



GSA Office of Governmentwide Policy

Travel/Relocation Management Program Review Tool

Section 1: Mandates

Questions 1 – 16

Directions and Strong/Weak Criteria

Please complete Sections A-C and E, where necessary. GSA will evaluate responses to each question and assess agency compliance as strong or weak based upon your responses to the mandatory policy requirement questions.

Section A: Check “YES” if your agency has a documented policy that addresses the question.

Section B: Check “YES” if your agency has a narrative indicating that a proactive procedure is in place to check or address adherence to the policy. A policy is considered **proactive** if it “controls a situation by causing something to happen rather than waiting to respond to it after it happens”.

Section C: Agency provides evidence of compliance using narrative, hyperlinks and/or attachments.

Section D: GSA provides agency with an interim response (if necessary) and assessment at this point.

Section E: Agency provides follow-up response when prior response was considered weak by GSA.

Section F: GSA provides agency with final response including assessment of strong or weak and an explanation.

Mandates – Q1

Ref: 41CFR 301-52.17

A. Do you have documented agency policy requiring reimbursement to the traveler within 30 days of submission of a proper travel claim? YES NO		
B. Is adherence to the policy proactively checked or addressed? YES NO		
C. For all YES answers, please cite supporting evidence or basis, and indicate the estimated savings, if any. For all NO answers, please explain, and cite deviation approval from GSA.		
D. GSA interim response (if necessary)	STRONG	WEAK
E. Agency follow-up reply (if necessary)		
F. GSA final response	STRONG	WEAK

Mandates – Q2

Ref: 41CFR 301-11.1/3; 302-6.11; 41CFR 301-70

A. Do you have documented agency policy requiring advanced authorization for those special travel arrangements such as use of actual expense, foreign air carrier, travel by ship, use of rental cars, use of a Government aircraft, etc? YES NO		
B. Is adherence to the policy proactively checked or addressed? YES NO		
C. For all YES answers, please cite supporting evidence or basis, and indicate the estimated savings, if any. For all NO answers, please explain, and cite deviation approval from GSA.		
D. GSA interim response (if necessary)	STRONG	WEAK
E. Agency follow-up reply (if necessary)		
F. GSA final response	STRONG	WEAK

Mandates – Q3

Ref: 41CFR 301-71.104

A. Do you have documented agency policy requiring those authorized to approve employee travel to be formally delegated in writing? YES NO		
B. Is adherence to the policy proactively checked or addressed? YES NO		
C. For all YES answers, please cite supporting evidence or basis, and indicate the estimated savings, if any. For all NO answers, please explain, and cite deviation approval from GSA.		
D. GSA interim response (if necessary)	STRONG	WEAK
E. Agency follow-up reply (if necessary)		
F. GSA final response	STRONG	WEAK

Mandates – Q4

Ref: 41CFR 300-70.101/301-10.265 and 70.907/300-70.1

A. Do you have documented agency policy requiring the collection of data for and compliance with the First Class Travel Report, Senior Federal Travel Report, and the Travel Reporting Information Profile (TRIP)? YES NO		
B. Is adherence to the policy proactively checked or addressed? YES NO		
C. For all YES answers, please cite supporting evidence or basis, and indicate the estimated savings, if any. For all NO answers, please explain, and cite deviation approval from GSA.		
D. GSA interim response (if necessary)	STRONG	WEAK
E. Agency follow-up reply (if necessary)		
F. GSA final response	STRONG	WEAK

Mandates – Q5

Ref: 41CFR 301-70.500

<p>A. Do you have documented agency policy requiring authorization and payment of emergency travel for employees due to illness or injury? YES NO</p>
<p>B. Is adherence to the policy proactively checked or addressed? YES NO</p>
<p>C. For all YES answers, please cite supporting evidence or basis, and indicate the estimated savings, if any. For all NO answers, please explain, and cite deviation approval from GSA.</p>
<p>D. GSA interim response (if necessary) STRONG WEAK</p>
<p>E. Agency follow-up reply (if necessary)</p>
<p>F. GSA final response STRONG WEAK</p>

Mandates – Q6

Ref: 41CFR 301-70.700-708

<p>A. Do you have documented agency policy outlining exemptions to the use of the Government travel charge card? YES NO</p>
<p>B. Is adherence to the policy proactively checked or addressed? YES NO</p>
<p>C. For all YES answers, please cite supporting evidence or basis, and indicate the estimated savings, if any. For all NO answers, please explain, and cite deviation approval from GSA.</p>
<p>D. GSA interim response (if necessary) STRONG WEAK</p>
<p>E. Agency follow-up reply (if necessary)</p>
<p>F. GSA final response STRONG WEAK</p>

