

## SUBCHAPTER B—ALLOWABLE TRAVEL EXPENSES

### PART 301-10—TRANSPORTATION EXPENSES

#### Subpart A—General

Sec.

- 301-10.1 Am I eligible for payment of transportation expenses?
- 301-10.2 What expenses are payable as transportation?
- 301-10.3 What methods of transportation may my agency authorize me to use?
- 301-10.4 How does my agency select the method of transportation to be used?
- 301-10.5 What are the presumptions as to the most advantageous method of transportation by order of precedence?
- 301-10.6 What is my liability if I do not travel by the authorized method of transportation?
- 301-10.7 How should I route my travel?
- 301-10.8 What is my liability if, for personal convenience I travel by an indirect route or interrupt travel by a direct route?

#### Subpart B—Common Carrier Transportation

- 301-10.100 What types of common carrier transportation may I be authorized to use?
- 301-10.101 What classes of common carrier accommodations are available?
- 301-10.102 What class of common carrier accommodations must I use?
- 301-10.103 When may I use other than coach class accommodations?
- 301-10.104 What must I do if I change or do not use a common carrier reservation?
- 301-10.105 What must I do with unused Government Transportation Request(s) (GTR(s)), ticket(s), or refund application(s)?
- 301-10.106 Am I authorized to receive or keep a refund or credit for unused transportation?
- 301-10.107—301-10.109 [Reserved]

#### USE OF CONTRACT CITY PAIR PROGRAM FARES

- 301-10.110 When must I use a contract City Pair Program fare?
- 301-10.111 Are there any exceptions to the use of a contract City Pair Program fare?
- 301-10.112 What requirements must be met to use a non-contract fare?
- 301-10.113 What is my liability for unauthorized use of a non-contract carrier when contract service is available and I do not meet one of the exceptions for required use?
- 301-10.114 May I use contract passenger transportation service for personal travel?

301-10.115—301-10.117 [Reserved]

#### AIRLINE ACCOMMODATIONS

- 301-10.118—301-10.119 [Reserved]
- 301-10.120 What must I do when different airlines furnish the same service at different fares?
- 301-10.121 When may I use coach class seating upgrade programs?
- 301-10.122 What must I do with compensation an airline gives me if it denies me a seat on a plane?
- 301-10.123 May I keep compensation an airline gives me for voluntarily vacating my seat on my scheduled airline flight when the airline asks for volunteers?
- 301-10.124 When may I use a reduced group or charter fare?
- 301-10.125—301-10.129 [Reserved]

#### USE OF UNITED STATES FLAG AIR CARRIERS

- 301-10.130 [Reserved]
- 301-10.131 What does United States mean?
- 301-10.132 Who is required to use a U.S. flag air carrier?
- 301-10.133 What is a U.S. flag air carrier?
- 301-10.134 What is U.S. flag air carrier service?
- 301-10.135 When must I travel using U.S. flag air carrier service?
- 301-10.136 What exceptions to the Fly America Act requirements apply when I travel between the United States and another country?
- 301-10.137 What exceptions to the Fly America Act requirements apply when I travel solely outside the United States, and a U.S. flag air carrier provides service between my origin and destination?
- 301-10.138 In what circumstances is foreign air carrier service deemed a matter of necessity?
- 301-10.139 May I travel by a foreign air carrier if the cost of my ticket is less than traveling by a U.S. flag air carrier?
- 301-10.140 May I use a foreign air carrier if the service is preferred by or more convenient for my agency or me?
- 301-10.141 Must I provide any special certification or documents if I use a foreign air carrier?
- 301-10.142 What must the certification include?
- 301-10.143 What is my liability if I improperly use a foreign air carrier?
- 301-10.144—301-10.159 [Reserved]

#### TRAIN

- 301-10.160 When may I use extra-fare train service?
- 301-10.161 When may I use sleeping accommodations aboard train service?

**Pt. 301-10**

301-10.162—301-10.179 [Reserved]

**SHIP**

301-10.180 Must I travel by a U.S. flag ship?  
301-10.181 What is my liability if I improperly use a foreign ship?

301-10.182—301-10.189 [Reserved]

**TRANSIT SYSTEMS**

301-10.190 When may I use a transit system as a means of transportation in conjunction with official travel?

**Subpart C—Government Vehicle**

301-10.200 What types of Government vehicles may my agency authorize me to use?  
301-10.201 For what purposes may I use a Government vehicle other than a Government aircraft?  
301-10.202 What is my liability for unauthorized use of a Government vehicle?

**GOVERNMENT-FURNISHED AUTOMOBILES**

301-10.220 What requirements must I meet to operate a Government automobile for official travel?

**TRAVEL ON GOVERNMENT AIRCRAFT**

301-10.260 May I use a Government aircraft for travel?  
301-10.261 When may I use a Government aircraft for travel?  
301-10.262 How will my agency authorize travel on Government aircraft?  
301-10.263 What travel authorization documents must I present to the aircraft management office that operates the Government aircraft?  
301-10.264 What amount must the Government be reimbursed for travel on Government aircraft?  
301-10.265 Will my travel on Government aircraft be reported?  
301-10.266 Is information available to the public about travel on Government aircraft by senior Federal officials and non-Federal travelers?

**Subpart D—Privately Owned Vehicle (POV)**

301-10.300 When may I use a POV for official travel?  
301-10.301 How do I compute my mileage reimbursement?  
301-10.302 How do I determine distance measurements for my travel?  
301-10.303 What am I reimbursed when use of POV is determined by my agency to be advantageous to the Government?  
301-10.304 What expenses are allowable in addition to the POV mileage rate allowances?  
301-10.305 How is reimbursement handled if another person(s) travels in a POV with me?

