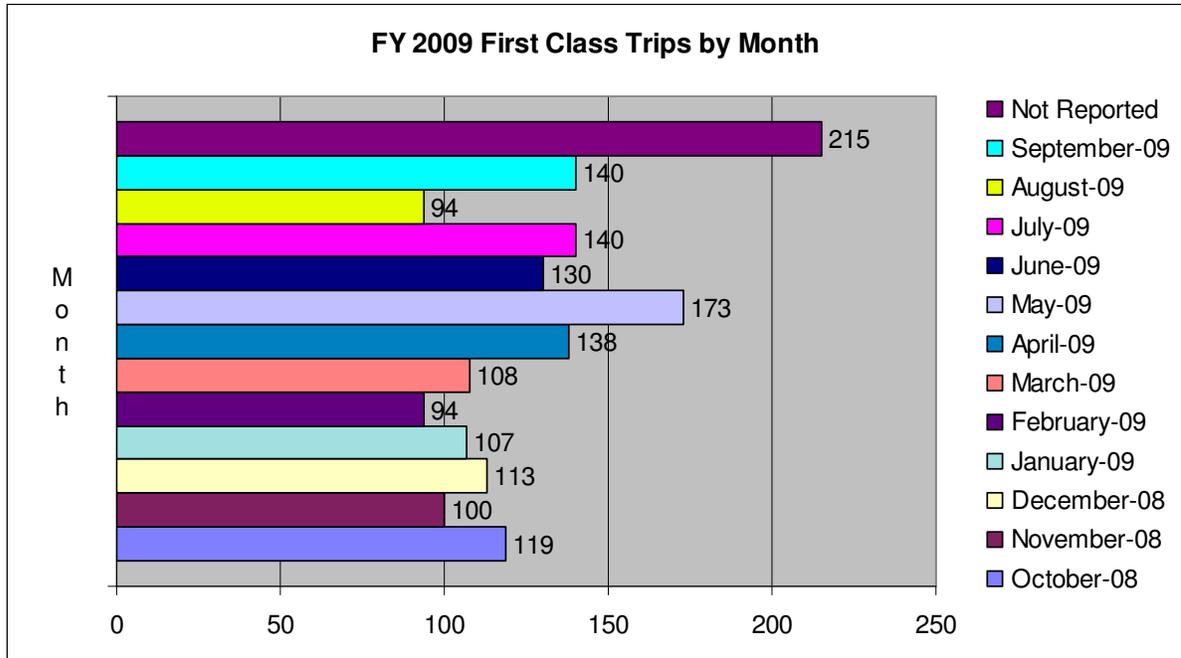
Trip justification

Of the categories, “inadequate foreign coach class,” was most often used to justify first class travel during FY 2009, with the Department of State using it the most with 493 trips of the 497 trips reported. “Security” was the second most frequently used justification and it was used the by the Department of Homeland Security for 161 trips and followed by the Department of State with 137 trips. The least used justifications for FY 2009 were “agency mission” and “justification not specified by the agency,” with a combined total of only 223 trips, or 183 and 40 trips respectively.



### Number of trips by month

May 2009 recorded the most first class trips (173), followed by September 2009 (140) and July 2009 (140). August 2009 (94) and February 2009 (94) saw the fewest number of first class trips. Due to security concerns for their travelers and agency mission, the Department of Homeland Security did not submit the dates corresponding to the first class trips (167). Concern for patterns to mission activity was the reason for their not reporting trip dates.



### Six-Year Trend Analysis

Decreasing from a high of 2,115 in FY 2004, the number of trips via first class accommodations has held fairly steady from FY 2005 through FY 2008 at approximately 1,500 per year. Although FY 2009 data shows an increase from the FY 2008 level, the number of first class trips is significantly below the FY 2004 level. At this point, it cannot be determined if there is a change in the trend.

