

## BGFRS—8

**System name:** FRB—Travel Records

**System location:**

Board of Governors of the Federal Reserve System

20th Street and Constitution Avenue, NW

Washington, DC 20551

Some information, including travel and lodging reservations by employees and individuals who are provided travel by the Board, is collected and maintained, on behalf of the Board, by SatoTravel Services at 4601 N. Fairfax Drive, Suite 170, Arlington, VA 22203.

**Categories of individuals covered by the system.** Past and present Board employees, and authorized individuals who are provided travel by the Board.

**Categories of records in the system.** Travel Authorization forms and supporting documentation; Travel Expense Statements and supporting documentation; applications for the government travel card; periodic reports from the card issuer regarding use of the government travel cards; records regarding Board reimbursement of travel expenses; and records regarding reservations for transportation and lodging sent to the Board's Travel Office. Records maintained by the government travel card issuer are covered by the government-wide system of records, Travel Charge Card Program (GSA/GOVT-3).

**Authority for maintenance of the system.** Sections 10 and 11 of the Federal Reserve Act (12 USC 244 and 248), and Executive Order 9397.

**Purpose(s).** These records are collected and maintained to provide a travel management process that covers official travel for the Board and provides for tracking and appropriate reimbursement of expenses incurred in such travel.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses.** General routine uses A, B, C, D, F, G, H, I, and J apply to this system. Records may also be used:

1. to disclose information to a Federal agency for accumulating reporting data and monitoring travel management centers;
2. to disclose information in the form of listings, reports, and records of all common carrier transactions including refunds and adjustments to an agency by the contractor to enable audits of carrier charges to the Federal government;and
3. to disclose information to consumer reporting agencies as defined in the FairCredit Reporting Act (15 USC 1681a(f)) regarding the use of the government travel card.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system.**

**Storage.** Records are stored in both paper and electronic form.

**Retrievability.** Paper records can be retrieved by the traveler's name. Electronic records can be retrieved by name, employee identification number, social security number, travel card

account number, or trip number.

*Access Controls.* Access to records is limited to those whose official duties require it. Paper records are secured by lock and key and electronic records are password protected. Paper records more than two years old are stored at an offsite facility.

*Retention and disposal.* All records are retained for six years after the period of the account except that in certain instances (generally involving deductions or overcharges), the records are retained for ten years.

***System manager and address.***

Manager, Special Projects and Travel

Management Division

Board of Governors of the Federal Reserve System

20th Street and Constitution Avenue, NW

Washington, DC 20551

***Notification procedures.*** An individual desiring to learn of the existence of, or to gain access to, his or her record in this system of records shall submit a request in writing to the Secretary of the Board, Board of Governors of the Federal Reserve System, 20th Street and Constitution Avenue, NW, Washington, DC 20551. The request should contain: (1) a statement that it is made pursuant to the Privacy Act of 1974, (2) the name of the system of records expected to contain the record requested or a concise description of such system of records, (3) necessary information to verify the identity of the requester, and (4) any other information that may assist in the rapid identification of the record for which access is being requested.

***Record access procedures.*** Same as “Notification procedures” above.

***Contesting record procedures.*** Same as “Notification procedures” above except that the envelope should be clearly marked “Privacy Act Amendment Request.” The request for amendment of a record should: (1) identify the system of records containing the record for which amendment is requested, (2) specify the portion of that record requested to be amended, and (3) describe the nature of and reasons for each requested amendment.

***Record source categories.*** Information is provided by the individual to whom the record pertains, from Travel Authorizations, reports from the government travel card contractor, from the automated financial system of the Management Division regarding reimbursement, and from the travel agency regarding reservations.

***Exemptions claimed for the system.*** None.