

GENERAL SERVICES ADMINISTRATION

41 CFR Chapters 300 and 301

[FTR Amendment 70—1998 Edition]

RIN 3090-AG25

Federal Travel Regulation, General Guides and Temporary Duty (TDY) Travel Allowances

AGENCY: Office of Governmentwide Policy, GSA.

ACTION: Final rule.

SUMMARY: This final rule amends the Federal Travel Regulation (FTR) to add new Chapter 300 which contains general guidance on how to use the FTR and agency reporting requirements, and a revised Chapter 301 regarding temporary duty (TDY) travel allowances except Appendixes A and B. Chapters 300-301 form the beginning of the plain language FTR 1998 Edition. Current chapters 302-304 remain in effect until superseded by a rule in the plain language format to be published at a future date.

EFFECTIVE DATE: This final rule is effective July 1, 1998.

FOR FURTHER INFORMATION CONTACT:
Technical Information: Jim Harte, telephone (202) 501-1538. *FTR "plain language" format:* Internet GSA, fttravel.chat@gsa.gov.

SUPPLEMENTARY INFORMATION: This amendment is written in the "plain language" style of regulation writing as a continuation of the GSA's effort to make the FTR easier to understand and use.

What is the "plain language" style of regulation writing?

The "plain language" style of regulation writing is a new, simpler to read and understand, question and answer regulatory format. Questions are in the first person, and answers are in the second person. GSA uses a "we" question when referring to an agency, and an "I" question when referring to the employee. However, the rules stated in either section apply to both the employee and traveler.

How does this amendment change the FTR format?

The FTR is divided into chapters, parts, sections and paragraphs. This amendment adds a new Chapter 300 and restructures parts, sections and paragraphs in Chapter 301.

What are the significant changes?

The significant changes are:

(a) *Adds new Appendix C—Standard Data Elements for Federal Travel.*

(b) *Adds new Appendix D—Glossary of Acronyms.*

(c) *First Class Travel—*

(1) Clarifies when an airline flight has only two classes of service, the highest class designation, regardless of term used, is considered to be first class, and

(2) Allows agencies to consider "physical characteristic" and not just medical or disability reasons for authorizing first-class travel.

(d) *Special Needs (also see Employee with a Disability)—*Defines "special need" as a physical characteristic not necessarily defined as a disability.

(e) *Use of a privately owned vehicle (POV) instead of a taxi for travel to/from common carrier terminal on a day of travel—*Removes the requirement for a cost comparison not to exceed taxicab fare and tip between points involved when POV is authorized as advantageous to the Government.

(f) *Actual expense authorization/approval criteria—*Allows agency discretion when to authorize/approve actual expense by deleting the phrase "special or unusual circumstances" and inserts "when deemed warranted."

(g) *Electronic means—*Encourages agencies to use electronic means, as opposed to paper, when and where feasible.

(h) *Travel Management System (TMS)—*Requires the use of a TMS by the year 2001 for arranging air, rail, hotel/motel accommodations and car rental reservations. Also provides common data elements that an agency should collect through the TMS.

(i) *Travel Claim Forms—*Permits each agency to develop, based on its needs, their own paper or electronic travel claim form but requires that common data elements contained in Appendix C, Chapter 301 be used.

(j) *Travel Payment System—*Provides common data elements that agencies should include in a travel payment system.

(k) *Hotel Motel Fire Safety Act of 1990—Federal Emergency Management Agency (FEMA)—Approved Accommodations—*Each agency is responsible for encouraging its employees who require commercial lodging when performing official travel to stay at a fire safe approved accommodation. Lodgings that have met the Government requirements are listed on the U.S. Fire Administration's Internet site. The introduction to Appendix A, Chapter 301, has been amended to include the policy of the Federal Government and U.S. Fire Administration Internet site: <http://www.usfa.fema.gov/hotel/index.htm>.

(l) *Federal Agencies Travel Survey—*Requires agencies to respond to a travel survey that will be distributed by the GSA, Office of Governmentwide Policy,

Office of Transportation & Personal Property, Travel and Transportation Management Policy Division bi-annually.

(m) *Complimentary Meals—*Clarifies that the meal and incidental expense (M&IE) rate will not be reduced for a complimentary meal(s) provided by common carriers or hotel/motels.

(n) *Interim Rule 5, Use of Government Aircraft.* Finalizes the rule governing the use of Government aircraft.

(o) *Reimbursement of per diem or actual expenses when leave is taken immediately before or after a non-workday.* Allows agency to make determination whether reimbursement will be allowed for non-workdays.

(p) Clarifies that a traveler may upgrade his or her transportation accommodations to premium-class other than first class solely through the redemption of frequent flyer benefits when authorized by agency policy or when the requirements for first-class or premium other than first class are met.

(q) Removes the specific definitions of the terms "conference site" and "conference facility" because these are commonly understood terms.

(r) The provisions applying to the "Fly America Act", §§ 301-10.131 through 301-10.144, will be issued separately as a proposed rule with request for comment.

GSA has determined that this rule is not a significant regulatory action for the purposes of Executive Order 12866 of September 30, 1993. This final rule is not required to be published in the **Federal Register** for notice and comment. Therefore, the Regulatory Flexibility Act does not apply. This rule also is exempt from Congressional review prescribed under 5 U.S.C. 801 since it relates solely to agency management and personnel.

List of Subjects in 41 CFR Parts 300-1 through 300-70 and 301-1 through 301-76

Government employees, Travel and transportation expenses.

For the reasons set out in the preamble, 41 CFR subtitle F is amended to read as follows:

1. 41 CFR chapter 300 is added to read as follows:

CHAPTER 300—GENERAL

Subchapter A—Introduction

Part

300-1 The Federal Travel Regulation (FTR)

300-2 How to use the FTR

300-3 Glossary of terms

Subchapter B—Agency Requirements

Part

300-70 Agency Reporting Requirements

Subchapter A—Introduction

PART 300-1—THE FEDERAL TRAVEL REGULATION (FTR)

Sec.
300-1.1 What is the FTR?
300-1.2 What is the purpose of the FTR?
Authority: 5 U.S.C. 5707; 5 U.S.C. 5738; 5 U.S.C. 5741-5742; 20 U.S.C. 905(a); 31 U.S.C. 1353; 40 U.S.C. 486(c); 49 U.S.C. 40118; E.O. 11609, 3 CFR, 1971-1975 Comp., p. 586.

§ 300-1.1 What is the FTR?

The FTR is the regulation contained in 41 Code of Federal Regulations (CFR), Chapters 300 through 304, which implements statutory requirements and Executive branch policies for travel by Federal civilian employees and others authorized to travel at Government expense.

§ 300-1.2 What is the purpose of the FTR?

There are two principal purposes:
(a) To interpret statutory and other policy requirements in a manner that balances the need to assure that official travel is conducted in a responsible manner with the need to minimize administrative costs;
(b) To communicate the resulting policies in a clear manner to Federal agencies and employees.

PART 300-2—HOW TO USE THE FTR

Subpart A—General

Sec.
300-2.1 What formats exist in the FTR?

When you are in the	And you are looking at a	The employee is referred to using	And the agency is referred to using
Employee section	Question	I, me, or my	Agency.
	Answer	You or your	Agency.
Agency section	Question	Employee	We, us, or our.
	Answer	Employee	You or your.

Subpart C—Title and Narrative Format

§ 300-2.70 How is the rule expressed in the title and narrative format?

The rule is in the narrative. The title serves only as a tool to determine the subject of the rule.

PART 300-3—GLOSSARY OF TERMS

§ 300-3.1 What do the following terms mean?

Actual expense—Payment of authorized actual expenses incurred, up to the limit prescribed by the Administrator of GSA or agency, as appropriate. Entitlement to reimbursement is contingent upon entitlement to per diem, and is subject to the same definitions and rules governing per diem.

Subpart B—Question and Answer Format

Sec.
300-2.20 What is the purpose of the question & answer format?
300-2.21 How is the rule expressed in the question & answer format?
300-2.22 Who is subject to the FTR?
300-2.23 How is the user addressed in the FTR?

Subpart C—Title and Narrative Format

Sec.
300-2.70 How is the rule expressed in the title and narrative format?

PART 300-3—GLOSSARY OF TERMS

Sec.
300-3.1 What do the following terms mean?
Authority: 5 U.S.C. 5707; 5 U.S.C. 5738; 5 U.S.C. 5741-5742; 20 U.S.C. 905(a); 31 U.S.C. 1353; 40 U.S.C. 486(c); 49 U.S.C. 40118; E.O. 11609, 3 CFR, 1971-1975 Comp., p. 586.

Subpart A—General

§ 300-2.1 What formats exist in the FTR?

The FTR is written in two formats—the question & answer format and the title and narrative format.

Subpart B—Question & Answer Format

§ 300-2.20 What is the purpose of the question & answer format?

The Q&A format is an effective way to engage the reader and to break the information into manageable pieces.

§ 300-2.21 How is the rule expressed in the question and answer format?

The rule is expressed in both the question and answer.

§ 300-2.22 Who is subject to the FTR?

Employees and agencies. Since the user may be an employee or an agency, portions of the FTR have been separated into employee and agency sections. However, while the employee provisions are addressed to the employee, the rules expressed in those provisions apply to the agency as well. The following lists the relevant employee and agency sections of the FTR:

For	The employee provisions are contained in	And the agency provisions are contained in
Chapter 301.	Subchapters A, B, and C.	Subchapter D.

§ 300-2.23 How is the user addressed in the FTR?

The FTR asks questions in the first person, as the user would. It then answers the questions in the second and third person. In the employee sections, the employee is addressed in the singular, and in the agency sections, the agency is addressed in the plural. The following describes how employee and agency are addressed in both sections:

Approved accommodation—Any place of public lodging that is listed on the national master list of approved accommodations. The national master list of all approved accommodations is compiled, periodically updated, and published in the **Federal Register** by FEMA. Additionally, the approved accommodation list is available on the U.S. Fire Administration's Internet site at <http://www.usfa.fema.gov/hotel/index.htm>.

Automated-Teller-Machine (ATM) services—Contractor-provided ATM services that allow cash withdrawals from participating ATMs to be charged to a contractor-issued charge card.

Common carrier—Private-sector supplier of air, rail or bus transportation.

Conference—A meeting, retreat, seminar, symposium or event that involves attendee travel. The term "conference" also applies to training activities that are considered to be conferences under 5 CFR 410.404.

Continental United States (CONUS)—The 48 contiguous States and the District of Columbia.

Contract carriers—U.S. certificated air carriers which are under contract with the government to furnish Federal employees and other persons authorized to travel at Government expense with passenger transportation service. This also includes GSA's scheduled airline passenger service between selected U.S. cities/airports and between selected U.S. and international cities/airports at reduced fares.

Employee with a disability—(also see *Special Needs*)

(a) An employee who has a disability as defined in paragraph (b) of this definition and is otherwise generally covered under the Rehabilitation Act of 1973, as amended (29 U.S.C. 701-797b).

(b) "Disability," with respect to an employee, means:

(1) Having a physical or mental impairment that substantially limits one or more major life activities;

(2) Having a record of such an impairment;

(3) Being regarded as having such an impairment; but

(4) Does not include an individual who is currently engaging in the illegal use of drugs, when the covered entity acts on the basis of such use.

(c) "Physical or mental impairment" means:

(1) Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological, musculoskeletal, special sense organ, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, and endocrine; or

(2) Any mental or psychological disorder (e.g., mental retardation, organic brain syndrome, emotional or mental illness and specific learning disabilities).

(3) The term "physical or mental impairment" includes, but is not limited to, such diseases and conditions as cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, mental retardation, emotional illness, and orthopedic, visual, speech and hearing impairments.

(d) "Major life activities" means functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.

(e) "Has a record of such an impairment" means the employee has a history of, or has been classified as having, a mental or physical impairment that substantially limits one or more major life activities.

(f) "Is regarded as having such an impairment" means the employee has:

(1) A physical or mental impairment that does not substantially limit major life activities but the impairment is treated by the agency as constituting such a limitation;

(2) A physical or mental impairment that substantially limits major life activities as a result of the attitudes of others toward such an impairment; or

(3) None of the impairments defined under "physical or mental impairment",

but is treated by the employing agency as having a substantially limiting impairment.

Family (see *Immediate family*)

Foreign air carrier—An air carrier who is not holding a certificate issued by the United States under 49 U.S.C. 41102.

Foreign area (see also *non-foreign area*)—Any area, including the Trust Territory of the Pacific Islands, situated both outside CONUS and the non-foreign areas.

Government aircraft—Any aircraft owned, leased, chartered or rented and operated by an executive agency.

Government contractor-issued individually billed charge card—A Government contractor-issued charge card used by authorized individuals to pay for official travel and transportation related expenses for which the contractor bills the employee.

Government-furnished automobile—An automobile (or "light truck," as defined in 41 CFR 101-38 including vans and pickup trucks) that is:

(a) Owned by an agency,

(b) Assigned or dispatched to an agency from the GSA Interagency Fleet Management System, or

(c) Leased by the Government for a period of 60 days or longer from a commercial source.

Government-furnished vehicle—A Government-furnished automobile or a Government aircraft.

Government Transportation Request (GTR) (Standard Form 1169)—A Government document used to procure common carrier transportation services. The document obligates the Government to pay for transportation services provided.

Immediate family—Any of the following named members of the employee's household at the time he/she reports for duty at the new permanent duty station or performs other authorized travel involving family members:

(a) Spouse;

(b) Children of the employee or employee's spouse who are unmarried and under 21 years of age or who, regardless of age, are physically or mentally incapable of self-support. (The term "children" shall include natural offspring; stepchildren; adopted children; grandchildren, legal minor wards or other dependent children who are under legal guardianship of the employee or employee's spouse; and an unborn child(ren) born and moved after the employee's effective date of transfer.);

(c) Dependent parents (including step and legally adoptive parents) of the employee or employee's spouse; and

(d) Dependent brothers and sisters (including step and legally adoptive brothers and sisters) of the employee or employee's spouse who are unmarried and under 21 years of age or who, regardless of age, are physically or mentally incapable of self-support.

Interviewee—An individual who is being considered for employment by an agency. The individual may currently be a Government employee.

Invitational travel—Authorized travel of individuals either not employed or employed (under 5 U.S.C. 5703) intermittently in the Government service as consultants or experts and paid on a daily when-actually-employed basis and for individuals serving without pay or at \$1 a year when they are acting in a capacity that is directly related to, or in connection with, official activities of the Government. Travel allowances authorized for such persons are the same as those normally authorized for employees in connection with TDY.

Lodgings-plus per diem system—The method of computing per diem allowances for official travel in which the per diem allowance for each travel day is established on the basis of the actual amount the traveler pays for lodging, plus an allowance for meals and incidental expenses (M&IE), the total of which does not exceed the applicable maximum per diem rate for the location concerned.

Non-foreign area—The States of Alaska and Hawaii, the Commonwealths of Puerto Rico, Guam and the Northern Mariana Islands and the territories and possessions of the United States (excludes the Trust Territories of the Pacific Islands).

Official station—The official station of an employee or invitational traveler (see § 301-1.2) is the location of the employee's or invitational traveler's permanent work assignment.

The geographic limits of the official station are:

(a) For an employee:

(1) The corporate limits of the city or town where stationed or if not in an incorporated city or town;

(2) The reservation, station, or other established area (including established subdivisions of large reservations) having definite boundaries where the employee is stationed.

(b) For an invitational traveler:

(1) The corporate limits of the city or town where the home or principal place of business exists or if not in an incorporated city or town;

(2) The reservation, station, or other established area (including established subdivisions of large reservations) having definite boundaries where the

home or principal place of business is located.

Per diem allowance—The per diem allowance (also referred to as subsistence allowance) is a daily payment instead of reimbursement for actual expenses for lodging, meals, and related incidental expenses. The per diem allowance is separate from transportation expenses and other miscellaneous expenses. The per diem allowance covers all charges, including taxes and service charges where applicable for:

(a) *Lodging*. Includes expenses for overnight sleeping facilities, baths, personal use of the room during daytime, telephone access fee, and service charges for fans, air conditioners, heaters and fires furnished in the room when such charges are not included in the room rate. Lodging does not include accommodations on airplanes, trains, buses, or ships. Such cost is included in the transportation cost and is not considered a lodging expense.

(b) *Meals*. Expenses for breakfast, lunch, dinner and related tips and taxes (specifically excluded are alcoholic beverage and entertainment expenses, and any expenses incurred for other persons).

(c) *Incidental expenses*. (1) Fees and tips given to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses and others on ships, and hotel servants in foreign countries; (2) Laundry, cleaning and pressing of clothing;

(3) Transportation between places of lodging or business and places where meals are taken, if suitable meals cannot be obtained at the TDY site; and

(4) Mailing cost associated with filing travel vouchers and payment of Government sponsored charge card billings.

Place of public accommodation—Any inn, hotel, or other establishment within a State that provides lodging to transient guests, excluding:

(a) An establishment owned by the Federal Government;

(b) An establishment treated as an apartment building by State or local law or regulation; or

(c) An establishment containing not more than 5 rooms for rent or hire that is also occupied as a residence by the proprietor of that establishment.

Post of duty—An official station outside CONUS.

Privately owned aircraft—An aircraft that is owned or leased by an employee for personal use. It is not owned, leased, chartered, or rented by a Government agency, nor is it rented or leased by an

employee for use in carrying out official Government business.

Privately owned automobile—A car or light truck (including vans and pickup trucks) that is owned or leased for personal use by an individual.

Privately Owned Vehicle (POV)—Any vehicle such as an automobile, motorcycle, aircraft, or boat operated by an individual that is not owned or leased by a Government agency, and is not commercially leased or rented by an employee under a Government rental agreement for use in connection with official Government business.

Reduced per diem—Your agency may authorize a reduced per diem rate when there are known reductions in lodging and meal costs or when your subsistence costs can be determined in advance and are lower than the prescribed per diem rate.

Special conveyance—Commercially rented or hired vehicles other than a privately owned vehicle and other than those owned or under contract to an agency.

Special needs (also see Employee with a disability)—Physical characteristics of a traveler not necessarily defined under disability. Such physical characteristics could include, but are not limited to, the weight or height of the traveler.

Subsistence expenses—Expenses such as:

(a) Lodging, including taxes and service charges;

(b) Meals, including taxes and tips; and

(c) Incidental expenses (see incidental expenses under definition of *per diem allowance*.)

Temporary duty (TDY) location—A place, away from an employee's official station, where the employee is authorized to travel.

Travel advance—Prepayment of estimated travel expenses paid to an employee.

Travel authorization (Orders)—Written permission to travel on official business. There are three basic types of travel authorizations (orders):

(a) *Unlimited open*. An authorization allowing an employee to travel for any official purpose without further authorization.

(b) *Limited open*. An authorization allowing an employee to travel on official business without further authorization under certain specific conditions, i.e., travel to specific geographic area(s) for specific purpose(s), subject to trip cost ceilings, or for specific periods of time.

(c) *Trip-by-trip*. An authorization allowing an individual or group of individuals to take one or more specific official business trips, which must

include specific purpose, itinerary, and estimated costs.

Travel claim (Voucher)—A written request, supported by documentation and receipts where applicable, for reimbursement of expenses incurred in the performance of official travel, including permanent change of station (PCS) travel.

Travel Management System (TMS)—A system to arrange travel services for Federal employees on official travel, including reservation of accommodations and ticketing. A TMS includes a travel management center, commercial ticket office, electronic travel management system, or other commercial method of arranging travel.

SUBCHAPTER B—AGENCY REQUIREMENTS

PART 300—70—AGENCY REPORTING REQUIREMENTS

Subpart A—Requirement to Report Agency Payments for Employee Travel and Relocation

Sec.

300–70.1 What are the requirements for reporting payments for employee travel and relocation?

300–70.2 What information must we report?

300–70.3 How long will we have to respond to the travel survey?

300–70.4 How do we respond to the travel survey if we have major suborganizations?

Subpart B—Requirement to Report Use of First-Class Transportation Accommodations

Sec.

300–70.100 Who must report use of first-class transportation accommodations?

300–70.101 What information must we report?

300–70.102 How often must we report the required information?

300–70.103 When will GSA request this information?

300–70.104 Are there any exceptions to the reporting requirement?

Subpart C—[Reserved]

Authority: 5 U.S.C. 5707; 5 U.S.C. 5738; 5 U.S.C. 5741–5742; 20 U.S.C. 905(a); 31 U.S.C. 1353; 40 U.S.C. 486(c); 49 U.S.C. 40118; E.O. 11609, 3 CFR, 1971–1975 Comp., p. 586.

