

## § 301-12.2

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

General expenses	Fees to obtain money	Special expenses of foreign travel
Official telephone calls/service (see note).. Faxes, telegrams, cablegrams, or radiograms.. Lodging taxes as prescribed in § 301-11.27.. Laundry, cleaning and pressing of clothing expenses as prescribed in § 301-11.31.. Energy surcharge and lodging resort fee(s) (when such fee(s) is/are not optional).. 		

NOTE TO § 301-12.1: You should use Government provided services for all official communications. When they are not available, commercial services may be used. Reimbursement may be authorized or approved by your agency.

[FTR Amdt. 75, 63 FR 66675, Dec. 2, 1998, as amended by FTR Amdt. 108, 67 FR 57965, Sept. 13, 2002; FTR Amdt. 2006-03, 71 FR 24596, Apr. 26, 2006; FTR Amdt. 2007-05, 72 FR 61538, Oct. 31, 2007; FTR Amdt. 2010-07, 75 FR 72967, Nov. 29, 2010]

### § 301-12.2 What baggage expenses may my agency pay?

Your agency may reimburse expenses related to baggage as follows:

- (a) Transportation charges for authorized excess;
- (b) Necessary charges for transferring baggage;
- (c) Necessary charges for storage of baggage when such charges are the result of official business;
- (d) All fees pertaining to the first checked bag. In addition, charges relating to the second and subsequent bags may be reimbursed when the agency determines those expenses necessary and in the interest of the Government (see §§ 301-70.300, 301-70.301). Travelers should verify their agency's current policies and procedures regarding excess baggage prior to traveling; and
- (e) Charges or tips at transportation terminals for handling Government property carried by the traveler.

[FTR Amdt. 70, 63 FR 15965, Apr. 1, 1998, as amended by FTR Amdt. 2010-07, 75 FR 72967, Nov. 29, 2010]

## PART 301-13—TRAVEL OF AN EMPLOYEE WITH SPECIAL NEEDS

Sec.

301-13.1 What is the policy for paying additional travel expenses incurred by an employee with a special need?

301-13.2 Under what conditions will my agency pay for my additional travel expenses under this part?

301-13.3 What additional travel expenses may my agency pay under this part?

AUTHORITY: 5 U.S.C. 5707.

SOURCE: FTR Amdt. 70, 63 FR 15966, Apr. 1, 1998, unless otherwise noted.

### § 301-13.1 What is the policy for paying additional travel expenses incurred by an employee with a special need?

To provide reasonable accommodations to an employee with a special need by paying for additional travel expenses incurred.

### § 301-13.2 Under what conditions will my agency pay for my additional travel expense(s) under this part?

When an additional travel expense is necessary to accommodate a special physical need which is either:

- (a) Clearly visible and discernible; or
- (b) Substantiated in writing by a competent medical authority.

### § 301-13.3 What additional travel expenses may my agency pay under this part?

Your agency approving official may pay for any expenses deemed necessary by your agency to accommodate your special need including, but not limited to, the following expenses:

- (a) Transportation and per diem expenses incurred by a family member or other attendant who must travel with you to make the trip possible;
- (b) Specialized transportation to, from, and/or at the TDY duty location;
- (c) Specialized services provided by a common carrier to accommodate your special need;
- (d) Costs for handling your baggage that are a direct result of your special need;