Mandates – Q7

Ref: 41CFR 301-70.700-708

A. Do you have documented agency policy establishing categories of employees allowed to use the Government travel charge card? YES NO		
B. Is adherence to the policy proactively checked or addressed? YES NO		
C. For all YES answers, please cite supporting evidence or basis, and indicate the estimated savings, if any. For all NO answers, please explain, and cite deviation approval from GSA.		
D. GSA interim response (if necessary)	STRONG	WEAK
E. Agency follow-up reply (if necessary)		
F. GSA final response	STRONG	WEAK

Mandates – Q8

Ref: 41CFR 301-71.200

A. Do you have documented agency policy requiring that the approving officials for travel and relocation are also the certifying officials for reimbursement of travel expenses? YES NO		
B. Is adherence to the policy proactively checked or addressed? YES NO		
C. For all YES answers, please cite supporting evidence or basis, and indicate the estimated savings, if any. For all NO answers, please explain, and cite deviation approval from GSA.		
D. GSA interim response (if necessary)	STRONG	WEAK
E. Agency follow-up reply (if necessary)		
F. GSA final response	STRONG	WEAK

Mandates – Q9

Ref: 41CFR 301-71.300

A. Do you have documented agency policy establishing the criteria for travel advances?	YES	NO
B. Is adherence to the policy proactively checked or addressed?	YES	NO
C. For all YES answers, please cite supporting evidence or basis, and indicate the estimated savings, if any. For all NO answers, please explain, and cite deviation approval from GSA.		
D. GSA interim response (if necessary)	STRONG	WEAK
E. Agency follow-up reply (if necessary)		
F. GSA final response	STRONG	WEAK

Mandates – Q10

Ref: 41CFR 301-76

A. Do you have documented agency policy requiring payment of undisputed delinquent amounts owed to government contractor-issued travel charge card providers?	YES	NO
B. Is adherence to the policy proactively checked or addressed?	YES	NO
C. For all YES answers, please cite supporting evidence or basis, and indicate the estimated savings, if any. For all NO answers, please explain, and cite deviation approval from GSA.		
D. GSA interim response (if necessary)	STRONG	WEAK
E. Agency follow-up reply (if necessary)		
F. GSA final response	STRONG	WEAK

Mandates – Q11

Ref: 41CFR 301-73.100-106

A. Has your agency fully deployed to the E-Gov Travel Service?	YES	NO
B. Is adherence to the policy proactively checked or addressed?	YES	NO
C. For all YES answers, please cite supporting evidence or basis, and indicate the estimated savings, if any. For all NO answers, please explain, and cite deviation approval from GSA or migration date set.		
D. GSA interim response (if necessary)	STRONG	WEAK
E. Agency follow-up reply (if necessary)		
F. GSA final response	STRONG	WEAK

Mandates – Q12

Ref 41CFR 302-3.501

A. Do you have documented agency policy requiring relocation assistance to new hires and current agency employees?	YES	NO
B. Is adherence to the policy proactively checked or addressed?	YES	NO
C. For all YES answers, please cite supporting evidence or basis, and indicate the estimated savings, if any. For all NO answers, please explain, and cite deviation approval from GSA.		
D. GSA interim response (if necessary)	STRONG	WEAK
E. Agency follow-up reply (if necessary)		
F. GSA final response	STRONG	WEAK

Mandates – Q13

Ref 41CFR 302-3.503-506

A. Do you have documented agency policy that designates an agency official or office responsible for enforcing compliance by relocated employees with service agreements?	YES	NO
B. Is adherence to the policy proactively checked or addressed?	YES	NO
C. For all YES answers, please cite supporting evidence or basis, and indicate the estimated savings, if any. For all NO answers, please explain, and cite deviation approval from GSA.		
D. GSA interim response (if necessary)	STRONG	WEAK
E. Agency follow-up reply (if necessary)		
F. GSA final response	STRONG	WEAK

Mandates – Q14

Ref 41CFR 304-5.2/6.4-5

A. Do you have documented agency policy addressing acceptance of payment of travel expenses from a non-federal source within your agency, and tracking and reporting of such travel?	YES	NO
B. Is adherence to the policy proactively checked or addressed?	YES	NO
C. For all YES answers, please cite supporting evidence or basis, and indicate the estimated savings, if any. For all NO answers, please explain, and cite deviation approval from GSA.		
D. GSA interim response (if necessary)	STRONG	WEAK
E. Agency follow-up reply (if necessary)		
F. GSA final response	STRONG	WEAK

Mandates – Q15

Ref 41CFR301-50.6(b)/PL101-391

A. Do you have documented agency policy requiring 90% of agency room nights are in “fire safe” lodging facilities? YES NO		
B. Is adherence to the policy proactively checked or addressed? YES NO		
C. For all YES answers, please cite supporting evidence or basis, and indicate the estimated savings, if any. For all NO answers, please explain, and cite deviation approval from GSA.		
D. GSA interim response (if necessary)	STRONG	WEAK
E. Agency follow-up reply (if necessary)		
F. GSA final response	STRONG	WEAK

