

November 18, 2010

FEDERAL TRAVEL REGULATION
Amendment 2010-05

TO: Heads of Federal agencies

Subject: Amendment 2010-05, Federal Travel Regulation (FTR)
Case 2010-306, Lodging and Transportation Amendment

1. Purpose. This final rule amends the Federal Travel Regulation (FTR) by revising and updating its policy on lodging and transportation. This final rule also updates an acronym and references to such in the FTR

2. Effective date: November 15, 2010.

3. Background. This amendment updates the Federal Travel Regulation (FTR) by removing section 301-50.8. Section 301-50.8 contains language regarding limitations on travel arrangements for common carriers, commercial lodging, and car rental usage. Consequently, parts 301-10 and 301-11 will be revised to include the language pertaining to common carriers, commercial lodging and car rental accommodations. Specifically, OGP is revising section 301-10.105 regarding the basic requirements for using common carrier transportation and revising section 301-10.450 to provide guidance to travelers regarding renting vehicles under the Defense Travel Management Office's (DTMO) U.S. Government Car Rental Agreement. Also, section 301-11.11 is being revised to provide guidance to travelers who choose to obtain commercial lodging under a Government lodging agreement.

This final rule also updates references in section 301-73.106 and Appendix D to Chapter 301 to change "Surface Deployment Distribution Command" (SDDC) to "Defense Travel Management Office" (DTMO).

This FTR rule was published in the *Federal Register* at 75 FR 63103, October 14, 2010.

4. Explanation of changes. This final rule amends the FTR by:

1. GSA has learned that many FTR users are interpreting the FTR in such a way that leads them to believe that use of FedRooms is mandatory. Pursuant to 5 U.S.C. §5911(e), "[t]he head of an agency may not require an employee or member of a uniformed service to occupy quarters on a rental basis, unless the agency head determines that necessary service cannot be rendered, or that the property of the Government cannot adequately be protected otherwise.


2. Based on the case law mentioned in the previous paragraph, we are amending the FTR to inform travelers that properties in the FedRooms program should be given first consideration when making travel arrangements.

3. OGP is updating the Federal Travel Regulation (FTR) by removing section 301-50.8. Section 301-50.8 contains language regarding limitations on travel arrangements for common carriers, commercial lodging, and car rental usage. Consequently, parts 301-10 and 301-11 will be revised to include the language pertaining to common carriers, commercial lodging (FedRooms) and car rental accommodations.

4. This amendment also informs Federal Travelers that while on TDY they must rent a vehicle from vendors that participate in the Defense Travel Management Office (DTMO) U.S. Government Car Rental Agreement. Also, it changes any references to the "Surface Distribution and Deployment Command" so that it now reads "Defense Travel Management Office".

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

<u>Remove pages</u>	<u>Insert pages</u>
Chapter 301 TOC, 301-i thru 301-iv 301-vii and 301-viii	Chapter 301 TOC, 301-i thru 301-iv 301-vii and 301-viii
301-10-1 and 301-10-2 301-10-13 and 301-10-14	301-10-1 and 301-10-2 301-10-13 and 301-10-14
301-11-1 thru 301-11-4	301-11-1 thru 301-11-4
301-50-1 and 301-50-2	301-50-1 and 301-50-2
301-73-1 and 301-73-2	301-73-1 and 301-73-2
301-D-1 and 301-D-2	301-D-1 and 301-D-2



RICK MILLER,
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FEDERAL TRAVEL REGULATION

CHAPTER 301—TEMPORARY DUTY (TDY) TRAVEL ALLOWANCES

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AMENDMENT 2010-05 NOVEMBER 15, 2010

PART 301-10—TRANSPORTATION EXPENSES

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

Subpart A—General

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

Yes, you are eligible for payment of transportation expenses when performing official travel, including authorized transportation expenses incurred within the TDY location.

§301-10.2 What expenses are payable as transportation?

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

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

Your agency may authorize:

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

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

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

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

(a) *Common carrier.* Travel by common carrier is presumed to be the most advantageous method of transportation and must be used when reasonably available.

(b) *Government automobile.* When your agency determines that your travel must be performed by automobile, a Government automobile is presumed to be the most advantageous method of transportation.

