



U.S. General Services Administration

Business Travel and Relocation Dashboard

User Guide
Last Updated: 12/11/2024

For Official Use Only



Section Number: Section Focus

Section 1: Product Overview

Section 2: Business Travel and Relocation Dashboard



Business Travel and Relocation Dashboard - Overview



Created by GSA's Office of Government-wide Policy (OGP) to provide dynamic information on all Federal Business Travel and Relocation data, gathered from annual agency submissions to GSA as required by Public Law 115-34.



Provides interactive visualizations, allowing users to slice and dice the data for their analysis requirements.



Agencies report travel and transportation of people, average costs and durations of trips, and purposes of official travel; (B) data on estimated total agency payments for employee relocation; and (C) an analysis of the total costs of transportation service by type, and the total number of trips utilizing each transportation type for purposes of official travel.

Federal Travel and Relocation Reporting (BUSINESS TRAVEL & RELOCATION) Data

Data: FY 2017 - FY2023
 Last updated: 01/18/2024
 Last refreshed: 10/28/2024



Business Travel and Relocation – Welcome Page (Home)

Welcome [→](#)

Welcome	Govt-Wide Trip, Cost, Mode, Purpose	Trip Summary by Purpose	Transportation Summary by Mode	Relocation Cost Comparison
Agency Relocation Highlights	Relocation Agency Comparison	Relocation Summary	Who Reported Travel data	Who Reported Relocation data

Navigation:
Click the buttons at the top of the page to navigate to the other dashboards

Federal Travel and Relocation Reporting (BUSINESS TRAVEL & RELOCATION) Data



Data: FY 2017 - FY2023
Last updated: 01/18/2024
Last refreshed: 10/28/2024



Section Number: Section Focus

Section 1: Product Overview

Section 2: Business Travel and Relocation Dashboard



Business Travel and Relocation – Additional Information

Throughout the Business Travel and Relocation Dashboard, you will see these icons in the top right corner



