

Office of Governmentwide Policy
Office of Travel, Transportation and Asset Management
Interagency Travel Management Committee

Wednesday, June 22, 2011
General Services Administration
1275 First Street, NE
Washington, DC 20417
Meeting Notes (amended)

Attendees:

Names	Organization	Names	Organization
Lois Mandell	GSA	George Thomas	GSA
Patrick O'Grady	GSA	Pearl Carr-Notice	GSA
Marcerto Barr	GSA	Damien Hinckley	State
Cy Greenidge	GSA	Andy Lucido	State
Jill Denning	GSA	Joyce Rammon	DHS
Cheryl McClain	GSA	Annie Scott	GSA
Lee Gregory	GSA	Hilary Haight	NSF
Maureen Rinehart	DTMO	Pamela Ross	FMCS
Leif Waller	FAS	Kevin Der	DOJ
Rick Freda	FAS	Sharon Biddle	Air Force
Eugene Lee	FAS	Joy Bendix	GSA
Melinda Bers	DHS	David Guarneo	PBGC
Helena Lee	GSA	Gary Cramer	DHS
Nadine Loften	DNFSB	Garlette Jordan	FAS
Audrey Duchesne	State	Don Covington	State
David Hotz	RRB	Bob Browning	DHS
Doris Jones	CTR	Melanie Ware	Smithsonian
Monica Hart	DOT	Susan Anderson	DOT
Ed Davis	GSA	Rick Miller	GSA

By Telephone:ⁱ

Name	Organization
Angel Saumure	Treasury

The meeting was convened by Lois Mandell, Program Director, Office of Travel, Transportation and Asset Management at 10:10 A.M. Ms. Mandell welcomed the attendees and provided a brief background.

1. Federal Travel Regulation Revision Update - Marcerto Barr, OGP Travel Policy

Marcerto Barr, Federal Travel Regulation (FTR) Revision Project Leader, presented the initial categories within Chapter 301 Temporary Duty Travel Allowances and related appendices the Office of Governmentwide Policy Travel Policy team will be focusing on. These categories are special conveyances (including rental cars), per diem (including meals, incidentals, lodging, and expenses), and

air (including common transportation). A request for Federal agency representatives to participate on working groups has been previously distributed to the Travel Executive Steering Committee (TESC) and the Interagency Travel Management Committee (ITMC). Indication of interest to participate is due back to Ms. Barr no later than June 30, 2011.

The FTR revision will address Executive Orders: 12866 and 13563 by writing clear and concise language, removing duplication and open for public comment and collaboration amongst federal agencies and travel best practices from industry, 13154, introduces transparency, adopting green travel practices and issues developing travel sustainable polices. A complete FTR will increase travel efficiency, effectiveness, and transparency, incorporate industry best practices, adopt sustainability practices, increase accountability by adding performance measures, and eliminate redundancy, streamline travel policies at the agency level. A federal register notice will be issued shortly announcing the 2-day FTR R-revision meeting currently scheduled for August 11 and August 12, 2011. August 11-12th.

2. Defense Travel Management Office (DTMO) Rental Car Briefing - Maureen Rinehart, DTMO

Ms. Rinehart presented an overview of the DTMO rental car program identifying the program's components and benefits to the Federal traveler. Advised that DTMO has a 24/7 Travel Assistance Center that can take calls on rental car issues and direct travelers through proper channels.

While the DTMO rental car program is not mandatory, travelers should verify their rental car request is under the DTMO program. This program is available in CONUS and OCONUS locations, and stated vehicle rental rates do differ in the various markets and may be subject to change. The program now includes hybrid vehicles but their current rental cost is approximately 50% more than a gasoline vehicle. DTMO is exploring alternate rental vehicle opportunities such as ZipCar.

Federal employees should check with agency travel managers and/or general council before renting a vehicle that Government contractors will be riding in. Government Administrative Rate Supplement (GARS) is a mandatory \$5 fee. Be aware vehicle rental companies may add other mandatory fees for airport/stadium fees, fuel surcharge, taxes.

Due to the increase of toll roads throughout the country using transponders to pay the toll fee, travelers should be aware of their liability of not paying the toll. Ms. Rinehart advised each traveler should verify with their agency of cost coverage for including a transponder on a rental vehicle.

Office of Governmentwide Policy
Office of Travel, Transportation and Asset Management
Interagency Travel Management Committee

DTMO is working on improving rental vehicle collection such as average rental car mileage which is currently estimated at 419. Vehicle rental data is a requirement for Federal agency annual greenhouse gas (GHG) reporting.

3. Green Travel - Lee Gregory, OGP Travel Policy

Ms. Gregory presented a review of the executive orders and the recent FAR Interim Rule issued May 31, 2011 and its resulting impact on federal travel. OGP released FTR Bulletin 10-06 Guidance for Sustainable Travel Policy and Practices last fall. FTR 301-74 Conferences and Appendix E is currently under revision to incorporate sustainable and environmental considerations with a projected release date in the Federal Register later this year. A FTR bulletin addressing Sustainable Conferences is in GSA's clearance process and is anticipated to be released this August.