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

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

§301-10.7 How should I route my travel?

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

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

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

Subpart B—Common Carrier Transportation

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

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

§301-10.105 What are the basic requirements for using common carrier transportation?

The basic requirements for using common carrier transportation fall into three categories:

(a) Using contract carriers, when available, and if your agency is a mandatory user of GSA’s city-pair contracts for air passenger transportation services, unless you have an approved exception (see [§§301-10.106](#) through [301-10.108](#) of this subpart);

(b) Using coach-class service, unless other than coach-class service is authorized under [§301-10.123](#) or [§301-10.162](#), and when travelling by ship, using lowest first-class accommodations, unless other than lowest first-class accommodations are authorized under [§301-10.183](#) of this subpart; and

(c) You must always use U.S. Flag Air Carrier (or ship) service for air passenger transportation or when travelling by ship, unless your travel circumstances meet one of the exceptions in [§§301-10.135](#) through [301-10.138](#) or [§301-10.183](#) of this subpart.

Use of Contract City-Pair Fares

§301-10.106 When must I use a contract city-pair fare?

If you are a civilian employee of an agency as defined in [§301-1.1](#) of this chapter, you must always use a contract city-pair fare for scheduled air passenger transportation service unless one of the limited exceptions in [§301-10.107](#) exist. An

Internet listing of contract city-pair fares is available at <http://www.gsa.gov/citypairs>.

Note to §301-10.106: Employees of the Government of the District of Columbia, with the exception of the District of Columbia Courts, are not eligible to use contract city-pair fares even though these employees otherwise may be covered by the FTR.

§301-10.107 Are there any exceptions to the use of a contract city-pair fare?

Yes, your agency may authorize use of a fare other than a contract city-pair fare when—

(a) Space on a scheduled contract flight is not available in time to accomplish the purpose of your travel, or use of contract service would require you to incur unnecessary overnight lodging costs which would increase the total cost of the trip;

(b) The contractor's flight schedule is inconsistent with explicit policies of your Federal department or agency with regard to scheduling travel during normal working hours;

(c) A non-contract carrier offers a lower fare to the general public that, if used, will result in a lower total trip cost to the Government (the combined costs of transportation, lodging, meals, and related expenses considered);

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

(d) Cost effective rail service is available and is consistent with mission requirements; or

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

Note 1 to §301-10.107: Any group of 10 or more passengers traveling together on the same day, on the same flight, for the same mission, requiring group integrity and identified as a group by the travel management service upon booking is not a mandatory user of the Government's contract city-pair fares. For group travel, agencies are expected to obtain air passenger transportation service that is practical and cost effective to the Government.

Note 2 to §301-10.107: Contractors are not authorized to use contract city-pair fares to perform travel under their contracts.

Note 3 to §301-10.107: If the Government contract city-pair carrier offers a lower cost capacity-controlled coach class contract fare (MCA, QCA, VCA, etc.) in addition to the unrestricted coach class contract fares (YCA), the traveler should

use the lower cost capacity-controlled fare when it is available and meet mission needs.

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

(a) Before purchasing a non-contract fare you must meet one of the exception requirements listed in §301-10.107 and show approval on your travel authorization to use a non-contract fare; and

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

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

Note to §301-10.108: Carrier preference is not a valid reason for using a non-contract fare.

§301-10.109 What is my liability for unauthorized use of a non-contract carrier when contract service is available and I do not meet one of the exceptions for required use?

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

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

No.

§301-10.111 When may I use a reduced group or charter fare?

You may use a reduced group or charter fare when your agency has determined, on an individual case basis prior to your travel, that use of such a fare is cost effective. Chartered aircraft are subject to the same rules as Government aircraft, and agencies in the executive branch of the Federal Government are subject to the requirements of Office of Management and Budget (OMB) Circular A-126 and 41 CFR part 101-37 in making such cost effectiveness determinations.

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

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

§301-10.113 What must I do if I change or do not use a common carrier reservation?

If you know you will change or not use your reservation, you must take action to change or cancel it as prescribed by your agency. Also, you must report all changes of your reservation according to your agency's procedures in an effort to

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(1) *At your official station.* (i) From your residence or other authorized point of departure, e.g., residence to airport;

(ii) To your residence or other authorized point of return, e.g., airport to residence;

(iii) From your residence to your office on the day you depart the official station on official TDY that requires at least one night's lodging; or

(iv) From your office to your residence on the day you return to the official station from an official TDY assignment that required at least one night's lodging.

(2) *At your TDY location.* (i) From the TDY transit system station to your place of lodging or place of official business and return;

(ii) To, from, and between your places of lodging and official business;

(iii) Between places of official business; or

(iv) To obtain meals at the nearest available place when the nature and location of the official business or the lodging at a TDY location are such that meals cannot be obtained there. You must attach a statement or include electronic remarks with your travel voucher explaining why such transportation was necessary.

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

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

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

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

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

An amount which your agency determines to be reasonable.

Rental Automobiles

§301-10.450 When and from whom may I rent a vehicle for official travel when authorized?

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

(b) When authorized to use a rental vehicle, you should consider renting a vehicle from a vendor that participates in the Defense Travel Management Office (DTMO) U.S. Government Car Rental Agreement to avail yourself of the Agreement's benefits, including the insurance and damage liability provisions, unless you are OCONUS and no agreement is in place for your TDY location. The advantages of renting a car through the DTMO rental car program are:

(1) Rental car agreements are pre-negotiated;

(2) The agreement includes automatic unlimited mileage and collision damage insurance; and

(3) The rates established by the car rental agreement cannot be exceeded by the vendor.

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

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

(1) The Government is a self-insurer.

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

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

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

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

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

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

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

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PART 301-11—PER DIEM EXPENSES

Authority: 5 U.S.C. 5707.

Subpart A—General Rules

§301-11.1 When am I eligible for an allowance (per diem or actual expense)?

When:

- (a) You perform official travel away from your official station, or other areas defined by your agency;
- (b) You incur per diem expenses while performing official travel; and
- (c) You are in a travel status for more than 12 hours.

§301-11.2 Will I be reimbursed for per diem expenses if my official travel is 12 hours or less?

No.

§301-11.3 Must my agency pay an allowance (either a per diem allowance or actual expense)?

Yes, unless:

- (a) You perform travel to a training event under the Government Employees Training Act (5 U.S.C. 4101-4118), and you agree not to be paid per diem expenses; or
- (b) You perform pre-employment interview travel, and the interviewing agency does not authorize payment of per diem expenses.

§301-11.4 May I be reimbursed actual expense and per diem on the same trip?

Yes, you may be reimbursed both actual expense and per diem during a single trip, but only one method of reimbursement may be authorized for any given calendar day except as provided in [§301-11.305](#) or [301-11.306](#). Your agency must determine when the transition between the reimbursement methods occurs.

§301-11.5 How will my per diem expenses be reimbursed?

Per diem expenses will be reimbursed by the:

- (a) Lodgings-plus per diem method;
- (b) Reduced per diem method;
- (c) Conference lodging allowance method (see [§§301-74.7](#) and [301-74.22](#) of this chapter); or
- (d) Actual expense method.

§301-11.6 Where do I find maximum per diem and actual expense rates?

Consult this table to find out where to access *per diem* rates for various types of Government travel:

For travel in	Rates set by	For per diem and actual expense see
(a) Continental United States (CONUS)	General Services Administration	For <i>per diem</i> , see applicable FTR Per Diem Bulletins issued periodically by the Office of Governmentwide Policy, Office of Transportation and Personal Property, Travel Management Policy, and available on the Internet at http://www.gsa.gov/perdiem for actual expense, see 41 CFR 301-11.303 and 301-11.305 .
(b) Non-foreign areas	Department of Defense (<i>Per Diem</i> , Travel and Transportation Allowance Committee (PDTATAC))	<i>Per Diem</i> Bulletins issued by PDTATAC and published periodically in the Federal Register or Internet at https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html . (Rates also appear in section 925, a <i>per diem</i> supplement to the Department of State Standardized Regulations (Government Civilians—Foreign Areas).)
(c) Foreign areas	Department of State	A <i>per diem</i> supplement to section 925, Department of State Standardized Regulations (Government Civilians—Foreign Areas and available on the Internet at www.state.gov).

