

## SUBCHAPTER D—AGENCY RESPONSIBILITIES

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SOURCE: FTR Amdt. 70, 63 FR 15971, Apr. 1, 1998, unless otherwise noted.

**Subpart A—General Policies and Procedures**

**§ 301-70.1 How must we administer the authorization and payment of travel expenses?**

When administering the authorization and payment of travel expenses, you—

(a) Must limit the authorization and payment of travel expenses to travel that is necessary to accomplish your mission in the most economical and effective manner, under rules stated throughout this chapter;

(b) Should give consideration to budget constraints, adherence to travel policies, and reasonableness of expenses;

(c) Should always consider alternatives, including teleconferencing, prior to authorizing travel; and

(d) Must require employees to use the ETS to process travel authorizations and claims for travel expenses once you migrate to the ETS, but no later than September 30, 2006, unless an exception has been granted under § 301-73.102 or § 301-73.104 of this chapter.

[FTR Amdt. 2003-07, 68 FR 71030, Dec. 22, 2003, as amended by FTR Amdt. 2007-05, 72 FR 61539, Oct. 31, 2007]

**Subpart B—Policies and Procedures Relating to Transportation**

**§ 301-70.100 How must we administer the authorization and payment of transportation expenses?**

You must:

(a) Limit authorization and payment of transportation expenses to those expenses that result in the greatest advantage to the Government;

(b) Ensure that travel is by the most expeditious means practicable.

**§ 301-70.101 What factors must we consider in determining which method of transportation results in the greatest advantage to the Government?**

In selecting a particular method of transportation you must consider:

(a) The total cost to the Government, including per diem, overtime, lost worktime, actual transportation cost, total distance of travel, number of

points visited, the number of travelers and energy conservation. As stated in 5 U.S.C. 5733, “travel of an employee shall be by the most expeditious means of transportation practicable and shall be commensurate with the nature and purpose of the duties of the employee requiring such travel.”

(b) Travel by common carrier (air, rail, bus) is considered the most advantageous method to perform official travel. Other methods of transportation may be authorized as advantageous only when the use of common carrier transportation would interfere with the performance of official business or impose an undue hardship upon the traveler, or when the total cost by common carrier exceeds the cost by another method of transportation. A determination that another method of transportation is more advantageous to the Government than common carrier will not be made on the basis of personal preference or inconvenience to the traveler.

(c) When travel must be performed by automobile, agencies should next consider using a Government-furnished automobile.

(d) If a Government-furnished automobile is not available, agencies should then consider using the least expensive compact rental vehicle.

(e) Agencies should lastly consider authorizing a POV only if the employee agrees to use a POV, because agencies cannot mandate employees to use their POV for official reasons.

[FTR Amdt. 70, 63 FR 15971, Apr. 1, 1998, as amended by FTR Amdt. 2015-03 80 FR 27261, May 13, 2015]

**§ 301-70.102 What governing policies must we establish for authorization and payment of transportation expenses?**

You must establish policies and procedures governing:

(a) Who will determine what method of transportation is more advantageous to the Government;

(b) Who will approve any of the following:

(1) Use of other than coach class accommodations under § 301-10.103 of this chapter;

(2) Use of a special-reduced fare or reduced group or charter fare;

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(3) Use of an extra-fare train service under § 301-10.160;

(4) Use of ship service;

(5) Use of a foreign ship;

(6) Use of a foreign air carrier;

(c) When you will:

(1) Require the use of a Government vehicle;

(2) Allow the use of a Government vehicle; and

(3) Prohibit the use of a Government vehicle;

(d) When you consider the use of a POV advantageous to the Government, such as travel to and from common carrier terminals or to the TDY location. When determining whether the use of a POV to a TDY location is the most advantageous method of transportation, you must consider the total cost of using a POV as compared to the total cost of using a rental vehicle, including rental costs, fuel, taxes, parking (at a common carrier terminal—not to exceed the cost of taxi or transportation network company fare, etc.), and any other relevant costs;

(e) Procedures for claiming POV reimbursement;

(f) Procedures for allowing the use of a special conveyance (e.g., taxis, TNCs, innovative mobility technology companies, or commercially rented vehicles), taking into account the requirements of § 301-10.450;

(g) What procedures an employee must follow when the employee travels by an indirect route or interrupts travel by a direct route;

(h) Whether to reimburse the full amount of transportation costs and in conjunction with TDY or only the amount by which transportation costs exceed the employee's normal costs for transportation between:

(1) Office or duty point and another place of business;

(2) Places of business; or

(3) Residence and place of business other than office or duty point;

(i) Develop and issue internal guidance on what specific mission criteria justify use of other than coach class under § 301-10.103(a)(9) and the use of other than the least expensive compact car available under § 301-10.450(c). The justification criteria shall be noted on the traveler's authorization.

(j) Develop and publish internal guidance regarding what constitutes a rest period upon arrival at a temporary duty location; and

(k) Develop and publish internal guidance regarding when coach class seating upgrade fees will be authorized as advantageous to the Government and reimbursed (see § 301-10.121).

[FTR Amdt. 70, 63 FR 15971, Apr. 1, 1998, as amended by FTR Amdt. 2005-03, 70 FR 28460, May 18, 2005; FTR Amdt. 2009-06, 74 FR 55149, Oct. 27, 2009; FTR Amdt. 2010-02, 75 FR 24436, May 5, 2010; FTR Amdt. 2010-07, 75 FR 72967, Nov. 29, 2010; FTR Amdt. 2015-03, 80 FR 27261, May 13, 2015; FTR Amdt. 2017-01, 83 FR 604, Jan. 5, 2018; FTR Case 2020-300-1, 87 FR 55706, Sept. 12, 2022; FTR Case 2022-05, 89 FR 12252, Feb. 16, 2024]

### § 301-70.103 In what circumstance may we authorize use of ship service?

Travel by ship is not generally regarded as advantageous. You must determine that the advantages accruing from the use of ocean transportation offset the higher costs associated with ship travel, *i.e.*, per diem, transportation, and lost worktime.

### § 301-70.104 What factors should we consider in determining whether to require an employee to commit to the use of a Government-furnished automobile?

You should consider:

(a) The advantages of using a Government-furnished automobile. Such advantages may include, but are not limited to:

(1) Full utilization or availability of fleet vehicles;

(2) Lower cost;

(3) Official presence.

(b) The type of travel the employee performs. You should require such a commitment when an employee or group of employees requires the use of an automobile for official travel on a frequent or repetitive basis.

[FTR Amdt. 70, 63 FR 15971, Apr. 1, 1998, as amended by FTR Amdt. 015-03, 80 FR 27261, May 13, 2015]

### § 301-70.105 May we prohibit an employee from using a POV on official travel?

No, but if the employee elects to use a POV instead of an alternative form of

## § 301-70.200

transportation you authorize, you must:

(a) Limit reimbursement to the constructive cost of the authorized method of transportation, which is the sum of travel and transportation expenses the employee would reasonably have incurred had the employee traveled by the method of transportation deemed to be most advantageous to the Government. The calculation will necessarily involve assumptions. Examples of related expenses that could be considered constructive costs include, but are not limited to, taxi and TNC fares, baggage fees, rental car costs, tolls, ferry fees, and parking charges; and

(b) Charge leave for any duty hours that are missed as a result of travel by POV.

[FTR Amdt. 70, 63 FR 15971, Apr. 1, 1998, as amended at 88 FR 2845, Jan. 18, 2023]

## Subpart C—Policies and Procedures Relating to Per Diem Expenses

### § 301-70.200 What governing policies must we establish for authorization and payment of per diem expenses?

You must establish policies and procedures governing:

(a) Who will authorize a rest period;

(b) Circumstances allowing a rest period during prolonged travel (see § 301-11.20 for minimum standards);

(c) If, and in what instances, you will allow an employee to return to their official station on non-workdays;

(d) Who will determine if an employee will be allowed to return to their official station on a case by case basis.

(e) Who will determine in what instances you will pay a reduced per diem rate;

(f) Who will determine, and in what instances, to issue a blanket authorization for actual expenses under § 301-70.201 or when actual expenses are appropriate in individual cases; and

(g) Who will determine, and in what instances, an employee will be able to claim the full M&IE allowance even though meals are furnished to the em-

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ployee by the Government, in accordance with §§ 301-11.18(b) and 301-11.18(c).

[FTR Amdt. 70, 63 FR 15971, Apr. 1, 1998, as amended by FTR Amdt. 2009-03, 74 FR 16329, Apr. 10, 2009; FTR Amdt. 2010-07, 75 FR 72967, Nov. 29, 2010; FTR Amdt. 2011-03, 76 FR 55275, Sept. 7, 2011; FTR Case 2022-05, 89 FR 12252, Feb. 16, 2024]

### § 301-70.201 May we issue a blanket actual expense authorization for our employees during a Presidentially-Declared Disaster?

Yes. A blanket authorization regarding actual expense reimbursement may be issued to your employees assigned to perform TDY travel in an area subject to a Presidentially-Declared Disaster. These authorizations must apply to a specific Declaration, and must end on the expiration date of the Declaration, or one year from the date the Declaration is issued, whichever is sooner. A blanket authorization issued under this section shall not apply to any travel performed pursuant to chapter 302 of this title.

[FTR Amdt. 2011-03, 76 FR 55275, Sept. 7, 2011]

## Subpart D—Policies and Procedures Relating to Miscellaneous Expenses

### § 301-70.300 How should we administer the authorization and payment of miscellaneous expenses?

You should limit payment of miscellaneous expenses to only those expenses that are necessary and in the interest of the Government.

### § 301-70.301 What governing policies must we establish for payment of miscellaneous expenses?

You must establish policies and procedures governing:

(a) Who will determine when excess baggage is necessary for official travel;

(b) When you will pay for communications services, including whether you will pay for a telephone call to the employee's home or place where the employee's dependent children are;

(c) Who will determine if other miscellaneous expenses are appropriate for reimbursement in connection with official travel, including but not limited to, fees for the use of automated teller

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machine (ATMs) when using the Government contractor-issued travel charge card and expenses for laundry, cleaning, and pressing of clothing.

[FTR Amdt. 70, 63 FR 15971, Apr. 1, 1998, as amended by FTR Amdt. 2016-02, 81 FR 63136, Sept. 14, 2016]

### Subpart E—Policies and Procedures Relating to Travel of an Employee with a Disability or Special Need

#### **§ 301-70.400 How should we authorize and administer the payment of additional travel expenses for an employee with a disability or special need?**

You should authorize and administer the payment to reasonably accommodate employee(s) with disabilities in accordance with the Rehabilitation Act of 1973, as amended (29 U.S.C. 701, *et seq.*) and 5 U.S.C. 3102 and part 301-13 of this chapter. An employee with a special need should be treated the same as an employee with a disability. You must determine that additional travel expenses are necessary to accommodate the employee's needs.

[FTR Amdt. 2006-03, 71 FR 24597, Apr. 26, 2006, as amended at 85 FR 39849, July 2, 2020]

#### **§ 301-70.401 What governing policies and procedures must we establish regarding travel of an employee with a disability or special need?**

You must establish the policies and procedures governing:

(a) Who will determine if an employee has a disability or special need which requires accommodation, including when documentation is necessary under §§ 301-10.103 and 301-10.121, and when a determination may be based on a clearly visible and discernible physical condition; and

(b) Who will determine how to reasonably accommodate the employee and what expenses you will pay.

[FTR Amdt. 70, 63 FR 15971, Apr. 1, 1998, as amended by FTR Case 2020-300-1, 87 FR 55706, Sept. 12, 2022]

## § 301-70.502

### Subpart F—Policies and Procedures for Emergency Travel of Employee Due to Illness or Injury

#### **§ 301-70.500 What governing policies and procedures should we establish relating to emergency travel?**

Each agency must determine:

(a) When you will authorize emergency travel under part 301-30;

(b) Who will determine if the employee's situation warrants payment for emergency travel expenses;

(c) When and by whom travel to an alternate location other than official station or point of interruption will be authorized; and

(d) Who will determine when and if the definition of family may be extended and to whom.

#### **§ 301-70.501 Does per diem continue when an employee interrupts a travel assignment because of an incapacitating illness or injury?**

Yes, when an employee interrupts a travel assignment because of an incapacitating illness or injury and takes leave (annual or sick), per diem will be allowed, not to exceed the maximum rate for the location where the interruption occurs, for a reasonable period, normally not to exceed 14 calendar days (including fractional days) for any one period of absence. You may approve a longer period if justified.

[FTR Amdt. 108, 67 FR 57967, Sept. 13, 2002]

#### **§ 301-70.502 Are there any limitations to the payment of these expenses?**

Yes, there are limitations to the payment of these expenses. Per diem is not payable, or if paid, must be collected from the employee when—

(a) The employee is confined to a hospital or medical facility that is within the proximity of the official station or that is the same one the employee would have been admitted to if the illness or injury had occurred while at the official station; and/or

(b) The Government provides or reimburses the employee for hospitalization under any Federal statute (including hospitalization in a Department of Veterans Affairs (VA) medical center or military hospital) other than 5 U.S.C.

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8901-8913 (Federal Employees Health Benefits program).

[FTR Amdt. 108, 67 FR 57967, Sept. 13, 2002, as amended by FTR Amdt. 2010-07, 75 FR 72967, Nov. 29, 2010]

### **§ 301-70.503 What additional emergency expenses should we allow?**

When an employee discontinues a TDY assignment before its completion due to an incapacitating illness or injury, you may pay—

(a) Transportation and per diem expenses for travel to an alternate location to receive medical treatment;

(b) Transportation and per diem expenses to return to the official station; and

(c) Transportation costs of a medically necessary attendant.

