

NORTHERN CHEYENNE TRIBE

EMPLOYEE TRAVEL MANUAL

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Prepared by

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EMPLOYEE TRAVEL POLICY

Policy: Travel by Tribal employees for Tribal business shall be in accordance with Federal Travel Regulations and shall be approved in advance. Employees shall request travel expense advances for estimated cost of travel and shall report actual travel expenses according to the procedures prescribed by this Policy.

I. PROCEDURE DESCRIPTION:

A. General

1. This procedure applies to all officers, employees and contractors/consultants engaged in travel for the benefit of the Northern Cheyenne Tribe. The officer, employee or consultant traveling has the responsibility to keep accurate, complete cost records and to submit requests for a travel advance or reimbursement in accordance with this procedure. This procedure applies to all travel and training including local, seminars, conferences and educational programs.
2. Temporary or Part Time Employees are not eligible for travel benefits without prior approval.
3. Each Program Manager is responsible for determining and authorizing the need for, and the method of, expenses incurred on behalf of their employees. Travel advances and travel reimbursements will be governed by these rules.
4. Advantageous, for use in these rules is defined as: What a prudent person would do spending their own money in that location. In other words, most cost effective for the Northern Cheyenne Tribe. Costs paid shall be at the lowest constructive cost determined by adding all travel costs for the trip and comparing the various alternatives (e.g., air versus personal vehicle).
5. These policies hereby incorporate by reference 41 CFR Part 301, including most current U.S. and Foreign per diem tables. All travelers shall comply with such regulations. These regulations are attached. Issues which are not defined in these policies will be handled by use of the regulations. The regulations shall govern if conflicts between these policies and the regulations exist.
6. Individuals who serve on committees and boards are authorized to have expenses paid for approved travel. Board/committee member will be required to reimburse the Northern Cheyenne Tribe for any money advanced in excess of actual costs at the time their trip report is submitted.

Trip reports and travel expense reports for board and committee members are required to be submitted within five (5) days of the completion of travel. If reimbursement is not made at the time the trip report is filed, any money owed to the Northern Cheyenne Tribe will be offset in full against amounts owed by the Northern Cheyenne Tribe. This includes money owed to the board/committee member for any reason, including meeting fees. If sufficient money is not available to offset the amount owed to the Northern Cheyenne Tribe, according to the trip report, all future payments owed to the individual will be offset until such time as the debt is paid in full. The Northern Cheyenne Tribe reserves the right to refuse payment of travel advance requests from board/committee members who have an outstanding debt to the Northern Cheyenne Tribe. The Northern Cheyenne Tribe also reserves the right to pursue judgement for funds owed by individuals who no longer serve as board/committee members.

7. Employees, officers or agents are not permitted to receive travel expenses from more than one source. Travel expense form shall require the traveler to certify that they have not been or will be reimbursed for the travel costs from any other source.

II. Application:

A. Local Travel

Authorization for local travel is required from the appropriate Program Manager. Local travel includes trips within a 30-mile radius of the Northern Cheyenne Tribe, with a duration of less than 12 hours. Local travel procedures use the same accounting guidelines as established for out-of-town travel, except that lodging costs are not paid, unless included in the cost of registration. Advance or reimbursement is allowed for mileage only.

B. Out-of-Town Travel

1. This is any trip, with either a destination of more than 30 miles from The Northern Cheyenne Tribe or a duration in excess of 12 hours. Employees who are authorized for out-of-town travel are allowed meal and lodging reimbursements as outlined in Section IV.
2. Any person requesting approval for advance travel funds must submit a Travel Authorization Form to the appropriate Program Manager/Director at least two weeks before the anticipated date of travel. Upon approval, Managers must forward the signed form to the Travel Coordinator or designate at least two weeks prior to travel.
3. Proper Authorization must be obtained before submitting the travel authorization to the Travel Coordinator. The Authorization requirements are as follows:
 - a. Traveler may NOT sign own Travel Authorization and MUST have supervisors signature
 - b. In state travel - supervisors signature
 - c. Out-of-State travel - Manager/Directors signature
 - d. Manager/Directors must have Program Administrators signature
 - e. Secretary/Treasurer shall obtain signature from Tribal President.
4. For trips of more than 12 hours duration but less than 24 hours which do not require overnight lodging, the traveler shall be reimbursed 75 % of the meals allowance only.

5. Employees shall be considered to be on work status when traveling in accordance with 29 CFR 785.33-41. If the employee is a non-exempt status employee, any travel time spent in excess of 40 hours per workweek per these regulations shall be considered overtime hours and shall be eligible for either comp time or overtime pay.

III. Advance Payment Request

A. Procedure

If advance payment for expenses is requested, the traveler should complete a Travel Authorization and attach the flyer or related information and turn it into the Travel Coordinator. The Travel Coordinator will make all arrangements {e.g., airline tickets, hotel reservations, rental car}. The hotel arrangements will be made at the location of the meeting or conference, unless it is cost-effective to stay elsewhere. The advance payment will be for meals, mileage, ground transportation, and parking; the lodging will be prepaid and a rental car may be allowed only when authorized. Maximum advance payment will be limited to 100% of the estimated meal and incidental expenses.

B. Reimbursement

1. If expenses exceed the amount of the advance, the traveler is entitled to a reimbursement. All required receipts must be kept and turned in and listed on the Travel Reimbursement form with an authorized signature.
2. If there is an increase in the number of days than was originally approved, the change must be justified in writing on the request for reimbursement and approved by the appropriate Department Manager, regardless of the dollar amount.
3. Travelers returning early shall reimburse 100% of travel allowance to the Accounts Receivable Cashier, upon return within five days.
4. No reimbursement will be given for entertainment expenses.
5. Any amount owed to the tribe as a result of a trip will be deducted from the employee's salary subject to a twenty-five percent limitation on garnishment.
6. If the trip is not taken, then the full amount of the advance will be refunded immediately or will be deducted in full from the employees next payroll check.
7. No payment will be granted for check cashing service.

C. Consultants and Contracted Services

1. Consultants and Contracted Services providers shall not be entitled to travel advance since such advances violate federal cost standards and federal travel regulations.

IV. Travel Expense Allowances

A. Transportation

1. Transportation must be selected on the premise that it is the most advantageous to the Northern Cheyenne Tribe. If the conveyance chosen isn't the most advantageous to the Northern Cheyenne Tribe, the traveler pays entire cost.

The considerations are as follows:

- a. Tribal Vehicle - A tribally owned vehicle should be the first consideration when planning travel. If one is available, it should be utilized. Personal business is not permitted in a tribally owned vehicle.
- b. Personally Owned Vehicle - When a personally owned vehicle is deemed most advantageous the following applies:

Mileage will be paid at established Tribal rate, using standard routes and time and distance tables.

When the traveler chooses to use a personally owned vehicle for an out-of-town trip and the commercial carrier is the most advantageous, the mileage will be paid at the lowest aggregate constructive cost based on an analysis of the air fare and per diem if flying versus the mileage and per diem if driving. {e.g.. airline ticket to Seattle is \$98.00 with a allowable per diem of \$200 if flying, whereas the mileage is \$166.20 and the per diem if driving is \$300; therefore the mileage allowance is \$98.00 and the allowable per diem is \$200.00.} The price for the airline ticket which shall be used for comparison purposes shall be the two week advance coach class air fare rate. Mileage reimbursement in lieu of airfare shall not exceed \$750.00. See paragraph (c) below.

If a tribal vehicle was available and not used, mileage will paid at \$.235 per mile.

If a tribal vehicle was available and was authorized and assigned and not used, mileage will be paid at \$.105 per mile.

When more than one individual is to attend the same function, the transportation is to be shared with no more than four persons per vehicle. Mileage will be paid to the driver {owner} only.

Departments are expected to conserve energy and reduce the Northern Cheyenne Tribe's travel expenditures whenever possible.

In cases where Tribal travel is combined with a vacation trip and the mode of transportation chosen is a personally owned vehicle, the travel advance will be paid at the lower rate of commercial transportation or mileage. The meal advance is limited to the days of work/business travel. The rest of the trip is considered annual

leave. Travel days are considered to be the day before and the day after the scheduled seminar, event, or training.

c. Air - The Northern Cheyenne Tribe will pay for coach class or cheaper. Those desiring upgrade accommodations on the airlines may obtain them by personally paying the difference, at the time the reservations are made, between coach class and the type of accommodations selected. If the first class accommodations are necessary due to a medical condition, the fare can be eligible for payment by submitting written documentation from the traveler's doctor. The instant purchase price {highest priced coach fare} is not allowed. Therefore, advance planning must be done. Tickets should be booked at least two weeks in advance to obtain the most advantageous price for the Northern Cheyenne Tribe. Arrangements for air travel are to be made through the Travel Coordinator. Commercial transportation will not be paid to the traveler, but to the vendor arranging the ticket.

The airline tickets are the responsibility of the traveler. If tickets are lost by the traveler, it is the responsibility of the traveler to replace them. The Northern Cheyenne Tribe will not pay for replacement tickets.

Any and all promotional materials {frequent flyer miles} obtained through travel on the Northern Cheyenne Tribe's behalf are property of the Northern Cheyenne Tribe and must be signed over to the Northern Cheyenne Tribe upon receipt of said material. Traveler shall certify as to receipt (or non-receipt) of such materials. The benefits of the frequent flyer program and related free tickets shall be assigned to the respective program that generated the frequent flyer benefit.

d. Local Ground Travel - Expenses for parking and transportation costs between traveler's residence and terminal will be reimbursed. The combined cost of transportation between home and terminal and parking fees at terminal must be cheaper than a one way taxi cab fare.

When personal time is combined with business travel, parking will be reimbursed for actual business days only. Additional days parking expenses are the travelers responsibility and are not reimbursable.

e. Ground transportation at Destination - Choose the mode of transportation on the basis of most advantageous to the Northern Cheyenne Tribe. Use courtesy shuttles or airport shuttles whenever available. Taxi cabs are permitted only if;

1. a courtesy shuttle is not available
2. an airport shuttle bus is not available
3. a restaurant is not available at the hotel accommodations
4. taxi fare is less than shuttle fare
5. emergency situations

f. Rental Vehicles - Rental vehicles may be authorized for individuals with justification for their use. The Rental Car Credit Card Request form must be filled

out in its entirety and submitted for approval through the Treasurer's office. Justification is necessary before a request will be considered. Examples of justification are:

1. Official Business requires frequent travel at destination (documentation is required).
2. Taxi cabs are not available at destination.
3. Prove to be cost advantageous to the Northern Cheyenne Tribe. (Provide documentation.)
4. Aggregate cost of other modes of transport are more costly to Northern Cheyenne Tribe. (Provide documentation.)

The personal accident insurance is a personal expense and is not allowable or reimbursable.

In addition, personal business is not allowable during the use of a rental vehicle while the expenses are being paid for by the Northern Cheyenne Tribe.

B. Per Diem

1. When out-of-town travel extends beyond 12 hours, an allowance for room and meals is authorized. All hotel accommodations will be arranged and prepaid by the Travel Coordinator, including designated high cost of living areas. Meal allowance will be paid according to current published federal Meal and Incidental Expense (M&IE) rates established for each destination.

If actual expenses exceed meal or hotel allowance portion, then the maximum reimbursement for actual expenses will be limited to 300 percent of the federal rate for the travel destination. Traveler must have prior approval for reimbursement on an actual cost basis. Traveler must then provide all hotel and meal receipts to receive such actual cost reimbursement in excess of the federal M&IE rate.

2. Other business related expenditures, such as local telephone, transportation and similar expenses are reimbursable upon presentation of receipts.

3. In cases where the registration fee provides for meals, a reduction in the meal allowance will be made. The reduction will follow the current published federal rate. The primary responsibility for adjustments of this nature rests with the Program Manager, however, the Travel Coordinator will review and adjust these when appropriate.

4. The travel advance check, payable to the traveler, shall be made available to the traveler one week prior to the scheduled travel date.

C. Lodging

1. When out-of town travel requires absence overnight, the lodging arrangements will

be made by the Travel Coordinator. The hotel arrangements will be made with the following considerations;

- a. The location of the meeting or conference is the first choice, at the reduced conference rate (if available).
- b. A cost effective hotel is the second choice, when requested by the traveler or reduced rate rooms are not available at the conference/meeting site.

In addition the lodging expenses will be prepaid directly to the hotel.

2. Reimbursement of overnight travel will be made for the actual cost of lodging not to exceed the single occupancy rate established by the hotel.
3. No reimbursement shall be made for lodging w/friends or family regardless of receipt.
4. When employees share a room the costs will be distributed equally between employees and programs.

D. Registration Fees

Registration fees will be paid directly to the vendor prior to the scheduled meeting/conference. Payment Authorizations must be turned into Travel Coordinator two (2) weeks prior to the scheduled event.

E. Telephone

1. Business related phone calls are allowed. Receipts are required for reimbursement.
2. Business related faxes are allowed. Receipts are required for reimbursement.

F. Conduct

The employees empowered to act for or on behalf of the Northern Cheyenne Tribe may travel on official business pertaining directly to the Northern Cheyenne Tribe. While on tribal business, employees shall act accordingly:

1. The employee will provide proof of attendance to all meetings or proceedings that the employee is authorized to attend. Proof will include copy of certificate of attendance, copy of agenda, copy of outlines or other relevant material.
2. The individual upon return, will submit a written report to the appropriate Manager/Director within five days from return.
3. No use of intoxicants or its related beverages shall be consumed to excess which would impair an employee's ability to represent the Northern Cheyenne Tribe, of which would reflect discredit or embarrass the Northern Cheyenne Tribe and its members.

4. Illegal drugs or barbiturates shall not be used while representing the Northern Cheyenne Tribe and its members.
5. No social activities that demoralize or cause embarrassment to the Northern Cheyenne Tribe shall be tolerated.
6. No immediate family or friends shall travel at tribal expense.
7. No personal business or business not related to the travel shall be acted on while an official delegate.
8. Employees who miss two roll calls at conferences or meetings or who misbehave to reflect discredit or embarrassment on the Northern Cheyenne Tribe while on delegated travel status shall be sent home and will be required to return entire per diem reimbursement.
9. Employees are expected to dress and comport themselves in the same manner as they would at their job sites.

An employee who may violate this section shall be brought to the attention of the Program Administrator. The first violation will result in the employee being excluded from travel for a period of 90 days. The second time violator shall be placed on a 30 day suspension without pay while a third violation will result in termination.