GSA has been an active participant in the OMB, CEQ and DOE EO 13514 Section 9 Accounting and Reporting work group tasked with updating the annual instructions and technical services document for greenhouse gas reporting requirements. GSA lead the task group for business travel (air and ground) and provided recommendations on refining GHG measurements for Federal agencies required annual reporting on business air travel and business ground travel.

4. GSA Suite for Meeting Planning – Federal Acquisition Service (FAS)

GSA Travel MIS, Leif Waller: Mr. Waller presented an overview of the GSA Travel MIS (Management Information System), a travel data aggregation service that consolidates data from federal travel agencies and ETS vendors. The data is used for strategic sourcing, policy development, travel management, and sustainability. Recently, it has also been leveraged to support conference planning. This is part of a 2 step process, in partnership with FedRooms. GSA Travel MIS provides a tool to help travel planners identify the most appropriate city for a conference, based on cost and emissions factors. The next step of the process is then supported by FedRooms.

GSA Lodging Programs, Rick Freda:

Mr. Freda presented information on the FedRooms Groups & Meetings market research tool that provides government meeting professionals rapid market research for possible meeting sites at no cost. FedRooms generally provides the research within 5 business days or less. The service allows users to search FedRooms hotels and if requested, non-FedRooms hotels based on their meeting requirements. Meeting planners may also ask about a hotel's "green" programs. The FedRooms tool may be used for just meeting space without overnight accommodations. Please go to www.fedrooms.com for more information.

5. Travel Reporting - Patrick O'Grady, OGP Travel Policy:

Mr. O'Grady provided an update on the Premium-Class Travel Tool development and announced a revival of the Travel Report Information Profile, referred to as TRIP. As a result of GAO's 2007 report Internal Control Weaknesses Governmentwide Led to Improper and Abusive Use of Premium Class,

Office of Governmentwide Policy
Office of Travel, Transportation and Asset Management
Interagency Travel Management Committee

Business-class travel was added to the annual First-Class reporting requirement. Premium-class travel is defined as all “other-than-coach-class” transportation accommodations and no longer refers to just first-class. Adding business class travel to the reporting requirements increases the number of records agencies are expected to report. Accordingly, GSA developed a Web based tool that agencies will use to submit their individual premium class reports to GSA. Users may enter data one line at a time, or batch their records using an import procedure available from the tool. Use of the MIS system to populate the fields is an option that agencies may use. However, agencies must be aware that all costs and trips associated with premium class travel must be actual costs or voucher data, booked data is not accepted.

The Travel Information Reporting Profile (TRIP) reporting requirement will be renewed for FY 2011. Required by statute, 5 USC 5707 (c), GSA must collect and analyze agencies travel data. TRIP data was first collected starting in FY 1998, again in FY 2000, and the last effort was in FY 2002. A draft data entry screen mockup was previewed and it was emphasized that a tool similar to the premium class reporting tool is under development.

6. Round Table Open Discussion

A question came up regarding Y-Up fares. Y-Up fares are technically coach class fares that are well above the average coach class cost and can be upgraded at no extra charge to premium class service. Agency travel managers, managers and policy should consider addressing how to better manage employees travel so such extra air costs are not incurred without valid reasons. OGP Travel Policy will investigate whether the regulations should add a reporting requirement for use of these types of fares.

TRIP: Agencies expressed concern with GSA’s announcement that preparations are in progress to renew the Travel Reporting Information Profile (TRIP). ITMC membership expressed concern over the number of data calls for reports from GSA and OMB. Examples used were Premium-class travel and Senior Federal Travel, both reports are at the end of the fiscal year, when agencies are closing out their books. Adding an additional reporting requirement during the fiscal year end procedure is unreasonable and ITMC membership asks that GSA consider options.

OGP Travel Policy stated that the [IRS will increase the standard automobile mileage rate to 55.5 cents per mile on July 1](#). OGP is working on changing the current rates to be in agreement, although this may lag being released due to the GSA clearance process of up to 30 days behind the July 1 date. **Revision and UPDATE** the result of GSA’s internal evaluation does not support a change of the POA rate at this time. The POA rate will remain at 51 cents per mile. GSA plans to monitor the fuel costs monthly and will adjust the rate if warranted.

PCS Mileage Rate Increase: OGP Travel Policy announced that it will increase the moving mileage rate from 19 cents per mile, to 23.5 cents per mile, see [IRS announcement 2011-40](#).

Office of Governmentwide Policy
Office of Travel, Transportation and Asset Management
Interagency Travel Management Committee

FAS will determine whether ETS has ability to provide data needed for TRIP report. Several attendees expressed concern about timing of several due dates from MTT (end of fiscal year), especially the TRIP requirement.

Department of Homeland Security asked if any agencies are reducing travelers lodging allowances for regular TDY (not long term). ITMC members didn't offer other instances, although acknowledged that this can be done if the limited rate is known sufficient (as when a contracted rate exists) and is stated on travelers travel authorization.

The next meeting is scheduled for **TBD**.

The meeting was adjourned at 12:05 P.M.

Meetings Notes recorded by, OGP- Staff

ⁱ The telecom technology and process used at the June 22nd ITMC meeting did not adequately identify individual callers. GSA is working to improve the telecom processes for future ITMC meetings.