§301-11.7 What determines my maximum per diem reimbursement rate?

Your TDY location determines your maximum per diem reimbursement rate. If you arrive at your lodging location after 12 midnight, you claim lodging cost for the preceding calendar day. If no lodging is required, the applicable M&IE reimbursement rate is the rate for the TDY location. (See [§301-11.102](#).)

§301-11.8 What is the maximum per diem rate I will receive if lodging is not available at my TDY location?

If lodging is not available at your TDY location, your agency may authorize or approve the maximum per diem rate for the location where lodging is obtained.

§301-11.9 When does per diem or actual expense entitlement start/stop?

Your per diem or actual expense entitlement starts on the day you depart your home, office, or other authorized point and ends on the day you return to your home, office or other authorized point.

§301-11.10 Am I required to record departure/arrival dates and times on my travel claim?

You must record the date of departure from, and arrival at, the official station or any other place travel begins or ends. You must show this same information for points where you perform TDY or for a stopover or official rest stop location when the arrival or departure affects your per diem allowance or other travel expenses. You also should show the dates for other points visited. You do not have to record departure/arrival times, but you must annotate your travel claim when your travel is more than 12 hours but not exceeding 24 hours to reflect that fact.

§301-11.11 How do I select lodging and make lodging reservations?

(a) You must make your lodging reservations through your agency's travel management service.

(b) 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 (the Act), as amended (see 5 U.S.C. 5707a).

(c) When selecting a commercial lodging facility, first consideration should be given to government lodging agreement programs such as FedRooms® (<http://www.fedrooms.com>). The advantages of obtaining lodging using the FedRooms® program are:

- (1) Lodging rates are set at or below per diem rates;
- (2) There are no add-on fees;
- (3) The room cancellation deadline is 4:00 p.m. (or later) on the day of arrival;
- (4) Most hotels offer last standard room availability rates;
- (5) There are no early departure fees; and
- (6) Rates are available using all booking channels (e.g., E-Gov Travel Service, Travel Management Service, FedRooms® website, and hotel reservation call centers). The FedRooms® rate code (XVU) must be entered to get the program benefits.

Note to [§301-11.11](#): 5 U.S.C. 5707a does not apply to the District of Columbia government.

§301-11.12 How does the type of lodging I select affect my reimbursement?

Your agency will reimburse you for different types of lodging as follows:

(a) *Conventional lodgings*. (Hotel/motel, boarding house, etc.) You will be reimbursed the single occupancy rate.

(b) *Government quarters*. You will be reimbursed, as a lodging expense, the fee or service charge you pay for use of the quarters.

(c) *Lodging with friend(s) or relative(s) (with or without charge)*. You may be reimbursed for additional costs your host incurs in accommodating you only if you are able to substantiate the costs and your agency determines them to be reasonable. You will not be reimbursed the cost of comparable conventional lodging in the area or a flat "token" amount.

(d) *Nonconventional lodging*. You may be reimbursed the cost of other types of lodging when there are no conventional lodging facilities in the area (e.g., in remote areas) or when conventional facilities are in short supply because of an influx of attendees at a special event (e.g., World's Fair or international sporting event). Such lodging includes college dormitories or similar facilities or rooms not offered commercially but made available to the public by area residents in their homes.

(e) *Recreational vehicle (trailer/camper)*. You may be reimbursed for expenses (parking fees, fees for connection, use, and disconnection of utilities, electricity, gas, water and sewage, bath or shower fees, and dumping fees) which may be considered as a lodging cost.

§301-11.13 How does sharing a room with another person affect my per diem reimbursement?

Your reimbursement is limited to one-half of the double occupancy rate if the person sharing the room is another Government employee on official travel. If the person sharing the room is not a Government employee on official travel, your reimbursement is limited to the single occupancy rate.

§301-11.14 How is my daily lodging rate computed when I rent lodging on a long-term basis?

