

Temporary Duty (TDY) Travel Allowances

§ 301-71.103

301-71.214 Does mandatory use of the Government contractor-issued travel charge card change the employee's obligation to pay his/her travel card bill by the due date?

Subpart D—Accounting for Travel Advances

- 301-71.300 What is the policy governing the use of travel advances?
- 301-71.301 In situations where a lodging facility requires the payment of a deposit, may we reimburse an employee for an advance room deposit prior to the beginning of scheduled official travel?
- 301-71.302 For how long may we issue a travel advance?
- 301-71.303 What data must we capture in our travel advance accounting system?
- 301-71.304 Are we responsible for ensuring the collection of outstanding travel advances?
- 301-71.305 When must an employee account for a travel advance?
- 301-71.306 Are there exceptions for collecting an advance at the time the employee files a travel claim?
- 301-71.307 How do we collect the amount of a travel advance in excess of the amount of travel expenses substantiated by the employee?
- 301-71.308 What should we do if the employee does not pay back a travel advance when the travel claim is filed?
- 301-71.309 What internal policies and procedures must we establish governing travel advances?

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SOURCE: FTR Amdt. 70, 63 FR 15974, Apr. 1, 1998, unless otherwise noted.

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;