

SUBCHAPTER B—AGENCY REQUIREMENTS

PART 300-70—AGENCY REPORTING REQUIREMENTS

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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.

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§ 300–70.101 What information must we report on the use of first class and business class transportation accommodations?

GSA issues FTR bulletins that inform you of the required information and reporting format(s) for each trip where you paid for at least one segment of first class or business class transportation accommodations that were more expensive than coach class accommodations for the same itinerary. FTR bulletins are updated as necessary and available at <https://www.gsa.gov/ftrbulletins>.

[FTR Case 2020–300–1, 87 FR 55702, Sept. 12, 2022]

§ 300–70.102 When must we report on the use of first class and business class transportation accommodations?

You must report to the U.S. General Services Administration, Office of Government-wide Policy no later than December 31 of each year. The reporting period is October 1 through September 30. Negative submissions, *i.e.*, no data to report, are required for Chief Financial Officers (CFO) Act agencies and agencies that reported the use of first class or business class transportation accommodations for the previous reporting cycle. All other agencies may provide a negative report, as relevant.

[FTR Case 2020–300–1, 87 FR 55702, Sept. 12, 2022]

§ 300–70.103 Are there any exceptions to the first class and business class reporting requirement?

Yes. You must not report data that is protected from public disclosure by statute or Executive Order, such as classified data or data otherwise withheld from the public in response to written requests under the Freedom of Information Act (5 U.S.C. 552). In these cases, you are required to report the following aggregate information:

(a) Aggregate number of authorized first class and business class trips that are protected from disclosure;

(b) Total cost of actual first class and business class fares paid that exceeded the coach class fare; and

(c) Total cost of coach class fares that would have been paid for the same travel.

NOTE TO § 300–70.103: If the aggregate information is also protected from public disclosure then a negative report must be submitted to GSA.

[FTR Amdt. 2009–06, 74 FR 55146, Oct. 27, 2009, as amended by FTR Case 2020–300–1, 87 FR 55702, Sept. 12, 2022]

Subpart C [Reserved]

PART 300–80—RELOCATION EXPENSES TEST PROGRAMS

Sec.

300–80.1 What is a relocation expenses test program?

300–80.2 Who may authorize test programs?

300–80.3 What must be done to apply for test program authority?

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300–80.9 What reports are required for a test program?

AUTHORITY: 5 U.S.C. 5707, 5738, and 5739.

SOURCE: FTR Amdt. 83, 64 FR 28881, May 27, 1999, unless otherwise noted.

§ 300–80.1 What is a relocation expenses test program?

It is a program to permit agencies to test new and innovative methods of reimbursing relocation expenses without seeking a waiver of current rules or authorizing legislation.

[FTR Amdt. 83, 64 FR 28881, May 27, 1999, as amended by FTR Amdt. 2007–04, 72 FR 51374, Sept. 7, 2007]

§ 300–80.2 Who may authorize test programs?

The Administrator of General Services may authorize an agency to conduct tests when the Administrator determines such tests to be in the interest of the Government.

[FTR Amdt. 83, 64 FR 28881, May 27, 1999, as amended by FTR Amdt. 2007–04, 72 FR 51374, Sept. 7, 2007]

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§ 300-80.3 What must be done to apply for test program authority?

The head of the agency or designee must design the test program to enhance cost savings or other efficiencies to the Government and submit in writing to the Administrator of General Services, Office of Government-wide Policy, 1800 F Street, NW, Washington, DC 20405:

- (a) An explanation of the test program;
- (b) If applicable, the specific provisions of the FTR from which the agency is deviating;
- (c) An analysis of the expected costs and benefits; and
- (d) A set of criteria for evaluating the effectiveness of the program.

[FTR Amdt. 83, 64 FR 28881, May 27, 1999, as amended by FTR Amdt. 2007-04, 72 FR 51374, Sept. 7, 2007; 85 FR 39848, July 2, 2020]

§ 300-80.4 How many test programs may be authorized by GSA throughout the government?

No more than 12 relocation expense test programs may be conducted at the same time.

[FTR Amdt. 83, 64 FR 28881, May 27, 1999, as amended by FTR Amdt. 2007-04, 72 FR 51374, Sept. 7, 2007; FTR Amdt. 2010-03, 75 FR 58330, Sept. 24, 2010]

§ 300-80.5 What factors will GSA consider in approving a request for a relocation expenses test program?

The following factors will be considered:

- (a) Potential savings to the Government.
- (b) Application of results to other agencies.
- (c) Feasibility of successful implementation.
- (d) Number of tests, if any, already authorized to the same activity.
- (e) Whether the request meets the requirements of § 300-80.3.
- (f) Other agency requests under consideration at the time of submission.
- (g) Uniqueness of proposed test.

§ 300-80.6 What limits are there to test programs?

When authorized by the Administrator of General Services, the agency may pay any necessary relocation expenses in lieu of payments authorized

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or required under 5 U.S.C. chapter 57, subchapter II.

[FTR Amdt. 2007-04, 72 FR 51374, Sept. 7, 2007, as amended by FTR Amdt. 2010-03, 75 FR 58330, Sept. 24, 2010]

§ 300-80.7 How long is the duration of test programs?

The duration of a test program is up to four years from the date of authorization unless terminated prior to that time by the Administrator of General Services. The agency conducting a test program may also terminate the test program at any time by providing written notice of the termination to the Administrator of General Services. The Administrator of General Services may grant test program extensions of up to an additional four years (see § 300-80.8).

[FTR Amdt. 2010-03, 75 FR 58330, Sept. 24, 2010]

§ 300-80.8 What must we do to apply for a test program extension?

The head of the agency or designee must submit a request to extend the test program to the Administrator of General Services, Office of Government-wide Policy, 1800 F Street, NW., Washington, DC 20405, not later than 120 days prior to the expiration of the test period. The request for extension must contain the test program results to that date and clearly enumerate the benefits, qualitatively or quantitatively or both, of granting a test program extension and must specify the duration of time for which an extension is requested.

[FTR Amdt. 2010-03, 75 FR 58330, Sept. 24, 2010, as amended at 85 FR 39848, July 2, 2020]

§ 300-80.9 What reports are required for a test program?

(a) The Administrator of General Services must submit a copy of any test program approved or extended to Congress at least 30 days before the effective date of the authorized test program.

(b) The agency authorized to conduct the test program must submit the following reports:

(1) An annual report on the progress of the test, submitted to the General Services Administration, Office of Government-wide Policy, 1800 F Street,

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NW, Washington, DC 20405. The Administrator or designee may terminate the test program approval for failure to comply with these reporting requirements; and

(2) A final report on the results of the test program must be submitted to the General Services Administration, Office of Government-wide Policy, 1800 F Street, NW, Washington, DC 20405, and to the appropriate committees of Congress within 3 months after completion of the program.

(c) All reports must include quantitative or qualitative assessments, or both, clearly evaluating the results of the test program and enumerating benefits and costs.

[FTR Amdt. 83, 64 FR 28881, May 27, 1999. Redesignated and amended by FTR Amdt. 2007–04, 72 FR 51374, Sept. 7, 2007. Further redesignated and amended by FTR Amdt. 2010–03, 75 FR 58330, Sept. 24, 2010; 85 FR 39848, July 2, 2020]

PARTS 300–90—300–99 [RESERVED]