Subpart A—Requirement to Report Agency Payments for Employee Travel and Relocation

§ 300–70.1 What are the requirements for reporting payments for employee travel and relocation?

Agencies (as defined in § 301–1.1) that spent more than \$5 million on travel and transportation payments, including relocation, during the fiscal year immediately preceding the survey year must report this information. Every

two years GSA will distribute the Federal Agencies Travel Survey which is assigned Interagency Control No. 0362-GSA-AN. Copies of the survey may be obtained from the Director, Travel and Transportation Management Policy Division (MTT), Office of Governmentwide Policy, General Services Administration, Washington, DC 20405.

§ 300-70.2 What information must we report?

For the fiscal year reporting period you must report the following information:

- (a) Estimated total agency payments for travel and transportation of people;
- (b) Average costs and duration of trips;
- (c) Amount of official travel by purpose(s);
- (d) Estimated total agency payments for employee relocation; and
- (e) Any other specific information GSA may require for the reporting period.

§ 300-70.3 How long will we have to respond to the travel survey?

The survey will specify the due date. The head of your agency must appoint a designee at the headquarters level responsible for ensuring that the survey is completed and returned to GSA by the due date. Upon receiving a survey, you must submit the designee's name, address, and telephone number to the Director, Travel and Transportation Management Policy Division (MTT), Office of Governmentwide Policy, General Services Administration, Washington, DC 20405.

§ 300-70.4 How do we respond to the travel survey if we have major suborganizations?

- If you have major suborganizations, you must submit responses as follows:
- (a) A separate response from each suborganization which spent more than \$5 million for travel and relocation during the fiscal year immediately preceding the survey year;
 - (b) A consolidated response covering all your suborganizations which did not spend more than \$5 million for travel and relocation during the fiscal year

immediately preceding the survey year; and
 (c) A consolidated response which covers all components of your agency.

Subpart B—Requirement to Report use of First-Class Transportation Accommodations

§ 300-70.100 Who must report use of first-class transportation accommodations?

An agency as defined in § 301-1.1 of this subtitle.

§ 300-70.101 What information must we report?

All instances in which you authorized/approved the use of first-class transportation accommodations. This report has been assigned Interagency Report Control No. 0411-GSA-AN.

§ 300-70.102 How often must we report the required information?

Once every year.

§ 300-70.103 When will GSA request this information?

Generally, GSA will notify agencies during the summer months that this information is required and will indicate the date reports are due.

§ 300-70.104 Are there any exceptions to the reporting requirement?

Yes. You are not required to report data that is protected from public disclosure by statute or Executive Order. However, you are required to submit, in your cover letter to GSA, the following aggregate information unless that information is also protected from public disclosure:

- (a) Aggregate number of authorized first-class trips that are protected from disclosure;
- (b) Total of actual first-class fares paid; and
- (c) Total of coach-class fares that would have been paid for the same travel.

Subpart C [Reserved]

2. 41 CFR chapter 301 is amended by removing parts 301-1 and 301-2; removing § 301-3.1 through 301-3.5 (§ 301-3.6 remains unchanged); removing parts 301-4 through 301-17;

and adding new parts 301-1, 301-2, 301-10 through 301-13, 301-30, 301-31, 301-50 through 301-53, and 301-70 through 301-75, to read as follows:

CHAPTER 301—TEMPORARY DUTY (TDY) TRAVEL ALLOWANCES

Subchapter A—Introduction

- Part
- 301-1 Applicability
- 301-2 General rules

Subchapter B—Allowable Travel Expenses

- Part
- 301-3 Use of commercial transportation
- 301-10 Transportation expenses
- 301-11 Per diem expenses
- 301-12 Miscellaneous expenses
- 301-13 Travel of an employee with special needs
- 301-30 Emergency travel
- 301-31 Threatened law enforcement/investigative employees

Subchapter C—Arranging for Travel Services, Paying Travel Expenses, and Claiming Reimbursement

- Part
- 301-50 Arranging for travel services
- 301-51 Paying travel expenses
- 301-52 Claiming reimbursement
- 301-53 Using promotional materials and frequent traveler programs

Subchapter D—Agency Responsibilities

- Part
- 301-70 Internal policy and procedure requirements
- 301-71 Agency travel accounting requirements
- 301-72 Agency responsibilities related to common carrier transportation
- 301-73 Travel programs
- 301-74 Conference Planning
- 301-75 Pre-employment interview travel

CHAPTER 301—TEMPORARY DUTY (TDY) TRAVEL ALLOWANCES

Subchapter A—Introduction

PART 301-1—APPLICABILITY

- Sec.
- 301-1.1 What is an "agency" for purposes of TDY allowances?
- 301-1.2 What is an "employee" for purposes of TDY allowances?
- 301-1.3 Who is eligible for TDY allowances?
- Authority:** 5 U.S.C. 5707.

§ 301-1.1 What is an "agency" for purposes of TDY allowances?

An agency includes	But does not include
An Executive agency, as defined in 5 U.S.C. 101	A Government-controlled corporation.
A military department	A Member of Congress.
An office, agency or other establishment in the legislative branch	An office or committee of either House of Congress or of the two Houses.
The Government of the District of Columbia	An office, agency or other establishment in the judicial branch.

§ 301-1.2 What is an "employee" for purposes of TDY allowances?

An "employee" is:

- (a) An individual employed by an agency, regardless of status or rank; or
- (b) An individual employed intermittently in Government service as an expert or consultant and paid on a daily when-actually-employed (WAE) basis; or
- (c) An individual serving without pay or at \$1 a year (also referred to as "invitational traveler").

§ 301-1.3 Who is eligible for TDY allowances?

This chapter covers the following individuals:

- (a) Employees traveling on official business;
- (b) Interviewees performing pre-employment interview travel;
- (c) Employees who must interrupt official business travel to perform emergency travel as a result of an incapacitating illness or injury or a personal emergency situation; and
- (d) Threatened law enforcement/investigative employees and members of their family temporarily relocated to safeguard their lives because of a threat resulting from the employee's assigned duties.

PART 301-2—GENERAL RULES

Sec.

- 301-2.1 Must I have authorization to travel?
- 301-2.2 What travel expenses may my agency pay?
- 301-2.3 What standard of care must I use in incurring travel expenses?
- 301-2.4 For what travel expenses am I responsible?
- 301-2.5 What travel arrangements require specific authorization or prior approval?

Authority: 5 U.S.C. 5707; 31 U.S.C. 1353; 49 U.S.C. 40118.

§ 301-2.1 Must I have authorization to travel?

Yes, generally you must have written or electronic authorization prior to incurring any travel expense. If it is not practicable or possible to obtain such authorization prior to travel, your agency may approve a specific authorization for reimbursement of travel expenses after travel is completed. However, written or electronic advance authorization is required for items in § 301-2.5 (c), (i), (n), and (o) of this part.

§ 301-2.2 What travel expenses may my agency pay?

Your agency may pay only those expenses essential to the transaction of official business, which include:

- (a) Transportation expenses as provided in part 301-10 of this chapter;

(b) Per diem expenses as provided in part 301-11 of this chapter;

(c) Miscellaneous expenses as provided in part 301-12 of this chapter; and

(d) Travel expenses of an employee with special needs as provided in part 301-13 of this chapter.

§ 301-2.3 What standard of care must I use in incurring travel expenses?

You must exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business.

§ 301-2.4 For what travel expenses am I responsible?

You are responsible for expenses over the reimbursement limits established in this chapter. Your agency will not pay for excess costs resulting from circuitous routes, delays, or luxury accommodations or services unnecessary or unjustified in the performance of official business.

§ 301-2.5 What travel arrangements require specific authorization or prior approval?

You must have a specific authorization or prior approval for:

- (a) Use of premium-class service on common carrier transportation;
- (b) Use of a foreign air carrier;
- (c) Use of reduced fares for group or charter arrangements;
- (d) Use of cash to pay for common carrier transportation;
- (e) Use of extra-fare train service;
- (f) Travel by ship;
- (g) Use of a rental car;
- (h) Use of a Government aircraft;
- (i) Payment of a reduced per diem rate;
- (j) Payment of actual expense;
- (k) Travel expenses related to emergency travel;
- (l) Transportation expenses related to threatened law enforcement/investigative employees and members of their families;
- (m) Travel expenses related to travel to a foreign area;
- (n) Acceptance of payment from a non-Federal source for travel expenses, see chapter 304 of this subtitle; and
- (o) Travel expenses related to attendance at a conference.

Note to § 301-2.5: Paragraphs (c), (i), (n), and (o) of this section require a written or electronic advance authorization.

SUBCHAPTER B—ALLOWABLE TRAVEL EXPENSES

* * * * *

PART 301-10 TRANSPORTATION EXPENSES**Subpart A—General**

Sec.

- 301-10.1 Am I eligible for payment of transportation expenses?
- 301-10.2 What expenses are payable as transportation?
- 301-10.3 What methods of transportation may my agency authorize me to use?
- 301-10.4 How does my agency select the method of transportation to be used?
- 301-10.5 What are the presumptions as to the most advantageous method of transportation?
- 301-10.6 What is my liability if I do not travel by the selected method of transportation?
- 301-10.7 How should I route my travel?
- 301-10.8 What is my liability if, for personal convenience I travel by an indirect route or interrupt travel by a direct route?

Subpart B—Common Carrier Transportation

Sec.

- 301-10.100 What types of common carrier transportation may I be authorized to use?

Airline

- 301-10.106 What are the basic requirements for using airlines?

Use of Contract City-Pair Fares

- 301-10.107 When must I use a contract city-pair fare?
- 301-10.108 Are there other situations when I may use a non-contract fare?
- 301-10.109 What is my liability for unauthorized use of a non-contract carrier when contract service is available and I do not meet one of the exceptions for required use?
- 301-10.110 May I use contract passenger transportation service for personal travel?
- 301-10.111 When may I use a reduced group or charter fare?
- 301-10.112 What must I do when different airlines furnish the same service at different fares?
- 301-10.113 What must I do if I change or do not use a common carrier reservation?
- 301-10.114 What must I do with unused Government Transportation Request(s) (GTR(s), ticket(s), or refund application(s)?
- 301-10.115 Am I authorized to receive a refund or credit for unused transportation?
- 301-10.116 What must I do with compensation an airline gives me if it denies me a seat on a plane?
- 301-10.117 May I keep compensation an airline gives me for voluntarily vacating my seat on my scheduled airline flight when the airline asks for volunteers?

Airline Accommodations

- 301-10.121 What classes of airline accommodations are available?
- 301-10.122 What class of airline accommodations must I use?
- 301-10.123 When may I use first-class airline accommodations?

301-10.124 When may I use premium-class other than first-class airline accommodations?

Train

301-10.160 What classes of train accommodations are available?

301-10.161 What class of train accommodations must I use?

301-10.162 When may I use first-class train accommodations?

301-10.163 What is an extra-fare train?

301-10.164 When may I use extra-fare train service?

Ship

301-10.180 Must I travel by a U.S. flag ship?

301-10.181 What is my liability if I improperly use a foreign ship?

301-10.182 What classes of ship accommodations are available?

301-10.183 What class of ship accommodations must I use?

Local Transit System

301-10.190 When may I use a local transit system (bus, subway, or streetcar)?

Subpart C—Government Vehicle

Sec.

301-10.200 What types of Government vehicles may my agency authorize me to use?

301-10.201 For what purposes may I use a Government vehicle other than a Government aircraft?

301-10.202 What is my liability for unauthorized use of a Government vehicle?

Government Automobiles

301-10.220 What requirements must I meet to operate a Government automobile for official travel?

Government Aircraft

301-10.260 When may I use a Government aircraft for travel?

301-10.261 What requirements must I meet to operate a Government aircraft?

301-10.262 What is my liability for unauthorized use of a Government aircraft?

Subpart D—Privately Owned Vehicle (POV)

Sec.

301-10.300 When may I use a POV for official travel?

301-10.301 How do I compute my mileage reimbursement?

301-10.302 How do I determine distance measurements for my travel?

301-10.303 What am I reimbursed when use of a POV is determined by my agency to be advantageous to the Government?

301-10.304 What expenses are allowable in addition to the allowances prescribed in § 301-10.303?

301-10.305 How is reimbursement handled if another person(s) travels in a POV with me?

301-10.306 What will be reimbursed if I am authorized to use a POV instead of a taxi for round-trip travel between my residence and office on a day of travel requiring an overnight stay?

301-10.307 What will I be reimbursed if I use a POV to transport other employees?

301-10.308 What will I be reimbursed if I park my POV at a common carrier terminal while I am away from my official station?

301-10.309 What will I be reimbursed if I am authorized to use common carrier transportation and I use a POV instead?

301-10.310 What will I be reimbursed if I am authorized to use a Government automobile and I use a POV instead?

Subpart E—Special Conveyances

Sec.

301-10.400 What types of special conveyances may my agency authorize me to use?

301-10.401 What types of charges are reimbursable for use of a special conveyance?

301-10.402 What will I be reimbursed if I am authorized to use a special conveyance and I use a POV instead?

301-10.403 What is the difference between a Government aircraft and an aircraft hired as a special conveyance?

Taxicabs, Shuttle Services, or Other Courtesy Transportation

301-10.420 When may I use a taxi or shuttle service?

301-10.421 How much will my agency reimburse me for a tip to a taxi, shuttle service, or courtesy transportation driver?

Rental Automobiles

301-10-450 When can I use a rental vehicle?

301-10.451 May I be reimbursed for the cost of collision damage waiver (CDW) or theft insurance?

301-10.452 May I be reimbursed for personal accident insurance?

301-10.453 What is my liability for unauthorized use of a rental automobile obtained with Government funds?

Authority: 5 U.S.C. 5707; 40 U.S.C. 486 (c); 49 U.S.C. 40118.

Subpart A—General

§ 301-10.1 Am I eligible for payment of transportation expenses?

Yes, when performing official travel, including local travel.

§ 301-10.2 What expenses are payable as transportation?

Fares, rental fees, mileage payments, and other expenses related to transportation.

§ 301-10.3 What methods of transportation may my agency authorize me to use?

Your agency may authorize:

(a) Common carrier transportation (e.g., aircraft, train, bus, ship, or local transit system) under Subpart B;

(b) Government vehicle under Subpart C;

(c) POV under Subpart D; or

(d) Special conveyance (e.g., taxi or commercial automobile) under Subpart E.

§ 301-10.4 How does my agency select the method of transportation to be used?

Your agency must select the method most advantageous to the Government, when cost and other factors are considered. Under 5 U.S.C. 5733, travel must be by the most expeditious means of transportation practicable and commensurate with the nature and purpose of your duties. In addition, your agency must consider energy conservation, total cost to the Government (including costs of per diem, overtime, lost worktime, and actual transportation costs), total distance traveled, number of points visited, and number of travelers.

§ 301-10.5 What are the presumptions as to the most advantageous method of transportation?

(a) *Common carrier.* Travel by common carrier is presumed to be the most advantageous method of transportation and must be used when reasonably available.

(b) *Government automobile.* When your agency determines that your travel must be performed by automobile, a Government automobile is presumed to be the most advantageous method of transportation.

§ 301-10.6 What is my liability if I do not travel by the selected method of transportation?

If you do not travel by the method of transportation required by regulation or selected by your agency, any additional expenses you incur will be borne by you.

§ 301-10.7 How should I route my travel?

You must travel to your destination by the usually traveled route unless your agency authorizes or approves a different route as officially necessary.

§ 301-10.8 What is my liability if, for personal convenience, I travel by an indirect route or interrupt travel by a direct route?

Your reimbursement will be limited to the cost of travel by a direct route or on an uninterrupted basis. You will be responsible for any additional costs.

Subpart B—Common Carrier Transportation

§ 301–10.100 What types of common carrier transportation may I be authorized to use?

You may be authorized to use airline, train, ship, bus, or local transit system.

Airline

§ 301–10.106 What are the basic requirements for using airlines?

The requirements for using airlines fall into three categories:

- (a) Using contract carriers, when available;
- (b) Using coach class service, unless premium class, or first class service is authorized;
- (c) Using U.S. flag air carrier or (ship) service, unless use of foreign air carrier or (ship) is authorized.

Use of Contract City-Pair Fares

§ 301–10.107 When must I use a contract city-pair fare?

You must always use a contract city-pair fare, if such fare is available to you unless one or more of the following conditions exist:

- (a) Seating space on the scheduled contract flight is not available in time to accomplish the purpose of travel, or use of contract service would require you to incur unnecessary overnight lodging costs which would increase the total cost of the trip; or
- (b) The contract's flight schedule is inconsistent with explicit policies of individual Federal departments and agencies or other mandatory users of scheduling employee travel during normal working hours; or
- (c) A non-contract carrier offers a lower fare available to the general public, the use of which will result in a lower total trip cost to the Government or other mandatory user. This determination should be based on a cost comparison to include the combined cost of transportation, lodging, meals and related expenses.

Note to paragraph (c). This exception does not apply if a contract carrier offers a comparable fare and has seats available at that fare, or if the lower fare offered by a non-contract carrier is restricted to Government and military travelers on official business and may only be purchased with a GTR, contractor issued charge card or centrally billed account (e.g., YDG, MDG, ODG, VDG, and similar fares).

(d) Rail service is available, and such service is cost effective and is consistent with the mission.

§ 301–10.108 Are there other situations when I may use a non-contract fare?

You may also use a non-contract fare such as a through fare, special fare,

commutation fare, excursion fare or reduced-rate round-trip fare in the following circumstances:

(a) Your agency determines prior to your travel that this type of service is practical and economical to the Government; and

(b) In the case of a fare that is restricted or has specific eligibility requirements, you know or reasonably can anticipate, based on the travel as planned, that you will use the ticket.

§ 301–10.109 What is my liability for unauthorized use of a non-contract carrier when contract service is available and I do not meet one of the exceptions for required use?

Any additional costs or penalties incurred by you resulting from unauthorized use of non-contract service are borne by you.

§ 301–10.110 May I use contract passenger transportation service for personal travel?

No.

§ 301–10.111 When may I use a reduced group or charter fare?

You may use a reduced group or charter fare when your agency has determined on an individual case basis prior to your travel that use of such a fare is economical to the Government and will not interfere with the conduct of official business.

§ 301–10.112 What must I do when different airlines furnish the same service at different fares?

When there is no contract fare, and common carriers furnish the same service at different fares between the same points for the same type of accommodations, you must use the lowest cost service unless your agency determines that the use of higher cost service is more advantageous to the Government.

§ 301–10.113 What must I do if I change or do not use a common carrier reservation?

If you know you will change or not use your reservation, you must take action to change or cancel it as prescribed by your agency. Also, you must report all changes of your reservation according to your agency's procedures in an effort to prevent losses to the Government. Failure to do so may subject you to liability for any resulting losses.

§ 301–10.114 What must I do with unused Government Transportation Request(s)(GTR(s)), ticket(s) or refund application(s)?

You must submit any unused GTR(s), unused ticket coupon(s), or refund application(s) to your agency in

accordance with your agency's procedures.

§ 301–10.115 Am I authorized to receive a refund or credit for unused transportation?

No. You are not authorized to receive a refund, credit, or any other negotiable document from a carrier for unfurnished services (except as provided in § 301–10.115) or any portion of an unused ticket issued in exchange for a GTR or billed to an agency's centrally billed account. However, any charges billed directly to your individually billed Government charge card should be credited to your account.

§ 301–10.116 What must I do with compensation an airline gives me if it denies me a seat on a plane?

If you are performing official travel and a carrier denies you a confirmed reserved seat on a plane, you must give your agency any payment you receive for liquidated damages. You must ensure the carrier shows the "Treasurer of the United States" as payee on the compensation check and then forward the payment to the appropriate agency official.

§ 301–10.117 May I keep compensation an airline gives me for voluntarily vacating my seat on my scheduled airline flight when the airline asks for volunteers?

Yes:

(a) If voluntarily vacating your seat will not interfere with performing your official duties; and

(b) If additional travel expenses, incurred as a result of vacating your seat, are borne by you and are not reimbursed; but

(c) If volunteering delays your travel during duty hours, your agency will charge you with annual leave for the additional hours.

Airline Accommodations

§ 301–10.121 What classes of airline accommodations are available?

(a) Coach-class—The basic class of accommodations offered to travelers that is available to all passengers regardless of fare paid. This term applies when an airline offers two or more classes of accommodations, which includes tourist or economy.

(b) Premium-class—Any class of accommodations above coach, e.g., first or business.

(c) First-class—The highest class of accommodations on a multiple-class airline flight. When an airline flight only has two classes of accommodations, the higher-class, regardless of the term used for that class, is considered to be first class.

