

Welcome Page	Executive Summary	Agency Travel Highlights	Travel Dashboard by Purpose Government Comparison	Travel Dashboard by Purpose Agency Comparison	Travel Dashboard by Mode Government Comparison	Travel Dashboard by Mode Agency Comparison	Travel Summary by Purpose	Travel Summary by Mode	Agency Relocation Highlights	Relocation Dashboard Cost Comparison
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Federal Travel and Relocation Reporting File
(BUSINESS TRAVEL & RELOCATION) Data

last updated: 02/06/2020

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Fiscal Year (FY) 2019 Travel Reporting Information Profile Executive Summary

Business Travel Data

General. Twenty-four Chief Financial Officer (CFO) Act agencies and 39 non-CFO Act agencies submitted FY2019 summarized travel data. Agencies reported taking 7.2 million trips or about 34,000 more than in FY2018 at about \$600 million (5 percent) more than reported in FY2018. CFO Act agencies account for 98 percent of all Government trips and 99 percent of travel costs. The Department of Defense and Department of Homeland Security perform 74 percent of all reported trips but only incur 69 percent of the travel costs. The average Governmentwide FY2019 trip cost was \$1,565. For CFO Act agencies the average trip cost was \$1,578, whereas the average cost for a non-CFO Act agency trip was \$824. The difference in cost is likely attributed to lower average airfares and lodging costs, as explained below.

Expense Categories. Governmentwide travel expenses are evenly distributed across three expense categories: Lodging, Transportation, and Miscellaneous and meals and incidental expenses¹ (M&IE) (Table 1). When FY2019 lodging costs (\$3.8 billion) and FY19 M&IE costs (\$1.7 billion²) are combined, the total subsistence reimbursements account for half the travel cost and miscellaneous expenses account for approximately 18 percent of total travel cost.

Fiscal Year	Lodging Cost	Transportation Cost	Misc & M&IE Cost
2019	33.7%	32.8%	33.5%
2018	33.2%	32.9%	33.9%
Change	0.5%	-0.1%	-0.4%

Table 1. - Percent of Total Travel Cost by Expense Category

During the past two years, the proportion of trips among the five travel purpose codes has remained fairly consistent (Table 2). Operational Mission and Training travel make up 87 percent of Governmentwide trips and 83 percent of the Governmentwide travel cost.

Fiscal Year	Conference	Employee Emergency	Operational Mission	Special Agency Mission	Training
2019	6.5%	0.6%	56.0%	6.3%	30.6%
2018	6.4%	0.5%	56.5%	8.0%	28.7%
Change	0.1%	0.1%	-0.5%	-1.7%	1.9%

Table 2. - Percent of Trips by Trip Purpose

¹ Incidental expenses include fees and tips given to porters, baggage carriers, hotel staff, and staff on ships.
² Based on an estimated \$57 per day M&IE and an average trip duration of 4.2 days.

Trip Duration³. FY2019 trip durations for each trip purpose remained fairly consistent with FY2018 travel. However, Employee Emergency travel decreased from 4.3 days to 3 days and Special Agency Mission travel decreased from 5.5 days to 4 days. Although the trip duration decreased for Special Agency Mission travel, its average trip cost increased \$225 (Table 3). The increase in cost is most likely attributed to the increased lodging costs. Non-CFO Act agency average lodging costs is \$307 compared to \$532 for CFO Act agency lodging costs. The lower average lodging cost for non-CFO Act agencies correlates to shorter trip durations for all trip purposes. In particular, non-CFO Act agency trip durations for Employee Emergency travel and Special Agency Mission travel are almost 6 and 2 days shorter, respectively, than CFO Act agency travel for these same trip purposes.

Fiscal Year	Conference	Employee Emergency	Operational Mission	Special Agency Mission	Training
2019	\$1,506	\$1,601	\$1,482	\$2,483	\$1,538
2018	\$1,454	\$1,850	\$1,382	\$2,258	\$1,492
Change	3.6%	-13.5%	7.3%	10.0%	3.1%

Table 3. - Average Cost by Trip Purpose

Transportation. Non-CFO Act agency FY2019 average airfare is \$417 compared to \$594 for CFO Act agency airfare. GSA is unable to determine why the non-CFO Act agency airfare is less expensive than CFO Act agency airfare, but a possible reason is shorter domestic trips. FY2019 TNC reported trips increased 147 percent over FY2018 trips; whereas IMTC and taxi usage decreased 28 percent and 5 percent respectively. Additionally, the average amount reimbursed for public transportation, train, and taxi decreased from FY2018 amounts. The competitive market with TNC and IMTC may be a contributing factor to reduced taxi fares; however, the margin of difference is eroding (Table 4). Air and rental car make up 89 percent of all transportation costs. Despite potential savings of train, TNC, IMTC, and public transportation, their combined use continues to represent only 1 percent of all transportation costs.

