

## SUBCHAPTER B—AGENCY REQUIREMENTS

### PART 300-70—AGENCY REPORTING REQUIREMENTS

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#### Subpart C [Reserved]

AUTHORITY: 5 U.S.C. 5707; 5 U.S.C. 5738; 5 U.S.C. 5741-5742; 20 U.S.C. 905(a); 31 U.S.C. 1353; 40 U.S.C. 121(c); 49 U.S.C. 40118; E.O. 11609, as amended, 3 CFR, 1971-1975 Comp., p. 586.

SOURCE: FTR Amdt. 70, 63 FR 15953, Apr. 1, 1998, unless otherwise noted.

#### Subpart A—Requirement To Report Agency Payments for Employee Travel, Transportation, and Relocation

##### § 300-70.1 What are the requirements for reporting payments for employee travel, transportation, and relocation?

Agencies (as defined in § 301-1.1 of this subtitle) must report total travel and transportation payments, including relocation, no later than November

30 of each year to GSA, as described in this part:

(a) Specific information on reporting payments for temporary duty travel are in this subpart.

(b) Specific information on reporting payments for employee relocation are in part 302-1 of this subtitle.

[FTR Amdt. 2011-01, 76 FR 18335, Apr. 1, 2011, as amended by FTR Amdt. 2017-01, 83 FR 604, Jan. 5, 2018]

##### § 300-70.2 What information must we report?

Information on agency reporting requirements is available at <https://www.gsa.gov/trip>.

[FTR Amdt. 2017-01, 83 FR 604, Jan. 5, 2018, as amended at 85 FR 39848, July 2, 2020]

##### § 300-70.3 When must we report pertinent travel, transportation, and relocation data?

All travel, transportation, and relocation data are due by the date prescribed in § 300-70.1. The head of your agency is responsible for ensuring this data is complete and accurate before submitting it to GSA.

[FTR Amdt. 2017-01, 83 FR 604, Jan. 5, 2018]

##### § 300-70.4 Must we report travel, transportation, and relocation data if we have major suborganizations?

Your report must cover all components of your agency.

[FTR Amdt. 2017-01, 83 FR 604, Jan. 5, 2018]

#### Subpart B—Requirement to Report Use of First Class and Business Class Transportation Accommodations

##### § 300-70.100 Who must report the use of first class and business class transportation accommodations?

An agency as defined in § 301-1.1 of this subtitle.