(d) Premium-class other than first-class—Any class of accommodations

between coach-class and first-class, e.g., business-class.

(e) Single-class—This term applies when an airline offers only one class of accommodation to all travelers.

§ 301-10.122 What class of airline accommodations must I use?

For official business travel, both domestic and international, you must use coach-class accommodations, except as provided under §§ 301-10.123 and 301-10.124.

§ 301-10.123 When may I use first-class airline accommodations?

Only when your agency specifically authorizes/approves your use of first-class accommodations under paragraph (a) through (d) of this section.

(a) No other coach-class or premium-class other than first-class accommodation is reasonably available. "Reasonably available" means available on an airline that is scheduled to leave within 24 hours of your proposed departure time, or scheduled to arrive within 24 hours of your proposed arrival time.

(b) When use of first-class is necessary to accommodate a disability or other special need. A disability must be substantiated in writing by a competent medical authority. A special need must be substantiated in writing according to your agency's procedures. If you are authorized under § 301-13.3(a) of this chapter to have an attendant accompany you, your agency also may authorize the attendant to use first-class accommodations if you require the attendant's services en route.

(c) When exceptional security circumstances require first-class travel. Exceptional security circumstances are determined by your agency and include, but are not limited to:

- (1) Use of other than first-class accommodations would endanger your life or Government property;
- (2) You are an agent on protective detail and you are accompanying an individual authorized to use first-class accommodations; or
- (3) You are a courier or control officer accompanying controlled pouches or packages.

(d) When required because of agency mission.

§ 301-10.124 When may I use premium-class other than first-class airline accommodations?

Only when your agency specifically authorizes/approves your use of such accommodations under paragraphs (a) through (i) of this section.

(a) Regularly scheduled flights between origin/destination points (including connecting points) provide

only premium-class accommodations and you certify such on your voucher; or

(b) No space is available in coach-class accommodations in time to accomplish the mission, which is urgent and cannot be postponed; or

(c) When use of premium-class other than first-class accommodations is necessary to accommodate your disability or other special need. Disability must be substantiated in writing by a competent medical authority. Special need must be substantiated in writing according to your agency's procedures. If you are authorized under § 301-13.3(a) of this chapter to have an attendant accompany you, your agency also may authorize the attendant to use premium-class other than first-class accommodations if you require the attendant's services en route; or

(d) Security purposes or exceptional circumstances as determined by your agency make the use of premium-class other than first-class accommodations essential to the successful performance of the agency's mission; or

(e) Coach-class accommodations on an authorized/approved foreign air carrier do not provide adequate sanitation or health standards; or

(f) The use results in an overall cost savings to the Government by avoiding additional subsistence costs, overtime, or lost productive time while awaiting coach-class accommodations; or

(g) You are able to obtain the accommodations as an upgrade through the redemption of frequent traveler benefits in accordance with your agency's policies; or

(h) Your transportation costs are paid in full through agency acceptance of payment from a non-federal source in accordance with chapter 304 of this title; or

(i) Where the origin and/or destination is OCONUS and the scheduled flight time is in excess of 14 hours. In this instance you will not be eligible for a rest stop en route or a rest period upon arrival at your duty site.

Train

§ 301-10.160 What classes of train accommodations are available?

(a) *Coach-class*—The basic class of accommodations offered by a rail carrier to passengers that includes a level of service available to all passengers regardless of the fare paid. Coach-class includes reserved coach accommodations as well as slumber coach accommodations when overnight train travel is involved.

(b) *Slumber coach*—Includes slumber coach accommodations on trains

offering such accommodations, or the lowest level of sleeping accommodations available on a train that does not offer slumber coach accommodations.

(c) *First-class*—Includes bedrooms, roomettes, club service, parlor car accommodations, or other premium accommodations.

§ 301-10.161 What class of train accommodations must I use?

You must use coach-class accommodations for all train travel, except when your agency authorizes first-class service.

§ 301-10.162 When may I use first-class train accommodations?

Only when your agency specifically authorizes/approves your use of first-class train accommodations under paragraphs (a) through (d) of this section.

(a) No coach-class accommodations are reasonably available. "Reasonably available" means available and scheduled to leave within 24 hours of the employee's proposed departure time, or scheduled to arrive within 24 hours of the employee's proposed arrival time.

(b) When use of first-class is necessary to accommodate a disability or other special need. A disability must be substantiated in writing by competent medical authority. A special need must be substantiated in writing according to your agency's procedures. If you are authorized under § 301-13.3(a) of this chapter to have an attendant accompany you, your agency also may authorize the attendant to use first-class accommodations if you require the attendant's services en route.

(c) When exceptional security circumstances require first-class travel. Exceptional security circumstances include, but are not limited to:

- (1) Use of other than first-class accommodations would endanger your life or Government property;
- (2) You are an agent on protective detail and you are accompanying an individual authorized to use first-class accommodations; or
- (3) You are a courier or control officer accompanying controlled pouches or packages.

(d) Inadequate foreign coach-class train accommodations. When coach-class train accommodations on a foreign rail carrier do not provide adequate sanitation or health standards.

(e) When required because of agency mission.

(f) When required because of agency mission.

§ 301-10.163 What is an extra-fare train?

A train that operates at an increased fare due to the extra performance of the train (i.e., faster speed or fewer stops).

§ 301-10.164 When may I use extra-fare train service?

You may travel coach-class on an extra-fare train whenever your agency determines it is more advantageous to the Government or is required for security reasons. The use of AMTRAK Metroliner coach accommodations is advantageous to the Government; AMTRAK Metroliner Club Service, however, is a first-class accommodation and may be authorized/approved only as provided in § 301-10.162 of this section.

Ship**§ 301-10.180 Must I travel by a U.S. flag ship?**

Yes, when a U.S. flag ship is available unless the necessity of the mission requires the use of a foreign ship. (See 46 U.S.C. App. Sec. 1241.)

§ 301-10.181 What is my liability if I improperly use a foreign ship?

You are required to travel by U.S. flag ship for the entire trip, unless use of a foreign ship has been authorized by your agency. Any cost that is attributed to improper or unauthorized use of a foreign ship is your responsibility.

§ 301-10.182 What classes of ship accommodations are available?

Accommodations on ships vary according to deck levels.

(a) *First-class*—All classes above the lowest first class, includes but is not limited to a suite.

(b) *Lowest first class*—The least expensive first class of reserved accommodations available on a ship.

§ 301-10.183 What class of ship accommodations must I use?

You must use the lowest first class accommodations when traveling by ship, except when your agency specifically authorizes/approves your use of first-class ship accommodations under paragraphs (a) through (c) of this section.

(a) Lowest first class accommodations are not available on the ship.

(b) When use of first-class is necessary to accommodate a disability or other special need. Disability must be substantiated in writing by competent medical authority. Special need must be substantiated in writing according to your agency's procedures. If you are authorized under § 301-13.3(a) of this chapter to have an attendant accompany you, your agency also may authorize the attendant to use first-class accommodations if you require the attendant's services en route.

(c) When exceptional security circumstances require first-class travel. Exceptional security circumstances include, but are not limited to:

(1) The use of lowest first class accommodations would endanger your life or Government property; or

(2) You are an agent on protective detail and you are accompanying an individual authorized to use first-class accommodations; or

(3) You are a courier or control officer accompanying controlled pouches or packages.

Local Transit System**§ 301-10.190 When may I use a local transit system (bus, subway, or streetcar)?**

(a) To, from, and between places of work. The use of bus, subway, or streetcar is an allowable expense for local travel between places of business at your official station or a TDY station, and between places of lodging and place of business at a TDY station.

(b) To places where meals can be obtained. Where the nature and location of the work at your TDY station are such that meals cannot be obtained there, travel to obtain meals at the nearest available place is an allowable expense. You must, however, attach a statement to your travel voucher explaining why such travel was necessary.

Subpart C—Government Vehicle**§ 301-10.200 What types of Government vehicles may my agency authorize me to use?**

You may be authorized to use:

(a) A Government automobile in accordance with § 301-10.220 of this part;

(b) A Government aircraft in accordance with § 301-10.260 through § 301-10.262 of this part; and

(c) Other type of Government vehicle in accordance with any Government-issued rules governing its use.

§ 301-10.201 For what purposes may I use a Government vehicle other than a Government aircraft?

Only for official purposes which include transportation:

(a) Between places of official business;

(b) Between such places and places of temporary lodging when public transportation is unavailable or its use is impractical;

(c) Between either paragraphs (a) or (b) of this section and restaurants, drug stores, barber shops, places of worship, cleaning establishments, and similar places necessary for the sustenance, comfort, or health of the employee to

foster the continued efficient performance of Government business; or

(d) As otherwise authorized by your agency under 31 U.S.C. 1344.

§ 301-10.202 What is my liability for unauthorized use of a Government vehicle?

You are responsible for any additional cost resulting from unauthorized use of a Government vehicle and you may be subject to administrative and/or criminal liability for misuse of Government property.

Government Automobiles**§ 301-10.220 What requirements must I meet to operate a Government automobile for official travel?**

You must possess a valid State, District of Columbia, or territorial motor vehicle operator's license and have a travel authorization specifically authorizing the use of a Government-furnished automobile.

Government Aircraft**§ 301-10.260 When may I use a Government aircraft for travel?**

Only for official purposes in accordance with 41 CFR 101-37.402.

§ 301-10.261 What requirements must I meet to operate a Government aircraft?

You must meet the aircrew qualification and certification requirements contained in 41 CFR 101-37.1212.

§ 301-10.262 What is my liability for unauthorized use of a Government aircraft?

You will be personally responsible for any additional cost resulting from unauthorized use of the aircraft as provided in 41 CFR 101-37.402 and 101-37.403, and you may be subject to administrative and or criminal liability for misuse of Government property.

Subpart D—Privately Owned Vehicle (POV)**§ 301-10.300 When may I use a POV for official travel?**

When authorized by your agency.

§ 301-10.301 How do I compute my mileage reimbursement?

You compute mileage reimbursement by multiplying the distance traveled, determined under § 301-10.302 of this subpart by the applicable mileage rate prescribed in § 301-10.303 of this subpart.

§ 301-10.302 How do I determine distance measurements for my travel?

If you travel by	The distance between your origin and destination is
Privately owned automobile or privately owned motorcycle.	As shown in standard highway mileage guides, or the actual miles driven as determined from odometer readings.
Privately owned aircraft	As determined from airway charts issued by the National Oceanic and Atmospheric Administration, Department of Commerce. You may include in your travel claim with an explanation any additional air mileage resulting from a detour necessary due to adverse weather, mechanical difficulty, or other unusual conditions. If a required deviation is such that airway mileage charts are not adequate to determine distance, you may use the formula of flight time multiplied by cruising speed of the aircraft to determine distance.

§ 301-10.303 What am I reimbursed when use of a POV is determined by my agency to be advantageous to the Government?

For use of a	Your reimbursement is
Privately-owned aircraft (e.g., helicopter, except an airplane)	Actual cost of operation (i.e., fuel, oil, plus the additional expenses listed in § 301-10.304).
Privately-owned airplane	85 cents per mile
Privately-owned automobile	31 cents per mile
Privately-owned motorcycle	25 cents per mile

§ 301-10.304 What expenses are allowable in addition to the allowance prescribed in § 301-10.303?

Following is a chart listing the reimbursable and non-reimbursable expenses:

Reimbursable expenses	Non-reimbursable expenses
Parking fees; ferry fees; bridge, road, and tunnel fees; and aircraft or airplane parking, landing, and tie-down fees.	Charges for repairs, depreciation, replacements, grease, oil, antifreeze, towage and similar speculative expenses.

§ 301-10.305 How is reimbursement handled if another person(s) travels in a POV with me?

If another employee(s) travels with you on the same trip in the same POV, mileage is payable to only one of you. No deduction will be made from your mileage allowance if other passengers contribute to defraying your expenses.

§ 301-10.306 What will be reimbursed if I am authorized to use a POV instead of a taxi for round-trip travel between my residence and office on a day of travel requiring an overnight stay?

If determined advantageous to the Government, you will be reimbursed on a mileage basis plus other allowable costs for round-trip travel on the beginning and/or ending of travel between the points involved.

§ 301-10.307 What will I be reimbursed if I use a POV to transport other employees?

Using a POV to transport other employees is strictly voluntary and you may be reimbursed in accordance with § 301-10.305.

§ 301-10.308 What will I be reimbursed if I park my POV at a common carrier terminal while I am away from my official station?

Your agency may reimburse your parking fee as an allowable transportation expense not to exceed the cost of taxi fare to/from the terminal.

§ 301-10.309 What will I be reimbursed if I am authorized to use common carrier transportation and I use a POV instead?

You will be reimbursed on a mileage basis (see § 301-10.303), plus per diem, not to exceed the total constructive cost of the authorized method of common carrier transportation plus per diem. Your agency must determine the constructive cost of transportation and per diem by common carrier under the rules in § 301-10.310.

§ 301-10.310 What will I be reimbursed if I am authorized to use a Government automobile and I use a privately owned automobile instead?

(a) *Reimbursement based on Government costs*—Unless you are committed to using a Government vehicle as provided in paragraph (b) of this section, your reimbursement will be limited to the cost that would be incurred for use of a Government automobile, which in CONUS is 23.5 cents per mile. If your agency determines the cost of providing a Government automobile would be higher because of unusual circumstances, it may allow reimbursement not to exceed the mileage rate provided in § 301-10.303 for a privately owned automobile.

In addition, you may be reimbursed other allowable expenses as provided in § 301-10.304.

(b) *Partial reimbursement when you are committed to use a Government owned automobile*—When you are committed to use a Government

automobile or would not ordinarily be authorized to use a privately owned automobile due to the availability of a Government automobile, but nevertheless request to use a privately owned automobile, you will be reimbursed 10.5 cents per mile. This is the approximate cost of operating a Government automobile, fixed costs excluded. In addition, parking fees, bridge, road and tunnel fees are reimbursable.

Subpart E—Special Conveyances

§ 301-10.400 What types of special conveyances may my agency authorize me to use?

Your agency may authorize/approve use of:

(a) Taxicabs as specified in §§ 301-10.420 through 301-10.421 of this chapter;

(b) Commercial rental automobiles as specified in §§ 301-10.450 through 301-10.453 of this chapter; or

(c) Any other special conveyance when determined to be advantageous to the Government.

§ 301-10.401 What types of charges are reimbursable for use of a special conveyance?

Actual expenses that your agency determines are necessary, including, but not limited to:

(a) Gasoline and oil;

(b) Rental of a garage, hangar, or boathouse;

(c) Feeding and stabling of horses;

(d) Per diem of operator; and

(e) Ferriage, tolls, etc.

§ 301-10.402 What will I be reimbursed if I am authorized to use a special conveyance and I use a POV instead?

You will be reimbursed the mileage cost for the use of your POV, and additional expenses such as parking fees, bridge, road and tunnel fees, not to exceed the constructive cost of the special conveyance.

§ 301-10.403 What is the difference between a Government aircraft and an aircraft hired as a special conveyance?

A Government aircraft is any aircraft owned, leased, chartered, or rented and operated by the Government. An aircraft hired as a special conveyance is an aircraft that you, in your private capacity, rent, lease, or charter and operate.

Taxicabs, Shuttle Services, or Other Courtesy Transportation

§ 301-10.420 When may I use a taxi or shuttle service?

(a) *For local travel.* When your agency authorizes/approves, the use of a taxi for the following local travel is reimbursable:

(1) Between places of business at an official or TDY station;

(2) Between a place of lodging and a place of business at a temporary duty station; and

(3) To obtain meals at the nearest available place where the nature and location of the work at a TDY station are such that meals cannot be obtained there.

(b) *To and from a carrier terminal.* (1) General authorization. Except as provided in paragraph (b)(2) of this section, you will be reimbursed the usual fare plus tip for use of a taxicab or shuttle services in the following situations:

(i) Between a common carrier or other terminal and either your home or place of business at your official station, or your place of business or lodging at a TDY station; or

(ii) Between the carrier terminal and shuttle terminal.

(2) *Courtesy transportation.* You should use courtesy transportation service furnished by hotels/motels to the maximum extent possible as a first source of transportation between a place of lodging at the TDY station and a common carrier terminal. You will be reimbursed for tips when you use courtesy transportation service.

(3) *Restrictions.* When appropriate, your agency will restrict or place a monetary limit on the amount of reimbursement for the use of taxicabs under this paragraph when:

(i) Suitable Government or common carrier transportation service, including shuttle service, is available for all or part of the distance involved; or

(ii) Courtesy transportation service is provided by hotels/motels between the place of lodging at the TDY station and the common carrier terminal.

(c) *Between residence and office on day you perform official travel.* In addition to use of a taxi under paragraph (b) of this section, your agency may authorize/approve reimbursement of the usual taxicab fare plus tip in the following situations:

(1) From your home to your office on the day you depart the office on an official trip requiring at least one night's lodging; and

(2) From your office to your home on the day you return to the office from your trip.

(d) *Between residence and office in cases of necessity.* Your agency may authorize/approve the usual taxicab fare plus tip for travel between your office and home when you perform official business at your designated post of duty and:

(1) You are dependent on public transportation for officially ordered work outside regular working hours; and

(2) The travel between your office and home is during hours of infrequently scheduled public transportation or darkness.

§ 301-10.421 How much will my agency reimburse me for a tip to a taxi, shuttle service, or courtesy transportation driver?

An amount which your agency determines to be reasonable.

Rental Automobiles

§ 301.10.450 When can I use a rental vehicle?

Your agency must determine that use of a rental vehicle is advantageous to the Government and must specifically authorize such use.

§ 301-10.451 May I be reimbursed for the cost of collision damage waiver (CDW) or theft insurance?

(a) *General rule—no.* You will not be reimbursed for CDW or theft insurance for travel within CONUS for the following reasons:

(1) The Government is a self-insurer.

(2) Rental vehicles available under agreement(s) with the Government includes full coverage insurance for damages resulting from an accident while performing official travel.

(3) Any deductible amount paid by you may be reimbursed directly to you or directly to the rental agency if the damage occurred while you were performing official business.

(b) *Exception.* You will be reimbursed for collision damage waiver or theft insurance when you travel outside CONUS and such insurance is necessary because the rental or leasing agency requirements, foreign statute, or legal procedures could cause extreme difficulty for an employee involved in an accident.

§ 301-10.452 May I be reimbursed for personal accident insurance?

No. That is a personal expense and is not reimbursable.

§ 301-10.453 What is my liability for unauthorized use of a rental automobile obtained with Government funds?

You are responsible for any additional cost resulting from the unauthorized use of a commercial rental automobile for other than official travel-related purposes.

PART 301-11—PER DIEM EXPENSES

Subpart A—General Rules

Sec.

301-11.1 When am I eligible for an allowance (per diem or actual expense)?

301-11.2 Will I be reimbursed for per diem expenses if my official travel is 12 hours or less?

301-11.3 Must my agency pay an allowance (either a per diem allowance or actual expense)?

301-11.4 May I be reimbursed actual expense and per diem on the same trip?

301-11.5 How will my per diem expenses be reimbursed?

301-11.6 Where do I find maximum per diem and actual expense rates?

301-11.7 What determines my maximum per diem reimbursement rate?

301-11.8 What is the maximum per diem rate I will receive if lodging is not available at my TDY location?

301-11.9 When does per diem or actual expense entitlement start/stop?

301-11.10 Am I required to record departure/arrival dates and times on my travel claim?

301-11.11 May I stay in a lodging facility of my choice?

301-11.12 How does the type of lodging I select affect my reimbursement?

301-11.13 How does sharing a room with another person affect my per diem reimbursement?

301-11.14 How is my daily lodging rate computed when I rent lodging on a long-term basis?

301-11.15 What expenses may be considered part of the daily lodging cost when I rent on a long-term basis?

301-11.16 What reimbursement will I receive if I prepay my lodging expenses and my TDY is curtailed, canceled, or interrupted for official purposes or for other reasons beyond my control that are acceptable to my agency?

