proceedings to enforce its requirements. (See section 307(b)(2)).

**List of Subjects in 40 CFR Part 52**

Environmental protection, Air pollution control, Carbon monoxide, Incorporation by reference, Intergovernmental relations, Nitrogen dioxide, Ozone, Particulate matter, Reporting and recordkeeping requirements, Sulfur oxides, Volatile organic compounds.

Diana Esher, 
*Acting Regional Administrator, Region III.*

For the reasons stated in the preamble, the EPA amends 40 CFR part 52 as follows:

**PART 52—APPROVAL AND PROMULGATION OF IMPLEMENTATION PLANS**

1. The authority citation for part 52 continues to read as follows:

<table>
<thead>
<tr>
<th>Name of non-regulatory SIP revision</th>
<th>Applicable geographical area</th>
<th>State submittal date</th>
<th>EPA approval date</th>
<th>Additional explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTG Negative Declaration Certification for the 2015 Ozone National Ambient Air Quality Standard for the 2016 Oil and Gas CTG.</td>
<td>Northern Virginia VOC emissions control area.</td>
<td>8/9/21</td>
<td>9/12/22, [Insert Federal Register citation].</td>
<td>Certifies negative declaration for the 2016 Oil and Gas CTG.</td>
</tr>
</tbody>
</table>

**GENERAL SERVICES ADMINISTRATION**

**41 CFR Parts 300–3, 300–70, 301–2, 301–10, 301–11, 301–13, 301–53, 301–70, 301–71, Appendix C to Chapter 301, 304–3, and 304–5**

[FTR Case 2020–300–1; Docket No. GSA–FTR–2022–0005, Sequence No. 2]

**RIN 3090–AK40**

**Federal Travel Regulation; Common Carrier Transportation**

**AGENCY:** Office of Government-wide Policy (OGP), General Services Administration (GSA).

**ACTION:** Final rule.

**SUMMARY:** The U.S. General Services Administration (GSA) is amending the Federal Travel Regulation (FTR) by adding definitions to the Glossary of Terms; adopting recommendations from agencies and the Senior Travel Official Council to simplify the FTR; consolidating duplicative regulations pertaining to the use of common carrier transportation accommodations; introducing premium economy airline accommodations as a class of service and creating management controls related to the use thereof; removing an outdated exception to use of a Contract City Pair fare; sequencing common carrier regulations in a more logical order; and making miscellaneous editorial corrections.

**DATES:** Effective October 12, 2022.

**FOR FURTHER INFORMATION CONTACT:** Mr. Tom Mueller, Director of Travel, Relocation, Mail, and Transportation Division, Office of Government-wide Policy, at 202–206–0247 or by email at thomas.mueller@gsa.gov or clarification of content. For information pertaining to status or publication schedules, contact the Regulatory Secretariat Division at 202–501–4755 or GSARegSec@gsa.gov. Please cite FTR Case 2020–300–1.

**SUPPLEMENTARY INFORMATION:**

1. **Background**

GSA is amending the FTR by defining multiple terms, to include “coach class”, “other than coach class” (which includes “first class”, “business class”, and “premium economy class”), “contract City Pair Program”, “scheduled flight time”, and “usually traveled route”, along with making other minor editorial changes in the Glossary of Terms. This final rule also relocates regulations that are informational and not directive in nature, such as “What is an extra-fare train?” (FTR § 301–10.163), and more appropriately places them in the “Glossary of Terms”.

GSA amended the FTR on October 27, 2009 (74 FR 55145) to implement recommendations contained in the U.S. Government Accountability Office (GAO) report, “Premium Class Travel: Internal Control Weaknesses Governmentwide Led to Improper and Abusive Use of Premium Class Travel” (GAO–07–1268). The final rule replaced “first-class”, “business-class”, and “premium-class” with a broad term, “other than coach-class.” Since that time, changes in the airline industry, such as unbundling of services and the creation of classes of service between coach and business class, has created uncertainty on what accommodations must be reported as other than coach class. Consequently, GSA is defining the term “other than coach class” to include “first class”, “business class”, and “premium economy class”, while also clearly stating that only first class and business class need to be reported as part of GSA’s efforts to ensure against improper and abusive Government travel costs per GAO–07–1268.

