Temporary Duty (TDY) Travel Allowances

Subpart C—Travel Claims for Reimbursement

§ 301–71.200 Who must review and sign travel claims?
§ 301–71.201 What are the reviewing official’s responsibilities?
§ 301–71.202 May we pay a claim when an employee does not include a copy of the corresponding authorization?
§ 301–71.203 Who is responsible for the validity of the travel claim?
§ 301–71.204 Within how many calendar days after the submission of a proper travel claim must we reimburse the employee’s allowable expenses?
§ 301–71.205 Under what circumstances may we disallow a claim for an expense?
§ 301–71.206 What must we do if we disallow a travel claim?
§ 301–71.207 What internal policies and procedures must we establish for travel reimbursement?

Subpart D—Accounting for Travel Advances

§ 301–71.300 What is the policy governing the use of travel advances?
§ 301–71.301 In situations where a lodging facility requires the payment of a deposit, may we reimburse an employee for an advance room deposit prior to the beginning of scheduled official travel?
§ 301–71.302 For how long may we issue a travel advance?
§ 301–71.303 What data must we capture in our travel advance accounting system?
§ 301–71.304 Are we responsible for ensuring the collection of outstanding travel advances?

Subpart B—Travel Authorization

§ 301–71.100 What is the purpose of the travel authorization process?

The purpose is to:
(a) Provide the employee information regarding what expenses you will pay;