Temporary Duty (TDY) Travel Allowances

your agency may take appropriate disciplinary action.


§ 301–50.6 What is an “online self-service booking tool”?

An online self-service booking tool is an Internet based system that permits travelers to make their own reservations for transportation (e.g., air, rail, and car rental) and lodging. ETS and some agency TMS’s incorporate a self service booking tool.


§ 301–50.7 Should I use the online self-service booking tool once ETS is available within my agency?

Yes, you should use the online self-service booking tool offered by ETS or your agency’s TMS until ETS becomes available to you.

NOTE TO SECTION 301–50.7: Some extenuating circumstances for which you may not be able to use online self-service booking are (1) when you are attending a conference where the conference sponsor has negotiated with one or more lodging facilities to set aside a specific number of rooms for conference attendees and to ensure that a set aside room is available to you, you are required to book lodging directly with the lodging facility, (2) when your travel is to a remote location and it is not possible to book lodging accommodations through the TMS or ETS, or (3) when such travel arrangements are so complex and circumstance will not allow you to book your travel through an online self-service booking tool.


PART 301–51—PAYING TRAVEL EXPENSES

Subpart A—General

Sec.

301–51.1 What is the required method of payment for official travel expenses?

301–51.2 What official travel expenses and/or classes of employees are exempt from the mandatory use of the Government contractor-issued travel charge card?

301–51.3 Who in my agency has the authority to grant exemptions from the mandatory use of the Government contractor-issued travel charge card?

301–51.4 If my agency grants an exemption, does that prevent me from using the card on a voluntary basis?

301–51.5 How may I pay for official travel expenses if I receive an exemption from use of the Government contractor-issued travel charge card?

301–51.6 For what purposes may I use the Government contractor-issued travel charge card while on official travel?

301–51.7 May I use the Government contractor-issued travel charge card for personal reasons while on official travel?

301–51.8 What are the consequences if I misuse the Government contractor-issued travel charge card on official travel?

Subpart B—Paying for Common Carrier Transportation

301–51.100 What method of payment must I use to procure common carrier transportation?

301–51.101 Which payment methods are considered the equivalent of cash?

301–51.102 How is my transportation reimbursement affected if I make an unauthorized cash purchase of common carrier transportation?

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Subpart C—Receiving Travel Advances

301–51.200 For what expenses may I receive a travel advance?

301–51.201 What is the maximum amount that my agency may advance?

301–51.202 When must I account for my advance?

301–51.203 What must I do about my advance if my trip is canceled or postponed indefinitely?


SOURCE: FTR Amdt. 70, 63 FR 15968, Apr. 1, 1998, unless otherwise noted.

Subpart A—General

SOURCE: FTR Amdt. 90, 65 FR 3055, Jan. 19, 2000, unless otherwise noted.

§ 301–51.1 What is the required method of payment for official travel expenses?

You are required to use the Government contractor-issued travel charge card for all official travel expenses unless you have an exemption.