

Federal Acquisition Regulation (FAR)
Travel Costs
OMB Control No. 9000-0079
Justification - Part A Supporting Statement

FAR sections affected: 31.205-46

Overview of Information Collection:

- This justification supports clearance of an extension of the collection.

There are no program changes. The FAR requirements remain the same. This extension includes adjustments to the burden due to use of the latest data available in the Federal Procurement Data System (FPDS), and the calendar year 2025 Office of Personnel Management (OPM) General Schedule (GS) Salary Table for the rest of the United States as explained in item 15.

1. Need & Method for the Information Collection. This clearance covers the information that contractors must submit to comply with the following FAR requirements:
 - a. FAR 31.205-46(a)(3)- In special or unusual situations, costs incurred by a contractor for lodging, meals, and incidental expenses, may exceed the per diem rates in effect as set forth in the Federal Travel Regulation (FTR) for travel in the contiguous 48 United States. The actual costs may be allowed only if the contractor provides the following:
 1. FAR 31.205-46(a)(3)(ii) - A written justification for use of the higher amounts approved by an officer of the contractor's organization or designee to ensure that the authority is properly administered and controlled to prevent abuse.
 2. FAR 31.205-46(a)(3)(iii) - Advance approval from the contracting officer if it becomes necessary to exercise the authority to use the higher actual expense method repetitively or on a continuing basis in a particular area.
 3. FAR 31.205-46(a)(3)(iv) - Documentation to support actual costs incurred including a receipt for each expenditure of \$75.00 or more.

b. FAR 31.205-46(c) requires firms to maintain and make available manifest/logs for all flights on company aircraft.

As a minimum, the manifest/log must indicate:

1. Date, time, and points of departure;
2. Destination, date, and time of arrival;
3. Name of each passenger and relationship to the contractor
4. Authorization for trip; and
5. Purpose of trip.

The information required by (1) and (2) and the name of each passenger (required by (3)) are recordkeeping requirements already established by Federal Aviation Administration regulations. This information, plus the additional required information, is needed to ensure that costs of owned, chartered, or leased aircraft are properly charged against Government contracts and that directly associated costs of unallowable activities are not charged to Government contracts.

2. Use of the Information. The contracting officer will use the information to ensure that the Government does not reimburse contractors for excessive travel costs. Also, the information is used by Government auditors to identify allowable and unallowable costs under Government contracts.

3. Use of Information Technology. Federal agencies use information technology to the maximum extent practicable. Where both the Government agency and contractors are capable of electronic interchange, the contractors may submit this information collection requirement electronically.

4. Non-duplication. These requirements are issued under the FAR, which has been developed to standardize Federal procurement practices and eliminate unnecessary duplication.

5. Burden on Small Business. The burden applied to small businesses is the minimum consistent with applicable laws, Executive orders, regulations, and prudent business practices.

6. Less Frequent Collection. Collection of information on a basis other than contract-by-contract is not practical. Similar information is not already available to the contracting officer.

7. Paperwork Reduction Act Guidelines. Collection is consistent with guidelines in 5 CFR 1320.5(d)(2).

8. Consultation and Public Comments.

A 60-day notice was published in the *Federal Register* at 90 FR 11977, on March 13, 2025. A comment was received; however, it did not change the estimate of the burden.

Comment: The proposed collection activity is a good way to ensure authorized travel and documentation for record keeping purposes in the event of an important event or scheduled activity.

Response: The respondents' input is appreciated.

A. A 30-day notice was published in the *Federal Register* at 90 FR 22289, on May 27, 2025.

9. Gifts or Payment. This collection does not provide any payment or gift to respondents, other than remuneration of contractors.

10. Privacy & Confidentiality. This information is disclosed only to the extent consistent with prudent business practices, current regulations, and statutory requirements.

11. Sensitive Questions. No sensitive questions are involved.

12. Burden Estimate.

| Summary of the Public Burden | | | | |
|-----------------------------------|---------------|---------------|--------------|------------------|
| FAR Requirement | Respondents | Responses | Hours | Cost |
| 31.205-46(a)(3) | 1,268 | 12,680 | 3,170 | \$155,330 |
| Total Reporting Burden | 1,268 | 12,680 | 3,170 | \$155,330 |
| | Recordkeepers | Records | Hours | Cost |
| 31.205-46(c) | 586 | 1,758 | 3,516 | \$249,636 |
| Total Recordkeeping Burden | 586 | 1,758 | 3,516 | \$249,636 |

a. FAR 31.205-46(a)(3). Reporting cost to the public is caused by the compliance with the conditions for authority to exceed the stated per diem limit. The requirement documentary evidence is consistent with the applicable travel regulations. An annual average of FPDS award data for fiscal years 2021 through 2023 shows 126,767 new awards for Product and Service Code Category R were made in that period. However, we believe there are only approximately 1% of these that would result in the use of the actual expense method.

The burden is calculated as follows:

| | |
|--|-----------|
| Estimated number of respondents/yr..... | 1,268 |
| Responses per respondent..... | x 10 |
| Total annual responses..... | 12,680 |
| Estimated hrs/response..... | x .25 |
| Estimated annual burden hours..... | 3,170 |
| Hourly rate*..... | x \$49 |
| Estimated annual reporting cost to the public..... | \$155,330 |

b. FAR 31.205-46(c). Time required to read and prepare information is estimated at 2 hours per aircraft (and 3 aircraft per firm). An annual average of FPDS award data for fiscal years 2021 through 2023 shows 117,128 unique vendors. However, we believe there are only approximately 0.5% of these that might use a company aircraft.

Recordkeeping

| | |
|---|-----------|
| Recordkeepers/yr..... | 586 |
| Records per recordkeeper..... | x 3 |
| Total annual records..... | 1,758 |
| Review hours/record..... | x 2 |
| Annual recordkeeping burden hours..... | 3,516 |
| Hourly rate**..... | x \$71 |
| Annual recordkeeping burden cost to the public... | \$249,636 |

Hourly rate calculation: The hourly rate is calculated by applying a 36.25 percent fringe factor and a 12 percent overhead factor to a base hourly rate, and then rounding it to the nearest whole dollar. The base hourly rate is derived from the OPM 2025 General Schedule (GS) Locality Pay Table for the rest of the U.S. ("Salary Table 2025-RUS"). The fringe factor is derived from OMB memorandum M-08-13. The overhead factor is derived from the OMB Circular No. A-76 Revised Supplemental Handbook.

* Based on a GS-9/step 5 salary (\$33.19 per hour), rounded to the nearest whole dollar (\$49).

** Based on a GS-12/step 5 salary (\$48.13 per hour), rounded to the nearest whole dollar (\$71).

13. Estimated nonrecurring costs. Not applicable.

14. Estimated cost to the Government.

| Summary of the Government Burden | | | |
|----------------------------------|-----------|-------|-----------|
| FAR Requirement | Responses | Hours | Cost |
| 31.205-46(a)(3) | 12,680 | 3,170 | \$155,330 |

| | | | |
|--------------|---------------|--------------|------------------|
| 31.205-46(c) | 1,758 | 3,516 | \$249,636 |
| TOTAL | 14,438 | 6,686 | \$404,966 |

a. FAR 31.205-46(a)(3). Time required for Governmentwide review is estimated at 0.25 hours per response.

Total annual responses..... 12,680
Review time per response (hours)..... x 0.25
Review time per year (hours)..... 3,170
Hourly rate*..... x \$49
Estimated annual cost to the Government.....\$155,330

b. FAR 31.205-46(c). Time required for Governmentwide review is estimated at 2 hours per response.

Total annual responses..... 1,758
Review time per response (hours)..... x 2
Review time per year (hours)..... 3,516
Hourly rate**..... x \$71
Estimated annual cost to the Government.....\$249,636

15.Reasons for changes. There are no program changes. The FAR requirements remain the same. This extension includes adjustments to the public and Government burden estimates based on the following:

- The estimated cost per hour is based on use of the calendar year 2025 OPM GS wage rates for the rest of the U.S.
- The estimated number of respondents and annual responses were based on current FPDS data.

| Reporting Public Burden | 2022 | 2025 | Change |
|-------------------------|-----------|-----------|------------|
| Responses | 33,202 | 12,680 | -20,522 |
| Hours | 11,472 | 6,686 | -4,786 |
| Cost | \$527,716 | \$404,966 | -\$122,750 |

16.Publicizing Results. Results will not be tabulated or published.

17.OMB Not to Display Approval. Approval to *not* display the expiration date for OMB approval of the information collection is not sought.

18. Exceptions to "Certification for Paperwork Reduction Submissions." There is no exception to the certification statement.
19. Surveys, Censuses, and Other Collections that Employ Statistical Methods. Statistical methods are not used in this information collection. A Part B supporting statement is not needed, or required, and therefore was not completed.