- 301-11.17 If my agency authorizes per diem reimbursement, will it reduce my M&IE allowance for a meal(s) provided by a common carrier or for a complimentary meal(s) provided by a hotel/motel?
- 301-11.18 What M&IE rate will I receive if a meal(s) is furnished at nominal or no cost by the Government or is included in the registration fee?
- 301-11.19 How is my per diem calculated when I travel across the international dateline (IDL)?
- 301-11.20 May my agency authorize a rest period for me while I am traveling?
- 301-11.21 Will I be reimbursed for per diem or actual expenses on leave or non-workdays (weekend, legal Federal Government holiday, or other scheduled non-workdays) while I am on official travel?
- 301-11.22 Am I entitled to per diem or actual expense reimbursement if I am required to return to my official station on a non-workday?
- 301-11.23 Are there any other circumstances when my agency may reimburse me to return home or to my official station for non-workdays during a TDY assignment?
- 301-11.24 What reimbursement will I receive if I voluntarily return home or to my official station on non-workdays during my TDY assignment?
- 301-11.25 Must I provide receipts to substantiate my claimed travel expenses?
- 301-11.26 How do I get a per diem rate increased?
- 301-11.27 Are taxes included in the lodging portion of the Government per diem rate?
- 301-11.28 As a traveler on official business, am I required to pay applicable lodging taxes?
- 301-11.29 Are lodging facilities required to accept a generic federal, state or local tax exempt certificate?
- 301-11.30 What is my option if the Government lodging rate plus applicable taxes exceeds my lodging reimbursement?

Subpart B—Lodgings-Plus Per Diem

- Sec.
- 301-11.100 What will I be paid for lodging under Lodgings-plus per diem?
- 301-11.101 What allowance will I be paid for M&IE?
- 301-11.102 What is the applicable M&IE rate?

Subpart C—Reduced Per Diem

- Sec.
- 301-11.200 Under what circumstances may my agency prescribe a reduced per diem rate lower than the prescribed maximum?

Subpart D—Actual Expense

- Sec.
- 301-11.300 When is actual expense reimbursement warranted?
- 301-11.301 Who in my agency can authorize/approve my request for actual expense?
- 301-11.302 When should I request authorization for reimbursement under actual expense?
- 301-11.303 What is the maximum amount that I may be reimbursed under actual expense?
- 301-11.304 What if my expenses are less than the authorized amount?
- 301-11.305 What if my actual expenses exceed the 300 percent ceiling?
- 301-11.306 What expenses am I required to itemize under actual expense?

Authority: 5 U.S.C. 5707.

Subpart A—General Rules

§ 301-11.1 When am I eligible for an allowance (per diem or actual expense)?

- When:
- (a) You perform official travel away from your official station, or other areas defined by your agency;
- (b) You incur per diem expenses while performing official travel; and

(c) You are in a travel status for more than 12 hours.

§ 301-11.2 Will I be reimbursed for per diem expenses if my official travel is 12 hours or less?

No.

§ 301-11.3 Must my agency pay an allowance (either a per diem allowance or actual expense)?

Yes, unless:

(a) You perform travel to a training event under the Government Employees Training Act (5 U.S.C. 4101-4118), and you agree not to be paid per diem expenses; or

(b) You perform pre-employment interview travel, and the interviewing agency does not authorize payment of per diem expenses.

§ 301-11.4 May I be reimbursed actual expense and per diem on the same trip?

Yes, you may be reimbursed both actual expense and per diem during a single trip, but only one method of reimbursement may be authorized for any given calendar day except as provided in § 301-11.305 or § 301-11.306. Your agency must determine when the transition between the reimbursement methods occurs.

§ 301-11.5 How will my per diem expenses be reimbursed?

Under one of the following methods for each day (or fraction thereof) you are in a travel status:

- (a) Lodgings-plus per diem method;
- (b) Reduced per diem method; or
- (c) Actual expense method.

§ 301-11.6 Where do I find maximum per diem and actual expense rates?

For travel in			Rates set by	For per diem and actual expense see
Continental (CONUS).	United States		General Services Administration ...	For Per Diem see Federal Travel Regulation 41 CFR chapter 301, Appendix A, or Internet at http://Policyworks.gov/perdiem ; for actual expense see 41 CFR 301-11.303 and 301-11.305.
Non-foreign areas			Department of Defense (Per Diem, Travel and Transportation Allowance Committee (PDTATAC)).	Per Diem Bulletins issued by PDTATAC and published periodically in the FEDERAL REGISTER or Internet at http://www.dtic.mil/perdiem (Rates also appear in section 925 a per diem supplement to the Department of State Standardized Regulations (Government Civilians-Foreign Areas)).
Foreign areas			Department of State	A per diem supplement to section 925, Department of State Standardized Regulations (Government Civilians-Foreign Areas).

§ 301-11.7 What determines my maximum per diem reimbursement rate?

Where you obtain lodging determines your maximum per diem reimbursement rate. If you arrive at your lodging location after 12 midnight, you claim lodging cost for the preceding calendar day. If no lodging is required, the applicable M&IE reimbursement rate is

the rate for the TDY location. (See § 301-11.102.)

§ 301-11.8 What is the maximum per diem rate I will receive if lodging is not available at my TDY location?

If lodging is not available at your TDY location, your agency may authorize or

approve the maximum per diem rate for the location where lodging is obtained.

§ 301-11.9 When does per diem or actual expense entitlement start/stop?

Your per diem or actual expense entitlement starts on the day you depart your home, office, or other authorized point and ends on the day you return to

your home, office or other authorized point.

§ 301-11.10 Am I required to record departure/arrival dates and times on my travel claim?

You must record the date of departure from, and arrival at, the official station or any other place travel begins or ends. You must show this same information for points where you perform TDY or for a stopover or official rest stop location when the arrival or departure affects your per diem allowance or other travel expenses. You also should show the dates for other points visited. You do not have to record departure/arrival times, but you must annotate your travel claim when your travel is more than 12 hours but not exceeding 24 hours to reflect that fact.

§ 301-11.11 May I stay in a lodging facility of my choice?

Yes. You are encouraged to stay in lodging facilities that have been approved by FEMA as "approved accommodations". To ensure that you are staying in an approved facility, given the best available choices and/or obtaining Government discount rates, you are further encouraged to make lodging arrangement through your agency's TMS.

§ 301-11.12 How does the type of lodging I select affect my reimbursement?

Your agency will reimburse you for different types of lodging as follows:

(a) *Conventional lodgings.* (Hotel/motel, boarding house, etc.) You will be reimbursed the single occupancy rate.

(b) *Government quarters.* You will be reimbursed, as a lodging expense, the fee or service charge you pay for use of the quarters.

(c) *Lodging with friend(s) or relative(s) (with or without charge).* You may be reimbursed for additional costs your host incurs in accommodating you only if you are able to substantiate the costs and your agency determines them to be reasonable. You will not be reimbursed the cost of comparable conventional lodging in the area or a flat "token" amount.

(d) *Nonconventional lodging.* You may be reimbursed the cost of other types of lodging when there are no conventional lodging facilities in the area (e.g., in remote areas) or when conventional facilities are in short supply because of an influx of attendees at a special event (e.g., World's Fair or international sporting event). Such lodging includes college dormitories or similar facilities or rooms not offered commercially but made available to the public by area residents in their homes.

(e) *Recreational vehicle (trailer/camper).* You may be reimbursed for expenses (parking fees, fees for connection, use, and disconnection of utilities, electricity, gas, water and sewage, bath or shower fees, and dumping fees) which may be considered as a lodging cost.

§ 301-11.13 How does sharing a room with another person affect my per diem reimbursement?

Your reimbursement is limited to one-half of the double occupancy rate if the person sharing the room is another Government employee on official travel. If the person sharing the room is not a Government employee on official travel, your reimbursement is limited to the single occupancy rate.

§ 301-11.14 How is my daily lodging rate computed when I rent lodging on a long-term basis?

When you obtain lodging on a long-term basis (e.g., weekly or monthly) your daily lodging rate is computed by dividing the total lodging cost by the number of days of occupancy for which you are entitled to per diem, provided the cost does not exceed the daily rate of conventional lodging. Otherwise the daily lodging cost is computed by dividing the total lodging cost by the number of days in the rental period. Reimbursement, including an appropriate amount for M&IE, may not exceed the maximum daily per diem rate for the TDY location.

§ 301-11.15 What expenses may be considered part of the daily lodging cost when I rent on a long-term basis?

When you rent a room, apartment, house, or other lodging on a long-term basis (e.g., weekly, monthly), the following expenses may be considered part of the lodging cost:

(a) The rental cost for a furnished dwelling; if unfurnished, the rental cost of the dwelling and the cost of appropriate and necessary furniture and appliances (e.g., stove, refrigerator, chairs, tables, bed, sofa, television, or vacuum cleaner);

(b) Cost of connecting/disconnecting and using utilities;

(c) Cost of reasonable maid fees and cleaning charges;

(d) Monthly telephone use fee (does not include installation and long-distance calls); and,

(e) If ordinarily included in the price of a hotel/motel room in the area concerned, the cost of special user fees (e.g., cable TV charges and plug-in charges for automobile head bolt heaters).

§ 301-11.16 What reimbursement will I receive if I prepay my lodging expenses and my TDY is curtailed, canceled or interrupted for official purposes or for other reasons beyond my control that are acceptable to my agency?

If you sought to obtain a refund or otherwise took steps to minimize the cost, your agency may reimburse expenses that are not refundable, including a forfeited rental deposit.

§ 301-11.17 If my agency authorizes per diem reimbursement, will it reduce my M&IE allowance for a meal(s) provided by a common carrier or for a complimentary meal(s) provided by a hotel/motel?

No. A meal provided by a common carrier or a complimentary meal provided by a hotel/motel does not affect your per diem.

§ 301-11.18 What M&IE rate will I receive if a meal(s) is furnished at nominal or no cost by the Government or is included in the registration fee?

Your M&IE rate must be adjusted for a meal(s) furnished to you (except as provided in § 301-11.17), with or without cost, by deducting the appropriate amount shown in the chart in this section for CONUS travel, Reference Appendix B of this chapter for OCONUS travel, or any method determined by your agency. If you pay for a meal that has been previously deducted, your agency will reimburse you up to the deduction amount. The total amount of deductions made will not cause you to receive less than the amount allowed for incidental expenses.

M&IE	\$30	\$34	\$38	\$42
Breakfast	6	7	8	9
Lunch	6	7	8	9
Dinner	16	18	20	22
Incidentals	2	2	2	2

§ 301-11.19 How is my per diem calculated when I travel across the international dateline (IDL)?

When you cross the IDL your actual elapsed travel time will be used to compute your per diem entitlement rather than calendar days.

§ 301-11.20 May my agency authorize a rest period for me while I am traveling?

(a) Your agency may authorize a rest period not in excess of 24 hours at either an intermediate point or at your destination if:

- (1) Either your origin or destination point is OCONUS;
- (2) Your scheduled flight time, including stopovers, exceeds 14 hours;
- (3) Travel is by a direct or usually traveled route; and

(4) Travel is by less than premium-class service.
 (b) When a rest stop is authorized the applicable per diem rate is the rate for the rest stop location.

§ 301-11.21 Will I be reimbursed for per diem or actual expenses on leave or non-workdays (weekend, legal Federal Government holiday, or other scheduled non-workdays) while I am on official travel?

(a) In general, you will be reimbursed as long as your travel status requires your stay to include a non-workday, (e.g., if you are on travel through Friday and again starting Monday you will be reimbursed for Saturday and Sunday), however, your agency should determine the most cost effective situation (i.e., remaining in a travel status and paying per diem or actual expenses or permitting your return to your official station).

(b) Your agency will determine whether you will be reimbursed for non-workdays when you take leave immediately (e.g., Friday or Monday) before of after the non-workday(s).

Note to § 301-11.21: If emergency travel is involved due to an incapacitating illness or injury, the rules in part 301-30 of this chapter govern.

§ 301-11.22 Am I entitled to per diem or actual expense reimbursement if I am required to return to my official station on a non-workday?

If required by your agency to return to your official station on a non-workday, you will be reimbursed the amount allowable for return travel.

§ 301-11.23 Are there any other circumstances when my agency may reimburse me to return home or to my official station for non-workdays during a TDY assignment?

Your agency may authorize per diem or actual expense and round-trip transportation expenses for periodic return travel on non-workdays to your home or official station under the following circumstances:

- (a) The agency requires you to return to your official station to perform official business; or
- (b) The agency will realize a substantial cost savings by returning you home; or
- (c) Periodic return travel home is justified incident to an extended TDY assignment.

§ 301-11.24 What reimbursement will I receive if I voluntarily return home or to my official station on non-workdays during my TDY assignment?

If you voluntarily return home or to your official station on non-workdays during a TDY assignment, the maximum reimbursement for round trip transportation and per diem or actual expense is limited to what would have been allowed had you remained at the TDY location.

§ 301-11.25 Must I provide receipts to substantiate my claimed travel expenses?

Yes, you must provide a lodging receipt and either a receipt for any authorized expenses incurred costing over \$75, or a reason acceptable to your agency explaining why you are unable to provide the necessary receipt.

§ 301-11.26 How do I get a per diem rate increased?

If you travel to a location where the per diem rate is insufficient to meet necessary expenses, you may submit a request, containing pertinent lodging & meal cost data, through your agency asking that the location be surveyed. Depending on the location in question your agency may submit the survey request to:

For CONUS locations	For non-foreign area locations	For foreign area locations
General Services Administration, Office of Governmentwide Policy, Attn: Travel and Transportation, Management Policy Division (MTT), Washington, DC 20405.	Department of Defense, Per Diem, Travel and Transportation, Allowance Committee (PDTATAC), Hoffman Building #1, Room 836, 2461 Eisenhower Ave, Alexandria, VA 22331-1300.	Department of State, Director of Allowances, State Annex 29, Room 262, Washington, DC 20522-2902.

§ 301-11.27 Are taxes included in the lodging portion of the Government per diem rate?

Yes. However, there may be lodging facilities that set their room rates at the maximum lodging rate and then add on taxes.

§ 301-11.28 As a traveler on official business, am I required to pay applicable lodging taxes?

Yes, unless exempted by the State or local jurisdiction.

§ 301-11.29 Are lodging facilities required to accept a generic federal, state or local tax exempt certificate?

Exemptions from taxes for Federal travelers, and the forms required to claim them, vary from location to location. The GSA Travel Homepage (<http://policyworks.gov/travel>) lists jurisdictions where tax exempt certificates should be honored.

§ 301-11.30 What is my option if the Government lodging rate plus applicable taxes exceeds my lodging reimbursement?

You may request reimbursement on an actual expense basis, not to exceed 300 percent of the maximum per diem

allowance. Approval of actual expenses is at the discretion of your agency.

Subpart B—Lodgings-Plus Per Diem

§ 301-11.100 What will I be paid for lodging under Lodgings-plus per diem?

When travel is more than 12 hours and overnight lodging is required you are reimbursed your actual lodging cost not to exceed the maximum lodging rate for the TDY location or stopover point.

§ 301-11.101 What allowance will I be paid for M&E?

(a) Except as provided in paragraph (b) of this section, your allowance is as shown in the following table:

When travel is	Your allowance is
More than 12 but less than 24 hours	75 percent of the applicable M&E rate.
24 hours or more, on	75 percent of the applicable M&E rate.
.....	100 percent of the applicable M&E rate.
.....	75 percent of the applicable M&E rate.

(b) If you travel by ship, either commercial or Government, your agency will determine an appropriate M&E rate within the applicable maximum rate allowable.

§ 301-11.102 What is the applicable M&IE rate?

For days of travel which		Your applicable M&IE rate is
Require lodging	The M&IE rate applicable for the TDY location.
Do not require lodging, and	Travel is more than 12 hours but less than 24 hours	The M&IE rate applicable to the TDY site (or the highest M&IE rate applicable when multiple locations are involved).
	Travel is 24 hours or more, and you are traveling to a new TDY site or stopover point at midnight.	The M&IE rate applicable to the new TDY site or stopover point.
	Travel is 24 hours or more, and you are returning to your official station.	The M&IE rate applicable to the previous day of travel.

Subpart C—Reduced Per Diem

§ 301-11.200 Under what circumstances may my agency prescribe a reduced per diem rate lower than the prescribed maximum?

Under the following circumstances:

(a) When your agency can determine in advance that lodging and/or meal costs will be lower than the per diem rate; and

(b) The lowest authorized per diem rate must be stated in your travel authorization in advance of your travel.

Subpart D—Actual Expense

§ 301-11.300 When is actual expense reimbursement warranted?

When:

(a) Lodging and/or meals are procured at a prearranged place such as a hotel where a meeting, conference or training session is held;

(b) Costs have escalated because of special events (e.g., missile launching periods, sporting events, World's Fair, conventions, natural disasters); lodging and meal expenses within prescribed allowances cannot be obtained nearby; and costs to commute to/from the nearby location consume most or all of the savings achieved from occupying less expensive lodging;

(c) Because of mission requirements; or

(d) Any other reason approved within your agency.

§ 301-11.301 Who in my agency can authorize/approve my request for actual expense?

Any official designated by the head of your agency.

§ 301-11.302 When should I request authorization for reimbursement under actual expense?

Request for authorization for reimbursement under actual expense should be made in advance of travel. However, subject to your agency's policy, after the fact approvals may be granted when supported by an explanation acceptable to your agency.

§ 301-11.303 What is the maximum amount that I may be reimbursed under actual expense?

The maximum amount that you may be reimbursed under actual expense is limited to 300 percent (rounded to the next higher dollar) of the applicable maximum per diem rate. However, subject to your agency's policy, a lesser amount may be authorized.

§ 301-11.304 What if my expenses are less than the authorized amount?

When authorized actual expense and your expenses are less than the locality per diem rate or the authorized amount, reimbursement is limited to the expenses incurred.

§ 301-11.305 What if my actual expenses exceed the 300 percent ceiling?

Your reimbursement is limited to the 300 percent ceiling. There is no authority to exceed this ceiling.

§ 301-11.306 What expenses am I required to itemize under actual expense?

You must itemize all expenses, including meals, (each meal must be itemized separately) for which you will be reimbursed under actual expense. However, expenses that do not accrue daily (e.g., laundry, dry cleaning, etc.) may be averaged over the number of days your agency authorizes/approves actual expenses. Receipts are required for lodging, regardless of amount and any individual meal when the cost exceeds \$75. Your agency may require receipts for other allowable per diem expenses, but it must inform you of this requirement in advance of travel. But not that when your agency limits M&IE reimbursement to either the prescribed maximum M&IE rate for the locality concerned or a reduced M&IE rate, it may or may not require M&IE itemization at its discretion.

PART 301-12—MISCELLANEOUS EXPENSES

Sec.

301-12.1 What miscellaneous expenses are reimbursable?

301-12.2 What baggage expenses may my agency pay?

Authority: 5 U.S.C. 5707.

§ 301-12.1 What miscellaneous expenses are reimbursable?

Your agency may authorize or approve reimbursement of miscellaneous travel expenses. Examples of such expenses include but are not limited to the following:

General expenses	Fees to obtain money	Special expenses of foreign travel
Baggage expenses as described in § 301-12.2	Fees for travelers checks	Commissions on conversion of foreign currency.
Services of guides, interpreters, drivers	Fees for money orders	Passport and/or visa fees.
Use of computers, printers, faxing machines, and scanners.	Fees for certified checks	Costs of photographs for passports and visas.
Services of typists, data processors, or stenographers.	Transaction fees for use of automated teller machines (ATMs)—Government charge card.	Foreign country exit fees.
Storage of property used on official business	Costs of birth, health, and identity certificates.
Hire of conference center room or hotel room for official business.	Charges for inoculations that cannot be obtained through a Federal dispensary.
Official telephone calls/service (see note).		
Faxes, telegrams, cablegrams, or radiograms.		

Note to § 301-12.1: You should use Government provided services for all official communications. When they are not available, commercial services may be used. Reimbursement may be authorized or approved by your agency.

§ 301-12.2 What baggage expenses may my agency pay?

Your agency may reimburse expenses related to baggage as follows:

- (a) Transportation charges for authorized excess;
- (b) Necessary charges for transferring baggage;
- (c) Necessary charges for storage of baggage when such charges are the result of official business;
- (d) Charges for checking baggage; and
- (e) Charges or tips at transportation terminals for handling Government property carried by the traveler.

PART 301-13—TRAVEL OF AN EMPLOYEE WITH SPECIAL NEEDS

Sec.

301-13.1 What is the policy for paying additional travel expenses incurred by an employee with a special need?

301-13.2 Under what conditions will my agency pay for my additional travel expenses under this part?

301-13-3 What additional travel expenses may my agency pay under this part?

Authority: 5 U.S.C. 5707.

§ 301-13.1 What is the policy for paying additional travel expenses incurred by an employee with a special need?

To provide reasonable accommodations to an employee with a special need by paying for additional travel expenses incurred.

§ 301-13.2 Under what conditions will my agency pay for my additional travel expense(s) under this part?

When an additional travel expense is necessary to accommodate a special physical need which is either:

- (a) Clearly visible and discernible; or
- (b) Substantiated in writing by a competent medical authority.

