

§ 301-74.14

(b) Provide for the consideration of travel expenses when selecting attendees.

[FTR Amdt. 89, 65 FR 1327, Jan. 10, 2000. Redesignated by FTR Amdt. 2013-01, 78 FR 65212, Oct. 31, 2013]

§ 301-74.14 What records must we maintain to document the selection of a conference site?

For each conference you sponsor or fund, in whole or in part for 30 or more attendees, you must maintain a record of the cost of each alternative conference site considered. You must consider at least three sites. You must make these records available for inspection by your Office of the Inspector General or other interested parties.

[FTR Amdt. 89, 65 FR 1327, Jan. 10, 2000. Redesignated by FTR Amdt. 2013-01, 78 FR 65212, Oct. 31, 2013]

Subpart B—Conference Attendees

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

§ 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?

When meals or light refreshments are furnished by the Government or are included in the registration fee the applicable M&IE will be calculated as follows:

(a) If meals are furnished, the appropriate deduction from the M&IE rate must be made (see § 301-11.18 of this chapter).

(b) If light refreshments are furnished, no deduction of the M&IE allowance is required.

[FTR Amdt. 89, 65 FR 1327, Jan. 10, 2000, as amended by FTR Amdt. 2005-06, 70 FR 60222, Oct. 17, 2005]

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

You may authorize actual expenses under § 301-11.300 of this chapter when the applicable lodging rate is inadequate.

[FTR Amdt. 2013-01, 78 FR 65212, Oct. 31, 2013]

41 CFR Ch. 301 (7-1-24 Edition)

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

Yes, you may reimburse travelers for an advanced discounted payment for a conference or training registration fee as soon as you have approved their travel to that event, and they submit a proper claim for the expenses incurred.

[FTR Amdt. 2006-02, 71 FR 24598, Apr. 26, 2006. Redesignated by FTR Amdt. 2013-01, 78 FR 65212, Oct. 31, 2013]

§ 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?

In all cases where a traveler is unable to attend an event for which a discounted registration fee was paid and reimbursed in advance of the event, the traveler must seek a refund of the registration fee and repay the agency with any refund received. If no refund is made, the agency must absorb the advanced payment if the traveler's failure to attend the event was caused either by an agency decision or for reasons beyond the employee's control that are acceptable to the agency, e.g., unforeseen illness or emergency. If no refund is made, and the traveler's failure to attend the scheduled event is due to reasons deemed unexcusable by the agency, the traveler must repay the agency for the amount advanced.

[FTR Amdt. 2006-02, 71 FR 24598, Apr. 26, 2006. Redesignated by FTR Amdt. 2013-01, 78 FR 65212, Oct. 31, 2013; FTR Case 2022-05, 89 FR 12253, Feb. 16, 2024]

PART 301-75—PRE-EMPLOYMENT INTERVIEW TRAVEL

Subpart A—General Rules

Sec.

301-75.1 What is the purpose of the allowance for pre-employment interview travel expenses?

301-75.2 May we pay pre-employment interview travel expenses?

301-75.3 What governing policies and procedures must we establish related to pre-employment interview travel?

301-75.4 What other responsibilities do we have for pre-employment interview travel?

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§ 301-75.100

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- 301-75.100 Must we pay all of the interviewee's pre-employment interview travel expenses?
- 301-75.101 What pre-employment interview travel expenses may we pay?
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- 301-75.103 What are our responsibilities when we authorize an interviewee to use common carrier transportation to perform pre-employment interview travel?

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- 301-75.200 How will we pay for pre-employment interviewee travel expenses?
- 301-75.201 May we allow the interviewee to use individual Government contractor-issued charge cards for pre-employment interview travel?
- 301-75.202 What must we do if the interviewee exchanges the ticket they have been issued?
- 301-75.203 May we provide the interviewee with a travel advance?
- 301-75.204 May we use Government contractor-issued travelers checks to pay for the interviewee's travel expenses?
- 301-75.205 Is the interviewee required to submit a travel claim to us?

AUTHORITY: 5 U.S.C. 5707.

SOURCE: FTR Amdt. 70, 63 FR 15980, Apr. 1, 1998, unless otherwise noted.

