FEDERAL TRAVEL REGULATION GSA Bulletin FTR 16-04

TO: Heads of Federal Agencies

SUBJECT: Requirement to Report Agency Payments for Relocation

- 1. What is the purpose of this bulletin? This bulletin provides guidance to agencies for the required reporting of agency payments for relocation expenses. This bulletin is directed to all agencies and departments that annually spend more than \$5 million on travel and relocation.
- 2. What is the background of this bulletin? Under the provisions of 5 U.S.C. § 5707(c), which are implemented in the Federal Travel Regulation, Part 300-70, Subpart A—Requirement To Report Agency Payments for Employee Travel and Relocation, and Part 302-1, Subpart B- Requirement to Report Agency Data for Employee Relocation, the Administrator of General Services is required to collect data on relocation expenses every year. All agencies that spent more than \$5 million on travel and transportation payments, including relocation, are required to report this data to the U.S. General Services Administration (GSA).
- 3. What should agencies do as a result of this bulletin? GSA's Office of Government-wide Policy provides the chart of data elements to be collected in paragraph 5. Agencies must submit the information in Excel format to GSA within 90 days of the date of publication of this bulletin by sending the data to travelpolicy@gsa.gov with subject line "Relocation Data".
- 4. What do agencies or departments do if they have major sub-organizations? If a department or agency has one or more major sub-organizations that spent more than \$5 million for travel and relocation in the year prior to the survey, the sub-organizations may submit a separate response. However, the department or agency must submit a consolidated response which includes all sub-organizations.

5. What information must agencies report to GSA?

| Report data by | FY13 | | FY14 | | FY15 | |
|---------------------------|--------|-------|--------|-------|--------|-------|
| authorization FY | Total | Total | Total | Total | Total | Total |
| | Number | Cost | Number | Cost | Number | Cost |
| Total of All Relocations | | | | | | |
| New Appointee Relocations | | | | | | |
| Househunting Trip (HHT) | | | | 1 | | |
| Direct Residence Sales | | | | | | |
| Vendor Residence Sales | | | | | | |
| Residence Purchases | | | | | | |
| Household Goods (HHG) | | | | | | |
| Shipment | | | _ | | | |
| Household Goods (HHG) | | | | | | |
| Storage in Transit (SIT) | | | | | | |
| Household Goods (HHG) | | | | | | |
| Extended Storage | | | | | | |
| Temporary Quarters | | | | | | |
| Subsistence Expenses | | | | | | |
| (TQSE) | | | | | | |
| Miscellaneous Expenses | | | | | | |
| Allowance | | | | | | |
| Relocation Income Tax | | | | | | |
| Allowance (RITA) Payments | | | | | | |

- 6. What actions will take place after agencies submit the information? GSA will consolidate and use the high-level data to shape future policy decisions. GSA will also report its analysis to the Office of Management and Budget.
- 7. Whom should I call for further information? For clarification of content of this bulletin, please contact Mr. Rick Miller, Office of Government-wide Policy, Office of Asset and Transportation Management (MA), at (202) 501-3822 or via e-mail at Rodney.Miller@gsa.gov.

By delegation of the Administrator of General Services,

Troy Cribb

Associate Administrator

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Office of Government-wide Policy