G. Local Mileage for Tribal Business.

Employees are entitled to reimbursement for use of a personally owned vehicle while on tribal/program business. Reimbursement shall be at the prevailing federal rate at the time of travel. Committee members on Tribal Boards shall be entitled to local mileage reimbursement. Employees and Board and Committee members are required to submit a travel expense reimbursement form on a bi-weekly basis. Form shall show the statement of purpose for the local travel. Maintenance and repair costs of the POV shall be the responsibility of the employee. All employees using a POV or a tribal vehicle on tribal business shall be required to provide proof to the travel coordinator of a valid current drivers license. Use of a POV shall also require proof of current insurance on the vehicle to the travel coordinator. All employees with a DUI conviction on their record will not be permitted to transport clients in a POV. All employees with a DUI conviction will be prohibited from operating a tribal vehicle or a vehicle requiring a Commercial Drivers License.

V. LIABILITY:

The Northern Cheyenne Tribe may pay only those expenses essential to the transaction of official business, which include:

- (a) Transportation expenses as authorized;
- (b) Per diem expenses as authorized;

- (c) Miscellaneous expenses as authorized; and

Traveler must exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business. Traveler is responsible for expenses over the reimbursement limits or which are deemed not prudent. The Northern Cheyenne Tribe will not pay for excess costs resulting from circuitous routes, delays, or luxury accommodations or services unnecessary or unjustified in the performance of official business. If you do not travel by the method of transportation required by regulation or selected by the Northern Cheyenne Tribe, any additional expenses you incur will be borne by you. 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.

The Northern Cheyenne Tribe may disallow reimbursement claims 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.

Any promotional benefits or material you receive from a private source in connection with official travel are considered property of the Northern Cheyenne Tribe. You must:

- (a) Accept the benefits or materials on behalf of the Northern Cheyenne Tribe; and
- (b) Turn the benefits or material over to the Northern Cheyenne Tribe in accordance with the Northern Cheyenne Tribe procedures established under 41 CFR 101-25.103.

VI. IMPLEMENTATION AND INTERPRETATION

Any questions relative to the intent or application of this procedure should be directed to the Program Administrator, who is delegated the responsibility for the interpreting and implementing this procedure.

VII. PREPARATION OF TRAVEL ADVANCE & EXPENSE REIMBURSEMENT FORM

A. General

1. The Travel Authorization form is used to request and authorize out-of-town travel and meal advance for tribal employees.
2. The Travel Authorization form shall be submitted at least 14 days prior to the scheduled event, or seminar. A Travel Authorization form must be completed and approved prior to the proposed trip, regardless of job title or duties. For insurance and audit purposes, anyone engaging in travel must fill out a Travel Authorization.
3. The traveler must complete a Travel Reimbursement form. All receipts need to be attached to substantiate the expenses claimed. Travel reimbursements must be approved by the Program Manager.

B. Preparation

Travel Authorization

1. Name of the Traveler. Write the name of the person who will be making the trip. The traveler must be an employee. People other than employees, traveling for the Northern Cheyenne Tribe follow the same guidelines, however they should be paid with a Payment Authorization.
2. Title. The employees job title should be entered here.
3. Department. The name of the department where traveler is employed should be entered here.
4. Date. Date this form is prepared.
5. Destination to. Name of city and state of destination.
6. Destination from. Usual place of employment. For the majority of travelers it is the tribal offices.
7. Purpose. State the activity the traveler will be attending and how the program will benefit by the traveler's attendance.
8. Payment by outside organization. Indicate if expenses will be reimbursed by an organization or firm other than the Northern Cheyenne Tribe. If the expenses are reimbursed by an outside organization and the Northern Cheyenne Tribe advanced funds for the expenses, the reimbursement must be turned into the Finance Cashier, as the funds belong to the Northern Cheyenne Tribe.
9. Mode of Travel. Indicate the method of transportation by checking the appropriate box. If traveler is riding with an employee of the Northern Cheyenne Tribe, the "other" box should be marked and that person's name written next to it.
10. Period of Travel. Enter the dates of departure and return.
11. Expenses. Indicate the estimated breakdown of costs that will be incurred. This should include all costs; registration fees, transportation costs {airline}, meal allowance, and mileage. The meal allowance should be figured in accordance with these rules.
12. Approval. Signature of appropriate department representative is required. For out-of-state travel, the Program Manager/Director for traveler's branch MUST sign.
13. Payment Authorization. This section is used for the meal allowance and mileage to be paid to the traveler. Other costs associated with the travel {listed above}, should not be included in this section.
14. Invoice #. The dates of travel are used for this field. For instance, the travel dates are January 5 to January 7, 1996 would be listed as 01/05-07/96.

15. Invoice Due Date. Enter the date you wish the traveler to receive their travel check with a maximum of two (2) business days before date of travel.
16. General Ledger Code. Enter the general ledger codes with coordinating expenses.
17. Back-Up. A flyer or documentation containing the following is required:
 - a. Date and time of conference/meeting
 - b. Location of conference/meeting
 - c. Agenda of conference/meeting
18. Proper Authorization/Signature. The Travel Authorization must have proper authorization before submitting it to the Travel Coordinator. The proper authorization is as follows:
 - a. Traveler may NOT sign own Travel Authorization - MUST have supervisors signature
 - b. In state travel - supervisors signature
 - c. Out-of-State travel - Manager/Directors signature
 - d. Manager/Directors must have Program Administrator signature
 - e. Secretary/Treasurer must obtain Presidents signature.

Travel Expense Form

1. Travel expenses will be enumerated individually and will be listed in chronological order. Traveler must record departure and return date. Traveler must state purpose of travel for both local and non-local travel.
2. All travel expenses must be accompanied by a hotel lodging receipt. No reimbursement for lodging with friends or family will be approved. Failure to turn in a lodging receipt will be grounds for declaration of the entire per diem as ordinary income and issuance of a W-2 in the amount of the per diem.
3. If the employee travels to special high rate cities (Washington, DC), travel per diem expenses will be reimbursed on an actual cost basis if authorized in advance. If the actual cost basis is approved, the traveler will provide receipts for both meals and lodging.
4. Employees must rebate all excess advance funds. Failure to rebate such funds will be grounds for garnishment. If garnishment is not possible, the traveler will be issued a W-2 form for the amount of the excess costs not reimbursed.
5. Travel expense report shall be submitted within five days of return from travel. Failure to submit expense form shall be grounds for garnishment of all of the per diem expenses from the employees paycheck.
6. Travel expenses report shall show time of departure and time of return. Per diem on day of departure will be paid as 3/4 of a day. Per diem on day of return will be paid as 3/4 of a day.

VIII. Amendments and Changes

A. Amendments

If and when it seems desirable in the interest of good travel administration, the Council may after a majority vote, make additions or amendments to these policies.

B. Effective Date

These procedures once adopted by the Council shall hereby rescind and repeal all prior policies, resolutions, ordinances, and memorandums on travel management. These policies shall remain in effect until rescinded, revised or amended by the Council.

C. Initiation of Changes

Changes or interpretation of these procedures shall not be made without review by the Travel Coordinator, the Programs Administrator, the Policy Review Committee and legal review by the tribal attorney as well as by other advisors. Upon completion of review, any changes recommended shall be submitted to the council for action.

IX. Conflicts, Order of Precedence and Severability

Applicable federal law shall take precedence if conflicts exist between these policies and applicable Federal Law. If conflict exists between these policies and applicable Federal Law, only the conflicting section of these policies shall be voided. All other severable policies shall remain in force.

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CHAPTER 301 -- TEMPORARY DUTY (TDY) TRAVEL ALLOWANCES

Source: 63 FR 15954, April 1, 1998, unless otherwise noted.

SUBCHAPTER A -- INTRODUCTION

Source: 63 FR 15954, April 1, 1998, unless otherwise noted.

PART 301-1 -- APPLICABILITY

Authority: 5 U.S.C. 5707.

Source: 63 FR 15954, April 1, 1998, unless otherwise noted.

§ 301-1.1 What is an "agency" for purposes of TDY allowances?

An agency includes	But does not include an
Executive agency, as defined in 5 U.S.C. 101.	A Government-controlled corporation.
A military department.	A Member of Congress.
An office, agency or other establishment in the legislative branch.	An office or committee of either House of Congress or of the two Houses.
The Government of the District of Columbia.	An office, agency or other establishment in the judicial branch.

§ 301-1.2 What is an "employee" for purposes of TDY allowances?

An "employee" is:

- (a) An individual employed by an agency, regardless of status or rank; or
- (b) An individual employed intermittently in Government service as an expert or consultant and paid on a daily when-actually-employed (WAE) basis; or
- (c) An individual serving without pay or at \$1 a year (also referred to as "invitational traveler").

§ 301-1.3 Who is eligible for TDY allowances?

This chapter covers the following individuals:

- (a) Employees traveling on official business;
- (b) Interviewees performing pre-employment interview travel;
- (c) Employees who must interrupt official business travel to perform emergency travel as a result of an incapacitating illness or injury or a personal emergency situation; and
- (d) Threatened law enforcement/investigative employees and members of their family temporarily relocated to safeguard their lives because of a threat resulting from the employee's assigned duties.

PART 301-2 -- GENERAL RULES

Authority: 5 U.S.C. 5707; 31 U.S.C. 1353; 49 U.S.C. 40118.
Source: 63 FR 15954, April 1, 1998, unless otherwise noted.

§ 301-2.1 Must I have authorization to travel?

Yes, generally you must have written or electronic authorization prior to incurring any travel expense. If it is not practicable or possible to obtain such authorization prior to travel, your agency may approve a specific authorization for reimbursement of travel expenses after travel is completed. However, written or electronic advance authorization is required for items in § 301-2.5 (c), (i), (n), and (o) of this part.

§ 301-2.2 What travel expenses may my agency pay?

Your agency may pay only those expenses essential to the transaction of official business, which include:

- (a) Transportation expenses as provided in part 301-10 of this chapter;
- (b) Per diem expenses as provided in part 301-11 of this chapter;
- (c) Miscellaneous expenses as provided in part 301-12 of this chapter; and
- (d) Travel expenses of an employee with special needs as provided in part 301-13 of this chapter.

§ 301-2.3 What standard of care must I use in incurring travel expenses?

You must exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business.

§ 301-2.4 For what travel expenses am I responsible?

You are responsible for expenses over the reimbursement limits established in this chapter. Your agency will not pay for excess costs resulting from circuitous routes, delays, or luxury

accommodations or services unnecessary or unjustified in the performance of official business.

§ 301-2.5 What travel arrangements require specific authorization or prior approval?

You must have a specific authorization or prior approval for:

- (a) Use of premium-class service on common carrier transportation;
- (b) Use of a foreign air carrier;
- (c) Use of reduced fares for group or charter arrangements;
- (d) Use of cash to pay for common carrier transportation;
- (e) Use of extra-fare train service;
- (f) Travel by ship;
- (g) Use of a rental car;
- (h) Use of a Government aircraft;
- (i) Payment of a reduced per diem rate;
- (j) Payment of actual expense;
- (k) Travel expenses related to emergency travel;
- (l) Transportation expenses related to threatened law enforcement/investigative employees and members of their families;
- (m) Travel expenses related to travel to a foreign area;
- (n) Acceptance of payment from a non-Federal source for travel expenses, see chapter 304 of this subtitle; and
- (o) Travel expenses related to attendance at a conference. Note to § 301-2.5: Paragraphs (c), (i), (n), and (o) of this section require a written or electronic advance authorization.

SUBCHAPTER B -- ALLOWABLE TRAVEL EXPENSES

Source: 63 FR 15954, April 1, 1998, unless otherwise noted.

PART 301-3 -- USE OF COMMERCIAL TRANSPORTATION

Authority: 5 U.S.C. 5707.

Source: 54 FR 20272, May 10, 1989; 57 FR 28633, June 26, 1992; 61 FR 55577, Oct. 28, 1996; 63 FR 15954, April 1, 1998, unless otherwise noted

§ 301-3.6 Use of United States flag carriers.

(a) Travel by United States flag ships. Section 901 of the Merchant Marine Act of 1936 (46 U.S.C. 1241(a)) provides:

Any officer or employee of the United States traveling on official business overseas or to or from any of the possessions of the United States shall travel and transport his/her personal effects on ships registered under the laws of the United States where such ships are available unless the necessity of the mission requires the use of a ship under a foreign flag: Provided, That the Comptroller General of the United States shall not credit any allowance for travel or shipping expenses incurred on a foreign ship in the absence of satisfactory proof of the necessity therefor.

(b) Use of United States flag air carriers --

(1) Definitions. As used in this section, the following definitions apply:

(i) The Fly America Act. The "Fly America Act" refers to provisions enacted by section 5 of the International Air Transportation Fair Competitive Practices Act of 1974 (Pub.L. 93-623, January 3, 1975), 49 U.S.C. App. 1517, as amended by section 21 of the International Air Transportation Competition Act of 1979 (Pub.L. 96-192, February 15, 1980), 94 Stat. 43.

(ii) U.S. flag air carrier. The term "U.S. flag air carrier" means an air carrier holding a certificate under section 401 of the Federal Aviation Act of 1958 (49 U.S.C. App. 1371). Foreign air carriers operating under permits are excluded.

(iii) United States. For purposes of the Fly America Act, "United States" means the 50 States, the District of Columbia, and the territories and possessions of the United States (49 U.S.C. App. 1301(41)).

(iv) Gateway airport in the United States. A "gateway airport in the United States" means the last airport in the United States from which the traveler's flight departs, or the first airport in the United States at which the traveler's flight arrives.

(v) Gateway airport abroad. A "gateway airport abroad" means the airport abroad from which the traveler last embarks en route to the United States or at which the traveler first debarks incident to travel from the United States.

(2) General requirements of the Fly America Act. The Fly America Act, 49 U.S.C. App. 1517, as implemented by the Comptroller General's guidelines, Decision B-138942, March 31, 1981, requires Federal employees and their dependents, consultants, contractors, grantees, and others performing United States Government financed

foreign air travel to travel by U.S. flag air carriers:

(i) Unless travel by foreign air carrier is a matter of necessity as defined in paragraph (b)(3) of this section, or

(ii) When U.S. flag air carrier service is available within the guidelines in paragraphs (b) (4) and (5) of this section.

(3) Necessity for use of foreign air carrier service. Use of foreign air carrier service may be deemed necessary if a U.S. flag air carrier otherwise available cannot provide the air transportation needed, or use of U.S. flag air carrier service will not accomplish the agency's mission.

(4) Availability of U.S. flag air carrier service --

(i) General. U.S. flag air carrier service is available even though:

(A) Comparable or a different kind of service can be provided at less cost by a foreign air carrier;

(B) Foreign air carrier service is preferred by or is more convenient for the agency or the traveler; or

(C) Service by a foreign air carrier can be paid for in excess foreign currency, unless U.S. flag air carriers decline to accept excess or near excess foreign currencies for transportation payable only out of those monies. (See also paragraph (b)(5)(iv) of this section.)