### Trip purpose codes

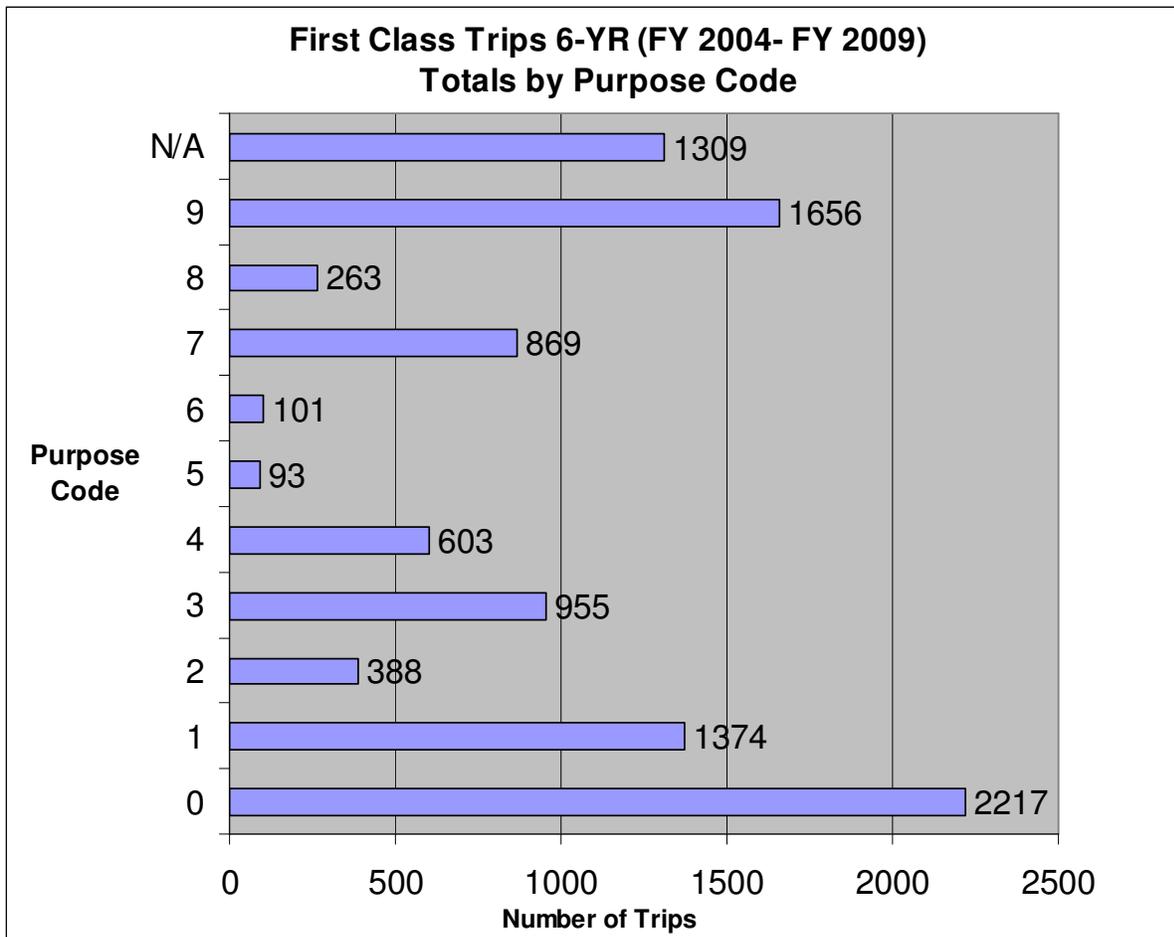
On an aggregate basis from FY 2004 to FY 2009, the most popular trip purpose code identified by reporting agencies is "site visit," followed by "other travel purposes." The least used trip purpose codes for this time period are "relocation" and "entitlement travel." However, looking at trip purpose code use on a year-to-year basis, from FY 2004 to FY 2009, use of the following codes appears to be consistent with no apparent directional trends:

