

Temp. Duty (TDY) Travel Allowances

or receipt from the traveler, and maintain a suspense file to monitor the airline/travel agency refund. For additional guidance see 41 CFR 102-118.145 and the U.S. Government Passenger Transportation Handbook (<https://www.gsa.gov/transaudits>).

[FTR Amdt. 70, 63 FR 15976, Apr. 1, 1998, as amended by FTR Amdt. 108, 67 FR 57967, Sept. 13, 2002; 85 FR 39849, July 2, 2020]

PART 301-73—TRAVEL PROGRAMS

Subpart A—General Rules

Sec.

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

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

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?

Subpart C—Contract Passenger Transportation Services

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?

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

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).

§ 301-73.2

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;