



Office of Governmentwide Policy • Office of Travel, Transportation and Asset Management

Travel Policy Program

www.gsa.gov/travelpolicy

Overview. Travel is a key component in support of agency missions, ensuring that the right people are in the right place at the right time. Reimbursement for travel is an entitlement, and OGP establishes per diem rates annually to ensure that agencies fairly and reasonably reimburse Federal travelers under the Federal Travel Regulations. Per diem rates include temporary duty transportation, lodging, meals, and incidental expenses. OGP also establishes the mileage rates for use of personally owned vehicles.

Mission

The Travel Policy Program establishes policy that governs most non-uniform Federal employees on temporary duty travel through the Federal Travel Regulations (FTR). All Federal travelers are entitled to fair reimbursement for travel expenses from their agencies, and are required to follow the rules and policies in FTR Chapters 300 and 301. Additionally, the Office of Travel, Transportation and Asset Management (MT) sets the annual per diem the for continental U. S. and personally owned vehicle mileage rates for travel reimbursement.

Authorities

Title 5 U.S.C. §5707 authorizes GSA to prescribe the necessary regulations.

(FTR, 41 the Code of Federal Regulations Chapters 300-304) govern the travel of Federal employees while in performance of official business away from their official duty station.

Program Strategy

The Federal Government is among the largest travel purchaser in the world with 24.7 million federal traveler room nights and spending a projected \$13.2 billion in 2009. OGP ensures that agencies spend travel dollars wisely, efficiently, and effectively while accomplishing their missions. OGP is committed to ensuring that government travel policy follows all relevant laws, while applying innovative technology and implementing private industry best practices.

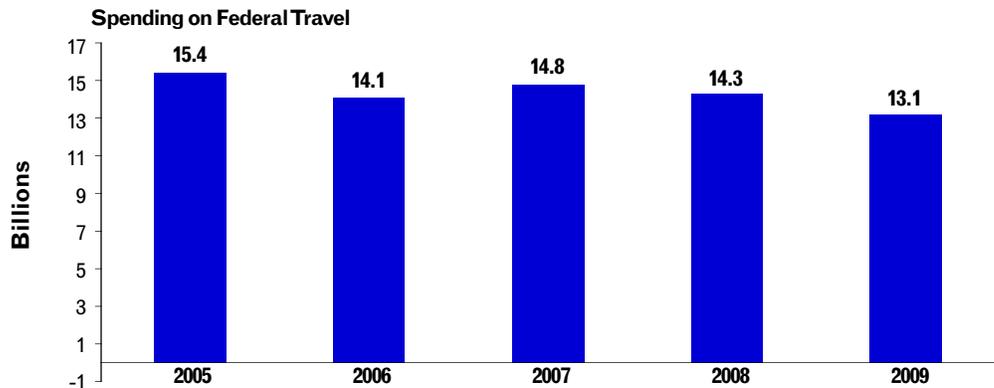
2009 Projected Statistics

Federal Traveler Room Nights Procured: 24.7 million

Costs of Temporary Travel (other than per diem): \$9.12 Billion

Cost of Lodging: \$2.82 Billion

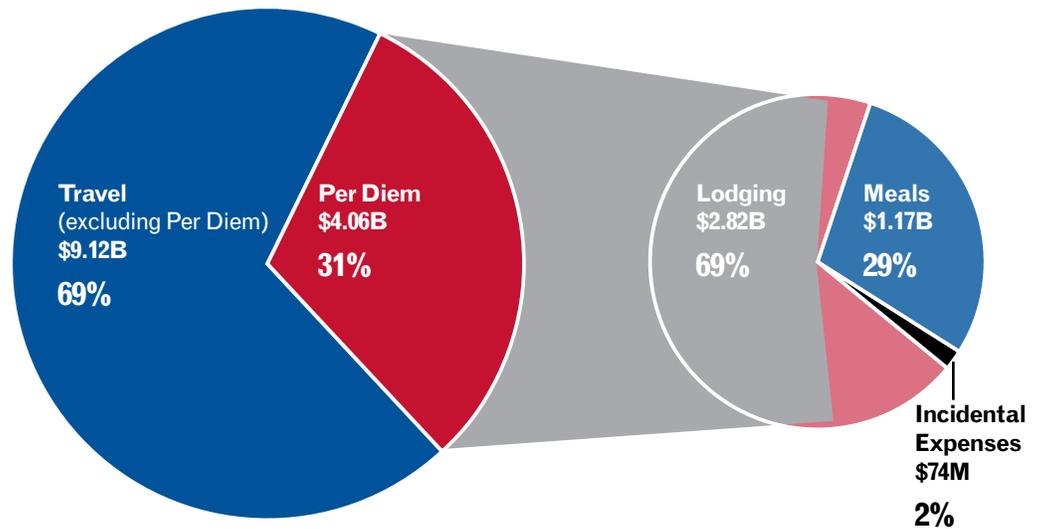
Cost of Meals: \$1.17 Billion



Need To Know

- - Three Government agencies establish per diem rates for Federal travelers. OGP establishes per diem rates for the continental United States, the Department of Defense sets per diem rates for non-foreign areas to include Alaska, Hawaii, U.S. territories and possessions, and the State Department establishes the rates for foreign countries.
- - Historically, private industry, state/local government and business have adopted the Federal Government's per diem rates as well as the Internal Revenue Service (IRS) allowing them as one of two options for itemized expense for individual taxes.
- - Travel spending has remained relatively consistent over the last 5 years.
- - Agencies report biannually to GSA all travel by senior Federal officials on a government aircraft and travel above coach class.
- - Reimbursement for use of personally owned vehicles cannot exceed the rate established by the IRS.
- - Travel is a dynamic industry that requires expertise and continuous learning to master the constant changes. For example, last year GSA dealt with many industry-driven issues including coach seats with extra fees, new baggage fees, and changes to the Open Skies Agreement.
- - OGP sponsors the Federal Travel and Relocation Innovation Award biennially to recognize world-class innovations and leading practices in federal travel.

Detailed Travel Expenditures*



*Projected 2009 Expenses, \$13.13 Billion

Key Business Drivers

- Reduced travel budgets
- Green travel (environmentally friendly/energy)
- Introduction of new technology
- Travel Industry Changes

Collaboration

OGP sponsors the Travel Executive Steering Committee and the Interagency Travel Management Committee, comprised of agency travel representatives, to establish long-term strategic vision for Federal travel programs and to gain critical input to create better travel policy. MT collaborates with GSA's Federal Acquisition Service (FAS) to ensure that contractual agreements and travel contracts adhere to the travel policy framework. MT also works closely with the Department of Defense and the Department of State on the GSA/State/DoD Travel Regulations Working Group.

Associations/Training

- National Business Travelers Association
- National Travel Forum
- Society of Government Travel Professionals
- GSA/State/DoD Travel Regulations Working Group