Click to go back to previous page



Click to go back to the Welcome Page



Click to go to the next page



Click to open the filter pane



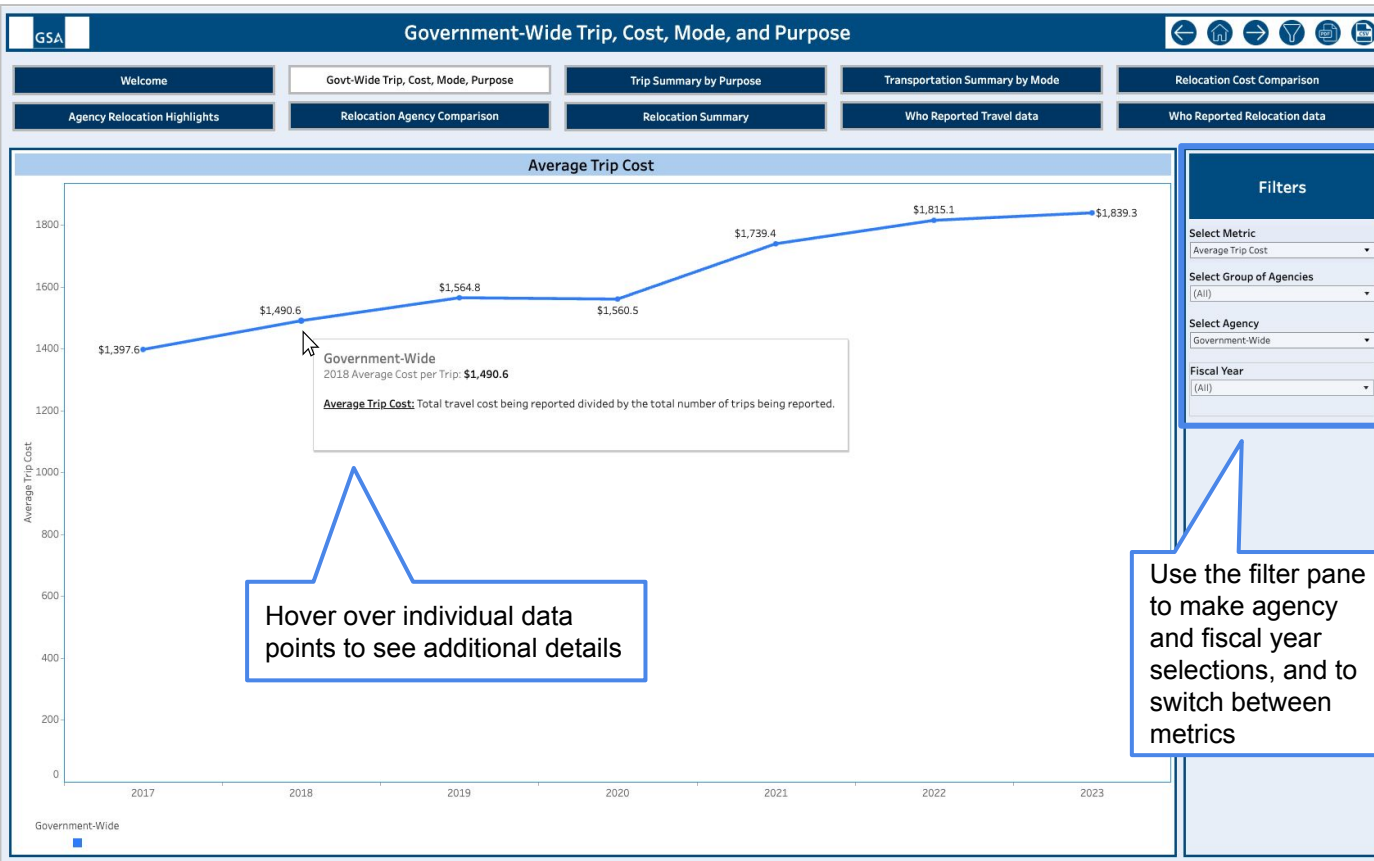
Click to download a CSV file of the data from the dashboard



Click to download a PDF file of the data from the dashboard



Business Travel and Relocation – Government-Wide Trip, Cost, Mode, and Purpose



Hover over individual data points to see additional details

Use the filter pane to make agency and fiscal year selections, and to switch between metrics

- On this dashboard, you can view **government-wide trip, cost, mode, and purpose data** in 16 different views:
- Average Trip Cost
 - Average Lodging Cost by Purpose
 - Average Trip Cost by Purpose
 - Average Trip Cost by Type
 - Average Trip Duration
 - Average Trip Duration by Purpose
 - Average Transportation Cost per Instance
 - Total Trip Cost by Type
 - Total Trip Cost (Top 5 Agencies)
 - Total Trip Cost by Purpose
 - Total Lodging Cost by Purpose
 - Total Number of Transportation Instances
 - Total Number of Trips
 - Total Number of Trips by Purpose
 - Total Transportation Cost
 - Scope 3 GHG Emissions Mileage



Business Travel and Relocation – Business Travel Summary by Travel Purpose

Business Travel Summary by Travel Purpose

Welcome | Govt-Wide Trip, Cost, Mode, Purpose | Trip Summary by Purpose | Transportation Summary by Mode | Relocation Cost Comparison

Agency Relocation Highlights | Relocation Agency Comparison | Relocation Summary | Who Reported Travel data | Who Reported Relocation data

FY 2023

Trip								
Total Travel Cost	Average Trip Cost	Total Lodging Cost	Average Lodging Cost	Total Transportation Cost	Average Transportation Cost per Trip	Total Miscellaneous Cost	Average Miscellaneous & M&IE	# of Trips
\$11,858,608,535	\$1,839	\$4,163,970,592	\$646	\$3,889,401,354	\$603	\$3,805,236,589	\$590	6,447,459

