

August 13, 2004

FEDERAL TRAVEL REGULATION

TO: Heads of Federal agencies

SUBJECT: Amendment 2004-02, FTR Case 2003-307, Use of Government Aircraft

1. Purpose. This amendment transmits changed pages to the Federal Travel Regulation (FTR) to provide policy for the use of Government aircraft for travel when necessary for the accomplishment of agency business.
2. Background. The rules pertaining to Government aircraft are based on direction contained in Office of Management and Budget (OMB) Circular A-126, "Improving the Management and Use of Government Aircraft," revised May 1992. OMB Circular A-126 directs the Department of Defense (and the military services) and the Department of State to publish rules regulating travel on Government aircraft by uniformed military members and by members of the foreign service, respectively. OMB Circular A-126 also directs the General Services Administration (GSA) to publish the rules for civilian employees who travel on Government aircraft. In compliance with this direction, GSA has developed these new provisions of the FTR to clarify and simplify the content.
3. Effective date. The provisions of this amendment are effective September 20, 2004.
4. Explanation of changes. GSA is amending the Federal Property Management Regulations (FPMR) by moving coverage related to travel on Government aircraft that has been in 41 CFR part 101-37 into the Federal Travel Regulation (FTR). A cross reference is added to the FPMR to direct readers to the coverage in the FTR.
5. Filing instructions. Remove and insert the following pages to the FTR:

Remove FTR pages

300-3-1 thru 300-3-4
301-i thru 301-iv
301-ix thru 301-xiv

Insert pages

300-3-1 thru 300-3-6
301-i thru 301-iv
301-ix thru 301-xvi

GENERAL SERVICES ADMINISTRATION ACQUISITION MANUAL

Remove FTR pages

301-10-1 and 301-10-2
301-10-7 thru 301-10-10
301-70-1 and 301-70-2
301-70-5 and 301-70-6

Insert pages

301-10-1 and 301-10-2
301-10-7 thru 301-10-12
301-70-1 and 301-70-2
301-70-5 thru 301-70-10

/s/

G. Martin Wagner
Associate Administrator
Office of Governmentwide Policy

Attachment

PART 300-3—GLOSSARY OF TERMS

Authority: 5 U.S.C. 5707; 40 U.S.C. 121(c); 49 U.S.C. 40118; 5 U.S.C. 5738; 5 U.S.C. 5741-5742; 20 U.S.C. 905(a); 31 U.S.C. 1353; E.O. 11609; 36 FR 13747; 3 CFR, 1971-1975 Comp., p. 586, Office of Management and Budget Circular No. A-126, “Improving the Management and Use of Government Aircraft.” Revised May 22, 1992

§300-3.1 What do the following terms mean?

Actual expense—Payment of authorized actual expenses incurred, up to the limit prescribed by the Administrator of GSA or agency, as appropriate. Entitlement to reimbursement is contingent upon entitlement to per diem, and is subject to the same definitions and rules governing per diem.

Agency—For purposes of [Chapter 302](#) agency means:

(1) An executive agency as defined in Title 5 U.S.C. 105 (an executive department an independent establishment, the General Accounting Office, or a wholly owned Government corporation as defined in section 101 of the Government Corporation Control Act, as amended (31 U.S.C. 9101), but excluding a Government controlled corporation);

- (2) A military department;
- (3) A court of the United States;
- (4) The Administrative Office of the United States Courts;
- (5) The Federal Judicial Center;
- (6) The Library of Congress;
- (7) The United States Botanic Garden;
- (8) The Government Printing Office; and
- (9) The District of Columbia.

Aircraft management office—An agency component that has management control of Federal aircraft used by the agency or of aircraft hired as commercial aviation services (CAS).

Approved accommodation—Any place of public lodging that is listed on the national master list of approved accommodations. The national master list of all approved accommodations is compiled, periodically updated, and published in the Federal Register by FEMA. Additionally, the approved accommodation list is available on the U.S. Fire Administration’s Internet site at <http://www.usfa.fema.gov/hotel/index.htm>.

Automated-Teller-Machine (ATM) services—Government contractor-provided ATM services that allow cash withdrawals from participating ATMs to be charged to a Government contractor-issued charge card.

Commercial Aviation Services (CAS)—Commercial aviation services (CAS) include, for the exclusive use of an executive agency—

- (1) Leased aircraft;
- (2) Chartered or rented aircraft;
- (3) Commercial contracts for full aviation services (*i.e.*, aircraft plus related aviation services) or acquisition of full

services through inter-service support agreements (ISSA) with other agencies; or

(4) Related services (*i.e.*, services but not aircraft) obtained by commercial contract or ISSA, except those services acquired to support Federal aircraft.

Common carrier—Private-sector supplier of air, rail or bus transportation.

Commuted Rate—A price rate used to calculate a set amount to be paid to an employee for the transportation and temporary storage of his/her household goods. It includes cost of line-haul transportation, packing/unpacking, crating/uncrating, drayage incident to transportation and other accessorial charges and costs of temporary storage within applicable weight limit for storage including handling in/out charges and necessary drayage.

Conference—A meeting, retreat, seminar, symposium or event that involves attendee travel. The term “conference” also applies to training activities that are considered to be conferences under 5 CFR 410.404.

Continental United States (CONUS)—The 48 contiguous States and the District of Columbia.

Contract carriers—U.S. certificated air carriers which are under contract with the government to furnish Federal employees and other persons authorized to travel at Government expense with passenger transportation service. This also includes GSA’s scheduled airline passenger service between selected U.S. cities/airports and between selected U.S. and international cities/airports at reduced fares.

Crewmember—A person assigned to operate or assist in operating an aircraft. Performs duties directly related to the operation of the aircraft (e.g., as pilots, co-pilots, flight engineers, navigators) or duties assisting in operation of the aircraft (e.g., as flight directors, crew chiefs, electronics technicians, mechanics). If a crewmember is onboard for the purpose of travel, (*i.e.*, being transported from point to point) he/she must be authorized to travel in accordance with rules in 41 CFR [301-10.260](#) through [301-10.266](#) and 41 CFR [301-70.800](#) through [301-70.903](#).

Employee with a disability (also see *Special Needs*)—

(a) An employee who has a disability as defined in [paragraph \(b\)](#) of this definition and is otherwise generally covered under the Rehabilitation Act of 1973, as amended (29 U.S.C. 701-797b).

(b) “Disability,” with respect to an employee, means:

- (1) Having a physical or mental impairment that substantially limits one or more major life activities;
- (2) Having a record of such an impairment;
- (3) Being regarded as having such an impairment; but
- (4) Does not include an individual who is currently engaging in the illegal use of drugs, when the covered entity acts on the basis of such use.

(c) “Physical or mental impairment” means:

(1) Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological, musculoskeletal, special sense organ, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, and endocrine; or

(2) Any mental or psychological disorder (e.g., mental retardation, organic brain syndrome, emotional or mental illness and specific learning disabilities).

(3) The term “physical or mental impairment” includes, but is not limited to, such diseases and conditions as cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, mental retardation, emotional illness, and orthopedic, visual, speech and hearing impairments.

(d) “Major life activities” means functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.

(e) “Has a record of such an impairment” means the employee has a history of, or has been classified as having, a mental or physical impairment that substantially limits one or more major life activities.

(f) “Is regarded as having such an impairment” means the employee has:

(1) A physical or mental impairment that does not substantially limit major life activities but the impairment is treated by the agency as constituting such a limitation;

(2) A physical or mental impairment that substantially limits major life activities as a result of the attitudes of others toward such an impairment; or

(3) None of the impairments defined under “physical or mental impairment”, but is treated by the employing agency as having a substantially limiting impairment.

eTravel Service (eTS)—The Government-contracted, end-to-end travel management service that automates and consolidates the Federal travel process in a self-service Web-centric environment, covering all aspects of official travel, including travel planning, authorization, reservations, ticketing, expense reimbursement, and travel management reporting. The eTS provides the services of a Federal travel management program as specified in [§301-73.1\(a\)](#), [\(b\)](#), and [\(e\)](#) of this title.

Executive agency—An entity of the executive branch that is an “executive agency” as defined in section 105 of title 5 U.S.C.

Extended Storage—Storage of household goods while an employee is assigned to an official station or post of duty to which he/she is not authorized to take or unable to use the household goods or is authorized in the public interest. Also referred to as nontemporary storage.

Family (see Immediate family)

Federal traveler—For the purposes of 41 CFR [301-10.260-301-10.266](#) and [301-70.800-301-70.910](#), a person who travels on a Government aircraft and who is either—

(1) A civilian employee in the Government service;

(2) A member of the uniformed or foreign services of the United States Government; or

(3) A contractor working under a contract with an executive agency.

Foreign air carrier—An air carrier who is not holding a certificate issued by the United States under 49 U.S.C. 41102.

