

Temp. Duty (TDY) Travel Allowances

§ 301-51.102

§ 301-51.8 May I use the Government contractor-issued travel charge card for personal reasons while on official travel?

No, you may not use the Government contractor-issued travel charge card for personal reasons while on official travel.

[FTR Amdt. 2010-02, 75 FR 24436, May 5, 2010. Redesignated by FTR Amdt. 2016-01, 81 FR 63138, Sept. 14, 2016]

§ 301-51.9 What are the consequences if I misuse the Government contractor-issued travel charge card on official travel?

Your agency may take appropriate disciplinary action if you misuse the Government contractor-issued travel

charge card according to internal agency policies and procedures.

[FTR Amdt. 2010-02, 75 FR 24436, May 5, 2010. Redesignated by FTR Amdt. 2016-01, 81 FR 63138, Sept. 14, 2016]

Subpart B—Paying for Common Carrier Transportation

§ 301-51.100 What method of payment must I use to procure common carrier transportation?

You must use a Government contractor-issued individually billed travel card, centrally billed account, or GTR to procure contract passenger transportation services. For all other common carrier transportation, you must use one of the methods specified in the following table:

For passenger transportation services costing	You must use	Unless
(a) \$10 or less, and air excess baggage charges of \$15 or less for each leg of a trip.	A Government contractor-issued individually billed travel card or centrally billed account.	Use of the Government contractor-issued individually billed travel card is not accepted, its use is impracticable or special circumstances justify the use of a GTR.
(b) More than \$10, but not more than \$100.	A Government contractor-issued individually billed travel card, centrally billed account, or GTR.	None of the other methods are practicable, you may use cash.
(c) More than \$100	Only a Government contractor-issued individually billed travel card, centrally billed account, or GTR.	Your agency authorizes you to use a reduced fare for group, charter, or excursion arrangements or under emergency circumstances where the use of other methods is not possible.

[FTR Amdt. 70, 63 FR 15968, Apr. 1, 1998; 63 FR 35538, June 30, 1998, as amended by FTR Amdt. 2007-05, 72 FR 61539, Oct. 31, 2007]

§ 301-51.101 Which payment methods are considered the equivalent of cash?

Use of one of the following payment methods of this section to procure common carrier transportation is considered the equivalent of cash and you must comply with the rules in 41 CFR 102-118.50 that limit the use of cash for such purposes.

- (a) Personal credit cards;
- (b) Cash withdrawals obtained from an ATM using a Government contractor-issued individually billed travel card; and
- (c) Checks, both personal and travelers (including those obtained through

a travel payment system services program).

[FTR Amdt. 70, 63 FR 15968, Apr. 1, 1998; 63 FR 35538, June 30, 1998, as amended by FTR Amdt. 108, 67 FR 57966, Sept. 13, 2002]

§ 301-51.102 How is my transportation reimbursement affected if I make an unauthorized cash purchase of common carrier transportation?

If you are a new employee or an invitational or infrequent traveler who is unaware of proper procedures for purchasing common carrier transportation, your agency may allow reimbursement for the full cost of the transportation. In all other instances, your reimbursement will be limited to

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the cost of such transportation using the authorized method of payment.

[FTR Amdt. 70, 63 FR 15968, Apr. 1, 1998; 63 FR 35538, June 30, 1998]

§ 301–51.103 What is my liability if I lose a GTR?

You are liable for any Government expenditure that is caused by your negligence in safeguarding the GTR or tickets received in exchange for the GTR. To avoid liability, immediately

report a lost or stolen GTR to your administrative office. If the lost or stolen GTR shows the carrier service desired, and point of origin, promptly notify in writing the named carrier and other local initial carriers. Do not use a GTR that is recovered after having been reported as lost or stolen. Instead, report the recovered GTR to your administrative office.

[FTR Amdt. 70, 63 FR 15968, Apr. 1, 1998; 63 FR 35538, June 30, 1998]

Subpart C—Receiving Travel Advances

§ 301–51.200 For what expenses may I receive a travel advance?

For	You may receive an advance
(a) Cash transaction expenses (<i>i.e.</i> , expenses that as a general rule cannot be charged and must be paid using cash, a personal check, or travelers check). <ul style="list-style-type: none"> (1) M&IE covered by the per diem allowance or actual expenses allowance; (2) Miscellaneous transportation expenses such as transit systems and taxi fares; parking fees; ferry fees; bridge, road, and tunnel fees; and aircraft parking, landing, and tie-down fees; (3) Fuel and other variable expenses covered by the mileage allowance for advantageous use of a privately owned automobile for official business; and (4) Other authorized miscellaneous expenses that cannot be charged using a Government contractor-issued charge card and for which a cost can be estimated. 	Any time you are on official travel.
(b) Non-cash transaction expenses (e.g., lodging, common carrier, advance payment of discounted conference registration fee).	Only in the following situations: <ul style="list-style-type: none"> (1) Government contractor-issued charge card not expected to be accepted. (2) <i>Government contractor-issued charge card issuance denied.</i> Your agency has decided not to provide you a contractor-issued individually billed travel card. (3) <i>Official change of station.</i> Your agency determines that use of a contractor-issued individually billed travel card would not be feasible incident to a transfer, particularly a transfer to another agency. (4) Financial hardship would be incurred.

[FTR Amdt. 70, 63 FR 15968, Apr. 1, 1998; 63 FR 35538, June 30, 1998, as amended by FTR Amdt. 108, 67 FR 57966, Sept. 13, 2002; FTR Amdt. 2006–02, 71 FR 24598, Apr. 26, 2006; FTR Amdt. 2010–02, 75 FR 24436, May 5, 2010; 87 FR 24065, Apr. 22, 2022]

§ 301–51.201 What is the maximum amount that my agency may advance?

The amount your agency advances you may not exceed the following amounts:

For	The maximum amount your agency may advance is
Cash transaction expenses	The estimated amount of your cash transaction expenses. (For M&IE, your advance is limited to the M&IE rate under the lodgings-plus per diem method.)
Non-cash transaction expenses (See § 301–51.200(b)).	Generally zero. However, your agency may advance up to the full amount of your expected non-cash transaction expenses for an individual trip (or not to exceed a 45-day period for an open authorization) in accordance with § 301–51.200(b).

[FTR Amdt. 70, 63 FR 15968, Apr. 1, 1998; 63 FR 35538, June 30, 1998]