- Training attendance

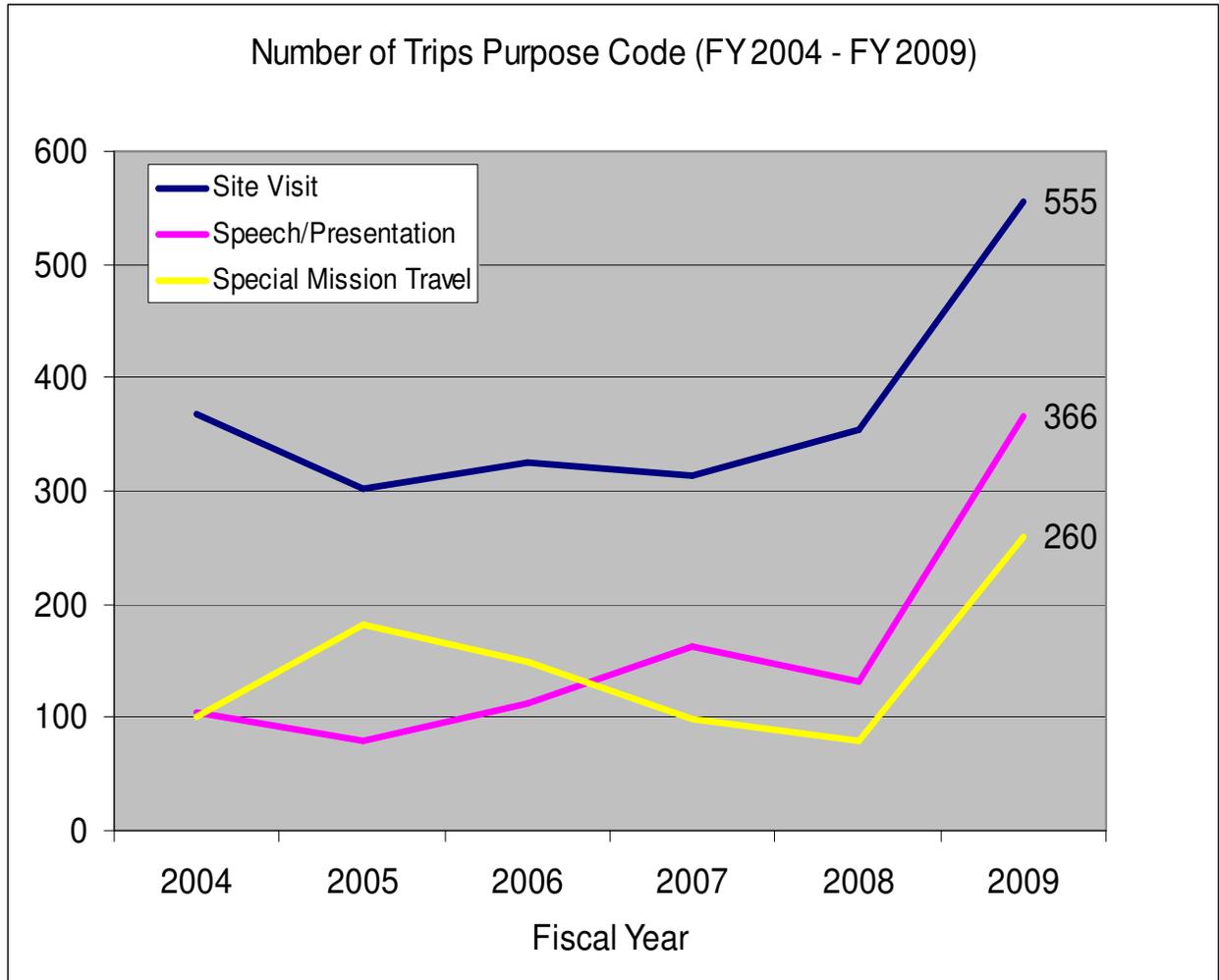
- Conference attendance
- Relocation
- Entitlement travel

The following chart shows the totals of first class trips by purpose code. The purpose code key is as follows:

- 0 - Site visit
- 1 - Information meeting
- 2 - Training attendance
- 3 - Speech/presentation
- 4 - Conference attendance
- 5 - Relocation
- 6 - Entitlement travel
- 7 - Special mission travel
- 8 - Emergency travel
- 9 - Other travel purposes



Three purpose codes showed a significant increase for FY 2009. They are “special mission travel” increased 229% with 260 trips over the FY 2008 trip level of 79; “site visit” increased 57% with 555 trips over the FY 2008 trip level of 354; and, “speech/presentation” increased 179% with 366 trips over the FY 2008 trip level of 131. The following chart shows the increase of these three purpose codes.