(ii) Scheduling principles. In determining availability of U.S. flag air carrier service, the following scheduling principles should be followed unless their application results in the last or first leg of travel to and from the United States being performed by foreign air carrier:

(A) U.S. flag air carrier service available at point of origin should be used to destination or, in the absence of direct or through service, to the farthest interchange point on a usually traveled route;

(B) Where an origin or interchange point is not served by U.S. flag air carrier, foreign air carrier service should be used only to the nearest interchange point on a usually traveled route to connect with U.S. flag air carrier service; or

(C) Where a U.S. flag air carrier involuntarily reroutes the traveler via a foreign carrier, the foreign air carrier may be used notwithstanding the availability of alternative U.S. flag air carrier service.

(5) Guidelines for determining unavailability of U.S. flag air carrier service --

(i) Travel to and from the United States. Passenger service by a U.S. flag air carrier

will not be considered available when the travel is between a gateway airport in the United States and a gateway airport abroad and the gateway airport abroad is:

- (A) The traveler's origin or destination airport, and the use of U.S. flag air carrier service would extend the time in a travel status, including delay at origin and accelerated arrival at destination, by at least 24 hours more than travel by foreign air carrier;
 - (B) An interchange point, and the use of U.S. flag air carrier service would require the traveler to wait 6 hours or more to make connections at that point, or delayed departure from or accelerated arrival at the gateway airport in the United States would extend the time in a travel status by at least 6 hours more than travel by foreign air carrier.
- (ii) Travel between two points outside the United States. For travel between two points outside the United States, U.S. flag air carrier service will not be considered to be reasonably available:
- (A) If travel by foreign air carrier would eliminate two or more aircraft changes en route;
 - (B) Where one of the two points abroad is the gateway airport en route to or from the United States, if the use of a U.S. flag air carrier would extend the time in a travel status by at least 6 hours more than travel by foreign air carrier, including accelerated arrival at the overseas destination or delayed departure from the overseas origin, as well as delay at the gateway airport or other interchange point abroad; or
 - (C) Where the travel is not part of a trip to or from the United States, if the use of a U.S. flag air carrier would extend the time in a travel status by at least 6 hours more than traveled by foreign air carrier including delay at origin, delay en route and accelerated arrival at destination.
- (iii) Short distance travel. For all short distance travel, regardless of origin and destination, U.S. flag air carrier service will not be considered available when the elapsed travel time on a scheduled flight from origin to destination airport by foreign air carrier is 3 hours or less and service by U.S. flag air carrier would involve twice the travel time.
- (iv) Travel financed solely with excess foreign currencies. U.S. flag air carriers render themselves unavailable by declining to accept payment in foreign currencies for transportation services required by certain programs or activities of the Government which, under legislative authority, are financed solely with excess foreign currencies which may not be converted to U.S. dollars. In these instances, and notwithstanding the provisions of paragraph (b)(4)(i)(C) of this section, foreign flag air carriers that will accept the required foreign currency may be used to the extent necessary to accomplish the mission of the particular program or activity. The

statement of justification required under paragraph (c)(3) of this section must indicate that the transportation service needed can be paid for only in excess foreign currencies and that otherwise available U.S. flag air carriers declined to accept payment in the foreign currencies.

(c) Use of foreign flag air carriers --

(1) Authorization or approval. Expenditures for commercial foreign air transportation on foreign air carrier(s) will be disallowed unless there is attached to the appropriate voucher a certificate or memorandum adequately explaining why service by U.S. flag air carrier(s) is not available, or why it was necessary to use a foreign air carrier. The use of foreign flag air carriers may be authorized or approved only when U.S. flag air carrier service is not available as determined under the guidelines in paragraph (b) of this section, or when foreign air carriers are used under the reciprocal terms of an appropriate bilateral or multilateral agreement as described in paragraph (c)(2) of this section, or when use of foreign carriers is necessary under paragraph (b)(3) of this section.

(2) Air transport agreements. Nothing in the guidelines contained in paragraph (b) of this section shall preclude and no penalty shall attend the use of a foreign air carrier which provides transportation under an air transport agreement between the United States and a foreign government, the terms of which are consistent with the international aviation policy goals set forth at 49 U.S.C. App. 1502(b) and provide reciprocal rights and benefits.

(3) Justification statement. A statement executed by the traveler or agency justifying the use of a foreign flag air carrier for any part of foreign travel must be entered on or attached to the travel voucher, transportation request, or other payment document. Each request for a change in route or schedule which involves the use of a foreign flag air carrier must be accompanied by a statement justifying such use. The following is provided as a guide for preparing the required justification statement:

I certify that it (is) (was) necessary for _____ (name of traveler or agency) to use _____ (name of foreign flag vessel(s) or foreign flag air carrier(s)) _____ (flight identification number) or to transport _____ (personal effects) (freight) between _____ and _____ en route from _____ to _____ on _____ (date) for the following reasons: _____

(date)

(Signature of traveler or authorizing officer)

(Title or position)

(Organization)

(4) Employee liability for disallowed expenditures. Where the travel is by indirect route

or the traveler otherwise fails to use available U.S. flag air carrier service, the amount to be disallowed against the traveler is based on the loss of revenues suffered by U.S. flag air carriers as determined under the following formula set forth and more fully explained in 56 Comp. Gen. 209 (1977):

Sum of certificated carrier
segment mileage, authorized x Fare payable by Government
Sum of all segment
mileage, authorized

Minus

Sum of certificated carrier
segment mileage, traveled x Through fare paid
Sum of all segment
mileage, traveled

[54 FR 23563, June 1, 1989; 55 FR 41526, Oct. 12, 1990; 57 FR 28633, June 26, 1992]

PART 301-10 -- TRANSPORTATION EXPENSES

Authority: 5 U.S.C. 5707; 40 U.S.C. 486 (c); 49 U.S.C. 40118.
Source: 63 FR 15954, April 1, 1998, unless otherwise noted.

SUBPART A -- GENERAL

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

Yes, when performing official travel, including local travel.

§ 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 local 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 local transit system.

AIRLINE

§ 301-10.106 What are the basic requirements for using airlines?

The requirements for using airlines fall into three categories:

(a) Using contract carriers, when available;

- (b) Using coach class service, unless premium class, or first class service is authorized;
- (c) Using U.S. flag air carrier or (ship) service, unless use of foreign air carrier or (ship) is authorized.

USE OF CONTRACT CITY-PAIR FARES

§ 301-10.107 When must I use a contract city-pair fare?

You must always use a contract city-pair fare, if such fare is available to you unless one or more of the following conditions exist:

- (a) Seating space on the scheduled contract flight is not available in time to accomplish the purpose of travel, or use of contract service would require you to incur unnecessary overnight lodging costs which would increase the total cost of the trip; or
- (b) The contract's flight schedule is inconsistent with explicit policies of individual Federal departments and agencies or other mandatory users of scheduling employee travel during normal working hours; or
- (c) A non-contract carrier offers a lower fare available to the general public, the use of which will result in a lower total trip cost to the Government or other mandatory user. This determination should be based on a cost comparison to include the combined cost of transportation, lodging, meals and related expenses. Note to paragraph (c). This exception does not apply if a contract carrier offers a comparable fare and has seats available at that fare, or if the lower fare offered by a non-contract carrier is restricted to Government and military travelers on official business and may only be purchased with a GTR, contractor issued charge card or centrally billed account (e.g., YDG, MDG, ODG, VDG, and similar fares).
- (d) Rail service is available, and such service is cost effective and is consistent with the mission.

§ 301-10.108 Are there other situations when I may use a non-contract fare?

You may also use a non-contract fare such as a through fare, special fare, commutation fare, excursion fare or reduced-rate round-trip fare in the following circumstances:

- (a) Your agency determines prior to your travel that this type of service is practical and economical to the Government; and
- (b) In the case of a fare that is restricted or has specific eligibility requirements, you know or reasonably can anticipate, based on the travel as planned, that you will use the ticket.

§ 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 economical to the Government and will not interfere with the conduct of official business.

§ 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 prevent losses to the Government. Failure to do so may subject you to liability for any resulting losses.

§ 301-10.114 What must I do with unused Government Transportation Request(s)(GTR(s)), ticket(s) or refund application(s)?

You must submit any unused GTR(s), unused ticket coupon(s), or refund application(s) to your agency in accordance with your agency's procedures.

§ 301-10.115 Am I authorized to receive a refund or credit for unused transportation?

No. You are not authorized to receive a refund, credit, or any other negotiable document from a carrier for unfurnished services (except as provided in § 301-10.115) or any portion of an unused ticket issued in exchange for a GTR or billed to an agency's centrally billed account. However, any charges billed directly to your individually billed Government charge card should be credited to your account.

§ 301-10.116 What must I do with compensation an airline gives me if it denies me a seat on a plane?

If you are performing official travel and a carrier denies you a confirmed reserved seat on a plane, you must give your agency any payment you receive for liquidated damages. You

must ensure the carrier shows the "Treasurer of the United States" as payee on the compensation check and then forward the payment to the appropriate agency official.

§ 301-10.117 May I keep compensation an airline gives me for voluntarily vacating my seat on my scheduled airline flight when the airline asks for volunteers?

Yes:

- (a) If voluntarily vacating your seat will not interfere with performing your official duties; and
- (b) If additional travel expenses, incurred as a result of vacating your seat, are borne by you and are not reimbursed; but
- (c) If volunteering delays your travel during duty hours, your agency will charge you with annual leave for the additional hours.

AIRLINE ACCOMMODATIONS

§ 301-10.121 What classes of airline accommodations are available?

- (a) Coach-class -- The basic class of accommodations offered to travelers that is available to all passengers regardless of fare paid. This term applies when an airline offers two or more classes of accommodations, which includes tourist or economy.
- (b) Premium-class -- Any class of accommodations above coach, e.g., first or business.
- (c) First-class -- The highest class of accommodations on a multiple-class airline flight. When an airline flight only has two classes of accommodations, the higher-class, regardless of the term used for that class, is considered to be first class.
- (d) Premium-class other than first-class -- Any class of accommodations between coach-class and first-class, e.g., business-class.
- (e) Single-class -- This term applies when an airline offers only one class of accommodation to all travelers.

§ 301-10.122 What class of airline accommodations must I use?

For official business travel, both domestic and international, you must use coach-class accommodations, except as provided under §§ 301-10.123 and 301-10.124.

§ 301-10.123 When may I use first-class airline accommodations?

Only when your agency specifically authorizes/approves your use of first-class accommodations under paragraph (a) through (d) of this section.

(a) No other coach-class or premium-class other than first-class accommodation is reasonably available. "Reasonably available" means available on an airline that is scheduled to leave within 24 hours of your proposed departure time, or scheduled to arrive within 24 hours of your proposed arrival time.

(b) When use of first-class is necessary to accommodate a disability or other special need. A disability must be substantiated in writing by a competent medical authority. A special need must be substantiated in writing according to your agency's procedures. If you are authorized under § 301-13.3(a) of this chapter to have an attendant accompany you, your agency also may authorize the attendant to use first-class accommodations if you require the attendant's services en route.

(c) When exceptional security circumstances require first-class travel. Exceptional security circumstances are determined by your agency and include, but are not limited to:

(1) Use of other than first-class accommodations would endanger your life or Government property;

(2) You are an agent on protective detail and you are accompanying an individual authorized to use first-class accommodations; or

(3) You are a courier or control officer accompanying controlled pouches or packages.

(d) When required because of agency mission.

§ 301-10.124 When may I use premium-class other than first-class airline accommodations?

Only when your agency specifically authorizes/approves your use of such accommodations under paragraphs (a) through (i) of this section.

(a) Regularly scheduled flights between origin/destination points (including connecting points) provide only premium-class accommodations and you certify such on your voucher; or

(b) No space is available in coach-class accommodations in time to accomplish the mission, which is urgent and cannot be postponed; or

(c) When use of premium-class other than first-class accommodations is necessary to accommodate your disability or other special need. Disability must be substantiated in writing by a competent medical authority. Special need must be substantiated in writing according to your agency's procedures. If you are authorized under § 301-13.3(a) of this chapter to have an attendant accompany you, your agency also may authorize the attendant to use premium-class other than first-class accommodations if you require the attendant's services en route; or

(d) Security purposes or exceptional circumstances as determined by your agency make the

use of premium-class other than first-class accommodations essential to the successful performance of the agency's mission; or

(e) Coach-class accommodations on an authorized/approved foreign air carrier do not provide adequate sanitation or health standards; or

(f) The use results in an overall cost savings to the Government by avoiding additional subsistence costs, overtime, or lost productive time while awaiting coach-class accommodations; or

(g) You are able to obtain the accommodations as an upgrade through the redemption of frequent traveler benefits in accordance with your agency's policies; or

(h) Your transportation costs are paid in full through agency acceptance of payment from a non-federal source in accordance with chapter 304 of this title; or

(i) Where the origin and/or destination is OCONUS and the scheduled flight time is in excess of 14 hours. In this instance you will not be eligible for a rest stop en route or a rest period upon arrival at your duty site.

TRAIN

§ 301-10.160 What classes of train accommodations are available?

(a) Coach-class -- The basic class of accommodations offered by a rail carrier to passengers that includes a level of service available to all passengers regardless of the fare paid. Coach-class includes reserved coach accommodations as well as slumber coach accommodations when overnight train travel is involved.

(b) Slumber coach -- Includes slumber coach accommodations on trains offering such accommodations, or the lowest level of sleeping accommodations available on a train that does not offer slumber coach accommodations.

(c) First-class -- Includes bedrooms, roomettes, club service, parlor car accommodations, or other premium accommodations.

§ 301-10.161 What class of train accommodations must I use?

You must use coach-class accommodations for all train travel, except when your agency authorizes first-class service.

§ 301-10.162 When may I use first-class train accommodations?

Only when your agency specifically authorizes/approves your use of first-class train accommodations under paragraphs (a) through (d) of this section.

(a) No coach-class accommodations are reasonably available. "Reasonably available" means

available and scheduled to leave within 24 hours of the employee's proposed departure time, or scheduled to arrive within 24 hours of the employee's proposed arrival time.

(b) When use of first-class is necessary to accommodate a disability or other special need. A disability must be substantiated in writing by competent medical authority. A special need must be substantiated in writing according to your agency's procedures. If you are authorized under § 301-13.3(a) of this chapter to have an attendant accompany you, your agency also may authorize the attendant to use first-class accommodations if you require the attendant's services en route.

(c) When exceptional security circumstances require first-class travel. Exceptional security circumstances include, but are not limited to:

(1) Use of other than first-class accommodations would endanger your life or Government property;

(2) You are an agent on protective detail and you are accompanying an individual authorized to use first-class accommodations; or

(3) You are a courier or control officer accompanying controlled pouches or packages.

(d) Inadequate foreign coach-class train accommodations. When coach-class train accommodations on a foreign rail carrier do not provide adequate sanitation or health standards.

§ 301-10.163 What is an extra-fare train?

