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

PART 301–50—ARRANGING FOR TRAVEL SERVICES

To whom do the pronouns “I”, “you”, and their variants throughout this part refer?

You must arrange your travel as designated by your agency and in accordance with this part.

Must I use the ETS or TMS to arrange my travel?

What is my liability if I do not use my agency's TMS or the E-Gov Travel Service, and an exception has not been approved?

What is an “online self-service booking tool?”

Should I use the online self-service booking tool once ETS is available within my agency?

Are there any limits on travel arrangements I may make?

If you do not have an approved exception under §301–50.4 or §301–73.104 of this chapter, you are responsible for any additional costs resulting from the failure to use the TMS or E-Gov Travel Service, including service fees, cancellation penalties, or other additional costs (e.g., higher airfares, rental car charges, or hotel rates). In addition,