

SUBCHAPTER B—ALLOWABLE TRAVEL EXPENSES

PART 301-10—TRANSPORTATION EXPENSES

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AUTHORITY: 5 U.S.C. 5707; 40 U.S.C. 121(c); 49 U.S.C. 40118; Office of Management and Budget Circular No. A-126, "Improving the Management and Use of Government Aircraft." Revised May 22, 1992.

Temp. Duty (TDY) Travel Allowances

§ 301-10.8

SOURCE: FTR Amdt. 70, 63 FR 15955, Apr. 1, 1998, unless otherwise noted.

Subpart A—General

§ 301-10.1 Am I eligible for payment of transportation expenses?

Yes, you are eligible for payment of transportation expenses when performing official travel, including authorized transportation expenses incurred within the TDY location.

[FTR Amdt. 2010-02, 75 FR 24435, May 5, 2010]

§ 301-10.2 What expenses are payable as transportation?

Fares, rental fees, mileage payments, and other expenses related to transportation.

§ 301-10.3 What methods of transportation may my agency authorize me to use?

Your agency may authorize:

(a) Common carrier transportation (e.g., aircraft, train, bus, ship, or other transit system) under subpart B;

(b) Government vehicle under subpart C;

(c) POV under subpart D; or

(d) Special conveyance (e.g., taxi, TNC, innovative mobility technology company, or commercial automobile) under subpart E.

[FTR Amdt. 70, 63 FR 15955, Apr. 1, 1998, as amended by FTR Amdt. 2010-02, 75 FR 24435, May 5, 2010; FTR Amdt. 2017-01, 83 FR 604, Jan. 5, 2018]

§ 301-10.4 How does my agency select the method of transportation to be used?

Your agency must select the method most advantageous to the Government, when cost and other factors are considered. Under 5 U.S.C. 5733, travel must be by the most expeditious means of transportation practicable and commensurate with the nature and purpose of your duties. In addition, your agency must consider energy conservation, total cost to the Government (including costs of per diem, overtime, lost worktime, and actual transportation costs), total distance traveled, number of points visited, and number of travelers.

§ 301-10.5 What are the presumptions as to the most advantageous method of transportation by order of precedence?

(a) *Common carrier*. Travel by common carrier is presumed to be the most advantageous method of transportation and must be used when reasonably available.

(b) *Government-furnished automobile*. When your agency determines that your travel must be performed by automobile, a Government-furnished automobile is presumed to be the most advantageous method of transportation.

(c) *Rental car*. If no Government-furnished automobile is available, but your agency has determined that travel must be performed by automobile, then a rental car should be authorized.

(d) *Privately Owned Vehicle (POV)*. POVs should be determined to be the most advantageous method of transportation only after your agency evaluates the use of a common carrier, a Government-furnished automobile, and a rental car.

[FTR Amdt. 70, 63 FR 15955, Apr. 1, 1998, as amended by FTR Amdt. 2015-03, 80 FR 27260, 27261, May 13, 2015]

§ 301-10.6 What is my liability if I do not travel by the authorized method of transportation?

If you do not travel by the method of transportation required by regulation or authorized by your agency, any additional expenses you incur which exceed the cost of the authorized method of transportation will be borne by you.

[FTR Amdt. 70, 63 FR 15955, Apr. 1, 1998, as amended by FTR Amdt. 2010-07, 75 FR 72967, Nov. 29, 2010]

§ 301-10.7 How should I route my travel?

You must travel to your destination by the usually traveled route unless your agency authorizes or approves a different route as officially necessary.

§ 301-10.8 What is my liability if, for personal convenience, I travel by an indirect route or interrupt travel by a direct route?

Your reimbursement will be limited to the cost of travel by a direct route or on an uninterrupted basis. You will be responsible for any additional costs.