A train that operates at an increased fare due to the extra performance of the train (i.e., faster speed or fewer stops).

§ 301-10.164 When may I use extra-fare train service?

You may travel coach-class on an extra-fare train whenever your agency determines it is more advantageous to the Government or is required for security reasons. The use of AMTRAK Metroliner coach accommodations is advantageous to the Government; AMTRAK Metroliner Club Service, however, is a first-class accommodation and may be authorized/approved only as provided in § 301-10.162 of this section.

SHIP

§ 301-10.180 Must I travel by a U.S. flag ship?

Yes, when a U.S. flag ship is available unless the necessity of the mission requires the use of a foreign ship. (See 46 U.S.C. App. Sec. 1241.)

§ 301-10.181 What is my liability if I improperly use a foreign ship?

You are required to travel by U.S flag ship for the entire trip, unless use of a foreign ship has been authorized by your agency. Any cost that is attributed to improper or unauthorized use of a foreign ship is your responsibility.

§ 301-10.182 What classes of ship accommodations are available?

Accommodations on ships vary according to deck levels.

- (a) First-class -- All classes above the lowest first class, includes but is not limited to a suite.
- (b) Lowest first class -- The least expensive first class of reserved accommodations available on a ship.

§ 301-10.183 What class of ship accommodations must I use?

You must use the lowest first class accommodations when traveling by ship, except when your agency specifically authorizes/approves your use of first-class ship accommodations under paragraphs (a) through (c) of this section.

- (a) Lowest first class accommodations are not available on the ship.
- (b) When use of first-class is necessary to accommodate a disability or other special need. Disability must be substantiated in writing by competent medical authority. Special need must be substantiated in writing according to your agency's procedures. If you are authorized under § 301-13.3(a) of this chapter to have an attendant accompany you, your agency also may authorize the attendant to use first-class accommodations if you require the attendant's services en route.
- (c) When exceptional security circumstances require first-class travel. Exceptional security circumstances include, but are not limited to:
 - (1) The use of lowest first class accommodations would endanger your life or Government property; or
 - (2) You are an agent on protective detail and you are accompanying an individual authorized to use first-class accommodations; or
 - (3) You are a courier or control officer accompanying controlled pouches or packages.

LOCAL TRANSIT SYSTEM

§ 301-10.190 When may I use a local transit system (bus, subway, or streetcar)?

- (a) To, from, and between places of work. The use of bus, subway, or streetcar is an allowable expense for local travel between places of business at your official station or a TDY station, and between places of lodging and place of business at a TDY station.

(b) To places where meals can be obtained. Where the nature and location of the work at your TDY station are such that meals cannot be obtained there, travel to obtain meals at the nearest available place is an allowable expense. You must, however, attach a statement to your travel voucher explaining why such travel was necessary.

SUBPART C -- GOVERNMENT VEHICLE

§ 301-10.200 What types of Government vehicles may my agency authorize me to use?

You may be authorized to use:

- (a) A Government automobile in accordance with § 301-10.220 of this part;
- (b) A Government aircraft in accordance with § 301-10.260 through § 301-10.262 of this part; and
- (c) Other type of Government vehicle in accordance with any Government-issued rules governing its use.

§ 301-10.201 For what purposes may I use a Government vehicle other than a Government aircraft?

Only for official purposes which include transportation:

- (a) Between places of official business;
- (b) Between such places and places of temporary lodging when public transportation is unavailable or its use is impractical;
- (c) Between either paragraphs (a) or (b) of this section and restaurants, drug stores, barber shops, places of worship, cleaning establishments, and similar places necessary for the sustenance, comfort, or health of the employee to foster the continued efficient performance of Government business; or
- (d) As otherwise authorized by your agency under 31 U.S.C. 1344.

§ 301-10.202 What is my liability for unauthorized use of a Government vehicle?

You are responsible for any additional cost resulting from unauthorized use of a Government vehicle and you may be subject to administrative and/or criminal liability for misuse of Government property.

GOVERNMENT AUTOMOBILES

§ 301-10.220 What requirements must I meet to operate a Government automobile for official travel?

You must possess a valid State, District of Columbia, or territorial motor vehicle operator's

license and have a travel authorization specifically authorizing the use of a Government-furnished automobile.

GOVERNMENT AIRCRAFT

§ 301-10.260 When may I use a Government aircraft for travel?

Only for official purposes in accordance with 41 CFR 101-37.402.

§ 301-10.261 What requirements must I meet to operate a Government aircraft?

You must meet the aircrew qualification and certification requirements contained in 41 CFR 101-37.1212.

§ 301-10.262 What is my liability for unauthorized use of a Government aircraft?

You will be personally responsible for any additional cost resulting from unauthorized use of the aircraft as provided in 41 CFR 101-37.402 and 101-.37.403, and you may be subject to administrative and or criminal liability for misuse of Government property.

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 standard highway mileage guides, or the actual miles driven as determined from odometer readings.

Privately owned aircraft.	As determined from airway charts issued by the National Oceanic and Atmospheric Administration, Department of Commerce. 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.
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§ 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	85 cents per mile
Privately-owned automobile	31 cents per mile
Privately-owned motorcycle	25 cents per mile

§ 301-10.304 What expenses are allowable in addition to the allowance prescribed in § 301-10.303?

Following is a chart listing the reimbursable and non-reimbursable expenses:

Reimbursable expenses	Non-reimbursable expenses
Parking fees; ferry fees; bridge, road, and tunnel fees; aircraft or airplane parking, landing, and tie-down fees.	Charges for repairs, depreciation, replacements, grease, oil, antifreeze, towage and similar speculative expenses.

§ 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 be reimbursed if I am authorized to use a POV instead of a taxi for round-trip travel between my residence and office on a day of 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 vehicle 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 23.5 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 10.5 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, road and tunnel fees, not to exceed the constructive cost of the special conveyance.

§ 301-10.403 What is the difference between a Government aircraft and an aircraft hired as a special conveyance?

A Government aircraft is any aircraft owned, leased, chartered, or rented and operated by the Government. An aircraft hired as a special conveyance is an aircraft that you, in your private capacity, rent, lease, or charter and operate.

TAXICABS, SHUTTLE SERVICES, OR OTHER COURTESY TRANSPORTATION

§ 301-10.420 When may I use a taxi or shuttle service?

(a) For local travel. When your agency authorizes/approves, the use of a taxi for the following local travel is reimbursable:

- (1) Between places of business at an official or TDY station;
- (2) Between a place of lodging and a place of business at a temporary duty station; and
- (3) To obtain meals at the nearest available place where the nature and location of the work at a TDY station are such that meals cannot be obtained there.

(b) To and from a carrier terminal.

(1) General authorization. Except as provided in paragraph (b)(2) of this section, you will be reimbursed the usual fare plus tip for use of a taxicab or shuttle services in the following situations:

- (i) Between a common carrier or other terminal and either your home or place of business at your official station, or your place of business or lodging at a TDY station; or
- (ii) Between the carrier terminal and shuttle terminal.

(2) 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.

(3) 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:

- (i) Suitable Government or common carrier transportation service, including shuttle service, is available for all or part of the distance involved; or
- (ii) Courtesy transportation service is provided by hotels/motels between the place of lodging at the TDY station and the common carrier terminal.

(c) Between residence and office on day you perform official travel. In addition to use of a taxi under paragraph (b) of this section, your agency may authorize/approve reimbursement of the usual taxicab fare plus tip in the following situations:

- (1) From your home to your office on the day you depart the office on an official trip requiring at least one night's lodging; and
- (2) From your office to your home on the day you return to the office from your trip.

(d) Between residence and office in cases of necessity. Your agency may authorize/approve the usual taxicab fare plus tip for travel between your office and home when you perform official business at your designated post of duty and:

(1) You are dependent on public transportation for officially ordered work outside regular working hours; and

(2) The travel between your office and home is during hours of infrequently scheduled public transportation or darkness.

§ 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 can I use a rental vehicle?

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

§ 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.

PART 301-11 -- PER DIEM EXPENSES

Authority: 5 U.S.C. 5707.

Source: 63 FR 15954, 15961, April 1, 1998, unless otherwise noted.

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?

Under one of the following methods for each day (or fraction thereof) you are in a travel status:

- (a) Lodgings-plus per diem method;
- (b) Reduced per diem method; or
- (c) Actual expense method.

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

For travel in	Rates set by	For per diem and actual expense see
Continental United States (CONUS)	General Services Administration	For Per Diem see Federal Travel
Non-foreign areas	Department of Defense	Regulation 41 CFR chapter 301, Appendix A, or Internet at http://Policyworks.gov/perdiem ; for actual expense see 41 CFR 301-11.303 and 301-11.305.
		(Per Diem, Travel and Transportation Allowance Committee (PDTATAC)) and published periodically in the Federal Register or Internet at http://www.dtic.mil/perdiem (Rates also appear in section 925 a per diem supplement to the Department of State Standardized Regulations (Government Civilians-Foreign Areas)).
Foreign areas	Department of State	A per diem supplement to section 925, Department of State Standardized Regulations (Government Civilians-Foreign Areas).

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

Where you obtain lodging 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 May I stay in a lodging facility of my choice?

Yes. You are encouraged to stay in lodging facilities that have been approved by FEMA as "approved accommodations". To ensure that you are staying in an approved facility, given the best available choices and/or obtaining Government discount rates, you are further encouraged to make lodging arrangement through your agency's TMS.

§ 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 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 at nominal or no cost by the Government or is included in the registration fee?

Your M & IE rate must be adjusted for a meal(s) furnished to you (except as provided in § 301-11.17), with or without cost, by deducting the appropriate amount shown in the chart in this section for CONUS travel, Reference Appendix B of this chapter for OCONUS travel, or any method determined by your agency. If you pay for a meal that has been previously deducted, your agency will reimburse you up to the deduction amount. The total amount of deductions made will not cause you to receive less than the amount allowed for incidental expenses.

M&IE	\$30	\$34	\$38	\$42
Breakfast	6	7	8	9
Lunch	6	7	8	9
Dinner	16	18	20	22
Incidentals	2	2	2	2

§ 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 less than premium-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 of 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 either a receipt for any authorized expenses incurred costing over \$75, or a reason acceptable to your agency explaining why you are unable to provide the necessary receipt.

§ 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 & 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 and Transportation, Management Policy Division (MTT), Washington, DC 20405	Department of Defense, Per Diem, Travel and Transportation, Committee (PDTATAC), Hoffman Committee (PDTATAC), Hoffman August 24, 1998 2461 Eisenhower Ave, Alexandria, VA 22331-1300	Department of State, Director Allowance of Allowances, State Annex 29, Room 262 Washington, DC 20522-2902.

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

Yes. However, there may be lodging facilities that set their room rates at the maximum lodging rate and then add on taxes.

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

Yes, unless exempted by the State or 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 Travel Homepage (<http://policyworks.gov/travel>) lists

jurisdictions where tax exempt certificates should be honored.

§ 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 at the discretion of your agency.

SUBPART B -- LODGINGS-PLUS PER DIEM

§ 301-11.100 What will I be paid for lodging under Lodgings-plus per diem?

When travel is more than 12 hours and overnight lodging is required you are reimbursed your actual lodging cost not to exceed the maximum lodging rate for the TDY location or stopover point.

§ 301-11.101 What allowance will I be paid for M & IE?

(a) Except as provided in paragraph (b) of this section, your allowance is as shown in the following table:

When travel is	Your allowance is
More than 12 but less than 24 hours	75 percent of the applicable M&IE rate.
24 hours or more, on the day of departure	75 percent of the applicable M&IE rate.
Full days of travel	100 percent of the applicable M&IE rate.
The last day of travel	75 percent of the applicable M&IE rate.

(b) If you travel by ship, either commercial or Government, your agency will determine an appropriate M & IE rate within the applicable maximum rate allowable.

§ 301-11.102 What is the applicable M & IE rate?

For days of travel which	Your applicable M&IE rate is
Require lodging	The M&IE rate applicable for the TDY location.
Do not require lodging, and Travel is more than 12 hours but less than 24 hours	The M&IE rate applicable to the TDY site (or the highest M&IE rate applicable when multiple locations are involved).
Travel is 24 hours or more, and you are traveling to a new TDY site or stopover point at midnight	The M&IE rate applicable to the new TDY site or stopover point.

Travel is 24 hours or more, and you are returning to your official station	The M&IE rate applicable to the previous day of travel.
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SUBPART C -- REDUCED PER DIEM

§ 301-11.200 Under what circumstances may my agency prescribe a reduced per diem rate lower than the prescribed maximum?

Under the following circumstances:

- (a) When your agency can determine in advance that lodging and/or meal costs will be lower than the per diem rate; and
- (b) The lowest authorized per diem rate must be stated in your travel authorization in advance of your travel.

SUBPART D -- ACTUAL EXPENSE

§ 301-11.300 When is actual expense reimbursement warranted?

When:

- (a) Lodging and/or meals are procured at a prearranged place such as a hotel where a meeting, conference or training session is held;
- (b) Costs have escalated because of special events (e.g., missile launching periods, sporting events, World's Fair, conventions, natural disasters); lodging and meal expenses within prescribed allowances cannot be obtained nearby; and costs to commute to/from the nearby location consume most or all of the savings achieved from occupying less expensive lodging;
- (c) Because of mission requirements; or
- (d) Any other reason approved within your agency.

§ 301-11.301 Who in my agency can authorize/approve my request for actual expense?

Any official designated by the head of your agency.

§ 301-11.302 When should I request authorization for reimbursement under actual expense?

Request for authorization for reimbursement under actual expense should be made in advance of travel. However, subject to your agency's policy, after the fact approvals may be granted when supported by an explanation acceptable to your agency.

§ 301-11.303 What is the maximum amount that I may be reimbursed under actual expense?

The maximum amount that you may be reimbursed under actual expense is limited to 300 percent (rounded to the next higher dollar) of the applicable maximum per diem rate. However, subject to your agency's policy, a lesser amount may be authorized.

§ 301-11.304 What if my expenses are less than the authorized amount?

When authorized actual expense and your expenses are less than the locality per diem rate or the authorized amount, reimbursement is limited to the expenses incurred.

§ 301-11.305 What if my actual expenses exceed the 300 percent ceiling?

Your reimbursement is limited to the 300 percent ceiling. There is no authority to exceed this ceiling.

§ 301-11.306 What expenses am I required to itemize under actual expense?

You must itemize all expenses, including meals, (each meal must be itemized separately) for which you will be reimbursed under actual expense. However, expenses that do not accrue daily (e.g., laundry, dry cleaning, etc.) may be averaged over the number of days your agency authorizes/approves actual expenses. Receipts are required for lodging, regardless of amount and any individual meal when the cost exceeds \$75. Your agency may require receipts for other allowable per diem expenses, but it must inform you of this requirement in advance of travel. But not that when your agency limits M & IE reimbursement to either the prescribed maximum M & IE rate for the locality concerned or a reduced M & IE rate, it may or may not require M & IE itemization at its discretion.

