

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.