[FTR Amdt. 108, 67 FR 57967, Sept. 13, 2002]

### **§ 301-70.504 When the employee is able to travel, should we continue the use of the existing travel authorization?**

Not if the interrupted trip was authorized under a trip by trip authorization. If, when the employee's health has been restored, the agency decides that it is in the Government's interest to return the employee to the TDY location, such return is considered to be a new travel assignment at Government expense. An interrupted trip authorized under an open or limited open authorization may be continued without further authorization.

[FTR Amdt. 70, 63 FR 15971, Apr. 1, 1998. Redesignated by FTR Amdt. 108, 67 FR 57967, Sept. 13, 2002]

### **§ 301-70.505 May any travel costs be reimbursed if the employee travels to an alternate location for medical treatment?**

Yes. When an employee interrupts a TDY assignment because of an incapacitating illness or injury and takes leave of absence for travel to an alternate location to obtain medical services and returns to the TDY assignment, you may reimburse certain excess travel costs provided in this section. Specifically, you may reimburse the excess (if any) of actual costs of travel from the point of interruption to the alternate location and return to the TDY assignment, over the con-

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structive costs of round-trip travel between the official station and the alternate location. The nearest hospital or medical facility capable of treating the employee's illness or injury will not, however, be considered an alternate location.

NOTE TO § 301-70.505: An alternate location is a destination other than the employee's official station or the point of interruption.

[FTR Amdt. 70, 63 FR 15971, Apr. 1, 1998. Redesignated by FTR Amdt. 108, 67 FR 57967, Sept. 13, 2002]

### **§ 301-70.506 How do we define actual cost and constructive cost when an employee interrupts a travel assignment because of an incapacitating illness or injury?**

(a) Actual cost of travel will be the transportation expenses incurred and en route per diem for the travel as actually performed from the point of interruption to the alternate location and from the alternate location to the TDY assignment. No per diem is allowed for time spent at the alternate location if confined to a medical facility.

(b) Constructive cost is the sum of travel and transportation expenses the employee would reasonably have incurred for round-trip travel between the official station and the alternate location plus per diem calculated for the appropriate en route travel time. The calculation will necessarily involve assumptions. Examples of related expenses that could be considered constructive costs include, but are not limited to, taxi and TNC fares, baggage fees, rental car costs, tolls, ferry fees, and parking charges.

[FTR Amdt. 70, 63 FR 15971, Apr. 1, 1998. Redesignated by FTR Amdt. 108, 67 FR 57967, Sept. 13, 2002, as amended at 88 FR 2845, Jan. 18, 2023]

### **§ 301-70.507 May we authorize per diem if an employee discontinues a TDY assignment because of a personal emergency situation?**

Yes. Expenses of appropriate transportation and per diem while en route may be allowed, with the approval of

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an appropriate agency official, for return travel from the point of interruption to the official station.

[FTR Amdt. 70, 63 FR 15971, Apr. 1, 1998. Redesignated by FTR Amdt. 108, 67 FR 57967, Sept. 13, 2002]

### **§ 301-70.508 How do we handle reimbursement if the employee travels to an alternate location and returns to the TDY location because of a personal emergency situation?**

You may reimburse certain excess travel costs (transportation and en route per diem) to the same extent as provided in § 301-70.501 for incapacitating illness or injury to the employee.

[FTR Amdt. 70, 63 FR 15971, Apr. 1, 1998. Redesignated by FTR Amdt. 108, 67 FR 57967, Sept. 13, 2002]

### **§ 301-70.509 What factors must we consider in expanding the definition of family for emergency travel purposes?**

Agencies must consider on a case by case basis:

- (a) The extent of the emergency;
- (b) The employee's relationship to the individual involved in the emergency; and
- (c) The degree of the employee's responsibility for the individual involved in the emergency.

[FTR Amdt. 70, 63 FR 15971, Apr. 1, 1998. Redesignated by FTR Amdt. 108, 67 FR 57967, Sept. 13, 2002]

## **Subpart G—Policies and Procedures Relating to Threatened Law Enforcement/Investigative Employees**

### **§ 301-70.600 What governing policies and procedures must we establish related to threatened law enforcement/investigative employees?**

You must establish policies and procedures governing:

- (a) When you will pay transportation and subsistence expenses of threatened law enforcement/investigative employees, under part 301-31 of this chapter;
- (b) Who will determine the degree and seriousness of threat in each individual case;
- (c) Who will determine what protective action should be taken, including

the location and duration of temporary lodging;

(d) Who will reevaluate the situation to determine whether protective action should be continued or discontinued and how often;

(e) What procedures must be followed to obtain authorization of transportation and subsistence expenses for threatened law enforcement/investigative employees; and

(f) What special procedures must an employee follow to claim expenses.

### **§ 301-70.601 What factors should we consider in determining whether to authorize payment of transportation and subsistence expenses for threatened law enforcement/investigative employees?**

You should consider:

(a) *The degree and seriousness of the threat.* You should pay transportation and subsistence expenses only if a situation poses a legitimate serious threat to life.

(b) *The option of relocating the employee.* You should consider whether relocating the employee permanently would be advantageous given the specific nature of the threat, the continued disruption of the family, and the alternative costs of a change of official station.

### **§ 301-70.602 How often must we reevaluate the payment of transportation and subsistence expenses to a threatened law enforcement/investigative employee?**

You must reevaluate the situation every 30 days based on the same factors you considered when you first authorized the payment of the expenses.

## **Subpart H—Policies and Procedures Relating to Mandatory Use of the Government Contractor-Issued Travel Charge Card for Official Travel**

SOURCE: FTR Amdt. 90, 65 FR 3056, Jan. 19, 2000, unless otherwise noted.



## § 301-70.700

### **§ 301-70.700 Must our employees use a Government contractor-issued travel charge card for official travel expenses?**

Yes, your employees must use a Government contractor-issued travel charge card for official travel expenses unless:

- (a) A vendor does not accept the travel charge card;
- (b) The Administrator of General Services has granted an exemption. (see § 301-70.704); or
- (c) Your agency head or their designee has granted an exemption.

[FTR Amdt. 90, 65 FR 3056, Jan. 19, 2000, as amended by FTR Case 2022-05, 89 FR 12252, Feb. 16, 2024]

### **§ 301-70.701 Who has the authority to grant exemptions to mandatory use of Government contractor-issued travel charge card for official travel?**

(a) The Administrator of General Services will exempt any payment, person, type or class of payments, or type or class of personnel in any case in which—

(1) It is in the best interest of the United States to do so;

(2) Payment through a travel charge card is impractical or imposes unreasonable burdens or costs on Federal employees or Federal agencies; or

(3) The Secretary of Defense or the Secretary of Homeland Security (for the Coast Guard) requests an exemption for the members of their uniformed services.

(b) The head of a Federal agency or their designee(s) may exempt any payment, person, type or class of payments, or type or class of agency personnel if the exemption is determined to be necessary in the interest of the agency.

[FTR Amdt. 70, 63 FR 15971, Apr. 1, 1998, as amended by FTR Amdt. 2007-05, 72 FR 61539, Oct. 31, 2007; FTR Case 2022-05, 89 FR 12252, Feb. 16, 2024]

### **§ 301-70.702 Must we notify the Administrator of General Services when we grant an exemption?**

Yes, you must notify the Administrator of General Services, Office of Government-wide Policy, 1800 F Street, NW, Washington, DC 20405, in writing

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within 30 days after granting the exemption, stating the reasons for the exemption.

[FTR Amdt. 90, 65 FR 3056, Jan. 19, 2000, as amended by FTR Amdt. 2016-01, 81 FR 63138, Sept. 14, 2016; 85 FR 39849, July 2, 2020]

### **§ 301-70.703 If we grant an exemption, does that prevent the employee from using the card on a voluntary basis?**

No, an exemption from use would not prevent the employee from using the Government contractor-issued travel charge card for official travel expenses on a voluntary basis in accordance with your policies.

### **§ 301-70.704 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]

### **§ 301-70.705 What methods of payment for official travel expenses may we authorize when an exemption from use of the Government contractor-issued travel charge card is granted?**

When you grant an exemption from use of the Government contractor-issued travel charge card, you 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 § 301-70.705: City pair contractors are not required to accept payment by the

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methods in paragraph (a) or (b) of this section.

### **§ 301-70.706 For what purposes may an employee use the Government contractor-issued travel charge card while on official travel?**

An employee is required to use the Government contractor-issued travel charge card for expenses directly related to official travel.

[FTR Amdt. 2010-02, 75 FR 24436, May 5, 2010]

### **§ 301-70.707 May an employee use the Government contractor-issued travel charge card for personal use while on official travel?**

No, an employee may not use the Government contractor-issued travel charge card for personal use while on official travel.

[FTR Amdt. 2010-02, 75 FR 24436, May 5, 2010]

### **§ 301-70.708 What actions may we take if an employee fails to activate the Government contractor-issued travel charge card and/or misuses the travel charge card?**

Internal agency policies and procedures should be established defining what are considered to be misuses of the Government contractor-issued travel charge card. Appropriate action may be taken pursuant to those policies if an employee fails to activate the Government contractor-issued travel charge card within 60 days of receipt or misuses the travel charge card.

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

### **§ 301-70.709 What can we do to reduce travel charge card delinquencies?**

To reduce travel charge card delinquencies by your employees, you should consider implementing one or more of the following suggestions (this list is not comprehensive; you may adopt other appropriate procedures):

(a) Agency travel program coordinators must be trained and aware of their responsibilities and the delinquency management tools available under your agreement with the travel charge card contractor.

(b) Ensure that managers and supervisors are provided monthly delinquency and questionable charges report.

(c) Periodically, but at least once a year, verify that cardholders are still current employees.

(d) For inactive accounts (cards not used within 6 months, one year, etc., reduce card limit to \$1, increase dollar limit when necessary.

(e) Work with the charge card contractor to block certain high-risk category codes (e.g., department stores, automobile dealerships, specialty stores), etc.

(f) Review ATM cash withdrawals for reasonableness and association with official travel.

(g) Implement a salary offset program. (See part 301-76 of this chapter).

(h) Implement split disbursement in your travel vouchering system, so that an employee may authorize you to make certain payments directly to the charge card contractor on the employee's behalf.

(i) Refer potential fraud cases to your agency IG for investigation.

(j) Information on travel cardholder training is available at <https://smartpay.gsa.gov/content/training>.

(k) Ensure that employees turn in their travel charge card when they retire or leave the agency.

[FTR Amdt. 108, 67 FR 57967, Sept. 13, 2002, as amended by FTR Amdt. 2007-05, 72 FR 61539, Oct. 31, 2007. Redesignated by FTR Amdt. 2010-02, 75 FR 24436, May 5, 2010, as amended at 85 FR 39849, July 2, 2020]

## **Subpart I—Policies and Procedures for Agencies That Authorize Travel on Government Aircraft**

SOURCE: FTR Amdt. 2004-02, 69 FR 34305, June 21, 2004, unless otherwise noted.

### **§ 301-70.800 Whom may we authorize to travel on Government aircraft?**

You may authorize Federal travelers, non-Federal travelers, and any other passengers, as defined in part 300-3 of this subtitle, to travel on Government aircraft, subject to the rules in this subpart. Because the taxpayers generally should pay no more than necessary for transportation of travelers, except for required use travel, you may authorize travel on Government aircraft only when a Government aircraft

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is the most cost-effective mode of travel and the traveler is traveling for Governmental purposes.

### **§ 301–70.801 When may we authorize travel on Government aircraft?**

You may authorize travel on Government aircraft only as follows:

(a) For official travel when—

(1) No scheduled commercial airline service is reasonably available to fulfill your agency's travel requirement (*i.e.*, able to meet the traveler's departure and/or arrival requirements within a 24-hour period, unless you demonstrate that extraordinary circumstances require a shorter period); or

(2) The cost of using a Government aircraft is not more than the cost of the city-pair fare for scheduled commercial airline service or the cost of the lowest available full coach fare if a city-pair fare is not available to the traveler.

(b) For required-use travel, *i.e.*, when the traveler is authorized to use Government aircraft because of bona fide communications needs (e.g., 24-hour secure communications are required) or security reasons (e.g., highly unusual circumstances that present a clear and present danger to the traveler) or exceptional scheduling requirements (e.g., a national emergency or other compelling operational considerations). Required-use travel may include travel for official, personal, or political purposes, but must be approved in accordance with §§ 301–10.262(a) and 301–70.803(a).

(c) For space available travel when—

(1) The aircraft is already scheduled for use for an official purpose and carrying an official traveler(s) on the aircraft does not cause the need for a larger aircraft or result in more than minor additional cost to the Government; or

(2) The Federal traveler or the dependent of a Federal traveler is stationed by the Government in a remote location not accessible to commercial airline service; or

(3) The traveler is authorized to travel space available under 10 U.S.C. 2648

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and regulations implementing that statute.

[FTR Amdt. 2004–02, 69 FR 34305, June 21, 2004, as amended by FTR Amdt. 2010–04, 75 FR 59095, Sept. 27, 2010]

### **§ 301–70.802 Must we ensure that travel on Government aircraft is the most cost-effective alternative?**

(a) Yes, you must ensure that travel on a Government aircraft is the most cost-effective alternative that will meet the travel requirement. Your designated travel approving official must—

(1) Compare the cost of all travel alternatives, as applicable, that is—

(i) Travel on a scheduled commercial airline;

(ii) Travel on a Federal aircraft;

(iii) Travel on a Government aircraft hired as a commercial aviation service (CAS); and

(iv) Travel by other available modes of transportation; and

(2) Approve only the most cost-effective alternative that meets your agency's needs.