Fiscal Year	Air	Rental Car	POV	Taxi	TNC	IMTC	Public Trans
2019	\$592	\$119	\$214	\$88	\$47	\$35	\$38
2018	\$591	\$137	\$205	\$81	\$48	\$29	\$32
Change	0.1%	-12.8%	4.4%	8.8%	-1.5%	19.1%	19.9%

Table 4. - Average Amount Reimbursed for Transportation Made Per Voucher/Trip

Relocation Data

General. Twenty-three CFO Act agencies⁴ and eight non-CFO Act agencies reported FY2017 final and FY2019 obligated or estimated relocation data. A five-year summary of relocations is provided in Table 5. Although Vendor Residence Transactions represent the highest average cost, approximately \$50,000, this benefit occurs in about 2500 or 2 percent of approximately 30,000 annual relocations. Shipment of household goods (HHG), storage and extended storage of HHG represent slightly more than 25 percent of the total relocation cost. The average cost of house hunting trips represents less than 1 percent of the total relocation costs.

Fiscal Year	Total Cost ⁵	Number of Relocations	Average Relocation Cost
2015	\$1,032,152,132	33514	\$30,798

³ Agency average trip durations greater than 30 days are excluded from the formula for calculating Governmentwide average trip durations to prevent skewing the results.

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Agency Travel Highlights

Select Agency

General Services Administration

Decrease Increase No Change

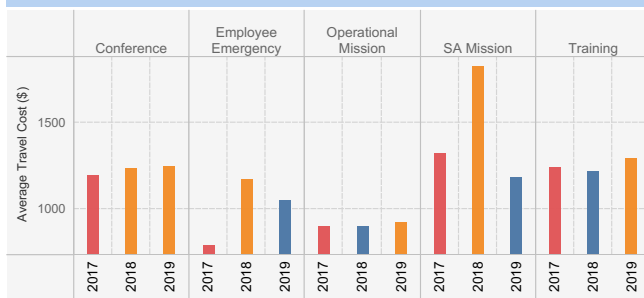
Overview

General Services Administration reported 21,665 trips in FY 2019 or about 503 trips (2.27%) less than in FY 2018 at about \$29,310 or 0.13% less in total travel spending than reported in FY 2018. While General Services Administration reported \$8,865,784 in FY 2019 or about \$209,129 (2.30%) less in total lodging spending than in FY 2018.

\$1,007.7

\$21.5 Increase from FY 2018 in
Average Travel Cost per Trip

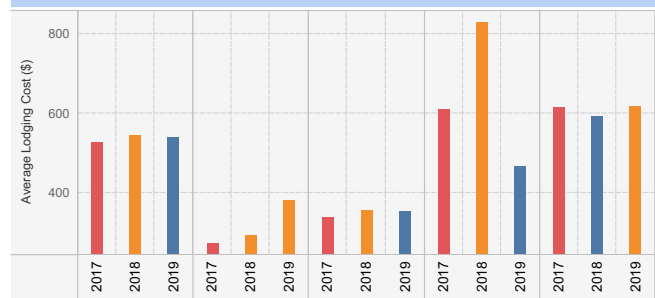
Average Travel Cost per Trip by Purpose



\$409.2

(\$0.1) Decrease from FY 2018 in
Average Lodging Cost per Trip

Average Lodging Cost per Trip by Purpose



Average Transportation Cost per Instance by Mode

	2017	2018	2019
Air	\$399	\$381	\$410
IMTC		\$31	\$6
POV	\$43	\$43	\$46
Public Transportation		\$12	\$11
Rental Car	\$89	\$97	\$94
Taxi	\$27	\$30	\$30
TNC		\$27	\$28
Train	\$113	\$124	\$113

