

October 28, 2005

FEDERAL TRAVEL REGULATION
Amendment 2005-05

TO: Heads of Federal Agencies

SUBJECT: Amendment 2005-05, FTR Case 2005-303, Transportation Expenses; Government-Furnished Automobiles (GFA)

1. Purpose. This amendment transmits changed pages to the Federal Travel Regulation (FTR) to update the mileage reimbursement rate reflecting costs of operating a Government-furnished automobile.

2. Background. The General Services Administration (GSA) is amending the Federal Travel Regulation (FTR) by revising the mileage reimbursement rate reflecting costs of operating a Government-furnished automobile (GFA), and revising the table on how to determine distance measurements for travel. It also clarifies that, if determined to be advantageous to the Government, the employee may be reimbursed for mileage between the residence and office to a common carrier terminal, or from the residence directly to a common carrier terminal when on official travel requiring an overnight stay.

3. Effective date. October 20, 2005. **[Attention: Please file this Amendment after Amendment 2005-06. This Amendment affects the same pages as Amendment 2005-06 and is effective after that Amendment.]**

Applicability date. FTR Part 301-10, section 301-10.310, as amended by this rule, is applicable for all travel performed on and after February 4, 2005.

4. Explanation of changes. This final rule amends the Federal Travel Regulation (FTR) as follows:

- Revises the table in section 301-10.302.
- Revises the section heading in section 301-10.306 to clarify that an employee may be reimbursed for use of a privately owned vehicle for round-trip travel between the residence and office to a common carrier terminal, or from a residence directly to a common carrier terminal on travel requiring an overnight stay.

• Revises section 301-10.310, by increasing the current reimbursement rate of \$0.270 per mile (when a GFA is available to an employee) to \$0.285 per mile, and increasing the reimbursement rate of \$0.105 per mile (when a GFA is assigned directly to an employee) to \$0.125. In consultation with the GSA Fleet, these rates are based on updated data reflecting agency costs to operate a GFA.

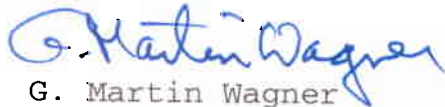
5. Filing instructions. Remove and insert the following pages to the FTR:

Remove page(s):

301-iii and 301-iv
301-10-9 and 301-10-10

Insert page(s):

301-iii and 301-iv
301-10-9 and 301-10-10



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Attachment

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- §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 I be reimbursed if authorized to use a POV instead of a taxi between my residence and office to a common carrier terminal, or from my residence directly to a common carrier terminal on 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?
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- §301-11.7—What determines my maximum per diem reimbursement rate?

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- §301-11.10—Am I required to record departure/arrival dates and times on my travel claim?
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- §301-11.300—When is actual expense reimbursement warranted?
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- §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?
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- §301-11.306—What expenses am I required to itemize under actual expense?

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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 shown in paper or electronic standard highway mileage guides, or the actual miles driven as determined from odometer readings.
Privately owned aircraft.	As determined from charts issued by the Federal Aviation Administration (FAA). 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 1.07
Privately owned automobile.	¹ 0.485
Privately owned motorcycle.	¹ 0.305

¹ 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 I be reimbursed if authorized to use a POV instead of a taxi between my residence and office to a common carrier terminal, or from my residence directly to a common carrier terminal on 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 automobile 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 28.5 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 12.5 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,