PART 301-12 -- MISCELLANEOUS EXPENSES

Authority: 5 U.S.C. 5707.

Source: 63 FR 15954, 15965, April 1, 1998, unless otherwise noted

§ 301-12.1 What miscellaneous expenses are reimbursable?

Your agency may authorize or approve reimbursement of miscellaneous travel expenses. Examples of such expenses include but are not limited to the following:

General expenses	Fees to obtain money	Special expenses of foreign travel
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Baggage expenses as described in § 301-12.2	Fees for travelers checks	Commissions on conversion of foreign currency.
Services of guides, interpreters, drivers	Fees for money orders	Passport and/or visa fees.
Use of computers, printers, faxing machines, and scanners	Fees for certified checks	Costs of photographs for passports and visas.
Services of typists, data processors, or stenographers	Transaction fees for use of automated teller machines (ATM-s)--Government charge card	Foreign country exit fees.
Storage of property used on official business		Costs of birth, health, and identity certificates.
Hire of conference center room or hotel room for official business		Charges for inoculations that cannot be obtained through a Federal dispensary.
Official telephone calls/service (see note) Faxes, telegrams, cablegrams, or radiograms.		

Note to § 301-12.1: You should use Government provided services for all official communications. When they are not available, commercial services may be used.

Reimbursement may be authorized or approved by your agency.

§ 301-12.2 What baggage expenses may my agency pay?

Your agency may reimburse expenses related to baggage as follows:

- (a) Transportation charges for authorized excess;
- (b) Necessary charges for transferring baggage;
- (c) Necessary charges for storage of baggage when such charges are the result of official business;
- (d) Charges for checking baggage; and
- (e) Charges or tips at transportation terminals for handling Government property carried by the traveler.

PART 301-13 -- TRAVEL OF AN EMPLOYEE WITH SPECIAL NEEDS

Authority: 5 U.S.C. 5707.

Source: 63 FR 15954, 15966, April 1, 1998, unless otherwise noted 301-13.1 What is the policy for paying additional travel expenses incurred by an employee with a special need?

To provide reasonable accommodations to an employee with a special need by paying for additional travel expenses incurred.

§ 301-13.2 Under what conditions will my agency pay for my additional travel expense(s) under this part?

When an additional travel expense is necessary to accommodate a special physical need which is either:

- (a) Clearly visible and discernible; or
- (b) Substantiated in writing by a competent medical authority.

§ 301-13.3 What additional travel expenses may my agency pay under this part?

The following expenses:

- (a) Transportation and per diem expenses incurred by a family member or other attendant who must travel with you to make the trip possible;
- (b) Specialized transportation to, from, and/or at the TDY duty location;

- (c) Specialized services provided by a common carrier to accommodate your special need;
- (d) Costs for handling your baggage that are a direct result of your special need;
- (e) Renting and/or transporting a wheelchair; and
- (f) Premium-class accommodations when necessary to accommodate your special need, under Subpart B of Part 301-10 of this chapter.

PART 301-30 -- EMERGENCY TRAVEL

Authority: 5 U.S.C. 5707.

Source: 63 FR 15954, 15966, April 1, 1998, unless otherwise noted

§ 301-30.1 What is emergency travel?

Travel which results from:

- (a) Your becoming incapacitated by illness or injury not due to your own misconduct; or
- (b) The death or serious illness of a member of your family; or
- (c) A catastrophic occurrence or impending disaster, such as fire, flood, or act of God, which directly affects your home.

§ 301-30.2 What is considered to be "family" with respect to emergency travel?

"Family" includes any member of your immediate family, as defined in § 300-3.1. However, your agency may, on a case-by-case basis, expand this definition to include other members of your and/or your spouse's extended family.

§ 301-30.3 What should I do if I have to interrupt or discontinue my TDY travel?

Contact your travel authorizing/approving official for instructions as soon as possible.

§ 301-30.4 When an illness or injury occurs on TDY, what expenses may be allowed?

Your agency may pay:

- (a) Per diem at the location where you incurred or were treated for incapacitating illness or injury for a reasonable period of time (generally 14 calendar days). However, your agency may pay for a longer period.
- (b) Transportation and per diem expense for travel to an alternate location to receive treatment.

(c) Transportation and per diem expense to return to your official station.

§ 301-30.5 Are there any limitations to the payment of these expenses?

Expenses are not payable when:

(a) Confined to:

(1) A medical facility within the proximity of your official duty station.

(2) The same medical facility you would have been admitted to if your incapacitating illness or injury occurred at your official station.

(b) The Government provides or reimburses you for hospitalization under any Federal statute (including hospitalization in a Department of Veterans Affairs (VA) Medical center or military hospital). However, per diem expenses are payable if your hospitalization is paid under the Federal Employees Health Benefits Program (5 U.S.C. 8901-8913).

PART 301-31 -- THREATENED LAW ENFORCEMENT/INVESTIGATIVE EMPLOYEES

Authority: 5 U.S.C. 5707.

Source: 63 FR 15954, 15966, April 1, 1998, unless otherwise noted

§ 301-31.1 Why pay subsistence and transportation expenses for threatened law enforcement/investigative employees?

To protect a law enforcement/investigative employee and his/her immediate family when their lives are placed in jeopardy as a result of the employee's assigned duties.

§ 301-31.2 What is "family" with respect to threatened law enforcement/investigative employees?

Generally, "family" includes any member of your immediate family, as defined in § 300-3.1 of this title. However, your agency may, on a case-by-case basis, expand this definition to include other members of you and/or your spouse's extended family.

§ 301-31.3 Are members of my family and I eligible for payment of subsistence and transportation expense?

Yes, if you serve in a law enforcement, investigative, or similar capacity for special law enforcement/investigative purposes and your agency authorizes such expenses.

§ 301-31.4 Must my agency pay transportation and subsistence expenses?

No. Your agency decides when it is appropriate to pay these expenses based on the nature of the threat against your life and/or the life of a member(s) of your immediate family.

§ 301-31.5 Under what conditions may my agency pay for transportation and subsistence expenses?

When your agency determines that a threat against you or a member(s) of your immediate family justifies moving you and/or your family to temporary living accommodations at or away from your official station.

§ 301-31.6 Where must I and/or my family obtain lodging?

Your agency designates the area where you and/or your family should obtain lodging. It may be within your official station or at an alternate location.

§ 301-31.7 May my family and I occupy lodging at different locations?

Yes, if authorized by your agency.

§ 301-31.8 What transportation expenses may my agency pay?

Your agency may pay transportation expenses authorized by part § 301-10 of this chapter to transport you and/or your family to/from a temporary location.

§ 301-31.9 What subsistence expense may my agency pay?

Only your lodging cost may be paid. However, your agency may pay for meals and laundry/cleaning expenses if:

- (a) Your temporary living accommodations do not have kitchen or laundry facilities; or
- (b) Your agency determines that other extenuating circumstances exist which necessitate payment of these expenses.

§ 301-31.10 How will my agency pay my subsistence expenses?

Your agency will pay your actual subsistence expenses not to exceed the "maximum allowable amount" for the period you or your family occupy temporary living accommodations. The "maximum allowable amount" is the "maximum daily amount" multiplied by the number of days you or your family occupy temporary living accommodations not to exceed the number of days authorized. The "maximum daily amount" is determined by adding the rates in the following table for you and each member of your family authorized to occupy temporary living accommodations:

The "maximum daily amount" of per diem expenses that

If your agency authorizes	You or your unaccompanied spouse or other unaccompanied family member may receive is	Your accompanied spouse or a member of your family who is 12 or older may receive is	a member of your family who is under age 12 may receive is
Payment of only lodging expenses	The maximum lodging amount applicable to the locality	.75 times the maximum lodging amount applicable to the locality	.5 times the maximum lodging amount applicable to the locality
Payment for lodging, meals, and other per diem expenses	The maximum per diem rate applicable to the locality	.75 times the maximum per diem rate applicable to the locality	.5 times the maximum per diem rate applicable to the locality

§ 301-31.11 May my agency pay me a per diem allowance instead of actual expenses?

No.

§ 301-31.12 Must I keep track of my expenses?

Yes. You must keep track of your actual expenses as described in § 301-11 of this chapter.

§ 301-31.13 How long may my agency pay for subsistence expenses under this part?

Your agency may pay for subsistence expenses up to 60 days. However, your agency may pay for additional periods if it determines, that an extension is justified.

§ 301-31.14 May I receive a travel advance for transportation and/or subsistence expenses?

Yes, you may receive a travel advance under § 301-51.200 of this chapter for up to a 30-day period at a time to cover expenses allowable. Your travel advance may not exceed the maximum allowable amount authorized under § 301-31.10, and you will be required to reimburse your agency for any portion of the advance disallowed or not spent.

§ 301-31.15 What documentation must I provide for reimbursement?

You must provide receipts or any other documentation required by your agency. However, in instances when documentation might compromise the security of the individuals involved, the head of the agency may waive these requirements.

SUBCHAPTER C -- ARRANGING FOR TRAVEL SERVICES, PAYING TRAVEL EXPENSES, AND CLAIMING REIMBURSEMENT

Source: 63 FR 15954, 15967, April 1, 1998, unless otherwise noted.

PART 301-50 -- ARRANGING FOR TRAVEL SERVICES

Authority: 5 U.S.C. 5707; 40 U.S.C. 486(c).

Source: 63 FR 15954, 15967, April 1, 1998, unless otherwise noted

§ 301-50.1 How should I arrange my travel?

If your agency provides travel management services under a Government contract, you must use those services, to arrange for common carrier transportation, lodging, and rental car(s). If your agency does not provide travel management services under a Government contract, you must arrange your travel according to your agency's policy. Services under a Government contract may be furnished by a commercial travel agent, electronic travel services system, or other travel management services provider.

§ 301-50.2 What is my liability if I use an unauthorized travel agent or unauthorized travel management system?

You are responsible for any additional costs that result from the unauthorized use, and you are subject to any penalties your agency may impose.

§ 301-50.3 Are there any limits on the travel arrangements I may make?

Yes. If the GSA city-pair fare contract for passenger transportation services is available to you, you must use the contract carrier. You should also use any preferred value lodging programs and rental car arrangements in which your agency participates.

PART 301-51 -- PAYING TRAVEL EXPENSES

Authority: 5 U.S.C. 5707.

Source: 63 FR 15954, 15968, April 1, 1998, unless otherwise noted.

SUBPART A -- GENERAL

§ 301-51.1 How may I pay for official travel expenses?

- (a) Contractor-issued individually billed travel card;
- (b) Centrally billed account;
- (c) Government Transportation Request (GTR);
- (d) Contractor issued travelers check;

(e) Cash obtained from an advance;

(f) Frequent traveler credits; and

(g) Personal funds, including cash or a personal charge card. Note to § 301-51.1: City pair contractors are not required to accept payment other than by methods in paragraphs (a) through (c) of this section. Also see § 301-51.100 of this part.

§ 301-51.2 What is the preferred method of payment for official travel expenses?

When authorized by your agency, use your contractor-issued individually billed travel card to the maximum extent possible for all official travel expenses, except those billed directly to your agency. Cash should be used only to pay for those expenses which, as a general rule, cannot be charged; e.g., laundry/dry cleaning, parking, local transportation system, taxi, and tips. The ATM feature of your travel card should be used, when authorized to obtain cash for official travel expenses.

§ 301-51.3 When must I use excess or near-excess foreign currencies owned by the United States?

Your agency TMC should have available information from the Department of State and Office of Management and Budget Bulletins when the use of excess or near excess foreign currency will be required to pay for travel expenses.

SUBPART B -- PAYING FOR COMMON CARRIER TRANSPORTATION

§ 301-51.100 What method of payment must I use to procure common carrier transportation?

You must use a contractor-issued individually billed travel card, centrally billed account, or GTR to procure contract passenger transportation services. For all other common carrier transportation, you must use one of the methods specified in the following table:

For passenger transportation services costing	You must use	Unless
(a) \$10 or less, and air excess baggage charges of \$15 or less for each leg of a trip	A contractor-issued individually billed travel card centrally billed account, or	Use of the contractor-issued individually billed is not accepted or its use is impracticable, special circumstances justify the use of a GTR or Government excess baggage authorization ticket (GEBAT).
(b) More than \$10, but not more than \$100	A contractor-issued individually billed travel card, centrally billed account, or GTR	None of the other methods are practicable, you may use cash.
(c) More than \$100	Only a contractor-issued individually billed travel card, centrally billed account, or GTR	Your agency authorizes you to use a reduced fare for group, charter, or excursion arrangements or under emergency circumstances where the use of other methods is not possible.

§ 301-51.101 Which payment methods are considered the equivalent of cash?

Use of one of the following payment methods of this section to procure common carrier transportation is considered the equivalent of cash and you must comply with the rules in 41 CFR 101-41.203-2 that limit the use of cash for such purposes.

(a) Personal credit cards;

(b) Cash withdrawals obtained from an ATM using a contractor-issued individually billed travel card; and

(c) Checks, both personal and travelers (including those obtained through a travel payment system services program).

§ 301-51.102 How is my transportation reimbursement affected if I make an unauthorized cash purchase of common carrier transportation?

If you are a new employee or an invitational or infrequent traveler who is unaware of proper procedures for purchasing common carrier transportation, your agency may allow reimbursement for the full cost of the transportation. In all other instances, your reimbursement shall be limited to the cost of such transportation using the authorized method of payment.

§ 301-51.103 What is my liability if I lose a GTR?

You are liable for any Government expenditure that is caused by your negligence in safeguarding the GTR or tickets received in exchange for the GTR. To avoid liability, immediately report a lost or stolen GTR to your administrative office. If the lost or stolen GTR shows the carrier service desired, and point of origin, promptly notify in writing the named carrier and other local initial carriers. Do not use a GTR that is recovered after having been reported as lost or stolen. Instead, report the GTR to your administrative office.

SUBPART C -- RECEIVING TRAVEL ADVANCES

§ 301-51.200 For what expenses may I receive a travel advance?

