



Office of Government-wide Policy  
U.S. General Services Administration

August 21, 2023

Federal Travel Regulation  
GSA Bulletin FTR 23-07

TO: Heads of Federal Agencies

SUBJECT: First Class and Business Class Transportation Reporting Requirements

1. What is the purpose of this bulletin? In accordance with 41 CFR 300-70.101, this bulletin clarifies the information agencies are required to report on the authorized use of first class and business class transportation accommodations and how to determine the comparative coach class accommodations. This bulletin also rescinds Federal Travel Regulation (FTR) GSA Bulletin 20-05 (85 FR 17890, March 31, 2020).

2. What is the background of this bulletin? GSA amended the FTR by introducing premium economy airline accommodations as a class of service, creating management controls related to the use thereof, and changing the deadline for reporting the use of first class and business class accommodations (87 FR 55699, September 12, 2022). This rule did not change the requirement for agencies to report the use of all first class and business class accommodations which exceed the coach class fare, nor did it change the requirement for agencies to report the use of extra-fare train service. However, since publishing 87 FR 55699, GSA has received questions from agencies on how to determine the comparative cost of a coach class train fare when the use of an extra-fare train is authorized.

3. What information must we report on the use of first class and business class transportation? FTR §§300-70.100 through 103 establishes the requirements for agencies to report annually on the use of first class and business class transportation by Government travelers on official business. Information on agency reporting requirements is available in the Appendix to this bulletin.

4. How do we determine the cost of comparative coach class airline accommodations? You must use the contract City Pair Program capacity-controlled coach class contract fare (\_CA) available for the same itinerary at time of booking. If a \_CA fare is not available, you must use the regular contract City Pair fare (YCA) fare for the same itinerary. If a YCA fare does not exist for that market, then you must use the least expensive, fully refundable, non-contract coach class fare for the same itinerary.

5. How do we determine the cost of comparative coach class train accommodations? You must use the fare for the least expensive coach class train accommodations that

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would have been paid for the same itinerary had first class, business class, or extra-fare train accommodations not been authorized.

6. How do we determine the cost of comparative coach class ship accommodations? Ship travel is generally not considered advantageous; however, you must use the least expensive class of accommodations aboard the vessel for the same itinerary.

7. Do we report the use of premium economy or coach class seating upgrades? No. Agencies do not report the authorized use of premium economy class or coach class seating upgrades.

8. What other uses of first class and business class transportation do we not report? Do not report first class and business class transportation when the accommodations were:

- Paid in full through your acceptance of payment from a non-Federal source in accordance with FTR Chapter 304;
- Paid for by the traveler with personal funds or frequent flier points/benefits;
- The accommodations are a free upgrade; or
- The cost of the first class or business class accommodation does not exceed the cost of the comparative coach class accommodations.

9. Are there any exceptions to the first class and business class transportation reporting requirement? Yes. In accordance with FTR §300-70.103, 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](#)). Information on agency reporting requirements for protected data is available in the Appendix to this bulletin. See [FTR Bulletin 23-02 Marking, Redacting, and Segregating Information When Reporting Travel Data](#) for additional information regarding reporting requirements for travel data protected from public disclosure by statute or Executive Order.

10. When and how must we report on the use of first class and business class transportation? As specified by FTR §300-70.102, you must report to the GSA, Office of Government-wide Policy through an electronic reporting tool found at <https://www.travel.reporting.gov/TRAVEL/TRAVELLogin> no later than December 31 of each year. If your agency did not have any reportable travel in the current period a Negative submission, i.e., no data to report, must still be submitted to GSA 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.

11. What is the effective date of this bulletin? This bulletin is effective upon the date of signature.

12. When does this bulletin expire? This bulletin will remain in effect until explicitly canceled or superseded.

13. Whom should I call for further information? Contact Mr. LaMan Dantzler, Office of Government-wide Policy at 202-615-5399, or by email at [LaMan.Dantzler@gsa.gov](mailto:LaMan.Dantzler@gsa.gov). Please cite GSA FTR Bulletin 23-07.

By delegation of the Administrator of General Services,

DocuSigned by:  
  
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Krystal J. Brumfield  
Associate Administrator  
Office of Government-wide Policy

## Appendix

### First Class and Business Class Travel Reporting Information

The table below contains a list of the data fields agencies must submit to the GSA for the annual First Class and Business Class Travel Report.

<b>FIELD LABEL</b>	<b>DESCRIPTION</b>
Travel authorization number	Unique identification number assigned to a travel authorization.
Traveler name	Traveler's First Name, Middle Initial, Last Name
Travel start date	The beginning date of travel for the trip that requires first class or business class transportation accommodations.
Origin	The point of origin for the trip that required first class or business class accommodations. For domestic origins use city and the two letter state abbreviation. For foreign origins use city and country abbreviation.
Destination	The end point for the trip that required first class or business class accommodations. For domestic destinations use city and the two letter state abbreviation. For foreign destinations use city and country abbreviation.
Travel purpose identifier	The purpose for conducting official travel. (See Appendix C to FTR Chapter 301.)
Coach Class Exception	Exception for using first or business class common carrier (air, rail, or ship) accommodations pursuant to FTR § 301–10.103(b) and (c).
First Class or Business Class Travel Expense Amount	Total cost of the transportation accommodation(s) containing at least one segment of first class or business class transportation.
Fare Comparison Amount	Total cost of the comparative coach class accommodation(s) for the same itinerary had first class or business class transportation not been used.
<b>PROTECTED AGGREGATE DATA</b>	
Total Protected First Class and Business Class Trips	Aggregate number of authorized first class and business class trips that are protected from disclosure.

Total Protected First Class or Business Class Travel Expense Amount	Total aggregate cost of actual first class and business class fares paid that exceeded the coach class fare.
Total Protected Fare Comparison Amount	Total aggregate cost of coach class fares that would have been paid for the same itinerary.
<i>Note: If the aggregate information is also protected from public disclosure, then a negative report (i.e., no data to report) must be submitted to GSA.</i>	