§ 301-13.3 What additional travel expenses may my agency pay under this part?

The following expenses:

- (a) Transportation and per diem expenses incurred by a family member or other attendant who must travel with you to make the trip possible;
- (b) Specialized transportation to, from, and/or at the TDY duty location;
- (c) Specialized services provided by a common carrier to accommodate your special need;
- (d) Costs for handling your baggage that are a direct result of your special need;
- (e) Renting and/or transporting a wheelchair; and

(f) Premium-class accommodations when necessary to accommodate your special need, under Subpart B of Part 301-10 of this chapter.

PART 301-30—EMERGENCY TRAVEL

Sec.

301-30.1 What is emergency travel?

301-30.2 What is considered to be "family" with respect to emergency travel?

301-30.3 What should I do if I have to interrupt or discontinue my TDY travel?

301-30.4 When an illness or injury occurs on TDY, what expenses may be allowed?

301-30.5 Are there any limitations to the payment of these expenses?

Authority: 5 U.S.C. 5707.

§ 301-30.1 What is emergency travel?

Travel which results from:

- (a) Your becoming incapacitated by illness or injury not due to your own misconduct; or
- (b) The death or serious illness of a member of your family; or
- (c) A catastrophic occurrence or impending disaster, such as fire, flood, or act of God, which directly affects your home.

§ 301-30.2 What is considered to be "family" with respect to emergency travel?

"Family" includes any member of your immediate family, as defined in § 300-3.1. However, your agency may, on a case-by-case basis, expand this definition to include other members of your and/or your spouse's extended family.

§ 301-30.3 What should I do if I have to interrupt or discontinue my TDY travel?

Contact your travel authorizing/approving official for instructions as soon as possible.

§ 301-30.4 When an illness or injury occurs on TDY, what expenses may be allowed?

Your agency may pay:

- (a) Per diem at the location where you incurred or were treated for incapacitating illness or injury for a reasonable period of time (generally 14 calendar days). However, your agency may pay for a longer period.
- (b) Transportation and per diem expense for travel to an alternate location to receive treatment.
- (c) Transportation and per diem expense to return to your official station.

§ 301-30.5 Are there any limitations to the payment of these expenses?

Expenses are not payable when:

- (a) Confined to:
 - (1) A medical facility within the proximity of your official duty station.
 - (2) The same medical facility you would have been admitted to if your

incapacitating illness or injury occurred at your official station.

(b) The Government provides or reimburses you for hospitalization under any Federal statute (including hospitalization in a Department of Veterans Affairs (VA) Medical center or military hospital). However, per diem expenses are payable if your hospitalization is paid under the Federal Employees Health Benefits Program (5 U.S.C. 8901-8913).

PART 301-31—THREATENED LAW ENFORCEMENT/INVESTIGATIVE EMPLOYEES

Sec.

301-31.1 Why pay subsistence and transportation expenses for threatened law enforcement/investigative employees?

301-31.2 What is "family" with respect to threatened law enforcement/investigative employees?

301-31.3 Are members of my family and I eligible for payment of subsistence and transportation expense?

301-31.4 Must my agency pay transportation and subsistence expenses?

301-31.5 Under what conditions may my agency pay for transportation and subsistence expenses?

301-31.6 Where must I and/or my family obtain lodging?

301-31.7 May my family and I occupy lodging at different locations?

301-31.8 What transportation expenses may my agency pay?

301-31.9 What subsistence expenses may my agency pay?

301-31.10 How will my agency pay my subsistence expenses?

301-31.11 May my agency pay me a per diem allowance instead of actual expenses?

301-31.12 Must I keep track of my expenses?

301-31.13 How long may my agency pay for subsistence expenses under this part?

301-31.14 May I receive a travel advance for transportation and/or subsistence expenses?

301-31.15 What documentation must I provide for reimbursement?

Authority: 5 U.S.C. 5707.

§ 301-31.1 Why pay subsistence and transportation expenses for threatened law enforcement/investigative employees?

To protect a law enforcement/investigative employee and his/her immediate family when their lives are placed in jeopardy as a result of the employee's assigned duties.

§ 301-31.2 What is "family" with respect to threatened law enforcement/investigative employees?

Generally, "family" includes any member of your immediate family, as defined in § 300-3.1 of this title. However, your agency may, on a case-by-case basis, expand this definition to

include other members of you and/or your spouse's extended family.

§ 301-31.3 Are members of my family and I eligible for payment of subsistence and transportation expense?

Yes, if you serve in a law enforcement, investigative, or similar capacity for special law enforcement/investigative purposes and your agency authorizes such expenses.

§ 301-31.4 Must my agency pay transportation and subsistence expenses?

No. Your agency decides when it is appropriate to pay these expenses based on the nature of the threat against your life and/or the life of a member(s) of your immediate family.

§ 301-31.5 Under what conditions may my agency pay for transportation and subsistence expenses?

When your agency determines that a threat against you or a member(s) of your immediate family justifies moving you and/or your family to temporary

living accommodations at or away from your official station.

§ 301-31.6 Where must I and/or my family obtain lodging?

Your agency designates the area where you and/or your family should obtain lodging. It may be within your official station or at an alternate location.

§ 301-31.7 May my family and I occupy lodging at different locations?

Yes, if authorized by your agency.

§ 301-31.8 What transportation expenses may my agency pay?

Your agency may pay transportation expenses authorized by part § 301-10 of this chapter to transport you and/or your family to/from a temporary location.

§ 301-31.9 What subsistence expense may my agency pay?

Only your lodging cost may be paid. However, your agency may pay for meals and laundry/cleaning expenses if:

(a) Your temporary living accommodations do not have kitchen or laundry facilities; or

(b) Your agency determines that other extenuating circumstances exist which necessitate payment of these expenses.

§ 301-31.10 How will my agency pay my subsistence expenses?

Your agency will pay your actual subsistence expenses not to exceed the "maximum allowable amount" for the period you or your family occupy temporary living accommodations. The "maximum allowable amount" is the "maximum daily amount" multiplied by the number of days you or your family occupy temporary living accommodations not to exceed the number of days authorized. The "maximum daily amount" is determined by adding the rates in the following table for you and each member of your family authorized to occupy temporary living accommodations:

If your agency authorizes	The "maximum daily amount" of per diem expenses that		
	You or your unaccompanied spouse or other unaccompanied family member may receive is	Your accompanied spouse or a member of your family who is age 12 or older may receive is	A member of your family who is under age 12 may receive is
Payment of only lodging expenses	The maximum lodging amount applicable to the locality.	.75 times the maximum lodging amount applicable to the locality.	.5 times the maximum lodging amount applicable to the locality.
Payment for lodging, meals, and other per diem expenses.	The maximum per diem rate applicable to the locality.	.75 times the maximum per diem rate applicable to the locality..	.5 times the maximum per diem rate applicable to the locality.

§ 301-31.11 May my agency pay me a per diem allowance instead of actual expenses?

No.

§ 301-31.12 Must I keep track of my expenses?

Yes. You must keep track of your actual expenses as described in § 301-11 of this chapter.

§ 301-31.13 How long may my agency pay for subsistence expenses under this part?

Your agency may pay for subsistence expenses up to 60 days. However, your agency may pay for additional periods if it determines, that an extension is justified.

§ 301-31.14 May I receive a travel advance for transportation and/or subsistence expenses?

Yes, you may receive a travel advance under § 301-51.200 of this chapter for up to a 30-day period at a time to cover expenses allowable. Your travel advance may not exceed the maximum allowable amount authorized under § 301-31.10, and you will be required to reimburse your agency for any portion of the advance disallowed or not spent.

§ 301-31.15 What documentation must I provide for reimbursement?

You must provide receipts or any other documentation required by your agency. However, in instances when documentation might compromise the security of the individuals involved, the head of the agency may waive these requirements.

SUBCHAPTER C—ARRANGING FOR TRAVEL SERVICES, PAYING TRAVEL EXPENSES, AND CLAIMING REIMBURSEMENT

PART 301-50—ARRANGING FOR TRAVEL SERVICES

Sec.

301-50.1 How should I arrange my travel?

301-50.2 What is my liability if I use an unauthorized travel agent or unauthorized travel management system?

301-50.3 Are there any limits on the travel arrangements I may make?

Authority: 5 U.S.C. 5707; 40 U.S.C. 486(c).

§ 301-50.1 How should I arrange my travel?

If your agency provides travel management services under a

Government contract, you must use those services, to arrange for common carrier transportation, lodging, and rental car(s). If your agency does not provide travel management services under a Government contract, you must arrange your travel according to your agency's policy. Services under a Government contract may be furnished by a commercial travel agent, electronic travel services system, or other travel management services provider.

§ 301-50.2 What is my liability if I use an unauthorized travel agent or unauthorized travel management system?

You are responsible for any additional costs that result from the unauthorized use, and you are subject to any penalties your agency may impose.

§ 301-50.3 Are there any limits on the travel arrangements I may make?

Yes. If the GSA city-pair fare contract for passenger transportation services is available to you, you must use the contract carrier. You should also use any preferred value lodging programs and rental car arrangements in which your agency participates.

PART 301-51—PAYING TRAVEL EXPENSES

Subpart A—General

- Sec.
- 301-51.1 How may I pay for official travel expenses?
- 301-51.2 What is the preferred method of payment for official travel expenses?
- 301-51.3 When must I use excess or near-excess foreign currencies owned by the United States?

Subpart B—Paying for Common Carrier Transportation

- Sec.
- 301-51.100 What method of payment must I use to procure common carrier transportation?
- 301-51.101 Which payment methods are considered the equivalent of cash?
- 301-51.102 How is my transportation reimbursement affected if I make an unauthorized cash purchase of common carrier transportation?
- 301-51.103 What is my liability if I lose a GTR?

Subpart C—Receiving Travel Advances

- Sec.
- 301-51.200 For what expenses may I receive a travel advance?
- 301-51.201 What is the maximum amount that my agency may advance?
- 301-51.202 When must I account for my advance?

301-51.203 What must I do about my advance if my trip is canceled or postponed indefinitely?

Authority: 5 U.S.C. 5707.

Subpart A—General

§ 301-51.1 How may I pay for official travel expenses?

- (a) Contractor-issued individually billed travel card;
- (b) Centrally billed account;
- (c) Government Transportation Request (GTR);
- (d) Contractor issued travelers check;
- (e) Cash obtained from an advance;
- (f) Frequent traveler credits; and
- (g) Personal funds, including cash or a personal charge card.

Note to § 301-51.1: City pair contractors are not required to accept payment other than by methods in paragraphs (a) through (c) of this section. Also see § 301-51.100 of this part.

§ 301-51.2 What is the preferred method of payment for official travel expenses?

When authorized by your agency, use your contractor-issued individually billed travel card to the maximum extent possible for all official travel expenses, except those billed directly to your agency. Cash should be used only

to pay for those expenses which, as a general rule, cannot be charged; e.g., laundry/dry cleaning, parking, local transportation system, taxi, and tips. The ATM feature of your travel card should be used, when authorized to obtain cash for official travel expenses.

§ 301-51.3 When must I use excess or near-excess foreign currencies owned by the United States?

Your agency TMC should have available information from the Department of State and Office of Management and Budget Bulletins when the use of excess or near excess foreign currency will be required to pay for travel expenses.

Subpart B—Paying for common Carrier Transportation

§ 301-51.100 What method of payment must I use to procure common carrier transportation?

You must use a contractor-issued individually billed travel card, centrally billed account, or GTR to procure contract passenger transportation services. For all other common carrier transportation, you must use one of the methods specified in the following table:

For passenger transportation services costing	You must use	Unless
(a) \$10 or less, and air excess baggage charges of \$15 or less for each leg of a trip.	A contractor-issued individually billed travel card, centrally billed account, or.	Use of the contractor-issued individually billed travel card is not accepted or its use is impracticable, special circumstances justify the use of a GTR or Government excess baggage authorization ticket (GEBAT).
(b) More than \$10, but not more than \$100.	A contractor-issued individually billed travel card, centrally billed account, or GTR.	None of the other methods are practicable, you may use cash.
(c) More than \$100	Only a contractor-issued individually billed travel card, centrally billed account, or GTR.	Your agency authorizes you to use a reduced fare for group, charter, or excursion arrangements or under emergency circumstances where the use of other methods is not possible.

§ 301-51.101 Which payment methods are considered the equivalent of cash?

Use of one of the following payment methods of this section to procure common carrier transportation is considered the equivalent of cash and you must comply with the rules in 41 CFR 101-41.203-2 that limit the use of cash for such purposes.

- (a) Personal credit cards;
- (b) Cash withdrawals obtained from an ATM using a contractor-issued individually billed travel card; and
- (c) Checks, both personal and travelers (including those obtained through a travel payment system services program).

§ 301-51.102 How is my transportation reimbursement affected if I make an unauthorized cash purchase of common carrier transportation?

If you are a new employee or an invitational or infrequent traveler who is unaware of proper procedures for purchasing common carrier transportation, your agency may allow reimbursement for the full cost of the transportation. In all other instances, your reimbursement shall be limited to the cost of such transportation using the authorized method of payment.

§ 301-51.103 What is my liability if I lose a GTR?

You are liable for any Government expenditure that is caused by your negligence in safeguarding the GTR or

tickets received in exchange for the GTR. To avoid liability, immediately report a lost or stolen GTR to your administrative office. If the lost or stolen GTR shows the carrier service desired, and point of origin, promptly notify in writing the named carrier and other local initial carriers. Do not use a GTR that is recovered after having been reported as lost or stolen. Instead, report the GTR to your administrative office.

Subpart C—Receiving Travel Advances

§ 301-51.200 For what expenses may I receive a travel advance?

For	You may receive an advance
(a) Cash transaction expenses (i.e., expenses that as a general rule cannot be charged and must be paid using cash, a personal check, or travelers check). (1) M&IE covered by the per diem allowance or actual expenses allowance; (2) Miscellaneous transportation expenses such as local transportation system and taxi fares; parking fees; ferry fees; bridge, road, and tunnel fees; and aircraft parking, landing, and tie-down fees; (3) Gasoline and other variable expenses covered by the mileage allowance for advantageous use of a privately owned automobile for official business; and (4) Other authorized miscellaneous expenses that cannot be charged using a charge card and for which a cost can be estimated.	Any time you travel.
(b) Non-cash transaction expenses (i.e., lodging, common carrier)	Only in the following situations: (1) <i>Charge card not expected to be accepted.</i> (2) <i>Charge card issuance denied.</i> Your agency has decided not to provide you a contractor-issued individually billed travel card. (3) <i>Official change of station.</i> Your agency determines that use of a contractor-issued individually billed travel card would not be feasible incident to a transfer, particularly a transfer to another agency. (4) <i>Financial hardship would be incurred.</i>

§ 301-51.201 What is the maximum amount that my agency may advance?

The amount your agency advances you may not exceed the following amounts:

For	The maximum amount your agency may advance is
Cash transaction expenses	The estimated amount of your cash transaction expenses. (For M&IE, your advance is limited to the M&IE rate under the lodgings-plus per diem method.)
Non-cash trans-action expenses (See § 301-51.200(b)).	Generally zero. However, your agency may advance up to the full amount of your expected non-cash transaction expenses for an individual trip (or not to exceed a 45-day period for an open authorization) in accordance with § 301-51.200(b).

§ 301-51.202 When must I account for my advance?

You must file a travel claim which accounts for your advance after completion of your assignment, in accordance with your agency's policy. If you are in a continuous travel status (e.g., an auditor or inspector) or if you submit periodic reimbursement vouchers on an individual trip authorization, your agency may reimburse you the full amount of your travel expenses without any deduction of your advance until such time as you file a final voucher. If the amount advanced is less than the amount of the voucher on which it is deducted, you will be reimbursed the net amount. If the advance exceeds the reimbursable amount, you must immediately refund the excess.

§ 301-51.203 What must I do about my advance if my trip is canceled or postponed indefinitely?

Promptly notify the appropriate agency officials and refund any monies advanced in connection with the authorized travel.

PART 301-52—CLAIMING REIMBURSEMENT

- Sec.
- 301-52.1 Must I file a travel claim?
 - 301-52.2 What information must I provide in my travel claim?
 - 301-52.3 Am I required to file a travel claim in a specific format and must the claim be signed?
 - 301-52.4 What must I provide with my travel claim?
 - 301-52.5 Is there any instance where I am exempt from the receipt requirements in § 301-52.4?
 - 301-52.6 How do I submit a travel claim?
 - 301-52.7 When must I submit my travel claim?
 - 301-52.8 May my agency disallow payment of a claimed item?
 - 301-52.9 What will my agency do when it disallows an expense?
 - 301-52.10 May I challenge my agency's disallowance of my claim?
 - 301-52.11 What must I do to challenge a disallowed claim?
 - 301-52.12 What happens if I attempt to defraud the Government?
 - 301-52.13 Should I keep itemized records of my expenses while on travel?
 - 301-52.14 What must I do with any travel advance outstanding at the time I submit my travel claim?
 - 301-52.15 What must I do with any passenger coupon for transportation costing over \$75, purchased with cash?

301-52.16 What must I do with any unused tickets, coupons, or other evidence of refund?

Authority: 5 U.S.C. 5707.

§ 301-52.1 Must I file a travel claim?

Yes.

§ 301-52.2 What information must I provide in my travel claim?

You must provide the following:
 (a) An itemized list of expenses and other information (specified in the listing of required standard data elements contained in Appendix C of this chapter, and any additional information your agency may specifically require), except:
 (1) You may aggregate expenses for local telephone calls, local metropolitan transportation fares, and parking meter fees, except any individual expenses costing over \$75 must be listed separately;
 (2) When you are authorized lodgings-plus per diem, you must state the M&IE allowance on a daily basis;
 (3) When you are authorized a reduced per diem, you must state the reduced rate your agency authorizes on a daily basis; and
 (4) When your agency limits M&IE reimbursement to the prescribed maximum M&IE for the locality

concerned, you must state the reduced rate on a daily basis.

(5) Your agency may or may not require itemization of M&IE when reimbursement is limited to either the maximum M&IE locality rate or a reduced M&IE rate is authorized.

(b) The type of leave and the number of hours of leave for each day;

(c) The date of arrival and departure from the TDY station and any non-duty points visited when you travel by an indirect route other than a stopover to change planes or embark/disembark passengers;

(d) A signed statement, "I hereby assign to the United States any rights I may have against other parties in connection with any reimbursable carrier transportation charges described herein," when you use cash to pay for common carrier transportation.

§ 301-52.3 Am I required to file a travel claim in a specific format and must the claim be signed?

Yes, in a format prescribed by your agency. If the prescribed travel claim is hardcopy, the claim must be signed in ink; if your agency has electronic processing, use your electronic signature. Any alterations or erasures to your travel claim must be initialed.

§ 301-52.4 What must I provide with my travel claim?

You must provide:

(a) Evidence of your necessary travel authorizations including any necessary special authorizations;

(b) Receipts for:

(1) Any lodging expense, except when you are authorized a fixed reduced per diem allowance; and

(2) Any other expense costing over \$75. If it is impracticable to furnish receipts in any instance as required by this subtitle, the failure to do so must be fully explained on the travel voucher. Mere inconvenience in the matter of taking receipts will not be considered.

§ 301-52.5 Is there any instance where I am exempt from the receipt requirement in § 301-52.4?

Yes, your agency may exempt an expenditure for the receipt requirement because the expenditure is confidential.

§ 301-52.6 How do I submit a travel claim?

You must submit your travel claim in accordance with administrative procedures prescribed by your agency.

§ 301-52.7 When must I submit my travel claim?

Unless your agency administratively requires you to submit your travel claim within a shorter timeframe, you must submit your travel claim as follows:

(a) Within 5 working days after you complete your trip or period of travel; or

(b) Every 30 days if you are on continuous travel status.

§ 301-52.8 May my agency disallow payment of a claimed item?

Yes, if you do not:

(a) Provide proper itemization of an expense;

(b) Provide receipt or other documentation required to support your claim; and

(c) Claim an expense which is not authorized.

§ 301-52.9 What will my agency do when it disallows an expense?

Your agency will disallow your claim for that expense, issue you a notice of disallowance, and pay your claim for those items which are not disallowed.

§ 301-52.10 May I challenge my agency's disallowance of my claim?

Yes, you may request reconsideration of your claim if you have additional facts or documentation to support your request for reconsideration.

§ 301-52.11 What must I do to challenge a disallowed claim?

You must:

(a) File a new claim.

(b) Provide full itemization for all disallowed items reclaimed.