Subpart A—General Rules

§ 301-75.1 What is the purpose of the allowance for pre-employment interview travel expenses?

To help you recruit highly qualified individuals.

§ 301-75.2 May we pay pre-employment interview travel expenses?

Yes, if you determine it is in the best interest of the Government to do so. However, pre-employment travel expenses may not be authorized to offset or defray other expenses not allowable under this subpart.

§ 301-75.3 What governing policies and procedures must we establish related to pre-employment interview travel?

You must establish policies and procedures governing:

- (a) When you will pay pre-employment interview travel expenses, including the criteria for determining which

individuals or positions qualify for payment of such expenses;

- (b) Who will determine, in each individual case, that a person qualifies for pre-employment interview travel expenses; and

- (c) Who will determine what expenses you will pay for each individual interviewee.

§ 301-75.4 What other responsibilities do we have for pre-employment interview travel?

You must:

- (a) Provide your interviewees with a list of FEMA approved accommodations in the vicinity of the interview, and encourage them to stay in an approved accommodation;

- (b) Inform the interviewee that the interviewee is responsible for excess cost and any additional expenses that they incur for personal preference or convenience;

- (c) Inform the interviewee that the Government will not pay for excess costs resulting from circuitous routes, delays, or luxury accommodations or services unnecessary or unjustified in the performance of official business;

- (d) Assist the interviewee in preparing the travel claim;

- (e) Provide the interviewee with instructions on how to submit the claim; and

- (f) Inform the interviewee that the interviewee may subject themselves to criminal penalties if they knowingly present a false, fictitious, or fraudulent travel claim (See 18 U.S.C. 287 and 1001).

[FTR Amdt. 70, 63 FR 15980, Apr. 1, 1998; 63 FR 35538, June 30, 1998, as amended by FTR Amdt. 2007-05, 72 FR 61540, Oct. 31, 2007; FTR Case 2022-05, 89 FR 12253, Feb. 16, 2024]

Subpart B—Travel Expenses

§ 301-75.100 Must we pay all of the interviewee's pre-employment interview travel expenses?

If you decide to pay the interviewee per diem or common carrier transportation costs, you must pay the full amount of such cost to which the interviewee would be entitled if the interviewee were a Government employee traveling on official business.

§ 301-75.101

41 CFR Ch. 301 (7-1-24 Edition)

§ 301-75.101 What pre-employment interview travel expenses may we pay?

You may pay the following expenses:

- (a) Transportation expenses as provided in part 301-10 of this chapter;
- (b) Per diem expenses as provided in part 301-11 of this chapter;
- (c) Miscellaneous expenses as provided in part 301-12 of this chapter; and
- (d) Travel expenses of an individual with a disability or special need as provided in part 301-13 of this chapter.

§ 301-75.102 What pre-employment interview travel expenses are not payable?

You may not pay expenses for:

- (a) Use of communication services for purposes other than communication directly related to travel arrangement for the Government interview.
- (b) Hire of a room at a hotel or other place to transact official business.

§ 301-75.103 What are our responsibilities when we authorize an interviewee to use common carrier transportation to perform pre-employment interview travel?

You must provide the interviewee with one of the following:

- (a) A common carrier ticket;
- (b) A GTR; or
- (c) A point of contact with your travel management center to arrange the common carrier transportation. In this instance, you must notify the travel management center that the interviewee is authorized to receive a ticket for the trip;
- (d) Written instructions explaining your procedures and the liability of the interviewee for controlling and accounting for passenger transportation documents, if common carrier transportation is required;
- (e) A credit/refund address for any common carrier transportation provided for unused government furnished tickets.

[FTR Amdt. 70, 63 FR 15980, Apr. 1, 1998; 63 FR 35538, June 30, 1998]

Subpart C—Obtaining Travel Services and Claiming Reimbursement

§ 301-75.200 How will we pay for pre-employment interviewee travel expenses?

For	You will
Common carrier transportation expenses other than transit systems at the agency's location.	Bill the expenses to a centrally billed or other agency established account or provide the traveler with a GTR when no other option is available or feasible.
Other expenses	Require payment by the interviewee and reimburse the interviewee for allowable travel expenses upon submission and approval of the interviewee's travel claim.