Foreign area (see also *non-foreign area*)—Any area, including the Trust Territories of the Pacific Islands, situated both outside CONUS and the non-foreign areas.

Full coach fare—The price of a coach fare available to the general public on a scheduled air carrier between the day that the travel was planned and the day the travel occurred.

Government aircraft—An aircraft that is operated for the exclusive use of an executive agency and is a—

(a) Federal aircraft, which an executive agency owns (*i.e.*, holds title to) or borrows for any length of time under a bailment or equivalent loan agreement. See 41 CFR 102-33.20 for definition of all terms related to Federal aircraft, or

(b) Commercial aircraft hired as commercial aviation services (CAS), which an executive agency—

(1) Leases or lease-purchases with the intent to take title,

(2) Charters or rents, or

(3) Hires as part of a full-service contract or inter-service support agreement (ISSA).

Government contractor-issued individually billed charge card—A Government contractor-issued charge card used by authorized individuals to pay for official travel and transportation related expenses for which the contractor bills the employee.

Government-furnished automobile—An automobile (or “light truck,” as defined in 41 CFR 101-38 including vans and pickup trucks) that is:

(a) Owned by an agency,

(b) Assigned or dispatched to an agency from the GSA Interagency Fleet Management System, or

(c) Leased by the Government for a period of 60 days or longer from a commercial source.

Government-furnished vehicle—A Government-furnished automobile or a Government aircraft.

Government Transportation Request (GTR) (Standard Form 1169)—A Government document used to procure common carrier transportation services. The document obligates the Government to pay for transportation services provided.

Household Goods (HHG)—Property, unless specifically excluded, associated with the home and all personal effects belonging to an employee and immediate family members on the effective date of the employee’s change of official station orders (the day the employee reports for duty at the new official station) that legally may be accepted and transported by a commercial HHG carrier.

(1) HHG also includes:

(i) Professional Books, papers and equipment (PBP&E);

(ii) Spare parts of a POV (see definition of POV) and a pickup truck tailgate when removed);

(iii) Integral or attached vehicle parts that must be removed due to high vulnerability to pilferage or damage, (e.g., seats, tops, wench, spare tire, portable auxiliary gasoline can(s) and miscellaneous associated hardware);

(iv) Consumable goods for employees assigned to locations where the Department of State has determined that such goods are necessary;

(v) Vehicles other than POVs (such as motorcycles, mopeds, jet skies, snowmobiles, golf carts, boats (e.g., boat, sailboat, canoe, skiff, rowboat, dinghies, sculls and kayak, mounted or unmounted on trailers)) of reasonable size that can fit into a moving van.

(vi) Ultralight Vehicles (defined in 14 CFR part 103 as being single occupant, for recreation or sport purposes, weighing less than 155 pounds if unpowered or less than 254 pounds if powered, having a fuel capacity NTE 5 gallons, air-speed NTE 55 knots, and power-off stall speed NTE 24 knots.

(2) HHG does not include:

(i) Personal baggage when carried free on tickets;

(ii) Automobiles, trucks, vans and similar motor vehicles, mobile homes, camper trailers, and farming vehicles;

(iii) Live animals including birds, fish, reptiles;

(iv) Cordwood and building materials;

(v) HHG for resale, disposal or commercial use rather than for use by employee and immediate family members;

(vi) Privately owned live ammunition; and

(vii) Propane gas tanks.

(3) Federal, State and local laws or carrier regulations may prohibit commercial shipment of certain articles not included in [paragraph \(2\)](#) of this definition. These articles frequently include:

(i) Property liable to impregnate or otherwise damage equipment or other property (e.g., hazardous articles including explosives, flammable and corrosive material, poisons);

(ii) Articles that cannot be taken from the premises without damage to the article or premises;

(iii) Perishable articles (including frozen foods) articles requiring refrigeration, or perishable plants unless;

(a) Shipment is to be transported not more than 150 miles and/or delivery accomplished within 24 hours from the time of loading,

(b) No storage is required, and

(c) No preliminary or en route services (e.g., watering or other preservative method) is required of the carrier.

Household Goods-Weight Additive—A weight, per linear foot of a specific item, added to the net weight of the household goods shipment to compensate for the excessive van space used by the item. The item must be stated in the House-

hold Goods tariff as qualifying for a weight additive before a charge can be assessed. Weight additives do not apply if an article is capable of being conveniently hand-carried by one person and/or transported in a standard moving carton.

Immediate family—Any of the following named members of the employee's household at the time he/she reports for duty at the new permanent duty station or performs other authorized travel involving family members:

(a) Spouse;

(b) Children of the employee or employee's spouse who are unmarried and under 21 years of age or who, regardless of age, are physically or mentally incapable of self-support. (The term "children" shall include natural offspring; stepchildren; adopted children; grandchildren, legal minor wards or other dependent children who are under legal guardianship of the employee or employee's spouse; and an unborn child(ren) born and moved after the employee's effective date of transfer.);

(c) Dependent parents (including step and legally adoptive parents) of the employee or employee's spouse; and

(d) Dependent brothers and sisters (including step and legally adoptive brothers and sisters) of the employee or employee's spouse who are unmarried and under 21 years of age or who, regardless of age, are physically or mentally incapable of self-support.

Interviewee—An individual who is being considered for employment by an agency. The individual may currently be a Government employee.

Invitational travel—Authorized travel of individuals either not employed or employed (under 5 U.S.C. 5703) intermittently in the Government service as consultants or experts and paid on a daily when-actually-employed basis and for individuals serving without pay or at \$1 a year when they are acting in a capacity that is directly related to, or in connection with, official activities of the Government. Travel allowances authorized for such persons are the same as those normally authorized for employees in connection with TDY.

Lodgings-plus per diem system—The method of computing per diem allowances for official travel in which the per diem allowance for each travel day is established on the basis of the actual amount the traveler pays for lodging, plus an allowance for meals and incidental expenses (M&IE), the total of which does not exceed the applicable maximum per diem rate for the location concerned.

Mandatory mobility agreement—Agreement requiring employee relocation to enhance career development and progression and/or achieve mission effectiveness.

Mobile Home—Any type of house trailer or mobile dwelling constructed for use as a residence and designed to be moved overland, either by self-propulsion or towing. Also, a boat (houseboat, yacht, sailboat, etc.) when used as the employee's primary residence.

Non-Federal traveler—For the purposes of 41 CFR 301-10.260 through 301-10.266 and 41 CFR 301-70.800 through 301-70.910, an individual who travels on a Government aircraft, but is not a Federal traveler. Dependents and other family members of Federal travelers who travel on Government aircraft are considered to be non-Federal travelers within this regulation.

Non-foreign area—The States of Alaska and Hawaii, the Commonwealths of Puerto Rico, Guam and the Northern Mariana Islands and the territories and possessions of the United States (excludes the Trust Territories of the Pacific Islands).

Official station—The official station of an employee or invitational traveler (see §301-1.2) is the location of the employee's or invitational traveler's permanent work assignment.

The geographic limits of the official station are:

(a) For an employee:

(1) The corporate limits of the city or town where stationed or if not in an incorporated city or town;

(2) The reservation, station, or other established area (including established subdivisions of large reservations) having definite boundaries where the employee is stationed.

(b) For an invitational traveler:

(1) The corporate limits of the city or town where the home or principal place of business exists or if not in an incorporated city or town;

(2) The reservation, station, or other established area (including established subdivisions of large reservations) having definite boundaries where the home or principal place of business is located.

Passenger—In relation to use of Government aircraft, a passenger is any person who flies onboard a Government aircraft, but who is not a crewmember or qualified non-crewmember.

Per diem allowance—The per diem allowance (also referred to as subsistence allowance) is a daily payment instead of reimbursement for actual expenses for lodging, meals, and related incidental expenses. The per diem allowance is separate from transportation expenses and other miscellaneous expenses. The per diem allowance covers all charges, including taxes and service charges where applicable for:

(a) *Lodging*. Includes expenses for overnight sleeping facilities, baths, personal use of the room during daytime, telephone access fee, and service charges for fans, air conditioners, heaters and fires furnished in the room when such charges are not included in the room rate. Lodging does not include accommodations on airplanes, trains, buses, or ships. Such cost is included in the transportation cost and is not considered a lodging expense.

(b) *Meals*. Expenses for breakfast, lunch, dinner and related tips and taxes (specifically excluded are alcoholic bev-

erage and entertainment expenses, and any expenses incurred for other persons).

(c) *Incidental expenses*. (1) Fees and tips given to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses and others on ships, and hotel servants in foreign countries;

(2) Transportation between places of lodging or business and places where meals are taken, if suitable meals can be obtained at the TDY site; and

(3) Mailing cost associated with filing travel vouchers and payment of Government sponsored charge card billings.

Place of public accommodation—Any inn, hotel, or other establishment within a State that provides lodging to transient guests, excluding:

(a) An establishment owned by the Federal Government;

(b) An establishment treated as an apartment building by State or local law or regulation; or

(c) An establishment containing not more than 5 rooms for rent or hire that is also occupied as a residence by the proprietor of that establishment.

Post of duty—An official station outside CONUS.

Privately owned aircraft—An aircraft that is owned or leased by an employee for personal use. It is not owned, leased, chartered, or rented by a Government agency, nor is it rented or leased by an employee for use in carrying out official Government business.

Privately owned automobile—A car or light truck (including vans and pickup trucks) that is owned or leased for personal use by an individual.

Privately Owned Vehicle (POV)—Any vehicle such as an automobile, motorcycle, aircraft, or boat operated by an individual that is not owned or leased by a Government agency, and is not commercially leased or rented by an employee under a Government rental agreement for use in connection with official Government business.

Professional Books, Papers and Equipment (PBP&E)—Includes, but is not limited to, the following items in the employee's possession when needed by the employee in the performance of his/her official duties:

(1) Reference material;

(2) Instruments, tools, and equipment peculiar to technicians, mechanics and members of the professions;

(3) Specialized clothing (e.g., diving suits, flying suits, helmets, band uniforms, religious vestments and other special apparel); and

(4) Communications equipment used by the employee in association with the MARS (see DoD 4650.2, Military Affiliate Radio System (MARS) which is available electronically from the world wide web at <http://web7.whs.osd.mil>).

Qualified non-crewmember—A person flying onboard a Government aircraft whose skills or expertise are required to perform or are associated with performing the non-travel related Governmental function for which the aircraft is being

operated (qualified non-crewmembers may be researchers, law enforcement agents, firefighters, agricultural engineers, biologists, etc.). If a qualified non-crewmember is onboard for the purpose of travel (*i.e.*, being transported from point to point) in addition to performing his/her duties related to the non-travel related Governmental function for which the aircraft is being operated (e.g., when a scientist conducts an experiment at the same time he/she is also on the aircraft for the purpose of traveling from point to point), he/she must be authorized to travel in accordance with rules in 41 CFR parts [301-10](#) and [301-70](#).

Reduced per diem—Your agency may authorize a reduced per diem rate when there are known reductions in lodging and meal costs or when your subsistence costs can be determined in advance and are lower than the prescribed per diem rate.

Required use travel—Travel by Federal travelers that requires use of a Government aircraft to meet bona fide communications needs (e.g., 24-hour secure communications), security requirements (e.g., highly unusual circumstances that present a clear and present danger), or exceptional scheduling requirements (e.g., a national emergency or other compelling operational considerations) of an executive agency. Required use travel must be approved according to [§301-10.262\(a\)](#) and [§301-70.803\(a\)](#) of this title.

Senior Federal official—An individual who is paid according to the Executive Schedule established by 5 U.S.C. 53, Subchapter II, including Presidential appointees who are confirmed by the Senate; employed in the U.S. Government’s Senior Executive Service or an equivalent “senior” service; who is a civilian employee of the Executive Office of the President; who is appointed by the President to a position under section 105(a)(2)(A), (B), or (C) of title 3 U.S.C. or by the Vice President to a position under section 106(a)(1)(A), (B), or (C) of title 3 U.S.C; or who is a contractor working under a contract with an executive agency, is paid at a rate equal to or more than the minimum rate for the Senior Executive Service, and has senior executive responsibilities. The term senior Federal official, as used in the Federal Travel Regulation does not mean an active duty military officer.

Space available travel—Travel in space available on a Government aircraft that is already scheduled for an official purpose.

Special conveyance—Commercially rented or hired vehicles other than a privately owned vehicle and other than those owned or under contract to an agency.

Special needs (also see Employee with a disability)—Physical characteristics of a traveler not necessarily defined under disability. Such physical characteristics could include, but are not limited to, the weight or height of the traveler.

Subsistence expenses—Expenses such as:

- (a) Lodging, including taxes and service charges;
- (b) Meals, including taxes and tips; and
- (c) Incidental expenses (see incidental expenses under definition of per diem allowance.)

Temporary duty (TDY) location—A place, away from an employee’s official station, where the employee is authorized to travel.

Temporary Storage—Storage of HHG for a limited period of time at origin, destination or en route in connection with transportation to, from, or between official station or post of duty or authorized alternate points. Also referred to as storage in transit (SIT).

Travel advance—Prepayment of estimated travel expenses paid to an employee.

Travel authorization (Orders)—Written permission to travel on official business. There are three basic types of travel authorizations (orders):

- (a) *Unlimited open*. An authorization allowing an employee to travel for any official purpose without further authorization.
- (b) *Limited open*. An authorization allowing an employee to travel on official business without further authorization under certain specific conditions, *i.e.*, travel to specific geographic area(s) for specific purpose(s), subject to trip cost ceilings, or for specific periods of time.
- (c) *Trip-by-trip*. An authorization allowing an individual or group of individuals to take one or more specific official business trips, which must include specific purpose, itinerary, and estimated costs.

Travel claim (Voucher)—A written request, supported by documentation and receipts where applicable, for reimbursement of expenses incurred in the performance of official travel, including permanent change of station (PCS) travel.

Travel Management Service (TMS)—A service for booking common carrier (e.g., air, rail, and bus confirmations and seat assignments), lodging accommodations, and car rental services; fulfilling (*i.e.* ticketing) reservations; providing basic management information on those activities; and meeting other requirements as specified in [§301-73.106](#) of this title. A TMS may include a travel management center (TMC), Commercial Ticket Office (CTO), an electronically available system, other commercial methods of arranging travel, or an in-house system.

United States—The 48 contiguous States, the District of Columbia and the States and areas defined under the term “Non-Foreign Area.”

FEDERAL TRAVEL REGULATION

CHAPTER 301—TEMPORARY DUTY (TDY) TRAVEL ALLOWANCES

Subchapter A—Introduction

Part 301-1—Applicability

- §301-1.1—What is an “agency” for purposes of TDY allowances?
- §301-1.2—What is an “employee” for purposes of TDY allowances?
- §301-1.3—Who is eligible for TDY allowances?

Part 301-2—General Rules

- §301-2.1—Must I have authorization to travel?
- §301-2.2—What travel expenses may my agency pay?
- §301-2.3—What standard of care must I use in incurring travel expenses?
- §301-2.4—For what travel expenses am I responsible?
- §301-2.5—What travel arrangements require specific authorization or prior approval?

Subchapter B—Allowable Travel Expenses

Part 301-10—Transportation Expenses

Subpart A—General

- §301-10.1—Am I eligible for payment of transportation expenses?
- §301-10.2—What expenses are payable as transportation?
- §301-10.3—What methods of transportation may my agency authorize me to use?
- §301-10.4—How does my agency select the method of transportation to be used?
- §301-10.5—What are the presumptions as to the most advantageous method of transportation?
- §301-10.6—What is my liability if I do not travel by the selected method of transportation?
- §301-10.7—How should I route my travel?
- §301-10.8—What is my liability if, for personal convenience, I travel by an indirect route or interrupt travel by a direct route?

Subpart B—Common Carrier Transportation

- §301-10.100—What types of common carrier transportation may I be authorized to use?

—Airline

- §301-10.106—What are the basic requirements for using airlines?

—Use of Contract City-Pair Fares

- §301-10.107—When must I use a contract city-pair fare?
- §301-10.108—What requirements must be met to use a non-contract fare?
- §301-10.109—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?
- §301-10.110—May I use contract passenger transportation service for personal travel?
- §301-10.111—When may I use a reduced group or charter fare?
- §301-10.112—What must I do when different airlines furnish the same service at different fares?
- §301-10.113—What must I do if I change or do not use a common carrier reservation?
- §301-10.114—What must I do with unused Government Transportation Request(s) (GTR(s), ticket(s) or refund application(s)?
- §301-10.115—Am I authorized to receive a refund or credit for unused transportation?
- §301-10.116—What must I do with compensation an airline gives me if it denies me a seat on a plane?

§301-10.117—May I keep compensation an airline gives me for voluntarily vacating my seat on my scheduled airline flight when the airline asks for volunteers?

—Airline Accommodations

§301-10.121—What classes of airline accommodations are available?

§301-10.122—What class of airline accommodations must I use?

§301-10.123—When may I use first-class airline accommodations?

§301-10.124—When may I use premium-class other than first-class airline accommodations?

—Use of United States Flag Air Carriers

§301-10.131—What does United States mean?

§301-10.132—Who is required to use a U.S. flag air carrier?

§301-10.133—What is a U.S. flag air carrier?

§301-10.134—What is U.S. flag air carrier service?

§301-10.135—When must I travel using U.S. flag air carrier service?

§301-10.136—What exceptions to the Fly America Act requirements apply when I travel between the United States and another country?

§301-10.137—What exceptions to the Fly America Act requirements apply when I travel solely outside the United States, and a U.S. flag air carrier provides service between my origin and my destination?

§301-10.138—In what circumstances is foreign air carrier service deemed a matter of necessity?

§301-10.139—May I travel by a foreign air carrier if the cost of my ticket is less than traveling by a U.S. flag air carrier?

§301-10.140—May I use a foreign air carrier if the service is preferred by or more convenient for my agency or me?

§301-10.141—Must I provide any special certification or documents if I use a foreign air carrier?

§301-10.142—What must the certification include?

§301-10.143—What is my liability if I improperly use a foreign air carrier?

—Train

§301-10.160—What classes of train accommodations are available?

§301-10.161—What class of train accommodations must I use?

§301-10.162—When may I use first-class train accommodations?

§301-10.163—What is an extra-fare train?

§301-10.164—When may I use extra-fare train service?

—Ship

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

§301-10.181—What is my liability if I improperly use a foreign ship?

§301-10.182—What classes of ship accommodations are available?

§301-10.183—What class of ship accommodations must I use?

—Local Transit System

§301-10.190—When may I use a local transit system (bus, subway, or streetcar)?

Subpart C—Government Vehicle

§301-10.200—What types of Government vehicles may my agency authorize me to use?

§301-10.201—For what purposes may I use a Government vehicle other than a Government aircraft?

§301-10.202—What is my liability for unauthorized use of a Government vehicle?

—Government Automobiles

§301-10.220—What requirements must I meet to operate a Government automobile for official travel?

—Travel on Government Aircraft

§301-10.260—May I use a Government aircraft for travel?

§301-10.261—When may I use a Government aircraft for travel?

§301-10.262—How will my agency authorize travel on Government aircraft?

- §301-10.263—What travel authorization documents must I present to the aircraft management office that operates the Government aircraft?
- §301-10.264—What amount must the Government be reimbursed for travel on Government aircraft?
- §301-10.265—Will my travel on Government aircraft be reported?
- §301-10.266—Is information available to the public about travel on Government aircraft by senior Federal officials and non-Federal travelers?

Subpart D—Privately Owned Vehicle (POV)

- §301-10.300—When may I use a POV for official travel?
- §301-10.301—How do I compute my mileage reimbursement?
- §301-10.302—How do I determine distance measurements for my travel?
- §301-10.303—What am I reimbursed when use of a POV is determined by my agency to be advantageous to the Government?
- §301-10.304—What expenses are allowable in addition to the allowances prescribed in §301-10.303?
- §301-10.305—How is reimbursement handled if another person(s) travels in a POV with me?
- §301-10.306—What will be reimbursed if I am authorized to use a POV instead of a taxi for round-trip travel between my residence and office on a day of travel requiring an overnight stay?
- §301-10.307—What will I be reimbursed if I use a POV to transport other employees?
- §301-10.308—What will I be reimbursed if I park my POV at a common carrier terminal while I am away from my official station?
- §301-10.309—What will I be reimbursed if I am authorized to use common carrier transportation and I use a POV instead?
- §301-10.310—What will I be reimbursed if I am authorized to use a Government automobile and I use a privately owned automobile instead?

Subpart E—Special Conveyances

- §301-10.400—What types of special conveyances may my agency authorize me to use?
- §301-10.401—What types of charges are reimbursable for use of a special conveyance?
- §301-10.402—What will I be reimbursed if I am authorized to use a special conveyance and I use a POV instead?
- §301-10.403—What is the difference between a Government aircraft and an aircraft hired as a special conveyance?

—Taxicabs, Shuttle Services, or Other Courtesy Transportation

- §301-10.420—When may I use a taxi or shuttle service?
- §301-10.421—How much will my agency reimburse me for a tip to a taxi, shuttle service, or courtesy transportation driver?

—Rental Automobiles

- §301-10.450—When can I use a rental vehicle?
- §301-10.451—May I be reimbursed for the cost of collision damage waiver (CDW) or theft insurance?
- §301-10.452—May I be reimbursed for personal accident insurance?
- §301-10.453—What is my liability for unauthorized use of a rental automobile obtained with Government funds?

Part 301-11—Per Diem Expenses

Subpart A—General Rules

- §301-11.1—When am I eligible for an allowance (per diem or actual expense)?
- §301-11.2—Will I be reimbursed for per diem expenses if my official travel is 12 hours or less?
- §301-11.3—Must my agency pay an allowance (either a per diem allowance or actual expense)?
- §301-11.4—May I be reimbursed actual expense and per diem on the same trip?
- §301-11.5—How will my per diem expenses be reimbursed?
- §301-11.6—Where do I find maximum per diem and actual expense rates?
- §301-11.7—What determines my maximum per diem reimbursement rate?

- §301-11.8—What is the maximum per diem rate I will receive if lodging is not available at my TDY location?
- §301-11.9—When does per diem or actual expense entitlement start/stop?
- §301-11.10—Am I required to record departure/arrival dates and times on my travel claim?
- §301-11.11—How do I make my lodging reservations?
- §301-11.12—How does the type of lodging I select affect my reimbursement?
- §301-11.13—How does sharing a room with another person affect my per diem reimbursement?
- §301-11.14—How is my daily lodging rate computed when I rent lodging on a long-term basis?
- §301-11.15—What expenses may be considered part of the daily lodging cost when I rent on a long-term basis?
- §301-11.16—What reimbursement will I receive if I prepay my lodging expenses and my TDY is curtailed, canceled or interrupted for official purposes or for other reasons beyond my control that are acceptable to my agency?
- §301-11.17—If my agency authorizes per diem reimbursement, will it reduce my M&IE allowance for a meal(s) provided by a common carrier or for a complimentary meal(s) provided by a hotel/motel?
- §301-11.18—What M&IE rate will I receive if a meal(s) is furnished at nominal or no cost by the Government or is included in the registration fee?
- §301-11.19—How is my per diem calculated when I travel across the international dateline (IDL)?
- §301-11.20—May my agency authorize a rest period for me while I am traveling?
- §301-11.21—Will I be reimbursed for per diem or actual expenses on leave or non-workdays (weekend, legal Federal Government holiday, or other scheduled non-workdays) while I am on official travel?
- §301-11.22—Am I entitled to per diem or actual expense reimbursement if I am required to return to my official station on a non-workday?
- §301-11.23—Are there any other circumstances when my agency may reimburse me to return home or to my official station for non-workdays during a TDY assignment?
- §301-11.24—What reimbursement will I receive if I voluntarily return home or to my official station on non-workdays during my TDY assignment?
- §301-11.25—Must I provide receipts to substantiate my claimed travel expenses?
- §301-11.26—How do I get a per diem rate increased?
- §301-11.27—Are taxes included in the lodging portion of the Government per diem rate?
- §301-11.28—As a traveler on official business, am I required to pay applicable lodging taxes?
- §301-11.29—Are lodging facilities required to accept a generic federal, state or local tax exempt certificate?
- §301-11.30—What is my option if the Government lodging rate plus applicable taxes exceeds my lodging reimbursement?
- §301-11.31—Are laundry, cleaning and pressing of clothing expenses reimbursable?
- §301-11.32—May I be reimbursed for an advanced room deposit in situations where a lodging facility requires the payment of a deposit, prior to the beginning of my scheduled official travel?

Subpart B—Lodgings Plus Per Diem

- §301-11.100—What will I be paid for lodging under Lodgings-plus per diem?
- §301-11.101—What allowance will I be paid for M&IE?
- §301-11.102—What is the applicable M&IE rate?

Subpart C—Reduced Per Diem

- §301-11.200—Under what circumstances may my agency prescribe a reduced per diem rate lower than the prescribed maximum?

Subpart D—Actual Expense

- §301-11.300—When is actual expense reimbursement warranted?
- §301-11.301—Who in my agency can authorize/approve my request for actual expense?
- §301-11.302—When should I request authorization for reimbursement under actual expense?
- §301-11.303—What is the maximum amount that I may be reimbursed under actual expense?
- §301-11.304—What if my expenses are less than the authorized amount?
- §301-11.305—What if my actual expenses exceed the 300 percent ceiling?
- §301-11.306—What expenses am I required to itemize under actual expense?

- §301-70.102—What governing policies must we establish for authorization and payment of transportation expenses?
- §301-70.103—In what circumstance may we authorize use of ship service?
- §301-70.104—What factors should we consider in determining whether to require an employee to commit to the use of a Government automobile?
- §301-70.105—May we prohibit an employee from using a POV on official travel?

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?

Subpart D—Policies and Procedures Relating to Miscellaneous Expenses

- §301-70.300—How should we administer the authorization and payment of miscellaneous expenses?
- §301-70.301—What governing policies must we establish for payment of miscellaneous expenses?

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

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?
- §301-70.501—Does per diem continue when an employee interrupts a travel assignment because of an incapacitating illness or injury?
- §301-70.502—Are there any limitations to the payment of these expenses?
- §301-70.503—What additional emergency expenses should we allow?
- §301-70.504—When the employee is able to travel, should we continue the use of the existing travel authorization?
- §301-70.505—May any travel costs be reimbursed if the employee travels to an alternate location for medical treatment?
- §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?
- §301-70.507—May we authorize per diem if an employee discontinues a TDY assignment because of a personal emergency situation?
- §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?
- §301-70.509—What factors must we consider in expanding the definition of family for emergency travel purposes?

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

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

- §301-70.700—Must our employees use a Government contractor-issued travel charge card for official travel expenses?
- §301-70.701—Who has the authority to grant exemptions to mandatory use of Government contractor-issued travel charge card for official travel?
- §301-70.702—Must we notify the Administrator of General Services when we grant an exemption?
- §301-70.703—If we grant an exemption, does that prevent the employee from using the card on a voluntary basis?
- §301-70.704—What expenses and/or classes of employees are exempt from the mandatory use of the Government contractor-issued travel charge card?
- §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?
- §301-70.706—May an employee use the Government contractor-issued travel charge card for purposes other than those associated with official travel?
- §301-70.707—What are the consequences of using the Government contractor-issued travel charge card for non-official travel purposes?
- §301-70.708—What can we do to reduce travel charge card delinquencies?

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

- §301-70.801—When may we authorize travel on Government aircraft?
- §301-70.802—Must we ensure that travel on Government aircraft is the most cost-effective alternative?
- §301-70.803—How must we authorize travel on a Government aircraft?
- §301-70.804—What amount must the Government be reimbursed for travel on a Government aircraft?
- §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?
- §301-70.806—What documentation must we retain for travel on Government aircraft?
- §301-70.807—Must we make information available to the public about travel by senior Federal officials and non-Federal travelers on Government aircraft?
- §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?

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

- §301-70.901—Who may approve use of our Government aircraft to carry passengers?
- §301-70.902—Do we have any special responsibilities related to space available travel on our Government aircraft?
- §301-70.903—What are our responsibilities for ensuring that Government aircraft are the most cost-effective alternative for travel?
- §301-70.904—Must travelers whom we carry on Government aircraft be authorized to travel?
- §301-70.905—What documentation must we retain for travel on our Government aircraft?
- §301-70.906—Must we report use of our Government aircraft to carry senior Federal officials and non-Federal travelers?
- §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?
- §301-70.908—Must we make information available to the public about travel by senior Federal officials and non-Federal travelers on Government aircraft?
- §301-70.909—What disclosure information must we give to anyone who flies on our Government aircraft?
- §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?

Part 301-71—Agency Travel Accountability Requirements**Subpart A—General**

- §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 written or electronic 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?

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 his/her 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?
- §301-71.305—When must an employee account for a travel advance?
- §301-71.306—Are there exceptions to 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?

Part 301-72—Agency Responsibilities Related to Common Carrier Transportation

Subpart A—Procurement of Common Carrier Transportation

- §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?

Part 301-73—Travel Programs

Subpart A—General Rules

- §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 eTravel Service?
§301-73.101—How must we prepare to implement the eTravel Service?
§301-73.102—May we grant a traveler an exception from the use of the eTravel Service?
§301-73.103—What must we do when we approve an exception to use of the eTravel Service?
§301-73.104—May further exceptions to the required use of the eTravel Service be approved?
§301-73.105—What are the consequences of an employee not using the eTravel 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?

Part 301-74—Conference Planning**Subpart A—Agency Responsibilities**

- §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—What is the conference lodging allowance?
- §301-74.8—Who may authorize reimbursement of the conference lodging allowance for a Government sponsored conference?
- §301-74.9—Who may authorize reimbursement of the conference lodging allowance for a non-Government sponsored conference?
- §301-74.10—May the conference lodging allowance ever exceed 25 percent above the lodging per diem rate?
- §301-74.11—May we provide light refreshments at an official conference?
- §301-74.12—May we use both the conference lodging allowance method and the actual expense method of reimbursement concurrently?
- §301-74.13—May we include conference administrative costs in an employee's per diem allowance payment for attendance at a conference?
- §301-74.14—Are there any special requirements for sponsoring or funding a conference at a hotel, motel or other place of public accommodation?
- §301-74.15—May we waive the requirement in §301-74.14?
- §301-74.16—What must be included in any advertisement or application form relating to conference attendance?
- §301-74.17—What special rules apply when a conference is held in the District of Columbia?
- §301-74.18—What policies and procedures must we establish to govern the selection of conference attendees?
- §301-74.19—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 at nominal or no cost by the Government or are included in the registration fee?
- §301-74.22—When may an employee, attending a conference, be authorized the conference lodging allowance?
- §301-74.23—Is the conference lodging allowance an actual expense reimbursement?
- §301-74.24—When should actual expense reimbursement be authorized for conference attendees?

Part 301-75—Pre-employment Interview Travel**Subpart A—General Rules**

- §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?

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 he or she has 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?

Part 301-76—Collection of Undisputed Delinquent Amounts Owed to the Contractor Issuing the Individually Billed Travel Charge Card**Subpart A—General Rules**

- §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?

Appendix A to Chapter 301—Prescribed Maximum Per Diem Rates for CONUS**Appendix B to Chapter 301—Allocation of M&IE Rates To Be Used in Making Deductions From the M&IE Allowance****Appendix C to Chapter 301—Standard Data Elements for Federal Travel****Appendix D to Chapter 301—Glossary of Acronyms****Appendix E to Chapter 301—Suggested Guidance for Conference Planning**

- Terms**
- Getting Started**
- Conference Site Selection**
- Food and Drink**
- Account Reconciliation**
- Notification**
- Facility Process**
- Registration Process**
- Conference Information Package**
- Miscellaneous**
- Resources**
- Conclusion**

This page intentionally left blank.

PART 301-10—TRANSPORTATION EXPENSES

Authority: 5 U.S.C. 5707; 40 U.S.C. 121(c); 49 U.S.C. 40118, Office of Management and Budget Circular No. A-126, “Improving the Management and Use of Government Aircraft.” Revised May 22, 1992

Subpart A—General

§301-10.1 Am I eligible for payment of transportation expenses?

Yes, when performing official travel, including local travel.

§301-10.2 What expenses are payable as transportation?

Fares, rental fees, mileage payments, and other expenses related to transportation.

§301-10.3 What methods of transportation may my agency authorize me to use?

Your agency may authorize:

- (a) Common carrier transportation (e.g., aircraft, train, bus, ship, or local transit system) under [Subpart B](#);
- (b) Government vehicle under [Subpart C](#);
- (c) POV under [Subpart D](#); or
- (d) Special conveyance (e.g., taxi or commercial automobile) under [Subpart E](#).

§301-10.4 How does my agency select the method of transportation to be used?

Your agency must select the method most advantageous to the Government, when cost and other factors are considered. Under 5 U.S.C. 5733, travel must be by the most expeditious means of transportation practicable and commensurate with the nature and purpose of your duties. In addition, your agency must consider energy conservation, total cost to the Government (including costs of per diem, overtime, lost worktime, and actual transportation costs), total distance traveled, number of points visited, and number of travelers.

§301-10.5 What are the presumptions as to the most advantageous method of transportation?

- (a) *Common carrier.* Travel by common carrier is presumed to be the most advantageous method of transportation and must be used when reasonably available.
- (b) *Government automobile.* When your agency determines that your travel must be performed by automobile, a Government automobile is presumed to be the most advantageous method of transportation.

§301-10.6 What is my liability if I do not travel by the selected method of transportation?

If you do not travel by the method of transportation required by regulation or selected by your agency, any additional expenses you incur will be borne by you.

§301-10.7 How should I route my travel?

You must travel to your destination by the usually traveled route unless your agency authorizes or approves a different route as officially necessary.

§301-10.8 What is my liability if, for personal convenience, I travel by an indirect route or interrupt travel by a direct route?

Your reimbursement will be limited to the cost of travel by a direct route or on an uninterrupted basis. You will be responsible for any additional costs.

Subpart B—Common Carrier Transportation

§301-10.100 What types of common carrier transportation may I be authorized to use?

You may be authorized to use airline, train, ship, bus, or local transit system.

Airline

§301-10.106 What are the basic requirements for using airlines?

The requirements for using airlines fall into three categories:

- (a) Using contract carriers, when available;
- (b) Using coach class service, unless premium class or first-class service is authorized;
- (c) Using U.S. flag air carrier or (ship) service, unless use of foreign air carrier or (ship) is authorized.