(c) Provide receipts for all disallowed items reclaimed that require receipts, except that you do not have to provide a receipt if your agency already has the receipt.

(d) Provide a copy of the notice of disallowance.

(e) State the proper authority for your claim if you are challenging your agency's application of the law or statute.

(f) Follow your agency's procedures for challenging disallowed claims.

(g) If after reconsideration by your agency your claim is still denied, you may submit your claim for adjudication to the GSA Board of Contract Appeals in accordance with 48 CFR part 6104.

§ 301-52.12 What happens if I attempt to defraud the Government?

(a) You forfeit reimbursement pursuant to 28 U.S.C. 2514; and

(b) You may be subject under 18 U.S.C. 287 and 1001 to one, or both, of the following:

(1) A fine of not more than \$10,000, or

(2) Imprisonment for not more than 5 years.

§ 301-52.13 Should I keep itemized records of my expenses while on travel?

Yes. You will find it helpful to keep a record of your expenses by date of the

expense to aid you in preparing your travel claim or for tax purposes.

§ 301-52.14 What must I do with any travel advance outstanding at the time I submit my travel claim?

You must account for the travel advance in accordance with your agency's procedures.

§ 301-52.15 What must I do with any passenger coupon for transportation costing over \$75, purchased with cash?

You must submit the passenger coupons to your agency in accordance with your agency's procedures.

§ 301-52.16 What must I do with any unused tickets, coupons, or other evidence of refund?

You must submit the ticket coupons to your agency in accordance with your agency's procedures.

PART 301-53—USING PROMOTIONAL MATERIALS AND FREQUENT TRAVELER PROGRAMS

Sec.

301-53.1 What must I do with promotional benefits or materials I receive from a travel service provider?

301-53.2 Should I join a frequent traveler program?

301-53.3 May my agency reimburse membership fees in a frequent traveler program?

301-53.4 How may I use frequent traveler benefits?

301-53.5 Under what circumstances may I use frequent traveler benefits to upgrade my transportation class of service?

301-53.6 When my agency participates in a mandatory travel management program, may I select a travel service provider based on whether it provides frequent travel credits?

301-53.7 How should I handle frequent traveler credits when I accumulate both personal and official credits from a single travel service provider?

301-53.8 What are my options if I cannot establish separate frequent traveler accounts?

301-53.9 What is my liability for improper use of frequent traveler benefits?

301-53.10 Is there any instance when I may make personal use of benefits furnished by a travel service provider?

Authority: 5 U.S.C. 5707; 31 U.S.C. 1353.

§ 301-53.1 What must I do with promotional benefits or materials I receive from a travel service provider?

Any promotional benefits or material you receive from a private source in connection with official travel are considered property of the Government. You must:

(a) Accept the benefits or materials on behalf of the Federal Government; and

(b) Turn the benefits or material over to your agency in accordance with your

agency's procedures established under 41 CFR 101-25.103.

§ 301-53.2 Should I join a frequent traveler program?

Yes. You are encouraged to join frequent traveler programs to realize cost savings or reduce official travel cost.

§ 301-53.3 May my agency reimburse membership fees in a frequent traveler program?

Yes, if the benefits of membership are expected to exceed the cost of membership.

§ 301-53.4 How may I use frequent traveler benefits?

You may use frequent traveler benefits earned on official travel to obtain travel services for a subsequent official travel assignment(s).

§ 301-53.5 Under what circumstances may I use frequent traveler benefits to upgrade my transportation class of service?

You may use frequent travel benefits earned on official travel to upgrade your transportation class of service when your agency's policies authorize you to upgrade to premium-class other than first-class airline accommodations, solely through redemption of frequent traveler benefits or when the requirements for first-class or premium other than first class airline accommodations are met in accordance with §§ 301-10.123 and 301-10.124.

§ 301-53.6 When my agency participates in a mandatory travel management program, may I select a travel service provider based on whether it provides frequent travel credits?

No. You must use the travel management program for which your agency is a mandatory user, including contract passenger transportation service when such programs are available.

§ 301-53.7 How should I handle frequent traveler credits when I accumulate both personal and official credits from a single travel service provider?

You should establish separate accounts for personal and official use.

§ 301-53.8 What are my options if I cannot establish separate frequent traveler accounts?

You must be able to account for every credit and debit in your frequent traveler account, and submit an

accounting to your agency upon request. The accounting must specify:

(a) The date and amount of all credits you receive for both personal and official travel, including credits (e.g., credits from a travel service vendor credit card).

(b) The date and amount of any debit to your account for both personal and official travel.

§ 301-53.9 What is my liability for improper use of frequent traveler benefits?

You may be subject to:

(a) Disciplinary action by your agency, which may include repayment of the cost of the ticket; and

(b) Criminal sanctions, including a fine and/or imprisonment.

§ 301-53.10 Is there any instance when I may make personal use of benefits furnished by a travel service provider?

Yes, you may use benefits (e.g., free meals, check-cashing privileges, or memberships in executive clubs) only if:

(a) The Government can not use the benefit;

(b) To receive the immediate benefit, you do not forfeit a future benefit the Government could use; and

(c) The benefit can not be redeemed for cash value.

SUBCHAPTER D—AGENCY RESPONSIBILITIES

PART 301-70—INTERNAL POLICY AND PROCEDURE REQUIREMENTS

Subpart A—General Policies and Procedures

Sec.

301-70.1 How must we administer the authorization and payment of travel expenses?

Subpart B—Policies and Procedures Relating to Transportation

Sec.

301-70.100 How must we administer the authorization and payment of transportation expenses?

301-70.101 What factors must we consider in determining which method of transportation results in the greatest advantage to the Government?

301-70.102 What governing policies must we establish for authorization and payment of transportation expenses?

301-70.103 In what circumstance may we authorize use of ship service?

301-70.104 What factors should we consider in determining whether to require an employee to commit to the use of a Government automobile?

301-70.105 May we prohibit an employee from using a POV on official travel?

Subpart C—Policies and Procedures Relating to Per Diem Expenses

Sec.

301-70.200 What governing policies must we establish for authorization and payment of per diem expenses?

Subpart D—Policies and Procedures Relating to Miscellaneous Expenses

Sec.

301-70.300 How should we administer the authorization and payment of miscellaneous expenses?

301-70.301 What governing policies must we establish for payment of miscellaneous expenses?

Subpart E—Policies and Procedures Relating to Travel of an Employee With a Disability or Special Need

Sec.

301-70.400 How should we authorize and administer the payment of additional travel expenses for an employee with a disability or special need?

301-70.401 What governing policies and procedures must we establish regarding travel of an employee with a disability or special need?

Subpart F—Policies and Procedures for Emergency Travel of Employee Due to Illness or Injury

Sec.

301-70.500 What governing policies and procedures should we establish relating to emergency travel?

301-70.501 Does per diem continue when an employee interrupts a travel assignment because of an incapacitating illness or injury?

301-70.502 What additional emergency expenses should we allow for?

301-70.503 When the employee is able to travel, should we continue the use of the existing travel authorization?

301-70.504 May any travel costs be reimbursed if the employee travels to an alternate location for medical treatment?

301-70.505 How do we define actual cost and constructive cost when an employee interrupts a travel assignment because of an incapacitating illness or injury?

301-70.506 Should we authorize per diem if an employee discontinues a TDY assignment because of a personal emergency situation?

301-70.507 How do we handle reimbursement if the employee travels to an alternate location and returns to the TDY location because of a personal emergency situation?

301-70.508 What factors must we consider in expanding the definition of family for emergency travel purposes?

Subpart G—Policies and Procedures Relating to Threatened Law Enforcement/ Investigative Employees

Sec.

- 301–70.600 What governing policies and procedures must we establish related to threatened law enforcement/ investigative employees?
- 301–70.601 What factors should we consider in determining whether to authorize payment of transportation and subsistence expenses for threatened law enforcement/investigative employees?
- 301–70.602 How often must we reevaluate the payment of transportation and subsistence expenses to a threatened law enforcement/investigative employee?

Authority: 5 U.S.C. 5707.

Subpart A—General Policies and Procedures

§ 301–70.1 How must we administer the authorization and payment of travel expenses?

You must limit the authorization and payment of travel expenses to travel that is necessary to accomplish your mission in the most economical and effective manner, in accordance with the rules stated throughout this chapter. Consideration should be given, but not limited, to budget constraints, adherence to travel policies, and reasonableness of expenses. You should always consider alternatives, including teleconferencing, prior to authorizing travel.

SUBPART B—POLICIES AND PROCEDURES RELATING TO TRANSPORTATION

§ 301–70.100 How must we administer the authorization and payment of transportation expenses?

You must:

- (a) Limit authorization and payment of transportation expenses to those expenses that result in the greatest advantage to the Government;
- (b) Ensure that travel is by the most expeditious means practicable.

§ 301–70.101 What factors must we consider in determining which method of transportation results in the greatest advantage to the Government?

In selecting a particular method of transportation you must consider:

- (a) The total cost to the Government, including per diem, overtime, lost worktime, actual transportation cost, total distance of travel, number of points visited, the number of travelers and energy conservation. As stated in 5 U.S.C. 5733, "travel of an employee shall be by the most expeditious means of transportation practicable and shall be commensurate with the nature and purpose of the duties of the employee requiring such travel."

(b) Travel by common carrier (air, rail, bus) is considered the most advantageous method to perform official travel. Other methods of transportation may be authorized as advantageous only when the use of common carrier transportation would interfere with the performance of official business or impose an undue hardship upon the traveler, or when the total cost by common carrier exceeds the cost by another method of transportation. A determination that another method of transportation is more advantageous to the Government than common carrier will not be made on the basis of personal preference or inconvenience to the traveler.

§ 301–70.102 What governing policies must we establish for authorization and payment of transportation expenses?

You must establish policies and procedures governing:

- (a) Who will determine what method of transportation is more advantageous to the Government;
- (b) Who will approve any of the following:
 - (1) Use of premium class service under § 301–10.123, § 301–10.124, § 301–10.162 and § 301–10.183 of this chapter;
 - (2) Use of a special-reduced fare or reduced group or charter fare;
 - (3) Use of an extra-fare train service under § 301–10.164;
 - (4) Use of ship service;
 - (5) Use of a foreign ship;
 - (6) Use of a foreign air carrier;
 - (c) When you will:
 - (1) Require the use of a Government vehicle;
 - (2) Allow the use of a Government vehicle; and
 - (3) Prohibit the use of a Government vehicle;
 - (d) When you will consider use of a POV advantageous to the Government, such as travel to/from common carrier terminals, or transportation to a TDY location;
 - (e) Procedures for claiming POV reimbursement;
 - (f) When you will allow use of a special conveyance (e.g. commercially rented vehicles);
 - (g) What procedures an employee must follow when he/she travels by an indirect route or interrupts travel by a direct route; and
 - (h) For local transportation whether to reimburse the full amount of transportation costs or only the amount by which transportation costs exceed the employee's normal costs for transportation between:
 - (1) Office or duty point and another place of business;

(2) Places of business; or

(3) Residence and place of business other than office or duty point.

§ 301–70.103 In what circumstance may we authorize use of ship service?

Travel by ship is not generally regarded as advantageous. You must determine that the advantages accruing from the use of ocean transportation offset the higher costs associated with ship travel, i.e., per diem, transportation, and lost worktime.

§ 301–70.104 What factors should we consider in determining whether to require an employee to commit to the use of a Government automobile?

You should consider:

(a) The advantages of using a Government automobile. Such advantages may include, but are not limited to:

- (1) Full utilization or availability of fleet vehicles;
- (2) Lower cost;
- (3) Official presence.

(b) The type of travel the employee performs. You should require such a commitment when an employee or group of employees requires the use of an automobile for official travel on a frequent or repetitive basis.

§ 301–70.105 May we prohibit an employee from using a POV on official travel?

No, but if the employee elects to use a POV instead of an alternative form of transportation you authorize, you must:

- (a) Limit reimbursement to the constructive cost of the authorized method of transportation, which is the sum of per diem and transportation expenses the employee would reasonably have incurred when traveling by the authorized method of transportation; and
- (b) Charge leave for any duty hours that are missed as a result of travel by POV.

Subpart C—Policies and Procedures Relating to Per Diem Expenses

§ 301–70.200 What governing policies must we establish for authorization and payment of per diem expenses?

You must establish policies and procedures governing:

- (a) Who will authorize a rest period;
- (b) Circumstances allowing a rest period during prolonged travel (see § 301–11.20 for minimum standards);
- (c) If, and in what instances, you will allow an employee to return to his/her official station on non-workdays;
- (d) Who will determine if an employee will be allowed to return to his/her official station on a case by case basis.

(e) Who will determine in what instances you will pay a reduced per diem rate;

(f) Who will determine, and in what instances, actual expenses are appropriate in each individual case; and

(g) If you will define a radius broader than the official station in which per diem or actual expense will not be authorized.

Subpart D—Policies and Procedures Relating to Miscellaneous Expenses

§ 301–70.300 How should we administer the authorization and payment of miscellaneous expenses?

You should limit payment of miscellaneous expenses to only those expenses that are necessary and in the interest of the Government.

§ 301–70.301 What governing policies must we establish for payment of miscellaneous expenses?

You must establish policies and procedures governing:

(a) Who will determine when excess baggage is necessary for official travel;

(b) When you will pay for communications services, including whether you will pay for a telephone call to the employee's home or place where the employee's dependent children are;

(c) Who will determine if other miscellaneous expenses are appropriate for reimbursement in connection with official travel.

Subpart E—Policies and Procedures Relating to Travel of an Employee with a Disability or Special Need

§ 301–70.400 How should we authorize and administer the payment of additional travel expenses for an employee with a disability or special need?

You should authorize and administer the payment to reasonably accommodate employee(s) with disabilities in accordance with the Rehabilitation Act of 1973, as amended, 29 U.S.C. 701–797(b) and 5 U.S.C. 3102 and Part 301–13 of this chapter. A employee with a special need should be treated the same as an employee with a disability. The additional travel expenses must be necessary to accommodate the employee's needs.

§ 301–70.401 What governing policies and procedures must we establish regarding travel of an employee with a disability or special need?

You must establish the policies and procedures governing:

(a) Who will determine if an employee has a disability or special need which requires accommodation, including when documentation is

necessary under §§ 301–10.123, 301–10.124, 301–10.162, and 301–10.183, and when a determination may be based on a clearly visible physical condition; and

(b) Who will determine how to reasonably accommodate the employee and what expenses you will pay.

Subpart F—Policies and Procedures for Emergency Travel of Employee Due to Illness or Injury

§ 301–70.500 What governing policies and procedures should we establish relating to emergency travel?

Each agency must determine:

(a) When you will authorize emergency travel under part 301–30;

(b) Who will determine if the employee's situation warrants payment for emergency travel expenses;

(c) When and by whom travel to an alternate location other than official station or point of interruption will be authorized; and

(d) Who will determine when and if the definition of family may be extended and to whom.

§ 301–70.501 Does per diem continue when an employee interrupts a travel assignment because of an incapacitating illness or injury?

Yes. Such an employee who takes leave of any kind will be allowed a per diem allowance not to exceed the maximum rates for the location where the interruption occurs. Per diem may be continued for a reasonable period, normally not to exceed 14 calendar days (including fractional days) for any one period of absence. However, per diem will not be paid if the employee is confined to a hospital or medical facility at the official duty station or medical facility which the employee would have selected for treatment if the illness or injury had occurred at the official station.

§ 301–70.502 What additional emergency expenses should we allow for?

When an employee discontinues a TDY assignment before its completion due to an incapacitating illness or injury, transportation and per diem expenses are allowed for return travel to the official station or to receive medical attention.

§ 301–70.503 When the employee is able to travel, should we continue the use of the existing travel authorization?

Not if the interrupted trip was authorized under a trip by trip authorization. If, when the employee's health has been restored, the agency decides that it is in the Government's interest to return the employee to the

TDY location, such return is considered to be a new travel assignment at Government expense. An interrupted trip authorized under an open or limited open authorization may be continued without further authorization.

§ 301–70.504 May any travel costs be reimbursed if the employee travels to an alternate location for medical treatment?

Yes. When an employee, interrupts a TDY assignment because of an incapacitating illness or injury and takes leave of absence for travel to an alternate location to obtain medical services and returns to the TDY assignment, you may reimburse certain excess travel costs provided in this section. Specifically, you may reimburse the excess (if any) of actual costs of travel from the point of interruption to the alternate location and return to the TDY assignment, over the constructive costs of round-trip travel between the official station and the alternate location. The nearest hospital or medical facility capable of treating the employee's illness or injury will not, however, be considered an alternate location.

Note to § 301–70.504: An alternate location is a destination other than the employee's official station or the point of interruption.

§ 301–70.505 How do we define actual cost and constructive cost when an employee interrupts a travel assignment because of an incapacitating illness or injury?

(a) Actual cost of travel will be the transportation expenses incurred and en route per diem for the travel as actually performed from the point of interruption to the alternate location and from the alternate location to the TDY assignment. No per diem is allowed for time spent at the alternate location if confined to a medical facility.

(b) Constructive cost is the sum of transportation expenses the employee would reasonably have incurred for round-trip travel between the official station and the alternate location plus per diem calculated for the appropriate en route travel time.

§ 301–70.506 May we authorize per diem if an employee discontinues a TDY assignment because of a personal emergency situation?

Yes. Expenses of appropriate transportation and per diem while en route may be allowed, with the approval of an appropriate agency official, for return travel from the point of interruption to the official station.

§ 301-70.507 How do we handle reimbursement if the employee travels to an alternate location and returns to the TDY location because of a personal emergency situation?

You may reimburse certain excess travel costs (transportation and en route per diem) to the same extent as provided in § 301-70.501 for incapacitating illness or injury to the employee.

§ 301-70.508 What factors must we consider in expanding the definition of family for emergency travel purposes?

Agencies must consider on a case by case basis:

(a) The extent of the emergency;
(b) The employee's relationship to the individual involved in the emergency; and

(c) The degree of the employee's responsibility for the individual involved in the emergency.

Subpart G—Policies and Procedures Relating to Threatened Law Enforcement/Investigative Employees

§ 301-70.600 What governing policies and procedures must we establish related to threatened law enforcement/investigative employees?

You must establish policies and procedures governing:

(a) When you will pay transportation and subsistence expenses of threatened law enforcement/investigative employees, under part 301-31 of this chapter;

(b) Who will determine the degree and seriousness of threat in each individual case;

(c) Who will determine what protective action should be taken, including the location and duration of temporary lodging;

(d) Who will reevaluate the situation to determine whether protective action should be continued or discontinued and how often;

(e) What procedures must be followed to obtain authorization of transportation and subsistence expenses for threatened law enforcement/investigative employees; and

(f) What special procedures must an employee follow to claim expenses.

§ 301-70.601 What factors should we consider in determining whether to authorize payment of transportation and subsistence expenses for threatened law enforcement/investigative employees?

You should consider:

(a) *The degree and seriousness of the threat.* You should pay transportation and subsistence expenses only if a situation poses a legitimate serious threat to life.

(b) *The option of relocating the employee.* You should consider whether relocating the employee permanently would be advantageous given the specific nature of the threat, the continued disruption of the family, and the alternative costs of a change of official station.

§ 301-70.602 How often must we reevaluate the payment of transportation and subsistence expenses to a threatened law enforcement/investigative employee?

You must reevaluate the situation every 30 days based on the same factors you considered when you first authorized the payment of the expenses.

PART 301-71—AGENCY TRAVEL ACCOUNTABILITY REQUIREMENTS

Subpart A—General

Sec.

301-71.1 What is the purpose of an agency travel accounting system?

301-71.2 What are the standard data elements and when must they be captured on a travel accounting system?

301-71.3 May we use electronic signature on travel documents?

Subpart B—Travel Authorization

Sec.

301-71.100 What is the purpose of the travel authorization process?

301-71.101 What travel may we authorize?

301-71.102 May we issue a single authorization for a group of employees?

301-71.103 What information must be included on all travel authorizations?

301-71.104 Who must sign a travel authorization?

301-71.105 Must we issue a written or electronic travel authorization in advance of travel?

301-71.106 Who must sign a trip-by-trip authorization?

301-71.107 When authorizing travel, what factors must the authorizing official consider?

301-71.108 What internal policies and procedures must we establish for travel authorization?

Subpart C—Travel Claims for Reimbursement

Sec.

301-71.200 Who must review and sign travel claims?

301-71.201 What are the reviewing official's responsibilities?

301-71.202 May we pay a claim when an employee does not include a copy of the corresponding authorization?

301-71.203 Who is responsible for the validity of the travel claim?

301-71.204 When must we pay a travel claim?

