

GENERAL SERVICES ADMINISTRATION  
Washington, DC 20405

September 30, 2010

Federal Travel Regulation  
GSA Bulletin FTR 10-06

TO: Heads of Federal Agencies

SUBJECT: Guidance for Sustainable Temporary Duty (TDY) Travel Policies and Practices

1. What is the purpose of this bulletin? This bulletin provides guidance to employees of agencies subject to the Federal Travel Regulation (FTR) to enhance travel cost savings and reduce greenhouse gas (GHG) emissions. This guidance will improve management of agency travel programs, save money on travel costs, better protect the environment, and conserve natural resources. Other agencies not subject to the FTR are also encouraged to follow this guidance and incorporate these strategies into their travel management policies, procedures, and activities related to official travel.
2. What is the effective date of this bulletin? This bulletin is effective on September 30, 2010.
3. When does this bulletin expire? This bulletin will remain in effect until explicitly cancelled or superseded.
4. What is the background of this bulletin? The Federal Government directs employees to travel for various reasons and purposes. When managing travel programs, sustainability and protecting the interests of taxpayers must be among the prime considerations during travel planning and execution.

On October 5, 2009, President Obama signed Executive Order 13514, *Federal Leadership in Environmental, Energy, and Economic Performance* (EO 13514). EO 13514 directs Federal agencies to target their mission activities toward improving energy efficiency and reducing direct and indirect GHG emissions. When establishing a GHG emission reduction target, Section 2(b)(ii) of EO 13514 requires the heads of agencies to consider reductions associated with "implementing strategies and accommodations for transit, travel, training, and conferencing that actively support lower-carbon commuting and travel by agency staff."

5. How can agencies enhance cost savings and reduce GHG emissions resulting from official travel? Reducing or eliminating travel is one of the most effective means for agencies to minimize travel costs and reduce GHG

emissions. Agencies should review internal policies, and where appropriate or practicable, develop travel policies and practices that significantly reduce or eliminate official travel.

The following management, transportation, lodging, and meeting strategies may enhance cost savings and reduce agencies' emissions of GHG resulting from official travel:

- a. *General travel management guidance.* In every case, the trip not taken is the least expensive and most sustainable. When considering travel, agencies are encouraged to implement the following travel practices in agency travel programs:
  - i. Plan Agency Travel.
    1. Agencies should analyze trip data and prioritize agency travel to accomplish their missions most efficiently, including program travel, speaking engagements, conference attendance, site visits, and all other types of travel.
    2. Agencies should plan travel far enough in advance to take advantage of lower airfares and ensure that the Government contractor providing travel management services offers deeply discounted airfares, when available and not inconsistent with other contracts. For example, agencies should consider deeply discounted airfares available to the general public when less expensive than GSA contract city-pair fares if travel and use of the ticket is reasonably anticipated, if schedule and routing are acceptable to meet the agency's mission, and taking into account cancellation fees typically associated with such fares if travel is cancelled.
    3. Agencies should review internal guidance governing travel purposes and justification for travel to ensure that all trips are necessary -- in lieu of alternatives such as available technology.
  - ii. Technology in Lieu of Travel.
    1. Agencies should consider the use of technologies (e.g., teleconferencing, video conferencing, webinars, social networking options, etc.) in lieu of travel, and make these alternatives available to employees in support of collaboration by agencies in accomplishing their mission goals and objectives.
    2. To maximize the use of alternatives to travel, agencies should look for consistent patterns in their trips, and use conference technology tools (see ¶ 5d), where feasible.
  - iii. Schedule Multiple-Leg Trips. Whenever possible and geographically reasonable, when agencies determine that travel is necessary and the mission takes the traveler to multiple/consecutive TDY points, agencies should consider scheduling a single trip with multiple legs

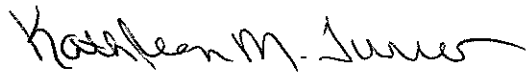
or segments, instead of returning the traveler to his or her official station and conducting individual trips to each destination.