(3) Consider the cost of non-productive or lost work time while in travel status and certain other costs when comparing the costs of using Government aircraft in lieu of scheduled commercial airline service and other available modes of transportation. Additional information on costs included in the cost comparison may be found in the “U.S. Government Aircraft Cost Accounting Guide,” published by the General Services Administration, Office of Government-wide Policy. To obtain a copy of the guide, please contact [aviationpolicy@gsa.gov](mailto:aviationpolicy@gsa.gov).

(b) The aircraft management office in the agency that owns or hires the Government aircraft must provide your designated travel-approving official with cost estimates for a Government aircraft trip (*i.e.*, a Federal aircraft trip cost or a CAS aircraft trip cost).

(c) When an agency operates a Government aircraft to fulfill a non-travel related governmental function or for required use travel, using any space available for passengers on official travel is presumed to result in cost savings.

[FTR Amdt. 2004–02, 69 FR 34305, June 21, 2004, as amended at 85 FR 39849, July 2, 2020]

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### § 301-70.803 How must we authorize travel on a Government aircraft?

You must authorize travel on a Government aircraft as follows:

(a) *For required-use travel.* Your agency must first establish written standards for determining the special circumstances under which it will require travelers to use Government aircraft. Then, following those standards, your agency's senior legal official or their principal deputy must authorize required-use travel on a trip-by-trip basis in advance and in writing, unless—

(1) The traveler is an agency head, and the President has determined that all of their travel, or travel in specified categories, requires the use of Government aircraft; or

(2) Your agency head has determined in writing that all travel, or travel in specified categories, by another traveler requires the use of Government aircraft.

NOTE TO § 301-70.803(a): In an emergency situation, prior verbal approval for required-use travel with an after-the-fact written authorization is permitted.

(b) *For travel by senior Federal officials.* Your agency's senior legal official or their principal deputy must authorize all travel on Government aircraft by senior Federal officials on a trip-by-trip basis, in advance and in writing, except for required use travel authorized under paragraphs (a)(1) or (a)(2) of this section. In an emergency situation, prior verbal approval with an after-the-fact written authorization by your agency's senior legal official is permitted. Senior Federal officials who are crewmembers or qualified non-crewmembers on a flight in which they are also traveling (*i.e.*, being transported from point-to-point) are considered travelers and must be authorized to travel on Government aircraft according to this paragraph.

(c) *For travel by non-Federal travelers.* If you are the sponsoring agency for a non-Federal traveler, your senior legal official or their deputy must authorize all travel on Government aircraft by that non-Federal traveler on a trip-by-trip basis, in advance and in writing. In an emergency situation, prior verbal approval with an after-the-fact written

authorization by your agency's senior legal official is permitted.

(d) *For all other travel.* (1) Your agency's designated travel approving official (or anyone to whom they delegate this authority and who is at least one organizational level above the traveler) must authorize, in advance and in writing, all other travel on Government aircraft (*i.e.*, by passengers, crewmembers, or qualified non-crewmembers) that is not covered in paragraphs (a) through (c) of this section.

(2) When authorizing space available travel (except as authorized under 10 U.S.C. 2648 and regulations implementing that statute), you must ensure that the aircraft management office in the agency that owns or hires the aircraft has certified in writing before the flight that the aircraft is scheduled to be used for a bona fide governmental function. Bona fide governmental functions may include support for official travel. The aircraft management office must also certify that carrying a traveler(s) in space available does not cause the need for a larger aircraft or result in more than minor additional cost to the Government. The aircraft management office must retain this certification for two years. In an emergency situation, prior verbal confirmation of this information with an after-the-fact written certification is permitted.

[FTR Amdt. 2004-02, 69 FR 34305, June 21, 2004, as amended by FTR Amdt. 2010-04, 75 FR 59095, Sept. 27, 2010; FTR Case 2022-05, 89 FR 12252, Feb. 16, 2024]

### § 301-70.804 What amount must the Government be reimbursed for travel on a Government aircraft?

(a) No reimbursement is required for official travel on a Government aircraft.

(b) For personal travel on Government aircraft, reimbursement depends upon which of the following special cases applies:

(1) You must require a traveler on required-use travel to reimburse the Government for the excess of the full coach fare for all flights taken on a trip over the full coach fare for the flights that the traveler would have taken had they not engaged in personal activities during the trip; and

## § 301-70.805

(2) No reimbursement is required for travel authorized under 10 U.S.C. 2648 and regulations implementing that statute, or when the traveler and the traveler's dependents are stationed by the Government in a remote location with no access to regularly scheduled commercial airline service.

(c) For political travel on a Government aircraft (*i.e.*, for any trip or part of a trip during which the traveler engages in political activities), you must require that the Government be reimbursed the excess of the full coach fare for all flights taken on the trip over the full coach fare for the flights that the traveler would have taken had they not engaged in political activities, except if other law or regulation specifies a different amount (see, *e.g.*, 11 CFR 106.3, "Allocation of Expenses between Campaign and Non-campaign Related Travel"), in which case the amount reimbursed is the amount required by such law or regulation.

[FTR Amdt. 2004-02, 69 FR 34305, June 21, 2004, as amended by FTR Amdt. 2010-04, 75 FR 59095, Sept. 27, 2010; FTR Case 2022-05, 89 FR 12252, Feb. 16, 2024]

## § 301-70.805 Must we include special information on a travel authorization for a senior Federal official or a non-Federal traveler who travels on Government aircraft?

Yes, you must include the following information on a travel authorization for a senior Federal official or a non-Federal traveler:

(a) Traveler's name with indication that the traveler is either a senior Federal official or a non-Federal traveler, whichever is appropriate.

(b) The traveler's organization and title or other appropriate descriptive information, *e.g.*, dependent, press, etc.

(c) Name of the authorizing agency.

(d) The official purpose of the trip.

(e) The destination(s).

(f) For personal or political travel, the amount that the traveler must reimburse the Government (*i.e.*, the full coach fare or appropriate share of that fare).

(g) For official travel, the comparable city-pair fare (if available to the traveler) or full coach fare if a city-pair fare is not available.

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## § 301-70.806 What documentation must we retain for travel on Government aircraft?

You must retain all travel authorizations and cost-comparisons for travel on Government aircraft for two years.

## § 301-70.807 Must we make information available to the public about travel by senior Federal officials and non-Federal travelers on Government aircraft?

Yes, an agency that authorizes travel on Government aircraft must make records about travelers on those aircraft available to the public in response to written requests under the Freedom of Information Act (5 U.S.C. 552), except for portions exempt from disclosure under that Act (such as classified information).

## § 301-70.808 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.

## Subpart J—Policies and Procedures for Agencies That Own or Hire Government Aircraft for Travel

SOURCE: FTR Amdt. 2004-02, 69 FR 34305, June 21, 2004, unless otherwise noted.

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### **§ 301-70.900 May we use our Government aircraft to carry passengers?**

Yes. You may use Government aircraft, *i.e.*, aircraft that you own, borrow, operate as a bailed aircraft, or hire as a commercial aviation service (CAS), to carry Federal and non-Federal travelers, but only in accordance with the rules in 41 CFR 102-33.215 and 102-33.220 and the regulations in this part.

### **§ 301-70.901 Who may approve use of our Government aircraft to carry passengers?**

Your agency head or their designee must approve the use of your agency's Government aircraft for travel, *i.e.*, for carrying passengers and any crewmembers or qualified non-crewmembers who are also traveling. This approval must be in writing and may be for recurring travel.

[FTR Amdt. 2004-02, 69 FR 34305, June 21, 2004, as amended by FTR Case 2022-05, 89 FR 12252, Feb. 16, 2024]

### **§ 301-70.902 Do we have any special responsibilities related to space available travel on our Government aircraft?**

Yes, except for travel authorized under 10 U.S.C. 2648 and regulations implementing that statute, you must certify in writing before carrying passengers on a space available basis on your Government aircraft that the aircraft is scheduled to perform a bona fide governmental function. Bona fide governmental functions may include support for official travel. You must also certify that carrying a passenger in space available does not cause the need for a larger aircraft and does not result in more than minor additional cost to the Government. Your aircraft management office must retain this certification for two years. In an emergency situation, prior verbal approval with an after-the-fact written certification is permitted.

[FTR Amdt. 2004-02, 69 FR 34305, June 21, 2004, as amended at 85 FR 39849, July 2, 2020]

### **§ 301-70.903 What are our responsibilities for ensuring that Government aircraft are the most cost-effective alternative for travel?**

To help ensure that Government aircraft are the most cost-effective alternative for travel, your aircraft management office must calculate the cost of a trip on your aircraft, whether Federal aircraft or CAS aircraft, and submit that information to the traveler's designated travel-approving official upon request. The designated travel-approving official must use that information to compare the cost of using Government aircraft with the cost of scheduled commercial airline service and the cost of using other available modes of transportation. When you operate a Government aircraft to fulfill a non-travel related governmental function or for required use travel, using any space available for passengers on official travel is presumed to result in cost savings. For guidance on how and when to calculate the cost of a trip on a Government aircraft, see the "U.S. Government Aircraft Cost Accounting Guide," published by the General Services Administration, Office of Government-wide Policy. To obtain a copy of the guide, please contact [aviationpolicy@gsa.gov](mailto:aviationpolicy@gsa.gov).

[FTR Amdt. 2004-02, 69 FR 34305, June 21, 2004, as amended at 85 FR 39849, July 2, 2020]

### **§ 301-70.904 Must travelers whom we carry on Government aircraft be authorized to travel?**

Yes, every traveler on one of your aircraft must have a written travel authorization from an authorizing executive agency, and they must present that authorization, before the flight, to the aircraft management office or its representative in the organization that owns or hires the Government aircraft. In addition to all passengers, those crewmembers and qualified non-crewmembers on a flight in which they are also traveling (*i.e.*, being transported from point to point) are considered travelers and must also be authorized to travel on Government aircraft.

[FTR Amdt. 2004-02, 69 FR 34305, June 21, 2004, as amended by FTR Case 2022-05, 89 FR 12252, Feb. 16, 2024]

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### **§ 301-70.905 What documentation must we retain for travel on our Government aircraft?**

(a) You must retain for two years copies of travel authorizations for senior Federal officials and non-Federal travelers who travel on your Government aircraft.

(b) You must also retain for two years the following information for each flight:

- (1) The tail number of the Government aircraft used.
- (2) The dates used for travel.
- (3) The name(s) of the pilot(s), other crewmembers, and qualified non-crewmembers.
- (4) The purpose(s) of the flight.
- (5) The route(s) flown.
- (6) The names of all passengers.

### **§ 301-70.906 Must we report use of our Government aircraft to carry senior Federal officials and non-Federal travelers?**

Yes, except when the trips are classified, you must report to the General Services Administration, Office of Government-wide Policy, all uses of your aircraft for travel by any senior Federal official or non-Federal traveler, by using an electronic reporting tool found at “<https://www.gsa.gov/sftr>”, unless travel is authorized under 10 U.S.C. 2648 and regulations implementing that statute.

[85 FR 39849, July 2, 2020]

### **§ 301-70.907 What information must we report on the use of Government aircraft to carry senior Federal officials and non-Federal travelers and when must it be reported?**

You must report on a semi-annual basis to the General Services Administration (GSA) information about Senior Federal officials and non-Federal travelers who fly aboard your aircraft. The reporting periods are October 1 through March 31 and April 1 through September 30 of each fiscal year. A report is due to GSA not later than 30 calendar days after the close of each reporting period and must contain the following information:

(a) The person’s name with indication that the traveler is either a senior Federal official or a non-Federal traveler, whichever is appropriate.

(b) The traveler’s organization and title or other appropriate descriptive information, e.g., dependent, press, etc.

(c) Name of the authorizing agency.

(d) The official purposes of the trip.

(e) The destination(s).

(f) For personal or political travel, the amount that the traveler must reimburse the Government (*i.e.*, the full coach fare or appropriate share of that fare).

(g) For official travel, the comparable city-pair fare (if available to the traveler) or the full coach fare if the city-pair fare is not available.

(h) The cost to the Government to carry this person (*i.e.*, the appropriate allocated share of the Federal or CAS aircraft trip costs).

NOTE TO § 301-70.907: You are not required to report classified trips; however, you must maintain information on classified trips for two years. Most of the information required by paragraphs (a) through (g) of this section can be found on the traveler’s travel authorization. Your aircraft management office must provide the information about crewmembers and qualified non-crewmembers required by paragraph (b) as well as the information required by paragraph (h). For more information on calculating costs, see the “U.S. Government Aircraft Cost Accounting Guide,” published by the General Services Administration, Office of Government-wide Policy. To obtain a copy of the guide, please contact [aviationpolicy@gsa.gov](mailto:aviationpolicy@gsa.gov).

[FTR Amdt. 2004-02, 69 FR 34305, June 21, 2004, as amended at 85 FR 39849, July 2, 2020; FTR Case 2022-05, 89 FR 12252, Feb. 16, 2024]

### **§ 301-70.908 Must we make information available to the public about travel by senior Federal officials and non-Federal travelers on Government aircraft?**

Yes, an agency that operates aircraft must make records about travelers on those aircraft available to the public in response to written requests under the Freedom of Information Act (5 U.S.C. 552), except for portions exempt from disclosure under that Act (such as classified information).

### **§ 301-70.909 What disclosure information must we give to anyone who flies on our Government aircraft?**

You must give each person aboard your aircraft a copy of the following disclosure statement:

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### DISCLOSURE FOR PERSONS FLYING ABOARD FEDERAL GOVERNMENT AIR- CRAFT

NOTE: The disclosure contained herein is not all-inclusive. You should contact your sponsoring agency for further assistance.