For	You may receive an advance
<p>(a) Cash transaction expenses (i.e., expenses that as a general rule cannot be charged and must be paid using cash, a personal check, or travelers check)</p> <p>(1) M&IE covered by the per diem allowance or actual expenses allowance;</p> <p>(2) Miscellaneous transportation expenses such as local transportation system and taxi fares; parking fees; ferry fees; bridge, road, and tunnel fees; and aircraft parking, landing, and tie-down fees;</p> <p>(3) Gasoline and other variable expenses covered by the mileage allowance for advantageous use of a privately owned automobile for official business; and</p> <p>(4) Other authorized miscellaneous expenses that cannot be charged using a charge card and for which a cost can be estimated.</p>	<p>Any time you travel.</p>
<p>(b) Non-cash transaction expenses (i.e., lodging, common carrier)</p>	<p>Only in the following situations:</p> <p>(1) Charge card not expected to be accepted.</p> <p>(2) Charge card issuance denied. Your agency has decided not to provide you a contractor-issued individually billed travel card.</p> <p>(3) Official change of station. Your agency determines that use of a contractor-issued individually billed travel card would not be feasible incident to a transfer, particularly a transfer to another agency.</p> <p>(4) Financial hardship would be incurred.</p>

§ 301-51.201 What is the maximum amount that my agency may advance?

The amount your agency advances you may not exceed the following amounts:

For	The maximum amount your agency may advance is
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Cash transaction expenses	The estimated amount of your cash transaction expenses. (For M&IE, your advance is limited to the M&IE rate under the lodgings-plus per diem method.)
Non-cash transaction expenses (See § 301-51.200(b))	Generally zero. However, your agency may advance up to the full amount of your expected non-cash transaction expenses for an individual trip (or not to exceed a 45-day period for an open authorization) in accordance with § 301-51.200(b).

§ 301-51.202 When must I account for my advance?

You must file a travel claim which accounts for your advance after completion of your assignment, in accordance with your agency's policy. If you are in a continuous travel status (e.g., an auditor or inspector) or if you submit periodic reimbursement vouchers on an individual trip authorization, your agency may reimburse you the full amount of your travel expenses without any deduction of your advance until such time as you file a final voucher. If the amount advanced is less than the amount of the voucher on which it is deducted, you will be reimbursed the net amount. If the advance exceeds the reimbursable amount, you must immediately refund the excess.

§ 301-51.203 What must I do about my advance if my trip is canceled or postponed indefinitely?

Promptly notify the appropriate agency officials and refund any monies advanced in connection with the authorized travel.

PART 301-52 -- CLAIMING REIMBURSEMENT

Authority: 5 U.S.C. 5707.

Source: 63 FR 15954, 15969, April 1, 1998, unless otherwise noted

§ 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?

Yes, in a format prescribed by your agency. If the prescribed travel claim is hardcopy, the claim must be signed in ink; if your agency has electronic processing, use your electronic signature. Any alterations or erasures to your travel claim must be initialed.

§ 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; and

(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.

§ 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 for 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 the ticket coupons to your agency in accordance with your agency's procedures.

PART 301-53 -- USING PROMOTIONAL MATERIALS AND FREQUENT TRAVELER PROGRAMS

Authority: 5 U.S.C. 5707; 31 U.S.C. 1353.

Source: 63 FR 15954, 15970, April 1, 1998, unless otherwise noted

§ 301-53.1 What must I do with promotional benefits or materials I receive from a travel service provider?

Any promotional benefits or material you receive from a private source in connection with official travel are considered property of the Government. You must:

- (a) Accept the benefits or materials on behalf of the Federal Government; and
- (b) Turn the benefits or material over to your agency in accordance with your agency's procedures established under 41 CFR 101-25.103.

§ 301-53.2 Should I join a frequent traveler program?

Yes. You are encouraged to join frequent traveler programs to realize cost savings or reduce official travel cost.

§ 301-53.3 May my agency reimburse membership fees in a frequent traveler program?

Yes, if the benefits of membership are expected to exceed the cost of membership.

§ 301-53.4 How may I use frequent traveler benefits?

You may use frequent traveler benefits earned on official travel to obtain travel services for a subsequent official travel assignment(s).

§ 301-53.5 Under what circumstances may I use frequent traveler benefits to upgrade my transportation class of service?

You may use frequent travel benefits earned on official travel to upgrade your transportation class of service when your agency's policies authorize you to upgrade to premium-class other than first-class airline accommodations, solely through redemption of frequent traveler benefits or when the requirements for first-class or premium other than first class airline accommodations are met in accordance with §§ 301-10.123 and 301-10.124.

§ 301-53.6 When my agency participates in a mandatory travel management program, may I select a travel service provider based on whether it provides frequent travel

credits?

No. You must use the travel management program for which your agency is a mandatory user, including contract passenger transportation service when such programs are available.

§ 301-53.7 How should I handle frequent traveler credits when I accumulate both personal and official credits from a single travel service provider?

You should establish separate accounts for personal and official use.

§ 301-53.8 What are my options if I cannot establish separate frequent traveler accounts?

You must be able to account for every credit and debit in your frequent traveler account, and submit an accounting to your agency upon request. The accounting must specify:

- (a) The date and amount of all credits you receive for both personal and official travel, including credits (e.g., credits from a travel service vendor credit card).
- (b) The date and amount of any debit to your account for both personal and official travel.

§ 301-53.9 What is my liability for improper use of frequent traveler benefits?

You may be subject to:

- (a) Disciplinary action by your agency, which may include repayment of the cost of the ticket; and
- (b) Criminal sanctions, including a fine and/or imprisonment.

§ 301-53.10 Is there any instance when I may make personal use of benefits furnished by a travel service provider?

Yes, you may use benefits (e.g., free meals, check-cashing privileges, or memberships in executive clubs) only if:

- (a) The Government can not use the benefit;
- (b) To receive the immediate benefit, you do not forfeit a future benefit the Government could use; and
- (c) The benefit can not be redeemed for cash value.

SUBCHAPTER D -- AGENCY RESPONSIBILITIES

Source: 63 FR 15954, 15971, April 1, 1998, unless otherwise noted.

PART 301-70 -- INTERNAL POLICY AND PROCEDURE REQUIREMENTS

Authority: 5 U.S.C. 5707.

Source: 63 FR 15954, 15971, April 1, 1998, unless otherwise noted.

SUBPART A -- GENERAL POLICIES AND PROCEDURES

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

You 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, in accordance with the rules stated throughout this chapter. Consideration should be given, but not limited, to budget constraints, adherence to travel policies, and reasonableness of expenses. You should always consider alternatives, including teleconferencing, prior to authorizing travel.

SUBPART B -- POLICIES AND PROCEDURES 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. A 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.

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?

Each agency must determine:

(a) When you will authorize emergency travel under part 301-30;

(b) Who will determine if the employee's situation warrants payment for emergency travel expenses;

(c) When and by whom travel to an alternate location other than official station or point of interruption will be authorized; and

(d) Who will determine when and if the definition of family may be extended and to whom.

§ 301-70.501 Does per diem continue when an employee interrupts a travel assignment because of an incapacitating illness or injury?

Yes. Such an employee who takes leave of any kind will be allowed a per diem allowance not to exceed the maximum rates for the location where the interruption occurs. Per diem may be continued for a reasonable period, normally not to exceed 14 calendar days (including fractional days) for any one period of absence. However, per diem will not be paid if the employee is confined to a hospital or medical facility at the official duty station or medical facility which the employee would have selected for treatment if the illness or injury had occurred at the official station.

§ 301-70.502 What additional emergency expenses should we allow for?

When an employee discontinues a TDY assignment before its completion due to an incapacitating illness or injury, transportation and per diem expenses are allowed for return travel to the official station or to receive medical attention.

§ 301-70.503 When the employee is able to travel, should we continue the use of the existing travel authorization?

Not if the interrupted trip was authorized under a trip by trip authorization. If, when the employee's health has been restored, the agency decides that it is in the Government's interest to return the employee to the TDY location, such return is considered to be a new travel assignment at Government expense. An interrupted trip authorized under an open or limited open authorization may be continued without further authorization.

§ 301-70.504 May any travel costs be reimbursed if the employee travels to an alternate location for medical treatment?

Yes. When an employee, interrupts a TDY assignment because of an incapacitating illness or injury and takes leave of absence for travel to an alternate location to obtain medical services and returns to the TDY assignment, you may reimburse certain excess travel costs provided in this section. Specifically, you may reimburse the excess (if any) of actual costs of travel from the point of interruption to the alternate location and return to the TDY assignment, over the constructive costs of round-trip travel between the official station and the alternate location. The nearest hospital or medical facility capable of treating the employee's illness or injury will not, however, be considered an alternate location. Note to § 301-70.504: An alternate location is a destination other than the employee's official station or the point of interruption.

§ 301-70.505 How do we define actual cost and constructive cost when an employee interrupts a travel assignment because of an incapacitating illness or injury?

(a) Actual cost of travel will be the transportation expenses incurred and en route per diem for the travel as actually performed from the point of interruption to the alternate location and from the alternate location to the TDY assignment. No per diem is allowed for time spent at the alternate location if confined to a medical facility.

(b) Constructive cost is the sum of transportation expenses the employee would reasonably have incurred for round-trip travel between the official station and the alternate location plus per diem calculated for the appropriate en route travel time.

§ 301-70.506 May we authorize per diem if an employee discontinues a TDY assignment because of a personal emergency situation?

Yes. Expenses of appropriate transportation and per diem while en route may be allowed, with the approval of an appropriate agency official, for return travel from the point of interruption to the official station.

§ 301-70.507 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?

You may reimburse certain excess travel costs (transportation and en route per diem) to the same extent as provided in § 301-70.501 for incapacitating illness or injury to the employee.

§ 301-70.508 What factors must we consider in expanding the definition of family for emergency travel purposes?

Agencies must consider on a case by case basis:

- (a) The extent of the emergency;
- (b) The employee's relationship to the individual involved in the emergency; and
- (c) The degree of the employee's responsibility for the individual involved in the emergency.

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?

You must establish policies and procedures governing:

- (a) When you will pay transportation and subsistence expenses of threatened law enforcement/investigative employees, under part 301-31 of this chapter;
- (b) Who will determine the degree and seriousness of threat in each individual case;
- (c) Who will determine what protective action should be taken, including the location and duration of temporary lodging;
- (d) Who will reevaluate the situation to determine whether protective action should be continued or discontinued and how often;
- (e) What procedures must be followed to obtain authorization of transportation and subsistence expenses for threatened law enforcement/investigative employees; and
- (f) What special procedures must an employee follow to claim expenses.

§ 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?

You should consider:

- (a) The degree and seriousness of the threat. You should pay transportation and

subsistence expenses only if a situation poses a legitimate serious threat to life.

(b) The option of relocating the employee. You should consider whether relocating the employee permanently would be advantageous given the specific nature of the threat, the continued disruption of the family, and the alternative costs of a change of official station.

§ 301-70.602 How often must we reevaluate the payment of transportation and subsistence expenses to a threatened law enforcement/investigative employee?

You must reevaluate the situation every 30 days based on the same factors you considered when you first authorized the payment of the expenses.

PART 301-71 -- AGENCY TRAVEL ACCOUNTABILITY REQUIREMENTS

Authority: 5 U.S.C. 5707.

Source: 63 FR 15954, 15974, April 1, 1998, unless otherwise noted.

SUBPART A -- GENERAL

§ 301-71.1 What is the purpose of an agency travel accounting system?

To:

- (a) Pay authorized and allowable travel expenses of employees;
- (b) Provide standard data necessary for the management of official travel; and
- (c) Ensure adequate accounting for all travel and transportation expenses for official travel.

§ 301-71.2 What are the standard data elements and when must they be captured on a travel accounting system?

The data elements are listed in appendix C of this chapter and must be on any travel claim form authorized for use by your employees.

§ 301-71.3 May we use electronic signatures on travel documents?

Yes, if you meet the security and privacy requirements established by the National Institute of Standards and Technology (NIST) for electronic data interchange.

SUBPART B -- TRAVEL AUTHORIZATION

§ 301-71.100 What is the purpose of the travel authorization process?

The purpose is to:

- (a) Provide the employee information regarding what expenses you will pay;

(b) Provide travel service vendors with necessary documentation for the use of travel programs;

(c) Provide financial information necessary for budgetary planning; and

(d) Identify purpose of travel.

§ 301-71.101 What travel may we authorize?

You may authorize only travel which is necessary to accomplish the purposes of the Government effectively and economically. This must be communicated to any official who has the authority to authorize travel.

§ 301-71.102 May we issue a single authorization for a group of employees?

Yes. You may issue a single authorization for a group of employees when they are traveling together on a single trip. However, you must attach a list of all travelers to the authorization.

§ 301-71.103 What information must be included on all travel authorizations?

You must include:

(a) The name of the employee(s);

(b) The signature of the proper authorizing official;

(c) Purpose of travel;

(d) Any conditions of or limitations on that authorization;

(e) An estimate of the travel costs (for open authorizations it should include an estimate of the travel costs over the period covered); and

(f) A statement that the employee(s) is (are) authorized to travel.

§ 301-71.104 Who must sign a travel authorization?

Your agency head or an official to whom such authority has been delegated. This authority may be delegated to any person(s) who is aware of how the authorized travel will support the agency's mission, who is knowledgeable of the employee's travel plans and/or responsible for the travel funds paying for the travel involved.

§ 301-71.105 Must we issue a written or electronic travel authorization in advance of travel?

Yes, except when advance written or electronic authorization is not possible or practical

and approval is in accordance with §§ 301-2.1 and 301-2.5 for:

- (a) Use of premium-class service on common carrier transportation;
- (b) Use of a foreign air carrier;
- (c) Use of reduced fares for group or charter arrangements;
- (d) Use of cash to pay for common carrier transportation;
- (e) Use of extra-fare train service;
- (f) Travel by ship;
- (g) Use of a rental car;
- (h) Use of a Government aircraft;
- (i) Payment of reduced rate per diem;
- (j) Payment of actual expenses;
- (k) Travel expenses related to emergency travel;
- (l) Transportation expenses related to threatened law enforcement/investigative employees and members of their immediate families;
- (m) Travel expenses related to travel to a foreign area, except as provided by agency mission;
- (n) Acceptance of payment from a non-Federal source for travel expenses (see chapter 304 of this title); and
- (o) Travel expenses related to attendance at a conference. Note to § 301-71.105: You should establish procedures for travel situations where it is not practical or possible to issue a written authorization in advance, except for paragraphs (c), (i), (n), and (o), which always require written or electronic advance authorization.

§ 301-71.106 Who must sign a trip-by-trip authorization?

The appropriate official is determined as follows:

For	The appropriate official to sign a trip-by-trip authorization is
Use of cash to procure common carrier transportation	An official at as low an administrative level as permitted by 41 CFR 101-203.2 to ensure adequate consideration and review of the circumstances.

Travel on a Government aircraft	Determined under 41 CFR 101-37.405.
Acceptance of payment from a non-Federal source for travel expenses	An official at as low an administrative level as permitted by 41 CFR part 304 to ensure adequate consideration and review of the circumstances surrounding the offer and acceptance of the payment.
Travel expenses related to attendance at a conference	A senior agency official.
All other specific authorizations	An official who may issue the employee a general authorization.

§ 301-71.107 When authorizing travel, what factors must the authorizing official consider?