Use of Contract City-Pair Fares

§301-10.107 When must I use a contract city-pair fare?

You must always use a contract city-pair fare for scheduled air passenger transportation service, (an Internet list of city-pairs is available at <http://pub.fss.gsa.gov/services/citypairs>), if you are a civilian employee of an agency (see [§301-1.1](#) of this chapter), unless one or more of the following conditions exist(s):

- (a) Space on a scheduled contract flight is not available 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; or

(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; or

(c) A non-contract carrier offers a lower fare available to the general public, the use of which will result in a lower total trip cost to the Government, to include the combined costs of transportation, lodging, meals, and related expenses.

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

(d) Rail service is available and such service is cost effective and consistent with mission requirements; or

(e) Smoking is permitted on the contract flight and the nonsmoking section of the aircraft for the contract flight is not acceptable to you.

Note 1 to §301-10.107: Employees of the Government of the District of Columbia are not eligible to use the contract city-pair fares, even though they may otherwise be covered by the Federal Travel Regulation.

Note 2 to §301-10.107: Department of Defense (DoD) groups of 21 or more passengers may request contract service on an optional basis. Contract carriers may, but are not required, to furnish service to such groups.

§301-10.108 What requirements must be met to use a non-contract fare?

Before purchasing a non-contract fare—

(a) You must—

(1) Meet one of the requirements for exceptions listed in [§301-10.107](#); and

(2) 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.

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

§301-10.109 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?

Any additional costs or penalties incurred by you resulting from unauthorized use of non-contract service are borne by you.

§301-10.110 May I use contract passenger transportation service for personal travel?

No.

§301-10.111 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 prior to your travel, that use of such a fare is cost effective. Chartered aircraft are subject to the same rules as Government aircraft, and agencies in the executive branch of the Federal Government are subject to the requirements of Office of Management and Budget (OMB) Circular A-126 and 41 CFR part 101-37 in making such cost effectiveness determinations.

§301-10.112 What must I do when different airlines furnish the same service at different fares?

When there is no contract fare, and common carriers furnish the same service at different fares between the same points for the same type of accommodations, you must use the lowest cost service unless your agency determines that the use of higher cost service is more advantageous to the Government.

§301-10.113 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.

§301-10.114 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, or refund applications to your agency in accordance with your agency's procedures.

§301-10.115 Am I authorized to receive a refund or credit for unused transportation?

No. You are not authorized to receive a refund, credit, or any other negotiable document from a carrier for unfurnished services (except as provided in [§301-10.117](#)) 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 should be credited to your account.

§301-10.116 What must I do with compensation an airline gives me if it denies me a seat on a plane?

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.

(a) Lowest first class accommodations are not available on the ship.

(b) When use of first-class is necessary to accommodate a disability or other special need. Disability must be substantiated in writing by competent medical authority. Special need must be substantiated in writing according to your agency's procedures. If you are authorized under [§301-13.3\(a\)](#) of this chapter to have an attendant accompany you, your agency also may authorize the attendant to use first-class accommodations if you require the attendant's services en route.

(c) When exceptional security circumstances require first-class travel. Exceptional security circumstances include, but are not limited to:

(1) The use of lowest first class accommodations would endanger your life or Government property; or

(2) You are an agent on protective detail and you are accompanying an individual authorized to use first-class accommodations; or

(3) You are a courier or control officer accompanying controlled pouches or packages.

Local Transit System

§301-10.190 When may I use a local transit system (bus, subway, or streetcar)?

(a) To, from, and between places of work. The use of bus, subway, or streetcar is an allowable expense for local travel between places of business at your official station or a TDY station, and between places of lodging and place of business at a TDY station.

(b) To places where meals can be obtained. Where the nature and location of the work at your TDY station are such that meals cannot be obtained there, travel to obtain meals at the nearest available place is an allowable expense. You must, however, attach a statement to your travel voucher explaining why such travel was necessary.

Subpart C—Government Vehicle

§301-10.200 What types of Government vehicles may my agency authorize me to use?

You may be authorized to use:

(a) A Government automobile in accordance with [§301-10.220](#);

(b) A Government aircraft in accordance with [§301-10.260](#) through [301-10.262](#) of this part; and

(c) Other type of Government vehicle in accordance with any Government-issued rules governing its use.

§301-10.201 For what purposes may I use a Government vehicle other than a Government aircraft?

Only for official purposes which include transportation:

(a) Between places of official business;

(b) Between such places and places of temporary lodging when public transportation is unavailable or its use is impractical;

(c) Between either [paragraph \(a\)](#) or [\(b\)](#) of this section and restaurants, drug stores, barber shops, places of worship, cleaning establishments, and similar places necessary for the sustenance, comfort, or health of the employee to foster the continued efficient performance of Government business; or

(d) As otherwise authorized by your agency under 31 U.S.C. 1344.

§301-10.202 What is my liability for unauthorized use of a Government vehicle?

You are responsible for any additional cost resulting from unauthorized use of a Government vehicle and you may be subject to administrative and/or criminal liability for misuse of Government property.

Government Automobiles

§301-10.220 What requirements must I meet to operate a Government automobile for official travel?

You must possess a valid State, District of Columbia, or territorial motor vehicle operator's license and have a travel authorization specifically authorizing the use of a Government-furnished automobile.

Travel on Government Aircraft

§301-10.260 May I use a Government aircraft for travel?

You may use Government aircraft for travel only if you have authorization from an executive agency under the rules specified in this part (except with regard to travel under [§301-70.808](#) and [§301-70.910](#)). Because the taxpayers should pay no more than necessary for your transportation, generally you may travel on Government aircraft only when a Government aircraft is the most cost-effective mode of travel.

§301-10.261 When may I use a Government aircraft for travel?

You may use Government aircraft—

(a) For official travel only when—

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

(2) The cost of using a Government aircraft is less 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 you. The cost of non-productive or lost work time while in travel status and certain other costs should be considered when comparing the cost of using a Government aircraft in lieu of scheduled commercial airline

service. Additional information on costs included in this cost comparison may be found in the “U.S. Government Aircraft Cost Accounting Guide,” available from the General Services Administration, Office of Governmentwide Policy, MTA, 1800 F Street, N.W., Washington, DC 20405.

(b) For required-use travel only when you are required to use Government aircraft for bona fide communications (e.g., 24-hour secure communications) or security reasons (e.g., highly unusual circumstances that present a clear and present danger) 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 only when—

(1) The aircraft is already scheduled for use for an official purpose, and your use of the aircraft does not require a larger aircraft or result in more than minor additional cost to the Government; or

(2) You are a Federal traveler or a dependent of a Federal traveler stationed by the Government in a remote location not accessible to commercial airline service and authorized to use Government aircraft; or

(3) You are authorized to travel on a space available basis under 10 U.S.C. 4744 and regulations implementing that statute.

§301-10.262 How will my agency authorize travel on Government aircraft?

Your agency will authorize your travel on Government aircraft as follows:

(a) *Required use travelers.* Your agency’s senior legal official or his/her principal deputy must authorize your required-use travel on a trip-by-trip basis, in advance, in writing, and in compliance with the agency’s written policies describing the special circumstances under which the agency will require a traveler to use Government aircraft, unless—

(1) You are an agency head and the President has determined that all your travel (or your travel in specified categories) qualifies as required-use travel; or

(2) You are not an agency head, and your agency head has determined in writing that all of your travel, or your travel in specified categories, qualifies as required-use travel. Such written explanation must state the specific basis for the determination.

Note to [§301-10.262\(a\)](#): In an emergency situation, prior verbal approval for required-use travel with an after-the-fact written authorization is permitted.

(b) *Senior Federal officials.* If you are a senior Federal official, your agency’s senior legal official or his/her principal deputy must authorize all your travel on Government aircraft in advance and in writing, except for required use travel

authorized under [paragraphs \(a\)\(1\)](#) and [\(a\)\(2\)](#) 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) *Non-Federal travelers.* If you are a non-Federal traveler, the senior legal official or his/her principal deputy in the agency sponsoring your travel must authorize you to fly on Government aircraft in advance and in writing. In an emergency situation, prior verbal approval with an after-the-fact written authorization by your sponsoring agency’s senior legal official is permitted.

(d) *All other Federal travelers.* Your designated travel approving official (or anyone to whom he/she delegates this authority), who must be at least one organizational level above you, must authorize your travel on Government aircraft, in advance and in writing. Prior verbal approval with an after-the-fact written authorization by your agency’s designated travel approving official is permitted in an emergency situation. If you hold a blanket travel authorization for official travel that authorizes travel on Government aircraft, it must define the circumstances that must be met for using Government aircraft and must comply with this regulation and any additional agency policies. Travel on Government aircraft that does not meet the circumstances specified in the blanket travel authorization must be authorized on a trip-by-trip basis in accordance with this regulation and other applicable agency policies. Check with your designated travel approving official for information on your agency’s policy.

§301-10.263 What travel authorization documents must I present to the aircraft management office that operates the Government aircraft?

You must present to the aircraft management office that operates the Government aircraft—

(a) A copy of your written travel authorization, including a blanket travel authorization, if applicable, approved in accordance with [§301-10.262](#); and

(b) Valid picture identification, such as a Government identification card or a state-issued driver’s license.

§301-10.264 What amount must the Government be reimbursed for travel on 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) For any required use travel, you must reimburse the Government for the excess of the full coach fare for all flights

taken over the full coach fare for the flights that you would have taken had you not engaged in personal activities during the trip, *i.e.*, for a wholly personal trip, you must pay the full coach fare for the entire trip;

(2) For travel authorized under 10 U.S.C. 4744 and regulations implementing that statute, or when you or your dependents are stationed by the Government in a remote location with no access to regularly scheduled commercial airline service and are authorized to use Government aircraft, you do not have to reimburse the Government.

(c) For political travel on a Government aircraft (*i.e.*, for any trip or part of a trip during which you engage in political activities), the Government must 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 you would have taken had you 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.

Note to §301-10.264: Except for required use travel, any use of Government aircraft for personal or political activities shall not cause an increase in the actual costs to the Government of operating the aircraft.

§301-10.265 Will my travel on Government aircraft be reported?

Your travel on Government aircraft will not be reported unless you are a senior Federal official, or a non-Federal traveler. (Travel under 10 U.S.C. 6744 is not reported.) If you are a senior Federal official or a non-Federal traveler, any use you make of Government aircraft, *i.e.*, as a passenger, crewmember, or qualified non-crewmember, will be reported to the General Services Administration (GSA) by the agency that owns or hires the Government aircraft. (Agencies must maintain information on classified trips, but do not report classified trips to GSA.)

§301-10.266 Is information available to the public about travel on Government aircraft by senior Federal officials and non-Federal travelers?

Yes, an agency that authorizes travel on Government aircraft and an agency that owns or hires 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).

Subpart D—Privately Owned Vehicle (POV)

§301-10.300 When may I use a POV for official travel?

When authorized by your agency.

§301-10.301 How do I compute my mileage reimbursement?

You compute mileage reimbursement by multiplying the distance traveled, determined under [§301-10.302](#) of this subpart by the applicable mileage rate prescribed in [§301-10.303](#) of this subpart.

§301-10.302 How do I determine distance measurements for my travel?

If you travel by	The distance between your origin and destination is
Privately owned automobile or privately owned motorcycle.	As determined from aeronautical charts issued by the Federal Aviation Administration (FAA).
Privately owned aircraft.	As determined from airway charts issued by the National Oceanic and Atmospheric Administration, Department of Commerce. You may include in your travel claim with an explanation any additional air mileage resulting from a detour necessary due to adverse weather, mechanical difficulty, or other unusual conditions. If a required deviation is such that airway mileage charts are not adequate to determine distance, you may use the formula of flight time multiplied by cruising speed of the aircraft to determine distance.

§301-10.303 What am I reimbursed when use of a POV is determined by my agency to be advantageous to the Government?

For use of a	Your reimbursement is
Privately owned aircraft (e.g., helicopter, except an airplane).	Actual cost of operation (i.e., fuel, oil, plus the additional expenses listed in §301-10.304).
Privately owned airplane.	¹ 99.5
Privately owned automobile.	¹ 37.5
Privately owned motorcycle.	¹ 28.5

¹ Cents per mile.

§301-10.304 What expenses are allowable in addition to the allowances prescribed in §301-10.303?

Following is a chart listing the reimbursable and non-reimbursable expenses:

Reimbursable expenses in addition to mileage allowance	Non-reimbursable expenses included in the mileage allowance
Parking fees; ferry fees; bridge, road, and tunnel fees; and aircraft or airplane parking, landing, and tie-down fees.	Charges for repairs, depreciation, replacements, grease, oil, antifreeze, towage and similar speculative expenses, gasoline, insurance, state and Federal taxes.

§301-10.305 How is reimbursement handled if another person(s) travels in a POV with me?

If another employee(s) travels with you on the same trip in the same POV, mileage is payable to only one of you. No deduction will be made from your mileage allowance if other passengers contribute to defraying your expenses.

§301-10.306 What will be reimbursed if I am authorized to use a POV instead of a taxi for round-trip travel between my residence and office on a day of travel requiring an overnight stay?

If determined advantageous to the Government, you will be reimbursed on a mileage basis plus other allowable costs for round-trip travel on the beginning and/or ending of travel between the points involved.

§301-10.307 What will I be reimbursed if I use a POV to transport other employees?

Using a POV to transport other employees is strictly voluntary and you may be reimbursed in accordance with [§301-10.305](#).

§301-10.308 What will I be reimbursed if I park my POV at a common carrier terminal while I am away from my official station?

Your agency may reimburse your parking fee as an allowable transportation expense not to exceed the cost of taxi fare to/from the terminal.

§301-10.309 What will I be reimbursed if I am authorized to use common carrier transportation and I use a POV instead?

You will be reimbursed on a mileage basis (see [§301-10.303](#)), plus per diem, not to exceed the total constructive cost of the authorized method of common carrier transportation plus per diem. Your agency must determine the constructive cost of transportation and per diem by common carrier under the rules in [§301-10.310](#).

§301-10.310 What will I be reimbursed if I am authorized to use a Government automobile and I use a privately owned automobile instead?

(a) *Reimbursement based on Government costs*—Unless you are committed to using a Government vehicle as provided in [paragraph \(b\)](#) of this section, your reimbursement will be limited to the cost that would be incurred for use of a Government automobile, which in CONUS is 27.0 cents per mile. If your agency determines the cost of providing a Government automobile would be higher because of unusual circumstances, it may allow reimbursement not to exceed the mileage rate provided in [§301-10.303](#) for a privately owned automobile.

In addition, you may be reimbursed other allowable expenses as provided in [§301-10.304](#).

(b) *Partial reimbursement when you are committed to use a Government owned automobile*—When you are committed to use a Government automobile or would not ordinarily be authorized to use a privately owned automobile due to the availability of a Government automobile, but nevertheless request to use a privately owned automobile, you will be reimbursed 10.5 cents per mile. This is the approximate cost of operating a Government automobile, fixed costs excluded. In addition, parking fees, bridge, road and tunnel fees are reimbursable.

Subpart E—Special Conveyances

§301-10.400 What types of special conveyances may my agency authorize me to use?

Your agency may authorize/approve use of:

(a) Taxicabs as specified in [§§301-10.420](#) through [301-10.421](#) of this chapter;

(b) Commercial rental automobiles as specified in [§§301-10.450](#) through [301-10.453](#) of this chapter; or

(c) Any other special conveyance when determined to be advantageous to the Government.

§301-10.401 What types of charges are reimbursable for use of a special conveyance?

Actual expenses that your agency determines are necessary, including, but not limited to:

- (a) Gasoline and oil;
- (b) Rental of a garage, hangar, or boathouse;
- (c) Feeding and stabling of horses;
- (d) Per diem of operator; and
- (e) Ferriage, tolls, etc.

§301-10.402 What will I be reimbursed if I am authorized to use a special conveyance and I use a POV instead?

You will be reimbursed the mileage cost for the use of your POV, and additional expenses such as parking fees, bridge,

road and tunnel fees, not to exceed the constructive cost of the special conveyance.

§301-10.403 What is the difference between a Government aircraft and an aircraft hired as a special conveyance?

A Government aircraft is any aircraft owned, leased, chartered, or rented and operated by the Government. An aircraft hired as a special conveyance is an aircraft that you, in your private capacity, rent, lease, or charter and operate.

Taxicabs, Shuttle Services, or Other Courtesy Transportation

§301-10.420 When may I use a taxi or shuttle service?

(a) *For local travel.* When your agency authorizes/approves the use of a taxi for the following, local travel is reimbursable:

(1) Between places of business at an official or TDY station;

(2) Between a place of lodging and a place of business at a temporary duty station; and

(3) To obtain meals at the nearest available place where the nature and location of the work at a TDY station are such that meals cannot be obtained there.

(b) *To and from a carrier terminal.* (1) *General authorization.* Except as provided in [paragraph \(b\)\(2\)](#) of this section, you will be reimbursed the usual fare plus tip for use of a taxicab or shuttle services in the following situations:

(i) Between a common carrier or other terminal and either your home or place of business at your official station, or your place of business or lodging at a TDY station; or

(ii) Between the carrier terminal and shuttle terminal.

(2) *Courtesy transportation.* You should use courtesy transportation service furnished by hotels/motels to the maximum extent possible as a first source of transportation between a place of lodging at the TDY station and a common carrier terminal. You will be reimbursed for tips when you use courtesy transportation service.

(3) *Restrictions.* When appropriate, your agency will restrict or place a monetary limit on the amount of reimbursement for the use of taxicabs under this paragraph when:

(i) Suitable Government or common carrier transportation service, including shuttle service, is available for all or part of the distance involved; or

(ii) Courtesy transportation service is provided by hotels/motels between the place of lodging at the TDY station and the common carrier terminal.

(c) *Between residence and office on day you perform official travel.* In addition to use of a taxi under [paragraph \(b\)](#) of this section, your agency may authorize/approve reimburse-

ment of the usual taxicab fare plus tip in the following situations:

(1) From your home to your office on the day you depart the office on an official trip requiring at least one night's lodging; and

(2) From your office to your home on the day you return to the office from your trip.

(d) *Between residence and office in cases of necessity.* Your agency may authorize/approve the usual taxicab fare plus tip for travel between your office and home when you perform official business at your official station and:

(1) You are dependent on public transportation for officially ordered work outside regular working hours; and

(2) The travel between your office and home is during hours of infrequently scheduled public transportation or darkness.

§301-10.421 How much will my agency reimburse me for a tip to a taxi, shuttle service, or courtesy transportation driver?

An amount which your agency determines to be reasonable.

Rental Automobiles

§301-10.450 When can I use a rental vehicle?

Your agency must determine that use of a rental vehicle is advantageous to the Government and must specifically authorize such use.

§301-10.451 May I be reimbursed for the cost of collision damage waiver (CDW) or theft insurance?

(a) *General rule—no.* You will not be reimbursed for CDW or theft insurance for travel within CONUS for the following reasons:

(1) The Government is a self-insurer.

(2) Rental vehicles available under agreement(s) with the Government includes full coverage insurance for damages resulting from an accident while performing official travel.

(3) Any deductible amount paid by you may be reimbursed directly to you or directly to the rental agency if the damage occurred while you were performing official business.

(b) *Exception.* You will be reimbursed for collision damage waiver or theft insurance when you travel outside CONUS and such insurance is necessary because the rental or leasing agency requirements, foreign statute, or legal procedures could cause extreme difficulty for an employee involved in an accident.

§301-10.452 May I be reimbursed for personal accident insurance?

No. That is a personal expense and is not reimbursable.

§301-10.453 What is my liability for unauthorized use of a rental automobile obtained with Government funds?

You are responsible for any additional cost resulting from the unauthorized use of a commercial rental automobile for other than official travel-related purposes.

PART 301-70—INTERNAL POLICY AND PROCEDURE REQUIREMENTS

Subpart A—General Policies and Procedures

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), Office of Management and Budget Circular No. A-126, “Improving the Management and Use of Government Aircraft.” Revised May 22, 1992.

§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.

Subpart B—Policies and Procedure 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.

§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 premium class service under [§§301-10.123](#), [301-10.124](#), [301-10.162](#) and [301-10.183](#) of this chapter;
 - (2) Use of a special-reduced fare or reduced group or charter fare;
 - (3) Use of an extra-fare train service under [§301-10.164](#);
 - (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 will consider use of a POV advantageous to the Government, such as travel to/from common carrier terminals, or transportation to a TDY location;
- (e) Procedures for claiming POV reimbursement;
- (f) When you will allow use of a special conveyance (e.g., commercially rented vehicles);
- (g) What procedures an employee must follow when he/she travels by an indirect route or interrupts travel by a direct route; and
- (h) For local transportation whether to reimburse the full amount of transportation costs 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.

§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 automobile?

You should consider:

(a) The advantages of using a Government 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.

§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 transportation you authorize, you must:

(a) Limit reimbursement to the constructive cost of the authorized method of transportation, which is the sum of per diem and transportation expenses the employee would reasonably have incurred when traveling by the authorized method of transportation; and

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

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 his/her official station on non-workdays;
- (d) Who will determine if an employee will be allowed to return to his/her 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, actual expenses are appropriate in each individual case; and
- (g) If you will define a radius broader than the official station in which per diem or actual expense will not be authorized.

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.

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. 701-797(b) 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. The additional travel expenses must be necessary to accommodate the employee's needs.

§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 [§§301-10.123](#), [301-10.124](#), [301-10.162](#), and [301-10.183](#), and when a determination may be based on a clearly visible physical condition; and
- (b) Who will determine how to reasonably accommodate the employee and what expenses you will pay.

or type or class of agency personnel if the exemption is determined to be necessary in the interest of the agency.

§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 (Attention: MTT), 1800 F Street, NW, Washington, DC 20405, in writing within 30 days after granting the exemption, stating the reasons for the exemption.

§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 expenses and/or classes of employees are exempt from the mandatory use of the Government contractor-issued travel charge card?

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

- (a) Expenses incurred at a vendor that does not accept the Government contractor-issued travel charge card;
- (b) Laundry/dry cleaning;
- (c) Parking;
- (d) Local transportation system;
- (e) Taxi;
- (f) Tips;
- (g) Meals (only when use of the card is impractical, *i.e.*, group meals or the Government contractor-issued travel charge card is not accepted);
- (h) Phone calls (when a Government calling card is available for use in accordance with agency policy);
- (i) An employee who has an application pending for the travel charge card;
- (j) Individuals traveling on invitational travel; and
- (k) New appointees.

Note to §301-70.704: Relocation allowances prescribed in [Chapter 302](#) of this title, except en-route travel and house-hunting trip expenses are not covered by this requirement.

§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 methods in [paragraph \(a\)](#) or [\(b\)](#) of this section.

§301-70.706 May an employee use the Government contractor-issued travel charge card for purposes other than those associated with official travel?

No, the Government contractor-issued travel charge card may be used only for official travel related expenses.

§301-70.707 What are the consequences of using the Government contractor-issued travel charge card for non-official travel purposes?

If one of your employees uses the Government contractor-issued travel charge card for purposes other than official travel, you may take appropriate disciplinary action.

§301-70.708 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 (internet training is available for the GSA SmartPay™ Travel Charge Card at: <http://fss.gsa.gov/training/transtrav>).
- (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) For some helpful do's and don'ts for travel cardholders see GSA publication (Card-F001) entitled "But I didn't

know***—Helpful Hints for Travel Cardholders”. This publication is available on the internet at <http://fss.gsa.gov/services/gsa-smartpay>, click on GSA SmartPay Agency Information, click on “But I didn’t know***—Helpful Hints for Travel Cardholders”. You may print or call for telephone numbers listed for copies.

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

Subpart I—Policies and Procedures for Agencies that Authorize Travel on Government Aircraft

§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 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. 4744 and regulations implementing that statute.

§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,” available through the General Services Administration, Office of Governmentwide Policy, MTA, 1800 F Street, N.W., Washington, DC 20405.

(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.

§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 his/her principal deputy must

AMENDMENT 2004-02 SEPTEMBER 20, 2004

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 his or her 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 his/her 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 his/her 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 he/she delegates 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 \(a\)](#), [\(b\)](#), and [\(c\)](#) of this section. In an emergency situation, prior verbal approval with an after-the-fact written authorization by your agency's designated travel approving official is permitted. If your agency wishes to issue blanket travel authorizations that authorize travel on Government aircraft, such blanket authorizations must define the circumstances that must be met for using Government aircraft in compliance with this regulation and any additional agency policies. Travel on Government aircraft that does not meet the circumstances specified in the blanket travel authorization must be authorized on a trip-by-trip basis in accordance with this regulation and other applicable agency policies.

(2) When authorizing space available travel (except as authorized under 10 U.S.C. 4744 and regulations implement-

ing 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.

§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 he/she would have taken had he/she not engaged in personal activities during the trip; and

(2) No reimbursement is required for travel authorized under 10 U.S.C. 4744 and regulations implementing that statute, or when the traveler and his/her 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 he/she 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.

§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.

§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

§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 com-

mercial 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 his/her 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.

§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. 4744 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.

§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 Government aircraft, see the "U.S. Government Aircraft Cost Accounting Guide," published by the Aircraft Management Policy Division (MTA), General Services Administration, 1800 F Street, N.W., Washington, DC, 20405.

§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 he/she 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.

§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 U.S. General Services Administration, Office of Governmentwide Policy (MTT), 1800 F Street, N.W., all uses of your aircraft for travel by any senior Federal official or non-Federal traveler, except travel authorized under 10 U.S.C. 4744 and regulations implementing that statute.

§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 he/she 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 Aircraft Management Policy Division (MTA), General Services Administration, 1800 F Street, N.W., Washington, DC, 20405.

§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:

DISCLOSURE FOR PERSONS FLYING ABOARD FEDERAL GOVERNMENT AIRCRAFT

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.

§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.