Temporary Duty (TDY) Travel Allowances

§ 301–72.100 What must my travel accounting system do in relation to common carrier transportation?
(a) Would interfere with the performance of official business;
(b) Would impose an undue hardship upon the traveler; or
(c) When the total cost by common carrier would exceed the cost of the other method of transportation.

§ 301–72.101 What information should we provide an employee before authorizing the use of common carrier transportation?

Subpart B—Accounting for Common Carrier Transportation

§ 301–72.200 Under what conditions may we authorize cash payments for procuring common carrier transportation services?
(a) GSA’s Government contractor-issued individually billed charge card(s);
(b) Agency centrally billed or other established accounts;
(c) Cash payments (personal funds or travel advances in the form of travelers checks or authorized ATM cash withdrawals) when the cost of transportation is less than $100, under § 301–51.100 of this chapter (cash may or may not be accepted by the carrier for the purchase of city pair fares); or
(d) GTR(s) when no other option is available or feasible.

Subpart C—Cash Payments for Procuring Common Carrier Transportation Services

§ 301–72.201 What must we do if an employee uses cash in excess of the $100 limit to purchase common carrier transportation?

§ 301–72.202 Who may approve cash payments in excess of the $100 limit?

§ 301–72.203 When may we limit traveler reimbursement for a cash payment?

[§ 301–72.200–203, 63 FR 35538, June 30, 1998]

Subpart D—Unused, Partially-Used, Exchanged, Canceled, or Oversold Common Carrier Transportation Services

§ 301–72.300 What procedures must we establish to collect unused, partially used, and exchanged tickets?

§ 301–72.301 How do we process unused, partially used, and exchanged tickets?


Subpart B—Accounting for Common Carrier Transportation

§ 301–72.100 What must my travel accounting system do in relation to common carrier transportation?
Your system must:
(a) Authorize the use of cash in accordance with § 301–51.100 or as otherwise required;
(b) Correlate travel data accumulated by your authorization and claims accounting systems with common carrier transportation documents and data for audit purposes;
(c) Identify unused tickets for refund;
(d) Collect unused, partially used, or downgraded/exchanged tickets, from travelers upon completion of travel;
(e) Track denied boarding compensation from employees;
(f) Identify and collect refunds due from carriers for overpayments, or unused, partially used, or downgraded/exchanged tickets; and
(g) Reconcile all centrally billed travel expenses (e.g., airline, lodging,