**41 CFR Ch. 301 (7-1-23 Edition)**

301-10.306 What will I be reimbursed if authorized to use a POV between my residence and office and then from my office to a common carrier terminal, or from my residence directly to a common carrier terminal?

301-10.307 What will I be reimbursed if I use a POV to transport other employees?

301-10.308 What will I be reimbursed if I park my POV at a common carrier terminal while I am away from my official station?

301-10.309 What will I be reimbursed if I am authorized to use common carrier transportation or a rental vehicle and I use a POV instead?

301-10.310 What will I be reimbursed if I am authorized to use a Government owned automobile and I use a privately owned automobile instead?

**Subpart E—Special Conveyances**

301-10.400 What types of special conveyances may my agency authorize me to use?

301-10.401 What types of charges are reimbursable for use of a special conveyance?

301-10.402 What will I be reimbursed if I am authorized to use a special conveyance and I use a POV instead?

301-10.403 What is the difference between a Government aircraft and an aircraft hired as a special conveyance?

**TAXIS, TNCs, INNOVATIVE MOBILITY TECHNOLOGY COMPANIES, SHUTTLE SERVICES, OR OTHER COURTESY TRANSPORTATION**

301-10.420 When may I use a taxi, TNC, innovative mobility technology company, shuttle service or other courtesy transportation?

301-10.421 How much will my agency reimburse me for a tip to a taxi, TNC, innovative mobility technology company, shuttle service, courtesy transportation driver, or valet parking attendant?

**RENTAL AUTOMOBILES**

301-10.450 What are the policies when authorized to rent a vehicle for official travel?

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

301-10.452 May I be reimbursed for personal accident insurance?

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

**AUTHORITY:** 5 U.S.C. 5707, 40 U.S.C. 121(c); 49 U.S.C. 40118; Office of Management and Budget Circular No. A-126, "Improving the Management and Use of Government Aircraft." Revised May 22, 1992.

## Temp. Duty (TDY) Travel Allowances

## § 301-10.8

SOURCE: FTR Amdt. 70, 63 FR 15955, Apr. 1, 1998, unless otherwise noted.

### Subpart A—General

#### § 301-10.1 Am I eligible for payment of transportation expenses?

Yes, you are eligible for payment of transportation expenses when performing official travel, including authorized transportation expenses incurred within the TDY location.

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

#### § 301-10.2 What expenses are payable as transportation?

Fares, rental fees, mileage payments, and other expenses related to transportation.

#### § 301-10.3 What methods of transportation may my agency authorize me to use?

Your agency may authorize:

- (a) Common carrier transportation (e.g., aircraft, train, bus, ship, or other transit system) under subpart B;
- (b) Government vehicle under subpart C;
- (c) POV under subpart D; or
- (d) Special conveyance (e.g., taxi, TNC, innovative mobility technology company, or commercial automobile) under subpart E.

[FTR Amdt. 70, 63 FR 15955, Apr. 1, 1998, as amended by FTR Amdt. 2010-02, 75 FR 24435, May 5, 2010; FTR Amdt. 2017-01, 83 FR 604, Jan. 5, 2018]

#### § 301-10.4 How does my agency select the method of transportation to be used?

Your agency must select the method most advantageous to the Government, when cost and other factors are considered. Under 5 U.S.C. 5733, travel must be by the most expeditious means of transportation practicable and commensurate with the nature and purpose of your duties. In addition, your agency must consider energy conservation, total cost to the Government (including costs of per diem, overtime, lost worktime, and actual transportation costs), total distance traveled, number of points visited, and number of travelers.

#### § 301-10.5 What are the presumptions as to the most advantageous method of transportation by order of precedence?

(a) *Common carrier*. Travel by common carrier is presumed to be the most advantageous method of transportation and must be used when reasonably available.

(b) *Government-furnished automobile*. When your agency determines that your travel must be performed by automobile, a Government-furnished automobile is presumed to be the most advantageous method of transportation.

(c) *Rental car*. If no Government-furnished automobile is available, but your agency has determined that travel must be performed by automobile, then a rental car should be authorized.

(d) *Privately Owned Vehicle (POV)*. POVs should be determined to be the most advantageous method of transportation only after your agency evaluates the use of a common carrier, a Government-furnished automobile, and a rental car.

[FTR Amdt. 70, 63 FR 15955, Apr. 1, 1998, as amended by FTR Amdt. 2015-03, 80 FR 27260, 27261, May 13, 2015]

#### § 301-10.6 What is my liability if I do not travel by the authorized method of transportation?

If you do not travel by the method of transportation required by regulation or authorized by your agency, any additional expenses you incur which exceed the cost of the authorized method of transportation will be borne by you.

[FTR Amdt. 70, 63 FR 15955, Apr. 1, 1998, as amended by FTR Amdt. 2010-07, 75 FR 72967, Nov. 29, 2010]

#### § 301-10.7 How should I route my travel?

You must travel to your destination by the usually traveled route unless your agency authorizes or approves a different route as officially necessary.

#### § 301-10.8 What is my liability if, for personal convenience, I travel by an indirect route or interrupt travel by a direct route?

Your reimbursement will be limited to the cost of travel by a direct route or on an uninterrupted basis. You will be responsible for any additional costs.