

## Temp. Duty (TDY) Travel Allowances

## § 301-74.14

requirement to use approved accommodations is necessary in the public interest for a particular event. Your agency head may delegate this waiver authority to a senior agency official or employee who is given waiver authority with respect to all conferences sponsored or funded, in whole or in part, by your agency.

[FTR Amdt. 89, 65 FR 1327, Jan. 10, 2000. Redesignated and amended by FTR Amdt. 2013-01, 78 FR 65212, Oct. 31, 2013]

### **§ 301-74.11 What must be included in any advertisement or application form relating to conference attendance?**

Any advertisement or application for attendance at a conference described in § 301-74.9 must include notice of the prohibition against using a non-FEMA approved place of public accommodation for conferences. In addition, any executive agency, as defined in 5 U.S.C. 105, shall notify all non-Federal entities to which it provides Federal funds of this prohibition.

[FTR Amdt. 2013-01, 78 FR 65212, Oct. 31, 2013]

### **§ 301-74.12 What special rules apply when a conference is held in the District of Columbia?**

In addition to the general rules provided in this part, the following special rules apply:

(a) You may not directly procure lodging facilities in the District of Columbia without specific authorization and appropriation from Congress (see 40 U.S.C. 8141); and

NOTE TO § 301-74.12(a): This provision does not prohibit payment of per diem to an employee authorized to obtain lodging in the District of Columbia while performing official business travel.

(b) It is no longer mandatory that you contact GSA for meeting or conference facilities in the District of Columbia. However, you are encouraged to contact the GSA Public Buildings Service (PBS) of the National Capital Region to inquire about the availability of short-term conference and meeting facilities in the District of Co-

lumbia. For additional information see the Customer Desk Guide for Real Property Management, Chapter 1. The Customer Desk Guide can be found on the worldwide web at [https://www.gsa.gov/cdnstatic/Guide\\_to\\_Real\\_Property\\_508.pdf](https://www.gsa.gov/cdnstatic/Guide_to_Real_Property_508.pdf).

[FTR Amdt. 89, 65 FR 1327, Jan. 10, 2000, as amended by FTR Amdt. 108, 67 FR 57968, Sept. 13, 2002. Redesignated and amended by FTR Amdt. 2013-01, 78 FR 65212, Oct. 31, 2013; 85 FR 39850, July 2, 2020]

### **§ 301-74.13 What policies and procedures must we establish to govern the selection of conference attendees?**

You must establish policies that reduce the overall cost of conference attendance. The policies and procedures must:

(a) Limit your agency's representation to the minimum number of attendees determined by a senior official necessary to accomplish your agency's mission; and

(b) Provide for the consideration of travel expenses when selecting attendees.

[FTR Amdt. 89, 65 FR 1327, Jan. 10, 2000. Redesignated by FTR Amdt. 2013-01, 78 FR 65212, Oct. 31, 2013]

### **§ 301-74.14 What records must we maintain to document the selection of a conference site?**

For each conference you sponsor or fund, in whole or in part for 30 or more attendees, you must maintain a record of the cost of each alternative conference site considered. You must consider at least three sites. You must make these records available for inspection by your Office of the Inspector General or other interested parties.

[FTR Amdt. 89, 65 FR 1327, Jan. 10, 2000. Redesignated by FTR Amdt. 2013-01, 78 FR 65212, Oct. 31, 2013]

## **Subpart B—Conference Attendees**

NOTE TO SUBPART B: Use of pronouns “we”, “you”, and their variants throughout this subpart refers to the agency.

## § 301-74.21

### **§ 301-74.21 What is the applicable M&IE rate when meals or light refreshments are furnished by the Government or are included in the registration fee?**

When meals or light refreshments are furnished by the Government or are included in the registration fee the applicable M&IE will be calculated as follows:

(a) If meals are furnished, the appropriate deduction from the M&IE rate must be made (see § 301-11.18 of this chapter).

(b) If light refreshments are furnished, no deduction of the M&IE allowance is required.

[FTR Amdt. 89, 65 FR 1327, Jan. 10, 2000, as amended by FTR Amdt. 2005-06, 70 FR 60222, Oct. 17, 2005]

### **§ 301-74.22 When should actual expense reimbursement be authorized for conference attendees?**

You may authorize actual expenses under § 301-11.300 of this chapter when the applicable lodging rate is inadequate.

[FTR Amdt. 2013-01, 78 FR 65212, Oct. 31, 2013]

### **§ 301-74.23 May we reimburse travelers for an advanced payment of a conference or training registration fee?**

Yes, you may reimburse travelers for an advanced discounted payment for a conference or training registration fee as soon as you have approved their travel to that event, and they submit a proper claim for the expenses incurred.

[FTR Amdt. 2006-02, 71 FR 24598, Apr. 26, 2006. Redesignated by FTR Amdt. 2013-01, 78 FR 65212, Oct. 31, 2013]

### **§ 301-74.24 What is the traveler required to do if he/she is unable to attend an event for which they were reimbursed for an advanced discounted payment of a conference or training registration fee?**

In all cases where a traveler is unable to attend an event for which a discounted registration fee was paid and reimbursed in advance of the event, the traveler must seek a refund of the registration fee and repay the agency with any refund received. If no refund is made, the agency must absorb the advanced payment if the traveler's fail-

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ure to attend the event was caused either by an agency decision or for reasons beyond the employee's control that are acceptable to the agency, e.g., unforeseen illness or emergency. If no refund is made, and the traveler's failure to attend the scheduled event is due to reasons deemed unexcusable by the agency, the traveler must repay the agency for the amount advanced.

[FTR Amdt. 2006-02, 71 FR 24598, Apr. 26, 2006. Redesignated by FTR Amdt. 2013-01, 78 FR 65212, Oct. 31, 2013]

## **PART 301-75—PRE-EMPLOYMENT INTERVIEW TRAVEL**

### **Subpart A—General Rules**

#### **Sec.**

301-75.1 What is the purpose of the allowance for pre-employment interview travel expenses?

301-75.2 May we pay pre-employment interview travel expenses?

301-75.3 What governing policies and procedures must we establish related to pre-employment interview travel?

301-75.4 What other responsibilities do we have for pre-employment interview travel?

### **Subpart B—Travel Expenses**

301-75.100 Must we pay all of the interviewee's pre-employment interview travel expenses?

301-75.101 What pre-employment interview travel expenses may we pay?

301-75.102 What pre-employment interview travel expenses are not payable?

301-75.103 What are our responsibilities when we authorize an interviewee to use common carrier transportation to perform pre-employment interview travel?

### **Subpart C—Obtaining Travel Services and Claiming Reimbursement**

301-75.200 How will we pay for pre-employment interviewee travel expenses?

301-75.201 May we allow the interviewee to use individual Government contractor-issued charge cards for pre-employment interview travel?

301-75.202 What must we do if the interviewee exchanges the ticket he or she has been issued?

301-75.203 May we provide the interviewee with a travel advance?

301-75.204 May we use Government contractor-issued travelers checks to pay for the interviewee's travel expenses?

301-75.205 Is the interviewee required to submit a travel claim to us?