Conference			
Total Travel Cost	Total Lodging Cost	Average Trip Duration (Days)	# of Trips
\$846,822,973	\$274,274,737	4.2	512,353

Employee Emergency			
Total Travel Cost	Total Lodging Cost	Average Trip Duration (Days) Old	# of Trips
\$90,451,521	\$16,266,212	2.1	49,008

Operational Mission			
Total Travel Cost	Total Lodging Cost	Average Trip Duration (Days)	# of Trips
\$6,908,172,233	\$2,474,102,065	4.3	

SA Mission			
Total Travel Cost	Total Lodging Cost	Average Trip Duration (Days)	# of Trips
\$472,735,490	\$162,466,903	3.5	

Training			
Total Travel Cost	Total Lodging Cost	Average Trip Duration (Days)	# of Trips
\$3,540,426,318	\$1,236,860,675	4.8	2,007,962

Employee Emergency
2023 Average Trip Duration (Days) Old: 2.1

Total Trip Cost - Total cost of the travel being reported in US dollars. Costs include all transportation, lodging, M&IE, relocation expenses and all other associated costs such as fees, taxes, currency exchange costs, etc., for all travel for the corresponding purpose. Does not include travel program overhead costs.

Lodging Cost - Total cost paid for lodging for official travel.

Average Trip Duration - Number of days required to perform TDY, calculated as the median number of TDY days for each trip, for the selected purpose.

Number of Trips - Number of trips being reported by the organization for the corresponding fiscal year for the selected purpose (see corresponding element below). A trip is counted if it was funded in the fiscal year of the report, even if the trip bridges fiscal years. Trips are determined by vouchers, not booked travel.

Employee Emergency - Travel related to an unexpected occurrence/event or injury/illness that affects the employee personally and/or directly that requires immediate action/attention.

Filters

Select Group of Agencies
(All)

Select Agency
(All)

Select Fiscal Year
2023

This dashboard contains tables displaying **trip summary** data by **travel purpose**.

Use the filter pane to make agency and fiscal year selections

Hover over individual cells to see additional details



Business Travel and Relocation – Business Travel Summary by Transportation Mode

Business Travel Summary by Transportation Mode			
FY 2023		Transportation	
Total Cost	Number of Instances		
\$3,889,401,354	12,087,568		
Air			
Total Cost	Number of Instances	Average Cost per Instance	
\$2,472,699,098	3,933,033	\$628.70	
IMTC			
Total Cost	Number of Instances	Average Cost per Instance	
\$71,680	1,537	\$46.64	
POV			
Total Cost	Number of Instances	Average Cost per Instance	
\$290,972,148	2,541,849	\$114.47	
Public Transportation			
Total Cost	Number of Instances	Average Cost per Instance	
\$15,164,664	374,019	\$40.55	
Rental Car			
Total Cost	Number of Instances		
\$945,211,476	2,935,153		
Taxi			
Total Cost	Number of Instances		
\$119,254,064	1,611,194		
TNC			
Total Cost	Number of Instances		
\$37,099,404	624,589		
Train			
Total Cost	Number of Instances		
\$8,928,820	66,194	\$134.89	

Filters

Select Group of Agencies
(All)

Select Agency
(All)

Select Fiscal Year
2023

This dashboard contains tables displaying **transportation summary** data by **transportation mode**.

Use the filter pane to make agency and fiscal year selections

Public Transportation
2023 Number of Instances: 374,019

TDY Local Public Transportation - Local public transportation acquired while on temporary duty travel such as local transit systems, bus, metro/subway, etc.

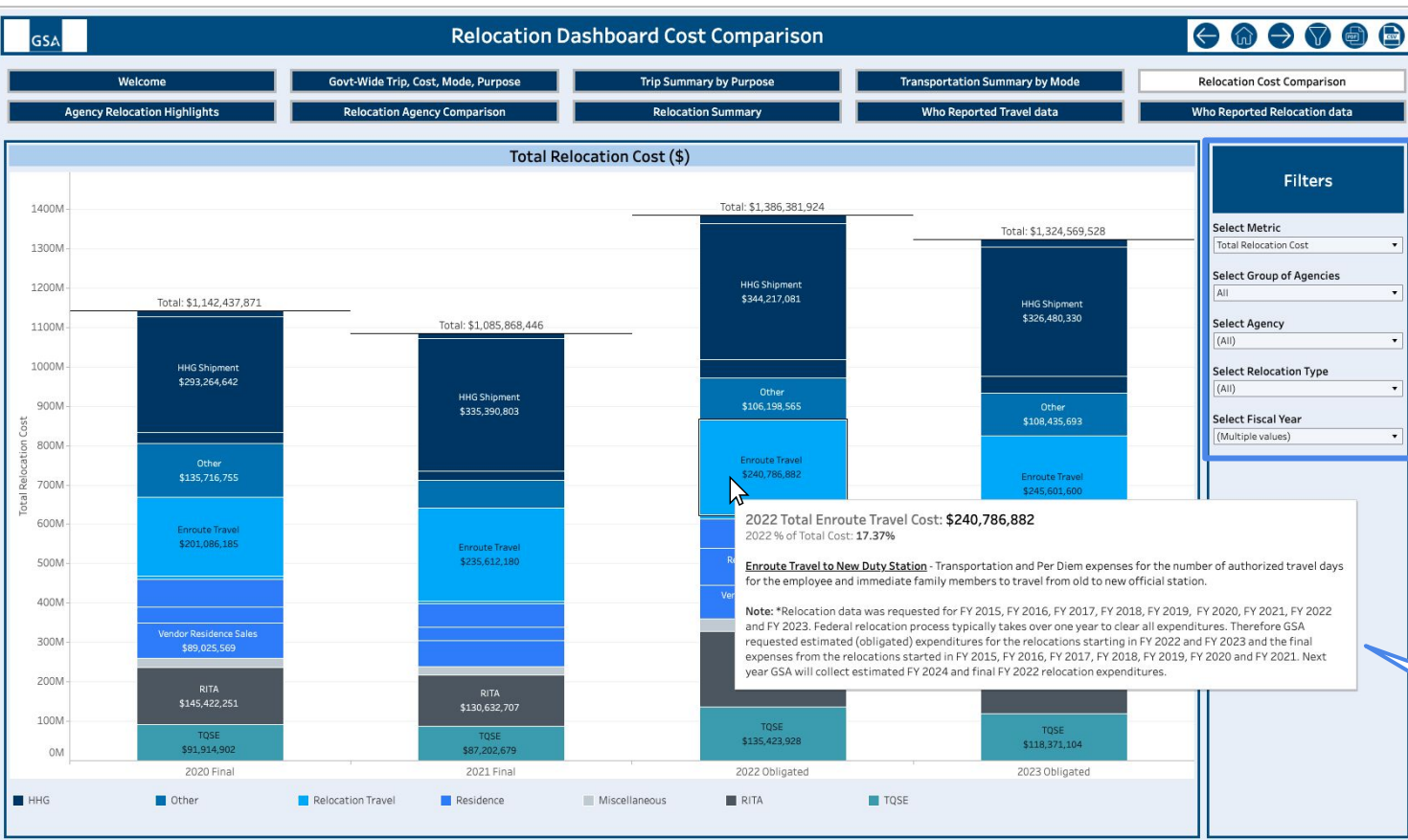
Transportation Cost - Total cost associated with each mode of transportation listed above. All paid fees, tips, and taxes should be included.

Number of Instances - An occurrence or use of a mode of transportation reimbursed for a given trip. For example, a four-day trip required round-trip POV and air, and multiple taxi rides to accomplish the mission. Each mode of transportation used counts as one instance for that trip. Consequently, this trip would include one instance of POV, one instance of air, and one instance of taxi.