301-71.205 Under what circumstances may we disallow a claim for an expense?

301-71.206 What must we do if we disallow a travel claim?

301-71.207 What internal policies and procedures must we establish for travel reimbursement?

Subpart D—Accounting for Travel Advances

Sec.

301-71.300 What is the policy governing the use of travel advances?

301-71.301 For how long may we issue a travel advance?

301-71.302 What data must we capture in our travel advance accounting system?

301-71.303 Are we responsible for ensuring the collection of outstanding travel advances?

301-71.304 When must an employee account for a travel advance?

301-71.305 Are there exceptions for collecting an advance at the time the employee files a travel claim?

301-71.306 How do we collect the amount of a travel advance in excess of the amount of travel expenses substantiated by the employee?

301-71.307 What should we do if the employee does not pay back a travel advance when the travel claim is filed?

301-71.308 What internal policies and procedures must we establish governing travel advances?

Authority: 5 U.S.C. 5707.

Subpart A—General

§ 301-71.1 What is the purpose of an agency travel accounting system?

To:

(a) Pay authorized and allowable travel expenses of employees;

(b) Provide standard data necessary for the management of official travel; and

(c) Ensure adequate accounting for all travel and transportation expenses for official travel.

§ 301-71.2 What are the standard data elements and when must they be captured on a travel accounting system?

The data elements are listed in appendix C of this chapter and must be on any travel claim form authorized for use by your employees.

§ 301-71.3 May we use electronic signatures on travel documents?

Yes, if you meet the security and privacy requirements established by the National Institute of Standards and Technology (NIST) for electronic data interchange.

Subpart B—Travel Authorization

§ 301-71.100 What is the purpose of the travel authorization process?

The purpose is to:

(a) Provide the employee information regarding what expenses you will pay;

(b) Provide travel service vendors with necessary documentation for the use of travel programs;

(c) Provide financial information necessary for budgetary planning; and

(d) Identify purpose of travel.

§ 301-71.101 What travel may we authorize?

You may authorize only travel which is necessary to accomplish the purposes of the Government effectively and economically. This must be communicated to any official who has the authority to authorize travel.

§ 301-71.102 May we issue a single authorization for a group of employees?

Yes. You may issue a single authorization for a group of employees when they are traveling together on a single trip. However, you must attach a list of all travelers to the authorization.

§ 301-71.103 What information must be included on all travel authorizations?

You must include:
 (a) The name of the employee(s);
 (b) The signature of the proper authorizing official;
 (c) Purpose of travel;
 (d) Any conditions of or limitations on that authorization;
 (e) An estimate of the travel costs (for open authorizations it should include an estimate of the travel costs over the period covered); and
 (f) A statement that the employee(s) is (are) authorized to travel.

§ 301-71.104 Who must sign a travel authorization?

Your agency head or an official to whom such authority has been delegated. This authority may be delegated to any person(s) who is aware of how the authorized travel will support the agency's mission, who is knowledgeable of the employee's travel plans and/or responsible for the travel funds paying for the travel involved.

§ 301-71.105 Must we issue a written or electronic travel authorization in advance of travel?

Yes, except when advance written or electronic authorization is not possible or practical and approval is in accordance with §§ 301-2.1 and 301-2.5 for:

- (a) Use of premium-class service on common carrier transportation;
- (b) Use of a foreign air carrier;
- (c) Use of reduced fares for group or charter arrangements;
- (d) Use of cash to pay for common carrier transportation;
- (e) Use of extra-fare train service;
- (f) Travel by ship;
- (g) Use of a rental car;
- (h) Use of a Government aircraft;

- (i) Payment of reduced rate per diem;
- (j) Payment of actual expenses;
- (k) Travel expenses related to emergency travel;
- (l) Transportation expenses related to threatened law enforcement/investigative employees and members of their immediate families;
- (m) Travel expenses related to travel to a foreign area, except as provided by agency mission;
- (n) Acceptance of payment from a non-Federal source for travel expenses (see chapter 304 of this title); and
- (o) Travel expenses related to attendance at a conference.

Note to § 301-71.105: You should establish procedures for travel situations where it is not practical or possible to issue a written authorization in advance, except for paragraphs (c), (i), (n), and (o), which always require written or electronic advance authorization.

§ 301-71.106 Who must sign a trip-by-trip authorization?

The appropriate official is determined as follows:

For	The appropriate official to sign a trip-by-trip authorization is
Use of cash to procure common carrier transportation.	An official at as low an administrative level as permitted by 41 CFR 101-203.2 to ensure adequate consideration and review of the circumstances.
Travel on a Government aircraft	Determined under 41 CFR 101-37.405.
Acceptance of payment from a non-Federal source for travel expenses.	An official at as low an administrative level as permitted by 41 CFR part 304 to ensure adequate consideration and review of the circumstances surrounding the offer and acceptance of the payment.
Travel expenses related to attendance at a conference.	A senior agency official.
All other specific authorizations	An official who may issue the employee a general authorization.

§ 301-71.107 When authorizing travel, what factors must the authorizing official consider?

The following factors must be considered:
 (a) The need for the travel;
 (b) The use of travel substitutes (e.g., mail, teleconferencing, etc.);
 (c) The most cost effective routing and means of accomplishing travel; and
 (d) The employee's travel plans, including plans to take leave in conjunction with travel.

§ 301-71.108 What internal policies and procedures must we establish for travel authorization?

You must establish the following:
 (a) The circumstances under which different types of travel authorization will be used, consistent with the guidelines in this subpart;
 (b) Who will be authorized to sign travel authorizations; and
 (c) What format you will use for travel authorizations.

Subpart C—Travel Claims for Reimbursement

§ 301-71.200 Who must review and sign travel claims?

The travel authorizing/approving official or his/her designee (e.g., supervisor of the traveler), must review and sign travel claims to confirm the authorized travel.

§ 301-71.201 What are the reviewing official's responsibilities?

The reviewing official must have full knowledge of the employee's activities. He/she must ensure:
 (a) The claim is properly prepared in accordance with the pertinent regulations and agency procedures;
 (b) A copy of authorization for travel is provided;
 (c) The types of expenses claimed are authorized and allowable expenses;
 (d) The amounts claimed are accurate; and

(e) The required receipts, statements, justifications, etc. are attached to the travel claim.

§ 301-71.202 May we pay a claim when an employee does not include a copy of the corresponding authorization?

Yes, as long as the travel claim was signed by the approving/authorizing official, except for the following, which require advance authorization:

- (a) Use of reduced fares for group or charter arrangements;
- (b) Payment of a reduced rate of per diem for subsistence expenses;
- (c) Acceptance of payment from a non-Federal source for travel expenses; and
- (d) Travel expenses related to attendance at a conference.

§ 301-71.203 Who is responsible for the validity of the travel claim?

The certifying officer assumes ultimate responsibility under 31 U.S.C.

3528 for the validity of the claim; however:

(a) The traveler must ensure all travel expenses are prudent and necessary and submit the expenses in the form of a proper claim;

(b) The authorizing/approving official shall review the completed claim to ensure that the claim is properly prepared in accordance with regulations and agency procedures prior to authorizing it for payment.

Note to § 301-71.203: You should consider limiting the levels of approval to the lowest level of management.

§ 301-71.204 When must we pay a travel claim?

You must pay a travel claim as soon as practical after submission of a proper travel claim.

§ 301-71.205 Under what circumstances may we disallow a claim for an expense?

If the employee:

- (a) Does not properly itemize his/her expenses;
- (b) Does not provide required receipts or other documentation to support the claim; or
- (c) Claims an expense which is not authorized.

§ 301-71.206 What must we do if we disallow a travel claim?

You must:

- (a) Pay the employee the amount of the travel claim which is not in dispute;
- (b) Notify the employee that the claim was disallowed with a detailed explanation of why; and
- (c) Tell the employee how to appeal the disallowance if he/she desires an appeal, and your process and schedule for deciding the appeal.

§ 301-71.207 What internal policies and procedures must we establish for travel reimbursement?

You must establish policies and procedures governing:

- (a) Who are the proper officials to review, approve, and certify travel claims (including travel claims requiring special authorization);
- (b) How an employee should submit a travel claim (including whether to use a standard form or an agency form and whether the form should be written or electronic);
- (c) When you will exempt employees from the requirement for a receipt;
- (d) Timeframes for employee to submit a claim (see § 301-52.7);
- (e) Timeframe for agency to pay a claim (see § 301-71.204);
- (f) Process for disallowing a claim; and
- (g) Process for resolving a disallowed claim.

Subpart D—Accounting for Travel Advances

§ 301-71.300 What is the policy governing the use of travel advances?

You should minimize the use of cash travel advances. However, you should not require an employee to pay travel expenses using personal funds unless the employee has elected not to use alternative resources provided by the Government, such as a Government contractor-issued charge card.

§ 301-71.301 For how long may we issue a travel advance?

You may issue a travel advance for a reasonable period not to exceed 45 days.

§ 301-71.302 What data must we capture in our travel advance accounting system?

You must capture the following data:

- (a) The name and social security number of each employee who has an advance;
- (b) The amount of the advance;
- (c) The date of issuance; and
- (d) The date of reconciliation for unused portions of travel advances

§ 301-71.303 Are we responsible for ensuring the collection of outstanding travel advances?

Yes.

§ 301-71.304 When must an employee account for a travel advance?

An employee must account for an outstanding travel advance each time a travel claim is filed. If the employee receives a travel advance but determines that the related travel will not be performed, then the employee must inform you that the travel will not be performed and repay the advance at that time.

§ 301-71.305 Are there exceptions to collecting an advance at the time the employee files a travel claim?

Yes, when the employee is in a continuous travel status and

- (a) You review each outstanding travel advance on a periodic basis (the period will be for a reasonable time of 45 days or less); and
- (b) You determine the amount, if any, of the outstanding balance exceeds the amount of estimated travel expenses for the authorized period and collect the excess amount from the employee.

§ 301-71.306 How do we collect the amount of a travel advance in excess of the amount of travel expenses substantiated by the employee?

When the outstanding advance exceeds what you owe the employee, then the employee must submit cash or a check for the difference in accordance with your policy. Your failure to collect

the amount in excess of substantiated expenses will cause a violation of the accountable plan rules contained in the Internal Revenue Code (title 26 of the United States Code).

§ 301-71.307 What should we do if the employee does not pay back a travel advance when the travel claim is filed?

You should take alternative steps to collect the debt including:

- (a) Offset against the employee's salary, a retirement credit, or other amount owed the employee;
- (b) Deduction from an amount the Government owes the employee; or
- (c) Any other legal method of recovery.

§ 301-71.308 What internal policies and procedures must we establish governing travel advances?

Accounting for cash advances for travel, recovery, and reimbursement shall be in accordance with procedures prescribed by the General Accounting Office (see General Accounting Office Policy and Procedures Manual for Guidance of Federal Agencies, Title 7, Fiscal Procedures).

PART 301-72—AGENCY RESPONSIBILITIES RELATED TO COMMON CARRIER TRANSPORTATION

Subpart A—Procurement of Common Carrier Transportation

Sec.

301-72.1 Why is common carrier presumed to be the most advantageous method of transportation?

301-72.2 May we utilize methods of transportation other than common carrier (e.g. POV, chartered vehicles, etc.)?

301-72.3 What method of payment must we authorize for common carrier transportation?

Subpart B—Accounting for Common Carrier Transportation

Sec.

301-72.100 What must my travel accounting system do in relation to common carrier transportation?

301-72.101 What information should we provide an employee before authorizing the use of common carrier transportation?

Subpart C—Cash Payments for Procuring Common Carrier Transportation Services

Sec.

301-72.200 Under what conditions may we authorize cash payments for procuring common carrier transportation services?

301-72.201 What must we do if an employee uses cash in excess of the \$100 limit to purchase common carrier transportation?

301-72.202 Who may approve cash payments in excess of the \$100 limit?

- 301-72.203 When may we limit traveler reimbursement for a cash payment?
- 301-72.204 What must we do to minimize the need for a traveler to use cash to procure common carrier transportation services?

Subpart D—Unused, Partially-Used, Exchanged, Canceled, or Oversold Common Carrier Transportation Services

Sec.

- 301-72.300 What procedures must we establish to collect unused, partially used, and exchanged tickets?
- 301-72.301 How do we process unused, partially used, and exchanged tickets?
- Authority:** 5 U.S.C. 5707; 31 U.S.C. 3726; 40 U.S.C. 486.

Subpart A—Procurement of Common Carrier Transportation

§ 301-72.1 Why is common carrier presumed to be the most advantageous method of transportation?

Travel by common carrier is presumed to be the most advantageous method of transportation because it generally results in the most efficient, least costly, most expeditious means of transportation and the most efficient use of energy resources.

§ 301-72.2 May we utilize methods of transportation other than common carrier (e.g. POVs, chartered vehicles, etc.)?

Yes, but only when use of common carrier transportation:

- (a) Would interfere with the performance of official business;
- (b) Would impose an undue hardship upon the traveler; or
- (c) When the total cost by common carrier would exceed the cost of the other method of transportation.

§ 301-72.3 What method of payment must we authorize for common carrier transportation?

You must authorize one or more of the following as appropriate:

- (a) GSA's contractor issued individually billed charge card(s);
- (b) Agency centrally billed or other established accounts;
- (c) Cash payments (personal funds or travel advances in the form of travelers checks or authorized ATM cash withdrawals) when the cost of transportation is less than \$100, under section 301-51.100 of this chapter (cash may or may not be accepted by the carrier for the purchase of city pair fares); or
- (d) GTR(s) when no other option is available or feasible.

Subpart B—Accounting for Common Carrier Transportation

§ 301-72.100 What must my travel accounting system do in relation to common carrier transportation?

Your system must:

- (a) Authorize the use of cash in accordance with § 301-51.100 or as otherwise required;
- (b) Correlate travel data accumulated by your authorization and claims accounting systems with common carrier transportation documents and data for audit purposes;
- (c) Identify unused tickets for refund;
- (d) Collect unused, partially used, or downgraded/exchanged tickets, from travelers upon completion of travel;
- (e) Track denied boarding compensation from employees;
- (f) Identify and collect refunds due from carriers for overpayments, or unused, partially used, or downgraded/exchanged tickets; and
- (g) Reconcile all centrally billed travel expenses (e.g. airline, lodging, car rentals, etc.) with travel authorizations and claims to assure that only authorized charges are paid.

§ 301-72.101 What information should we provide an employee before authorizing the use of common carrier transportation?

You should provide the employee:

- (a) Notice that he/she is accountable for all tickets, GTRs and other transportation documents;
- (b) Your procedures for the control and accounting of common carrier transportation documents, including the procedures for submitting unused, partially used, downgraded/exchanged tickets, refund receipts or ticket refund applications, and denied boarding compensation; and
- (c) A credit/refund address so the carrier can credit/refund the agency for unused tickets (when the tickets have been issued using an agency centrally billed account or by GTR).

Subpart C—Cash Payments for Procuring Common Carrier Transportation Services

§ 301-72.200 Under what conditions may we authorize cash payments for procuring common carrier transportation services?

In accordance with § 301-51.100.

§ 301-72.201 What must we do if an employee uses cash in excess of the \$100 limit to purchase common carrier transportation?

To justify the use of cash in excess of \$100, both the agency and traveler must certify on the travel claim the necessity for such use. See 41 CFR 101-41.203-2.

§ 301-72.202 Who may approve cash payments in excess of the \$100 limit?

You must ensure the delegation of authority for the authorization or approval of cash payments over the \$100 limit is in accordance with 41 CFR 101-41.203-2.

§ 301-72.203 When may we limit traveler reimbursement for a cash payment?

If you determine that the cash payment was made under a non-emergency circumstance, reimbursement to the traveler must not exceed the cost which would have been properly chargeable to the Government had the traveler used a government provided payment resource, (e.g. individual contractor-issued travel charge card, centrally billed account, or GTR). However, an agency can determine to make full payment when circumstances warrant (e.g. invitational travel, infrequent travelers and interviewees).

§ 301-72.204 What must we do to minimize the need for a traveler to use cash to procure common carrier transportation services?

You must establish procedures to encourage travelers to use the GSA individual contractor-issued travel charge card(s), or your agency's centrally billed or other established account, or a GTR (when no other option is available or feasible).

Subpart D—Unused, Partially Used, Exchanged, Canceled, or Oversold Common Carrier Transportation Services

§ 301-72.300 What procedures must we establish to collect unused, partially used, and exchanged tickets?

You must establish administrative procedures providing:

- (a) Written instructions explaining traveler liability for the value of tickets issued until all ticket coupons are used or properly accounted for on the travel voucher;
- (b) Instructions for submitting payments received from carriers for failure to provide confirmed reserved space;
- (c) The traveler with a "bill charges to" address, so that the traveler can provide this information to the carrier for returned or exchanged tickets.
- (d) Procedures for promptly identifying any unused tickets, coupons, or other evidence of refund due the Government.

§ 301-72.301 How do we process unused, partially used, and exchanged tickets?

(a) *For unused or partially used tickets purchased with GTRs:* You must

obtain the unused or partially used ticket from the traveler, issue a form SF 1170 "Redemption of Unused Ticket" to the airline that issued the ticket, maintain a suspense file to monitor the airline refund, and record and deposit the airline refund upon receipt. See 41 CFR 101-41.210 for policies and procedures regarding the use of the SF 1170.

(b) *For unused or partially used tickets purchased under centrally billed accounts:* You must obtain the unused ticket from the traveler, return it to the issuing office that furnished the airline ticket, obtain a receipt indicating a credit is due, and confirm that the value of the unused ticket has been credited to the centrally billed account.

(c) *For exchanged tickets purchased with GTRs:* You must obtain the airline refund application or receipt from the traveler, maintain a suspense file to monitor the airline refund. For additional guidance see 41 CFR 101-41.210.

(d) *For exchanged tickets purchased under centrally billed accounts:* You must obtain the airline receipt from the traveler showing a credit is due the agency, and ensure that the unused portion of the exchanged ticket coupon is credited to the centrally billed account.

PART 301-73—TRAVEL PROGRAMS

Subpart A—General Rules

Sec.

301-73.1 What are the elements of the Federal travel management program?

301-73.2 What are our responsibilities when we participate in a Federal travel management program? 0

Subpart B—Travel Management Services (TMS)

Sec.

301-73.100 Should we use a travel management service?

301-73.101 What are the basic services that should be covered by a travel arrangement system?

301-73.102 Must we require travelers to use a travel management system?

301-73.103 Are there any exceptions to this requirement?

Subpart C—Contract Passenger Transportation Services

Sec.

301-73.200 Must we require our employees to use GSA's contract passenger transportation services program?

301-73.201 What method of payment may be used for contract passenger transportation service?

301-73.202 Can contract fares be used for personal travel?

Subpart D—Travel Payment System

Sec.

301-73.300 What is a travel payment system?

301-73.301 How do we obtain travel payment system services?

Authority: 5 U.S.C. 5707; 40 U.S.C. 486(c).

Subpart A—General Rules

Note to § 301-73.101: For purposes of this subpart, GSA uses a "we" question when referring to an agency, and an "I" question when referring to the employee.

§ 301-73.1 What are the elements of a Federal travel management program?

They are:

(a) Travel management services, including electronic travel management services and commercial travel agents under contract to GSA or another Federal agency;

(b) Commercial passenger transportation services (e.g. airlines, rental cars, trains, and etc.);

(c) Travel payment system services such as contractor-issued individually billed cards, centrally billed accounts, travelers checks, and automated-teller-machine (ATM) services.

§ 301-73.2 What are our responsibilities to participate in a Federal travel management program?

You must:

(a) Ensure that you have internal policies and procedures in place to govern use of the program; and

(b) Designate an authorized representative to administer the program.

Subpart B—Travel Management Services (TMS)

§ 301-73.100 Should we use a travel management service?

Yes.

§ 301-73.101 What are the basic services that should be covered by a travel management system?

The travel management system selected should, as a minimum include:

(a) The ability to provide the following as appropriate to the agency's travel needs:

(1) Common carrier information (e.g., flight confirmation and seat assignment; compliance with the Fly America Act, governmentwide travel policies, and contract city-pair fares, electronic ticketing and ticket delivery);

(2) Lodging information (e.g., room availability and confirmation, compliance with Hotel/Motel Fire Safety Act, per diem rate acceptability);

(3) Car rental information (e.g. availability of Government rate and confirmation of reservations).

(b) Provide basic management information, such as:

(1) Number of reservations by type of service (common carrier, lodging, and car rental);

(2) Policy compliance and reasons for exceptions;

(3) Origin and destination points of common carrier use;

(4) Destination points for lodging accommodations;

(5) Number of lodging nights in approved accommodations;

(6) City or location where car rentals are obtained.

