

#### § 301-10.4

required to furnish bonds in order to obtain travel advances. (See 31 U.S.C. 9302.)

(e) *Accounting for advances.* Accounting for cash advances for travel purposes, recovery, and reimbursements 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).

[FTR Amdt. 9, 55 FR 10770, Mar. 23, 1990, as amended by FTR Amdt. 12, 55 FR 49895, Dec. 3, 1990; FTR Amdt. 15, 56 FR 10378, Mar. 12, 1991; FTR Amdt. 32, 58 FR 58241, Oct. 29, 1993]

#### §301-10.4 Use of foreign currencies.

Travelers to, in, and from foreign countries will use excess and near-excess foreign currencies owned by the United States for paying expenses of official travel, including payments to carriers providing service under Government transportation requests and bills of lading and for subsistence and other local expenses. The use of such currencies is prescribed by the Office of Management and Budget (OMB) Circular A-20, and a list of excess and near-excess foreign currencies is published periodically in OMB bulletins. The Department of State also issues an informational "Foreign Currency Bulletin" series concerning the use of foreign currencies. It is essential that travelers to, in, and from foreign countries and persons authorizing such travel be familiar with the latest version of these issuances. The OMB leaflet containing general guidance for using excess and near-excess foreign currencies should be furnished to travelers before foreign travel arrangements are made.

[54 FR 20291, May 10, 1989]

### PART 301-11—CLAIMS FOR REIMBURSEMENT

Sec.

- 301-11.1 Fraudulent claims.
- 301-11.2 Records of travel and expenses.
- 301-11.3 Travel vouchers and attachments.
- 301-11.4 Submission and review of travel vouchers.
- 301-11.5 Preparation of voucher.
- 301-11.6 Administrative approvals.
- 301-11.7 Suspension of charges.

#### 41 CFR Ch. 301 (7-1-97 Edition)

AUTHORITY: 5 U.S.C. 5707.

SOURCE: 54 FR 20293, May 10, 1989, unless otherwise noted.

#### §301-11.1 Fraudulent claims.

A claim against the United States is forfeited if the claimant attempts to defraud the Government in connection therewith (28 U.S.C. 2514). In addition, there are two criminal provisions under which severe penalties may be imposed on a traveler who knowingly presents a false, fictitious, or fraudulent claim against the United States (18 U.S.C. 287 and 1001). Travelers' claims for reimbursement shall accurately reflect the facts involved in every instance so that any violation or apparent violation of those provisions may be avoided.

#### §301-11.2 Records of travel and expenses.

(a) *Expenditure records.* All persons authorized to travel on official business (see certificate on travel voucher form) should keep a record of expenditures properly chargeable to the Government, noting each item at the time the expense is incurred and the date. The information thus accumulated will be available for the proper preparation of travel vouchers.

(b) [Reserved].

[FTR Amdt. 39, 59 FR 46194, Sept. 7, 1994, as amended by FTR Amdt. 53; 61 FR 64998, Dec. 10, 1996]

#### §301-11.3 Travel vouchers and attachments.

(a) *Use of authorized form.* All claims for the reimbursement of traveling expenses shall be submitted on authorized reimbursement forms and must be itemized and stated in accordance with this subtitle unless, for special reasons, compliance with specific requirements has been waived or modified by written determination of the Administrator of General Services.

(b) *Evidence of authorization.* The travel voucher must be supported by a copy of the travel authorization. If the travel authorization has been filed or attached to a previous voucher, reference to the previous voucher shall be made.

(c) *Receipts required.* Receipts are required for allowable cash expenditures

## Travel Allowances

## § 301-11.4

in amounts in excess of \$75. Lodging receipts are required as specified in §301-7.9(b) and §301-8.5(a) of this chapter. When receipts are not available, the expenditures shall be explained on the voucher.

(d) *Lack of receipt*—(1) *Impracticable to obtain*. If it is impracticable to furnish receipts in any instance as required in paragraph (c) of this section, the failure to do so must be fully explained on the travel voucher. Mere inconvenience in the matter of taking receipts shall not be considered. In no case shall a receipt be taken in duplicate, except as provided in §301-4.6(c).

(2) *Confidential expenditure*. When the duties of the traveler are of a confidential nature and the public interest so requires, the requirements for receipts may be waived by the appropriate administrative official.

[54 FR 20293, May 10, 1989, as amended by FTR Amdt. 26, 57 FR 28634, June 26, 1992; FTR Amdt. 45, 60 FR 62333, Dec. 6, 1995; FTR Amdt. 50, 61 FR 55578, Oct. 28, 1996]

### §301-11.4 Submission and review of travel vouchers.

(a) *Submission procedures*. Agencies are authorized to prescribe the administrative procedures for travelers to follow in submitting travel vouchers under the guidelines published in this part. Number of copies required will be as directed by the agency. The time of submission will also be as directed by the agency but should be within 5 working days after completion of the trip or period of travel, or every 30 days if the employee is in a continuous travel status. Only the original of the voucher is required to be signed by the traveler. Travel voucher forms may be typed when prepared by clerical personnel from information provided by the traveler. However, typing of travel voucher forms is not required and should not be done when travelers prepare legible, handwritten vouchers. Handwritten vouchers must be prepared in ink.

(b) *Review to confirm travel was performed as authorized*. The travel authorizing/approving official or his/her designee (e.g., supervisor) shall review the completed travel voucher to confirm that the travel for which expenses are being claimed was performed as au-

thorized. The individual who performs the voucher review should have full knowledge of the employee's activities. Administrative approval of the voucher shall be in accordance with §301-11.6.

(c) *Administrative voucher review responsibilities*. The travel authorizing/approving official or his/her designee (e.g., supervisor) shall ensure that the voucher is properly prepared according to pertinent regulations and agency procedures before it is certified for payment. This agency official shall review the claim to:

(1) Ascertain accuracy of the amounts claimed;

(2) Determine whether the types of expenses claimed are authorized and allowable expenses; and

(3) Ensure that required receipts, statements, justifications, etc. are attached to the voucher in support of the claimed expenses.

(d) *Finance office responsibilities*—(1) *Accounting responsibilities*. The agency office which has accounting responsibilities pertaining to the payment of travel and transportation reimbursement claims shall carry out its responsibilities in accordance with procedures prescribed by the General Accounting Office (GAO) in the GAO Policy and Procedures Manual for Guidance of Federal Agencies, Title 7, Fiscal Procedures.<sup>1</sup> Additionally, agencies shall establish procedures for collecting unused passenger tickets and transportation refund applications and for initiating the refund process in accordance with 41 CFR 101-41.209 and 101-41.210 (see §301-3.5).

(2) *Certifying officer responsibilities*. The certifying officer assumes ultimate responsibility under 31 U.S.C. 3528 for the validity of the voucher, irrespective of review of the voucher under paragraph (b) or (c) of this section.

[54 FR 20293, May 10, 1989, as amended by FTR Amdt. 26, 57 FR 28634, June 26, 1992; FTR Amdt. 50, 61 FR 55578, Oct. 28, 1996]

<sup>1</sup>The GAO Policy and Procedures Manual for Guidance of Federal Agencies is available from the Distribution Section, Room 1100, U.S. General Accounting Office, 710 4<sup>th</sup> Street, NW (corner of 4<sup>th</sup> and G Streets), Washington, DC 20548.

**§ 301-11.5 Preparation of voucher.**

(a) *Itemization—(1) Chronological order.* Expenses incurred shall be itemized on travel reimbursement vouchers in chronological order except that agencies may authorize travelers to enter total amounts spent during a voucher period for local telephone calls; local metropolitan streetcar, bus, and subway fares; and parking meter fees.

(2) *Leave of absence.* When leave of absence of any kind is taken while an employee is in a travel status, the type of leave and number of hours of leave for each day shall be recorded on the travel voucher.

(3) *Indirect-route travel.* The travel voucher should set forth the details of the expenses actually incurred, the date of departure from the post of duty, and the date of arrival at the place of duty. Where leave has been taken while in travel status, the date and time that leave began and terminated should be shown.

(4) *Suspended items.* Items suspended from previous travel vouchers and reclaimed (see § 301-11.7) must be stated after all other items have been listed.

(5) *Receipts attached chronologically.* Receipts must be numbered consecutively, commencing with No. 1 for each account.

(b) *Subsistence claims—(1) Per diem.* Itemization of subsistence expenses must not be made on the travel voucher where a per diem is allowed under part 301-7. The exact period for which per diem is claimed must be stated.

(2) *Actual subsistence expenses.* When actual subsistence reimbursement is authorized under part 301-8, claims shall be submitted in accordance with agency requirements issued under § 301-8.5.

(c) *Transportation expenses—(1) Transportation requests, unused tickets.* The travel voucher must show, in the space provided for such information, the serial numbers of the transportation request(s) issued, with: Dates of travel, the points of departure and destination, classes of service used, name of transportation company, and the value of the transportation secured. Any differences in the actual travel performed as opposed to that shown on the GTR, shall also be shown. When itineraries

are changed or trips canceled after tickets have been issued to the traveler, a statement shall be entered on the voucher, and initialed by the traveler, that tickets have been either used for official travel or all unused tickets, or portions thereof, have been properly accounted for and attached to the voucher. (See § 301-3.5(a).)

(2) *Special conveyance.* When a special conveyance or a privately owned conveyance is used, the travel voucher must show the dates and points of travel and the type of conveyance used. If the distance traveled between any given points is greater than the usual route between these points, the reason for the greater distance shall be shown. When transportation is authorized by a privately owned conveyance on an actual expense basis, a statement shall also be furnished showing the make of the automobile used; the quantity of gasoline and oil consumed and places between which the travel was performed; the distance traveled and unit price per gallon or quart paid; and whether all gasoline, oil, garage rent, feed and stabling of horses, and bridge, ferry, or other tolls for which claim is made were used or required by official travel.

(3) *Cash payment for common carrier fare.* A traveler using cash to purchase any authorized passenger transportation service for official travel as provided in § 301-10.2(b) shall account for those expenses on an authorized travel voucher form, furnishing pertinent receipts (when required under § 301-11.3(c)), passenger coupons, or other appropriate evidence to support the claim for reimbursement. Receipts are not required for local transit system fares. A traveler who has procured passenger transportation services with cash (whether using personal funds or a travel advance) shall assign to the Government his/her right to recover any excess payment involving a carrier's use of improper rates by including the following statement on the travel voucher:

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.

## Travel Allowances

## § 301-11.6

(d) *Reporting payments to other employees.* Reimbursement shall not be allowed for payments made to other Government employees for transportation expenses, except in cases of necessity, which shall be satisfactorily explained. (See § 301-4.5.)

(e) *Foreign travel*—(1) *Claims for exchange fees.* Charges for cashing United States Government checks issued in reimbursement of expenses incurred for travel in foreign countries shall be allowed in subsequent vouchers. (See § 301-9.1(d)(2).)

(2) *Foreign currencies used.* Persons traveling in foreign countries should report their expenditures by items in the money of the country in which the expenditures were made. The total expenditure in foreign currency must be converted into United States dollars at the rate or rates at which the foreign money was obtained. The rates of conversion and the commissions charged must be shown.

(f) *Erasures and alterations.* Erasures and alterations in totals on travel vouchers must be initialed by the traveler, and erasures and alterations in the totals on receipts must be initialed by the person who signed the receipt.

(g) *Purpose of travel statement.* The purpose(s) of travel shall be stated on the travel voucher form for each trip for which reimbursement is being claimed. If travel is performed for several different purposes, such as travel authorized under an unlimited open authorization or a limited open authorization, the purpose of travel for each trip must be stated on the reimbursement claim. The purpose of travel statement should be consistent with the purpose(s) stated on the corresponding travel authorization. (See § 301-1.102(c).)

[54 FR 20293, May 10, 1989, as amended by FTR Amdt. 17, 56 FR 23656, May 23, 1991; FTR Amdt. 50, 61 FR 55578, Oct. 28, 1996; FTR Amdt. 54, 61 FR 68161, Dec. 27, 1996]

### § 301-11.6 Administrative approvals.

(a) *Administrative approval of the voucher.* The administrative approval of the voucher shall constitute the approvals required for:

(1) Return to official station due to illness or injury. (See §§ 301-2.4, 301-7.15(d) and 301-8.7, and part 301-12.)

(2) Use of a privately owned conveyance on an actual expense basis. (See § 301-4.6(b).)

(3) Excess baggage charges. (See § 301-5.2.)

(4) Continuation of per diem during leave of absence due to illness or injury. (See §§ 301-7.15(d) and 301-12.5(a).)

(5) Continuation of actual subsistence during leave of absence due to illness or injury. (See §§ 301-8.7 and 301-12.5(a).)

(6) Charges for arranging reservations of accommodations. (See § 301-6.4.)

(b) *Authorizations or approvals specifically stated.* Except as listed in paragraph (a) of this section, the authorizations or approvals required by this regulation must be specifically stated in agency regulations, travel orders, or reimbursement vouchers. Such authorization or approvals include:

(1) Authority for travel. (See § 301-1.101.)

(2) Travel required to places where meals are obtained. (See § 301-2.3(b).)

(3) Taxicab fares between residence and office on day travel is performed. (See § 301-2.3(d).)

(4) Taxicab fares between residence and office in cases of necessity. (See § 301-2.3(e).)

(5) Taxicab for local travel. (See § 301-3.1(a).)

(6) Rental of automobile or special conveyance. (See § 301-3.2(a).)

(7) Hire of a conveyance from another employee or member of employee's family. (See § 301-3.2(d).)

(8) Use of accommodations superior to those authorized. (See § 301-3.3.)