Note: There is not a relationship to the total "trip" count and "instances".

Average Transportation Cost - Total cost associated with each mode of transportation listed divided by total number of instances.

Hover over individual data points to see additional details



On this dashboard, you can view **relocation data** in 3 different views:

- Total Relocation Cost
- Average Cost per Instance
- Number of Instances

Use the filter pane to filter by group of agencies, agency, relocation type, fiscal year, and to switch between metrics

Hover over individual data points to see additional details



Business Travel and Relocation – Agency Relocation Highlights

Agency Relocation Highlights

Welcome | Govt-Wide Trip, Cost, Mode, Purpose | Trip Summary by Purpose | Transportation Summary by Mode | Relocation Cost Comparison

Agency Relocation Highlights | Relocation Agency Comparison | Relocation Summary | Who Reported Travel data | Who Reported Relocation data

Overview
 General Services Administration reported that 9 employees used relocation in FY 2023 Obligated or about the same as in FY 2022 Obligated at about \$46,147 (-10.19%) less than in FY 2022 Obligated.

General Services Administration	Government-wide
FY 2022 Obligated Average Relocation Cost per Employee: \$50,334 No Change from FY 2022 Obligated in Average Relocation Cost per Employee FY 2023 Obligated Average Relocation Cost per Employee: \$45,207 (\$5,127) Decrease from FY 2022 Obligated in Average Relocation Cost per Employee	FY 2022 Obligated Average Relocation Cost per Employee: \$51,810 No Change from FY 2022 Obligated in Average Relocation Cost per Employee FY 2023 Obligated Average Relocation Cost per Employee: \$41,057 (\$10,753) Decrease from FY 2022 Obligated in Average Relocation Cost per Employee

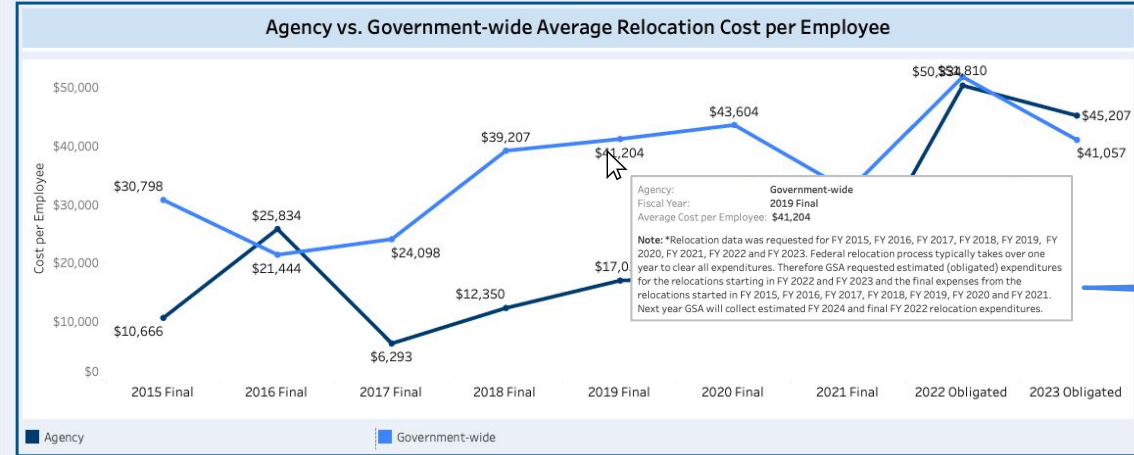
Filters

Select Agency
 General Services Administration

Make a Selection
 Agency Average
 Agency vs. Government-wide Av...