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Business Travel Dashboard

Cost Comparison

Select Group of Agencies

All

Select Agency

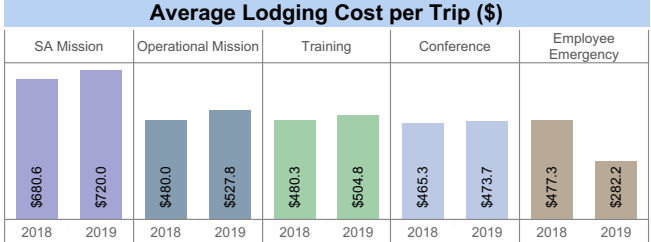
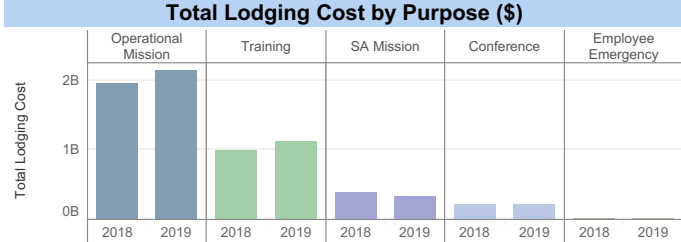
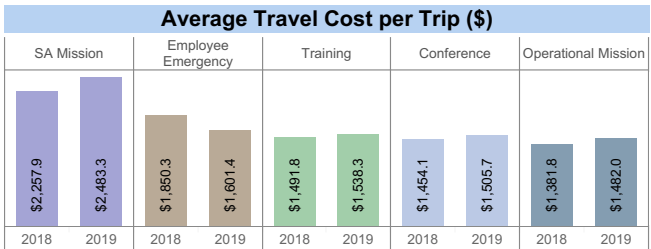
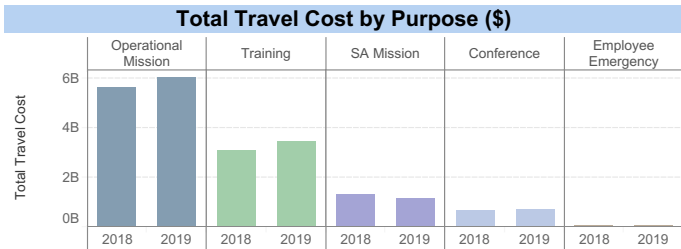
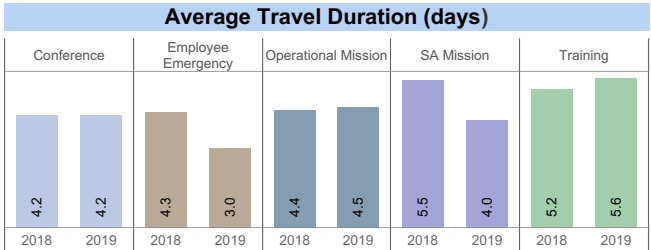
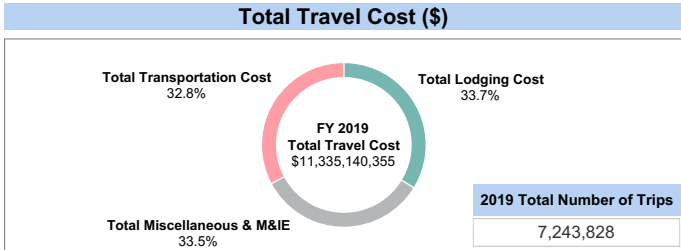
All

