

## Federal Travel Regulation

## § 300-90.9

### § 300-90.6 What is authorized under the test programs?

Under a telework expenses test program authorized by the Administrator of General Services, the agency may:

(a) Pay any necessary telework travel expenses in lieu of payments authorized or required under 5 U.S.C. Chapter 57, Subchapter I for employees participating in a telework program;

(b) Provide a participating employee with the option to waive any payment authorized or required under 5 U.S.C. Chapter 57, Subchapter I; or

(c) Establish, for a participating employee who voluntarily relocates from the pre-existing duty station of that employee, a reasonable maximum number of occasional visits to the pre-existing duty station before that employee is eligible for payment of any incurred travel expenses by that agency for travel to the pre-existing duty station.

### § 300-90.7 What 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 24 months, but not beyond December 8, 2017, the expiration of the test authority (see § 300-90.8).

### § 300-90.8 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 (Attention: MA), 1800 F Street NW., Washington, DC 20405-0001, not later than 120 days prior to the expiration of the test period. The request for extension must:

(a) Contain the test program results to that date;

(b) Clearly enumerate the benefits, qualitatively and/or quantitatively, of granting a test program extension; and

(c) Specify the duration of time for which an extension is requested.

### § 300-90.9 What reports are required for a test program?

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

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

(1) An annual report on the progress of the test, submitted to the U.S. General Services Administration, Office of Government-wide Policy, Office of Asset and Transportation Management (Attention: MA), Washington, DC 20405. The Administrator or designee may terminate the test program approval for failure to comply with this reporting requirement; and

(2) A final report on the results of the test program must be submitted to the U.S. General Services Administration, Office of Government-wide Policy, Office of Asset and Transportation Management (Attention: MA), Washington, DC 20405, the Telework Managing Officer of that agency, and to the appropriate committees of Congress not later than 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. The results in a report may include:

(1) The total number of visits a participating employee made to the pre-existing official station;

(2) The total number of visits and travel expenses paid by the agency;

(3) The total number of visits and travel expenses paid by the participating employee; or

(4) Any other information the agency determines useful to aid the Administrator of General Services, the Telework Managing Officer(s), and Congress in understanding the test program and the impact of the program.

## PARTS 300-91—300-99 [RESERVED]