Generally, an aircraft used exclusively for the U.S. Government may be considered a 'public aircraft' as defined in 49 U.S.C. 40102 and 40125, unless it is transporting passengers or operating for commercial purposes. A public aircraft is not subject to many Federal aviation regulations, including requirements relating to aircraft certification, maintenance, and pilot certification. If a U.S. Government agency transports passengers on a Government aircraft, that agency must comply with all Federal aviation regulations applicable to civil aircraft. If you have questions about the status of a particular flight, you should contact the agency sponsoring the flight.

You and your family have certain rights and benefits in the unlikely event you are injured or killed while riding aboard a Government aircraft. Federal employees and some private citizens are eligible for workers' compensation benefits under the Federal Employees' Compensation Act (FECA). When FECA applies, it is the sole remedy. For more information about FECA and its coverage, consult with your agency's benefits office or contact the Branch of Technical Assistance at the Department of Labor's Office of Workers' Compensation Programs at (202) 693-0044. (These rules also apply to travel on other Government-owned or operated conveyances such as cars, vans, or buses.)

State or foreign laws may provide for product liability or "third party" causes of actions for personal injury or wrongful death. If you have questions about a particular case or believe you have a claim, you should consult with an attorney.

Some insurance policies may exclude coverage for injuries or death sustained while traveling aboard a Government or military aircraft or while within a combat area. You may wish to check your policy or consult with your insurance provider before your flight. The insurance available to Federal employees through the Federal Employees Group Life Insurance Program does not contain an exclusion of this type.

If you are the victim of an air disaster resulting from criminal activity, Victim and Witness Specialists from the Federal Bureau of Investigation (FBI) and/or the local U.S. Attorney's Office will keep you or your family informed about the status of the criminal investigation(s) and provide you or your family with information about rights and services, such as crisis intervention, counseling and emotional support. State crime victim compensation may be able to cover crime-related expenses, such as medical

costs, mental health counseling, funeral and burial costs, and lost wages or loss of support. The Office for Victims of Crime (an agency of the Department of Justice) is authorized by the Antiterrorism Act of 1996 to provide emergency financial assistance to state programs, as well as the U.S. Attorneys Office, for the benefit of victims of terrorist acts or mass violence.

*If you are a Federal employee:*

1. If you are injured or killed on the job during the performance of duty - including while traveling aboard a Government aircraft or other government-owned or operated conveyance for business purposes, you and your family are eligible to collect workers' compensation benefits under FECA. You and your family may not file a personal injury or wrongful death suit against the United States or its employees. However, you may have cause of action against potentially liable third parties.

2. You or your qualifying family member must normally also choose between FECA disability or death benefits, and those payable under your retirement system (either the Civil Service Retirement System or the Federal Employees Retirement System). You may choose the benefit that is more favorable to you.

*If you are a private citizen not employed by the Federal Government:*

1. Even if you are not regularly employed by the Federal Government, if you are rendering personal service to the Federal Government on a voluntary basis or for nominal pay, you may be defined as a Federal employee for purposes of FECA. If that is the case, you and your family are eligible to receive workers' compensation benefits under FECA, but may not collect in a personal injury or wrongful death lawsuit against the United States or its employees. You and your family may file suit against potentially liable third parties. Before you depart, you may wish to consult with the department or agency sponsoring the flight to clarify whether you are considered a Federal employee.

2. If there is a determination that you are not a Federal employee, you and your family will not be eligible to receive workman's compensation benefits under FECA. If you are traveling for business purposes, you may be eligible for workman's compensation benefits under state law. If the accident occurs within the United States, or its territories, its airspace, or over the high seas, you and your family may claim against the United States under the Federal Tort Claims Act or Suits in Admiralty Act. If you are killed aboard a military aircraft, your family may be eligible to receive compensation under the Military Claims Act, or if you are an inhabitant of a foreign country, under the Foreign Claims Act.



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**§ 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?

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301-71.305 When must an employee account for a travel advance?

301-71.306 Are there exceptions for collecting an advance at the time the employee files a travel claim?

301-71.307 How do we collect the amount of a travel advance in excess of the amount of travel expenses substantiated by the employee?

301-71.308 What should we do if the employee does not pay back a travel advance when the travel claim is filed?

301-71.309 What internal policies and procedures must we establish governing travel advances?

AUTHORITY: 5 U.S.C. 5707; 40 U.S.C. 121(c); Sec. 2, Pub. L. 105-264, 112 Stat. 2350 (5 U.S.C. 5701 note).

SOURCE: FTR Amdt. 70, 63 FR 15974, Apr. 1, 1998, unless otherwise noted.

### Subpart A—General

#### § 301-71.1 What is the purpose of an agency travel accounting system?

To:

(a) Pay authorized and allowable travel expenses of employees;

(b) Provide standard data necessary for the management of official travel; and

(c) Ensure adequate accounting for all travel and transportation expenses for official travel.

#### § 301-71.2 What are the standard data elements and when must they be captured on a travel accounting system?

The data elements are listed in appendix C of this chapter and must be on any travel claim form authorized for use by your employees.

#### § 301-71.3 May we use electronic signatures on travel documents?

Yes, if you meet the security and privacy requirements established by the National Institute of Standards and Technology (NIST) for electronic data interchange.

### Subpart B—Travel Authorization

#### § 301-71.100 What is the purpose of the travel authorization process?

The purpose is to:

(a) Provide the employee information regarding what expenses you will pay;

(b) Provide travel service vendors with necessary documentation for the use of travel programs;

(c) Provide financial information necessary for budgetary planning; and

(d) Identify purpose of travel.

#### § 301-71.101 What travel may we authorize?

You may authorize only travel which is necessary to accomplish the purposes of the Government effectively and economically. This must be communicated to any official who has the authority to authorize travel.

#### § 301-71.102 May we issue a single authorization for a group of employees?

Yes. You may issue a single authorization for a group of employees when they are traveling together on a single trip. However, you must attach a list of all travelers to the authorization.

#### § 301-71.103 What information must be included on all travel authorizations?

You must include:

(a) The name of the employee(s);

(b) The signature of the proper authorizing official;

(c) Purpose of travel;

(d) Any conditions of or limitations on that authorization;

(e) An estimate of the travel costs (for open authorizations it should include an estimate of the travel costs over the period covered); and

(f) A statement that the employee(s) is (are) authorized to travel.

#### § 301-71.104 Who must sign a travel authorization?

Your agency head or an official to whom such authority has been delegated. This authority may be delegated to any person(s) who is aware of how the authorized travel will support the agency's mission, who is knowledgeable of the employee's travel plans and/or responsible for the travel funds paying for the travel involved.

#### § 301-71.105 Must we issue a travel authorization in advance of travel?

Yes, except when advance authorization is not possible or practical and approval is in accordance with § 301-2.1,

## § 301-71.106

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

§ 301-2.5, or § 304-3.13. However, the following always require advance authorization:

- (a) Use of reduced fares for group or charter arrangements;
- (b) Payment of a reduced rate per diem;

(c) Acceptance of payment from a non-Federal source for travel expenses (see chapter 304 of this title); and

(d) Travel expenses related to attendance at a conference.

[FTR Case 2020-300-1, 87 FR 55706, Sept. 12, 2022]

### § 301-71.106 Who must sign a trip-by-trip authorization?

The appropriate official is determined as follows:

For	The appropriate official to sign a trip-by-trip authorization is
Use of cash to procure common carrier transportation.	An official at as low an administrative level as permitted by 41 CFR 101-203.2 to ensure adequate consideration and review of the circumstances.
Travel on a Government aircraft .....	Determined under 41 CFR 101-37.405.
Acceptance of payment from a non-Federal source for travel expenses.	An official at as low an administrative level as permitted by 41 CFR Chapter 304 to ensure adequate consideration and review of the circumstances surrounding the offer and acceptance of the payment.
Travel expenses related to attendance at a conference.	A senior agency official.
All other specific authorizations .....	An official who may issue the employee a general authorization.

[FTR Amdt. 70, 63 FR 15974, Apr. 1, 1998, as amended by FTR Amdt. 2007-05, 72 FR 61539, Oct. 31, 2007]

### § 301-71.107 When authorizing travel, what factors must the authorizing official consider?

The following factors must be considered:

- (a) The need for the travel;
- (b) The use of travel substitutes (e.g., mail, teleconferencing, etc.);
- (c) The most cost effective routing and means of accomplishing travel; and
- (d) The employee's travel plans, including plans to take leave in conjunction with travel.

### § 301-71.108 What internal policies and procedures must we establish for travel authorization?

You must establish the following:

- (a) The circumstances under which different types of travel authorizations will be used, consistent with the guidelines in this subpart;
- (b) Who will be authorized to sign travel authorizations; and
- (c) What format you will use for travel authorizations.

[FTR Amdt. 70, 63 FR 15974, Apr. 1, 1998; 63 FR 35538, June 30, 1998]

## Subpart C—Travel Claims for Reimbursement

### § 301-71.200 Who must review and sign travel claims?

The travel authorizing/approving official or their designee (e.g., supervisor of the traveler) must review and sign travel claims to confirm the authorized travel.

[FTR Amdt. 70, 63 FR 15974, Apr. 1, 1998, as amended by FTR Amdt. 2007-05, 72 FR 61539, Oct. 31, 2007; FTR Case 2022-05, 89 FR 12252, Feb. 16, 2024]

### § 301-71.201 What are the reviewing official's responsibilities?

The reviewing official must have full knowledge of the employee's activities. The reviewing official must ensure:

- (a) The claim is properly prepared in accordance with the pertinent regulations and agency procedures;
- (b) A copy of authorization for travel is provided;
- (c) The types of expenses claimed are authorized and allowable expenses;
- (d) The amounts claimed are accurate; and
- (e) The required receipts, statements, justifications, etc. are attached to the travel claim, or once the agency fully

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deploys ETS and implements electronic scanning, the electronic travel claim includes scanned electronic images of such documents.

[FTR Amdt. 70, 63 FR 15974, Apr. 1, 1998, as amended by FTR Amdt. 2006-04, 71 FR 49375, Aug. 23, 2006; FTR Case 2022-05, 89 FR 12252, Feb. 16, 2024]

### § 301-71.202 May we pay a claim when an employee does not include a copy of the corresponding authorization?

Yes, as long as the travel claim was signed by the approving/authorizing official, except for the following, which require advance authorization:

- (a) Use of reduced fares for group or charter arrangements;
- (b) Payment of a reduced rate of per diem for subsistence expenses;
- (c) Acceptance of payment from a non-Federal source for travel expenses; and
- (d) Travel expenses related to attendance at a conference.

### § 301-71.203 Who is responsible for the validity of the travel claim?

The certifying officer assumes ultimate responsibility under 31 U.S.C. 3528 for the validity of the claim; however:

- (a) The traveler must ensure all travel expenses are prudent and necessary and submit the expenses in the form of a proper claim;
- (b) The authorizing/approving official shall review the completed claim to ensure that the claim is properly prepared in accordance with regulations and agency procedures prior to authorizing it for payment.

NOTE TO § 301-71.203: You should consider limiting the levels of approval to the lowest level of management.

### § 301-71.204 Within how many calendar days after the submission of a proper travel claim must we reimburse the employee's allowable expenses?

You must reimburse the employee within 30 calendar days after the employee submits a proper travel claim to the agency's designated approving office. You must use a satisfactory recordkeeping system to track submission of travel claims. For example, travel claims submitted by mail, in accordance with agency policy, could be an-

notated with the time and date of receipt by the agency. You could consider travel claims electronically submitted to the designated approving office as submitted on the date indicated on an e-mail log, or on the next business day if submitted after normal working hours. However, claims for the following relocation allowances are exempt from this provision:

- (a) Transportation and storage of household goods and professional books, papers and equipment;
- (b) Transportation of mobile home;
- (c) Transportation of a privately owned vehicle;
- (d) Temporary quarters subsistence expense, when not paid as lump sum;
- (e) Residence transaction expenses;
- (f) Relocation income tax allowance;
- (g) Use of a relocation services company;
- (h) Home marketing incentive payments; and
- (i) Allowance for property management services.

[FTR Amdt. 92, 65 FR 21366, Apr. 21, 2000]

### § 301-71.205 Under what circumstances may we disallow a claim for an expense?

If the employee:

- (a) Does not properly itemize expenses;
- (b) Does not provide required receipts or other documentation to support the claim; or
- (c) Claims an expense which is not authorized.

[FTR Amdt. 70, 63 FR 15974, Apr. 1, 1998, as amended by FTR Case 2022-05, 89 FR 12252, Feb. 16, 2024]

### § 301-71.206 What must we do if we disallow a travel claim?

You must:

- (a) Pay the employee the amount of the travel claim which is not in dispute;
- (b) Notify the employee that the claim was disallowed with a detailed explanation of why; and
- (c) Tell the employee how to appeal the disallowance if the employee desires an appeal, and your process and schedule for deciding the appeal.

[FTR Amdt. 70, 63 FR 15974, Apr. 1, 1998, as amended by FTR Case 2022-05, 89 FR 12252, Feb. 16, 2024]

## **§ 301-71.207**

### **§ 301-71.207 What internal policies and procedures must we establish for travel reimbursement?**

You must establish policies and procedures governing:

(a) Who are the proper officials to review, approve, and certify travel claims (including travel claims requiring special authorization);

(b) How an employee should submit a travel claim (including whether to use a standard form or an agency form and whether the form should be written or electronic);

(c) When you will exempt employees from the requirement for a receipt;

(d) Timeframes for employee to submit a claim (see § 301-52.7);

(e) Timeframe for agency to pay a claim (see § 301-71.204);

(f) Process for disallowing a claim; and

(g) Process for resolving a disallowed claim.

### **§ 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?**

You must notify the employee as soon as practicable after the employee's submission of the travel claim of any error that would prevent payment within 30 calendar days after submission and provide the reason(s) why the claim is not proper. However, not later than May 1, 2002, you must achieve a maximum time period of seven working days for notifying an employee that the travel claim is not proper.

[FTR Amdt. 92, 65 FR 21366, Apr. 21, 2000, as amended by FTR Case 2022-05, 89 FR 12252, Feb. 16, 2024]

### **§ 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?**

Yes, a late payment fee, in addition to the amount due the employee, must be paid for any proper travel claim not reimbursed within 30 calendar days of submission to the approving official.

[FTR Amdt. 92, 65 FR 3057, Jan. 19, 2000]

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

### **§ 301-71.210 How do we calculate late payment fees?**

Late payment fees are calculated either by:

(a) Using the prevailing Prompt Payment Act Interest Rate beginning on the 31st day after submission of a proper travel claim and ending on the date on which payment is made; or

(b) A flat fee, of not less than the prompt payment amount, based on an agencywide average of travel claim payments; and

(c) In addition to the fee required by paragraphs (a) and (b) of this section, you must also pay an amount equivalent to any late payment charge that the card contractor would have been able to charge had the employee not paid the bill. Payment of this additional fee will be based upon the effective date that a late payment charge would be allowed under the agreement between the employee and the card contractor.

[FTR Amdt. 92, 65 FR 21366, Apr. 21, 2000]

### **§ 301-71.211 Is there a minimum amount the late payment fee must exceed before we will pay it?**

Yes, a late payment fee will only be paid when the computed late payment fee is \$1.00 or greater.

[FTR Amdt. 90, 65 FR 3058, Jan. 19, 2000]

### **§ 301-71.212 Should we report late payment fees as wages on a Form W-2?**

No, the Internal Revenue Service (IRS) has determined that the late payment fee is in the nature of interest (compensation for the use of money).

[FTR Amdt. 90, 65 FR 3058, Jan. 19, 2000]

### **§ 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?**

Yes, you must report this late payment fee as additional wages on Form W-2.

[FTR Amdt. 90, 65 FR 3058, Jan. 19, 2000]

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### **§ 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?**

No, mandatory use of the Government contractor-issued travel charge card does not relieve the employee of their obligation to honor their cardholder payment agreement.

[FTR Case 2022-05, 89 FR 12252, Feb. 16, 2024]

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

### **§ 301-71.300 What is the policy governing the use of travel advances?**

You should minimize the use of cash travel advances. However, you should not require an employee to pay travel expenses using personal funds unless the employee has elected not to use alternative resources provided by the Government, such as a Government contractor-issued charge card.

### **§ 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?**

Yes, you may reimburse an employee an advance room deposit, when such a deposit is required by the lodging facility to secure a room reservation, prior to the beginning of an employee's scheduled official travel. However, if the employee is reimbursed the advance room deposit, but fails to perform the scheduled official travel for reasons not acceptable to the agency, resulting in the forfeit of the deposit, the employee is indebted to the Government and must repay that amount in a timely manner as prescribed by you.

[FTR Amdt. 108, 67 FR 57967, Sept. 13, 2002]

### **§ 301-71.302 For how long may we issue a travel advance?**

You may issue a travel advance for a reasonable period not to exceed 45 days.

[FTR Amdt. 70, 63 FR 15974, Apr. 1, 1998. Redesignated by FTR Amdt. 108, 67 FR 57967, Sept. 13, 2002]

### **§ 301-71.303 What data must we capture in our travel advance accounting system?**

You must capture the following data:

- (a) The name and social security number of each employee who has an advance;
- (b) The amount of the advance;
- (c) The date of issuance; and
- (d) The date of reconciliation for unused portions of travel advances.

[FTR Amdt. 70, 63 FR 15974, Apr. 1, 1998; 63 FR 35538, June 30, 1998. Redesignated by FTR Amdt. 108, 67 FR 57967, Sept. 13, 2002]

### **§ 301-71.304 Are we responsible for ensuring the collection of outstanding travel advances?**

Yes.

[FTR Amdt. 70, 63 FR 15974, Apr. 1, 1998. Redesignated by FTR Amdt. 108, 67 FR 57967, Sept. 13, 2002]

### **§ 301-71.305 When must an employee account for a travel advance?**

An employee must account for an outstanding travel advance each time a travel claim is filed. If the employee receives a travel advance but determines that the related travel will not be performed, then the employee must inform you that the travel will not be performed and repay the advance at that time.

[FTR Amdt. 70, 63 FR 15974, Apr. 1, 1998. Redesignated by FTR Amdt. 108, 67 FR 57967, Sept. 13, 2002]

### **§ 301-71.306 Are there exceptions to collecting an advance at the time the employee files a travel claim?**

Yes, when the employee is in a continuous travel status and

- (a) You review each outstanding travel advance on a periodic basis (the period will be for a reasonable time of 45 days or less); and
- (b) You determine the amount, if any, of the outstanding balance exceeds the amount of estimated travel expenses for the authorized period and collect the excess amount from the employee.

[FTR Amdt. 70, 63 FR 15974, Apr. 1, 1998. Redesignated by FTR Amdt. 108, 67 FR 57967, Sept. 13, 2002]

## § 301-71.307

**§ 301-71.307 How do we collect the amount of a travel advance in excess of the amount of travel expenses substantiated by the employee?**

When the outstanding advance exceeds what you owe the employee, then the employee must submit cash or a check for the difference in accordance with your policy. Your failure to collect the amount in excess of substantiated expenses will cause a violation of the accountable plan rules contained in the Internal Revenue Code (title 26 of the United States Code).

[FTR Amdt. 70, 63 FR 15974, Apr. 1, 1998. Redesignated by FTR Amdt. 108, 67 FR 57967, Sept. 13, 2002]

**§ 301-71.308 What should we do if the employee does not pay back a travel advance when the travel claim is filed?**

You should take alternative steps to collect the debt including:

- (a) Offset against the employee's salary, a retirement credit, or other amount owed the employee;
- (b) Deduction from an amount the Government owes the employee; or
- (c) Any other legal method of recovery.

[FTR Amdt. 70, 63 FR 15974, Apr. 1, 1998. Redesignated by FTR Amdt. 108, 67 FR 57967, Sept. 13, 2002]

**§ 301-71.309 What internal policies and procedures must we establish governing travel advances?**

Accountability for cash advances for travel, recovery, and reimbursement shall be in accordance with procedures prescribed by the Government Accountability Office (see Government Accountability Office Policy and Procedures Manual for Guidance of Federal Agencies, Title 7, Fiscal Procedures).

[FTR Amdt. 70, 63 FR 15974, Apr. 1, 1998. Redesignated by FTR Amdt. 108, 67 FR 57967, Sept. 13, 2002, as amended by FTR Amdt. 2007-05, 72 FR 61539, Oct. 31, 2007]

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

### PART 301-72—AGENCY RESPONSIBILITIES RELATED TO COMMON CARRIER TRANSPORTATION

#### Subpart A—Procurement of Common Carrier Transportation

Sec.

301-72.1 Why is common carrier presumed to be the most advantageous method of transportation?

301-72.2 May we utilize methods of transportation other than common carrier (e.g., POVs, chartered vehicles, etc.)?

301-72.3 What method of payment must we authorize for common carrier transportation?

#### Subpart B—Accounting for Common Carrier Transportation

301-72.100 What must my travel accounting system do in relation to common carrier transportation?

301-72.101 What information should we provide an employee before authorizing the use of common carrier transportation?

#### Subpart C—Cash Payments for Procuring Common Carrier Transportation Services

301-72.200 Under what conditions may we authorize cash payments for procuring common carrier transportation services?

301-72.201 What must we do if an employee uses cash in excess of the \$100 limit to purchase common carrier transportation?

301-72.202 Who may approve cash payments in excess of the \$100 limit?

301-72.203 When may we limit traveler reimbursement for a cash payment?

301-72.204 What must we do to minimize the need for a traveler to use cash to procure common carrier transportation services?

#### Subpart D—Unused, Partially-Used, Exchanged, Canceled, or Oversold Common Carrier Transportation Services

301-72.300 What procedures must we establish to collect unused, partially used, and exchanged tickets?

301-72.301 How do we process unused, partially used, and exchanged tickets?

AUTHORITY: 5 U.S.C. 5707; 31 U.S.C. 3726; 40 U.S.C. 121(c).

SOURCE: FTR Amdt. 70, 63 FR 15976, Apr. 1, 1998, unless otherwise noted.

### Subpart A—Procurement of Common Carrier Transportation

#### § 301-72.1 Why is common carrier presumed to be the most advantageous method of transportation?

Travel by common carrier is presumed to be the most advantageous method of transportation because it generally results in the most efficient, least costly, most expeditious means of transportation and the most efficient use of energy resources.

#### § 301-72.2 May we utilize methods of transportation other than common carrier (e.g., POVs, chartered vehicles, etc.)?

Yes, but only when use of common carrier transportation:

- (a) Would interfere with the performance of official business;
- (b) Would impose an undue hardship upon the traveler; or
- (c) When the total cost by common carrier would exceed the cost of the other method of transportation.

#### § 301-72.3 What method of payment must we authorize for common carrier transportation?

You must authorize one or more of the following as appropriate:

- (a) GSA's Government contractor-issued individually billed charge card(s);
- (b) Agency centrally billed or other established accounts;
- (c) Cash payments (personal funds or travel advances in the form of travelers checks or authorized ATM cash withdrawals) when the cost of transportation is less than \$100, under § 301-51.100 of this chapter (cash may or may not be accepted by the carrier for the purchase of city pair fares); or
- (d) GTR(s) when no other option is available or feasible.

[FTR Amdt. 70, 63 FR 15976, Apr. 1, 1998; 63 FR 35538, June 30, 1998]

### Subpart B—Accounting for Common Carrier Transportation

#### § 301-72.100 What must my travel accounting system do in relation to common carrier transportation?

Your system must:

(a) Authorize the use of cash in accordance with § 301-51.100 or as otherwise required;

(b) Correlate travel data accumulated by your authorization and claims accounting systems with common carrier transportation documents and data for audit purposes;

(c) Identify unused tickets for refund;

(d) Collect unused, partially used, or downgraded/exchanged tickets, from travelers upon completion of travel;

(e) Track denied boarding compensation from employees;

(f) Identify and collect refunds due from carriers for overpayments, or unused, partially used, or downgraded/exchanged tickets; and

(g) Reconcile all centrally billed travel expenses (e.g., airline, lodging, car rentals, etc.) with travel authorizations and claims to assure that only authorized charges are paid.

#### § 301-72.101 What information should we provide an employee before authorizing the use of common carrier transportation?

You should provide the employee:

(a) Notice that the employee is accountable for all tickets, GTRs and other transportation documents;

(b) Your procedures for the control and accounting of common carrier transportation documents, including the procedures for submitting unused, partially used, downgraded/exchanged tickets, refund receipts or ticket refund applications, and denied boarding compensation; and

(c) A credit/refund address so the carrier can credit/refund the agency for unused tickets (when the tickets have been issued using an agency centrally billed account or by GTR).

[FTR Amdt. 70, 63 FR 15976, Apr. 1, 1998, as amended by FTR Case 2022-05, 89 FR 12252, Feb. 16, 2024]

### Subpart C—Cash Payments for Procuring Common Carrier Transportation Services

#### § 301-72.200 Under what conditions may we authorize cash payments for procuring common carrier transportation services?

In accordance with § 301-51.100.



## § 301-72.201

### **§ 301-72.201 What must we do if an employee uses cash in excess of the \$100 limit to purchase common carrier transportation?**

To justify the use of cash in excess of \$100, both the agency and traveler must certify on the travel claim the necessity for such use. See 41 CFR 101-41.203-2.

### **§ 301-72.202 Who may approve cash payments in excess of the \$100 limit?**

You must ensure the delegation of authority for the authorization or approval of cash payments over the \$100 limit is in accordance with 41 CFR 101-41.203-2.

### **§ 301-72.203 When may we limit traveler reimbursement for a cash payment?**

If you determine that the cash payment was made under a non-emergency circumstance, reimbursement to the traveler must not exceed the cost which would have been properly chargeable to the Government had the traveler used a government provided payment resource, (e.g., individual Government contractor-issued travel charge card, centrally billed account, or GTR). However, an agency can determine to make full payment when circumstances warrant (e.g., invitational travel, infrequent travelers and interviewees).

[FTR Amdt. 70, 63 FR 15976, Apr. 1, 1998; 63 FR 35538, June 30, 1998, as amended by FTR Amdt. 2007-05, 72 FR 61540, Oct. 31, 2007]

### **§ 301-72.204 What must we do to minimize the need for a traveler to use cash to procure common carrier transportation services?**

You must establish procedures to encourage travelers to use the GSA individual Government contractor-issued travel charge card(s), or your agency's centrally billed or other established account, or a GTR (when no other option is available or feasible).

[FTR Amdt. 70, 63 FR 15976, Apr. 1, 1998; 63 FR 35538, June 30, 1998]

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

### **Subpart D—Unused, Partially Used, Exchanged, Canceled, or Oversold Common Carrier Transportation Services**

### **§ 301-72.300 What procedures must we establish to collect unused, partially used, and exchanged tickets?**

You must establish administrative procedures providing:

(a) Written instructions explaining traveler liability for the value of tickets issued until all ticket coupons are used or properly accounted for on the travel voucher;

(b) Instructions for submitting payments received from carriers for failure to provide confirmed reserved space;

(c) The traveler with a "bill charges to" address, so that the traveler can provide this information to the carrier for returned or exchanged tickets.

(d) Procedures for promptly identifying any unused tickets, coupons, or other evidence of refund due the Government.

### **§ 301-72.301 How do we process unused, partially used, and exchanged tickets?**

(a) *For unused or partially used tickets purchased with GTRs:* You must obtain the unused or partially used ticket from the traveler, issue Standard Form 1170 (SF 1170) "Redemption of Unused Ticket" to the airline and or travel agency that issued the ticket, maintain a suspense file to monitor the airline/travel agency refund, and record and deposit the airline/travel agency refund upon receipt. See 41 CFR 102-118.145 and the U.S. Government Passenger Transportation Handbook (<https://www.gsa.gov/transaudits>) for policies and procedures regarding the use of SF 1170.

(b) *For unused or partially used tickets purchased under centrally billed accounts:* You must obtain the unused ticket from the traveler, return it to the issuing office that furnished the airline ticket, obtain a receipt indicating a credit is due, and confirm that the value of the unused ticket has been credited to the centrally billed account.

(c) *For exchanged tickets purchased with GTRs:* You must obtain the airline/travel agency refund application

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or receipt from the traveler, and maintain a suspense file to monitor the airline/travel agency refund. For additional guidance see 41 CFR 102-118.145 and the U.S. Government Passenger Transportation Handbook (<https://www.gsa.gov/transaudits>).

[FTR Amdt. 70, 63 FR 15976, Apr. 1, 1998, as amended by FTR Amdt. 108, 67 FR 57967, Sept. 13, 2002; 85 FR 39849, July 2, 2020]

## PART 301-73—TRAVEL PROGRAMS

### Subpart A—General Rules

Sec.

301-73.1 What does the Federal travel management program include?

301-73.2 What are our responsibilities as participants in the Federal travel management program?

### Subpart B—eTravel Service and Travel Management Service

301-73.100 Must we require employees to use the E-Gov Travel Service?

301-73.101 How must we prepare to implement ETS?

301-73.102 May we grant a traveler an exception from required use of TMS or ETS once we have fully deployed ETS within the agency?

301-73.103 What must we do when we approve an exception to the use of the E-Gov Travel Service?

301-73.104 May further exceptions to the required use of the E-Gov Travel Service be approved?

301-73.105 What are the consequences of an employee not using the E-Gov Travel Service or the TMS?

301-73.106 What are the basic services that should be covered by a TMS?

### Subpart C—Contract Passenger Transportation Services

301-73.200 Must we require our employees to use GSA's contract passenger transportation services program?

301-73.201 What method of payment may be used for contract passenger transportation service?

301-73.202 Can contract fares be used for personal travel?

### Subpart D—Travel Payment System

301-73.300 What is a travel payment system?

301-73.301 How do we obtain travel payment system services?

AUTHORITY: 5 U.S.C. 5707; 40 U.S.C. 121(c).

## § 301-73.2

SOURCE: FTR Amdt. 70, 63 FR 15978, Apr. 1, 1998, unless otherwise noted.

### Subpart A—General Rules

SOURCE: FTR Amdt. 2003-07, 68 FR 71030, Dec. 22, 2003, unless otherwise noted.

#### § 301-73.1 What does the Federal travel management program include?

The Federal travel management program includes—

(a) A travel authorization and claim system that implements the related requirements of the Federal Travel Regulation. (See §§301-2.1 and 301-52.3 and part 301-71 of this chapter for those requirements);

(b) A TMS that provides reservation and ticketing support and management reports on reservation and ticketing activities. (See §301-73.106 for specific services that should be provided by a TMS);

(c) A Travel payment system for paying travel service providers in accordance to §§301-73.300 and 301-73.301 of this chapter;

(d) Contracts and similar arrangements, with transportation and lodging providers (e.g., Government-contract air carriers, rental car companies, trains, hotels (e.g., FedRooms® properties), etc.) that give preferential rates and other benefits to Federal travelers on official business; and

(e) A Travel Management Reporting System that covers financial and other travel characteristics required by the biennial Travel Survey (see §§300-70.1 through 300-70.4 of this title).

NOTE TO §301-73.1: The E-Gov Travel Service (ETS) fulfills the requirements of paragraphs (a), (b), and (e) of this section.

[FTR Amdt. 2003-07, 68 FR 71030, Dec. 22, 2003, as amended by FTR Amdt. 2007-05, 72 FR 61540, Oct. 31, 2007; 85 FR 39849, July 2, 2020]

#### § 301-73.2 What are our responsibilities as participants in the Federal travel management program?

As a participant in the Federal travel management program, you must—

(a) Designate an authorized representative to administer the program including leading your agency's migration of ETS;

(b) Ensure that you have internal policies and procedures in place to govern use of the program including a plan and timeline to implement ETS no later than December 31, 2004, with agency-wide migration to ETS completed no later than September 30, 2006;

(c) Establish a plan that will measure direct and indirect cost savings and management efficiencies through the use of ETS once deployed. This plan must include your migration plan and schedule which must be submitted by March 31, 2004 to the E-Gov Travel Program Management Office (PMO) (*see* § 301-73.101);

(d) Require employees to use ETS in lieu of your TMS as soon as it becomes available in your agency (unless an exception has been granted in accordance with § 301-73.102 or § 301-73.104), but no later than September 30, 2006; and

(e) Ensure that any agency-contracted travel agency services (TMS) complement and support ETS in an efficient and cost effective manner.

[FTR Amdt. 2003-07, 68 FR 71030, Dec. 22, 2003, as amended by FTR Amdt. 2007-05, 72 FR 61540, Oct. 31, 2007]

## Subpart B—eTravel Service and Travel Management Service

SOURCE: FTR Amdt. 2003-07, 68 FR 71030, Dec. 22, 2003, unless otherwise noted.

### § 301-73.100 Must we require employees to use the E-Gov Travel Service?

Yes, unless you have an exception to the use of the ETS (*see* §§ 301-73.102 and 301-73.104), you must have fully deployed the ETS across your agency and require employees to use the ETS for all temporary duty travel no later than September 30, 2006. Agencies must submit their ETS migration plans and schedules by March 31, 2004 to the eTravel PMO, (*see* § 301-73.101). You must implement the ETS no later than December 31, 2004, and require employees to use the ETS as soon as it becomes available in your agency. The Department of Defense and the Government of the District of Columbia are not subject to this requirement.

NOTES TO § 301-73.100: (1) You have the option to use the contracted travel agent serv-

ice(s) of your choice (through the ETS or other contract vehicles). You have the responsibility for ensuring agency-contracted travel agent services complement and support the ETS in an efficient and cost effective manner.

(2) Award of a task order to a vendor on the ETS Master Contract constitutes ETS implementation. Agency-wide use of the ETS for all travel management processes and travel claim submission constitutes complete migration.

[FTR Amdt. 2003-07, 68 FR 71030, Dec. 22, 2003, as amended by FTR Amdt. 2007-05, 72 FR 61540, Oct. 31, 2007]

### § 301-73.101 How must we prepare to implement ETS?

You must prepare to implement ETS as expeditiously as possible by—

(a) Developing a migration plan and schedule to deploy ETS across your agency as early as possible with full deployment required no later than September 30, 2006;

(b) Requiring employees to use your ETS unless you approve an exception under § 301-50.6, § 301-73.102 or § 301-73.104;

(c) Establishing goals, plans and procedures to maximize agency-wide traveler use of your online self-service booking tool once you have fully deployed ETS within your agency. These goals, plans, and procedures should be available for submission to the ETS PMO upon its request.

NOTE 1 TO § 301-73.101: Your agency should work with the Office of Management and Budget (OMB) to allocate budget and personnel resources to support ETS migration and data exchange. Your agency is responsible for providing the funds required to establish interfaces between the ETS standard data output and applicable business systems (e.g., financial, human resources, etc.).

NOTE 2 TO § 301-73.101: Best practices show that organizations are able to realize significant benefits once they achieve a 70 percent or greater self-booking rate.

[FTR Amdt. 2006-04, 71 FR 49375, Aug. 23, 2006]

### § 301-73.102 May we grant a traveler an exception from required use of TMS or ETS once we have fully deployed ETS within the agency?

(a) Yes, your agency head or their designee may grant an individual case by case exception to required use of

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your agency's current TMS or to required use of ETS once it is fully deployed within the agency, but only when travel meets one of the following conditions:

(1) Such use would result in an unreasonable burden on mission accomplishment (e.g., emergency travel is involved and TMS/ETS is not accessible; the traveler is performing invitational travel; or the traveler has special needs or requires disability accommodations in accordance with part 301-13 of this chapter).

(2) Such use would compromise a national security interest.

(3) Such use might endanger the traveler's life (e.g., the individual is traveling under the Federal witness protection program, or is a threatened law enforcement/investigative officer traveling under part 301-31 of this chapter).

(b) Any exception granted must be consistent with any contractual terms applicable to your current TMS or ETS, once it is fully deployed, and must not cause a breach of contract terms.

[FTR Amdt. 2006-04, 71 FR 49376, Aug. 23, 2006, as amended by FTR Case 2022-05, 89 FR 12253, Feb. 16, 2024]

### § 301-73.103 What must we do when we approve an exception to the use of the E-Gov Travel Service?

The head of your agency or their designee must approve an exception to the use of the ETS under § 301-73.102 in writing or through electronic means.

[FTR Amdt. 2003-07, 68 FR 71030, Dec. 22, 2003, as amended by FTR Amdt. 2007-05, 72 FR 61540, Oct. 31, 2007; FTR Case 2022-05, 89 FR 12253, Feb. 16, 2024]

### § 301-73.104 May further exceptions to the required use of the E-Gov Travel Service be approved?

(a) The Administrator of General Services or the Administrator's designee may grant an agency-wide exception (or exempt a component thereof) from the required use of ETS when requested by the head of a Department (cabinet-level agency) or head of an Independent agency when—

(1) The agency has presented a business case analysis to the General Services Administration that proves that it has an alternative TMS to the ETS

that is in the best interest of the Government and the taxpayer (*i.e.*, the agency has evaluated the economic and service values offered by the ETS contractor(s) compared to those offered by the agency's current Travel Management Service (TMS) and has determined that the agency's current TMS is a better value);

(2) The agency has security, secrecy, or protection of information issues that cannot be mitigated through security provided by the ETS contractors;

(3) The agency lacks the technology necessary to access ETS; or

(4) The agency has critical and unique technology or business requirements that cannot be accommodated by the ETS contractors at all or at an acceptable and reasonable price (e.g., majority of travel is group-travel).

(b) As a condition of receiving an exception, the agency must agree to conduct annual business case reviews of its TMS and must provide to the eTravel PMO data elements required by the eTravel PMO in a format prescribed by the eTravel PMO.

(c) Requests for exceptions should be sent to the Administrator, General Services Administration, 1800 F Street, NW., Washington, DC 20405 with full justification and/or analysis addressing paragraphs (a)(1), (a)(2), (a)(3), or (a)(4) of this section.

[FTR Amdt. 2003-07, 68 FR 71030, Dec. 22, 2003, as amended by FTR Amdt. 2007-05, 72 FR 61540, Oct. 31, 2007; FTR Case 2022-05, 89 FR 12253, Feb. 16, 2024]

### § 301-73.105 What are the consequences of an employee not using the E-Gov Travel Service or the TMS?

If an employee does not use the ETS (when available) or your agency's designated TMS, the employee is responsible for any additional costs (see § 301-50.5 of this chapter) resulting from the failure to use the ETS or your TMS. In addition, you may take appropriate disciplinary actions.

[FTR Amdt. 2003-07, 68 FR 71030, Dec. 22, 2003, as amended by FTR Amdt. 2007-05, 72 FR 61540, Oct. 31, 2007; FTR Case 2022-05, 89 FR 12253, Feb. 16, 2024]

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### **§ 301-73.106 What are the basic services that should be covered by a TMS?**

The TMS must, at a minimum—

(a) Include a Travel Management Center (TMC), commercial ticket office (CTO), an in-house system, an electronically available system, or other method(s) of arranging travel, which has the ability to provide the following as appropriate to the agency's travel needs:

(1) Booking and fulfillment of common carrier arrangements (e.g., flight confirmation and seat assignment, compliance with the Fly America Act, Governmentwide travel policies, contract city-pair fares, electronic ticketing, ticket delivery, etc.).

(2) Lodging information (e.g., room availability, reservations and confirmation, compliance with Hotel/Motel Fire Safety Act, availability of FedRooms® properties, per diem rate availability, etc.).

(3) Car rental and rail information (e.g., availability of Defense Travel Management Office (DTMO) Government agreement rates where applicable, confirmation of reservations, etc.).

(b) Provide basic management information, such as—

(1) Number of reservations by type of service (common carrier, lodging, and car rental);

(2) Extent to which reservations are in compliance with policy and reasons for exceptions;

(3) Origin and destination points of common carrier usage;

(4) Destination points for lodging accommodations;

(5) Number of lodging nights in approved accommodations;

(6) City or location where car rentals are obtained; and

(7) Other tasks, e.g., reconciliation of charges on centrally billed accounts and processing ticket refunds.

NOTE TO § 301-73.106: The ETS fulfills the basic services of a TMS. You have the option to use the contracted travel agent service(s) of your choice through ETS or other contract vehicles. You have the responsibility to ensure that agency-contracted-for travel agent services complement and support the

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ETS in an efficient and cost effective manner. (See § 301-73.2).