Government-wide

FY 2018 - FY 2019

Select Fiscal Year

Multiple values



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Business Travel Dashboard

Agency Comparison

by Travel Purpose & Fiscal Year

Select Purpose

All Purposes

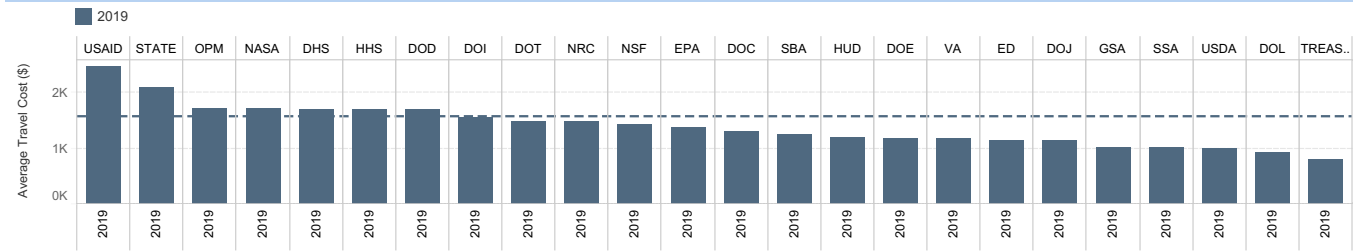
CFO ACT Agencies

FY 2019

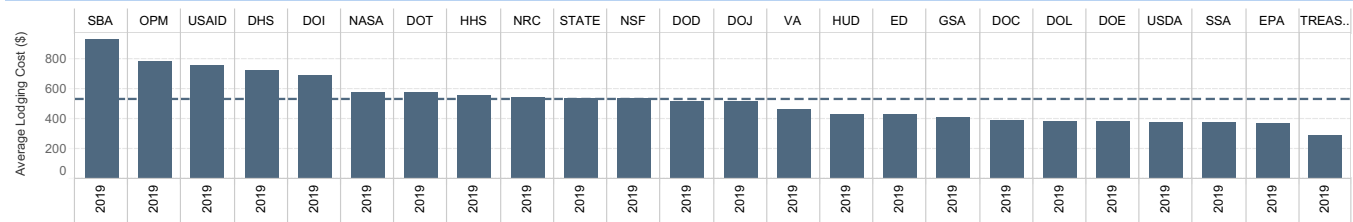
Select Fiscal Year

2019

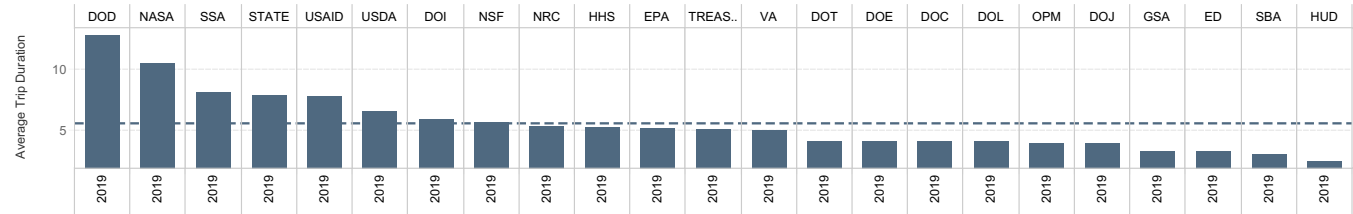
Average Travel Cost per Trip (\$) by Purpose - All Purposes



Average Lodging Cost per Trip (\$) by Purpose - All Purposes



Average Travel Duration (days) by Purpose - All Purposes



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Business Travel Dashboard

Cost Comparison by Transportation Mode and Fiscal Year

Select Group of Agencies

All

Select Agency

All

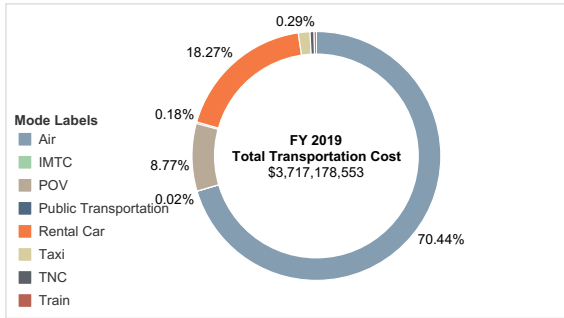
Government-wide

FY 2018 - FY 2019

Select Fiscal Year

Multiple values

Total Transportation Cost (\$)



Cost per Instance by Transportation Mode (\$)

	Air	Train	Rental Car	POV	Taxi	TNC	IMTC	Public Transportation
2018	\$590.98							
2019	\$591.70							
2018		\$136.69						
2019		\$119.15						
2018			\$205.25					
2019			\$214.23					
2018				\$91.05				
2019				\$88.14				
2018					\$47.67			
2019					\$46.95			
2018						\$29.07		
2019						\$34.63		
2018							\$31.77	
2019							\$38.08	
2018								\$15.99
2019								\$12.41

Number of Instances (#)

Air		POV		Rental Car		Taxi		Public Transportation		TNC		Train		IMTC	
2018	4,238,915	2018	3,756,833	2018	3,112,776	2018	1,256,039	2018	493,129	2018	227,002	2018	92,083	2018	24,597
2019	4,425,499	2019	3,699,160	2019	3,170,855	2019	1,192,267	2019	530,477	2019	559,532	2019	89,449	2019	17,602