Including “premium economy class” as its own class of service aligns with current commercial airline industry practice and acknowledges a potentially cost-saving alternative to business class accommodations for Federal travelers when an exception to using coach class accommodation applies.

From fiscal years 2011 through 2020, business class airline accommodations have accounted for about 97 percent of the cost of all reportable other than coach class transportation. Of the aforementioned 97 percent of business class air trips, 35 percent were authorized using the “14-hour rule” per FTR 301–10.125. As premium economy class airline tickets tend to be less expensive than business class, particularly for flights to destinations outside the continental United States (OCONUS), GSA is amending the FTR to authorize premium economy class
class accommodations as an exception to the required use of coach class when scheduled flight time exceeds eight hours and travel is to, from, or between OCONUS locations (i.e., foreign and non-foreign areas). This exception for using premium economy class is aimed at reducing the use of first class and business class transportation with the anticipation that agencies will authorize premium economy class where offered, instead of business or first class, when eligible. In the event a traveler is authorized to fly premium economy class under the new eight-hour rule, there is no eligibility for a rest period.

Some agencies have expressed the need for a rest period in excess of 24 hours when there is limited availability of scheduled departures, as travelers may encounter it when traveling to certain foreign or remote locations. Accordingly, GSA is adding a paragraph (c) to section 301–11.20 informing agencies they may authorize a rest period in excess of 24 hours under the circumstances described.

Additionally, agencies are required to report annual travel data on certain types of travel per subpart B of FTR part 300–70. Premium class travel (formally known as “other than coach class” travel) is one such type of travel that requires annual reporting. Premium class travel reporting requirements are set forth in the FTR and do not have a statutorily mandated deadline for submission, which provides the Administrator of General Services latitude on setting reporting deadlines. Typically, agencies request an extension to submit their premium class travel data. To provide agencies more time to review their data, GSA is setting the premium class travel reporting requirement as December 31 of each year (instead of the current 60 days after the end of each fiscal year).

GSA will now refer to the “premium class” or “other than coach class” travel report as the “first class and business class” travel report as reporting is limited to only first and business class accommodations. The renaming of this report will avoid confusion with the newly proposed definitions of “other than coach class” and “premium economy class”. Agencies will not report premium economy class or coach class seating upgrades in the first class and business class report as costs for both are likely to be substantially lower than business and first class accommodations, and therefore, pose less risk for travel cost abuse. To further reduce agency reporting burden, GSA will not require submissions only for CFO Act agencies and agencies that reported the use of first class or business class accommodations for the previous reporting cycle. All other agencies may provide a negative report but are not required to do so. These changes, along with clarifying that agencies only need to report first class and business class accommodations, will promote a common understanding of the reporting requirements across Government.

GSA is also making several changes to the FTR based on recommendations from the Travel and Expense Management Federal Integrated Business Framework working group established by GSA in April 2017, in which GSA worked with other agencies to develop baseline travel and expense management standards. For example, the group proposed removing an outdated City Pair Program exception which allows travelers to use a non-contract fare if smoking is permitted on the contract air carrier and the nonsmoking section of the contract aircraft is not acceptable (FTR § 301–10.107(e)). In 2000, smoking was banned on all scheduled U.S. domestic and international airline flights between the U.S. and another country (65 FR 36772), which eventually led to smoke-free policies for airlines worldwide. Consequently, GSA is removing this outdated exception to Contract City Pair Program fare use.

This final rule also eliminates the duplicative language in the FTR on the classes of accommodations for each mode of common carrier transportation, i.e., FTR §§ 301–10.121 (air), 301–10.160 (rail), and 301–10.182 (ship), the requirement to use coach class accommodations for each mode, i.e., FTR §§ 301–10.122 (air), 301–10.161 (rail), and 301–10.183 (ship), and the duplicative regulations that prescribe when a traveler may be authorized use of other than coach class accommodations, i.e., FTR §§ 301–10.123 (air), 301–10.162 (rail), and 301–10.183 (ship), into a single definition for “coach class”, one regulation on the requirement to use coach class, and one regulation governing when other than coach class may be authorized, irrespective of the mode of common carrier transportation. Further, this rule eliminates examples of exceptional security circumstances that currently accompany the exception for use of other than coach class, as such circumstances are determined by the agency.

The final rule also clarifies circumstances under which agencies may authorize the use of sleeping cars on trains. Lastly, due in part to the consensus on the elimination of multiple regulations, this rule reestablishes the common carrier regulations found in FTR part 301–10. It also makes other miscellaneous editorial changes.

II. Discussion of the Final Rule

GSA published a proposed rule on March 3, 2022 (87 FR 12048), to amend the FTR sections pertaining to the use of common carrier transportation, e.g., commercial airline and train. The proposed rule received one anonymous comment that recommended changing the term and definition of “Flight Time” under the 14-hour rule to “Travel Time”, to account for the total travel time from point of origin to final destination.

In drafting the proposed rule, GSA considered total travel time, but agencies expressed concern that it may actually increase the use of business class. Consequently, GSA is maintaining scheduled flight time as a determining factor for eligibility, not entitlement, to use of business class airline accommodations.

Additionally, as total travel time may include train travel that offers business class seating, and often includes time spent traveling between a traveler’s residence and airport or train station, time awaiting transportation, and time traveling using shuttle, taxi, or transportation network company services to the final destination, these factors further deterred GSA from proposing to use total travel time as a basis for business class eligibility.

III. Executive Orders 12866 and 13563

Executive Orders (E.O.s) 12866 and 13563 direct agencies to assess all costs and benefits of available regulatory alternatives and, if regulation is necessary, to select regulatory approaches that maximize net benefits (including potential economic, environmental, public health and safety effects, distributive impacts, and equity). E.O 13563 emphasizes the importance of quantifying both costs and benefits, of reducing costs, of harmonizing rules, and of promoting flexibility. This is not a significant regulatory action under E.O. 12866, to which was not subject to review under Section 6(b) of Executive Order 12866, Regulatory Planning and Review, dated September 30, 1993.

IV. Congressional Review Act

OIRA has determined that this rule is not a “major rule” as defined by 5 U.S.C. 804(2). Additionally, this rule is excepted from Congressional Review Act reporting requirements prescribed under 5 U.S.C. 801 since it relates to agency management or personnel under 5 U.S.C. 804(3).
IV. Regulatory Flexibility Act

This final rule will not have a significant economic impact on a substantial number of small entities within the meaning of the Regulatory Flexibility Act, 5 U.S.C. 601, et seq., because it applies to agency management. Therefore, a Final Regulatory Flexibility Analysis has not been performed.

V. Paperwork Reduction Act

The Paperwork Reduction Act does not apply because the changes to the FTR do not impose recordkeeping or information collection requirements, or the collection of information from offerors, contractors, or members of the public that require the approval of the Office of Management and Budget (OMB) under 44 U.S.C. 3501, et seq.

List of Subjects

41 CFR Part 300–3

Government employees, Income Taxes, Travel and transportation expenses.

41 CFR Part 300–70

Government employees, Reporting and recordkeeping requirements, Travel and transportation expenses.

41 CFR Part 301–2

Government employees, Travel and transportation expenses.

41 CFR Part 301–10

Common carriers, Government employees, Government property, Travel and transportation expenses.

41 CFR Part 301–11

Government employees, Travel and transportation expenses.

41 CFR Part 301–13

Government employees, Individuals with disabilities, Travel and transportation expenses.

41 CFR Part 301–53

Government employees, Travel and transportation expenses.

41 CFR Part 301–70

Administrative practice and procedure, Government employees, Individuals with disabilities, Travel and transportation expenses.

41 CFR Part 301–71

Accounting, Government employees, Travel and transportation expenses.
higher than coach and premium economy, in cost and amenities.

(3) Premium economy class. A class of airline accommodation that is lower than both first class and business class, but higher than coach class in terms of cost and amenities. Airlines are constantly updating their offerings; however, for the purposes of this regulation, premium economy class is considered a separate, higher class of accommodation from coach class and is not considered a coach class seating upgrade.

Private owned automobile—A car or light truck, including a van or a pickup truck, that is owned or leased for personal use by an individual, but not necessarily the traveler.

Scheduled flight time—The flight time between the originating departure point and the ultimate arrival point, as scheduled by the airline, including scheduled non-overnight time spent at airports during plane changes. Scheduled non-overnight time does not include time spent at the originating or ultimate arrival airports.

Usually traveled route—The most direct route between the employee’s official station (or invitational traveler’s home) and the temporary duty location, as defined by maps or consistent with established scheduled services of contract or common carriers.

PART 300–70—AGENCY REPORTING REQUIREMENTS

§ 300–70.101 What information must we report on the use of first class and business class transportation accommodations?

GSA issues FTR bulletins that inform you of the required information and reporting format(s) for each trip where you paid for at least one segment of first class or business class transportation accommodations that were more expensive than coach class accommodations for the same itinerary. FTR bulletins are updated as necessary and available at https://www.gsa.gov/ftrbulletins.

7. Revise § 300–70.102 to read as follows:

§ 300–70.102 When must we report on the use of first class and business class transportation accommodations?

You must report to the U.S. General Services Administration, Office of Government-wide Policy no later than December 31 of each year. The reporting period is October 1 through September 30. Negative submissions, i.e., no data to report, are required for Chief Financial Officers (CFO) Act agencies and agencies that reported the use of first class or business class transportation accommodations for the previous reporting cycle. All other agencies may provide a negative report, as relevant.

8. Amend § 300–70.103 by revising the section heading, introductory text, and paragraphs (a) and (b) to read as follows:

§ 300–70.103 Are there any exceptions to the first class and business class reporting requirement?

Yes. You must not report data that is protected from public disclosure by statute or Executive Order, such as classified data or data otherwise withheld from the public in response to written requests under the Freedom of Information Act (5 U.S.C. 552). In these cases, you are required to report the following aggregate information:

(a) Aggregate number of authorized first class and business class trips that are protected from disclosure;

(b) Total cost of actual first class and business class fares paid that exceeded the coach class fare; and

PART 301–2—GENERAL RULES

9. The authority citation for 41 CFR part 301–2 continues to read as follows:


14. Add §§ 301–10.101 through 301–10.104 to read as follows:

§ 301–10.101 What classes of common carrier accommodations are available?

§ 301–10.102 What class of common carrier accommodations must I use?

§ 301–10.103 When may I use other than coach class accommodations?

§ 301–10.104 What must I do if I change or do not use a common carrier reservation?

§ 301–10.101 What classes of common carrier accommodations are available?

Common carriers frequently update their levels of service and use various terminologies to distinguish those levels of service. For the purposes of this regulation, the classes of common carrier transportation are categorized as coach class, premium economy class, business class, and first class.

Note 1 to § 301–10.101: If an airline flight has only two classes of accommodations available, i.e., two distinctly different seating
types (such as girth and pitch) and the front of
the aircraft is termed “premium economy
class” or higher by the airline and the tickets
are fare coded as premium economy class or
higher, then the front of the aircraft is
deemed to be other than coach class.
Alternatively, if an airline flight has only two
seating sections available but equips both
with one type of seating, (i.e., seating girth
and pitch are the same in both sections of the
aircraft), and the seats in the front of the
aircraft are fare coded as full fare economy
class, and only restricted economy fares are
available in the back of the aircraft, then the
entire aircraft is to be classified as coach
class. In this second situation, qualifying for
other than coach class travel is not required
to purchase an unrestricted full fare economy
seat in the front of the aircraft as the entire
aircraft is considered “coach class.”

§ 301–10.102 What class of common
carrier accommodations must I use?
For all official travel you must use
class accommodations, unless your agency authorizes or approves the
use of other than coach class accommodations as provided under
§ 301–10.103.

§ 301–10.103 When may I use other than
class accommodations?
You are required to exercise the same
care in incurring expenses that a
prudent person would exercise if
traveling on personal business when
making official travel arrangements.
Therefore, you are required to use the
least expensive class of
accommodations necessary to meet your
needs and accomplish the agency’s
mission. You may use the lowest other
than coach class accommodations only
when your agency specifically
authorizes or approves such use as
specified in paragraph (a), (b), or (c)
of this section.
(a) Your agency may authorize or
approve premium economy class
accommodations when:
(1) Required to accommodate a
medical disability or other special need;
(i) A medical disability must be
certified annually in a written statement
by a competent medical authority.
However, if the disability is a lifelong
condition, then a one-time certification
statement is required. Certification
statements must include at a minimum:
(A) A written statement by a
competent medical authority stating that
special accommodation is necessary;
(B) An approximate duration of the
special accommodation; and
(C) A recommendation as to the
suitable class of transportation
accommodations based on the medical
disability.
(ii) A special need must be certified
annually in writing according to your
agency’s procedures. However, if the
special need is a lifelong condition, then
a one-time certification statement is
required;
(iii) If you are authorized under
§ 301–13.3(a) of this subchapter to have
an attendant accompany you, your
agency may also authorize the attendant
to use premium economy class
accommodations when you require the
attendant’s services en route.
(2) Exceptional security
circumstances, as determined by your
agency, require premium economy class
accommodations;
(3) Coach class accommodations on
an authorized foreign carrier do not
provide adequate sanitation or health
standards;
(4) Regularly scheduled service
between origin and destination points,
including connecting points, provide only
other than coach class accommodations and you certify such
on your voucher;
(5) Your common carrier costs are
paid in full through agency acceptance
of payment from a non-Federal source
in accordance with chapter 304 of this
title;
(6) Your origin and/or destination is/
are OCONUS and your scheduled flight
time, including stopovers and change of
planes, is in excess of eight hours;
(7) The use results in an overall cost
to the Government by avoiding
additional subsistence costs, overtime,
or lost productive time while awaiting
class accommodations;
(8) No space is available in coach
class accommodations that allows you
to arrive in time to accomplish the
mission, which is urgent and cannot be
postponed;
or
(9) Required because of agency
mission, consistent with your agency’s
internal procedures pursuant to § 301–
70.102(i).
(b) Your agency may authorize or
approve business class accommodations
under paragraphs (a)(1) through (5) and
(7) through (9) of this section, or when:
(1) Your origin and/or destination are
OCONUS;
(2) Your scheduled flight time,
including stopovers and change of
planes, is more than 14 hours;
(3) You are required to report to duty
the following day or sooner; and
(4) Your agency has determined
business class accommodations are
more advantageous than authorizing a
rest period en route or at your
destination pursuant to § 301–11.20.
(c) Your agency may authorize or
approve first class accommodations
under paragraph (a)(1), (2), or (9) of this
section, or when no coach class,
premium economy class, or business
class accommodations are reasonably
available. “Reasonably available” means
available on a common carrier that is
scheduled to leave within 24 hours of
your proposed departure time, or
scheduled to arrive within 24 hours of
your proposed arrival time.

Note 1 to § 301–10.103: Other than coach
class accommodations may be obtained at a
traveler’s personal expense, including
through redemption of program membership
benefits such as frequent flyer programs.

Note 2 to § 301–10.103: Open authorization
(i.e., Unlimited Open or Limited Open) of
other than coach class transportation
accommodations is prohibited and shall be
authorized on an individual trip-by-trip
basis, unless the traveler has an up-to-date
documented medical disability or special
need.

§ 301–10.104 What must I do if I change or
do not use a common carrier reservation?
If you know you will change or not
use your reservation, you must take
action to change or cancel it as
prescribed by your agency. Also, you
must report all changes of your
reservation according to your agency’s
procedures in an effort to prevent losses
to the Government. Failure to do so may
subject you to liability for any resulting
losses.

■ 15. Revise § 301–10.105 to read as follows:

§ 301–10.105 What must I do with unused
Government Transportation Request(s)
(GTR(s)), ticket(s), or refund application(s)?
You must submit any unused GTR(s),
unused ticket coupons, unused e-
tickets, unused e-vouchers, or refund
applications to your agency in
accordance with your agency’s
procedures.

■ 16. Remove the undesignated center
heading “Use of Contract City-Pair
Fares” that appears above § 301–10.106.

■ 17. Revise § 301–10.106 to read as follows:

§ 301–10.106 Am I authorized to receive or
keep a refund or credit for unused
transportation?
No. You are not authorized to receive or
keep a refund, credit, or any other
negotiable document from a
transportation service provider for
undelivered services (except as
provided in § 301–10.123) or any
portion of an unused ticket issued in
exchange for a GTR or billed to an
agency’s centrally billed account.
However, any charges billed directly to
your individually billed Government
charge card account should be credited
to your account. You must immediately
remit to the Government for any unused
transportation expense(s) credited to

Vol. 87, No. 175 / Monday, September 12, 2022 / Rules and Regulations
Use of Contract City Pair Program Fares

§ 301–10.110 When must I use a contract City Pair Program fare?

If you are an employee of an agency as defined in § 301–1,1 of this chapter, you must use a contract City Pair Program fare for scheduled air passenger transportation service unless one of the limited exceptions in § 301–10.111 exists.

Note 1 to § 301–10.110: When a contract City Pair Program carrier offers a lower cost capacity-controlled coach class contract fare (YCA) and an unrestricted coach class contract fare (YCA), you must use the lower cost capacity-controlled fare when it is advantageous and meets mission needs. A listing of contract City Pair Program fares is available at https://www.gsa.gov/citypairs.

Note 2 to § 301–10.110: Employees of the Government of the District of Columbia, with the exception of the District of Columbia Courts, are not eligible to use contract City Pair Program fares even though these employees otherwise may be covered by the FTR.

§ 301–10.111 Are there any exceptions to the use of a contract City Pair Program fare?

Yes, your agency may authorize use of a non-contract fare when:
(a) There are no accommodations available on any scheduled contract City Pair Program flight arriving to your destination in time to accomplish the purpose of your travel or use of contract service would require you to incur unnecessary overnight lodging costs which would increase the total cost of the trip;
(b) The contractor’s flight schedule is inconsistent with explicit policies of your Federal department or agency with regard to scheduling travel during normal working hours;
(c) A non-contract carrier offers a lower fare to the general public that, if used, will result in a lower total trip cost to the Government (the combined costs of transportation, lodging, meals, and related expenses considered); or

Note 1 to paragraph (c): This exception does not apply if the contract carrier offers the same or lower fare and has seats available at that fare, or if the fare offered by the non-contract carrier is restricted to Government and military travelers performing official business and may be purchased only with a contractor-issued charge card, centrally billed account (e.g., YDG, MDG, QDG, VDG, and similar fares) or GTR where the two previous options are not available.

(d) Cost effective rail transportation is available and is consistent with mission requirements.

Note 2 to § 301–10.111: A group of 10 or more passengers traveling on the same day, for the same mission, requiring group integrity and identified as a group by the travel management service upon booking is not a mandatory user of the Government’s contract City Pair Program fares. For group travel, agencies are expected to obtain air passenger transportation service that is practical and cost effective to the Government.

Note 3 to § 301–10.111: Contractors are not authorized to use contract City Pair Program fares to perform travel under their contracts.

Note 4 to § 301–10.111: Carrier preference is not a valid exception for using a non-contract City Pair Program fare.

§ 301–10.112 What requirements must be met to use a non-contract fare?

(a) Before purchasing a non-contract fare, you must meet one of the exception requirements listed in § 301–10.111 and show approval on your travel authorization to use a non-contract fare; and

(b) If the non-contract fare is non-refundable, restricted, or has specific eligibility requirements, you must know or reasonably anticipate, based on your planned trip, that you will use the ticket; and

(c) Your agency must determine that the proposed non-contract transportation is practical and cost effective for the Government.

§ 301–10.113 What is my liability for unauthorized use of a non-contract carrier when contract service is available and I do not meet one of the exceptions for required use?

You are responsible for any additional costs or penalties incurred by you resulting from unauthorized use of non-contract service.

§ 301–10.114 May I use contract passenger transportation service for personal travel?

No, you may not use contract passenger transportation service for personal travel.

§§ 301–10.115 through 301–10.117 [Removed and Reserved]

■ 19. Add an undesignated center heading before § 301–10.110 and revise §§ 301–10.110 through 301–10.114 to read as follows:

Sec.
* * * * *

Use of Contract City Pair Program Fares

§ 301–10.111 Are there any exceptions to the use of a contract City Pair Program fare?

When contract service is available and I do not meet one of the exceptions for required use:

301–10.111 Are there any exceptions to the use of a contract City Pair Program fare?

§ 301–10.110 When must I use a contract City Pair Program fare?

If you are performing official travel and a carrier denies you a confirmed reserved seat on a plane, you must give
your agency any payment you receive for liquidated damages. You must ensure the carrier shows the “Treasurer of the United States” as payee on the compensation check and then forward the payment to the appropriate agency official.

§ 301–10.123 May I keep compensation an airline gives me for voluntarily vacating my seat on my scheduled airline flight when the airline asks for volunteers?

(a) Yes, you may keep airline compensation if:
(1) Voluntarily vacating your seat will not interfere with performing your official duties; and
(2) Additional travel expenses, incurred as a result of vacating your seat, are borne by you and are not reimbursed by the Government.
(b) If volunteering delays your travel during duty hours, your agency will charge you with annual leave for the additional hours.

§ 301–10.124 When may I use a reduced group or charter fare?

You may use a reduced group or charter fare when your agency has determined, on an individual case basis before your travel begins, that use of such a fare is cost effective. Chartered aircraft are subject to the same rules as such a fare is cost effective. Chartered aircraft are subject to the same rules as such a fare is cost effective. Chartered aircraft are subject to the same rules as such a fare is cost effective. Chartered aircraft are subject to the same rules as such a fare is cost effective. Chartered aircraft are subject to the same rules as such a fare is cost effective. Chartered aircraft are subject to the same rules as such a fare is cost effective. Chartered aircraft are subject to the same rules as such a fare is cost effective.

§ 301–10.125 [Removed and Reserved]

§ 301–10.126 through 301–10.129 [Reserved]

§ 301–10.130 [Reserved]

§ 301–10.133 When may I use hospital in transit and must I travel by a U.S. flag carrier?

You may use a reduced group or charter fare when your agency has determined, on an individual case basis before your travel begins, that use of such a fare is cost effective. Chartered aircraft are subject to the same rules as such a fare is cost effective. Chartered aircraft are subject to the same rules as such a fare is cost effective. Chartered aircraft are subject to the same rules as such a fare is cost effective. Chartered aircraft are subject to the same rules as such a fare is cost effective. Chartered aircraft are subject to the same rules as such a fare is cost effective. Chartered aircraft are subject to the same rules as such a fare is cost effective. Chartered aircraft are subject to the same rules as such a fare is cost effective.

§ 301–10.134 When may I use a reduced group or charter fare?

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§ 301–10.135 [Reserved]

§ 301–10.136 through 301–10.159 [Reserved]

§ 301–10.160 When may I use extra-fare train service?

You may use extra-fare train service whenever your agency determines it is more advantageous to the Government or is required for security reasons. Use of extra-fare train service must be authorized or approved as other than coach class accommodations as provided in §§ 301–10.103(b) and 301–10.103(c).

§ 301–10.161 When may I use sleeping accommodations aboard train service?

You may use the lowest class of sleeping accommodations aboard a train that meets your mission needs when overnight travel is required, and your agency determines it is advantageous to the Government.

§ 301–10.162 through 301–10.164 [Removed and Reserved]

§ 301–10.165 through 301–10.179 [Reserved]

§ 301–10.180 Must I travel by a U.S. flag ship?

Yes, when authorized to travel by ship you must use a U.S. flag ship when one is available unless the necessity of the mission requires the use of a foreign ship. (See 46 U.S.C. 55302).

§ 301–10.182 and 183 [Removed and Reserved]

§ 301–10.184 through 301–10.189 [Reserved]

§ 301–10.190 How do I request a review of the per diem in a location?

<table>
<thead>
<tr>
<th>For CONUS locations</th>
<th>For non-foreign area locations</th>
<th>For foreign area locations</th>
</tr>
</thead>
</table>

TABLE 1 TO § 301–11.26

* * * * *
PART 301–13—TRAVEL OF AN EMPLOYEE WITH SPECIAL NEEDS

37. The authority citation for 41 CFR part 301–13 continues to read as follows:

Authority: 5 U.S.C. 5707.

