

## § 301-73.106

### **§ 301-73.106 What are the basic services that should be covered by a TMS?**

The TMS must, at a minimum—

(a) Include a Travel Management Center (TMC), commercial ticket office (CTO), an in-house system, an electronically available system, or other method(s) of arranging travel, which has the ability to provide the following as appropriate to the agency's travel needs:

(1) Booking and fulfillment of common carrier arrangements (e.g., flight confirmation and seat assignment, compliance with the Fly America Act, Governmentwide travel policies, contract city-pair fares, electronic ticketing, ticket delivery, etc.).

(2) Lodging information (e.g., room availability, reservations and confirmation, compliance with Hotel/Motel Fire Safety Act, availability of FedRooms® properties, per diem rate availability, etc.).

(3) Car rental and rail information (e.g., availability of Defense Travel Management Office (DTMO) Government agreement rates where applicable, confirmation of reservations, etc.).

(b) Provide basic management information, such as—

(1) Number of reservations by type of service (common carrier, lodging, and car rental);

(2) Extent to which reservations are in compliance with policy and reasons for exceptions;

(3) Origin and destination points of common carrier usage;

(4) Destination points for lodging accommodations;

(5) Number of lodging nights in approved accommodations;

(6) City or location where car rentals are obtained; and

(7) Other tasks, e.g., reconciliation of charges on centrally billed accounts and processing ticket refunds.

NOTE TO § 301-73.106: The ETS fulfills the basic services of a TMS. You have the option to use the contracted travel agent service(s) of your choice through ETS or other contract vehicles. You have the responsibility to ensure that agency-contracted-for travel agent services complement and support the

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ETS in an efficient and cost effective manner. (See § 301-73.2).

[FTR Amdt. 2003-07, 68 FR 71030, Dec. 22, 2003, as amended by FTR Amdt. 2007-05, 72 FR 61540, Oct. 31, 2007; FTR Amdt. 2010-05, 75 FR 63104, Oct. 14, 2010; 85 FR 39849, July 2, 2020]

### **Subpart C—Contract Passenger Transportation Services**

#### **§ 301-73.200 Must we require our employees to use GSA's contract passenger transportation services program?**

Yes, if such services are available to your agency.

#### **§ 301-73.201 What method of payment may be used for contract passenger transportation service?**

GSA individual Government contractor-issued travel charge card(s), or your agency centrally billed or other established account, or a GTR (when no other option is available or feasible).

[FTR Amdt. 70, 63 FR 15978, Apr. 1, 1998; 63 FR 35538, June 30, 1998]

#### **§ 301-73.202 Can contract fares be used for personal travel?**

No.

### **Subpart D—Travel Payment System**

#### **§ 301-73.300 What is a travel payment system?**

A system to facilitate the payment of official travel and transportation expenses which includes, but is not limited to:

(a) Issuance and maintenance of Government contractor-issued individually billed charge cards;

(b) Establishment of centrally billed accounts for the purchase of travel and transportation services;

(c) Issuance of travelers checks; and

(d) Provision of automated-teller-machine (ATM) services worldwide.

[FTR Amdt. 70, 63 FR 15978, Apr. 1, 1998; 63 FR 35538, June 30, 1998]

#### **§ 301-73.301 How do we obtain travel payment system services?**

You may participate in GSA's or another Federal agency's travel payment system services program or you may

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contract directly with a travel payment system service if your agency has contracting authority and you are not a mandatory user of GSA's charge card program.

NOTE TO §301-73.301: Under the new GSA charge card program effective November 30, 1998, it will be your responsibility to select the vendor that will be most beneficial to your agency's travel and transportation needs.

### PART 301-74—CONFERENCE PLANNING

#### Subpart A—Agency Responsibilities

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- 301-74.1 What policies must we follow in planning a conference?
- 301-74.2 What costs should be considered when planning a conference?
- 301-74.3 What must we do to determine which conference expenditures result in the greatest advantage to the Government?
- 301-74.4 What should cost comparisons include?
- 301-74.5 How should we select a location and a facility?
- 301-74.6 What can we do if we cannot find an appropriate conference facility at the chosen locality per diem rate?
- 301-74.7 May we provide light refreshments at an official conference?
- 301-74.8 May we include conference administrative costs in an employee's per diem allowance payment for attendance at a conference?
- 301-74.9 Are there any special requirements for sponsoring or funding a conference at a hotel, motel or other place of public accommodation?
- 301-74.10 May we waive the requirement in § 301-74.9?
- 301-74.11 What must be included in any advertisement or application form relating to conference attendance?
- 301-74.12 What special rules apply when a conference is held in the District of Columbia?
- 301-74.13 What policies and procedures must we establish to govern the selection of conference attendees?
- 301-74.14 What records must we maintain to document the selection of a conference site?

#### Subpart B—Conference Attendees

- 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?

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

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

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

AUTHORITY: 5 U.S.C. 5707.

SOURCE: FTR Amdt. No. 89, 65 FR 1327, Jan. 10, 2000, unless otherwise noted.

#### Subpart A—Agency Responsibilities

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

#### § 301-74.1 What policies must we follow in planning a conference?

When planning a conference, you must:

- (a) Minimize all conference costs, including administrative costs, conference attendees' travel costs, and conference attendees' time costs;
- (b) Maximize the use of Government-owned or Government provided conference facilities as much as possible;
- (c) Identify opportunities to reduce costs in selecting a particular conference location and facility (e.g., through the availability of lower rates during the off-season at a site with seasonal rates); and
- (d) Ensure that the conference planner or designee does not retain for personal use any promotional benefits or materials received from a travel service provider as a result of booking the conference (see §§ 301-53.2 and 301-53.3 of this chapter); and
- (e) Develop and establish internal policies to ensure these standards are met.

[FTR Amdt. 89, 65 FR 1327, Jan. 10, 2000, as amended by FTR Amdt. 2003-04, 68 FR 27937, May 22, 2003]

#### § 301-74.2 What costs should be considered when planning a conference?

When planning a conference, you should consider all direct and indirect