Mandates – Q16

Ref 41CFR301-50.6(b)(2)

A. Do you have documented agency policy requiring agency employees to give first consideration to FedRooms properties when selecting commercial lodging facilities? YES NO		
B. Is adherence to the policy proactively checked or addressed? YES NO		
C. For all YES answers, please cite supporting evidence or basis, and indicate the estimated savings, if any. For all NO answers, please explain, and cite deviation approval from GSA.		
D. GSA interim response (if necessary)	STRONG	WEAK
E. Agency follow-up reply (if necessary)		
F. GSA final response	STRONG	WEAK

Section 2: Best Practices

Questions 1 – 6

Directions and Strong/Weak Criteria

Please complete Sections A-C and E, where necessary. GSA will evaluate responses to each question and assess agency compliance as strong or weak based upon your responses to the best practices questions.

Section A: Check “YES” if your agency has a documented policy that addresses the question.

Section B: Check “YES” if your agency has a narrative indicating that a proactive procedure is in place to check or address adherence to the policy. A policy is considered **proactive** if it “controls a situation by causing something to happen rather than waiting to respond to it after it happens”.

Section C: Agency provides evidence of compliance using narrative, hyperlinks, and/or attachments.

Section D: GSA provides agency with an interim response (if necessary) and assessment at this point.

Section E: Agency provides follow-up response when prior response was considered weak by GSA.

Section F: GSA provides agency with final response including assessment of strong or weak and an explanation.

Best Practices – Q1

A. Do you have documented agency policy designating an agency official or office as your agency's centralized travel coordinator with responsibilities for providing travel policy and guidance to agency employees?	YES	NO
B. Is adherence to the policy proactively checked or addressed?	YES	NO
C. For all YES answers, please cite supporting evidence or basis. For all NO answers, please explain.		
D. GSA interim response (if necessary)	STRONG	WEAK
E. Agency follow-up reply (if necessary)		
F. GSA final response	STRONG	WEAK

Best Practices – Q2

A. Do you have agency documented policy that requires accounting for employees on travel?	YES	NO
B. Is adherence to the policy proactively checked or addressed?	YES	NO
C. For all YES answers, please cite supporting evidence or basis. For all NO answers, please explain.		
D. GSA interim response (if necessary)	STRONG	WEAK
E. Agency follow-up reply (if necessary)		
F. GSA final response	STRONG	WEAK

Best Practices – Q3

A. Do you have documented and publicized agency policy requiring incentives to encourage travelers to save money while on official business travel?	YES	NO
B. Is adherence to the policy proactively checked or addressed?	YES	NO
C. For all YES answers, please cite supporting evidence or basis. For all NO answers, please explain.		
D. GSA interim response (if necessary)	STRONG	WEAK
E. Agency follow-up reply (if necessary)		
F. GSA final response	STRONG	WEAK

Best Practices – Q4

A. Do you have documented agency policy designating an agency official or office to manage/coordinate your agency's relocation program?	YES	NO
B. Is adherence to the policy proactively checked or addressed?	YES	NO
C. For all YES answers, please cite supporting evidence or basis. For all NO answers, please explain.		
D. GSA interim response (if necessary)	STRONG	WEAK
E. Agency follow-up reply (if necessary)		
F. GSA final response	STRONG	WEAK

Best Practices – Q5

<p>A. Does your agency use an automated relocation management system? A comprehensive relocation management system is a system that integrates into a single, electronic environment, everything related to relocation? YES NO</p>		
<p>B. Is adherence to the policy proactively checked or addressed? YES NO</p>		
<p>C. For all YES answers, please cite supporting evidence or basis. For all NO answers, please explain.</p>		
<p>D. GSA interim response (if necessary) STRONG WEAK</p>		
<p>E. Agency follow-up reply (if necessary)</p>		
<p>F. GSA final response STRONG WEAK</p>		

Best Practices – Q6

<p>A. Has your agency undertaken or considered consolidation of any travel/relocation management functions? YES NO</p>		
<p>B. Is adherence to the policy proactively checked or addressed? YES NO</p>		
<p>C. For all YES answers, please cite supporting evidence or basis. For all NO answers, please explain.</p>		
<p>D. GSA interim response (if necessary) STRONG WEAK</p>		
<p>E. Agency follow-up reply (if necessary)</p>		
<p>F. GSA final response STRONG WEAK</p>		

Section 3: GSA Feedback Questions 1 – 7

Directions and Strong/Weak Criteria

Please respond to the below questions by providing us with specific feedback which will help us improve our policy, systems and collaborative efforts.

GSA Feedback – Q7

A. If you have had any corrective actions/recommendations from evaluations (IG, OMB, GAO, internal, etc) within the last 3 years, have you implemented them? YES NO

B. If YES, please describe the best practice and explain how it has helped your agency.

Respondent Name/Title:

Repondent Phone Number/Email:

Respondent Agency: