

## SUBCHAPTER A—INTRODUCTION

### PART 301-1—APPLICABILITY

Sec.

301-1.1 What is an “agency” for purposes of TDY allowances?

301-1.2 What is an “employee” for purposes of TDY allowances?

301-1.3 Who is eligible for TDY allowances?

AUTHORITY: 5 U.S.C. 5707.

SOURCE: FTR Amdt. 70, 63 FR 15954, Apr. 1, 1998, unless otherwise noted.

#### §301-1.1 What is an “agency” for purposes of TDY allowances?

An agency includes	But does not include
An Executive agency, as defined in 5 U.S.C. 105 (except for Government-Controlled Corporations, <i>i.e.</i> mixed ownership Government Corporation as defined in 31 U.S.C. 9101)..	A Government-controlled corporation.
A military department .....	A Member of Congress.
An office, agency or other establishment in the legislative branch.	An office or committee of either House of Congress or of the two Houses.
The Government of the District of Columbia.	An office, agency or other establishment in the judicial branch.

[FTR Amdt. 70, 63 FR 15954, Apr. 1, 1998, as amended by FTR Amdt. 108, 67 FR 57964, Sept. 13, 2002]

#### §301-1.2 What is an “employee” for purposes of TDY allowances?

An “employee” is:

(a) An individual employed by an agency, regardless of status or rank; or

(b) An individual employed intermittently in Government service as an expert or consultant and paid on a daily when-actually-employed (WAE) basis; or

(c) An individual serving without pay or at \$1 a year (also referred to as “invitational traveler”).

#### §301-1.3 Who is eligible for TDY allowances?

This chapter covers the following individuals:

(a) Employees traveling on official business;

(b) Interviewees performing pre-employment interview travel;

(c) Employees who must interrupt official business travel to perform emergency travel as a result of an incapacitating illness or injury or a personal emergency situation; and

(d) Threatened law enforcement/investigative employees and members of their family temporarily relocated to safeguard their lives because of a threat resulting from the employee’s assigned duties.

### PART 301-2—GENERAL RULES

Sec.

301-2.1 Must I have authorization to travel?

301-2.2 What travel expenses may my agency pay?

301-2.3 What standard of care must I use in incurring travel expenses?

301-2.4 For what travel expenses am I responsible?

301-2.5 What travel arrangements require specific authorization or prior approval?

AUTHORITY: 5 U.S.C. 5707; 31 U.S.C. 1353; 49 U.S.C. 40118.

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

#### §301-2.1 Must I have authorization to travel?

Yes, generally you must have written or electronic authorization before incurring any travel expense. When it is not practicable or possible to obtain such authorization before travel begins, your agency may approve reimbursement for specific travel expenses after travel is completed. However, written or electronic advance authorization is required for items in §301-2.5(c), (i), (n), and (o) of this part.

[FTR Case 2020-300-1, 87 FR 55702, Sept. 12, 2022]

#### §301-2.2 What travel expenses may my agency pay?

Your agency may pay only those expenses essential to the transaction of official business, which include:

(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

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(d) Travel expenses of an employee with special needs as provided in part 301-13 of this chapter.

#### § 301-2.3 What standard of care must I use in incurring travel expenses?

You must exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business.

#### § 301-2.4 For what travel expenses am I responsible?

You are responsible for expenses over the reimbursement limits established in this chapter. Your agency 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. Failure to provide sufficient justification to your approving official for such accommodations or services will limit your reimbursement to the constructive cost of the amount authorized versus the amount claimed.

[FTR Amdt. 70, 63 FR 15955, Apr. 1, 1998, as amended by FTR Case 2020-300-1, 87 FR 55702, Sept. 12, 2022]

#### § 301-2.5 What travel arrangements require specific authorization or prior approval?

You must have a specific authorization or prior approval for:

- (a) Use of other than coach-class service on common carrier transportation;
- (b) Use of a foreign air carrier or foreign ship;
- (c) Use of reduced fares for group or charter arrangements;

(d) Use of cash to pay for common carrier transportation;

(e) Use of extra-fare train service;

(f) Travel by ship;

(g) Use of a rental car;

(h) Use of a Government aircraft;

(i) Payment of a reduced per diem rate;

(j) Payment of actual expense, unless your agency has issued a blanket actual expense authorization under § 301-70.201;

(k) Travel expenses related to emergency travel;

(l) Transportation expenses related to threatened law enforcement/investigative employees and members of their families;

(m) Travel expenses related to travel to a foreign area;

(n) Acceptance of payment from a non-Federal source for travel expenses, see chapter 304 of this subtitle;

(o) Travel expenses related to attendance at a conference; and

(p) Due to an employee's medical requirements or religious beliefs, payment of the full M&IE allowance even though meals are furnished by the Government either directly or through a registration fee or other payment for a conference or other event, in accordance with § 301-11.18(b).

NOTE TO § 301-2.5: Paragraphs (c), (i), (n), and (o) of this section require a written or electronic advance authorization.

[FTR Amdt. 70, 63 FR 15955, Apr. 1, 1998, as amended by FTR Amdt. 2005-03, 70 FR 28459, May 18, 2005; FTR Amdt. 2009-03, 74 FR 16328, Apr. 10, 2009; FTR Amdt. 2009-06, 74 FR 55147, Oct. 27, 2009; FTR Amdt. 2011-03, 76 FR 55274, Sept. 7, 2011; FTR Case 2020-300-1, 87 FR 55702, Sept. 12, 2022]