

OMB Bulletin 99-02



EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
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BULLETIN NO. 99-02

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

SUBJECT: Congressional Report on International Travel For FY 1998

1. **Purpose.** The purpose of this Bulletin is to collect information on international travel expenditures and numbers of individuals who traveled internationally in FY 1998.
2. **Background and authority.** Section 2505(g) of the Foreign Relations Authorization Act, Fiscal Years 1998 and 1999 (part of the Omnibus P.L. 105-277), states "Not later than 180 days after the date of enactment of this Act, and annually thereafter, the President shall submit to the appropriate congressional committees a report describing--
 - (1) the total Federal expenditure of all official international travel in each Executive branch agency during the previous fiscal year; and
 - (2) the total number of individuals in each agency who engaged in such travel."

The report for FY 1998 is due on April 19, 1999.

3. **Coverage.** This Bulletin applies to all Executive branch departments and agencies.
4. **Definitions.**

"International Travel" is all travel between the United States and other nations, and travel between other nations. United States refers to the continental United States, Alaska, Hawaii, and all territories.

"Expenditures" refers to the total obligations incurred and reported in Object Class 21, travel and transportation of persons, for international travel in FY 1998. This includes all instances when the Federal government pays directly or reimburses the traveler. This does not include payments by contractors or grantees. In addition, this does not include expenses related to the relocation of Federal employees (e.g. permanent change of station).

"Individuals" refers to the total number of people (not full time equivalents) who engaged in international travel in FY 1998. This specifically refers to number of individuals, as opposed to the number of trips individuals take (e.g. a person who takes two international trips is one individual).

5. **Required materials.** The information should be provided in the format of the attached table (Exhibit A).

6. **Due dates.** The information is due to OMB no later than March 12, 1999. Agencies should send Exhibit A to the OMB Resource Management Office (RMO) with primary budget responsibility for the agency.

7. **Information contact.** Inquiries concerning this Bulletin may be addressed to the OMB representative with primary budget responsibility for the agency.

Jacob J. Lew

Director

Attachment

Exhibit A

Congressional Report on International Travel

Agency Name:

Agency Contact/Phone:

Date:

Total obligations (\$ in millions):

Total number of individuals: