

Temporary Duty (TDY) Travel Allowances

§ 301-51.2

U.S. Government Car Rental Agreement, unless you are OCONUS and no agreement is in place for your TDY location. SDDC has negotiated rental car agreements that include automatic unlimited mileage, collision damage insurance, and ceiling rates.

[FTR Amdt. 2003-07, 68 FR 71029, Dec. 22, 2003, as amended by FTR Amdt. 2005-03, 70 FR 28460, May 18, 2005. Redesignated by FTR Amdt. 2006-04, 71 FR 49375, Aug. 23, 2006; FTR Amdt. 2007-05, 72 FR 61538, Oct. 31, 2007]

PART 301-51—PAYING TRAVEL EXPENSES

Subpart A—General

Sec.

- 301-51.1 What is the required method of payment for official travel expenses?
- 301-51.2 What official travel expenses and/or classes of employees are exempt from the mandatory use of the Government contractor-issued travel charge card?
- 301-51.3 Who in my agency has the authority to grant exemptions from the mandatory use of the Government contractor-issued travel charge card?
- 301-51.4 If my agency grants an exemption, does that prevent me from using the card on a voluntary basis?
- 301-51.5 How may I pay for official travel expenses if I receive an exemption from use of the Government contractor-issued travel charge card?
- 301-51.6 May I use the Government contractor-issued travel charge card for purposes other than those associated with official travel?
- 301-51.7 What are the consequences of using the Government contractor-issued travel charge card for non-official travel purposes?

Subpart B—Paying for Common Carrier Transportation

- 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

- 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?

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SOURCE: FTR Amdt. 70, 63 FR 15968, Apr. 1, 1998, unless otherwise notes.

Subpart A—General

SOURCE: FTR Amdt. 90, 65 FR 3055, Jan. 19, 2000, unless otherwise noted.

§ 301-51.1 What is the required method of payment for official travel expenses?

You are required to use the Government contractor-issued travel charge card for all official travel expenses unless you have an exemption.

§ 301-51.2 What official travel expenses and/or classes of employees are exempt from the mandatory use of the Government contractor-issued travel charge card?

The Administrator of General Services exempts the following from the mandatory use of the Government contractor-issued travel charge card:

- (a) Expenses incurred at a vendor that does not accept the Government contractor-issued travel charge card;
- (b) Laundry/dry cleaning;
- (c) Parking;
- (d) Local transportation system;
- (e) Taxi;
- (f) Tips;
- (g) Meals (when use of the card is impractical, e.g., group meals or the Government contractor-issued travel charge card is not accepted);
- (h) Phone calls (when a Government calling card is available for use in accordance with agency policy);
- (i) An employee who has an application pending for the travel charge card;
- (j) Individuals traveling on invitational travel;
- (k) New appointees;
- (l) Relocation allowances prescribed in chapter 302 of this title, except en route travel and househunting trip expenses; and

§ 301-51.3

41 CFR Ch. 301 (7-1-09 Edition)

(m) Employees who travel 5 times or less a year. Even though exempt, agencies have the discretion to issue a travel charge card to such an employee.

[FTR Amdt. 90, 65 FR 3055, Jan. 19, 2000, as amended by, FTR Amdt. 92, 65 FR 21365, Apr. 21, 2000; FTR Amdt. 108, 67 FR 57966, Sept. 13, 2002]

§ 301-51.3 Who in my agency has the authority to grant exemptions from the mandatory use of the Government contractor-issued travel charge card?

The head of your agency or his/her designee(s) has (have) the authority to grant exemptions from the mandatory use of the Government contractor-issued travel charge card.

§ 301-51.4 If my agency grants an exemption, does that prevent me from using the card on a voluntary basis?

No, an exemption from use would not prevent you from using the Government contractor-issued travel charge card on a voluntary basis in accordance with your agency's policy.

§ 301-51.5 How may I pay for official travel expenses if I receive an exemption from use of the Government contractor-issued travel charge card?

If you receive an exemption from use of the Government contractor-issued travel charge card, your agency may authorize one or a combination of the following methods of payment:

(a) Personal funds, including cash or personal charge card;

(b) Travel advances; or
(c) Government Transportation Request (GTR).

NOTE TO §301-51.5: City pair contractors are not required to accept payment by the methods in paragraph (a) or (b) of this section.

§ 301-51.6 May I use the Government contractor-issued travel charge card for purposes other than those associated with official travel?

No, the Government contractor-issued travel charge card may be used only for official travel related expenses.

§ 301-51.7 What are the consequences of using the Government contractor-issued travel charge card for non-official travel purposes?

If you use the Government contractor-issued travel charge card for purposes other than official travel, your agency may take appropriate disciplinary action.

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 Government 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 Government contractor-issued individually billed travel card or centrally billed account.	Use of the Government contractor-issued individually billed travel card is not accepted, its use is impracticable or special circumstances justify the use of a GTR.
(b) More than \$10, but not more than \$100.	A Government 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 Government 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.

[FTR Amdt. 70, 63 FR 15968, Apr. 1, 1998; 63 FR 35538, June 30, 1998, as amended by FTR Amdt. 2007-05, 72 FR 61539, Oct. 31, 2007]

§ 301-51.201

41 CFR Ch. 301 (7-1-09 Edition)

For	You may receive an advance
	<i>(4) Financial hardship would be incurred.</i>

[FTR Amdt. 70, 63 FR 15968, Apr. 1, 1998; 63 FR 35538, June 30, 1998, as amended by FTR Amdt. 108, 67 FR 57966, Sept. 13, 2002; FTR Amdt. 2006-02, 71 FR 24598, Apr. 26, 2006]

§ 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 transaction 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).

[FTR Amdt. 70, 63 FR 15968, Apr. 1, 1998; 63 FR 35538, June 30, 1998]

§ 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?
- 301-52.17 Within how many calendar days after I submit a proper travel claim must my agency reimburse my allowable expenses?
- 301-52.18 Within how many calendar days after I submit a travel claim must my agency notify me of any error that would prevent payment within 30 calendar days after submission?
- 301-52.19 Will I receive a late payment fee if my agency fails to reimburse me within 30 calendar days after I submit a proper travel claim?
- 301-52.20 How are late payment fees calculated?