[FTR Amdt. 2003-07, 68 FR 71030, Dec. 22, 2003, as amended by FTR Amdt. 2007-05, 72 FR 61540, Oct. 31, 2007; FTR Amdt. 2010-05, 75 FR 63104, Oct. 14, 2010; 85 FR 39849, July 2, 2020]

### **Subpart C—Contract Passenger Transportation Services**

#### **§ 301-73.200 Must we require our employees to use GSA's contract passenger transportation services program?**

Yes, if such services are available to your agency.

#### **§ 301-73.201 What method of payment may be used for contract passenger transportation service?**

GSA individual Government contractor-issued travel charge card(s), or your agency centrally billed or other established account, or a GTR (when no other option is available or feasible).

[FTR Amdt. 70, 63 FR 15978, Apr. 1, 1998; 63 FR 35538, June 30, 1998]

#### **§ 301-73.202 Can contract fares be used for personal travel?**

No.

### **Subpart D—Travel Payment System**

#### **§ 301-73.300 What is a travel payment system?**

A system to facilitate the payment of official travel and transportation expenses which includes, but is not limited to:

(a) Issuance and maintenance of Government contractor-issued individually billed charge cards;

(b) Establishment of centrally billed accounts for the purchase of travel and transportation services;

(c) Issuance of travelers checks; and

(d) Provision of automated-teller-machine (ATM) services worldwide.

[FTR Amdt. 70, 63 FR 15978, Apr. 1, 1998; 63 FR 35538, June 30, 1998]

#### **§ 301-73.301 How do we obtain travel payment system services?**

You may participate in GSA's or another Federal agency's travel payment system services program or you may

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contract directly with a travel payment system service if your agency has contracting authority and you are not a mandatory user of GSA's charge card program.

NOTE TO § 301-73.301: Under the new GSA charge card program effective November 30, 1998, it will be your responsibility to select the vendor that will be most beneficial to your agency's travel and transportation needs.

### PART 301-74—CONFERENCE PLANNING

#### Subpart A—Agency Responsibilities

Sec.

- 301-74.1 What policies must we follow in planning a conference?
- 301-74.2 What costs should be considered when planning a conference?
- 301-74.3 What must we do to determine which conference expenditures result in the greatest advantage to the Government?
- 301-74.4 What should cost comparisons include?
- 301-74.5 How should we select a location and a facility?
- 301-74.6 What can we do if we cannot find an appropriate conference facility at the chosen locality per diem rate?
- 301-74.7 May we provide light refreshments at an official conference?
- 301-74.8 May we include conference administrative costs in an employee's per diem allowance payment for attendance at a conference?
- 301-74.9 Are there any special requirements for sponsoring or funding a conference at a hotel, motel or other place of public accommodation?
- 301-74.10 May we waive the requirement in § 301-74.9?
- 301-74.11 What must be included in any advertisement or application form relating to conference attendance?
- 301-74.12 What special rules apply when a conference is held in the District of Columbia?
- 301-74.13 What policies and procedures must we establish to govern the selection of conference attendees?
- 301-74.14 What records must we maintain to document the selection of a conference site?

#### Subpart B—Conference Attendees

- 301-74.21 What is the applicable M&IE rate when meals or light refreshments are furnished by the Government or are included in the registration fee?

301-74.22 When should actual expense reimbursement be authorized for conference attendees?

301-74.23 May we reimburse travelers for an advanced payment of a conference or training registration fee?

301-74.24 What is the traveler required to do if they are unable to attend an event for which they were reimbursed for an advanced discounted payment of a conference or training registration fee?

AUTHORITY: 5 U.S.C. 5707.

SOURCE: FTR Amdt. No. 89, 65 FR 1327, Jan. 10, 2000, unless otherwise noted.

#### Subpart A—Agency Responsibilities

NOTE TO SUBPART A: Use of pronouns "we", "you", and their variants throughout this subpart refers to the agency.

#### § 301-74.1 What policies must we follow in planning a conference?

When planning a conference, you must:

- (a) Minimize all conference costs, including administrative costs, conference attendees' travel costs, and conference attendees' time costs;
- (b) Maximize the use of Government-owned or Government provided conference facilities as much as possible;
- (c) Identify opportunities to reduce costs in selecting a particular conference location and facility (e.g., through the availability of lower rates during the off-season at a site with seasonal rates); and
- (d) Ensure that the conference planner or designee does not retain for personal use any promotional benefits or materials received from a travel service provider as a result of booking the conference (see §§ 301-53.2 and 301-53.3 of this chapter); and
- (e) Develop and establish internal policies to ensure these standards are met.

[FTR Amdt. 89, 65 FR 1327, Jan. 10, 2000, as amended by FTR Amdt. 2003-04, 68 FR 27937, May 22, 2003]

#### § 301-74.2 What costs should be considered when planning a conference?

When planning a conference, you should consider all direct and indirect

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conference costs paid by the Government, whether paid directly by agencies or reimbursed by agencies to travelers or others associated with the conference. Some examples of such costs are:

- (a) Authorized travel and per diem expenses;
- (b) Hire of rooms for official business;
- (c) Audiovisual and other equipment usage;
- (d) Computer and telephone access fees;
- (e) Light refreshments;
- (f) Printing;
- (g) Registration fees;
- (h) Ground transportation; and
- (i) Employees' time at the conference and on en route travel.

#### **§ 301-74.3 What must we do to determine which conference expenditures result in the greatest advantage to the Government?**

To determine conference expenditures, you must:

- (a) Assure there is appropriate management oversight of the conference planning process;
- (b) Always do cost comparisons of the size, scope, and location of the proposed conference;
- (c) Determine if a Government facility is available at a cheaper rate than a commercial facility;
- (d) Consider alternatives to a conference, e.g., teleconferencing; and
- (e) Maintain written documentation of the alternatives considered and the selection rationale used.

#### **§ 301-74.4 What should cost comparisons include?**

Cost comparisons should include, but not be limited to, a determination of adequacy of lodging rooms at the established per diem rates, overall convenience of the conference location, fees, availability of meeting space, equipment, and supplies, and commuting or travel distance of attendees.

[FTR Amdt. No. 89, 65 FR 1327, Jan. 10, 2000, as amended at 86 FR 54631, Oct. 4, 2021]

#### **§ 301-74.5 How should we select a location and a facility?**

Site selection is a final decision as to where to hold your conference. The term "site" refers to both the geo-

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graphical location and the specific facility(ies) selected. In determining the best site in the interest of the Government, you should exercise strict fiscal responsibility to minimize costs. The actions in § 301-74.3 must be followed. Cost comparisons must cover factors such as those listed in § 301-74.4. As part of the cost comparison, you must use the established per diem rate for the locations for which you are comparing costs.

#### **§ 301-74.6 What can we do if we cannot find an appropriate conference facility at the chosen locality per diem rate?**

While it is always desirable to obtain lodging facilities within the established lodging portion of the per diem rate for the chosen locality, it may not always be possible. In those instances when lodging is not available at the applicable per diem rate, travelers should construct a cost comparison of all associated costs, including round-trip ground transportation, between finding lodging at the applicable per diem rate away from the conference locality and using the actual expense method at the conference locality as prescribed in subpart D of part 301-11 of this chapter.

[FTR Amdt. 2013-01, 78 FR 65211, Oct. 31, 2013]

#### **§ 301-74.7 May we provide light refreshments at an official conference?**

Yes. Agencies sponsoring a conference may provide light refreshments to agency employees attending an official conference. Light refreshments for morning, afternoon or evening breaks are defined to include, but not be limited to, coffee, tea, milk, juice, soft drinks, donuts, bagels, fruit, pretzels, cookies, chips, or muffins.

[FTR Amdt. 89, 65 FR 1327, Jan. 10, 2000. Redesignated by FTR Amdt. 2013-01, 78 FR 65212, Oct. 31, 2013]

#### **§ 301-74.8 May we include conference administrative costs in an employee's per diem allowance payment for attendance at a conference?**

No. Per diem is intended only to reimburse the attendee's subsistence expenses. You must pay conference registration fees separately, either directly or by reimbursing employees

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who pay such expenses and submit travel claims.

[FTR Amdt. 89, 65 FR 1327, Jan. 10, 2000. Redesignated by FTR Amdt. 2013-01, 78 FR 65212, Oct. 31, 2013]

### **§301-74.9 Are there any special requirements for sponsoring or funding a conference at a hotel, motel or other place of public accommodation?**

Yes. When you sponsor or fund (see 15 U.S.C. 2225a), in whole or in part, a conference at a place of public accommodation in the United States, you must use an approved accommodation (see §300-3.1 of this title), except as provided in §301-74.10. This provision also applies to the government of the District of Columbia when it expends Federal funds for a conference and any non-Federal entity which uses Government funds to sponsor or fund a conference.

[FTR Amdt. 89, 65 FR 1327, Jan. 10, 2000. Redesignated and amended by FTR Amdt. 2013-01, 78 FR 65212, Oct. 31, 2013]

### **§301-74.10 May we waive the requirement in §301-74.9?**

Yes, if the head of your agency makes a written determination on an individual case basis that waiver of the requirement to use approved accommodations is necessary in the public interest for a particular event. Your agency head may delegate this waiver authority to a senior agency official or employee who is given waiver authority with respect to all conferences sponsored or funded, in whole or in part, by your agency.

[FTR Amdt. 89, 65 FR 1327, Jan. 10, 2000. Redesignated and amended by FTR Amdt. 2013-01, 78 FR 65212, Oct. 31, 2013]

### **§301-74.11 What must be included in any advertisement or application form relating to conference attendance?**

Any advertisement or application for attendance at a conference described in §301-74.9 must include notice of the prohibition against using a non-FEMA approved place of public accommodation for conferences. In addition, any executive agency, as defined in 5 U.S.C. 105, shall notify all non-Federal enti-

ties to which it provides Federal funds of this prohibition.

[FTR Amdt. 2013-01, 78 FR 65212, Oct. 31, 2013]

### **§301-74.12 What special rules apply when a conference is held in the District of Columbia?**

In addition to the general rules provided in this part, the following special rules apply:

(a) You may not directly procure lodging facilities in the District of Columbia without specific authorization and appropriation from Congress (see 40 U.S.C. 8141); and

NOTE TO §301-74.12(a): This provision does not prohibit payment of per diem to an employee authorized to obtain lodging in the District of Columbia while performing official business travel.

(b) It is no longer mandatory that you contact GSA for meeting or conference facilities in the District of Columbia. However, you are encouraged to contact the GSA Public Buildings Service (PBS) of the National Capital Region to inquire about the availability of short-term conference and meeting facilities in the District of Columbia. For additional information see the Customer Desk Guide for Real Property Management, Chapter 1. The Customer Desk Guide can be found on the worldwide web at [https://www.gsa.gov/cdnstatic/Guide\\_to\\_Real\\_Property\\_508.pdf](https://www.gsa.gov/cdnstatic/Guide_to_Real_Property_508.pdf).

[FTR Amdt. 89, 65 FR 1327, Jan. 10, 2000, as amended by FTR Amdt. 108, 67 FR 57968, Sept. 13, 2002. Redesignated and amended by FTR Amdt. 2013-01, 78 FR 65212, Oct. 31, 2013; 85 FR 39850, July 2, 2020]

### **§301-74.13 What policies and procedures must we establish to govern the selection of conference attendees?**

You must establish policies that reduce the overall cost of conference attendance. The policies and procedures must:

(a) Limit your agency's representation to the minimum number of attendees determined by a senior official necessary to accomplish your agency's mission; and



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(b) Provide for the consideration of travel expenses when selecting attendees.

[FTR Amdt. 89, 65 FR 1327, Jan. 10, 2000. Redesignated by FTR Amdt. 2013-01, 78 FR 65212, Oct. 31, 2013]

### **§ 301-74.14 What records must we maintain to document the selection of a conference site?**

For each conference you sponsor or fund, in whole or in part for 30 or more attendees, you must maintain a record of the cost of each alternative conference site considered. You must consider at least three sites. You must make these records available for inspection by your Office of the Inspector General or other interested parties.

[FTR Amdt. 89, 65 FR 1327, Jan. 10, 2000. Redesignated by FTR Amdt. 2013-01, 78 FR 65212, Oct. 31, 2013]

## **Subpart B—Conference Attendees**

NOTE TO SUBPART B: Use of pronouns “we”, “you”, and their variants throughout this subpart refers to the agency.

### **§ 301-74.21 What is the applicable M&IE rate when meals or light refreshments are furnished by the Government or are included in the registration fee?**

When meals or light refreshments are furnished by the Government or are included in the registration fee the applicable M&IE will be calculated as follows:

(a) If meals are furnished, the appropriate deduction from the M&IE rate must be made (see § 301-11.18 of this chapter).

(b) If light refreshments are furnished, no deduction of the M&IE allowance is required.

[FTR Amdt. 89, 65 FR 1327, Jan. 10, 2000, as amended by FTR Amdt. 2005-06, 70 FR 60222, Oct. 17, 2005]

### **§ 301-74.22 When should actual expense reimbursement be authorized for conference attendees?**

You may authorize actual expenses under § 301-11.300 of this chapter when the applicable lodging rate is inadequate.

[FTR Amdt. 2013-01, 78 FR 65212, Oct. 31, 2013]

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### **§ 301-74.23 May we reimburse travelers for an advanced payment of a conference or training registration fee?**

Yes, you may reimburse travelers for an advanced discounted payment for a conference or training registration fee as soon as you have approved their travel to that event, and they submit a proper claim for the expenses incurred.

