

## § 301-70.910

### **§ 301-70.910 Do the rules in this part apply to travel on Government aircraft by the President and Vice President or by individuals traveling in support of the President and Vice President?**

Given the unique functions and needs of the presidency and the vice presidency, section 4 of Circular A-126, "Improving the Management and Use of Government Aircraft," Revised May 1992, makes clear that Circular A-126 does not apply to aircraft while in use by or in support of the President or Vice President. Since the principal purpose of the rules in this part is to implement Circular A-126, the rules in this part also do not apply to such travel. If any questions arise regarding travel related to the President or Vice President, contact the Office of the Counsel to the President or the Office of the Counsel to the Vice President, respectively.

## **PART 301-71—AGENCY TRAVEL ACCOUNTABILITY REQUIREMENTS**

### **Subpart A—General**

Sec.

- 301-71.1 What is the purpose of an agency travel accounting system?
- 301-71.2 What are the standard data elements and when must they be captured on a travel accounting system?
- 301-71.3 May we use electronic signatures on travel documents?

### **Subpart B—Travel Authorization**

- 301-71.100 What is the purpose of the travel authorization process?
- 301-71.101 What travel may we authorize?
- 301-71.102 May we issue a single authorization for a group of employees?
- 301-71.103 What information must be included on all travel authorizations?
- 301-71.104 Who must sign a travel authorization?
- 301-71.105 Must we issue a travel authorization in advance of travel?
- 301-71.106 Who must sign a trip-by-trip authorization?
- 301-71.107 When authorizing travel, what factors must the authorizing official consider?
- 301-71.108 What internal policies and procedures must we establish for travel authorization?

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### **Subpart C—Travel Claims for Reimbursement**

- 301-71.200 Who must review and sign travel claims?
- 301-71.201 What are the reviewing official's responsibilities?
- 301-71.202 May we pay a claim when an employee does not include a copy of the corresponding authorization?
- 301-71.203 Who is responsible for the validity of the travel claim?
- 301-71.204 Within how many calendar days after the submission of a proper travel claim must we reimburse the employee's allowable expenses?
- 301-71.205 Under what circumstances may we disallow a claim for an expense?
- 301-71.206 What must we do if we disallow a travel claim?
- 301-71.207 What internal policies and procedures must we establish for travel reimbursement?
- 301-71.208 Within how many calendar days after submission of a proper travel claim must we notify the employee of any errors in the claim?
- 301-71.209 Must we pay a late payment fee if we fail to reimburse the employee within 30 calendar days after receipt of a proper travel claim?
- 301-71.210 How do we calculate late payment fees?
- 301-71.211 Is there a minimum amount the late payment fee must exceed before we will pay it?
- 301-71.212 Should we report late payment fees as wages on a Form W-2?
- 301-71.213 Is the additional fee, which is the equivalent to any late payment charge that the card contractor would have been able to charge had the employee not paid the bill, considered income?
- 301-71.214 Does mandatory use of the Government contractor-issued travel charge card change the employee's obligation to pay their travel card bill by the due date?

### **Subpart D—Accounting for Travel Advances**

- 301-71.300 What is the policy governing the use of travel advances?
- 301-71.301 In situations where a lodging facility requires the payment of a deposit, may we reimburse an employee for an advance room deposit prior to the beginning of scheduled official travel?
- 301-71.302 For how long may we issue a travel advance?
- 301-71.303 What data must we capture in our travel advance accounting system?
- 301-71.304 Are we responsible for ensuring the collection of outstanding travel advances?