The following factors must be considered:

- (a) The need for the travel;
- (b) The use of travel substitutes (e.g., mail, teleconferencing, etc.);
- (c) The most cost effective routing and means of accomplishing travel; and
- (d) The employee's travel plans, including plans to take leave in conjunction with travel.

§ 301-71.108 What internal policies and procedures must we establish for travel authorization?

You must establish the following:

- (a) The circumstances under which different types of travel authorization will be used, consistent with the guidelines in this subpart;
- (b) Who will be authorized to sign travel authorizations; and
- (c) What format you will use for travel authorizations.

SUBPART C -- TRAVEL CLAIMS FOR REIMBURSEMENT

§ 301-71.200 Who must review and sign travel claims?

The travel authorizing/approving official or his/her designee (e.g., supervisor of the traveler), must review and sign travel claims to confirm the authorized travel.

§ 301-71.201 What are the reviewing official's responsibilities?

The reviewing official must have full knowledge of the employee's activities. He/she must ensure:

- (a) The claim is properly prepared in accordance with the pertinent regulations and agency procedures;
- (b) A copy of authorization for travel is provided;
- (c) The types of expenses claimed are authorized and allowable expenses;
- (d) The amounts claimed are accurate; and
- (e) The required receipts, statements, justifications, etc. are attached to the travel claim.

§ 301-71.202 May we pay a claim when an employee does not include a copy of the corresponding authorization?

Yes, as long as the travel claim was signed by the approving/authorizing official, except for the following, which require advance authorization:

- (a) Use of reduced fares for group or charter arrangements;
- (b) Payment of a reduced rate of per diem for subsistence expenses;
- (c) Acceptance of payment from a non-Federal source for travel expenses; and
- (d) Travel expenses related to attendance at a conference.

§ 301-71.203 Who is responsible for the validity of the travel claim?

The certifying officer assumes ultimate responsibility under 31 U.S.C. 3528 for the validity of the claim; however:

- (a) The traveler must ensure all travel expenses are prudent and necessary and submit the expenses in the form of a proper claim;
- (b) The authorizing/approving official shall review the completed claim to ensure that the claim is properly prepared in accordance with regulations and agency procedures prior to authorizing it for payment. Note to § 301-71.203: You should consider limiting the levels of approval to the lowest level of management.

§ 301-71.204 When must we pay a travel claim?

You must pay a travel claim as soon as practical after submission of a proper travel claim.

§ 301-71.205 Under what circumstances may we disallow a claim for an expense?

If the employee:

- (a) Does not properly itemize his/her expenses;
- (b) Does not provide required receipts or other documentation to support the claim; or
- (c) Claims an expense which is not authorized.

§ 301-71.206 What must we do if we disallow a travel claim?

You must:

- (a) Pay the employee the amount of the travel claim which is not in dispute;
- (b) Notify the employee that the claim was disallowed with a detailed explanation of why; and
- (c) Tell the employee how to appeal the disallowance if he/she desires an appeal, and your process and schedule for deciding the appeal.

§ 301-71.207 What internal policies and procedures must we establish for travel reimbursement?

You must establish policies and procedures governing:

- (a) Who are the proper officials to review, approve, and certify travel claims (including travel claims requiring special authorization);
- (b) How an employee should submit a travel claim (including whether to use a standard form or an agency form and whether the form should be written or electronic);
- (c) When you will exempt employees from the requirement for a receipt;
- (d) Timeframes for employee to submit a claim (see § 301-52.7);
- (e) Timeframe for agency to pay a claim (see § 301-71.204);
- (f) Process for disallowing a claim; and
- (g) Process for resolving a disallowed claim.

SUBPART D -- ACCOUNTING FOR TRAVEL ADVANCES

§ 301-71.300 What is the policy governing the use of travel advances?

You should minimize the use of cash travel advances. However, you should not require an employee to pay travel expenses using personal funds unless the employee has elected not

to use alternative resources provided by the Government, such as a Government contractor-issued charge card.

§ 301-71.301 For how long may we issue a travel advance?

You may issue a travel advance for a reasonable period not to exceed 45 days.

§ 301-71.302 What data must we capture in our travel advance accounting system?

You must capture the following data:

- (a) The name and social security number of each employee who has an advance;
- (b) The amount of the advance;
- (c) The date of issuance; and
- (d) The date of reconciliation for unused portions of travel advances.

§ 301-71.303 Are we responsible for ensuring the collection of outstanding travel advances?

Yes.

§ 301-71.304 When must an employee account for a travel advance?

An employee must account for an outstanding travel advance each time a travel claim is filed. If the employee receives a travel advance but determines that the related travel will not be performed, then the employee must inform you that the travel will not be performed and repay the advance at that time.

§ 301-71.305 Are there exceptions to collecting an advance at the time the employee files a travel claim?

Yes, when the employee is in a continuous travel status and

- (a) You review each outstanding travel advance on a periodic basis (the period will be for a reasonable time of 45 days or less); and
- (b) You determine the amount, if any, of the outstanding balance exceeds the amount of estimated travel expenses for the authorized period and collect the excess amount from the employee.

§ 301-71.306 How do we collect the amount of a travel advance in excess of the amount of travel expenses substantiated by the employee?

When the outstanding advance exceeds what you owe the employee, then the employee

must submit cash or a check for the difference in accordance with your policy. Your failure to collect the amount in excess of substantiated expenses will cause a violation of the accountable plan rules contained in the Internal Revenue Code (title 26 of the United States Code).

§ 301-71.307 What should we do if the employee does not pay back a travel advance when the travel claim is filed?

You should take alternative steps to collect the debt including:

- (a) Offset against the employee's salary, a retirement credit, or other amount owed the employee;
- (b) Deduction from an amount the Government owes the employee; or
- (c) Any other legal method of recovery.

§ 301-71.308 What internal policies and procedures must we establish governing travel advances?

Accounting for cash advances for travel, recovery, and reimbursement shall be in accordance with procedures prescribed by the General Accounting Office (see General Accounting Office Policy and Procedures Manual for Guidance of Federal Agencies, Title 7, Fiscal Procedures).

PART 301-72 -- AGENCY RESPONSIBILITIES RELATED TO COMMON CARRIER TRANSPORTATION

Authority: 5 U.S.C. 5707; 31 U.S.C. 3726; 40 U.S.C. 486.

Source: 63 FR 15954, 15976, April 1, 1998, unless otherwise noted.

SUBPART A -- PROCUREMENT OF COMMON CARRIER TRANSPORTATION

§ 301-72.1 Why is common carrier presumed to be the most advantageous method of transportation?

Travel by common carrier is presumed to be the most advantageous method of transportation because it generally results in the most efficient, least costly, most expeditious means of transportation and the most efficient use of energy resources.

§ 301-72.2 May we utilize methods of transportation other than common carrier (e.g. POVs, chartered vehicles, etc.)?

Yes, but only when use of common carrier transportation:

- (a) Would interfere with the performance of official business;

- (b) Would impose an undue hardship upon the traveler; or
- (c) When the total cost by common carrier would exceed the cost of the other method of transportation.

§ 301-72.3 What method of payment must we authorize for common carrier transportation?

You must authorize one or more of the following as appropriate:

- (a) GSA's contractor issued individually billed charge card(s);
- (b) Agency centrally billed or other established accounts;
- (c) Cash payments (personal funds or travel advances in the form of travelers checks or authorized ATM cash withdrawals) when the cost of transportation is less than \$100, under section 301-51.100 of this chapter (cash may or may not be accepted by the carrier for the purchase of city pair fares); or
- (d) GTR(s) when no other option is available or feasible.

SUBPART B -- ACCOUNTING FOR COMMON CARRIER TRANSPORTATION

§ 301-72.100 What must my travel accounting system do in relation to common carrier transportation?

Your system must:

- (a) Authorize the use of cash in accordance with § 301-51.100 or as otherwise required;
- (b) Correlate travel data accumulated by your authorization and claims accounting systems with common carrier transportation documents and data for audit purposes;
- (c) Identify unused tickets for refund;
- (d) Collect unused, partially used, or downgraded/exchanged tickets, from travelers upon completion of travel;
- (e) Track denied boarding compensation from employees;
- (f) Identify and collect refunds due from carriers for overpayments, or unused, partially used, or downgraded/exchanged tickets; and
- (g) Reconcile all centrally billed travel expenses (e.g. airline, lodging, car rentals, etc.) with travel authorizations and claims to assure that only authorized charges are paid.

§ 301-72.101 What information should we provide an employee before authorizing the

use of common carrier transportation?

You should provide the employee:

- (a) Notice that he/she is accountable for all tickets, GTRs and other transportation documents;
- (b) Your procedures for the control and accounting of common carrier transportation documents, including the procedures for submitting unused, partially used, downgraded/exchanged tickets, refund receipts or ticket refund applications, and denied boarding compensation; and
- (c) A credit/refund address so the carrier can credit/refund the agency for unused tickets (when the tickets have been issued using an agency centrally billed account or by GTR).

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?

In accordance with § 301-51.100.

§ 301-72.201 What must we do if an employee uses cash in excess of the \$100 limit to purchase common carrier transportation?

To justify the use of cash in excess of \$100, both the agency and traveler must certify on the travel claim the necessity for such use. See 41 CFR 101-41.203-2.

§ 301-72.202 Who may approve cash payments in excess of the \$100 limit?

You must ensure the delegation of authority for the authorization or approval of cash payments over the \$100 limit is in accordance with 41 CFR 101-41.203-2.

§ 301-72.203 When may we limit traveler reimbursement for a cash payment?

If you determine that the cash payment was made under a non-emergency circumstance, reimbursement to the traveler must not exceed the cost which would have been properly chargeable to the Government had the traveler used a government provided payment resource, (e.g. individual contractor-issued travel charge card, centrally billed account, or GTR). However, an agency can determine to make full payment when circumstances warrant (e.g. invitational travel, infrequent travelers and interviewees).

§ 301-72.204 What must we do to minimize the need for a traveler to use cash to procure common carrier transportation services?

You must establish procedures to encourage travelers to use the GSA individual contractor-

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

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?

You must establish administrative procedures providing:

- (a) Written instructions explaining traveler liability for the value of tickets issued until all ticket coupons are used or properly accounted for on the travel voucher;
- (b) Instructions for submitting payments received from carriers for failure to provide confirmed reserved space;
- (c) The traveler with a "bill charges to" address, so that the traveler can provide this information to the carrier for returned or exchanged tickets.
- (d) Procedures for promptly identifying any unused tickets, coupons, or other evidence of refund due the Government.

§ 301-72.301 How do we process unused, partially used, and exchanged tickets?

- (a) For unused or partially used tickets purchased with GTRs: You must obtain the unused or partially used ticket from the traveler, issue a form SF 1170 "Redemption of Unused Ticket" to the airline that issued the ticket, maintain a suspense file to monitor the airline refund, and record and deposit the airline refund upon receipt. See 41 CFR 101-41.210 for policies and procedures regarding the use of the SF 1170.
- (b) For unused or partially used tickets purchased under centrally billed accounts: You must obtain the unused ticket from the traveler, return it to the issuing office that furnished the airline ticket, obtain a receipt indicating a credit is due, and confirm that the value of the unused ticket has been credited to the centrally billed account.
- (c) For exchanged tickets purchased with GTRs: You must obtain the airline refund application or receipt from the traveler, maintain a suspense file to monitor the airline refund. For additional guidance see 41 CFR 101-41.210.
- (d) For exchanged tickets purchased under centrally billed accounts: You must obtain the airline receipt from the traveler showing a credit is due the agency, and ensure that the unused portion of the exchanged ticket coupon is credited to the centrally billed account.

PART 301-73 -- TRAVEL PROGRAMS

Authority: 5 U.S.C. 5707; 40 U.S.C. 486(c).

Source: 63 FR 15954, 15978, April 1, 1998, unless otherwise noted.

SUBPART A -- GENERAL RULES

Note to § 301-73.101: For purposes of this subpart, GSA uses a "we" question when referring to an agency, and an "I" question when referring to the employee

§ 301-73.1 What are the elements of a Federal travel management program?

They are:

- (a) Travel management services, including electronic travel management services and commercial travel agents under contract to GSA or another Federal agency;
- (b) Commercial passenger transportation services (e.g. airlines, rental cars, trains, and etc.);
- (c) Travel payment system services such as contractor-issued individually billed cards, centrally billed accounts, travelers checks, and automated-teller-machine (ATM) services.

§ 301-73.2 What are our responsibilities to participate in a Federal travel management program?

You must:

- (a) Ensure that you have internal policies and procedures in place to govern use of the program; and
- (b) Designate an authorized representative to administer the program.

SUBPART B -- TRAVEL MANAGEMENT SERVICES (TMS)

§ 301-73.100 Should we use a travel management service?

Yes.

§ 301-73.101 What are the basic services that should be covered by a travel management system?

The travel management system selected should, as a minimum include:

- (a) The ability to provide the following as appropriate to the agency's travel needs:
 - (1) Common carrier information (e.g., flight confirmation and seat assignment; compliance with the Fly America Act, governmentwide travel policies, and contract city-pair fares, electronic ticketing and ticket delivery);

(2) Lodging information (e.g., room availability and confirmation, compliance with Hotel/Motel Fire Safety Act, per diem rate acceptability);

(3) Car rental information (e.g. availability of Government rate and confirmation of reservations).

(b) Provide basic management information, such as:

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

(2) Policy compliance and reasons for exceptions;

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

(4) Destination points for lodging accommodations;

(5) Number of lodging nights in approved accommodations;

(6) City or location where car rentals are obtained.

(7) Other tasks, e.g., reconciliation of charges on centrally billed accounts, processing ticket refunds. Note to § 301-73.101: The government of the District of Columbia is excluded from collecting the data required by the Hotel/Motel Fire Safety Act, as amended.

§ 301-73.102 Must we require travelers to use a travel management system?

Yes, starting January 1, 2001, to implement the Hotel/Motel Fire Safety Act, as amended (see 5 U.S.C. 5707c). Until that time, you should encourage your travelers to use the travel management system selected by you for all common carrier, lodging, and car rental arrangements. Beginning January 1, 2001, you must require travelers to use the travel management system selected by you.

§ 301-73.103 Are there any exceptions to this requirement?

An agency head, or his/her designee, may exempt certain types of travel arrangements from the mandatory use of the travel management system. In certain situations, it may be impractical to make advance reservations, and therefore no reason exists to use 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?

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 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 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.

PART 301-74 -- CONFERENCE PLANNING

Authority: 5 U.S.C. 5707.

Source: 63 FR 15954, 15979, April 1, 1998, unless otherwise noted

§ 301-74.1 What is a conference?

A meeting, retreat, seminar, symposium or event that involves attendee travel. The term also applies to training activities that are considered to be conferences under 5 CFR 410.404.

