

GENERAL SERVICES ADMINISTRATION
Washington, DC 20405

February 10, 2004

FEDERAL TRAVEL REGULATION
Amendment 2003-07

TO: Heads of Federal agencies

SUBJECT: FTR case 2003-303; eTravel Service (eTS)

1. Purpose. This amendment transmits changed looseleaf pages to the electronic Federal Travel Regulation (FTR) to amend required use of a travel management service to the required use of the Governmentwide eTravel Service.

2. Effective date. The provisions of this amendment are effective January 21, 2004.

3. Background.

a. The President's Management Agenda (PMA) for fiscal year 2002 identified five Governmentwide goals to improve Federal management and deliver results. This resulted in the establishment of a Governmentwide task force known as QuickSilver to address performance gaps in existing Government systems as they relate to e-Government, and to improve internal efficiency and effectiveness throughout the Federal Government.

b. In support of the PMA, the Government is procuring the eTravel Service (eTS) from Government contract suppliers to replace agencies' current Travel Management Systems (TMS). With specified exceptions, use of the common Governmentwide end-to-end eTS is required.

4. Explanation of changes.

a. Part 300-3 is amended to revise the term and definition of "Travel Management System (TMS)" to "Travel Management Service (TMS)".

b. Part 301-50 amends FTR requirements governing employees' use of their agencies' TMS and eTS.

c. Part 301-52 amends FTR requirements governing employees' use, as soon as his/her agency migrates to the eTS, of the eTS to

file all travel claims. (Agencies are required to migrate to eTS no later than September 30, 2006.)

d. Part 301-70 amends the FTR to require employees to use the eTS to process travel authorizations and claims for travel expenses after the agency migrates to the eTS, unless an exception has been granted.

e. Part 301-73 requires agencies to submit migration plans and schedules, implement the eTS, and complete migration to eTS for full agency-wide use by September 30, 2006, unless an exception has been granted.

5. Filing instructions. Make the following page changes:

Remove pages:

Chapter 301 TOC,
301-v thru 301-xiv
300-3-1 thru 300-3-4
301-50-1 and 301-50-2
301-52-1 and 301-52-2
301-70-1 and 301-70-2
301-73-1 and 301-73-2

Insert pages:

Chapter 301 TOC,
301-v thru 301-xiv
300-3-1 thru 300-3-4
301-50-1 and 301-50-2
301-52-1 and 301-52-2
301-70-1 and 301-70-2
301-73-1 thru 301-73-4

NOTE: The removed or superseded pages should be retained to determine rates, allowances, and entitlements in effect at specific times.

/s/

G. Martin Wagner
Associate Administrator
Office of Governmentwide Policy

Subpart E—Income Tax Reimbursement Allowance (ITRA), Tax Years 1993 and 1994**—General**

§301-11.501—What is the Income Tax Reimbursement Allowance (ITRA)?

§301-11.502—Who is eligible to receive the ITRA?

§301-11.503—Are Federal Insurance Contribution Act (FICA) and Medicare deductions included in any reimbursement under this part?

—Employee Responsibilities

§301-11.521—Must I file a claim to be reimbursed for the additional income taxes incurred?

§301-11.522—If I was assessed an income tax penalty and/or interest payment due to incorrect income tax withholdings, are those payments reimbursable?

§301-11.523—What documentation must I submit to substantiate my claim?

§301-11.524—What steps must my agency take to determine my ITRA?

§301-11.525—Is the ITRA I receive taxable income?

§301-11.526—May I receive a lump sum payment of the additional tax liability on the covered ITRA in lieu of submitting another claim?

§301-11.527—If I elect a lump sum payment, how is the ITRA paid?

§301-11.528—If I do not elect lump sum payment is there any additional reimbursement?

—Agency Responsibilities

§301-11.531—What documentation must the employee submit to substantiate a claim?

§301-11.532—How should we compute the employee's ITRA?