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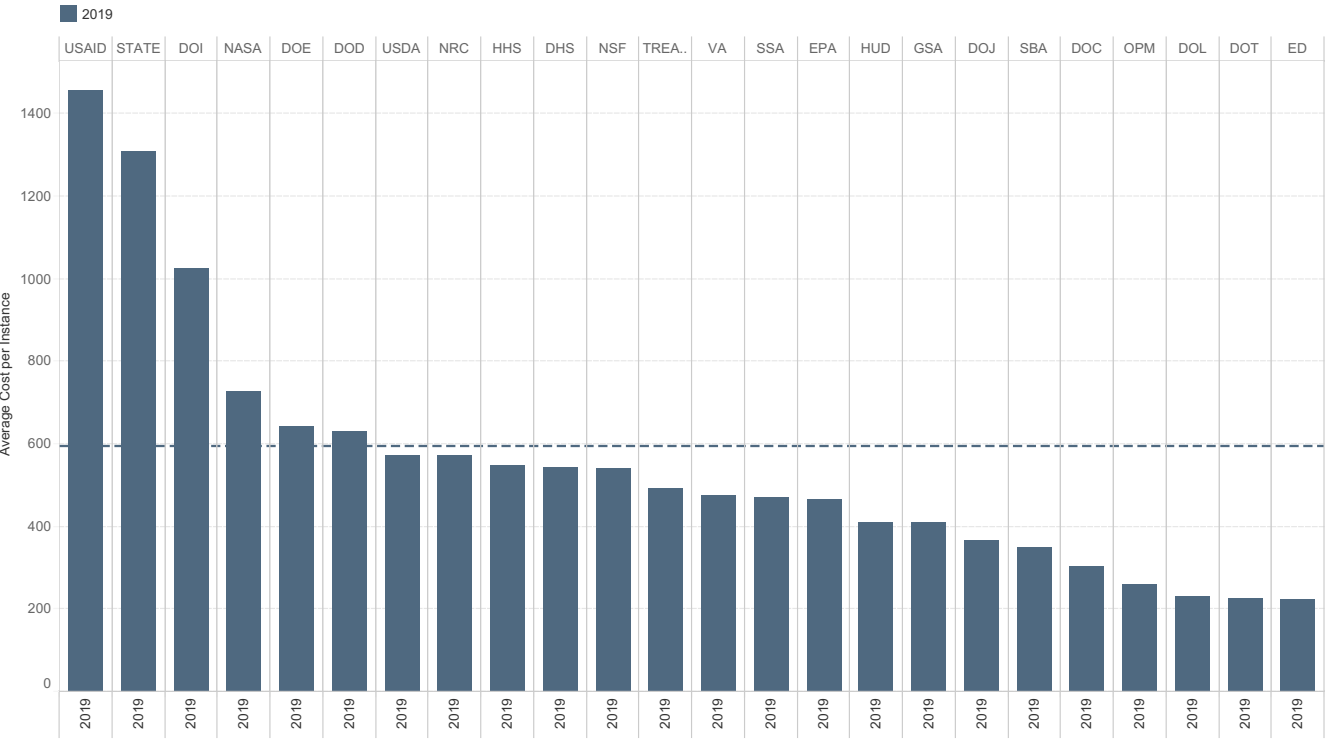
Business Travel Dashboard
Agency Comparison
by Transportation Mode and Fiscal Year

Select Mode
Air

CFO ACT Agencies
FY 2019

Select Fiscal Year
2019

Cost per Instance (\$)
by Transportation Mode Air



Agency Travel Highlights	Travel Dashboard by Purpose Government Comparison	Travel Dashboard by Purpose Agency Comparison	Travel Dashboard by Mode Government Comparison	Travel Dashboard by Mode Agency Comparison	Travel Summary by Purpose	Travel Summary by Mode	Agency Relocation Highlights	Relocation Dashboard Cost Comparison	Relocation Agency Comparison	Relocation Summary	
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Business Travel Summary
by Travel Purpose

Select Agency
All

Government-wide
FY 2019

Select Fiscal Year
2019

Travel

Total Travel Cost	Total Lodging Cost	Total Transportation Cost	Total Miscellaneous Cost	# of Trips
11,335,140,355	\$3,824,698,830	\$3,717,178,553	\$3,793,262,972	7,243,828

Conference

Total Travel Cost	Total Lodging Cost	Average Trip Duration (Days)	# of Trips
\$707,900,483	\$222,684,275	4.2	470,137

Employee Emergency

Total Travel Cost	Total Lodging Cost	Average Trip Duration (Days)	# of Trips
\$67,249,848	\$11,852,176	3.0	41,994

Operational Mission

Total Travel Cost	Total Lodging Cost	Average Trip Duration (Days)	# of Trips
\$6,010,945,329	\$2,140,835,367	4.5	4,055,887

SA Mission

Total Travel Cost	Total Lodging Cost	Average Trip Duration (Days)	# of Trips
\$1,137,383,345	\$329,767,476	4.0	458,014

Training

Total Travel Cost	Total Lodging Cost	Average Trip Duration (Days)	# of Trips
\$3,411,661,350	\$1,119,559,536	5.6	2,217,796

Travel Dashboard by Purpose Government Comparison	Travel Dashboard by Purpose Agency Comparison	Travel Dashboard by Mode Government Comparison	Travel Dashboard by Mode Agency Comparison	Travel Summary by Purpose	Travel Summary by Mode	Agency Relocation Highlights	Relocation Dashboard Cost Comparison	Relocation Agency Comparison	Relocation Summary	Who Reported Travel data
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Business Travel Summary by Transportation Mode

Select Agency All	Government-wide FY 2019	Select Fiscal Year 2019
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Transportation

Total Cost	Number of Instances
\$3,717,178,553	13,684,841

Air

Total Cost	Number of Instances	Average Cost per Instance
\$2,618,562,308	4,425,499	\$591.70

IMTC

Total Cost	Number of Instances	Average Cost per Instance
\$670,286	17,602	\$38.08

POV

Total Cost	Number of Instances	Average Cost per Instance
\$326,057,829	3,699,160	\$88.14

Public Transportation

Total Cost	Number of Instances	Average Cost per Instance
\$6,583,889	530,477	\$12.41

Rental Car

Total Cost	Number of Instances	Average Cost per Instance
\$679,290,703	3,170,855	\$214.23

Taxi

Total Cost	Number of Instances	Average Cost per Instance
\$55,977,653	1,192,267	\$46.95