When you obtain lodging on a long-term basis (e.g., weekly or monthly) your daily lodging rate is computed by dividing the total lodging cost by the number of days of occupancy for which you are entitled to per diem, provided the cost does not exceed the daily rate of conventional lodging. Otherwise the daily lodging cost is computed by dividing the total lodging cost by the number of days in the rental period. Reimbursement, including an appropriate amount for M&IE, may not exceed the maximum daily per diem rate for the TDY location.

§301-11.15 What expenses may be considered part of the daily lodging cost when I rent on a long-term basis?

When you rent a room, apartment, house, or other lodging on a long-term basis (e.g., weekly, monthly), the following expenses may be considered part of the lodging cost:

(a) The rental cost for a furnished dwelling; if unfurnished, the rental cost of the dwelling and the rental cost of appropriate and necessary furniture and appliances (e.g., stove, refrigerator, chairs, tables, bed, sofa, television, or vacuum cleaner);

(b) Cost of connecting/disconnecting and using utilities;

(c) Cost of reasonable maid fees and cleaning charges;

(d) Monthly telephone use fee (does not include installation and long-distance calls); and,

(e) If ordinarily included in the price of a hotel/motel room in the area concerned, the cost of special user fees (e.g., cable TV charges and plug-in charges for automobile head bolt heaters).

§301-11.16 What reimbursement will I receive if I prepay my lodging expenses and my TDY is curtailed, canceled or interrupted for official purposes or for other reasons beyond my control that are acceptable to my agency?

If you sought to obtain a refund or otherwise took steps to minimize the cost, your agency may reimburse expenses that are not refundable, including a forfeited rental deposit.

§301-11.17 If my agency authorizes per diem reimbursement, will it reduce my M&IE allowance for a meal(s) provided by a common carrier or for a complimentary meal(s) provided by a hotel/motel?

No. A meal provided by a common carrier or a complimentary meal provided by a hotel/motel does not affect your per diem.

§301-11.18 What M&IE rate will I receive if a meal(s) is furnished by the Government or is included in the registration fee?

(a) Except as provided in [§301-11.17](#) or in [paragraph \(b\)](#) of this section, your M&IE allowance must be adjusted for meals furnished to you by the Government (including meals furnished under the authority of [Chapter 304](#) of this Title) by deducting the appropriate amount shown in the chart in this section for travel within CONUS and the chart in [Appendix B](#) of this chapter for meal deductions for OCONUS and foreign travel. The total amount of deductions made will not cause you to receive less than the amount allowed for incidental expenses.

Total M&IE	\$46	\$51	\$56	\$61	\$66	\$71
Continental Breakfast/Breakfast	7	8	9	10	11	12
Lunch	11	12	13	15	16	18
Dinner	23	26	29	31	34	36
Incidentals	5	5	5	5	5	5

(b) Your agency, at its discretion, may allow you to claim the full M&IE allowance if:

(1) You are unable to consume the furnished meal(s) because of medical requirements or religious beliefs;

(2) In accordance with administrative procedures prescribed by your agency, you requested specific approval to claim the full M&IE allowance prior to your travel;

(3) In accordance with administrative procedures prescribed by your agency, you have made a reasonable effort to make alternative meal arrangements, but were unable to do so; and

(4) You purchase substitute meals in order to satisfy your medical requirements or religious beliefs.

(c) In your agency's discretion, and in accordance with administrative procedures prescribed by your agency, you may also claim the full M&IE allowance if you were unable

to take part in a Government-furnished meal due to the conduct of official business.

§301-11.19 How is my per diem calculated when I travel across the international dateline (IDL)?

When you cross the IDL your actual elapsed travel time will be used to compute your per diem entitlement rather than calendar days.

§301-11.20 May my agency authorize a rest period for me while I am traveling?

(a) Your agency may authorize a rest period not in excess of 24 hours at either an intermediate point or at your destination if:

(1) Either your origin or destination point is OCONUS;

(2) Your scheduled flight time, including stopovers, exceeds 14 hours;

(3) Travel is by a direct or usually traveled route; and

(4) Travel is by coach-class service.

(b) When a rest stop is authorized the applicable per diem rate is the rate for the rest stop location.

§301-11.21 Will I be reimbursed for per diem or actual expenses on leave or non-workdays (weekend, legal Federal Government holiday, or other scheduled non-workdays) while I am on official travel?

