SUBCHAPTER A—INTRODUCTION

PART 301–1—APPLICABILITY

§ 301–1.1 What is an “agency” for purposes of TDY allowances?

<table>
<thead>
<tr>
<th>An agency includes</th>
<th>But does not include</th>
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<tr>
<td>A military department</td>
<td>A Member of Congress.</td>
</tr>
<tr>
<td>An office, agency or other establishment in the legislative branch.</td>
<td>An office or committee of either House of Congress or of the two Houses.</td>
</tr>
<tr>
<td>The Government of the District of Columbia</td>
<td>An office, agency or other establishment in the judicial branch.</td>
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</tbody>
</table>


§ 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?


SOURCE: FTFR Amdt. 70, 63 FR 15955, Apr. 1, 1998, unless otherwise noted.