

**ARS □ CSREES □ ERS □ NASS**

***Policies and Procedures***

**Title:** Procurement of Passenger Transportation Services

**Number:** 343.3

**Date:** 10/5/98

**Originating Office:** Financial Management Division, Travel and Relocation Services Branch, ARS/AFM

**This Replaces:** ARS 343.3, dated 8/15/94

**Distribution:** REE Offices in Headquarters, Areas, and Field Locations

This P&P states policy for the procurement of passenger transportation in connection with official business or travel.

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## 1. Authorities

ATR 301-2, 301-3, 301-10

FTR 301-2, 301-3, 301-10

NFC Procedures Manual, Title II, Chapter 2, Section 3

## 2. Policy

It is the policy of the USDA and REE agencies that individuals traveling for the U.S. Government obtain and use the Government contractor-issued travel charge cards, Government Transportation Requests (GTR), or a Government centrally billed charge card account through an authorized Travel Management Center (TMC) instead of cash, except as noted in Section 4 for procuring transportation services for official business.

## 3. Delegation of Authority

- The REE Administrators have been delegated authority by the Chief Financial Officer, USDA, to approve the **emergency** use of cash in excess of \$100 for the procurement of transportation tickets for their respective agencies.
- The Chief Financial Officer, USDA, must approve the nonemergency use of cash or personal credit cards to purchase common carrier transportation costs which exceed \$100.

**NOTE:** The Director, Financial Management Division (FMD), is authorized to approve emergency use of cash on behalf of the Administrator, ARS.

## 4. Situations When Cash May Be Used

Travelers may use cash to procure official transportation services as follows:

- Travelers are **required** to use cash to procure all passenger transportation services costing \$10 or less (excluding Federal transportation tax) and pay excess baggage charges costing \$15 or less.
- REE travelers are **permitted** to use cash, in rare instances (without written approval), to procure passenger transportation services when the cost is over \$10, but does not exceed \$100 (excluding Federal transportation tax).

Approval to use cash in excess of \$100 for the **emergency** purchase of transportation tickets by REE employees and individuals traveling for REE must be obtained before travel begins. If time does not permit prior approval, post-approval for the emergency use of cash must be obtained from the Administrator.

NOTE: A memorandum explaining the emergency purchase should accompany the AD-616, Travel Voucher, and should be submitted through the appropriate approval channels to the Administrator.

## **5. Procedure for the Use of GTR' s**

Departmental procedures for using, controlling, and preparing the GTR are specified in the National Finance Center Procedures Manual.

NOTE: GTR's **may not** be issued to travel agents unless the travel agency is under contract to the General Services Administration and USDA/REE has agreed and arranged to obtain transportation services from that TMC. A list of current TMC's is published monthly in the Official Airline Guide or on the GSA website.

## **6. Summary of Responsibilities**

### **Administrators or Their Designees**

- Monitor and control emergency cash purchases of transportation services to ensure such purchases are kept to a minimum.

### **REE Travel Offices and Managers**

- Make travelers aware that the use of a GTR, contractor-issued charge card, or Government Transportation System account, is required to comply with the mandatory provisions of the Federal Travel Regulations (FTR) governing the use of contract airline services and the prohibition of using cash or personal credit cards. Cash must not be used to circumvent the regulations governing the purchase of transportation tickets.

### **Employees and Individuals Traveling for REE**

- Justify and request approval for the emergency use of cash (in writing) and route the requests through appropriate levels of management to the respective Agency Administrator.

**NOTE:** ARS travelers will request and route their justification and requests through appropriate levels of management to FMD for approval.

## **7. Glossary**

**AD-616.** Travel Voucher

**ATR.** Agriculture Travel Regulations

**Cash.** As used in this P&P, includes personal credit cards, checks, travelers checks, and currency.

**FTR.** Federal Travel Regulations

**GSA.** General Services Administration

**GTR.** Government Transportation Request

**GVTS.** Government Transportation System

**Individuals.** As used in this P&P, this term includes employees of REE and non-Government persons traveling for REE.

**NFC.** National Finance Center

**OAG.** Official Airline Guide

**Passenger transportation services.** Includes all common carrier transportation services provided by commercial airlines, railroads, helicopter services, ships, buses, streetcars, subways, taxicabs, rental automobiles, and any other necessary means of conveyance.

**TMC.** Travel Management Center

/s/

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