(a) In general, you will be reimbursed as long as your travel status requires your stay to include a non-workday, (e.g., if you are on travel through Friday and again starting Monday you will be reimbursed for Saturday and Sunday), however, your agency should determine the most cost effective situation (i.e., remaining in a travel status and paying per diem or actual expenses or permitting your return to your official station).

(b) Your agency will determine whether you will be reimbursed for non-workdays when you take leave immediately (e.g., Friday or Monday) before or after the non-workday(s).

Note to §301-11.21: If emergency travel is involved due to an incapacitating illness or injury, the rules in [Part 301-30](#) of this chapter govern.

§301-11.22 Am I entitled to per diem or actual expense reimbursement if I am required to return to my official station on a non-workday?

If required by your agency to return to your official station on a non-workday, you will be reimbursed the amount allowable for return travel.

§301-11.23 Are there any other circumstances when my agency may reimburse me to return home or to my official station for non-workdays during a TDY assignment?

Your agency may authorize per diem or actual expense and round-trip transportation expenses for periodic return travel on non-workdays to your home or official station under the following circumstances:

(a) The agency requires you to return to your official station to perform official business; or

(b) The agency will realize a substantial cost savings by returning you home; or
 (c) Periodic return travel home is justified incident to an extended TDY assignment.

§301-11.24 What reimbursement will I receive if I voluntarily return home or to my official station on non-workdays during my TDY assignment?

If you voluntarily return home or to your official station on non-workdays during a TDY assignment, the maximum reimbursement for round trip transportation and per diem or actual expense is limited to what would have been allowed had you remained at the TDY location.

§301-11.25 Must I provide receipts to substantiate my claimed travel expenses?

Yes. You must provide a lodging receipt and a receipt for every authorized expense over \$75, or provide a reason acceptable to your agency explaining why you are unable to furnish the necessary receipt(s) (see [§301-52.4](#) of this chapter).

Note to 301-11.25: Hard copy receipts should be electronically scanned and submitted with your electronic travel claim when your agency has fully deployed ETS and notifies you that electronic scanning is available within your agency (see [§301-50.3](#) of this chapter). You may submit a hard copy receipt, in accordance with your agency's policies, to support a claimed travel expense only when electronic imaging is not available within your agency.

§301-11.26 How do I get a per diem rate increased?

If you travel to a location where the per diem rate is insufficient to meet necessary expenses, you may submit a request, containing pertinent lodging and meal cost data, through your agency asking that the location be surveyed. Depending on the location in question your agency may submit the survey request to:

For CONUS locations	For non-foreign area locations	For foreign area locations
General Services Administration, Office of Governmentwide Policy, Attn: Travel Policy (MTT), 1800 F St. NW, Washington, DC 20405.	Defense Travel Management Office, Attn: SP&P/ Allowances Branch, 4601 N. Fairfax Dr, Suite 800, Arlington, VA 22203.	Director, Office of Allowances, Department of State, Annex 1, Suite L-314, Washington, DC 20522-0103.

§301-11.27 Are taxes included in the lodging portion of the Government per diem rate?

No. Lodging taxes paid by you are reimbursable as a miscellaneous travel expense limited to the taxes on reimbursable lodging costs. For example, if your agency authorizes you a maximum lodging rate of \$50 per night, and you elect to stay at a hotel that costs \$100 per night, you can only claim the amount of taxes on \$50, which is the maximum authorized lodging amount. This section is effective January 1, 1999, for CONUS locations and effective January 1, 2000, for non-foreign areas. For foreign areas, lodging taxes have not been removed from foreign per diem rates established by the Department of State. Separate claims for lodging taxes incurred in foreign areas are not allowed.

§301-11.28 As a traveler on official business, am I required to pay applicable lodging taxes?

Yes, unless exempted by the State of local jurisdiction.

§301-11.29 Are lodging facilities required to accept a generic federal, state or local tax exempt certificate?

Exemptions from taxes for Federal travelers, and the forms required to claim them, vary from location to location. The GSA Per Diem Rates webpage (<http://gsa.gov/perdiem>) provides more information on State tax exemptions.

§301-11.30 What is my option if the Government lodging rate plus applicable taxes exceeds my lodging reimbursement?