[FTR Amdt. 2006-02, 71 FR 24598, Apr. 26, 2006. Redesignated by FTR Amdt. 2013-01, 78 FR 65212, Oct. 31, 2013]

### **§ 301-74.24 What is the traveler required to do if they are unable to attend an event for which they were reimbursed for an advanced discounted payment of a conference or training registration fee?**

In all cases where a traveler is unable to attend an event for which a discounted registration fee was paid and reimbursed in advance of the event, the traveler must seek a refund of the registration fee and repay the agency with any refund received. If no refund is made, the agency must absorb the advanced payment if the traveler's failure to attend the event was caused either by an agency decision or for reasons beyond the employee's control that are acceptable to the agency, e.g., unforeseen illness or emergency. If no refund is made, and the traveler's failure to attend the scheduled event is due to reasons deemed unexcusable by the agency, the traveler must repay the agency for the amount advanced.

[FTR Amdt. 2006-02, 71 FR 24598, Apr. 26, 2006. Redesignated by FTR Amdt. 2013-01, 78 FR 65212, Oct. 31, 2013; FTR Case 2022-05, 89 FR 12253, Feb. 16, 2024]

## **PART 301-75—PRE-EMPLOYMENT INTERVIEW TRAVEL**

### **Subpart A—General Rules**

Sec.

301-75.1 What is the purpose of the allowance for pre-employment interview travel expenses?

301-75.2 May we pay pre-employment interview travel expenses?

301-75.3 What governing policies and procedures must we establish related to pre-employment interview travel?

301-75.4 What other responsibilities do we have for pre-employment interview travel?

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### Subpart B—Travel Expenses

- 301-75.100 Must we pay all of the interviewee's pre-employment interview travel expenses?
- 301-75.101 What pre-employment interview travel expenses may we pay?
- 301-75.102 What pre-employment interview travel expenses are not payable?
- 301-75.103 What are our responsibilities when we authorize an interviewee to use common carrier transportation to perform pre-employment interview travel?

### Subpart C—Obtaining Travel Services and Claiming Reimbursement

- 301-75.200 How will we pay for pre-employment interviewee travel expenses?
- 301-75.201 May we allow the interviewee to use individual Government contractor-issued charge cards for pre-employment interview travel?
- 301-75.202 What must we do if the interviewee exchanges the ticket they have been issued?
- 301-75.203 May we provide the interviewee with a travel advance?
- 301-75.204 May we use Government contractor-issued travelers checks to pay for the interviewee's travel expenses?
- 301-75.205 Is the interviewee required to submit a travel claim to us?

AUTHORITY: 5 U.S.C. 5707.

SOURCE: FTR Amdt. 70, 63 FR 15980, Apr. 1, 1998, unless otherwise noted.

### Subpart A—General Rules

#### § 301-75.1 What is the purpose of the allowance for pre-employment interview travel expenses?

To help you recruit highly qualified individuals.

#### § 301-75.2 May we pay pre-employment interview travel expenses?

Yes, if you determine it is in the best interest of the Government to do so. However, pre-employment travel expenses may not be authorized to offset or defray other expenses not allowable under this subpart.

#### § 301-75.3 What governing policies and procedures must we establish related to pre-employment interview travel?

You must establish policies and procedures governing:

- (a) When you will pay pre-employment interview travel expenses, including the criteria for determining which

individuals or positions qualify for payment of such expenses;

- (b) Who will determine, in each individual case, that a person qualifies for pre-employment interview travel expenses; and

- (c) Who will determine what expenses you will pay for each individual interviewee.

#### § 301-75.4 What other responsibilities do we have for pre-employment interview travel?

You must:

- (a) Provide your interviewees with a list of FEMA approved accommodations in the vicinity of the interview, and encourage them to stay in an approved accommodation;

- (b) Inform the interviewee that the interviewee is responsible for excess cost and any additional expenses that they incur for personal preference or convenience;

- (c) Inform the interviewee that the Government 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;

- (d) Assist the interviewee in preparing the travel claim;

- (e) Provide the interviewee with instructions on how to submit the claim; and

- (f) Inform the interviewee that the interviewee may subject themselves to criminal penalties if they knowingly present a false, fictitious, or fraudulent travel claim (See 18 U.S.C. 287 and 1001).

[FTR Amdt. 70, 63 FR 15980, Apr. 1, 1998; 63 FR 35538, June 30, 1998, as amended by FTR Amdt. 2007-05, 72 FR 61540, Oct. 31, 2007; FTR Case 2022-05, 89 FR 12253, Feb. 16, 2024]

### Subpart B—Travel Expenses

#### § 301-75.100 Must we pay all of the interviewee's pre-employment interview travel expenses?

If you decide to pay the interviewee per diem or common carrier transportation costs, you must pay the full amount of such cost to which the interviewee would be entitled if the interviewee were a Government employee traveling on official business.

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**§ 301-75.101 What pre-employment interview travel expenses may we pay?**

You may pay the following expenses:

- (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
- (d) Travel expenses of an individual with a disability or special need as provided in part 301-13 of this chapter.

**§ 301-75.102 What pre-employment interview travel expenses are not payable?**

You may not pay expenses for:

- (a) Use of communication services for purposes other than communication directly related to travel arrangement for the Government interview.
- (b) Hire of a room at a hotel or other place to transact official business.

**§ 301-75.103 What are our responsibilities when we authorize an interviewee to use common carrier transportation to perform pre-employment interview travel?**

You must provide the interviewee with one of the following:

- (a) A common carrier ticket;
- (b) A GTR; or
- (c) A point of contact with your travel management center to arrange the common carrier transportation. In this instance, you must notify the travel management center that the interviewee is authorized to receive a ticket for the trip;
- (d) Written instructions explaining your procedures and the liability of the interviewee for controlling and accounting for passenger transportation documents, if common carrier transportation is required;
- (e) A credit/refund address for any common carrier transportation provided for unused government furnished tickets.

[FTR Amdt. 70, 63 FR 15980, Apr. 1, 1998; 63 FR 35538, June 30, 1998]

**Subpart C—Obtaining Travel Services and Claiming Reimbursement**

**§ 301-75.200 How will we pay for pre-employment interviewee travel expenses?**

For	You will
Common carrier transportation expenses other than transit systems at the agency's location.	Bill the expenses to a centrally billed or other agency established account or provide the traveler with a GTR when no other option is available or feasible.
Other expenses .....	Require payment by the interviewee and reimburse the interviewee for allowable travel expenses upon submission and approval of the interviewee's travel claim.

[FTR Amdt. 70, 63 FR 15980, Apr. 1, 1998; 63 FR 35538, June 30, 1998, as amended by FTR Amdt. 2010-02, 75 FR 24436, May 5, 2010; FTR Case 2022-05, 89 FR 12253, Feb. 16, 2024]

**§ 301-75.201 May we allow the interviewee to use individual Government contractor-issued charge cards for pre-employment interview travel?**

No.

**§ 301-75.202 What must we do if the interviewee exchanges the ticket they have been issued?**

If	You will inform the traveler
The new ticket is more expensive than the ticket you provided.	That the traveler must pay the difference using personal funds and the traveler will not receive reimbursement for the extra amount.
The new ticket is less expensive than the ticket you provided.	Provide the interviewee with a credit/refund address by attaching a copy of the GTR, or some other document containing this information, to either the ticket or the travel authorization as provided in U.S. Government Passenger Transportation Handbook ( <a href="https://www.gsa.gov/transaudits">https://www.gsa.gov/transaudits</a> ).

## Temp. Duty (TDY) Travel Allowances

## § 301-76.100

[FTR Amdt. 70, 63 FR 15980, Apr. 1, 1998; 63 FR 35538, June 30, 1998, as amended by FTR Amdt. 108, 67 FR 57968, Sept. 13, 2002; 85 FR 39850, July 2, 2020; FTR Case 2022-05, 89 FR 12253, Feb. 16, 2024]

### § 301-75.203 May we provide the interviewee with a travel advance?

No.

### § 301-75.204 May we use Government contractor-issued travelers checks to pay for the interviewee's travel expenses?

No.

### § 301-75.205 Is the interviewee required to submit a travel claim to us?

No. Only if the interviewee wants to be reimbursed, then they must submit a travel claim in accordance with your agency procedures in order to receive reimbursement for pre-employment interview travel expense.

[FTR Amdt. 70, 63 FR 15980, Apr. 1, 1998, as amended by FTR Case 2022-05, 89 FR 12253, Feb. 16, 2024]

## PART 301-76—COLLECTION OF UNDISPUTED DELINQUENT AMOUNTS OWED TO THE CONTRACTOR ISSUING THE INDIVIDUALLY BILLED TRAVEL CHARGE CARD

### Subpart A—General Rules

Sec.

301-76.1 May we collect undisputed delinquent amounts that an employee (including members of the uniformed services) owes to a Government travel charge card contractor?

301-76.2 What is disposable pay?

### Subpart B—Policies and Procedures

301-76.100 Are there any due process requirements with which we must comply before collecting undisputed delinquent amounts on behalf of the charge card contractor?

301-76.101 Who is responsible for ensuring that all due process and legal requirements have been met?

301-76.102 Can we collect undisputed delinquent amounts if we have not reimbursed the employee for amounts reimbursable under applicable travel regulations?

301-76.103 What is the maximum amount we may deduct from the employee's disposable pay?

AUTHORITY: 5 U.S.C. 5707; 40 U.S.C. 121(c); Sec. 2, Pub. L. 105-264, 112 Stat. 2350 (5 U.S.C. 5701 note).

SOURCE: FTR Amdt. 90, 65 FR 3058, Jan. 19, 2000, unless otherwise noted.

### Subpart A—General Rules

NOTE TO SUBPART A: Use of pronouns “we”, “you”, and their variants throughout this part refers to the agency.

### § 301-76.1 May we collect undisputed delinquent amounts that an employee (including members of the uniformed services) owes to a Government travel charge card contractor?

Yes, upon written request from the contractor and in accordance with the procedures specified in § 301-76.100, you may collect undisputed amounts owed to a Government travel charge card contractor from the delinquent employee's disposable pay. You must promptly forward all amounts deducted to the contractor.

### § 301-76.2 What is disposable pay?

Disposable pay is the part of the employee's compensation remaining after the deduction of any amounts required by law to be withheld. These deductions do not include discretionary deductions such as savings bonds, charitable contributions, etc. Deductions may be made from any type of pay, e.g., basic pay, special pay, retirement pay, or incentive pay.

[FTR Amdt. 92, 65 FR 21367, Apr. 21, 2000]

### Subpart B—Policies and Procedures

NOTE TO SUBPART B: Use of pronouns “we”, “you”, and their variants throughout this part refers to the agency.

### § 301-76.100 Are there any due process requirements with which we must comply before collecting undisputed delinquent amounts on behalf of the charge card contractor?

Yes, you must:

## § 301-76.101

(a) Provide the employee with written notice of the type and amount of the claim, the intention to collect the claim by deduction from the employee's disposable pay, and an explanation of the employee's rights as a debtor;

(b) Give the employee the opportunity to inspect and copy your records related to the claim;

(c) Allow an opportunity for a review within the agency of your decision to collect the amount; and

(d) Provide the employee an opportunity to make a written agreement with the contractor to repay the delinquent amount.

[FTR Amdt. 90, 65 FR 3058, Jan. 19, 2000, as amended by FTR Case 2022-05, 89 FR 12253, Feb. 16, 2024]

### § 301-76.101 Who is responsible for ensuring that all due process and legal requirements have been met?

You are responsible for ensuring that all requirements have been met.

### § 301-76.102 Can we collect undisputed delinquent amounts if we have not reimbursed the employee for amounts reimbursable under applicable travel regulations?

No, you may only collect undisputed delinquent amounts after you have reimbursed the employee under the applicable travel regulations and in accordance with a proper travel claim. However, if the employee has not submitted a proper travel claim within the timeframe requirements of § 301-52.7 of this chapter, and there are no extenu-

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ating circumstances, you may collect the undisputed delinquent amounts.

### § 301-76.103 What is the maximum amount we may deduct from the employee's disposable pay?

As set forth in Public Law 105-264, 112 Stat. 2350, October 19, 1998, the maximum amount you may deduct from the employee's disposable pay is 15 percent per pay period, unless the employee consents in writing to deduction of a greater percentage.

## PARTS 301-77—301-99 [RESERVED]

### APPENDIX A TO CHAPTER 301—PRESCRIBED MAXIMUM PER DIEM RATES FOR CONUS

For the Continental United States (CONUS) *per diem* rates, see applicable FTR *Per Diem* Bulletins, issued periodically and available on the Internet at <https://www.gsa.gov/perdiem>.

[FTR Amdt. 2003-03, 68 FR 22314, Apr. 28, 2003, as amended at 85 FR 39850, July 2, 2020]

### APPENDIX B TO CHAPTER 301—ALLOCATION OF M&IE RATES TO BE USED IN MAKING DEDUCTIONS FROM THE M&IE ALLOWANCE

For the meals and incidental expenses (M&IE) deduction amounts for localities in CONUS, non-foreign areas, and foreign areas, visit <https://www.gsa.gov/mie>. Any updates to the amounts will be noted in FTR *Per Diem* Bulletins, issued periodically and available on the internet.

[FTR Amdt. 2018-01, 83 FR 30078, June 27, 2018, as amended at 85 FR 39850, July 2, 2020]

### APPENDIX C TO CHAPTER 301—STANDARD DATA ELEMENTS FOR FEDERAL TRAVEL [TRAVELER IDENTIFICATION]

Group name	Data elements	Description
Travel Authorization .....	Authorization Number	Assigned by the appropriate office.
Employee Name .....	First Name, Middle Initial, Last Name.	Agency guidelines may specify the order, e.g., last name first.
Employee Identification	Employee Number .....	Must use a number, e.g., SSN, vendor number, or other number that identifies the employee.