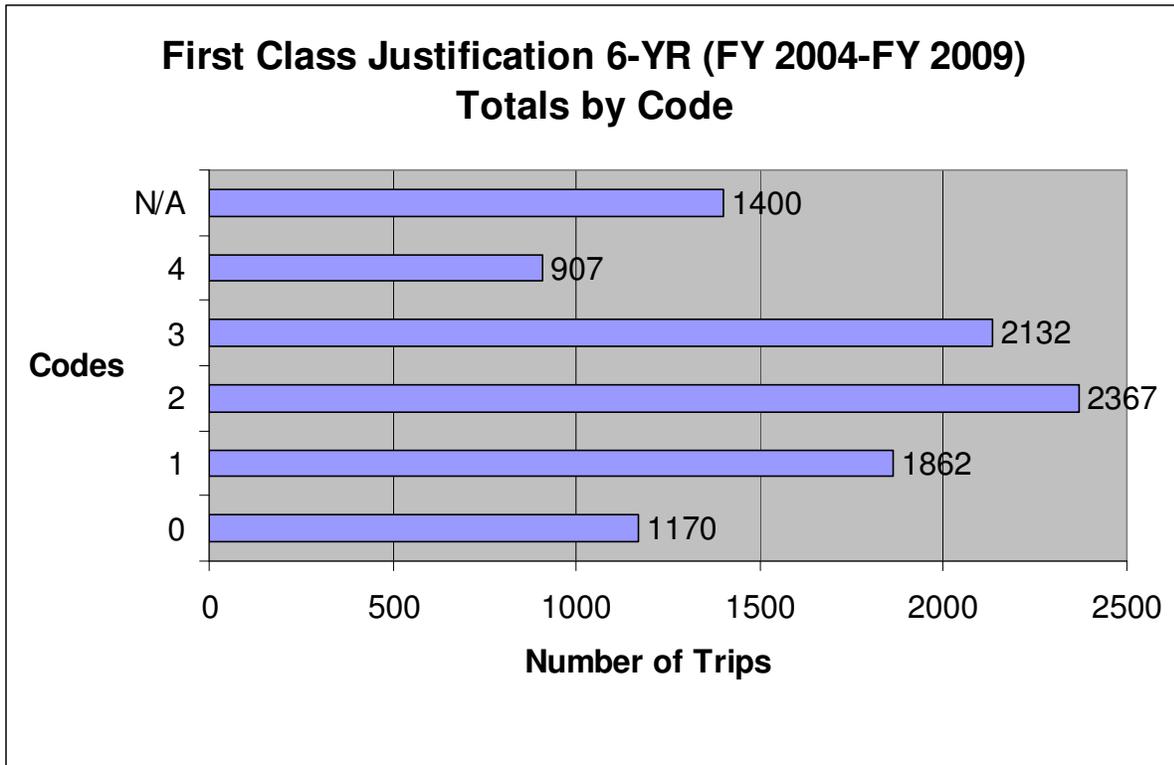
First Class Justification Codes

With regards to justifying the use of first class accommodations, the most popular justification is “security” on an aggregate basis from FY 2004 to FY 2009.

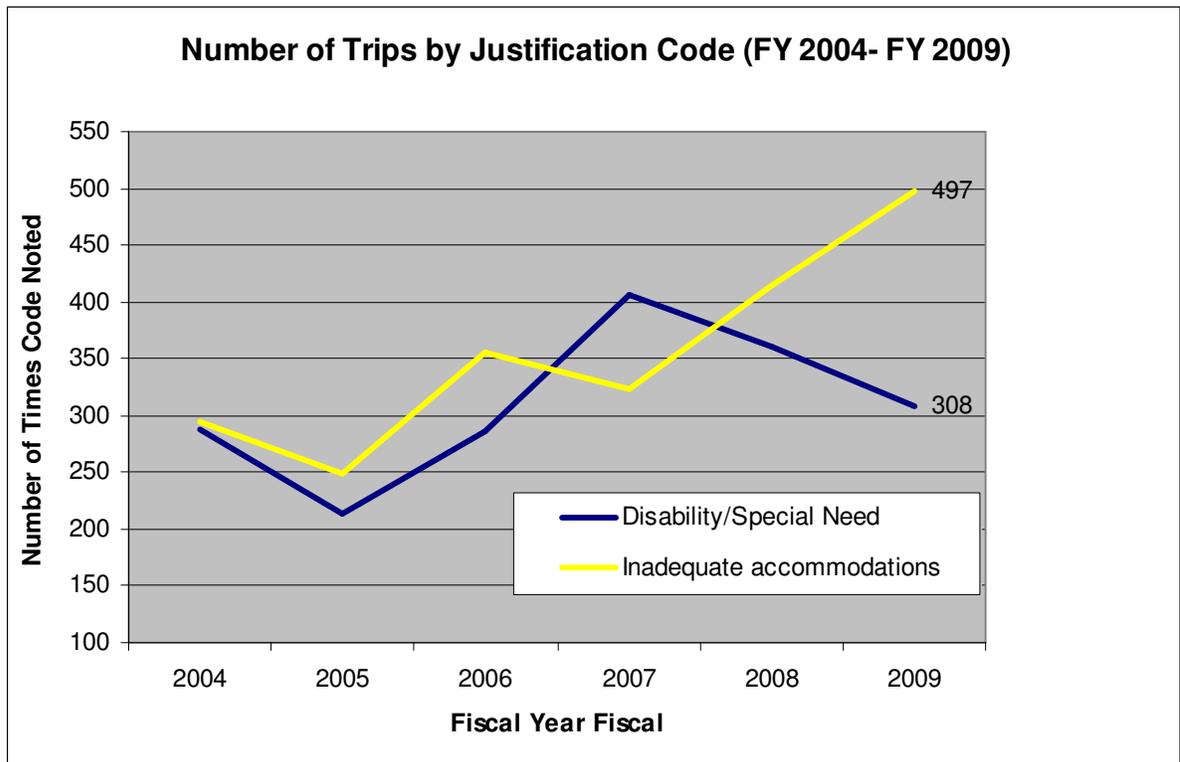
“Inadequate foreign coach-class train accommodations” is the second most used justification from FY 2004 to FY 2009. The least-used justification from FY 2004 to FY 2009 is “agency mission.”

