

## Temp. Duty (TDY) Travel Allowances

## § 301-51.1

your agency may take appropriate disciplinary action.

[FTR Amdt. 2003-07, 68 FR 71029, Dec. 22, 2003, as amended by FTR Amdt. 2007-05, 72 FR 61538, Oct. 31, 2007]

### § 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.

[FTR Amdt. 2006-04, 71 FR 49375, Aug. 23, 2006]

### § 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 § 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.

[FTR Amdt. 2006-04, 71 FR 49375, Aug. 23, 2006]

## PART 301-51—PAYING TRAVEL EXPENSES

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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 How must I use the Government contractor-issued travel charge card?

You are required to activate the Government contractor-issued travel