You may request reimbursement on an actual expense basis, not to exceed 300 percent of the maximum per diem allowance. Approval of actual expenses is usually in advance of travel and at the discretion of your agency. (See [§301-11.302](#).)

§301-11.31 Are laundry, cleaning and pressing of clothing expenses reimbursable?

Yes. The expenses incurred for laundry, cleaning and pressing of clothing at a TDY location are reimbursable as a miscellaneous travel expense. However, you must incur a minimum of 4 consecutive nights lodging on official travel to qualify for this reimbursement. Laundry and dry cleaning expenses have not been removed from foreign per diem rates established by the Department of State, or from non-foreign area per diem rates established by the Department of Defense. Separate claims for laundry and dry cleaning expenses incurred in foreign areas and non-foreign areas are not allowed.

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 ETS or TMS 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 E-Gov Travel Service when your agency makes it available to you. Until then, you must use your agency’s existing Travel Management Service (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. Your agency may grant an exception to required use of TMS/ETS under [§§301-50.4](#), [301-73.102](#), or [301-73.104](#) of this chapter.

§301-50.4 May I be granted an exception to the required use of TMS or ETS once my agency has fully deployed ETS?

Yes, your agency head or his/her designee may grant an individual case exception to required use of your agency’s current TMS or to required use of ETS once your agency has fully deployed ETS, but only when your travel meets one of the following conditions:

(a) Such use would result in an unreasonable burden on mission accomplishment (*e.g.*, emergency travel is involved and TMS/ETS is not accessible; you are performing invitational travel; or you have special needs or require disability accommodations under part [301-13](#) of this chapter).

(b) Such use would compromise a national security interest.

(c) Such use might endanger your life (*e.g.*, you are traveling under the Federal witness protection program, or you are

a threatened law enforcement/investigative officer traveling under part [301-13](#) of this chapter).

§301-50.5 What is my liability if I do not use my agency’s TMS or the E-Gov Travel 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 E-Gov Travel 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 What is an “online self-service booking tool?”

An online self-service booking tool is an Internet based system that permits travelers to make their own reservations for transportation (*e.g.*, air, rail, and car rental) and lodging. ETS and some agency TMS’s incorporate a self service booking tool.

§301-50.7 Should I use the online self-service booking tool once ETS is available within my agency?

Yes, you should use the online self-service booking tool offered by ETS or your agency’s TMS until ETS becomes available to you.

Note to section [301-50.7](#): Some extenuating circumstances for which you may not be able to use online self-service booking are (1) when you are attending a conference where the conference sponsor has negotiated with one or more lodging facilities to set aside a specific number of rooms for conference attendees and to ensure that a set aside room is available to you, you are required to book lodging directly with the lodging facility, (2) when your travel is to a remote location and it is not possible to book lodging accommodations through the TMS or ETS, or (3) when such travel arrangements are so complex and circumstance will not allow you to book your travel through an online self-service booking tool.

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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., FedRooms 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 E-Gov Travel 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 E-Gov Travel 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 excep-

tion 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 E-Gov Travel 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 ETS?

You must prepare to implement 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;

(b) Requiring employees to use your ETS unless you approve an exception under [§301-50.6](#), [§301-73.102](#) or [§301-73.104](#);

(c) Establishing goals, plans and procedures to maximize agency-wide traveler use of your online self-service booking tool once you have fully deployed ETS within your agency. These goals, plans, and procedures should be available for submission to the ETS PMO upon its request.

Note 1 to §301-73.101: Your agency should work with the Office of Management and Budget (OMB) to allocate budget and personnel resources to support ETS migration and data exchange. Your agency is responsible for providing the funds required to estab-

lish interfaces between the ETS standard data output and applicable business systems (e.g., financial, human resources, etc.)

Note 2 to §301-73.101: Best practices show that organizations are able to realize significant benefits once they achieve a 70 percent or greater self-booking rate.

§301-73.102 May we grant a traveler an exception from required use of TMS or ETS once we have fully deployed ETS within the agency?