- b. *Travel between home, airports, lodging, and temporary duty locations.* Agencies should encourage employees to consider the following cost and carbon reduction strategies when building their travel cost constructions and making official travel plans:
- i. Luggage. Travelers should reduce the amount of luggage taken on official travel. Reducing the amount of luggage can be more cost-effective and reduces the weight of the traveler's individual carbon footprint.
  - ii. Use public transportation. Public transportation should be a first option for local transportation at the TDY location. Travelers should be familiar with subway/trains and bus routes that are available between meetings, lodging, and other locations at which business is to be conducted.
  - iii. Consider alternative travel options. Travelers may consider which mode of common carrier transportation is best aligned with the goals of travel cost savings and reducing GHG emissions -- train, bus or airline, for example.
  - iv. Use environmentally friendly cabs. Travelers should use alternative fueled cabs as opposed to gasoline-fueled cabs in cities and localities that have alternative fueled or hybrid cabs readily available.
  - v. Ridesharing. Share the ride with fellow employees. Ridesharing can include either cabs or shuttle services between airports, hotels, and conferences or meetings.
  - vi. Walking. Agencies should raise the awareness of the environmental and health benefits of walking or bicycling between lodging and meetings at the temporary duty site when practical.
  - vii. Use alternative fueled or hybrid (AFV) rental vehicles (when available under the Defense Travel Management Office Rental Car Agreement) or Government AFVs. If AFV rental vehicles are not available, travelers should use the smallest, most fuel-efficient vehicle available that meets the agency mission.
  - viii. Use of alternative fueled Government aircraft. If the use of a Government aircraft is required or in the best interest of the Government, agencies should use alternative fuel in Government aircraft as it becomes available through the standard fuel distribution system.
- c. *Lodging at temporary duty locations.* Agencies should encourage employees to consider the following strategies when arranging and staying in lodging accommodations at their temporary duty locations:

- i. Stay in green lodging. Many hotels participate in green lodging certification programs that incorporate energy efficiency, water conservation, waste reduction, and other environmentally-friendly strategies into their facilities and operations. In particular, travelers should look for properties that are LEED certified, have earned EPA's Energy Star rating or participate in EPA's Waste Wise and WaterSense programs, and that have made a stated commitment to practicing environmentally preferable purchasing in the products and services used by the property.
  - ii. Select lodging facilities to minimize the transportation needed at the TDY location. Travelers should consider hotels that are close to their event site, especially hotels that are within walking distance. Many hotels, particularly in urban areas, are within walking distance to mass transit options that will reach the site at which business is to be conducted. In addition, many offer shuttle services to mass transit facilities or event sites.
  - iii. Participate in hotel linen and recycling programs. Many hotels give travelers the ability to reuse linen to conserve water, reduce the use of cleaning chemicals, and reduce the discharge of "gray" water into sewage systems, as well as provide recycling containers to reduce the number of bottles, cans, etc., in the waste stream.
  - iv. Turn off AC/heat, lights, TV, and radio when not in room. Travelers often use this strategy at home and should consider taking the same approach at the temporary duty location.
  - v. Use electronic checkout programs. Most hotels allow travelers to view and approve their bill electronically rather than relying on paper documents.
- d. *Hosting meetings/conferences that may require travel.* When planning meetings that require participation from employees or other individuals, agencies should ensure that the following strategies, aimed at minimizing or eliminating the need for others to travel to meetings, are considered in the planning process. The following strategies will also mitigate the impact of any travel that is necessary, ensuring that resources invested in travel are well spent:
- i. Use Remote Conferencing Tools. Agencies should ensure that teleconferencing, videoconferencing, and audio conferencing options are in place, and encourage participants to take advantage of them in lieu of attending conferences and meetings in person.
  - ii. Site Selection. Agencies should select meeting sites that are close and accessible by public transportation.
  - iii. Hold meetings with green lodging and conference/meeting facilities. Agencies should hold conferences and meetings in facilities that incorporate green principles.

- iv. Overlapping events. Agencies should consider whether scheduling meetings concurrently with overlapping attendance will capture attendees who are already on TDY, thereby eliminating the need for multiple trips.
6. Who should I contact for further information? For further information, contact Mr. Tony Butcher, Office of Governmentwide Policy, Office of Travel, Transportation and Asset Management, General Services Administration at (202) 273-3471 or via email at [travelpolicy@gsa.gov](mailto:travelpolicy@gsa.gov).

By delegation of the Administrator of General Services,



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