

For all categories, please enter your expenditures in **THOUSANDS** and the **NUMBER** pertaining to that category for both CONUS and OCONUS. In some cases, you will be asked to provide expenditures or numbers only. If the category is not applicable, or you can't provide the requested information, enter a zero "0".

Travel and Relocation Expenditures

Provide the total **DOLLAR AMOUNT(s)** in **THOUSANDS** and **NUMBER** for CONUS and OCONUS temporary duty travel and relocation incurred by your agency for FY02.

1) Travel/Relocation				
CATEGORY	Total CONUS Expenditures	Total CONUS Number of Trips	Total OCONUS Expenditures	Total OCONUS Number of Trips
Temporary Duty Station (TDY) (30 days or less)	\$		\$	
TDY (More than 30 days)	\$		\$	
Temporary Change of Station	\$		\$	
Permanent Change of Station	\$		\$	
Comments (specify category(ies)):				

2) Mode of Transportation				
CATEGORY	Total CONUS Expenditures	Total CONUS Number of Trips	Total OCONUS Expenditures	Total OCONUS Number of Trips
Airlines: City-Pair Fares	\$		\$	
Airlines: Non City-Pair Fares	\$		\$	
Train	\$		\$	
Bus	\$		\$	
Ship	\$		\$	
POV	\$		\$	
Rental Car	\$		\$	
Comments (specify category(ies)):				

3) Per Diem & Other				
CATEGORY	Total CONUS Expenditures	Total CONUS Number of Nights	Total OCONUS Expenditures	Total OCONUS Number of Nights
Lodging (FEMA Approved)	\$		N/A	N/A
Lodging (Non-FEMA Approved)	\$		N/A	N/A
Meals and Incidentals	\$	N/A	\$	N/A
Other (Local travel, tolls, parking, phones, etc.)	\$	N/A	\$	N/A
Comments (specify category(ies)):				

4) Household Goods Shipment & Storage

CATEGORY	Total CONUS Expenditures	Total CONUS Number	Total OCONUS Expenditures	Total OCONUS Number
Shipments less than or equal to 18,000 Lbs.	N/A		N/A	
Shipments over 18,000 Lbs.	N/A		N/A	
Actual (Bill of Lading)	\$		\$	
Commuted Rate Method	\$		N/A	N/A
Storage in Transit (1-90 days)	\$		\$	
Storage in Transit (91-180 days)	\$		\$	
Extended Storage (indefinite)	\$		\$	
Comments (specify category(ies)):				

5) Temporary Quarters Subsistence Expenses & Days

CATEGORY	Total CONUS Expenditures	Total CONUS Number of Days	Total OCONUS Expenditures	Total OCONUS Number of Days
Actual	\$		\$	
Fixed	\$		\$	
Comments (specify category(ies)):				

6) Residence Transactions

CATEGORY	Total CONUS Expenditures	Total CONUS Number	Total OCONUS Expenditures	Total OCONUS Number
Sales (Direct Reimbursement)	\$		\$	
Purchases (Direct Reimbursement)	\$		\$	
Comments (specify category(ies)):				

7) Miscellaneous Allowances

CATEGORY	Total CONUS Expenditures	Total CONUS Number Authorized	Total OCONUS Expenditures	Total OCONUS Number Authorized
Actual	\$		\$	
Fixed	\$		\$	
Comments (specify category(ies)):				

8) Househunting Trip

CATEGORY	Total CONUS Expenditures	Total CONUS Number Authorized	Total OCONUS Expenditures	Total OCONUS Number Authorized
Actual	\$		\$	
Fixed	\$		\$	
Comments (specify category(ies)):				

9) Relocation Services (RS) & Property Management (PM) Services

CATEGORY	Total CONUS Expenditures	Total CONUS Number Authorized	Total OCONUS Expenditures	Total OCONUS Number Authorized
Transferees using PM	\$		\$	
RS for Home Sale	\$		\$	
RS for Home Purchase	\$		\$	
Guaranteed Home Sale Buyout	\$		\$	
Comments (specify category(ies)):				

10) Shipment of Mobile Homes & POVs

CATEGORY	Total CONUS Expenditures	Total CONUS Number Authorized	Total OCONUS Expenditures	Total OCONUS Number Authorized
Mobile Homes	\$		\$	
POVs	\$		\$	
Comments (specify category(ies)):				

11) Extensions

CATEGORY	Total CONUS Expenditures	Total CONUS Number Authorized	Total OCONUS Expenditures	Total OCONUS Number Authorized
Extensions to complete relocation granted	N/A		N/A	
Extensions to complete relocation denied	N/A		N/A	
Comments (specify category(ies)):				

12) Administrative Costs

CATEGORY	Total CONUS Expenditures	Total CONUS Number Authorized	Total OCONUS Expenditures	Total OCONUS Number Authorized
Administrative Costs for TDY	\$	N/A	\$	N/A
Administrative Costs for Temporary Change of Station/Permanent Change of Station	\$	N/A	\$	N/A
Comments (specify category(ies)):				

13) Guaranteed Home Sale Buyouts

CATEGORY	Total CONUS Expenditures	Total CONUS Number Authorized	Total OCONUS Expenditures	Total OCONUS Number Authorized
Guaranteed Home Sale Buyouts	N/A	N/A	N/A	N/A
Comments (specify category(ies)):				

14) Please rank from high (1) to low (7) your agencies trips by trip purpose

- _____ Site visit or information meeting
- _____ Training
- _____ Speech/Presentation
- _____ Conference
- _____ Relocation
- _____ New Hire
- _____ Other Travel Purposes

15) For all of the questions where you couldn't provide the information, indicate the date of when you expect to have this data?