§301-11.533—Are tax penalty and interest payments reimbursable?

§301-11.534—What tax tables should we use to calculate the amount of allowable reimbursement?

§301-11.535—How should we calculate the ITRA?

§301-11.536—Is the ITRA reimbursement considered to be income to the employee?

§301-11.537—Are income taxes to be withheld from the ITRA?

§301-11.538—May we offer a lump sum payment to cover the income tax liability on the covered ITRA?

§301-11.539—If the employee does not elect a lump sum payment, how is the tax on the ITRA calculated?

§301-11.540—How do we handle any excess payment?

Subpart F—Income Tax Reimbursement Allowance (ITRA), Tax Years 1995 and Thereafter**—General**

§301-11.601—What is the Income Tax Reimbursement Allowance (ITRA)?

§301-11.602—Who is eligible to receive the ITRA?

§301-11.603—Are Federal Insurance Contribution Act (FICA) and Medicare deductions included in any reimbursement under this part?

—Employee Responsibilities

§301-11.621—Must I file a claim to be reimbursed for the additional income taxes incurred?

§301-11.622—If I was assessed an income tax penalty and/or interest payment due to incorrect income tax withholdings, are those payments reimbursable?

§301-11.623—What documentation must I submit to substantiate my claim?

§301-11.624—What steps must my agency take to determine my ITRA?

§301-11.625—Is the ITRA I receive taxable income?

§301-11.626—May I receive a lump sum payment of the additional tax liability on the covered ITRA in lieu of submitting another claim?

§301-11.627—If I elect a lump sum payment, how is the ITRA paid?

§301-11.628—If I do not elect lump sum payment is there any additional reimbursement?

—Agency Responsibilities

§301-11.631—What documentation must the employee submit to substantiate a claim?

§301-11.632—How should we compute the employee's ITRA?

- §301-11.633—Are tax penalty and interest payments reimbursable?
- §301-11.634—What tax tables should we use to calculate the amount of allowable reimbursement?
- §301-11.635—How should we calculate the ITRA?
- §301-11.636—Is the ITRA reimbursement considered to be income to the employee?
- §301-11.637—Are income taxes to be withheld from the ITRA?
- §301-11.638—May we offer a lump sum payment to cover the income tax liability on the covered ITRA?
- §301-11.639—If the employee does not elect a lump sum payment, how is the tax on the ITRA reimbursement calculated?
- §301-11.640—How do we handle any excess payment?

Part 301-12—Miscellaneous Expenses

- §301-12.1—What miscellaneous expenses are reimbursable?
- §301-12.2—What baggage expenses may my agency pay?

Part 301-13—Travel of an Employee With Special Needs

- §301-13.1—What is the policy for paying additional travel expenses incurred by an employee with a special need?
- §301-13.2—Under what conditions will my agency pay for my additional travel expense(s) under this part?
- §301-13.3—What additional travel expenses may my agency pay under this part?

Part 301-30—Emergency Travel

- §301-30.1—What is emergency travel?
- §301-30.2—What is considered to be “family” with respect to emergency travel?
- §301-30.3—What should I do if I have to interrupt or discontinue my TDY travel?
- §301-30.4—When an illness or injury occurs on TDY, what expenses may be allowed?
- §301-30.5—Are there any limitations to the payment of these expenses?

Part 301-31—Threatened Law Enforcement/Investigative Employees

- §301-31.1—Why pay subsistence and transportation expenses for threatened law enforcement/investigative employees?
- §301-31.2—What is “family” with respect to threatened law enforcement/investigative employees?
- §301-31.3—Are members of my family and I eligible for payment of subsistence and transportation expense?
- §301-31.4—Must my agency pay transportation and subsistence expenses?
- §301-31.5—Under what conditions may my agency pay for transportation and subsistence expenses?
- §301-31.6—Where must I and/or my family obtain lodging?
- §301-31.7—May my family and I occupy lodging at different locations?
- §301-31.8—What transportation expenses may my agency pay?
- §301-31.9—What subsistence expense may my agency pay?
- §301-31.10—How will my agency pay my subsistence expenses?
- §301-31.11—May my agency pay me a per diem allowance instead of actual expenses?
- §301-31.12—Must I keep track of my expenses?
- §301-31.13—How long may my agency pay for subsistence expenses under this part?
- §301-31.14—May I receive a travel advance for transportation and/or subsistence expenses?
- §301-31.15—What documentation must I provide for reimbursement?