The key for the justification codes in the chart below:

- 0 - No other reasonably available accommodations
- 1 - Disability/special need
- 2 - Security
- 3 - Inadequate foreign coach-class train accommodations
- 4 - Agency mission
- N/A – Justification not specified by agency



The review of justification data on a year-to-year basis reveals that the use of the justification “no other reasonably available accommodation” is holding steady with no discernable directional trend. Furthermore, data regarding the use of the justifications of “security” and “agency mission” fluctuate enough from year to year to make identification of a definite directional trend impossible, although it appears that use of these justifications could be trending upward. Finally, the data indicate that use of justification “disability/special need” appears on a downward trend after peaking in FY 2007. While “inadequate foreign coach-class train accommodations” continues trending upward.



## **Conclusion**

The number of agencies submitting positive responses to the First Class Travel data call continues to be smaller as compared to the number of reporting agencies in the past (a decrease from 77 agencies in FY 2003 to only 61 in FY 2008 and 41 in FY 2009). This decrease in FY 2009 is primarily in the category of agencies reporting negative or “no” first class travel. The overall number of trips reported in FY 2009 increased by 15 percent over the total trips taken in FY 2008. Generally agencies appear to be submitting more complete data (e.g. fewer trips are missing trip purpose codes, justification codes, or costs). However there is an increased concern with the Department of Homeland Security and the Department of Justice to report the total number of trips, but with hold information they deem would be mission risky. As GSA works to automate the reporting process, it is expected that more agencies will submit data in the future.

## **Appendix A**

### **Fiscal Year 2009 First Class Travel Report “Negative” Submissions**

#### **Department/Agency/Bureau/Service**

Consumer Product Safety Commission  
Denali Commission  
Department of Education  
Farm Credit Administration  
Federal Energy Regulatory Commission  
General Accountability Office  
Merit Systems Protection Board  
National Archives and Records  
Administration  
National Credit Union  
National Labor Relations Board  
National Transportation Safety Board  
Occupational Safety and Health  
Pension Benefit Guaranty Corporation  
Securities and Exchange Commission  
Social Securities Administration  
US Agency for International  
Development

## Appendix B

Agency/Commission	FY 2009 Justification for First Class Travel						Total Trips
	No other reasonable accommodation available	Disability/Special Need	Security	Inadequate foreign coach-class	Agency mission	Justification not Specified by Agency	
Defense Nuclear Facilities Safety Board	0	1	0	0	0	0	1
Department of Agriculture	1	5	0	0	0	0	6
Department of Commerce	17	21	0	0	2	12	52
Department of Defense	223	8	0	0	98	0	329
Department of Energy	1	35	45	0	0	0	81
Department of Health & Human Services	10	121	0	0	21	0	152
Department of Homeland Security	0	5	161	0	1	0	167
Department of the Interior	0	2	0	0	0	0	2
Department of Justice	9	1	0	0	1	27	38
Department of Labor	0	0	0	0	7	0	7
Department of State	3	0	137	493	21	0	654
Department of Transportation	0	4	0	0	4	1	9
Department of the Treasury	0	30	0	0	0	0	30
Department of Veterans Affairs	5	15	0	0	0	0	20
Environmental Protection Agency	0	9	14	0	0	0	23
Executive Office of the President	5	0	0	0	0	0	5
Federal Communications Commission	0	1	0	0	10	0	11
Federal Deposit Insurance Corporation	0	1	0	0	1	0	2
General Services Administration	2	2	0	0	0	0	4
Library of Congress	2	4	0	0	17	0	23
Millennium Challenge Corporation	1	0	0	0	0	0	1
National Aeronautics & Space Administration	5	15	0	4	0	0	24
National Archives & Records Administration	0	0	0	0	0	0	0
National Credit Union Administration	0	0	0	0	0	0	0
National Science Foundation	0	6	0	0	0	0	6
Nuclear Regulatory Commission	0	2	0	0	0	0	2
Overseas Private Investment Corporation	0	11	0	0	0	0	11
Smithsonian Institution	2	9	0	0	0	0	11
<b>Totals:</b>	286	308	357	497	183	40	<b>1671</b>

