

§ 301-71.205

following relocation allowances are exempt from this provision:

- (a) Transportation and storage of household goods and professional books, papers and equipment;
- (b) Transportation of mobile home;
- (c) Transportation of a privately owned vehicle;
- (d) Temporary quarters subsistence expense, when not paid as lump sum;
- (e) Residence transaction expenses;
- (f) Relocation income tax allowance;
- (g) Use of a relocation services company;
- (h) Home marketing incentive payments; and
- (i) Allowance for property management services.

[FTR Amdt. 92, 65 FR 21366, Apr. 21, 2000]

§ 301-71.205 Under what circumstances may we disallow a claim for an expense?

If the employee:

- (a) Does not properly itemize his/her expenses;
- (b) Does not provide required receipts or other documentation to support the claim; or
- (c) Claims an expense which is not authorized.

§ 301-71.206 What must we do if we disallow a travel claim?

You must:

- (a) Pay the employee the amount of the travel claim which is not in dispute;
- (b) Notify the employee that the claim was disallowed with a detailed explanation of why; and
- (c) Tell the employee how to appeal the disallowance if he/she desires an appeal, and your process and schedule for deciding the appeal.

§ 301-71.207 What internal policies and procedures must we establish for travel reimbursement?

You must establish policies and procedures governing:

- (a) Who are the proper officials to review, approve, and certify travel claims (including travel claims requiring special authorization);
- (b) How an employee should submit a travel claim (including whether to use a standard form or an agency form and

41 CFR Ch. 301 (7-1-10 Edition)

whether the form should be written or electronic);

- (c) When you will exempt employees from the requirement for a receipt;
- (d) Timeframes for employee to submit a claim (see § 301-52.7);
- (e) Timeframe for agency to pay a claim (see § 301-71.204);
- (f) Process for disallowing a claim; and
- (g) Process for resolving a disallowed claim.

§ 301-71.208 Within how many calendar days after submission of a proper travel claim must we notify the employee of any errors in the claim?

You must notify the employee as soon as practicable after the employee's submission of the travel claim of any error that would prevent payment within 30 calendar days after submission and provide the reason(s) why the claim is not proper. However, not later than May 1, 2002, you must achieve a maximum time period of seven working days for notifying an employee that his/her travel claim is not proper.

[FTR Amdt. 92, 65 FR 21366, Apr. 21, 2000]

§ 301-71.209 Must we pay a late payment fee if we fail to reimburse the employee within 30 calendar days after receipt of a proper travel claim?

Yes, a late payment fee, in addition to the amount due the employee, must be paid for any proper travel claim not reimbursed within 30 calendar days of submission to the approving official.

[FTR Amdt. 92, 65 FR 3057, Jan. 19, 2000]

§ 301-71.210 How do we calculate late payment fees?

Late payment fees are calculated either by:

- (a) Using the prevailing Prompt Payment Act Interest Rate beginning on the 31st day after submission of a proper travel claim and ending on the date on which payment is made; or
- (b) A flat fee, of not less than the prompt payment amount, based on an agencywide average of travel claim payments; and
- (c) In addition to the fee required by paragraphs (a) and (b) of this section,