Subchapter C—Arranging for Travel Services, Paying Travel Expenses, and Claiming Reimbursement

Part 301-50—Arranging for Travel Services

- §301-50.1—To whom do the pronouns “I”, “you”, and their variants throughout this part refer?
- §301-50.2—How must I arrange my travel?
- §301-50.3—Must I use the eTravel Service to arrange my travel?

AMENDMENT 2003–07 JANUARY 21, 2004

- §301-50.4—May I be granted an exception to the required use of the eTravel Service?
- §301-50.5—What is my liability if I do not use my agency's TMS or the eTravel Service, and an exception has not been approved?
- §301-50.6—Are there any limits on travel arrangements I may make?

Part 301-51—Paying Travel Expenses

Subpart A—General

- §301-51.1—What is the required method of payment for official travel expenses?
- §301-51.2—What official travel expenses and/or classes of employees are exempt from the mandatory use of the Government contractor-issued travel charge card?
- §301-51.3—Who in my agency has the authority to grant exemptions from the mandatory use of the Government contractor-issued travel charge card?
- §301-51.4—If my agency grants an exemption, does that prevent me from using the card on a voluntary basis?
- §301-51.5—How may I pay for official travel expenses if I receive an exemption from use of the Government contractor-issued travel charge card?
- §301-51.6—May I use the Government contractor-issued travel charge card for purposes other than those associated with official travel?
- §301-51.7—What are the consequences of using the Government contractor-issued travel charge card for non-official travel purposes?

Subpart B—Paying for Common Carrier Transportation

- §301-51.100—What method of payment must I use to procure common carrier transportation?
- §301-51.101—Which payment methods are considered the equivalent of cash?
- §301-51.102—How is my transportation reimbursement affected if I make an unauthorized cash purchase of common carrier transportation?
- §301-51.103—What is my liability if I lose a GTR?

Subpart C—Receiving Travel Advances

- §301-51.200—For what expenses may I receive a travel advance?
- §301-51.201—What is the maximum amount that my agency may advance?
- §301-51.202—When must I account for my advance?
- §301-51.203—What must I do about my advance if my trip is canceled or postponed indefinitely?

Part 301-52—Claiming Reimbursement

- §301-52.1—Must I file a travel claim?
- §301-52.2—What information must I provide in my travel claim?
- §301-52.3—Am I required to file a travel claim in a specific format and must the claim be signed?
- §301-52.4—What must I provide with my travel claim?
- §301-52.5—Is there any instance where I am exempt from the receipt requirement in §301-52.4?
- §301-52.6—How do I submit a travel claim?
- §301-52.7—When must I submit my travel claim?
- §301-52.8—May my agency disallow payment of a claimed item?
- §301-52.9—What will my agency do when it disallows an expense?
- §301-52.10—May I challenge my agency's disallowance of my claim?
- §301-52.11—What must I do to challenge a disallowed claim?
- §301-52.12—What happens if I attempt to defraud the Government?
- §301-52.13—Should I keep itemized records of my expenses while on travel?
- §301-52.14—What must I do with any travel advance outstanding at the time I submit my travel claim?
- §301-52.15—What must I do with any passenger coupon for transportation costing over \$75, purchased with cash?
- §301-52.16—What must I do with any unused tickets, coupons, or other evidence of refund?

