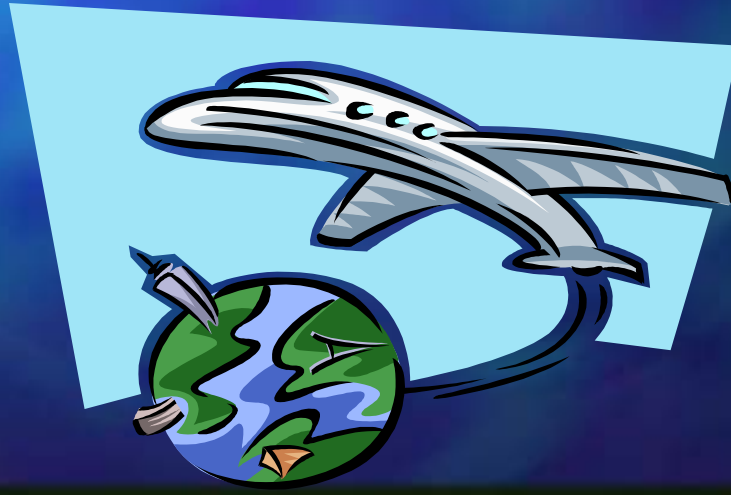


Federal Travel and Ethics

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Use of Frequent Flyer Benefits

Section 1116 of Public Law 107-107 (the National Defense Authorization Act of 2002) permits personal use of promotional items earned on official travel.



Promotional Items –cont'd

- Includes frequent flyer miles, upgrades, access to airline clubs or facilities.
- Applies to employees, family members and dependents who receive promotional items while traveling for the Government.
- Includes all promotional items received before, on or after enactment of the new law.

Promotional Items- cont'd

- Applicable to promotional items obtained whether travel is at the expense of the Government or accepted from a non-Federal source.
- Applies to all promotional items obtained while on official travel- including airlines, hotels and car rental companies.

Other Than Coach-Class Travel

First Class and Business Class Airline Accommodations can only be used in specified, limited circumstances. Travelers are expected to act prudently.



First Class Travel

- A. No coach class are reasonably available within 24 hrs.

- B. Accommodate a disability or special need.
 - Medical certifications required (includes necessity, duration, and recommendation)
 - Attendant services

First Class Travel

- C. Exceptional security requirements
 - Life or Government property endangered
 - Protective details
 - Accompanying controlled packages
- D. Required for agency mission

Business Class Travel



- A. Accommodate a disability or special need
- B. Exceptional security requirements
- C. Inadequate sanitation or health standards in coach on foreign carrier
- D. Regularly scheduled flights provide only other than coach-class accommodations

Premium Class Travel (cont)

E. Non-federal source pays costs

F. When OCONUS Flight time > 14
hours

G. Results in overall cost savings

H. No coach space available in time to
accomplish mission

I. Required for agency mission

Denied Boarding Compensation

- a) Involuntary Bumping
- b) Voluntarily Vacating an Airline Seat



Payment of Travel From Non-Federal Sources



- a) 31 U.S.C. § 1353 authorizes Federal agencies to accept payment of travel expenses for employees to attend meetings and similar functions.

- b) Federal Travel Regulation Part 304-1 implements this authority.

Mandatory use of the Travel Charge Card

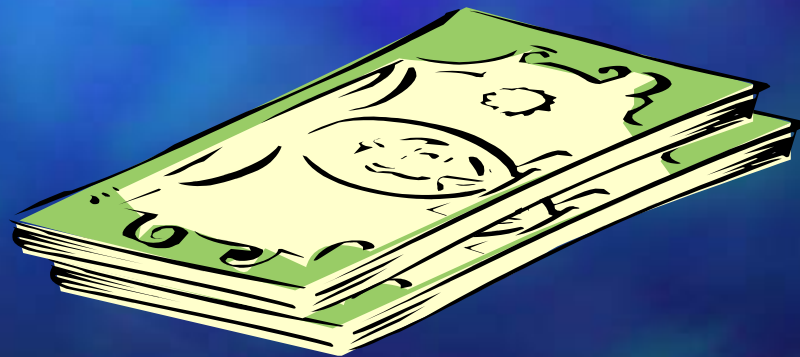
- a) Public Law 105-264, January 27, 1998 mandates the use of a government furnished travel charge card.
- b) Implementing regulations are published in the Federal Register July 16, 1999.
- c) FTR Part 301-52, Effective May 1, 2000

Mandatory use of the Travel Charge Card

- a) Official use, not local travel
- b) Incidental Expenses
- c) Exemptions
- d) Penalties
- e) Why is use mandatory?

Prompt Reimbursement of Travel Expenses

Public Law 105-264 mandates reimbursement of travel expenses by agencies to employees within 30 days.



Employees Who Fail To Pay Charge Card Bills

Public Law 105-264 permits your agency to offset amounts owed to the travel card company from employees' salaries.



Conferences

FTR Part 301-74

Increased Per Diem Rates for attendance at conferences

Light Refreshments

Training conferences

Attendees in a travel status

Formal conferences

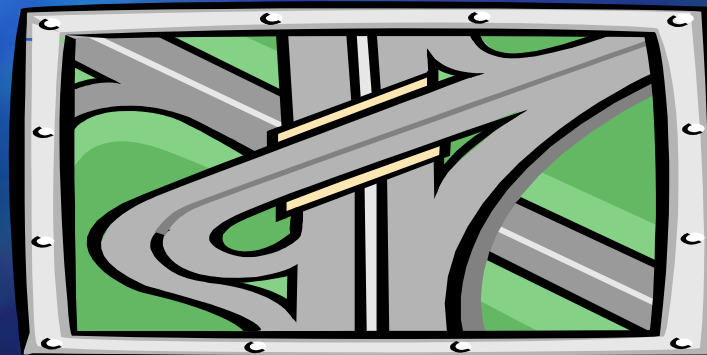
(Comptroller General decision
B-300826, March 3, 2005)



Routing of Travel

FTR section 301-10.7

Travel by the usually traveled route unless your agency authorizes a different route as officially necessary.



Use of Airline City-Pair Contracts

- a) Seat not available in time to accomplish mission or would require additional per diem.
- b) Agency policy to travel during normal working hours.
- c) Lower fare on non-contract carrier available to the general public. (TMC/CTO must still be used to book travel arrangements).
- d) Use of Amtrak
- e) Smoking flight

Car Rental While On Official Travel

- Liability and Vehicle Damage
- Personal Use
- Passengers in Rental Vehicles



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