This dashboard displays **agency relocation highlights** and **agency relocation cost data** in two views:

- Agency Average Relocation Cost per Employee
- Agency vs. Government-wide Average Relocation Cost per Employee



Use the filter pane to select an agency and to switch between views

Hover over individual data points to see additional details



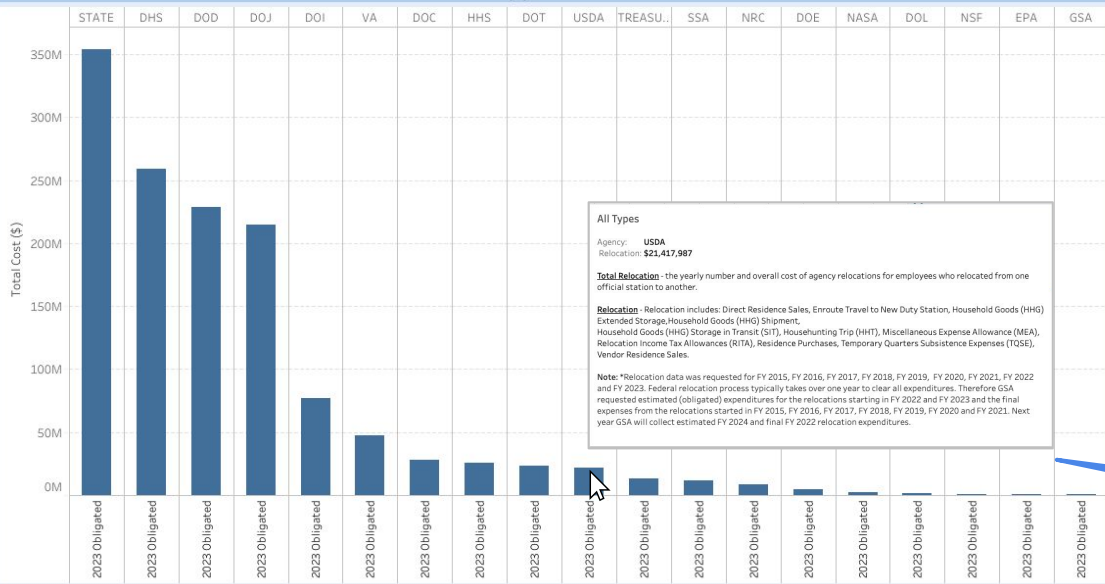
Business Travel and Relocation – Relocation Agency Comparison by Relocation Type & Fiscal Year

Relocation Agency Comparison by Relocation Type & Fiscal Year

- Welcome
- Govt-Wide Trip, Cost, Mode, Purpose
- Trip Summary by Purpose
- Transportation Summary by Mode
- Relocation Cost Comparison
- Agency Relocation Highlights
- Relocation Agency Comparison
- Relocation Summary
- Who Reported Travel data
- Who Reported Relocation data

CFO ACT Agencies - 2023 Obligated

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



All Types
 Agency: **USDA**
 Relocation: **\$21,417,987**

Total Relocation - the yearly number and overall cost of agency relocations for employees who relocated from one official station to another.

Relocation - Relocation includes: Direct Residence Sales, Enroute Travel to New Duty Station, Household Goods (HHG) Extended Storage, Household Goods (HHG) Shipment, Household Goods (HHG) Storage in Transit (SIT), Househunting Trip (HHT), Miscellaneous Expense Allowance (MEA), Relocation Income Tax Allowances (RITA), Residence Purchases, Temporary Quarters Subsistence Expenses (TQSE), Vendor Residence Sales.

Note: *Relocation data was requested for FY 2015, FY 2016, FY 2017, FY 2018, FY 2019, FY 2020, FY 2021, FY 2022 and FY 2023. Federal relocation process typically takes over one year to clear all expenditures. Therefore GSA requested estimated (obligated) expenditures for the relocations starting in FY 2022 and FY 2023 and the final expenses from the relocations started in FY 2015, FY 2016, FY 2017, FY 2018, FY 2019, FY 2020 and FY 2021. Next year GSA will collect estimated FY 2024 and final FY 2022 relocation expenditures.