- §301-52.17—Within how many calendar days after I submit a proper travel claim must my agency reimburse my allowable expenses?
- §301-52.18—Within how many calendar days after I submit a travel claim must my agency notify me of any error that would prevent payment within 30 calendar days after submission?
- §301-52.19—Will I receive a late payment fee if my agency fails to reimburse me within 30 calendar days after I submit a proper travel claim?
- §301-52.20—How are late payment fees calculated?
- §301-52.21—Is there a minimum amount the late payment fee must exceed before my agency will pay it to me?
- §301-52.22—Will any late payment fees I receive be reported as wages on a Form W-2?
- §301-52.23—Is the additional fee, which is equal to any late payment charge that the card contractor would have been able to charge had I not paid the bill, considered income?
- §301-52.24—Does mandatory use of the Government contractor-issued travel charge card change my obligation to pay my travel card bill by the due date?

Part 301-53—Using Promotional Materials and Frequent Traveler Programs

- §301-53.1—To whom do the pronouns “I,” “you”, and their variants refer throughout this part?
- §301-53.2—What may I do with promotional benefits or materials I receive from a travel service provider?
- §301-53.3—How may I use promotional materials and frequent traveler benefits?
- §301-53.4—May I select travel service providers for which my agency is not a mandatory user in order to maximize my frequent traveler benefits?
- §301-53.5—Are there exceptions to the mandatory use of contract city-pair fares and an agency’s travel management system?
- §301-53.6—Is a denied boarding benefit considered a promotional item for which I may retain compensation received from an airline whether voluntary or involuntary?

Part 301-54—Collection of Undisputed Delinquent Amounts Owed to the Contractor Issuing the Individually Billed Travel Charge Card

Subpart A—General Rules

- §301-54.1—Is my agency allowed to collect undisputed delinquent amounts that I owe to a Government travel charge card contractor?
- §301-54.2—What is disposable pay?

Subpart B—Policies and Procedures

- §301-54.100—Are there any due process requirements with which my agency must comply before collecting undisputed delinquent amounts on behalf of the charge card contractor?
- §301-54.101—Can my agency initiate collection of undisputed delinquent amounts if it has not reimbursed me for amounts reimbursable under the applicable travel regulations?
- §301-54.102—What is the maximum amount my agency may deduct from my disposable pay?

Subchapter D—Agency Responsibilities

Part 301-70—Internal Policy and Procedure Requirements

Subpart A—General Policies and Procedures

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

Subpart B—Policies and Procedure Relating to Transportation

- §301-70.100—How must we administer the authorization and payment of transportation expenses?
- §301-70.101—What factors must we consider in determining which method of transportation results in the greatest advantage to the Government?

- §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?

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

PART 300-3—GLOSSARY OF TERMS

Authority: 5 U.S.C. 5707; 5 U.S.C. 5738; 5 U.S.C. 5741-5742; 20 U.S.C. 905(a); 31 U.S.C. 1353; 40 U.S.C. 121(c); 49 U.S.C. 40118; E.O. 11609, 3 CFR, 1971-1975 Comp., p. 586.

§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.

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.

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.

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.

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)

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.

Government aircraft—Any aircraft owned, leased, chartered or rented and operated by an executive agency.

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 Household 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-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.

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 beverage 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.

AMENDMENT 2003-07 JANUARY 21, 2004

§300-3.1

FEDERAL TRAVEL REGULATION

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>).

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.

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."

PART 301-50—ARRANGING FOR TRAVEL SERVICES

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

§301-50.1 To whom do the pronouns “I”, “you”, and their variants throughout this part refer?

In this part, the pronouns “I”, “you”, and their variants refer to the employee.

§301-50.2 How must I arrange my travel?

You must arrange your travel as designated by your agency and in accordance with this part.

§301-50.3 Must I use the eTravel Service to arrange my travel?

