<table>
<thead>
<tr>
<th>TRAVELER</th>
<th>ORIGIN (City, State or City, Country)</th>
<th>DESTINATION (City, State or City, Country)</th>
<th>DEPARTURE DATE (mm/dd/year)</th>
<th>FIRST-CLASS FARE</th>
<th>CPP YCA FARE</th>
<th>COMPARABLE COACH-CLASS FARE</th>
<th>CODES (REFER TO ATTACHED CHART)</th>
<th>MODE OF TRAVEL</th>
<th>PURPOSE OF TRAVEL</th>
<th>JUSTIFICATION</th>
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<td><strong>TOTALS</strong></td>
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9/18/2009
Fiscal Year 2010 Negative First Class Travel Report

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

Enter the Agency’s Address: 8601 Adelphi Road
College Park, MD
Enter a Point of Contact: Wong Proctor
Enter their Phone Number: (301) 837-6962
Enter their Email Address: wong.proctor@nara.gov

REPORTING PERIOD: October 1, 2009 - September 30, 2010

This agency has no reportable First-Class travel accommodations during in Fiscal Year 2010.
### GSA Travel

**GSA Travel Reporting Tool**

<table>
<thead>
<tr>
<th>SFTR</th>
<th>PCTR</th>
<th>Reports</th>
<th>Tools</th>
<th>Help</th>
</tr>
</thead>
</table>

#### Prem Class Travel

**Premium Class Travel Data: National Archives and Records Administration**

**Data Status**

Status of FY 2011 Data for this organization is: 
- incomplete ✗
- complete ●
- no data to report ○

**Premium Class Travel Data Entry**

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](http://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".

Click on the blue help icon above (❓) to hide these instructions.

<table>
<thead>
<tr>
<th>Agency ID</th>
<th>Traveler Name</th>
<th>Origin</th>
<th>Dest.</th>
<th>Travel Date</th>
<th>Exc. Code</th>
<th>Prps. Code</th>
<th>Prem. Fare</th>
<th>Coach Fare</th>
</tr>
</thead>
<tbody>
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Search:


10/13/2011
<table>
<thead>
<tr>
<th>Traveler Name</th>
<th>Origin</th>
<th>Destination</th>
<th>Travel Date</th>
<th>Exc. Code</th>
<th>Prps. Code</th>
<th>Prem. Fare</th>
<th>Coach Fare</th>
</tr>
</thead>
<tbody>
<tr>
<td>BELLARDO, LEWIS</td>
<td>San Jose, CR</td>
<td>Panama City, PAN</td>
<td>3/26/2011</td>
<td>B9</td>
<td>EMG</td>
<td>$1637</td>
<td>$1295</td>
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</table>

Showing 1 to 1 of 1 entries

URL: https://gsa.int.gov/travel/
Contact: Patrick O'Grady

Execution time: ~0.234 seconds
GSA Travel
GSA Travel Reporting Tool

Prem Class Travel

Premium Class Travel Data: National Archives and Records Administration

Status updated

Data Status
Status of FY 2012 data for this organization is:

incomplete

Premium Class Travel Data Entry

Fiscal Year: 2012

Agencies must report any and all instances of other than coach-class transportation (OTCC) accommodations paid for by the government. This includes reporting OTCC 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 OTCC. Legs or segments that are not premium-class accommodations should not be reported. For additional information please refer to www.gsa.gov/pct.

- Use this form to report all segments of OTCC. For multi-segmented OTCC 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). All 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 OTCC 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 2012 data status has been set to "complete" or "no data to report".

<table>
<thead>
<tr>
<th>Traveler Name</th>
<th>Origin</th>
<th>Destination</th>
<th>Travel Date</th>
<th>Exc. Code</th>
<th>Prps. Code</th>
<th>Prem. Fare</th>
<th>Coach Fare</th>
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</thead>
<tbody>
<tr>
<td>BELLARDO, LEWIS</td>
<td>SYDNEY, AUSTRALIA</td>
<td>DALLAS, TX</td>
<td>9/20/12</td>
<td>86</td>
<td>SPC</td>
<td>$5,610</td>
<td>$3,011</td>
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<tr>
<td>BELLARDO, LEWIS</td>
<td>DALLAS, TX</td>
<td>BRISBANE, AUSTRALIA</td>
<td>8/15/12</td>
<td>86</td>
<td>SPC</td>
<td>$5,730</td>
<td>$3,011</td>
</tr>
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Search:
**GSA Travel**

**GSA Travel Reporting Tool**

<table>
<thead>
<tr>
<th>Premium Class Travel Data: National Archives and Records Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Status updated</strong></td>
</tr>
</tbody>
</table>

**Data Status**
Status of FY 2013 Data for this organization is: incomplete & complete

Status updated by [no data] on 10/26/13

**Premium Class Travel Data Entry**

Agencies must report any and all instances of other than coach-class transportation (OTCC) accommodations paid for by the government. This includes reporting OTCC 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 allocate and report on each individual leg or segment that was OTCC. Legs or segments that are not premium-class accommodations should not be reported. For additional information please refer to [www.gsa.gov/pctr](https://www.gsa.gov/pctr).

1. Click on the icon above (?) to hide these instructions.
2. Click on the icon above (?!) to show these instructions.
3. Premium Class Travel Data Entry:
   - Data entry errors will be indicated by an exclamation icon (!!!) on the right side of the question mark. Please enter data accurately for additional information about such data element.
4. Data entry errors will be indicated by an exclamation icon (!!!) on the right side of the question mark. Please enter data accurately for additional information about such data element.
5. Data entry errors will be indicated by an exclamation icon (!!!) on the right side of the question mark. Please enter data accurately for additional information about such data element.
6. All fields marked * are mandatory (indicated by orange colored headings). Required values must be entered before the record may be saved.
7. Purpose codes identify the reason for the travel.
8. Exception codes identify the class of transportation accommodation (business class, first class, etc.) and the mode of transportation (air, train, ship, bus) and the justification for OTCC accommodations. Selection of this parameter causes the data entry to be saved.
9. Once you have completed the data entry for fiscal year, update the status at the top of the page to "complete".

Please set the frequency of Reporting page under the "Help" tab for additional guidance and responses to common questions.

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

### Search:

**Traveler Name** | **Origin** | **Destination** | **Travel Date** | **Exc. Code** | **Prps. Code** | **Prem. Fare** | **Coach Fare**
--- | --- | --- | --- | --- | --- | --- | ---
No data available in table

Showing 0 to 0 of 0 entries


10/28/2013