[FTR Amdt. 70, 63 FR 15980, Apr. 1, 1998; 63 FR 35538, June 30, 1998, as amended by FTR Amdt. 2010-02, 75 FR 24436, May 5, 2010; FTR Case 2022-05, 89 FR 12253, Feb. 16, 2024]

§ 301-75.201 May we allow the interviewee to use individual Government contractor-issued charge cards for pre-employment interview travel?

No.

§ 301-75.202 What must we do if the interviewee exchanges the ticket they have been issued?

If	You will inform the traveler
The new ticket is more expensive than the ticket you provided.	That the traveler must pay the difference using personal funds and the traveler will not receive reimbursement for the extra amount.
The new ticket is less expensive than the ticket you provided.	Provide the interviewee with a credit/refund address by attaching a copy of the GTR, or some other document containing this information, to either the ticket or the travel authorization as provided in U.S. Government Passenger Transportation Handbook (https://www.gsa.gov/transaudits).

Temp. Duty (TDY) Travel Allowances

§ 301-76.100

[FTR Amdt. 70, 63 FR 15980, Apr. 1, 1998; 63 FR 35538, June 30, 1998, as amended by FTR Amdt. 108, 67 FR 57968, Sept. 13, 2002; 85 FR 39850, July 2, 2020; FTR Case 2022-05, 89 FR 12253, Feb. 16, 2024]

§ 301-75.203 May we provide the interviewee with a travel advance?

No.

§ 301-75.204 May we use Government contractor-issued travelers checks to pay for the interviewee's travel expenses?

No.

§ 301-75.205 Is the interviewee required to submit a travel claim to us?

No. Only if the interviewee wants to be reimbursed, then they must submit a travel claim in accordance with your agency procedures in order to receive reimbursement for pre-employment interview travel expense.

[FTR Amdt. 70, 63 FR 15980, Apr. 1, 1998, as amended by FTR Case 2022-05, 89 FR 12253, Feb. 16, 2024]

PART 301-76—COLLECTION OF UNDISPUTED DELINQUENT AMOUNTS OWED TO THE CONTRACTOR ISSUING THE INDIVIDUALLY BILLED TRAVEL CHARGE CARD

Subpart A—General Rules

Sec.

301-76.1 May we collect undisputed delinquent amounts that an employee (including members of the uniformed services) owes to a Government travel charge card contractor?

301-76.2 What is disposable pay?

Subpart B—Policies and Procedures

301-76.100 Are there any due process requirements with which we must comply before collecting undisputed delinquent amounts on behalf of the charge card contractor?

301-76.101 Who is responsible for ensuring that all due process and legal requirements have been met?

301-76.102 Can we collect undisputed delinquent amounts if we have not reimbursed the employee for amounts reimbursable under applicable travel regulations?

301-76.103 What is the maximum amount we may deduct from the employee's disposable pay?

AUTHORITY: 5 U.S.C. 5707; 40 U.S.C. 121(c); Sec. 2, Pub. L. 105-264, 112 Stat. 2350 (5 U.S.C. 5701 note).

SOURCE: FTR Amdt. 90, 65 FR 3058, Jan. 19, 2000, unless otherwise noted.

Subpart A—General Rules

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

§ 301-76.1 May we collect undisputed delinquent amounts that an employee (including members of the uniformed services) owes to a Government travel charge card contractor?

Yes, upon written request from the contractor and in accordance with the procedures specified in § 301-76.100, you may collect undisputed amounts owed to a Government travel charge card contractor from the delinquent employee's disposable pay. You must promptly forward all amounts deducted to the contractor.

§ 301-76.2 What is disposable pay?

Disposable pay is the part of the employee's compensation remaining after the deduction of any amounts required by law to be withheld. These deductions do not include discretionary deductions such as savings bonds, charitable contributions, etc. Deductions may be made from any type of pay, e.g., basic pay, special pay, retirement pay, or incentive pay.

[FTR Amdt. 92, 65 FR 21367, Apr. 21, 2000]

Subpart B—Policies and Procedures

NOTE TO SUBPART B: Use of pronouns “we”, “you”, and their variants throughout this part refers to the agency.

§ 301-76.100 Are there any due process requirements with which we must comply before collecting undisputed delinquent amounts on behalf of the charge card contractor?

Yes, you must: