Senior Federal Travel Form (See Instructions on Reverse)

Interagency Report Control Form 0322-GSA-AN

Agency Co								Contact Data					
1. Department/Agency							2. Bureau/Office/Service						
3a. Contact Name							3b. Contact Title						
3c. Contact Phone Number							3d. Contact Fax Number						
Aircra							raft Data						
Aircraft Registration Number							5. Aircraft Serial Number						
6. Aircraft Make/Model							7. Purpose of Flight 8. Flight Number						
9. Variable Cost per hour:							10. Charter Quote:						
							gs and Dates						
Dept Leg	Dept Leg 1 2 3			T	4		5	6	7	8	9		
11a. Icao													
11b. Date													
11c. Time													
Arrival Leg	1	2	3	3			5	6	7	8	9		
11d. Icao													
11e. Date													
11f. Time													
12. Hours													
13. Pax No.													
					Passe	nger l	Data						
14.	Passenger Nam	ne	15. Pax Dept/	16. 17. Pax Purp of Status Travl		18.	Legs		19. Costs		20. Reimburse		
La	ıst	First	Agency	Status	Travl	On	Off	19a. Govt	19b. Charter	19c. Carrier	Amount		

Instructions for Senior Federal Travel Data Form

- Department/Agency The Federal Department or independent agency not assigned to a Department.
- 2. Bureau/Office/Service Unit within a Department or agency (including offices and services) which dispatched the flight.
- Contact Name The name of person scheduling the flight.
- 3b. Contact Title The official title of the person scheduling flight.
- 3c-d. Telephone and FAX Numbers Telephone numbers for the Contact person.
- 4. Aircraft Registration Number FAA registration number or military designated tail number.
- 5. Serial Number The aircraft manufacturer's serial number as reported to the Federal Aviation Administration (optional).
- 6. Aircraft Make/Model The descriptive name of the aircraft.
- 7. M =Flight is scheduled to conduct an agency mission. Such activities include the transport of troops and/or equipment, training, evacuation, intelligence and counter-narcotics activities, search and etc. (See Title 49 CFR Part 101-37.100).
 R = Required Use. Use of Government aircraft is required for bona fide communications, security needs, or exceptional scheduling requirements.
 - T = Other Official Travel. Flight is scheduled for transportation of personnel on official travel other than Mission or
- 8. Flight Number An optional agency-designated number. (*optional)
- 9. Variable Cost/Hour The cost of operating aircraft that vary depending on how much the aircraft are used. (*optional)
- 10. Charter Quote The cost quoted by an FAA approved charter operator (vendor) for the planned flight.
- Location (departure) The airport name for the initial departure point of the aircraft.
- 11b-c. Date and Time Date (month-day-year) and time of the departure (24-hour format) for first leg of the flight.
- 11d. Location (arrival) The airport name for the initial arrival point of the aircraft.
- 11e-f. Date and Time Date (month-day-year) and time of arrival (24-hour format) for first leg of the flight.
- 12. Hours The flight time recorded by the pilot for the leg. (*optional)
- 13. Pax Total number of passengers transported for this leg. (*optional)
- 14. Passenger's Name The name of the identified traveler, last name first, first name last.
- 15. Department/Agency The passenger's Department/agency, or bureau, or in cases of dependents, the unit for which the relative works, or in cases of non-Federal travelers, the unit which approved their passage on the flight.
- 16. Status Code A one letter code identifying the type of traveler being reported. The codes are:

C= Contractor N= Non-Federal official D= Dependent

O= Other Official Traveler (employee) E = Senior Executive Branch official S= Senior Federal official

M = Military

17. Purpose of Travel - A two-character alphanumeric code identifying the reason the passenger is traveling.

"Mission Requirement". Activities that constitute the discharge of an agency's official responsibilities. Such activities include, but are not limited to, the transport and/or equipment, training, evacuation (including medical evacuation), intelligence and counter-narcotics activities, search and rescue, etceteras.

1E = Emergency means an unexpected, serious occurrence or situation urgently requiring prompt action.

10 = Operational

1T = Training

"Required Use". Use of a Government aircraft for the travel of an Executive agency officer or employee to meet bona fide communications or security requirements of the agency or exceptional scheduling requirements.

2B = Business Only

2C = Combined Business and Personal or Political (Reimbursable category)

2W = Wholly Personal or Political (Reimbursable category)

"Other Official Travel". Travel is for official business other than Mission or Required Use.

3B = Business Only

3C = Combined Business and Political (Reimbursable category)

"Space Available". Travel other than for the conduct of agency business; using aircraft capacity that is already scheduled for use for an official purpose but would otherwise be utilized.

4S = Space Available (Reimbursable category)

- 18. Leg On and Leg Off The airport name at which a passenger boarded and departed the flight.
- 19a. Government Cost The appropriate share of the full operating cost of the aircraft allocated to the traveler.
- 19b. Charter Cost The appropriate share of the full charter cost quoted by an FAA approved vendor for the planned flight.
- 19c. Commercial Cost The corresponding commercial cost had the traveler used scheduled airline service.
- 20. Reimbursement Amount The amount required to be reimbursed to the Government for the flight, if applicable.