

## Federal Travel Regulation

## § 300-80.1

### § 300-70.4 How do we respond to the travel survey if we have major sub-organizations?

If you have major suborganizations, you must submit responses as follows:

(a) A separate response from each suborganization which spent more than \$5 million for travel and relocation during the fiscal year immediately preceding the survey year;

(b) A consolidated response covering all your suborganizations which did not spend more than \$5 million for travel and relocation during the fiscal year immediately preceding the survey year; and

(c) A consolidated response which covers all components of your agency.

### Subpart B—Requirement To Report Use of Other Than Coach-Class Transportation Accommodations

#### § 300-70.100 Who must report use of other than coach-class transportation accommodations?

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

#### § 300-70.101 Where can we find what information we are required to report?

GSA will issue a Bulletin which will inform agencies of the required information and reporting format(s) for any trip in which the agency authorized and paid for transportation that exceeded the use of coach-class or lowest first-class accommodations. Negative submissions are required. Bulletins regarding the Federal Travel Regulation are located on the Internet at [www.gsa.gov/bulletin](http://www.gsa.gov/bulletin).

[FTR Amdt. 2009-06, 74 FR 55146, Oct. 27, 2009]

#### § 300-70.102 How often must we report the required information?

You must annually submit the required information to GSA no later than 60 days after the end of each fiscal year.

[FTR Amdt. 2009-06, 74 FR 55146, Oct. 27, 2009]

#### § 300-70.103 Are there any exceptions to the reporting requirement?

Yes. You are not required to report data that is protected from public dis-

closure by statute or Executive Order. However, you are required to submit, in a cover letter to GSA, the following aggregate information.

(a) Aggregate number of authorized other than coach-class trips that are protected from disclosure;

(b) Total cost of actual other than coach-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]

### Subpart C [Reserved]

## PART 300-80—RELOCATION EXPENSES TEST PROGRAMS

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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

### § 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]

### § 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 (Attention: MTT), 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]

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

No more than 10 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]

### § 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.

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- (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?

None. When authorized by the Administrator of General Services, the agency may pay any necessary relocation expenses in lieu of payments authorized or required under Chapter 302 of this title.

[FTR Amdt. 2007-04, 72 FR 51374, Sept. 7, 2007]

### § 300-80.7 What is the maximum duration of test programs?

The duration of a test program is 24 months from the date of authorization unless terminated prior to that date by the Administrator of General Services due to changes in law or regulation. Extensions of the 24 month period may be granted by the Administrator of General Services for up to an additional 24 months, but not beyond October 2009, the expiration of the test authority. A request to extend the test program shall be submitted to the Administrator of General Services not later than 45 days prior to the expiration of the original test period.

[FTR Amdt. 2007-04, 72 FR 51374, Sept. 7, 2007]

### § 300-80.8 What reports are required for a test program?

Two reports are required:

- (a) The Administrator of General Services must submit a copy of an approved test program 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 Governmentwide Policy, Office of Travel, Transportation and Asset Management (Attention MTT), 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 Governmentwide Policy, Office