Filters

Select Relocation Type
 All Types

Select Metric
 Total Relocation Cost

Select Fiscal Years
 2023 Obligated

Use the filter pane to make relocation type and fiscal year selections, and to switch between metrics

This dashboard displays **total relocation cost** and **average relocation cost per instance** comparisons across CFO ACT Agencies **by relocation type and fiscal year.**

Hover over individual data points to see additional details

GSA

Relocation Summary

Welcome

Govt-Wide Trip, Cost, Mode, Purpose

Trip Summary by Purpose

Transportation Summary by Mode

Relocation Cost Comparison

Agency Relocation Highlights

Relocation Agency Comparison

Relocation Summary

Who Reported Travel data

Who Reported Relocation data

Government-wide 2023 Obligated					
Relocation					
Total Cost		# of Employees		Cost per Instance	
\$1,324,569,528		32,262		\$41,057	

HHG Extended Storage		HHG Shipment		HHG Storage in Transit	
Total Cost	# of Instances	Total Cost	# of Instances	Total Cost	# of Instances
\$20,895,522	7,916	\$326,480,330	20,068	\$44,697,593	9,272

Direct Residence Sales		Vendor Residence Sales		Residence Purchases	
Total Cost	# of Instances	Total Cost	# of Instances	Total Cost	# of Instances
\$61,797,415	2,044	\$87,146,741	1,438	\$83,003,442	5,136

TQSE		Miscellaneous	
Total Cost	# of Instances	Total Cost	# of Instances
\$118,371,104	9,835	\$27,634,672	

Enroute Travel	
Total Cost	# of Instances
\$245,601,600	20,797

Filters

Select Agency

Select Fiscal Year

Vendor Residence Sales
2023 # of Instances: 1,438

Vendor Residence Sales - The use of a Relocation Service Company to assist in expenses incurred in connection with a residence transaction for the sale of one residence at the old official station and expenses are paid under a vendor contract process.

Note: *Relocation data was requested for FY 2015, FY 2016, FY 2017, FY 2018, FY 2019, FY 2020, FY 2021, FY 2022 and FY 2023. Federal relocation process typically takes over one year to clear all expenditures. Therefore GSA requested estimated (obligated) expenditures for the relocations starting in FY 2022 and FY 2023 and the final expenses from the relocations started in FY 2015, FY 2016, FY 2017, FY 2018, FY 2019, FY 2020 and FY 2021. Next year GSA will collect estimated FY 2024 and final FY 2022 relocation expenditures.

This dashboard contains tables displaying **relocation summary** data.