(7) Other tasks, e.g., reconciliation of charges on centrally billed accounts, processing ticket refunds.

Note to § 301-73.101: The government of the District of Columbia is excluded from collecting the data required by the Hotel/Motel Fire Safety Act, as amended.

§ 301-73.102 Must we require travelers to use a travel management system?

Yes, starting January 1, 2001, to implement the Hotel/Motel Fire Safety Act, as amended (see 5 U.S.C. 5707c). Until that time, you should encourage your travelers to use the travel management system selected by you for all common carrier, lodging, and car rental arrangements. Beginning January 1, 2001, you must require travelers to use the travel management system selected by you.

§ 301-73.103 Are there any exceptions to this requirement?

An agency head, or his/her designee, may exempt certain types of travel arrangements from the mandatory use of the travel management system. In certain situations, it may be impractical to make advance reservations, and therefore no reason exists to use a TMS.

Subpart C—Contract Passenger Transportation Services

§ 301-73.200 Must we require our employees to use GSA's contract passenger transportation services program?

Yes, if such services are available to your agency.

§ 301-73.201 What method of payment may be used for contract passenger transportation service?

GSA individual contractor-issued travel charge card(s), or your agency centrally billed or other established account, or a GTR (when no other option is available or feasible).

§ 301-73.202 Can contract fares be used for personal travel?

No.

SUBPART D—TRAVEL PAYMENT SYSTEM**§ 301–73.300 What is a travel payment system?**

A system to facilitate the payment of official travel and transportation expenses which includes, but is not limited to:

- (a) Issuance and maintenance of contractor-issued individually billed charge cards;
- (b) Establishment of centrally billed accounts for the purchase of travel and transportation services;
- (c) Issuance of travelers checks; and
- (d) Provision of automated-teller-machine (ATM) services worldwide.

§ 301–73.301 How do we obtain travel payment system services?

You may participate in GSA's or another Federal agency's travel payment system services program or you may contract directly with a travel payment system service if your agency has contracting authority and you are not a mandatory user of GSA's charge card program.

Note to § 301–73.301: Under the new GSA charge card program effective November 30, 1998, it will be your responsibility to select the vendor that will be most beneficial to your agency's travel and transportation needs.

PART 301–74—CONFERENCE PLANNING

Sec.

- 301–74.1 What is a conference?
- 301–74.2 What are "conference costs"?
- 301–74.3 What are "conference attendees' travel costs"?
- 301–74.4 What are "conference attendees' time costs"?
- 301–74.5 Who must authorize employee attendance at conferences and the Government sponsorship or funding, in whole or in part, of conferences?
- 301–74.6 Are there any requirements for sponsoring or funding a conference at a place of public accommodation?
- 301–74.7 May we waive the requirement?
- 301–74.8 What must be included in any advertisement or application form for conference attendance?
- 301–74.9 What policies must we establish governing the selection of a conference site?
- 301–74.10 What records must we maintain to document the selection of a conference site?
- 301–74.11 What special rules apply when we conduct a conference in the District of Columbia?
- 301–74.12 What policies and procedures must we establish to govern the selection of conference attendees?
- 301–74.13 May we include conference administrative costs in an employee's per diem allowance payment for attendance at a conference?

Authority: 5 U.S.C. 5707.

§ 301–74.1 What is a conference?

A meeting, retreat, seminar, symposium or event that involves attendee travel. The term also applies to training activities that are considered to be conferences under 5 CFR 410.404.

§ 301–74.2 What are "conference costs"?

Conference costs are all costs paid by the government for a conference, whether paid directly by agencies or reimbursed by agencies to travelers or others associated with the conference, e.g., speakers, contractors, etc. Such costs include, but are not limited to: travel to and from the conference, ground transportation, lodging, meals and incidental costs, meeting room and audiovisual costs, registration fees, speaker fees, other conference-related administrative fees, and the cost of employees' time spent at the conference and traveling to and from the conference.

§ 301–74.3 What are "conference attendees' travel costs"?

"Conference attendees' travel costs" are authorized transportation and per diem expenses incurred in attending a conference at Government expense.

§ 301–74.4 What are "conference attendees' time costs"?

"Conference attendees' time costs" are the costs of employee's time spent at a conference (including en route travel time during normal duty hours).

§ 301–74.5 Who must authorize employee attendance at conferences and the Government sponsorship or funding, in whole or in part, of conferences?

A senior agency official, other than attendee.

§ 301–74.6 Are there any requirements for sponsoring or funding a conference at a place of public accommodation?

Yes. When you sponsor or fund, in whole or in part, a conference at a place of public accommodation in the U.S., you must use a FEMA approved accommodation, except as provided in § 301–74.7 of this subpart. This provision also applies:

- (a) To the government of the District of Columbia only when it expends Federal funds for a conference; and
- (b) To a non Federal entity to which Government funds are provided for the conference.

§ 301–74.7 May we waive the requirement?

Yes, if the head of your agency makes a written determination on an individual case basis that waiver of the requirement to use FEMA approved accommodation is necessary in the

public interest for a particular event. Your agency head may delegate this waiver authority to a senior agency official who is given all authority with respect to conferences sponsored or funded, in whole or in part, by your agency.

§ 301–74.8 What must be included in any advertisement or application form for conference attendance?

Any advertisement or application for attendance at the conference must include notice that agencies are prohibited from using a non-FEMA approved place of public accommodation for conferences. In addition, any executive agency as defined in 5 U.S.C. 105 shall notify all non-federal entities to which it provides federal funds of this prohibition.

§ 301–74.9 What policies must we establish governing the selection of a conference site?

You must establish policies that will:

- (a) Minimize conference administrative costs, conference attendees' travel costs, and conference attendees' time costs; and
- (b) Maximize the use of Government-owned or Government provided conference facilities as much as possible.
- (c) Identify opportunities to save costs in selecting a particular conference site (e.g., through the availability of attractive and competitive rates during the off-season at a site having seasonal rates).

§ 301–74.10 What records must we maintain to document the selection of a conference site?

For each conference you sponsor or fund, in whole or in part, that involves travel by 30 or more employees, you must maintain a record of the cost of each alternative conference site. You must make these records available for inspection by your Office of the Inspector General or other interested parties.

§ 301–74.11 What special rules apply when we conduct a conference in the District of Columbia?

- (a) In addition to the general rules provided in § 301–74.6, the following special rules apply:
 - (1) You may not directly procure lodging facilities in the District of Columbia without specific authorization and appropriation from Congress (see 40 U.S.C. 34); and
 - (2) Any short-term conference meeting space you obtain in the District of Columbia must be procured under 41 CFR 101–17.101–4.
- (b) The provisions of paragraph (a) of this section do not prohibit payment of

per diem to an employee authorized to obtain lodging in the District of Columbia while performing official business travel.

§ 301-74.12 What policies and procedures must we establish to govern the selection of conference attendees?

You must establish policies that reduce the overall cost of attending a conference. The policies and procedures must:

(a) Limit your agency's representation to the minimum number of attendees necessary to accomplish your agency's mission; and

(b) Provide for the consideration of travel expenses when selecting attendees.

§ 301-74.13 May we include conference administrative costs in an employee's per diem allowance payment for attendance at a conference?

No. Per diem is intended only to reimburse the attendee's subsistence expenses. You must pay conference administrative costs separately.

PART 301-75—PRE-EMPLOYMENT INTERVIEW TRAVEL

Subpart A—General Rules

Sec.

301-75.1 What is the purpose of the allowance for pre-employment interview travel expenses?

301-75.2 May we pay pre-employment interview travel expenses?

301-75.3 What governing policies and procedures must we establish related to pre-employment interview travel?

301-75.4 What other responsibilities do we have for pre-employment interview travel?

Subpart B—Travel Expenses

Sec.

301-75.100 Must we pay all of the interviewee's pre-employment interview travel expenses?

301-75.101 What pre-employment interview travel expenses may we pay?

301-75.102 What pre-employment interview travel expenses are not payable?

301-75.103 What are our responsibilities when we authorize an interviewee to use common carrier transportation to perform pre-employment interview travel?

Subpart C—Obtaining Travel Services and Claiming Reimbursement

Sec.

301-75.200 How will we pay for pre-employment interviewee travel expenses?

301-75.201 May we allow the interviewee to use individual

Government contractor-issued charge cards for pre-employment interview travel?

301-75.202 What must we do if the interviewee exchanges the ticket he or she has been issued?

301-75.203 May we provide the interviewee with a travel advance?

301-75.204 May we use Government contract issued travelers checks to pay for the interviewee's travel expenses?

301-75.205 Is the interviewee required to submit a travel claim to us?

Authority: 5 U.S.C. 5707.

Subpart A—General Rules

Sec.

§ 301-75.1 What is the purpose of the allowance for pre-employment interview travel expenses?

To help you recruit highly qualified individuals.

§ 301-75.2 May we pay pre-employment interview travel expenses?

Yes, if you determine it is in the best interest of the Government to do so. However, pre-employment travel expenses may not be authorized to offset or defray other expenses not allowable under this subpart.

§ 301-75.3 What governing policies and procedures must we establish related to pre-employment interview travel?

You must establish policies and procedures governing:

(a) When you will pay pre-employment interview travel expenses, including the criteria for determining which individuals or positions qualify for payment of such expenses;

(b) Who will determine, in each individual case, that a person qualifies for pre-employment interview travel expenses; and

(c) Who will determine what expenses you will pay for each individual interviewee.

§ 301-75.4 What other responsibilities do we have for pre-employment interview travel?

You must:

(a) Provide your interviewees with a list of FEMA approved accommodations in the vicinity of the interview, and encourage them to stay in an approved accommodation;

(b) Inform the interviewee that he or she is responsible for excess cost and any additional expenses that he or she incurs for personal preference or convenience;

(c) Inform the interviewee that the Government will not pay for excess costs resulting from circuitous routes, delays, or luxury accommodations or services unnecessary or unjustified in the performance of official business;

(d) Assist the interviewee in preparing the travel claim;

(e) Provide the interviewee with instructions on how to submit the claim; and

(f) Inform the interviewee that he or she may subject himself or herself to criminal penalties if he or she knowingly presents a false, fictitious, or fraudulent travel claim 18 U.S.C. 287 and 1001.

Subpart B—Travel Expenses

§ 301-75.100 Must we pay all of the interviewee's pre-employment interview travel expenses?

If you decide to pay the interviewee per diem or common carrier transportation costs, you must pay the full amount of such cost to which the interviewee would be entitled if the interviewee were a Government employee traveling on official business.

§ 301-75.101 What pre-employment interview travel expenses may we pay?

You may pay the following expenses:

(a) Transportation expenses as provided in part 301-10 of this chapter;

(b) Per diem expenses as provided in part 301-11 of this chapter;

(c) Miscellaneous expenses as provided in part 301-12 of this chapter; and

(d) Travel expenses of an individual with a disability or special need as provided in part 301-13 of this chapter.

§ 301-75.102 What pre-employment interview travel expenses are not payable?

You may not pay expenses for:

(a) Use of communication services for purposes other than communication directly related to travel arrangement for the Government interview.

(b) Hire of a room at a hotel or other place to transact official business.

§ 301-75.103 What are our responsibilities when we authorize an interviewee to use common carrier transportation to perform pre-employment interview travel?

You must provide the interviewee with one of the following: 1(a) A common carrier ticket;

(b) A GTR; or

(c) A point of contact with your travel management center to arrange the common carrier transportation. In this instance, you must notify the travel management center that the interviewee is authorized to receive a ticket for the trip;

(d) Written instructions explaining your procedures and the liability of the interviewee for controlling and accounting for passenger transportation documents, if common carrier transportation is required;

(e) A credit/refund address for any common carrier transportation provided for unused government furnished tickets.

Subpart C—Obtaining Travel Services and Claiming Reimbursement

§ 301–75.200 How will we pay for pre-employment interviewee travel expenses?

For	You will
Common carrier transportation expenses other than local transportation. Other expenses	Bill the expenses to a centrally billed or other agency established account or provide the traveler with a GTR when no other option is available or feasible. Require payment by the interviewee and reimburse the interviewee for allowable travel expenses upon submission and approval of his or her travel claim.

§ 301–75.201 May we allow the interviewee to use individual Government contractor-issued charge cards for pre-employment interview travel?

No.

§ 301–75.202 What must we do if the interviewee exchanges the ticket he or she has been issued?

If	You will inform the traveler
The new ticket is more expensive than the ticket you provided. The new ticket is less expensive than the ticket you provided.	That he or she must pay the difference using personal funds and he or she will not receive reimbursement for the extra amount. Provide the interviewee with a credit/refund address by attaching a copy of the GTR, or some other document containing this information, to either the ticket or the travel authorization as provided in 41 CFR 101–41.210.

§ 301–75.203 May we provide the interviewee with a travel advance?

No.

§ 301–75.205 Is the interviewee required to submit a travel claim to us?

No. Only if the interviewee wants to be reimbursed, then he or she must submit a travel claim in accordance with your agency procedures in order to

receive reimbursement for pre-employment interview travel expense.

3. Appendix C and D are added to Chapter 301 to read as follows:

§ 301–75.204 May we use Government contract issued travelers checks to pay for the interviewee's travel expenses?

No.

APPENDIX C TO CHAPTER 301—STANDARD DATA ELEMENTS FOR FEDERAL TRAVEL [TRAVELER IDENTIFICATION]

Group name	Data elements	Description
Travel Authorization	Authorization Number	Assigned by the appropriate office.
Employee Name	First Name, Middle Initial, Last Name.	Agency guidelines may specify the order, e.g., last name first.
Employee Identification	Employee Number	Must use a number, e.g., SSN, vendor number, or other number that identifies the employee.
Travel Purpose Identifier	Site visit Information meeting Training attendance Speech or presentation Conference attendance Relocation	Same as change of official station.
Travel Period	Entitlement travel. Start Date, End Date	Month, Day, Year according to agency guidelines.
Travel Type	CONUS/Domestic	Travel within Continental United States.
	OCONUS/Domestic	Travel within noncontiguous United States.
	Foreign	Travel to other countries.
Leave Indicator	Annual, Sick, Other	Identifies leave type as the reason for an interruption of per diem entitlement.
Official Duty Station	City, State, Zip	Either the corporate limits of city/town or the reservation, station, established area where stationed.
Residence City,	State, Zip	The geographical location where employee resides, if different from official duty station.
Payment Method	EFT	Direct deposit via electronic funds transfer.
	Treasury Check Imprest Fund	
Mailing Address	Street Address, City, State, Zip	The location designated by the traveler based on agency guidelines.

STANDARD DATA ELEMENTS FOR FEDERAL TRAVEL
[Commercial Transportation Information]

Group name	Data elements	Description
Transportation Payment Method Indicator	GTR Central Billing Account Government Charge Card Cash Payment ID Number	Method employee used to purchase transportation tickets. U. S. Government Transportation Request. A Contractor centrally billed account. In accordance with and as provided by agency guidelines. A number that identifies the payment for the transportation tickets, according to agency guidelines, e.g., GTR number, Govt. credit card number.
Transportation Payment Identification Number.	Payment ID Number	A number that identifies the payment for the transportation tickets, according to agency guidelines, e.g., GTR number, Govt. credit card number.
Transportation Method Indicator	Air (Premium Class) Air (Non-premium Class) Non-contract Air, Train, Other	Common carrier used as transportation to TDY location.
Local Transportation Indicator	POV, Car rental, Taxi, Other	Identifies local transportation used while on TDY.

TRAVEL EXPENSE INFORMATION
[Standard Data Elements for Federal Travel]

Group name	Data elements	Description
Per Diem	Total Number of Days Total Amount Claimed Lodging, Meals & Incidentals.	The number of days traveler claims to be on per diem status, for each official travel location. The amount of money traveler claims as per diem expense.
Travel Advance	Advance Outstanding Remaining Balance	The amount of travel advance outstanding, when the employee files the travel claim. The amount of the travel advance that remains outstanding.
Subsistence	Actual Days Total Actual Amount	Total number of days the employee charged actual subsistence expenses. The number of days must be expressed as a whole number. Total amount of actual subsistence expenses claimed as authorized. Actual subsistence rate, per day, may not exceed the maximum subsistence expense rate established for official travel by the Federal Travel Regulation.
Transportation Method Cost	Air (Premium Class) Air (Non-premium class) Non-contract Air, Train. Other	The amount of money the transportation actually cost the traveler, entered according to method of transportation. Bus or other form of transportation.
Local Transportation	POV mileage POV mileage expense	Total number of miles driven in POV. Total amount claimed as authorized based on mileage rate. Different mileage rates apply based on type and use of the POC.
Constructive cost	Car rental, Taxis, Other. Constructive cost	The difference between the amount authorized to spend versus the amount claimed.
Reclaim	Reclaim amount	An amount of money previously denied as reimbursement for which additional justification is now provided.
Total Claim	Total claim	The sum of the amount of money claimed for per diem, actual subsistence, mileage, transportation method cost, and other expenses.

STANDARD DATA ELEMENTS FOR FEDERAL TRAVEL
[Accounting & Certification]

Group name	Data elements	Description
Accounting Classification	Accounting Code	Agency accounting code.
Non-Federal Source Indicator	Per Diem, Subsistence, Transportation.	Indicates the type of travel expense(s) paid, in part or totally, by a non-Federal source.
Non-Federal Source Payment Method.	Check, EFT, Payment "in-kind"	Total payment provided by non-Federal source according to method of payment.
Signature/Date Fields	Claimant Signature Date Claimant Signature Date Approving Officer Signature Date	Traveler's signature, or digital representation. The signature signifies the traveler read the "fraudulent claim/responsibility" statement. Date traveler signed "fraudulent claim/responsibility" statement. Traveler's signature, or digital representation. The signature signifies the traveler read the "Privacy Act" statement. Date traveler signed "Privacy Act" statement. Approving Officer's signature, or digital representation. The signature signifies the travel claim is approved for payment based on authorized travel. Date Approving Officer approved and signed the travel claim.

STANDARD DATA ELEMENTS FOR FEDERAL TRAVEL—Continued
[Accounting & Certification]

Group name	Data elements	Description
	Certifying Officer Signature	Certifying Officer's signature, or digital representation. The signature signifies the travel claim is certified correct and proper for payment. Date Certifying Officer signed the travel claim.
	Date	

Note: Agencies must ensure that a purpose code is captured for those individuals traveling under unlimited open authorizations.

**APPENDIX D TO CHAPTER 301—
GLOSSARY OF ACRONYMS**

ATM: Automated Teller Machine
CFR: Code of Federal Regulations
CMTR: Combined Marginal Tax Rate
CONUS: Continental United States
CSRS: Civil Service Retirement System
DOD: Department of Defense
DOJ: Department of Justice
DSSR: Department of State Standardized Regulations
FAM: Foreign Affairs Manual
FEMA: Federal Emergency Management Agency
FERS: Federal Employees Retirement System
FHA: Federal Housing Administration
FOB: Free On Board
FTR: Federal Travel Regulation
FTS: Federal Telecommunications System
GAO: General Accounting Office
GBL: Government Bill of Lading

GEBAT: Government Excess Baggage Authorization Ticket
GOCO: Government Owned Contractor Operated
GPO: Government Printing Office
GSA: General Services Administration
GTR: Government Transportation Request
IRC: Internal Revenue Code
IRS: Internal Revenue Service
JFTR: Joint Federal Travel Regulations
M&IE: Meals and Incidental Expenses
M&O: Management and Operating
MOU: Memorandum of Understanding
MTR: Marginal Tax Rate
NIST: National Institute of Standards and Technology
OCONUS: Outside the Continental United States
OGE: Office of Government Ethics
OMB: Office of Management and Budget
PCS: Permanent Change of Station
PDS: Permanent Duty Station
PIN: Personal Identification Number

POV: Privately Owned Vehicle
PTA: Prepaid Ticket Advice
PDTATAC: Per Diem, Travel and Transportation Allowance Committee
Q&A: Question and Answer
RIT: Relocation Income Tax
SES: Senior Executive Service
TCS: Temporary Change of Station
TDY: Temporary Duty
TMC: Travel Management Center
TMS: Travel Management System
TQSE: Temporary Quarters Subsistence Expenses
U.S.C.: United States Code
VA: Department of Veterans Affairs
WAE: When Actually Employed
WTA: Withholding Tax Allowance
Dated: March 19, 1998.

David J. Barram,
Administrator of General Services.
[FR Doc. 98-7725 Filed 3-31-98; 8:45 am]
BILLING CODE 6820-34-P