Yes, if you are an employee of an agency as defined in [§301-1.1](#) of this chapter, you must use the eTravel Service when your agency makes it available to you. Until then, you must use your agency's existing Travel Management System (TMS) to make your travel arrangements. If you are an employee of the Department of Defense (DoD) or of the Government of the District of Columbia, you must arrange your travel in accordance with your agency's TMS.

§301-50.4 May I be granted an exception to the required use of the eTravel Service?

Your agency head or designee(s) may grant case-by-case exceptions to the use of eTS when it—

(a) Causes an unreasonable burden on your agency mission accomplishment(s) (e.g., emergency travel (and eTS is not accessible), invitational travel, necessity of disability accommodations or special needs (in accordance with [Part 301-13](#) of this chapter));

(b) Compromises a national security interest; or

(c) May endanger the life of the traveler (e.g., an individual traveling under the Federal witness protection program, or threatened law enforcement/investigative personnel traveling in accordance with [Part 301-31](#) of this chapter).

§301-50.5 What is my liability if I do not use my agency's TMS or the eTravel Service, and an exception has not been approved?

If you do not have an approved exception under [§§301-50.4](#) or [301-73.104](#) of this chapter, you are responsible for any additional costs resulting from the failure to use the TMS or eTravel Service, including service fees, cancellation penalties, or other additional costs (e.g., higher airfares, rental car charges, or hotel rates). In addition, your agency may take appropriate disciplinary action.

§301-50.6 Are there any limits on travel arrangements I may make?

Yes, there are limits on travel arrangements you may make for common carrier, commercial lodging, and car rental accommodations. Such limitations include, but are not limited to the following:

(a) *Common carrier accommodations.* (1) If your agency is a mandatory user of the General Services Administration's city-pair contracts for air passenger transportation services, you must use the contract carrier, unless you have an approved exception (see [§§301-10.107](#) and [301-10.108](#) of this chapter);

(2) You may use premium-class accommodations only under [§§301-10.121](#) through [301-10.124](#), [301-10.162](#), and [301-10.183](#) of this chapter; and

(3) You must always use a U.S. Flag Air Carrier unless your travel circumstances meet one of the exceptions in [§§301-10.131](#) through [301-10.143](#) of this chapter.

(b) *Lodging accommodations.* (1) You should always stay in a “fire safe” facility. This is a facility that meets the fire safety requirements of the Hotel and Motel Fire Safety Act of 1990, as amended (see 5 U.S.C. 5707a).

(2) When selecting a commercial lodging facility, first consideration must be given to the commercial lodging facilities contracted by GSA under the Federal Premier Lodging Program (FPLP) (a list of FPLP facilities may be found on the Internet at <http://www.gsa.gov>), all of which meet fire safety requirements, unless one or more of the following conditions exist:

(i) An FPLP facility is not available at the location you need (e.g., there are no FPLP facilities under contract within a reasonable proximity of your temporary duty station, or there are no vacancies at the FPLP facilities at that location). (Your agency's TMS or eTravel Service (eTS) must provide you with a list of alternative facilities that meet the fire safety requirements of the Act).

(ii) Your agency has other contractual arrangements with commercial lodging facilities that meet the FEMA fire safety requirements at a lower cost than FPLP properties.

(iii) Your agency determines on an individual case-by-case basis that it is not practical to use FPLP facilities to meet mission requirements.

(iv) You are attending a conference with prearranged lodging accommodations and are required to book lodging directly with the lodging facility.

(v) Your travel is OCONUS.

(c) *Car rental accommodations.* When authorized to use a rental vehicle under [§301-10.450](#) of this chapter, you must rent a vehicle from a vendor that participates in the Military Traffic Management Command (MTMC) U.S. Government Car Rental Agreement, unless you are OCONUS and no agreement is in place for your TDY location. MTMC has negotiated rental car agreements that include automatic unlimited mileage, collision damage insurance, and ceiling rates.

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PART 301-52—CLAIMING REIMBURSEMENT

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).

§301-52.1 Must I file a travel claim?

Yes.

§301-52.2 What information must I provide in my travel claim?

You must provide the following:

(a) An itemized list of expenses and other information (specified in the listing of required standard data elements contained in [Appendix C](#) of this chapter, and any additional information your agency may specifically require), except:

(1) You may aggregate expenses for local telephone calls, local metropolitan transportation fares, and parking meter fees, except any individual expenses costing over \$75 must be listed separately;

(2) When you are authorized lodgings-plus per diem, you must state the M&IE allowance on a daily basis;

(3) When you are authorized a reduced per diem, you must state the reduced rate your agency authorizes on a daily basis; and

(4) When your agency limits M&IE reimbursement to the prescribed maximum M&IE for the locality concerned, you must state the reduced rate on a daily basis.

(5) Your agency may or may not require itemization of M&IE when reimbursement is limited to either the maximum M&IE locality rate or a reduced M&IE rate is authorized.

(b) The type of leave and the number of hours of leave for each day;

(c) The date of arrival and departure from the TDY station and any non-duty points visited when you travel by an indirect route other than a stopover to change planes or embark/disembark passengers;

(d) A signed statement, “I hereby assign to the United States any rights I may have against other parties in connection with any reimbursable carrier transportation charges described herein,” when you use cash to pay for common carrier transportation.

§301-52.3 Am I required to file a travel claim in a specific format and must the claim be signed?

As soon as your agency migrates to the eTravel Service (eTS), you must use the eTS to file all your travel claims. (Agencies are required to migrate to the eTS no later than September 30, 2006.) Until that time, you must file your travel claim in the format prescribed by your agency. If the prescribed travel claim is hardcopy, the claim must be signed in ink. Any alterations or erasures to your hardcopy travel

claim must be initialed. If your agency has electronic processing, use your electronic signature where required.

§301-52.4 What must I provide with my travel claim?

You must provide:

(a) Evidence of your necessary travel authorizations including any necessary special authorizations;

(b) Receipts for:

(1) Any lodging expense, except when you are authorized a fixed reduced per diem allowance;

(2) Any other expense costing over \$75. If it is impracticable to furnish receipts in any instance as required by this subtitle, the failure to do so must be fully explained on the travel voucher. Mere inconvenience in the matter of taking receipts will not be considered; and

(3) Receipts must be retained for 6 years and 3 months as prescribed by the National Archives and Records Administration (NARA) under General Records Schedule 6, paragraph 1 (<http://ardor.nara.gov/grs/grs06.html>).

§301-52.5 Is there any instance where I am exempt from the receipt requirement in §301-52.4?

Yes, your agency may exempt an expenditure from the receipt requirement because the expenditure is confidential.

§301-52.6 How do I submit a travel claim?

You must submit your travel claim in accordance with administrative procedures prescribed by your agency.

§301-52.7 When must I submit my travel claim?

Unless your agency administratively requires you to submit your travel claim within a shorter timeframe, you must submit your travel claim as follows:

(a) Within 5 working days after you complete your trip or period of travel; or

(b) Every 30 days if you are on continuous travel status.

§301-52.8 May my agency disallow payment of a claimed item?

Yes, if you do not:

(a) Provide proper itemization of an expense;

(b) Provide receipt or other documentation required to support your claim; and

(c) Claim an expense which is not authorized.

§301-52.9 What will my agency do when it disallows an expense?

Your agency will disallow your claim for that expense, issue you a notice of disallowance, and pay your claim for those items which are not disallowed.

§301-52.10 May I challenge my agency's disallowance of my claim?

Yes, you may request reconsideration of your claim if you have additional facts or documentation to support your request for reconsideration.

§301-52.11 What must I do to challenge a disallowed claim?

