§ 301–10.420 When may I use a taxi, shuttle service or other courtesy transportation?

(a) When authorized and approved by your agency, your transportation expenses in the performance of official travel are reimbursable for the usual fare plus tip for use of a taxi, shuttle service or other courtesy transportation (if charges result), in the following manner:

(1) At your official station. (i) From your residence or other authorized point of departure, e.g., residence to airport;
(ii) To your residence or other authorized point of return, e.g., airport to residence;
(iii) From your residence to your office on the day you depart the official station on official TDY that requires at least one night’s lodging; or
(iv) From your office to your residence on the day you return to the official station from an official TDY assignment that required at least one night’s lodging.

(2) At your TDY location. (i) From the TDY transit system station to your place of lodging or place of official business and return;
(ii) To, from, and between your places of lodging and official business;
(iii) Between places of official business; or
(iv) To obtain meals at the nearest available place when the nature and location of the official business or the lodging at a TDY location are such that meals cannot be obtained there. You must attach a statement or include electronic remarks with your travel voucher explaining why such transportation was necessary.

(b) Courtesy transportation. You should use courtesy transportation service furnished by hotels/motels to the maximum extent possible as a first source of transportation between a place of lodging at the TDY station and a common carrier terminal. You will be reimbursed for tips when you use courtesy transportation service.

(c) Restrictions. When appropriate, your agency will restrict or place a monetary limit on the amount of reimbursement for the use of taxicabs under this paragraph when—

(1) Suitable Government or common carrier transportation service, including shuttle service, is available for all or part of the distance involved; or
(2) Courtesy transportation service is provided by hotels/motels between the place of lodging at the TDY station and the common carrier terminal.

[FTR Amdt. 2010–02, 75 FR 24435, May 5, 2010]

§ 301–10.421 How much will my agency reimburse me for a tip to a taxi, shuttle service, courtesy transportation driver, or valet parking attendant?

An amount which your agency determines to be reasonable.

§ 301–10.450 When and from whom may I rent a vehicle for official travel when authorized?

(a) Your agency must determine that use of a rental vehicle is advantageous to the Government and must specifically authorize such use.

(b) When authorized to use a rental vehicle, you should consider renting a vehicle from a vendor that participates in the Defense Travel Management Office (DTMO) U.S. Government Car Rental Agreement to avail yourself of the Agreement’s benefits, including the insurance and damage liability provisions, unless you are OCONUS and no agreement is in place for your TDY location. The advantages of renting a car through the DTMO rental car program are:

(1) Rental car agreements are pre-negotiated;
(2) The agreement includes automatic unlimited mileage and collision damage insurance; and
(3) The rates established by the car rental agreement cannot be exceeded by the vendor.


§ 301–10.451 May I be reimbursed for the cost of collision damage waiver (CDW) or theft insurance?

(a) General rule—no. You will not be reimbursed for CDW or theft insurance
§ 301–10.452

for travel within CONUS for the following reasons:

(1) The Government is a self-insurer.
(2) Rental vehicles available under agreement(s) with the Government includes full coverage insurance for damages resulting from an accident while performing official travel.
(3) Any deductible amount paid by you may be reimbursed directly to you or directly to the rental agency if the damage occurred while you were performing official business.

(b) Exception. You will be reimbursed for collision damage waiver or theft insurance when you travel outside CONUS and such insurance is necessary because the rental or leasing agency requirements, foreign statute, or legal procedures could cause extreme difficulty for an employee involved in an accident.

§ 301–10.452 May I be reimbursed for personal accident insurance?

No. That is a personal expense and is not reimbursable.

§ 301–10.453 What is my liability for unauthorized use of a rental automobile obtained with Government funds?

You are responsible for any additional cost resulting from the unauthorized use of a commercial rental automobile for other than official travel-related purposes.

PART 301–11—PER DIEM EXPENSES

Subpart A—General Rules

Sec.
301–11.1 When am I eligible for an allowance (per diem or actual expense)?
301–11.2 Will I be reimbursed for per diem expenses if my official travel is 12 hours or less?
301–11.3 Must my agency pay an allowance (either a per diem allowance or actual expense)?
301–11.4 May I be reimbursed actual expense and per diem on the same trip?
301–11.5 How will my per diem expenses be reimbursed?
301–11.6 Where do I find maximum per diem and actual expense rates?
301–11.7 What determines my maximum per diem reimbursement rate?
301–11.8 What is the maximum per diem rate I will receive if lodging is not available at my TDY location?
301–11.9 When does per diem or actual expense entitlement start/stop?
301–11.10 Am I required to record departure/arrival dates and times on my travel claim?
301–11.11 How do I select lodging and make lodging reservations?
301–11.12 How does the type of lodging I select affect my reimbursement?
301–11.13 How does sharing a room with another person affect my per diem reimbursement?
301–11.14 How is my daily lodging rate computed when I rent lodging on a long-term basis?
301–11.15 What expenses may be considered part of the daily lodging cost when I rent on a long-term basis?
301–11.16 What reimbursement will I receive if I prepay my lodging expenses and my TDY is curtailed, canceled, or interrupted for official purposes or for other reasons beyond my control that are acceptable to my agency?
301–11.17 If my agency authorizes per diem reimbursement, will it reduce my M&IE allowance for a meal(s) provided by a common carrier or for a complimentary meal(s) provided by a hotel/motel?
301–11.18 What M&IE rate will I receive if a meal(s) is furnished by the Government or is included in the registration fee?
301–11.19 How is my per diem calculated when I travel across the international dateline (IDL)?
301–11.20 May my agency authorize a rest period for me while I am traveling?
301–11.21 Will I be reimbursed for per diem or actual expenses on leave or non-workdays (weekend, legal Federal Government holiday, or other scheduled non-workdays) while I am on official travel?
301–11.22 Am I entitled to per diem or actual expense reimbursement if I am required to return to my official station on a non-workday?
301–11.23 Are there any other circumstances when my agency may reimburse me to return home or to my official station for non-workdays during a TDY assignment?
301–11.24 What reimbursement will I receive if I voluntarily return home or to my official station on non-workdays during my TDY assignment?
301–11.25 Must I provide receipts to substantiate my claimed travel expenses?
301–11.26 How do I request a review of the per diem in a location?
301–11.27 Are taxes included in the lodging portion of the Government per diem rate?
301–11.28 As a traveler on official business, am I required to pay applicable lodging taxes?
301–11.29 Are lodging facilities required to accept a generic federal, state or local tax exempt certificate?