38. Amend § 301–13.3 by revising the introductory text and paragraph (f) to read as follows:

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

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

(f) Other than coach class accommodations to accommodate your special need, under subpart B of part 301–10 of this subchapter; and

PART 301–53—USING PROMOTIONAL MATERIAL AND FREQUENT TRAVELER PROGRAMS

39. The authority citation for part 301–53 continues to read as follows:


§ 301–53.4 [Amended]


41. Revise § 301–53.5 to read as follows:

§ 301–53.5 Are there exceptions to the mandatory use of contract City Pair Program fares and an agency’s travel management service?

Yes, the exceptions are in accordance with §§ 301–10.111 and 301–10.112 of this chapter for the mandatory use of a contract City Pair Program fare, and § 301–73.103 of this chapter for the mandatory use of a travel management service.

PART 301–70—INTERNAL POLICY AND PROCEDURE REQUIREMENTS

43. The authority citation for part 301–70 is revised to read as follows:


44. Amend § 301–70.102 by revising paragraphs (b)(1) and (3), (d), (i), and (k) to read as follows:

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

(b) * * * *

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

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

(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 fares, etc.), and any other relevant costs;

(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.

(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).

45. Amend § 301–70.401 by revising paragraph (a) to read as follows:

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

(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

PART 301–71—AGENCY TRAVEL ACCOUNTABILITY REQUIREMENTS

46. The authority citation for 41 CFR part 301–71 continues to read as follows:


47. Revise § 301–71.105 to read as follows:

§ 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, 301–2.5, 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.

48. Amend appendix C to chapter 301 by

(a) Revising the entry for “Transportation Method Indicator” in the table for “Commercial Transportation Information”; and

(b) Revising the entry for “Transportation Method Cost” in the table for “Travel Expense Information”.

The revisions read as follows:

Appendix C to Chapter 301—Standard Data Elements for Federal Travel [Traveler Identification]

<table>
<thead>
<tr>
<th>Group name</th>
<th>Data elements</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transportation Method Indicator</td>
<td>* * * *</td>
<td>Common carrier used as transportation to TDY location.</td>
</tr>
<tr>
<td>Air (other than coach class)</td>
<td>* * * *</td>
<td>Air (coach class).</td>
</tr>
</tbody>
</table>
## COMMERCIAL TRANSPORTATION INFORMATION—Continued

<table>
<thead>
<tr>
<th>Group name Data elements</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-contract Air, Train, Other</td>
<td>* * * * *</td>
</tr>
</tbody>
</table>

## TRAVEL EXPENSE INFORMATION

<table>
<thead>
<tr>
<th>Group name Data elements</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transportation Method Cost</td>
<td>The amount of money the transportation actually cost the traveler, entered according to method of transportation.</td>
</tr>
<tr>
<td>Air (other than coach class)</td>
<td></td>
</tr>
<tr>
<td>Air (coach class)</td>
<td></td>
</tr>
<tr>
<td>Non-contract Air, Train.</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>Bus or other form of transportation.</td>
</tr>
</tbody>
</table>

### PART 304–3—EMPLOYEE RESPONSIBILITY

49. The authority citation for part 304–3 continues to read as follows:

**Authority:** 5 U.S.C. 5707; 31 U.S.C. 1353.

50. Revise §304–3.9 to read as follows:

§304–3.9 May I use other than coach class accommodations on common carriers when a non-Federal source pays in full for my common carrier transportation expenses to attend a meeting?

Yes, you may use other than coach class accommodations on common carriers if you meet one of the criteria contained in §301–10.103 of this subtitle, and are authorized to do so by your agency in accordance with §304–5.5 of this chapter.

### PART 304–5—AGENCY RESPONSIBILITIES

51. The authority citation for 41 CFR part 304–5 continues to read as follows:

**Authority:** 5 U.S.C. 5707; 31 U.S.C. 1353.

52. Amend §304–5.5 by revising the section heading, introductory text, and paragraph (c) to read as follows:

§304–5.5 May we authorize an employee to use other than coach class accommodations on common carriers if we accept payment in full from a non-Federal source for such transportation expenses?

Yes, you may authorize an employee to use other than coach class accommodations on common carriers as long as the:

(c) Travel meets at least one of the conditions in §301–10.103 of this title.

[FR Doc. 2022–19484 Filed 9–9–22; 8:45 am]

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