Use the filter pane to make agency and fiscal year selections

Hover over individual data points to see additional details

GSA

← 🏠 → 🔍 📄 📊

Who Reported Business Travel Data

Welcome

Govt-Wide Trip, Cost, Mode, Purpose

Trip Summary by Purpose

Transportation Summary by Mode

Relocation Cost Comparison

Agency Relocation Highlights

Relocation Agency Comparison

Relocation Summary

Who Reported Travel data

Who Reported Relocation data

CFO Act Agencies	Non-CFO Act Agencies	Non-CFO Act Agencies
Agency for International Development	American Battle Monuments Commission	National Mediation Board
Department of Agriculture	Barry Goldwater Scholarship and Excellence in Ed. Foundation	National Transportation Safety Board
Department of Commerce	Chemical Safety and Hazard Investigation Board (U.S.)	Occupational Safety and Health Review Commission
Department of Defense	Commodity Futures Trading Commission	Pension Benefit Guaranty Corporation
Department of Education	Consumer Financial Protection Bureau	Pretrial Services Agency for the District of Columbia
Department of Energy	Corporation for National and Community Service	Securities and Exchange Commission
Department of Health and Human Services	Court Services and Offender Supervision Agency	Smithsonian Institution
Department of Homeland Security	Defense Nuclear Facilities Safety Board	U.S. African Development Foundation
Department of Housing and Urban Development	Denali Commission	U.S. Commission on Civil Rights
Department of Justice	Export-Import Bank of the United States	U.S. Commission on Internation Religious Freedom
Department of Labor	Farm Credit Administration	U.S. Consumer Product Safety Commission
Department of State	Federal Communications Commission	U.S. Court of Appeals for Veterans Claims
Department of the Interior	Federal Energy Regulatory Commission	U.S. Elections Assistance Commission
Department of the Treasury	Federal Maritime Commission	U.S. Government Accountability Office
Department of Transportation	Federal Mediation and Conciliation Service	U.S. INTERNATIONAL DEVELOPMENT FINANCE CORPORATION
Department of Veterans Affairs	Federal Retirement Thrift Investment Board	U.S. National Archives and Records Administration
Environmental Protection Agency	Federal Trade Commission	U.S. Office of Government Ethics
General Services Administration	Gulf Coast Ecosystem Restoration Council	U.S. Railroad Retirement Board
National Aeronautics and Space Administration	Institute of Museum and Library Services	
National Science Foundation	International Trade Commission	
Nuclear Regulatory Commission	Library of Congress	
Office of Personnel Management	Millennium Challenge Corporation	
Small Business Administration	National Endowment for the Humanities	
Social Security Administration	National Labor Relations Board	

Filters

Data Year
2023

Use the filter pane to make fiscal year selections

This dashboard displays **agencies who reported business travel data, listed by agency group.**

GSA

[←](#)
[🏠](#)
[→](#)
[🔍](#)
[📄](#)
[🗨️](#)

Who Reported Relocation Data

Welcome

Govt-Wide Trip, Cost, Mode, Purpose

Trip Summary by Purpose

Transportation Summary by Mode

Relocation Cost Comparison

Agency Relocation Highlights

Relocation Agency Comparison

Relocation Summary

Who Reported Travel data

Who Reported Relocation data

CFO Act Agencies	Non-CFO Act Agencies
Agency for International Development	Chemical Safety and Hazard Investigation Board (U.S.)
Department of Agriculture	Commission on Civil Rights
Department of Commerce	Consumer Financial Protection Bureau
Department of Defense	Court Services and Offender Supervision Agency
Department of Education	Defense Nuclear Facilities Safety Board
Department of Energy	Equal Employment Opportunity Commission
Department of Health and Human Services	Farm Credit Administration
Department of Homeland Security	Federal Maritime Commission
Department of Housing and Urban Development	Federal Mediation and Conciliation Service
Department of Justice	Inter-American Foundation
Department of Labor	Library of Congress
Department of State	Millennium Challenge Corporation
Department of the Interior	National Endowment for the Arts
Department of the Treasury	Peace Corps
Department of Transportation	Pension Benefit Guaranty Corporation
Department of Veterans Affairs	Pretrial Services Agency for the District of Columbia
Environmental Protection Agency	Securities and Exchange Commission
General Services Administration	U.S. Consumer Product Safety Commission
National Aeronautics and Space Administration	U.S. Government Accountability Office
National Science Foundation	U.S. National Archives and Records Administration
Nuclear Regulatory Commission	U.S. Nuclear Waste Technical Review Board
Office of Personnel Management	U.S. Railroad Retirement Board
Small Business Administration	
Social Security Administration	

Filters

Data Year
 2023

Use the filter pane to make fiscal year selections

This dashboard displays **agencies who reported relocation data, listed by agency group.**



If you have any questions regarding the Business Travel and Relocation Dashboard, please feel free to reach out to:

Business Travel and Relocation Dashboard Team:

- **Chouaib Touraq:** chouaib.touraq@gsa.gov
- **Jonathan Perez:** jonathan.perez@gsa.gov
- **Rich Stover:** richard.stover@gsa.gov