§ 301–71.104  
(e) An estimate of the travel costs (for open authorizations it should include an estimate of the travel costs over the period covered); and  
(f) A statement that the employee(s) is (are) authorized to travel.  

§ 301–71.104 Who must sign a travel authorization?  
Your agency head or an official to whom such authority has been delegated. This authority may be delegated to any person(s) who is aware of how the authorized travel will support the agency’s mission, who is knowledgeable of the employee’s travel plans and/or responsible for the travel funds paying for the travel involved.  

§ 301–71.105 Must we issue a written or electronic travel authorization in advance of travel?  
Yes, except when advance written or electronic authorization is not possible or practical and approval is in accordance with §§ 301–2.1 and 301–2.5 for:  
(a) Use of other than coach-class service accommodation on common carriers or use of other than lowest first-class accommodation on ships;  
(b) Use of a foreign air carrier;  
(c) Use of reduced fares for group or charter arrangements;  
(d) Use of cash to pay for common carrier transportation;  
(e) Use of extra-fare train service;  
(f) Travel by ship;  
(g) Use of a rental car;  
(h) Use of a Government aircraft;  
(i) Payment of a reduced rate per diem;  
(j) Payment of actual expenses;  
(k) Travel expenses related to emergency travel;  
(l) Transportation expenses related to threatened law enforcement/investigative employees and members of their immediate families;  
(m) Travel expenses related to travel to a foreign area, except as provided by agency mission;  
(n) Acceptance of payment from a non-Federal source for travel expenses (see chapter 304 of this title); and  
(o) Travel expenses related to attendance at a conference.  

NOTE TO § 301–71.105: You should establish procedures for travel situations where it is not practical or possible to issue a written or electronic advance authorization.  

§ 301–71.106 Who must sign a trip-by-trip authorization?  
The appropriate official is determined as follows:  

<table>
<thead>
<tr>
<th>For</th>
<th>The appropriate official to sign a trip-by-trip authorization is</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use of cash to procure common carrier transportation.</td>
<td>An official at as low an administrative level as permitted by 41 CFR 101–203.2 to ensure adequate consideration and review of the circumstances.</td>
</tr>
<tr>
<td>Acceptance of payment from a non-Federal source for travel expenses.</td>
<td>An official at as low an administrative level as permitted by 41 CFR Chapter 304 to ensure adequate consideration and review of the circumstances surrounding the offer and acceptance of the payment.</td>
</tr>
<tr>
<td>Travel expenses related to attendance at a conference.</td>
<td>A senior agency official.</td>
</tr>
<tr>
<td>All other specific authorizations ..................................</td>
<td>An official who may issue the employee a general authorization.</td>
</tr>
</tbody>
</table>

§ 301–71.107 When authorizing travel, what factors must the authorizing official consider?  
The following factors must be considered:  

(a) The need for the travel;  
(b) The use of travel substitutes (e.g., mail, teleconferencing, etc.);  
(c) The most cost effective routing and means of accomplishing travel; and
§ 301–71.204 May we pay a claim when an employee does not include a copy of the corresponding authorization?

Yes, as long as the travel claim was signed by the approving/approving official, except for the following, which require advance authorization:

(a) Use of reduced fares for group or charter arrangements;
(b) Payment of a reduced rate of per diem for subsistence expenses;
(c) Acceptance of payment from a non-Federal source for travel expenses; and
(d) Travel expenses related to attendance at a conference.

§ 301–71.203 Who is responsible for the validity of the travel claim?

The certifying officer assumes ultimate responsibility under 31 U.S.C. 3528 for the validity of the claim; however:

(a) The traveler must ensure all travel expenses are prudent and necessary and submit the expenses in the form of a proper claim;
(b) The authorizing/approving official shall review the completed claim to ensure that the claim is properly prepared in accordance with regulations and agency procedures prior to authorizing it for payment.

Note to §301–71.203: You should consider limiting the levels of approval to the lowest level of management.

§ 301–71.204 Within how many calendar days after the submission of a proper travel claim must we reimburse the employee's allowable expenses?

You must reimburse the employee within 30 calendar days after the employee submits a proper travel claim to the agency’s designated approving office. You must use a satisfactory recordkeeping system to track submission of travel claims. For example, travel claims submitted by mail, in accordance with agency policy, could be annotated with the time and date of receipt by the agency. You could consider travel claims electronically submitted to the designated approving office as submitted on the date indicated on an e-mail log, or on the next business day if submitted after normal working hours. However, claims for the