Instructions for SFTR Spreadsheet

Traveler's Agency – The traveler's employing or sponsoring agency.

Traveler's Name – The first and last name of the traveler.

No. of Flights – The total number of flights the traveler took during the reporting period.

Traveler's Status – The identification of the type of traveler being transported. Valid status entries are: Contractor, Non-Federal Official, Dependent, Other Official Traveler, Senior Executive Branch Official, Senior Federal Official and Military.

Instructions for SFTR Spreadsheet

SENIOR FEDERAL TRAVEL REPORT
APRIL 1, 2001 TO SEPTEMBER 30, 2001

Traveler's Agency	Traveler's Name	No of Flights	Traveler's Status
EXAMPLE: GSA	Calvin Pittman	6	Other Official Traveler