



Office of Government-wide Policy  
May 23, 2023

Federal Travel Regulation  
GSA Bulletin FTR 23-06

TO: Heads of Federal Agencies

SUBJECT: Travel Reporting Information Profile (TRIP) Reporting Requirements

1. What is the purpose of this bulletin? This bulletin announces changes to the annual reporting requirements for temporary duty (TDY) travel and transportation information submitted by agencies as part of what is commonly called the TRIP report.
2. What is the background of this bulletin? 5 United States Code § 5707(c), as implemented in Federal Travel Regulation (FTR) Part 300-70, directs agencies (as defined in FTR § 301-1.1) to report specific information on payments for temporary duty travel and employee relocation no later than November 30 of each year to the General Services Administration (GSA). The head of the agency is responsible for ensuring the reported information is complete and accurate, to include information from all components of the agency, before submitting it to GSA (FTR §§ 300-70.3, 300-70.4).

Executive Order 14057, "Catalyzing Clean Energy Industries and Jobs Through Federal Sustainability," established a Government-wide policy of leading by example in order to achieve a carbon pollution-free electricity sector by 2035 and net-zero emissions economy-wide by no later than 2050. This Executive Order directed the Council on Environmental Quality (CEQ) to issue implementing guidance that provide directions, strategies, and recommended actions in furtherance of this policy. In its Implementing Instructions<sup>1</sup> CEQ directed GSA to establish tracking and provide annual reporting of agency-specific and Government-wide Scope 3 greenhouse gas<sup>2</sup> (GHG) carbon emissions for employee travel. The E-Gov Travel Service (ETS) and Department of Defense's Defense Travel System (DTS) and MyTravel solutions already capture mileage information required to compute a carbon footprint for commercial airline and privately owned vehicle travel, but GSA cannot extract this mileage data directly from other agencies' travel solutions. To consolidate travel-related information into a single repository and enable GHG reporting by GSA, GSA is adding mileage components to the information agencies must submit in the TRIP report.

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<sup>1</sup> [https://www.sustainability.gov/pdfs/EO\\_14057\\_Implementing\\_Instructions.pdf](https://www.sustainability.gov/pdfs/EO_14057_Implementing_Instructions.pdf)

<sup>2</sup> "Scope 3" means greenhouse gas emissions from sources not owned or directly controlled by an agency but related to agency activities such as vendor supply chains, delivery and transportation services, and employee travel and commuting.

3. How is the mileage information in TRIP reports relevant to GHG emissions?

According to the Environmental Protection Agency, in 2021 the transportation sector, which includes the movement of people and goods, generated more than one-fourth (28%) of GHG emissions in the United States.<sup>3</sup> GHG emissions from transportation primarily come from burning fossil fuel for passenger cars, trucks, ships, trains, and planes. The largest sources of transportation-related GHG emissions include passenger cars and trucks, including sport utility vehicles, pickup trucks, and minivans. These sources account for over half of the emissions from the transportation sector. The remaining GHG emissions from the transportation sector come from other methods of transportation, including commercial aircraft, ships, boats, and trains. For each method of transport, GHG emissions are proportional to miles traveled. Therefore, use of mileage information by travel method, where available, allows for the most accurate calculation of GHG emissions.

4. What information are agencies required to report for the TRIP report? Information on agency reporting requirements is available at <https://www.gsa.gov/trip> and in the Appendix to this bulletin.


5. When will the GHG mileage information be included in the TRIP Report? Agencies will include the mileage information beginning with the fiscal year 2023 reporting period (i.e., October 1, 2022 through September 30, 2023).

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

7. Whom should I contact for further information regarding this bulletin? Contact Mr. LaMan Dantzler, *J.D.*, Office of Government-wide Policy at 202-615-5399, or by email at [travelpolicy@gsa.gov](mailto:travelpolicy@gsa.gov). Please cite GSA FTR Bulletin 23-06.

By delegation of the Administrator of General Services,

DocuSigned by:

  
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Saul A. Japson  
Principal Deputy Associate Administrator  
Office of Government-wide Policy

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<sup>3</sup> Source: <https://www.epa.gov/ghgemissions/sources-greenhouse-gas-emissions#transportation>

## Appendix Temporary Duty Travel TRIP Information

The table below contains a list of the temporary duty travel data fields agencies must submit to GSA for the annual TRIP report.

FIELD LABEL	DESCRIPTION
Air Number of Instances	Total number of instances where commercial airlines were used as the method of transportation.
Air Transportation Cost	Total costs in US dollars, including all fees and taxes paid, associated with the use of commercial airlines as the method of transportation.
Conference Average Trip Duration	Average number of days required to perform TDY for the selected purpose.
Conference Lodging Cost	Total cost paid for lodging for travel for the corresponding purpose.
Conference Number of Trips	Number of trips reported by the organization for the corresponding FY for the selected purpose. A trip is counted if it was funded in the fiscal year of the report, even if the trip bridges fiscal years. Trips are determined by vouchers, not booked travel.
Conference Total Travel Cost	Total costs associated with travel performed in connection with a pre-arranged meeting, retreat, convention, seminar, or symposium for consultation or exchange of information or discussion.
Employee Emergency Average Trip Duration	Average number of days required to perform TDY for the selected purpose.
Employee Emergency Lodging Cost	Total cost paid for lodging for travel for the corresponding purpose.
Employee Emergency Number of Trips	Number of trips reported by the organization for the corresponding FY for the selected purpose. A trip is counted if it was funded in the fiscal year of the report, even if the trip bridges fiscal years. Trips are determined by vouchers, not booked travel.
Employee Emergency Total Travel Cost	Total costs associated with travel due to an employee emergency.
IMTC Number of Instances	Total number of instances where an Innovative Mobility Technology Company (IMTC) (e.g., ZipCar, BikeShare, Car2Go) was used as the method of transportation.
IMTC Transportation Cost	Total costs in US dollars, including all fees and taxes paid, associated with the use of the Innovative Mobility Technology Company (IMTC) (ZipCar, BikeShare, Car2Go) transportation method.
Mission (Operational) Average Trip Duration	Average number of days required to perform TDY, for the selected purpose.
Mission (Operational) Lodging Cost	Total cost paid for lodging for travel for the corresponding purpose.

Mission (Operational) Number of Trips	Number of trips reported by the organization for the corresponding FY for the selected purpose. A trip is counted if it was funded in the fiscal year of the report, even if the trip bridges fiscal years. Trips are determined by vouchers, not booked travel.
Mission (Operational) Total Travel Cost	Total costs associated with travel to a particular site in order to perform day to day operational or managerial activities.
POV Number of Instances	Total number of instances where a Privately Owned Vehicle (POV) was used as the method of transportation.
POV Transportation Cost	Total costs in US dollars, including all fees and taxes paid, associated with the use of the Privately Owned Vehicle method of transportation.
Public Transportation Cost	Total costs in US dollars, including all fees and taxes paid, associated with the use of the Public Transportation method.
Public Transportation Number of Instances	Total number of instances where Public Transportation (e.g., public buses, metro, shuttle) was used as the method of transportation.
Rental Car Number of Instances	Total number of instances where a Rental Car was used as the method of transportation.
Rental Car Transportation Cost	Total costs in US dollars, including all fees and taxes paid, associated with the use of the Rental Car method of transportation.
Special Agency Mission Average Trip Duration	Average number of days required to perform TDY for the selected purpose.
Special Agency Mission Lodging Cost	Total cost paid for lodging for travel for the corresponding purpose.
Special Agency Mission Number of Trips	Number of trips reported by the organization for the corresponding FY for the selected purpose. A trip is counted if it was funded in the fiscal year of the report, even if the trip bridges fiscal years. Trips are determined by vouchers, not booked travel.
Special Agency Mission Total Travel Cost	Total cost associated with travel to a particular site in order to perform strategic agency mission related activities.
Taxi Number of Instances	Total number of instances where a Taxi was used as the method of transportation.
Taxi Transportation Cost	Total costs in US dollars, including all fees and taxes paid, associated with the use of the Taxi transportation method.
TNC Number of Instances	Total number of instances where a Transportation Network Company (TNC) was used as the method of transportation.
TNC Transportation Cost	Total costs in US dollars, including all fees and taxes paid, associated with the use of the Transportation Network Company (TNC) method of transportation.
Total Number of Trips	Total number of trips reported by the organization for the corresponding fiscal year for each purpose identified (e.g., employee emergency, mission (operational), training). A trip is counted if it was funded in the fiscal year of the report, even if the trip bridges fiscal years. Trips are determined by vouchers, not booked travel.

Train Number of Instances	Total number of instances where a Train was used as the method of transportation.
Train Transportation Cost	Total costs in US dollars, including all fees and taxes paid, associated with the use of the Train method of transportation.
Training Average Trip Duration	Average number of days required to perform TDY for the selected purpose.
Training Lodging Cost	Total cost paid for lodging for travel for the corresponding purpose.
Training Number of Trips	Number of trips reported by the organization for the corresponding FY for the selected purpose. A trip is counted if it was funded in the fiscal year of the report, even if the trip bridges fiscal years. Trips are determined by vouchers, not booked travel.
Training Total Travel Cost	Total costs associated with travel in conjunction with educational activities to become proficient or qualified in one or more areas of responsibility.
<b>Scope 3 GHG Emissions</b>	
→ Airline Long-Haul <sup>4</sup> Miles Traveled	Total commercial airline miles traveled for long-haul flights.
→ Airline Medium-Haul Miles Traveled	Total commercial airline miles traveled for medium-haul flights.
→ Airline Short-Haul Miles Traveled	Total commercial airline miles traveled for short-haul flights.
<i>Train Miles Traveled</i>	<i>Total miles traveled by train. (Reserved for future use.)</i>
→ POV Aircraft Miles Traveled	Total miles traveled by privately owned aircraft.
→ POV Automobile Miles Traveled	Total miles traveled by privately owned automobile.
→ POV Motorcycle Miles Traveled	Total miles traveled by privately owned motorcycle.

→ denotes new for fiscal year 2023

<sup>4</sup> The International Air Transport Association (IATA) defines three haul types - long, medium, and short - based on the amount of flight time. More information is available at <https://guides.developer.iata.org/v212/docs/atsb-fht>