

# GSA Travel

GSA Travel Reporting Tool

User: Nadine Lofton  
Logout

PCTR Reports Tools Help

## Prem Class Travel Premium Class Travel Data: Defense Nuclear Facilities Safety Board

Org List  
Data Form  
Data Import

### Data Status

Status of FY 2013 Data for this organization is:  
incomplete complete + no data to report  
Status updated by Nadine Lofton on 10/31/13

### Premium Class Travel Data Entry

#### Fiscal Year:

2013

Agencies must report any and all instances of other than coach-class transportation (OTTC) accommodations paid for by the government. This includes reporting OTTC accommodations as part of a multi-leg or multi-segmented trip that was paid for by the government. For multi-leg or multi-segmented trips, GSA requires agencies to separate and report on each individual leg or segment that was OTTC. Legs or segments that are not premium-class accommodations should not be reported. For additional information please refer to www.gsa.gov/pctr.

- Use this form to report all segments of OTTC. For multi-segmented OTTC accommodations enter each segment separately, do not combine segments or costs.
- Place cursor over a small question mark icon ( ? ) for additional information about each data element.
- Data entry errors will be indicated by an exclamation icon ( ! ) in place of the question mark. Place cursor over exclamation icon for details about the error.
- All fields except Agency Trip ID are mandatory (indicated by orange colored headings). Required values must be entered before the record may be saved.
- Purpose codes: identify the reason for the travel.
- Exception codes: identify the class of transportation accommodation (business class or first-class), the mode of transportation (air, train, ship, bus) and the justification for OTTC accommodations. Select the appropriate codes using the drop down box.
- Once you have completed the data entry for fiscal year, toggle the status at the top of the page to "complete".

Please see the [Frequently Asked Questions](#) page under the "Help" tab for additional guidance and responses to common questions.

Click on the icon above ( ? ) to hide these instructions.

You can't edit this organization's data because the FY 2013 data status has been set to "complete" or "no data to report".

Agency Trip ID	Traveler Name	Origin	Destination	Travel Date	Exc. Code	Prps. Code	Prem. Fare	Coach Fare
5606C09-1	Exemption(b)(6)	Washington, DC	San Diego, CA	10/22/12	F2	CNF	\$ 3,610	\$ 517

Showing 1 to 1 of 1 entries

Last updated by Nadine Lofton on 10/24/13

URL: https://gsa.inl.gov/travel/  
Contact: Cheryl McClain

Execution time: ~0.281 seconds

U.S. General Services Administration  
Office of Governmentwide Policy

**Defense Nuclear Facilities Safety Board**

**First & Business Class Travel**

Issue-Date Range

**10/1/2011 to 9/30/2012**

Traveler	Date	Record Locator	Airline	Ticket #	Travel Date	Class	Justification Code	City From	City To	Total
Exemption(b)(6)	03/08/12	CMPUFA	Virgin America	7043221338	03/25/12	Business	B1	Washington	San Francisco	2,393.60
					03/30/12	Business	B1	San Francisco	Washington	
Exemption(b)(6)	03/08/12	LDITKH	Delta Air Lines	7043221368	05/01/12	Coach		Washington	Cincinnati	1,304.70
					05/01/12	Business	B1	Cincinnati	Las Vegas	
					05/05/12	Business	B1	Las Vegas	New York-Kennedy	
					05/05/12	Coach		New York-Kennedy	Washington	
Exemption(b)(6)	08/13/12	EAIQLO	United	7124543374	08/13/12	First	F2	Denver	Albuquerque	1,346.80
<b>Report Totals</b>				<b>Traveler Count</b>						<b>11,352.80</b>

Agency Trip ID	Traveler First Name	Traveler Middle Initial	Traveler Last Name	Origin	Destination	Travel Date	Exception Code	Purpose Code	Premium Fare	Coach Fare
ABC-12345	John	A	Example	Washington, DC	Los Angeles, CA	12/25/2010	F1	EMG	1000	650
2110881	Exemption(b)(6)	Exemption(b)(6)	Exemption(b)(6)	Washington, DC	Pasco, WA	10/31/2010	F2	MSN	2117	2117
1905179	Exemption(b)(6)	Exemption(b)(6)	Exemption(b)(6)	Washington, DC	Dallas, TX	10/17/2010	F2	MSN	2491	929
2367028	Exemption(b)(6)	Exemption(b)(6)	Exemption(b)(6)	Washington, DC	Albuquerque, NM	1/10/2011	F2	MSN	1887	485
3750942	Exemption(b)(6)	Exemption(b)(6)	Exemption(b)(6)	Washington, DC	Albuquerque, NM	7/25/2011	F2	MSN	2138	669
2927084	Exemption(b)(6)	Exemption(b)(6)	Exemption(b)(6)	Washington, DC	Denver, CO	4/11/2011	F2	MSN	2053	1795
+	Exemption(b)(6)	Exemption(b)(6)	Exemption(b)(6)	Washington, DC	Amarillo, TX	10/31/2010	F2	MSN	2704	1549
3569042	Exemption(b)(6)	Exemption(b)(6)	Exemption(b)(6)	Denver, CO	Washington, DC	7/15/2011	F2	MSN	1563	921

