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

<table>
<thead>
<tr>
<th>Traveler’s Agency</th>
<th>Traveler’s Name</th>
<th>No of Flights</th>
<th>Traveler’s Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXAMPLE: GSA</td>
<td>Calvin Pittman</td>
<td>6</td>
<td>Other Official Traveler</td>
</tr>
</tbody>
</table>