

Temp. Duty (TDY) Travel Allowances

§ 301-73.2

Subpart B—eTravel Service and Travel Management Service

- 301-73.100 Must we require employees to use the E-Gov Travel Service?
- 301-73.101 How must we prepare to implement ETS?
- 301-73.102 May we grant a traveler an exception from required use of TMS or ETS once we have fully deployed ETS within the agency?
- 301-73.103 What must we do when we approve an exception to the use of the E-Gov Travel Service?
- 301-73.104 May further exceptions to the required use of the E-Gov Travel Service be approved?
- 301-73.105 What are the consequences of an employee not using the E-Gov Travel Service or the TMS?
- 301-73.106 What are the basic services that should be covered by a TMS?

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- 301-73.200 Must we require our employees to use GSA's contract passenger transportation services program?
- 301-73.201 What method of payment may be used for contract passenger transportation service?
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Subpart D—Travel Payment System

- 301-73.300 What is a travel payment system?
- 301-73.301 How do we obtain travel payment system services?

AUTHORITY: 5 U.S.C. 5707; 40 U.S.C. 121(c).

SOURCE: FTR Amdt. 70, 63 FR 15978, Apr. 1, 1998, unless otherwise noted.

Subpart A—General Rules

SOURCE: FTR Amdt. 2003-07, 68 FR 71030, Dec. 22, 2003, unless otherwise noted.

§ 301-73.1 What does the Federal travel management program include?

The Federal travel management program includes—

(a) A travel authorization and claim system that implements the related requirements of the Federal Travel Regulation. (See §§301-2.1 and 301-52.3 and part 301-71 of this chapter for those requirements);

(b) A TMS that provides reservation and ticketing support and management reports on reservation and ticketing activities. (See §301-73.106 for specific

services that should be provided by a TMS);

(c) A Travel payment system for paying travel service providers in accordance to §§301-73.300 and 301-73.301 of this chapter;

(d) Contracts and similar arrangements, with transportation and lodging providers (e.g., Government-contract air carriers, rental car companies, trains, hotels (e.g., FedRooms® properties), etc.) that give preferential rates and other benefits to Federal travelers on official business; and

(e) A Travel Management Reporting System that covers financial and other travel characteristics required by the biennial Travel Survey (see §§300-70.1 through 300-70.4 of this title).

NOTE TO §301-73.1: The E-Gov Travel Service (ETS) fulfills the requirements of paragraphs (a), (b), and (e) of this section.

[FTR Amdt. 2003-07, 68 FR 71030, Dec. 22, 2003, as amended by FTR Amdt. 2007-05, 72 FR 61540, Oct. 31, 2007; 85 FR 39849, July 2, 2020]

§ 301-73.2 What are our responsibilities as participants in the Federal travel management program?

As a participant in the Federal travel management program, you must—

(a) Designate an authorized representative to administer the program including leading your agency's migration of ETS;

(b) Ensure that you have internal policies and procedures in place to govern use of the program including a plan and timeline to implement ETS no later than December 31, 2004, with agency-wide migration to ETS completed no later than September 30, 2006;

(c) Establish a plan that will measure direct and indirect cost savings and management efficiencies through the use of ETS once deployed. This plan must include your migration plan and schedule which must be submitted by March 31, 2004 to the E-Gov Travel Program Management Office (PMO) (see §301-73.101);

(d) Require employees to use ETS in lieu of your TMS as soon as it becomes available in your agency (unless an exception has been granted in accordance with §301-73.102 or §301-73.104), but no later than September 30, 2006; and

(e) Ensure that any agency-contracted travel agency services (TMS)