TNC

Total Cost	Number of Instances	Average Cost per Instance
\$19,377,794	559,532	\$34.63

Train

Total Cost	Number of Instances	Average Cost per Instance
\$10,658,091	89,449	\$119.15

Travel Dashboard by Purpose Agency Comparison	Travel Dashboard by Mode Government Comparison	Travel Dashboard by Mode Agency Comparison	Travel Summary by Purpose	Travel Summary by Mode	Agency Relocation Highlights	Relocation Dashboard Cost Comparison	Relocation Agency Comparison	Relocation Summary	Who Reported Travel data	Who Reported Relocation data
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Agency Relocation Highlights

Select Agency
General Services Administration

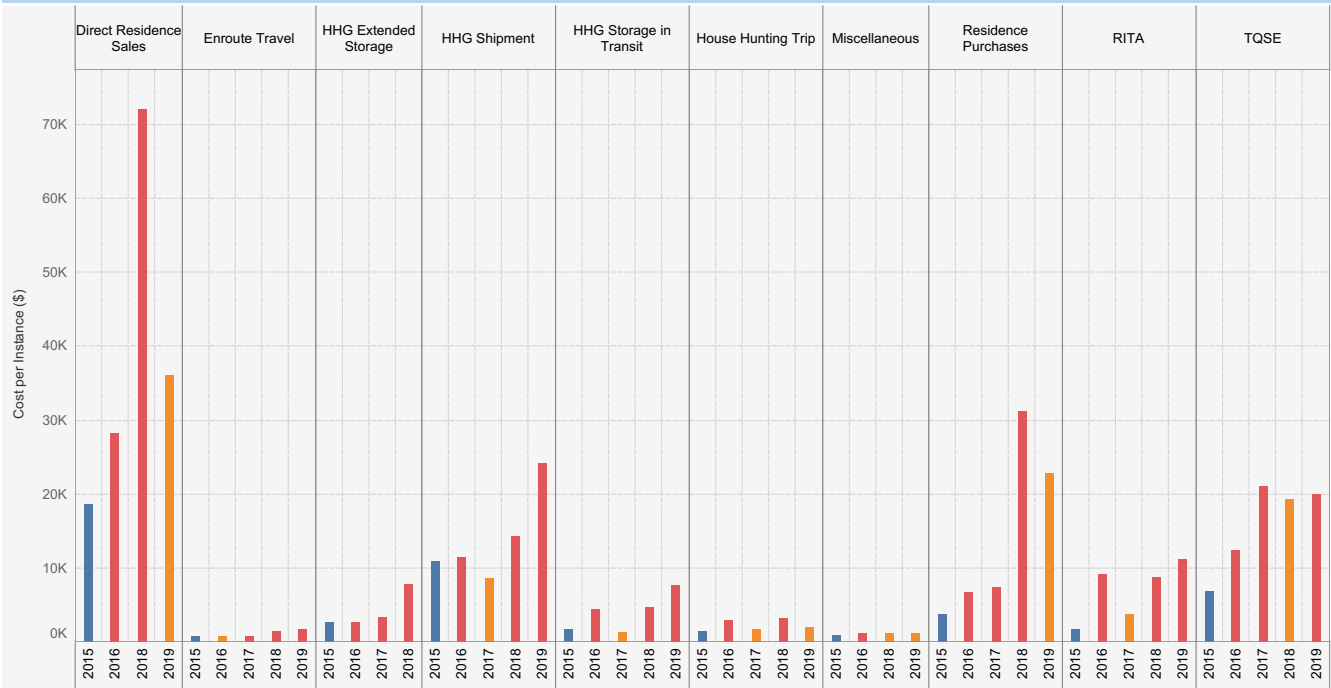
Decrease Increase No Change

Overview

General Services Administration reported that 8 employees used relocation in FY 2019 Obligated or about 5 (38.46%) less than in FY 2018 Obligated at about \$176,763 (-32.18%) less than in FY 2018 Obligated.

\$46,562.3
\$4,311.4 Increase from FY 2018 Obligated in
Average Relocation Cost per Employee

Average Cost per Instance by Relocation Type



Travel Dashboard by Purpose Agency Comparison	Travel Dashboard by Mode Government Comparison	Travel Dashboard by Mode Agency Comparison	Travel Summary by Purpose	Travel Summary by Mode	Agency Relocation Highlights	Relocation Dashboard Cost Comparison	Relocation Agency Comparison	Relocation Summary	Who Reported Travel data	Who Reported Relocation data
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Relocation Dashboard