(a) Yes, your agency head or his/her designee may grant an individual case by case exception to required use of your agency's current TMS or to required use of ETS once it is fully deployed within the agency, but only when travel meets one of the following conditions:

(1) Such use would result in an unreasonable burden on mission accomplishment (e.g., emergency travel is involved and TMS/ETS is not accessible; the traveler is performing invitational travel; or the traveler has special needs or requires disability accommodations in accordance with part [301-13](#) of this chapter).

(2) Such use would compromise a national security interest.

(3) Such use might endanger the traveler's life (e.g., the individual is traveling under the Federal witness protection program, or is a threatened law enforcement/investigative officer traveling under part [301-31](#) of this chapter).

(b) Any exception granted must be consistent with any contractual terms applicable to your current TMS or ETS, once it is fully deployed, and must not cause a breach of contract terms.

§301-73.103 What must we do when we approve an exception to use of the E-Gov Travel 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 E-Gov Travel 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 Service (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 E-Gov Travel 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 FedRooms properties, per diem rate availability, etc.).

(3) Car rental and rail information (e.g., availability of Defense Travel Management Office (DTMO) 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);

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Appendix D to Chapter 301—Glossary of Acronyms

ATM:	Automated Teller Machine
CAS:	Commercial Aviation Service(s)
CDW:	Collision Damage Waiver
CFR:	Code of Federal Regulations
CMTR:	Combined Marginal Tax Rate
CONUS:	Continental United States
CSRS:	Civil Service Retirement System
CTO:	Commercial Ticket Office
DOD:	Department of Defense
DOJ:	Department of Justice
DSSR:	Department of State Standardized Regulations
DTMO:	Defense Travel Management Office
EFT:	Electronic Funds Transfer
ETS:	E-Gov Travel Service(s)
FAA:	Federal Aviation Administration
FAM:	Foreign Affairs Manual
FECA:	Federal Employees' Compensation Act
Fedrooms:	Enhanced Federal Premier Lodging Program (formally known as FPLP)
FEMA:	Federal Emergency Management Agency
FERS:	Federal Employees Retirement System
FHA:	Federal Housing Administration
FICA:	Federal Insurance Contribution Act
FOB:	Free On Board
FTR:	Federal Travel Regulation
FTS:	Federal Telecommunications System
GAO:	General Accounting Office
GBL:	Government Bill of Lading
GOCO:	Government Owned Contractor Operated
GPO:	Government Printing Office
GSA:	General Services Administration
GTR:	Government Transportation Request
HHG:	Household Goods
ID:	Identification
IDL:	International Date Line
IRC:	Internal Revenue Code
IRS:	Internal Revenue Service
ISSA:	Inter-service Support Agreement(s)
ITRA:	Income Tax Reimbursement Allowance
JFTR:	Joint Federal Travel Regulations
JTR:	Joint Travel Regulation
MARS:	Military Affiliate Radio System
M&IE:	Meals and Incidental Expenses
M&O:	Management and Operating
MOU:	Memorandum of Understanding
MTR:	Marginal Tax Rate
NARA:	National Archives and Records Administration
NIST:	National Institute of Standards and Technology
NTE:	Not to Exceed
OBE:	Online Self-service Booking Tool
OCONUS:	Outside the Continental United States
OGE:	Office of Government Ethics
OMB:	Office of Management and Budget
PBP&E:	Professional Books, Papers, and Equipment
PCS:	Permanent Change of Station

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FEDERAL TRAVEL REGULATION

PDS:	Permanent Duty Station
PIN:	Personal Identification Number
PMO:	E-Gov Travel Program Management Office
POV:	Privately Owned Vehicle
PTA:	Prepaid Ticket Advice
PDTATAC:	Per Diem, Travel and Transportation Allowance Committee
Q&A:	Question and Answer
RIT:	Relocation Income Tax
SES:	Senior Executive Service
SIT:	Storage in Transit
SSN:	Social Security Number
TCS:	Temporary Change of Station
TDY:	Temporary Duty
TMC:	Travel Management Center
TMS:	Travel Management Service
TQSE:	Temporary Quarters Subsistence Expenses
U.S.:	United States
U.S.C.:	United States Code
VA:	Department of Veterans Affairs
WAE:	When Actually Employed
WTA:	Withholding Tax Allowance