

§ 301-51.2

charge card once you receive it, and then use it as the method of payment for all official travel expenses unless exempted under § 301-51.2.

[FTR Amdt. 2016-01, 81 FR 63138, Sept. 14, 2016]

§ 301-51.2 Are there any official travel expenses that are exempt from the mandatory use of the Government contractor-issued travel charge card?

Expenses for which payment through the Government contractor-issued travel charge card is impractical (*e.g.*, vendor does not accept credit cards) or imposes unreasonable burdens or costs (*e.g.*, fees are charged for using the card) are exempt from use of the travel charge card. Your agency may also exempt an official travel expense when it is necessary in the interest of the agency (see § 301-51.4).

[FTR Amdt. 2016-01, 81 FR 63138, Sept. 14, 2016]

§ 301-51.3 What classes of employees are exempt from mandatory use of the Government contractor-issued travel charge card?

The Administrator of General Services exempts the following classes of employees from mandatory use of the Government contractor-issued travel charge card:

- (a) Any employee who has an application pending for the Government contractor-issued travel charge card;
- (b) Any employee, when issuance of the Government contractor-issued travel charge card would adversely affect the mission or put the employee at risk; and
- (c) Any employee who is not eligible to receive a Government contractor-issued travel charge card.

[FTR Amdt. 2016-01, 81 FR 63138, Sept. 14, 2016]

§ 301-51.4 Who in my agency has the authority to grant exemptions from the mandatory use of the Government contractor-issued travel charge card?

The head of your agency or their designee(s) has (have) the authority to grant exemptions from the mandatory

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use of the Government contractor-issued travel charge card.

[FTR Amdt. 90, 65 FR 3055, Jan. 19, 1998. Redesignated by FTR Amdt. 2016-01, 81 FR 63138, Sept. 14, 2016] FTR Amdt. 90, 65 FR 3055, Jan. 19, 1998; FTR Case 2022-05, 89 FR 12252, Feb. 16, 2024]

§ 301-51.5 If my agency grants an exemption, does that prevent me from using the card on a voluntary basis?

No, an exemption from use would not prevent you from using the Government contractor-issued travel charge card on a voluntary basis in accordance with your agency's policy.

[FTR Amdt. 90, 65 FR 3055, Jan. 19, 1998. Redesignated by FTR Amdt. 2016-01, 81 FR 63138, Sept. 14, 2016]

§ 301-51.6 How may I pay for official travel expenses if I receive an exemption from use of the Government contractor-issued travel charge card?

If you receive an exemption from use of the Government contractor-issued travel charge card, your agency may authorize one or a combination of the following methods of payment:

- (a) Personal funds, including cash or personal charge card;
- (b) Travel advances; or
- (c) Government Transportation Request (GTR).

NOTE TO § 301-51.6: City pair contractors are not required to accept payment by the methods in paragraph (a) or (b) of this section.

[FTR Amdt. 90, 65 FR 3055, Jan. 19, 1998. Redesignated and amended by FTR Amdt. 2016-01, 81 FR 63138, Sept. 14, 2016]

§ 301-51.7 For what purposes may I use the Government contractor-issued travel charge card while on official travel?

You are required to use the Government contractor-issued travel charge card for expenses directly related to your official travel.

[FTR Amdt. 2010-02, 75 FR 24436, May 5, 2010. Redesignated by FTR Amdt. 2016-01, 81 FR 63138, Sept. 14, 2016]