Cost Comparison by Relocation Type & Fiscal Year

Select Group of Agencies
All

Select Agency
All

Government-wide
FY 2019 Obligated

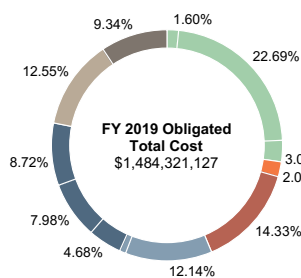
Select Fiscal Year
Multiple values

Total Relocation Cost (\$)

* Click on bars to change pie chart

Cost Labels

- HHG
- Miscellaneous
- Other
- Relocation Travel
- Residence
- RITA
- TQSE



Average Cost per Instance (\$)

	2018 Obligated	2019 Obligated
Vendor Residence Sales	\$63,636	\$50,601
Direct Residence Sales	\$11,349	\$20,659
Residence Purchases	\$9,384	\$13,279
HHG Shipment	\$10,656	\$10,774
TQSE	\$8,943	\$8,615
RITA	\$8,521	\$7,393
HHG Storage in Transit	\$3,276	\$3,500
House Hunting Trip	\$2,516	\$2,531
HHG Extended Storage	\$1,904	\$2,508
Enroute Travel	\$1,235	\$1,290
Miscellaneous	\$1,152	\$1,335

Number of Instances (#)

	2018 Obligated	2019 Obligated
HHG Shipment	28,716	31,265
RITA	19,395	25,197
Enroute Travel	22,411	20,879
Miscellaneous	19,155	22,983
TQSE	13,683	16,085
HHG Storage in Transit	13,735	12,765
HHG Extended Storage	14,184	9,495
Residence Purchases	7,504	8,923
House Hunting Trip	5,979	5,158
Direct Residence Sales	6,675	3,366
Vendor Residence Sales	1,949	2,557

Travel Dashboard by Purpose Agency Comparison	Travel Dashboard by Mode Government Comparison	Travel Dashboard by Mode Agency Comparison	Travel Summary by Purpose	Travel Summary by Mode	Agency Relocation Highlights	Relocation Dashboard Cost Comparison	Relocation Agency Comparison	Relocation Summary	Who Reported Travel data	Who Reported Relocation data
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Relocation Dashboard

