

SUBCHAPTER A—INTRODUCTION

PART 300-1—THE FEDERAL TRAVEL REGULATION (FTR)

Sec.

300-1.1 What is the FTR?

300-1.2 What is the purpose of the FTR?

AUTHORITY: 5 U.S.C. 5707; 5 U.S.C. 5738; 5 U.S.C. 5741-5742; 20 U.S.C. 905(a); 31 U.S.C. 1353; 40 U.S.C. 121(c); 49 U.S.C. 40118; E.O. 11609, 3 CFR, 1971-1975 Comp., p. 586.

SOURCE: FTR Amdt. 70, 63 FR 15951, Apr. 1, 1998, unless otherwise noted.

§ 300-1.1 What is the FTR?

The FTR is the regulation contained in 41 Code of Federal Regulations (CFR), Chapters 300 through 304, which implements statutory requirements and Executive branch policies for travel by Federal civilian employees and others authorized to travel at Government expense.

§ 300-1.2 What is the purpose of the FTR?

There are two principal purposes:

(a) To interpret statutory and other policy requirements in a manner that balances the need to assure that official travel is conducted in a responsible manner with the need to minimize administrative costs;

(b) To communicate the resulting policies in a clear manner to Federal agencies and employees.

PART 300-2—HOW TO USE THE FTR

Subpart A—General

Sec.

300-2.1 What formats exist in the FTR?

Subpart B—Question and Answer Format

300-2.20 What is the purpose of the question & answer format?

300-2.21 How is the rule expressed in the question & answer format?

300-2.22 Who is subject to the FTR?

300-2.23 How is the user addressed in the FTR?

Subpart C—Title and Narrative Format

300-2.70 How is the rule expressed in the title and narrative format?

AUTHORITY: 5 U.S.C. 5707; 5 U.S.C. 5738; 5 U.S.C. 5741-5742; 20 U.S.C. 905(a); 31 U.S.C. 1353; 40 U.S.C. 121(c); 49 U.S.C. 40118; E.O. 11609, 3 CFR, 1971-1975 Comp., p. 586.

SOURCE: FTR Amdt. 70, 63 FR 15951, Apr. 1, 1998, unless otherwise noted.

Subpart A—General

§ 300-2.1 What formats exist in the FTR?

The FTR is written in two formats—the question & answer format and the title and narrative format.

Subpart B—Question & Answer Format

§ 300-2.20 What is the purpose of the question & answer format?

The Q&A format is an effective way to engage the reader and to break the information into manageable pieces.

§ 300-2.21 How is the rule expressed in the question and answer format?

The rule is expressed in both the question and answer.

§ 300-2.22 Who is subject to the FTR?

Employees and agencies. Since the user may be an employee or an agency, portions of the FTR have been separated into employee and agency sections. However, while the employee provisions are addressed to the employee, the rules expressed in those provisions apply to the agency as well. The following lists the relevant employee and agency sections of the FTR:

For	The employee provisions contained in	And the agency provisions are contained in
Chapter 301.	Subchapters A, B, and C.	Subchapter D.
Chapter 302.	Subchapters A, B, C, D, E, and F.	Subchapters A, B, C, D, E, and F.
Chapter 303.	N/A	Part 303-70.
Chapter 304.	Subchapter A	Subchapters B and C.

[FTR Amdt. 70, 63 FR 15951, Apr. 1, 1998, as amended by FTR Amdt. 76, 64 FR 2433, Jan. 14, 1999; FTR Amdt. 98, 66 FR 58195, Nov. 20, 2001; 67 FR 7219, Feb. 15, 2002; FTR Amdt. 2003-02, 68 FR 12604, Mar. 17, 2003]

§ 300-2.23

41 CFR Ch. 300 (7-1-24 Edition)

§ 300-2.23 How is the user addressed in the FTR?

The FTR asks questions in the first person, as the user would. It then answers the questions in the second and

third person. In the employee sections, the employee is addressed in the singular, and in the agency sections, the agency is addressed in the plural. The following describes how employee and agency are addressed in both sections:

When you are in the	And you are looking at a	The employee is referred to using	And the agency is referred to using
Employee section	Question	I, me, or my	Agency.
	Answer	You or your	Agency.
Agency section	Question	Employee	We, us, or our.
	Answer	Employee	You or your.

Subpart C—Title and Narrative Format

§ 300-2.70 How is the rule expressed in the title and narrative format?

The rule is in the narrative. The title serves only as a tool to determine the subject of the rule.

PART 300-3—GLOSSARY OF TERMS

AUTHORITY: 5 U.S.C. 5707; 40 U.S.C. 121(c); 49 U.S.C. 40118; 5 U.S.C. 5738; 5 U.S.C. 5741-5742; 20 U.S.C. 905(a); 31 U.S.C. 1353; E.O. 11609, as amended, 3 CFR, 1971-1975 Comp., p. 586, Office of Management and Budget Circular No. A-126, revised May 22, 1992.

§ 300-3.1 What do the following terms mean?

Accompanied baggage—Government property and personal property of the traveler necessary for official travel.

Actual expense—Payment of authorized actual expenses incurred, up to the limit prescribed by the Administrator of GSA or agency, as appropriate. Entitlement to reimbursement is contingent upon entitlement to per diem, and is subject to the same definitions and rules governing per diem.

Agency—For purposes of chapter 302 *agency* means:

(1) An executive agency as defined in Title 5 U.S.C. 105 (an executive department, an independent establishment, the Government Accountability Office, or a wholly owned Government corporation as defined in section 101 of the Government Corporation Control Act, as amended (31 U.S.C. 9101), but excluding a Government controlled corporation);

(2) A military department;

- (3) A court of the United States;
- (4) The Administrative Office of the United States Courts;
- (5) The Federal Judicial Center;
- (6) The Library of Congress;
- (7) The United States Botanic Garden;
- (8) The Government Printing Office; and
- (9) The District of Columbia.

Aircraft management office—An agency component that has management control of Federal aircraft used by the agency or of aircraft hired as commercial aviation services (CAS).

Amended value sale—Type of home sale transaction that occurs when the relocating employee receives a bona fide offer from a qualified buyer before the employee has accepted an appraised value offer from the relocation services company (RSC). The RSC amends its offer to match the outside sale price. An amended value sale is different from an amended from zero sale because an amended value sale occurs after an appraised value offer while an amended from zero sale occurs before an appraised value offer.

Appraised value sale—Type of home sale transaction that occurs when the relocating employee accepts the offer from the RSC to buy the employee's home based upon the average of a specific number of appraisals conducted by designated certified appraisers.

Approved accommodation—Any place of public lodging that is listed on the national master list of approved accommodations. The national master list of all approved accommodations is compiled, periodically updated, and published in the FEDERAL REGISTER by the Federal Emergency Management