**Fiscal Year 2010 First-Class Travel Report**  
**Reporting Period: October 1, 2009 to September 30, 2010**

Enter Name of reporting agency: Defense Nuclear Facilities Safety Board  
 Enter Point of Contact: Nadine Loften  
 Enter Phone Number: 202-694-7044  
 Enter Email Address: [nadinel@dnfsb.gov](mailto:nadinel@dnfsb.gov)

**Important Note: Do Not report any use of business-class trips for FY 2010, please report only first-class trips. Submit completed reports by December 1, 2010, to [travel.policy@gsa.gov](mailto:travel.policy@gsa.gov)**

Enter: Total Number of Records Reported: 9  
 Enter: Total Cost of First Class Accommodations Reported: 20773  
 Enter: Total Cost of Alternative Coach-Class Accommodations Reported: 8,464

**ENTER EACH LEG IN CHRONOLOGICAL ORDER STARTING WITH THE EARLIEST DATE**

Traveler	Origin	Destination	Date	Travel Purpose Code (Reason Code)	Travel Identifier	First-Class Fare	Coach Fare
Last Name, First Name, Middle Initial / Comma after Last Name/No Period After Middle Initial	City, State or Country / State: Use Standard Two Letter Abbreviation	City, State or Country / State: Use Standard Two Letter Abbreviation	Beginning Date of Travel Only / Use MM/DD/YY	Refer to "Exception Codes" tab	Refer to "Travel Purpose Identifier Codes" Tab	Whole Dollar Amounts / No \$ signs	Whole Dollar Amounts / No \$ signs
Exemption(b)(6)	Washington, DC	Amarillo, TX	11/17/09	S2	2	1625	823
Exemption(b)(6)	Washington, DC	Idaho Falls, ID	11/30/09	S2	2	2593	1390
Exemption(b)(6)	Washington, DC	Oakland, CA	02/22/10	S2	2	3982	359
Exemption(b)(6)	Washington, DC	Richland, WA	03/15/10	S2	2	3110	1605
Exemption(b)(6)	Washington, DC	Amarillo, TX	05/17/10	S2	2	1683	1126
Exemption(b)(6)	Washington, DC	Oakland, CA	06/15/10	S2	2	2735	359
Exemption(b)(6)	Washington, DC	Amarillo, TX	06/21/10	S2	2	1723	950
Exemption(b)(6)	Washington, DC	Idaho Falls, ID	07/13/10	S2	2	2481	1489
Exemption(b)(6)	Washington, DC	Orlando, FL	07/18/10	S2	5	841	363

# Fiscal Year 2009 FIRST CLASS TRAVEL REPORT

## Defense Nuclear Facilities Safety Board

Point of Contact: **Nadine Loften**  
 Phone Number: **202-694-7044**  
 Fax Number: **202-208-6518**  
 Email Address: [nadinel@dnfsb.gov](mailto:nadinel@dnfsb.gov)

**Reporting Period: October 1, 2008 - September 30, 2009**

Total Number of Records Reported: 1  
 Total Cost of First Class Accommodations Reported: 2,476  
 Total Cost of Alternative Coach-Class Accommodations Reported: 1,844

Travel Mode	Traveler	Origin	Destination	Date	Purpose	Justification	FIRST CLASS FARE	Coach Fare
	Upper Case: LastName, FirstName, MiddleInitial Comma after Last Name/No Period After MiddleInitial	Upper Case: City, State or Country State: Use Standard Two Letter Abbreviation	Upper Case: City, State or Country State: Use Standard Two Letter Abbreviation	Beginning Date of Travel Only MM/DD/YY			Whole Dollar Amounts No \$ Signs	Whole Dollar Amounts No \$ Signs
0	Exemption (b)(6)	WASHINGTON, DC	PASCO, WA	01/12/09	0	1	2,476	1,844

**Submit completed reports by Monday, November 30, 2009, to [travel.policy@gsa.gov](mailto:travel.policy@gsa.gov)**

**Travel Mode Codes:**

"0" = Airplane  
 "1" = Ship  
 "2" = Train

**Purpose Codes:**

0 = Site visit  
 1 = Information meeting  
 2 = Training attendance  
 3 = Speech/presentation  
 4 = Conference attendance  
 5 = Relocation  
 6 = Entitlement travel  
 7 = Special mission travel  
 8 = Emergency travel  
 9 = Other travel purposes

**Justification Codes:**

0 = No other reasonably available accommodations  
 1 = Disability/special need  
 2 = Security  
 3 = Inadequate foreign coach-class train accommodations  
 4 = Agency mission