Agency Comparison

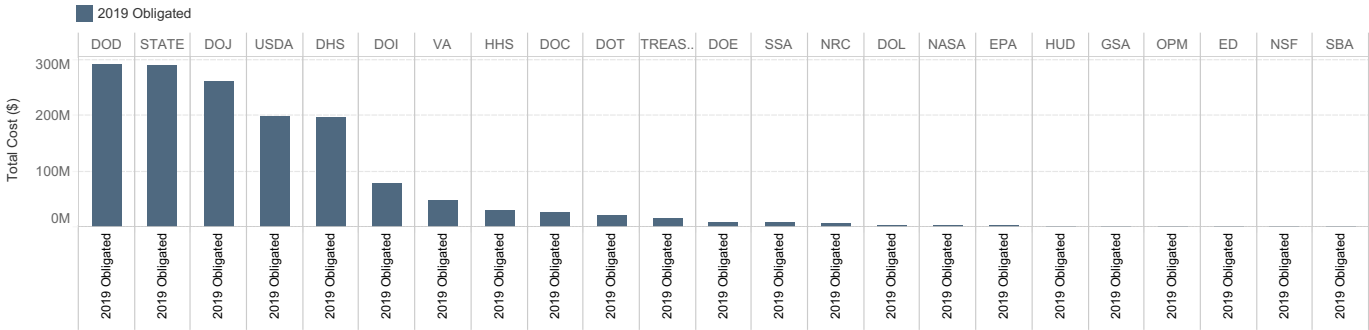
by Relocation Type & Fiscal Year

Select Relocation Type
All Types

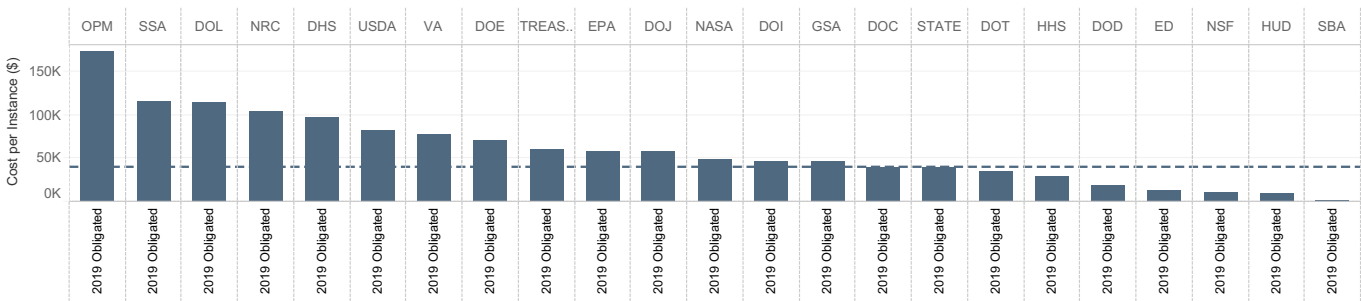
CFO ACT Agencies
2019 Obligated

Select Fiscal Years
2019 Obligated

Total Relocation Cost (\$) by Relocation Type - All Types



Average Cost per Instance (\$) by Relocation Type - All Types



Travel Dashboard by Purpose Agency Comparison	Travel Dashboard by Mode Government Comparison	Travel Dashboard by Mode Agency Comparison	Travel Summary by Purpose	Travel Summary by Mode	Agency Relocation Highlights	Relocation Dashboard Cost Comparison	Relocation Agency Comparison	Relocation Summary	Who Reported Travel data	Who Reported Relocation data
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Relocation Summary by Relocation Type

Select Agency
All

Government-wide
2019 Obligated

Select Fiscal Year
2019 Obligated

Relocation		
Total Cost	# of Employees	Cost per Instance
\$1,484,321,127	37,638	\$39,437

HHG Extended Storage		HHG Shipment		HHG Storage in Transit	
Total Cost	# of Instances	Total Cost	# of Instances	Total Cost	# of Instances
\$23,817,662	9,495	\$336,853,029	31,265	\$44,679,130	12,765

Direct Residence Sales		Vendor Residence Sales		Residence Purchases	
Total Cost	# of Instances	Total Cost	# of Instances	Total Cost	# of Instances
\$69,538,779	3,366	\$129,386,011	2,557	\$118,486,245	8,923

TQSE		Miscellaneous		RITA	
Total Cost	# of Instances	Total Cost	# of Instances	Total Cost	# of Instances
\$138,566,817	16,085	\$30,690,607	22,983	\$186,286,072	25,197

Enroute Travel		House Hunting Trip	
Total Cost	# of Instances	Total Cost	# of Instances
\$180,244,344	20,879	\$13,054,092	5,158

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Who Reported?
Business Travel Data
FY 2019

CFO Act Agencies

Agency for International Development
Department of Agriculture
Department of Commerce
Department of Defense
Department of Education
Department of Energy
Department of Health and Human Services
Department of Homeland Security
Department of Housing and Urban Development
Department of Justice
Department of Labor
Department of State
Department of the Interior
Department of the Treasury
Department of Transportation
Department of Veterans Affairs
Environmental Protection Agency
General Services Administration
National Aeronautics and Space Administration
National Science Foundation
Nuclear Regulatory Commission
Office of Personnel Management
Small Business Administration
Social Security Administration

Non-CFO Act Agencies

American Battle Monuments Commission
Barry Goldwater Scholarship and Excellence in Education Progr..
Commodity Futures Trading Commission
Consumer Financial Protection Bureau
Corporation for National and Community Service
DC Court Services and Offender Supervision Agency
Defense Nuclear Facilities Safety Board
Election Assistance Commission
Export-Import Bank of the United States
Farm Credit Administration
Federal Communications Commission
Federal Energy Regulatory Commission
Federal Housing Finance Agency
Federal Maritime Commission
Federal Mediation and Conciliation Service
Federal Trade Commission
Gulf Coast Ecosystem Restoration Council
Legislative Branch
National Foundation on the Arts and the Humanities
National Labor Relations Board
National Transportation Safety Board
Occupational Safety and Health Review Commission
Office of Government Ethics
Overseas Private Investment Corporation

Non-CFO Act Agencies

Pension Benefit Guaranty Corporation
Securities and Exchange Commission
Smithsonian Institution
Tennessee Valley Authority
U.S. Chemical Safety Board
U.S. Commission on Civil Rights
U.S. Consumer Product Safety Commission
U.S. International Trade Commission
U.S. National Archives and Records Administration
U.S. Trade and Development Agency
United States African Development Foundation

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Who Reported?
Relocation Data
FY 2017 Final & FY 2019 Obligated

CFO Act Agencies	Non-CFO Act Agencies
Department of Agriculture	Consumer Financial Protection Bureau
Department of Commerce	Defense Nuclear Facilities Safety Board
Department of Defense	Library of Congress
Department of Education	Millennium Challenge Corporation
Department of Energy	National Transportation Safety Board
Department of Health and Human Services	Securities and Exchange Commission
Department of Homeland Security	U.S. Consumer Product Safety Commission
Department of Housing and Urban Development	U.S. National Archives and Records Administration
Department of Justice	
Department of Labor	
Department of State	
Department of the Interior	
Department of the Treasury	
Department of Transportation	
Department of Veterans Affairs	
Environmental Protection Agency	
General Services Administration	
National Aeronautics and Space Administration	
National Science Foundation	
Nuclear Regulatory Commission	
Office of Personnel Management	
Small Business Administration	
Social Security Administration	