

**SYSTEM NAME AND NUMBER:**

Travel Management System—FTC (FTC-III-2).

**SECURITY CLASSIFICATION:**

Not applicable.

**SYSTEM LOCATION :**

Financial Management Office, Federal Trade Commission, 600 Pennsylvania Ave., NW, Washington, DC 20580. This system of records is principally operated and maintained off-site for the FTC under an interagency agreement with the Department of the Treasury's Administrative Resource Center, which is part of the Bureau of Fiscal Services, although this system is also intended to include any2pagec-10 (e2 (ela(s)-9 (y)- Tw 3122 (s )]TJ 0.002 Tc -0.0i7,-h(r)-11 (ea

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## PURPOSE(S) OF THE SYSTEM

To plan, authorize, arrange, process and manage official FTC travel; to maintain records on individuals who are current FTC employees on travel and individuals being provided travel by the Government; to obtain travel authorizations; to prepare and submit local travel vouchers; to generate travel expense reports; and to enable travel agents who are under contract to the Federal government to issue and account for travel provided to individuals.

## CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM :

FTC employees or other individuals (e.g., witnesses) who travel on official business; FTC administrative staff who perform administrative tasks in the system on behalf of traveling employees or other individuals; and FTC supervisors who approve travel plans for employees or others.

## CATEGORIES OF RECORDS IN THE SYSTEM:

Names, Social Security numbers, home and/or business phone numbers, home and/or business addresses, vendor ID numbers, e-mail addresses, emergency contact information (names, addresses, and phone numbers), and credit card information (personal and/or government-issued). For traveling FTC employees or other individuals (e.g., witnesses) only, additional data may be maintained, such as passport numbers (for international travelers), frequent flyer or other rewards membership numbers, and trip-specific information (travel dates, flight numbers, destinations, accommodations, vehicle rental, miscellaneous expenses claimed).

Other types of records covered by this system are set out in the Department of Treasury's Treasury.009 (Treasury Financial Management Systems), and the General Services Administration's (GSA) separate government-wide Privacy Act system of records notice applicable to this system, GSA/GOVT-4, or any successor system notice for this system.



ADMINISTRATIVE, TECHNICAL, AND PHYSICAL SAFEGUARDS :

Access is restricted to agency personnel or contractors whose responsibilities require

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EXEMPTIONS PROMULGATED FOR THE SYSTEM :

None.

HISTORY :

82 FR 50872-50882 (November 2, 2017);

75 FR 52749-52751 (August 27, 2010);

73 FR 33591-33634 (June 12, 2008).