You must:

- (a) File a new claim.
- (b) Provide full itemization for all disallowed items reclaimed.
- (c) Provide receipts for all disallowed items reclaimed that require receipts, except that you do not have to provide a receipt if your agency already has the receipt.
- (d) Provide a copy of the notice of disallowance.
- (e) State the proper authority for your claim if you are challenging your agency's application of the law or statute.
- (f) Follow your agency's procedures for challenging disallowed claims.
- (g) If after reconsideration by your agency your claim is still denied, you may submit your claim for adjudication to the GSA Board of Contract Appeals in accordance with 48 CFR part 6104.

§301-52.12 What happens if I attempt to defraud the Government?

- (a) You forfeit reimbursement pursuant to 28 U.S.C. 2514; and
- (b) You may be subject under 18 U.S.C. 287 and 1001 to one, or both, of the following:
 - (1) A fine of not more than \$10,000, or
 - (2) Imprisonment for not more than 5 years.

§301-52.13 Should I keep itemized records of my expenses while on travel?

Yes. You will find it helpful to keep a record of your expenses by date of the expense to aid you in preparing your travel claim or for tax purposes.

§301-52.14 What must I do with any travel advance outstanding at the time I submit my travel claim?

You must account for the travel advance in accordance with your agency's procedures.

§301-52.15 What must I do with any passenger coupon for transportation costing over \$75, purchased with cash?

You must submit the passenger coupons to your agency in accordance with your agency's procedures.

§301-52.16 What must I do with any unused tickets, coupons, or other evidence of refund?

You must submit any unused tickets, coupons, or other evidence of refund to your agency in accordance with your agency's procedures.

§301-52.17 Within how many calendar days after I submit a proper travel claim must my agency reimburse my allowable expenses?

Your agency must reimburse you within 30 calendar days after you submit a proper travel claim to your agency's designated approving office. Your agency must ensure that it uses a satisfactory recordkeeping system to track submission of travel claims. For example, travel claims submitted by mail, in accordance with your agency's policy, could be annotated with the time and date of receipt by your agency. Your agency could consider travel claims electronically submitted to the designated approving office as submitted on the date indicated on an e-mail log, or on the next business day if submitted after normal working hours. However, claims for the following relocation allowances are exempt from this provision:

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

§301-52.18 Within how many calendar days after I submit a travel claim must my agency notify me of any error that would prevent payment within 30 calendar days after submission?

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

§301-52.19 Will I receive a late payment fee if my agency fails to reimburse me within 30 calendar days after I submit a proper travel claim?

Yes, your agency must pay you a late payment fee, in addition to the amount due you, for any proper travel claim not reimbursed within 30 calendar days of your submission of it to the approving official.

§301-52.20 How are late payment fees calculated?

Your agency must either:

- (a) Calculate late payment fees using the prevailing Prompt Payment Act Interest Rate beginning on the 31st day

PART 301-70—INTERNAL POLICY AND PROCEDURE REQUIREMENTS

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.)

Subpart A—General Policies and Procedures

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

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

- (a) Must limit the authorization and payment of travel expenses to travel that is necessary to accomplish your mission in the most economical and effective manner, under rules stated throughout this chapter;
- (b) Should give consideration to budget constraints, adherence to travel policies, and reasonableness of expenses;
- (c) Should always consider alternatives, including teleconferencing, prior to authorizing travel; and
- (d) Must require employees to use the eTS to process travel authorizations and claims for travel expenses once you migrate to the eTS, but no later than September 30, 2006, unless an exception has been granted under [§§301-73.102](#) or [301-73.104](#) of this chapter.

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.

PART 301-73—TRAVEL PROGRAMS

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

Subpart A—General Rules

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

The Federal travel management program includes—

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

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

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

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

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

Note to §301-73.1: The eTravel Service (eTS) fulfills the requirements of [paragraphs \(a\), \(b\), and \(e\)](#) of this section.

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

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

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

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

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

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

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

Subpart B—eTravel Service and Travel Management Service

§301-73.100 Must we require employees to use the eTravel Service?

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

Notes to §301-73.100: (1) You have the option to use the contracted travel agent service(s) of your choice (through the eTS or other contract vehicles). You have the responsibility for ensuring agency-contracted travel agent services complement and support the eTS in an efficient and cost effective manner. (2) Award of a task order to a vendor on the eTS Master Contract constitutes eTS implementation. Agency-wide use of the eTS for all travel management processes and travel claim submission constitutes complete migration.

§301-73.101 How must we prepare to implement the eTravel Service?

You must prepare to implement the eTS as expeditiously as possible by—

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

(b) Submitting your eTS migration plan and schedule by March 31, 2004 to the U.S. General Services Administration, Attention: eTravel PMO.

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

§301-73.102 May we grant a traveler an exception from the use of the eTravel Service?

Your agency head or his/her designee may grant individual case-by-case exceptions to the use of eTS when such use—

(a) Causes an unreasonable burden on mission accomplishment(s) (e.g., emergency travel (and eTS is not accessible), invitational travel, necessity of disability accommodations or special needs in accordance with [Part 301-13](#) of this chapter);

(b) Compromises a national security interest;

(c) May endanger the life of the traveler (e.g., an individual traveling under the Federal witness protection program or threatened law enforcement/investigative personnel traveling in accordance with [Part 301-31](#) of this chapter); or

(d) Is consistent with any contractual terms applicable to your agency (i.e., you must insure that any exceptions do not cause a breach of contract).

§301-73.103 What must we do when we approve an exception to use of the eTravel Service?

The head of your agency or his/her designee must approve an exception to the use of the eTS under [§301-73.102](#) in writing or through electronic means.

§301-73.104 May further exceptions to the required use of the eTravel Service be approved?

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

(1) The agency has presented a business case analysis to the General Services Administration that proves that it has an alternative TMS to the eTS that is in the best interest of the Government and the taxpayer (i.e., the agency has evaluated the economic and service values offered by the eTS contractor(s) compared to those offered by the agency's current Travel Management System (TMS) and has determined that the agency's current TMS is a better value);

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

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

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

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

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

§301-73.105 What are the consequences of an employee not using the eTravel Service or the TMS?

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

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

The TMS must, at a minimum—

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

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

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

(3) Car rental and rail information (e.g., availability of Military Traffic Management Command (MTMC) Government agreement rates where applicable, confirmation of reservations, etc.).

(b) Provide basic management information, such as—

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

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

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

(4) Destination points for lodging accommodations;

(5) Number of lodging nights in approved accommodations;

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

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

Note to [301-73.106](#): The eTS fulfills the basic services of a TMS. You have the option to use the contracted travel agent service(s) of your choice through eTS or other contract vehicles. You have the responsibility to ensure that agency-contracted-for travel agent ser-

AMENDMENT 2003–07 JANUARY 21, 2004

Chapter 301—Temporary Duty (TDY) Travel Allowances
Part 301-73—Travel Programs

§301-73.301

vices complement and support the eTS in an efficient and cost effective manner. (See [§301-73.2](#).)

Subpart C—Contract Passenger Transportation Services

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

Yes, if such services are available to your agency.

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

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

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

No.

Subpart D—Travel Payment System

§301-73.300 What is a travel payment system?

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

- (a) Issuance and maintenance of Government contractor-issued individually billed charge cards;
- (b) Establishment of centrally billed accounts for the purchase of travel and transportation services;
- (c) Issuance of travelers checks; and
- (d) Provision of automated-teller-machine (ATM) services worldwide.

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

You may participate in GSA’s or another Federal agency’s travel payment system services program or you may contract directly with a travel payment system service if your agency has contracting authority and you are not a mandatory user of GSA’s charge card program.

Note to [§301-73.301](#): Under the new GSA charge card program effective November 30, 1998, it will be your responsibility to select the vendor that will be most beneficial to your agency’s travel and transportation needs.

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