(9) Use of extra-fare trains. (See § 301-3.3(b)(5).)

(10) Use of higher cost service when lower cost service is available on same mode of transportation. (See § 301-3.4(c).)

(11) Use of foreign flag air carriers. (See § 301-3.6(c).)

(12) Use of a privately owned conveyance when it is advantageous to the Government. (See § 301-4.1(a).)

(13) Use of a privately owned vehicle when use of common carrier transportation is most advantageous to the Government. (See § 301-4.3.)

(14) Use of a privately owned vehicle when use of a Government-furnished

## § 301-11.7

vehicle would be most advantageous to the Government. (See § 301-4.4(a).)

(15) Reductions in maximum per diem rates when appropriate. (See § 301-7.12.)

(16) Additional per diem for travel by commercial vessel when the \$6 rate is insufficient. (See § 301-7.8(e).)

(17) Reimbursement of actual subsistence expense. (See § 301-8.4.)

(18) Maximum daily reimbursement. (See § 301-8.3.)

(19) Miscellaneous expenses. (See §§ 301-9.1 (a) and (e).)

(20) Hire of a room. (See § 301-9.1(b).)

(21) Travelers checks, money orders, certified checks, or contractor-provided automated-teller-machine (ATM) services. (See § 301-9.1(c).)

(22) Fees relating to travel outside continental United States. (See § 301-9.1(d).)

(23) Additional travel expenses incurred by an employee with a disability. (See § 301-9.2.)

(24) Payment of account when agency billed direct. (See § 301-9.4.)

(25) Waiver of requirements for receipts. (See § 301-11.3(d)(2).)

(26) Waiver of itemization for local telephone calls; local metropolitan streetcar, bus, and subway fares; and parking meter fees. (See § 301-11.5(a)(1).)

(27) Return to official station due to a personal emergency situation. (See §§ 301-2.4, 301-7.15(d), and 301-8.7, and part 301-12.)

(28) Travel to an alternate location due to illness or injury or a personal emergency situation. (See §§ 301-2.4, 301-7.15(d), and 301-8.7, and part 301-12.)

[54 FR 20293, May 10, 1989, as amended by FTR Amdt. 10, 55 FR 41534, Oct. 12, 1990; FTR Amdt. 12, 55 FR 49895, Dec. 3, 1990; FTR Amdt. 17, 56 FR 23656, May 23, 1991; FTR Amdt. 25, 57 FR 8092, Mar. 6, 1992; FTR Amdt. 32, 58 FR 58241, Oct. 29, 1993; FTR Amdt. 54, 61 FR 68161, Dec. 27, 1996]

### § 301-11.7 Suspension of charges.

Items in travel vouchers not stated in accordance with this regulation or not properly supported by receipts when required shall be suspended, and the notification of such action shall indicate the reasons therefor. Such items as may be subsequently allowable shall be included in a subsequent regular or

## 41 CFR Ch. 301 (7-1-97 Edition)

supplemental travel voucher. Full itemization shall be required for all suspended items which are reclaimed and charges must be supported by the original suspension notice or a copy thereof.

### PART 301-12—EMERGENCY TRAVEL OF EMPLOYEE DUE TO ILLNESS OR INJURY OR A PERSONAL EMERGENCY SITUATION, WITHIN OR OUTSIDE CONUS

Sec.

301-12.1 General.

301-12.2 Agency responsibility/delegation of authority.

301-12.3 Employee responsibility and documentation.

301-12.4 Definitions.

301-12.5 Incapacitating illness or injury of employee.

301-12.6 Personal emergency situation.

301-12.7 Procurement of transportation.

AUTHORITY: 5 U.S.C. 5701-5709; E.O. 11609, 36 FR 13747, 3 CFR, 1971-1975 Comp., p. 586.

SOURCE: 54 FR 20295, May 10, 1989, unless otherwise noted.

#### § 301-12.1 General.

Transportation and per diem expenses may be allowed to the extent provided in this part when an employee discontinues or interrupts a temporary duty travel assignment before its completion because of incapacitating illness or injury or a personal emergency situation.

[54 FR 20295, May 10, 1989, as amended by FTR Amdt. 10, 55 FR 41534, Oct. 12, 1990]

#### § 301-12.2 Agency responsibility/delegation of authority.

Agencies may authorize or approve reimbursement for transportation and per diem expenses based on the exigencies of the employee's personal situation and the agency mission. Each agency shall prescribe written administrative policies and procedures to govern its authorizations and approvals under this part. Agency heads may delegate their authority under this part. Such delegation shall be held to as high an administrative level as practical to ensure adequate consideration