§ 301-74.2 What are "conference costs"?

Conference costs are all costs paid by the government for a conference, whether paid directly by agencies or reimbursed by agencies to travelers or others associated with the conference, e.g., speakers, contractors, etc. Such costs include, but are not limited to: travel to and from the conference, ground transportation, lodging, meals and incidental costs, meeting room and audiovisual costs, registration fees, speaker fees, other conference-related administrative fees, and the cost of employees' time spent at the conference and traveling to and from the conference.

§ 301-74.3 What are "conference attendees' travel costs"?

"Conference attendees' travel costs" are authorized transportation and per diem expenses incurred in attending a conference at Government expense.

§ 301-74.4 What are "conference attendees' time costs"?

"Conference attendees' time costs" are the costs of employee's time spent at a conference (including en route travel time during normal duty hours).

§ 301-74.5 Who must authorize employee attendance at conferences and the Government sponsorship or funding, in whole or in part, of conferences?

A senior agency official, other than attendee.

§ 301-74.6 Are there any requirements for sponsoring or funding a conference at a place of public accommodation?

Yes. When you sponsor or fund, in whole or in part, a conference at a place of public accommodation in the U.S., you must use a FEMA approved accommodation, except as provided in § 301-74.7 of this subpart. This provision also applies:

- (a) To the government of the District of Columbia only when it expends Federal funds for a conference; and
- (b) To a non Federal entity to which Government funds are provided for the conference.

§ 301-74.7 May we waive the requirement?

Yes, if the head of your agency makes a written determination on an individual case basis that waiver of the requirement to use FEMA approved accommodation is necessary in the public interest for a particular event. Your agency head may delegate this waiver authority to a senior agency official who is given all authority with respect to conferences sponsored or funded, in whole or in part, by your agency.

§ 301-74.8 What must be included in any advertisement or application form for conference attendance?

Any advertisement or application for attendance at the conference must include notice that

agencies are prohibited from using a non-FEMA approved place of public accommodation for conferences. In addition, any executive agency as defined in 5 U.S.C. 105 shall notify all non-federal entities to which it provides federal funds of this prohibition.

§ 301-74.9 What policies must we establish governing the selection of a conference site?

You must establish policies that will:

- (a) Minimize conference administrative costs, conference attendees' travel costs, and conference attendees' time costs; and
- (b) Maximize the use of Government-owned or Government provided conference facilities as much as possible.
- (c) Identify opportunities to save costs in selecting a particular conference site (e.g., through the availability of attractive and competitive rates during the off-season at a site having seasonal rates).

§ 301-74.10 What records must we maintain to document the selection of a conference site?

For each conference you sponsor or fund, in whole or in part, that involves travel by 30 or more employees, you must maintain a record of the cost of each alternative conference site. You must make these records available for inspection by your Office of the Inspector General or other interested parties.

§ 301-74.11 What special rules apply when we conduct a conference in the District of Columbia?

- (a) In addition to the general rules provided in § 301-74.6, the following special rules apply:
 - (1) You may not directly procure lodging facilities in the District of Columbia without specific authorization and appropriation from Congress (see 40 U.S.C. 34); and
 - (2) Any short-term conference meeting space you obtain in the District of Columbia must be procured under 41 CFR 101-17.101-4.
- (b) The provisions of paragraph (a) of this section do not prohibit payment of per diem to an employee authorized to obtain lodging in the District of Columbia while performing official business travel.

§ 301-74.12 What policies and procedures must we establish to govern the selection of conference attendees?

You must establish policies that reduce the overall cost of attending a conference. The policies and procedures must:

(a) Limit your agency's representation to the minimum number of attendees necessary to accomplish your agency's mission; and

(b) Provide for the consideration of travel expenses when selecting attendees.

§ 301-74.13 May we include conference administrative costs in an employee's per diem allowance payment for attendance at a conference?

No. Per diem is intended only to reimburse the attendee's subsistence expenses. You must pay conference administrative costs separately.

PART 301-75 -- PRE-EMPLOYMENT INTERVIEW TRAVEL

Authority: 5 U.S.C. 5707.

Source: 63 FR 15954, 15980, April 1, 1998, unless otherwise noted.

SUBPART A -- GENERAL RULES

§ 301-75.1 What is the purpose of the allowance for pre-employment interview travel expenses?

To help you recruit highly qualified individuals.

§ 301-75.2 May we pay pre-employment interview travel expenses?

Yes, if you determine it is in the best interest of the Government to do so. However, pre-employment travel expenses may not be authorized to offset or defray other expenses not allowable under this subpart.

§ 301-75.3 What governing policies and procedures must we establish related to pre-employment interview travel?

You must establish policies and procedures governing:

- (a) When you will pay pre-employment interview travel expenses, including the criteria for determining which individuals or positions qualify for payment of such expenses;
- (b) Who will determine, in each individual case, that a person qualifies for pre-employment interview travel expenses; and
- (c) Who will determine what expenses you will pay for each individual interviewee.

§ 301-75.4 What other responsibilities do we have for pre-employment interview travel?

You must:

- (a) Provide your interviewees with a list of FEMA approved accommodations in the vicinity of the interview, and encourage them to stay in an approved accommodation;
- (b) Inform the interviewee that he or she is responsible for excess cost and any additional expenses that he or she incurs for personal preference or convenience;
- (c) Inform the interviewee that the Government will not pay for excess costs resulting from circuitous routes, delays, or luxury accommodations or services unnecessary or unjustified in the performance of official business;
- (d) Assist the interviewee in preparing the travel claim;
- (e) Provide the interviewee with instructions on how to submit the claim; and
- (f) Inform the interviewee that he or she may subject himself or herself to criminal penalties if he or she knowingly presents a false, fictitious, or fraudulent travel claim 18 U.S.C. 287 and 1001.

SUBPART B -- TRAVEL EXPENSES

§ 301-75.100 Must we pay all of the interviewee's pre-employment interview travel expenses?

If you decide to pay the interviewee per diem or common carrier transportation costs, you must pay the full amount of such cost to which the interviewee would be entitled if the interviewee were a Government employee traveling on official business.

§ 301-75.101 What pre-employment interview travel expenses may we pay?

You may pay the following expenses:

- (a) Transportation expenses as provided in part 301-10 of this chapter;
- (b) Per diem expenses as provided in part 301-11 of this chapter;
- (c) Miscellaneous expenses as provided in part 301-12 of this chapter; and
- (d) Travel expenses of an individual with a disability or special need as provided in part 301-13 of this chapter.

§ 301-75.102 What pre-employment interview travel expenses are not payable?

You may not pay expenses for:

- (a) Use of communication services for purposes other than communication directly related to travel arrangement for the Government interview.
- (b) Hire of a room at a hotel or other place to transact official business.

§ 301-75.103 What are our responsibilities when we authorize an interviewee to use common carrier transportation to perform pre-employment interview travel?

You must provide the interviewee with one of the following:

- (a) A common carrier ticket;
- (b) A GTR; or
- (c) A point of contact with your travel management center to arrange the common carrier transportation. In this instance, you must notify the travel management center that the interviewee is authorized to receive a ticket for the trip;
- (d) Written instructions explaining your procedures and the liability of the interviewee for controlling and accounting for passenger transportation documents, if common carrier transportation is required;

(e) A credit/refund address for any common carrier transportation provided for unused government furnished tickets.

SUBPART C -- OBTAINING TRAVEL SERVICES AND CLAIMING REIMBURSEMENT

§ 301-75.200 How will we pay for pre-employment interviewee travel expenses?

For	You will
Common carrier transportation expenses other than local transportation	Bill the expenses to a centrally billed or other agency established account or provide the traveler with a GTR when no other option is available or feasible.
Other expenses	Require payment by the interviewee and reimburse the interviewee for allowable travel expenses upon submission and approval of his or her travel claim

§ 301-75.201 May we allow the interviewee to use individual Government contractor-issued charge cards for pre-employment interview travel?

No.

§ 301-75.202 What must we do if the interviewee exchanges the ticket he or she has been issued?

If	You will inform the traveler
The new ticket is more expensive than the ticket you provided	That he or she must pay the difference using personal funds and he or she will not receive reimbursement for the extra amount.
The new ticket is less expensive than the ticket you provided	Provide the interviewee with a credit/refund address by attaching a copy of the GTR, or some other document containing this information, to either the ticket or the travel authorization as provided in 41 CFR 101-41.210.

§ 301-75.203 May we provide the interviewee with a travel advance?

No.

§ 301-75.204 May we use Government contract issued travelers checks to pay for the interviewee's travel expenses?

No.

§ 301-75.205 Is the interviewee required to submit a travel claim to us?

No. Only if the interviewee wants to be reimbursed, then he or she must submit a travel claim in accordance with your agency procedures in order to receive reimbursement for pre-employment interview travel expense.

**DEPARTMENT OF LABOR
29 CFR 785**

PART 785 - HOURS WORKED

TRAVELTIME

§ 785.33 General.

The principles which apply in determining whether or not time spent in travel is working time depend upon the kind of travel involved. The subject is discussed in §§ 785.35 to 785.41, which are preceded by a brief discussion in § 785.34 of the Portal-to-Portal Act as it applies to traveltime.

§ 785.34 Effect of section 4 of the Portal-to-Portal Act.

The Portal Act provides in section 4(a) that except as provided in subsection (b) no employer shall be liable for the failure to pay the minimum wage or overtime compensation for time spent in "walking, riding, or traveling to and from the actual place of performance of the principal activity or activities which such employee is employed to perform either prior to the time on any particular workday at which such employee commences, or subsequent to the time on any particular workday at which he ceases, such principal activity or activities." Subsection (b) provides that the employer shall not be relieved from liability if the activity is compensable by express contract or by custom or practice not inconsistent with an express contract. Thus traveltime at the commencement or cessation of the workday which was originally considered as working time under the Fair Labor Standards Act (such as underground travel in mines or walking from time clock to work-bench) need not be counted as working time unless it is compensable by contract, custom or practice. If compensable by express contract or by custom or practice not inconsistent with an express contract, such traveltime must be counted in computing hours worked. However, ordinary travel from home to work (see § 785.35) need not be counted as hours worked even if the employer agrees to pay for it. (See *Tennessee Coal, Iron & RR. Co. v. Musecoda Local*, 321 U.S. 590 (1946); *Anderson v. Mt. Clemens Pottery Co.*, 328 U.S. 690 (1946); *Walling v. Anaconda Copper Mining Co.*, 66 F. Supp. 913 (D. Mont. (1946).)

§ 785.35 Home to work; ordinary situation.

An employee who travels from home before his regular workday and returns to his home at the end of the workday is engaged in ordinary home to work travel which is a normal incident of employment. This is true whether he works at a fixed location or at different job sites. Normal travel from home to work is not work time.

§ 785.36 Home to work in emergency situations.

There may be instances when travel from home to work is overtime. For example, if an employee who has gone home after completing his day's work is subsequently called out at

night to travel a substantial distance to perform an emergency job for one of his employer's customers all time spent on such travel is working time. The Divisions are taking no position on whether travel to the job and back home by an employee who receives an emergency call outside of his regular hours to report back to his regular place of business to do a job is working time.

§ 785.37 Home to work on special one-day assignment in another city.

A problem arises when an employee who regularly works at a fixed location in one city is given a special 1-day work assignment in another city. For example, an employee who works in Washington, DC, with regular working hours from 9 a.m. to 5 p.m. may be given a special assignment in New York City, with instructions to leave Washington at 8 a.m. He arrives in New York at 12 noon, ready for work. The special assignment is completed at 3 p.m., and the employee arrives back in Washington at 7 p.m. Such travel cannot be regarded as ordinary home-to-work travel occasioned merely by the fact of employment. It was performed for the employer's benefit and at his special request to meet the needs of the particular and unusual assignment. It would thus qualify as an integral part of the "principal" activity which the employee was hired to perform on the workday in question; it is like travel involved in an emergency call (described in § 785.36), or like travel that is all in the day's work (see § 785.38). All the time involved, however, need not be counted. Since, except for the special assignment, the employee would have had to report to his regular work site, the travel between his home and the railroad depot may be deducted, it being in the "home-to-work" category. Also, of course, the usual meal time would be deductible.

§ 785.38 Travel that is all in the day's work.

Time spent by an employee in travel as part of his principal activity, such as travel from job site to job site during the workday, must be counted as hours worked. Where an employee is required to report at a meeting place to receive instructions or to perform other work there, or to pick up and to carry tools, the travel from the designated place to the work place is part of the day's work, and must be counted as hours worked regardless of contract, custom, or practice. If an employee normally finishes his work on the premises at 5 p.m. and is sent to another job which he finishes at 8 p.m. and is required to return to his employer's premises arriving at 9 p.m., all of the time is working time. However, if the employee goes home instead of returning to his employer's premises, the travel after 8 p.m. is home-to-work travel and is not hours worked. (*Walling v. Mid-Continent Pipe Line Co.*, 143 F. 2d 308 (C. A. 10, 1944))

§ 785.39 Travel away from home community.

Travel that keeps an employee away from home overnight is travel away from home. Travel away from home is clearly work time when it cuts across the employee's workday. The employee is simply substituting travel for other duties. The time is not only hours worked on regular working days during normal working hours but also during the corresponding hours on nonworking days. Thus, if an employee regularly works from 9 a.m. to 5 p.m. from Monday through Friday the travel time during these hours is work time on Saturday and Sunday as well as on the other days. Regular meal period time is not counted. As an

enforcement policy the Divisions will not consider as work time that time spent in travel away from home outside of regular working hours as a passenger on an airplane, train, boat, bus, or automobile.

§ 785.40 When private automobile is used in travel away from home community.

If an employee is offered public transportation but requests permission to drive his car instead, the employer may count as hours worked either the time spent driving the car or the time he would have had to count as hours worked during working hours if the employee had used the public conveyance.

§ 785.41 Work performed while traveling.

Any work which an employee is required to perform while traveling must, of course, be counted as hours worked. An employee who drives a truck, bus, automobile, boat or airplane, or an employee who is required to ride therein as an assistant or helper, is working while riding, except during bona fide meal periods or when he is permitted to sleep in adequate facilities furnished by the employer.

GENERAL SERVICES ADMINISTRATION

41 CFR Chapter 301

[FTR Amendment 75--1998 Edition]
RIN 3090-AG86

**Federal Travel Regulation; General and Temporary Duty (TDY) Travel Allowances
(Maximum Per Diem Rates)**

AGENCY: Office of Governmentwide Policy, GSA.

ACTION: Final rule; correction.

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SUMMARY: This document corrects entries listed in the prescribed maximum per diem rates for locations within the continental United States (CONUS) contained in a final rule appearing in the Federal Register of Wednesday, December 2, 1998 (63 FR 66674). For the convenience of the reader, the entire Appendix A is being reprinted.

EFFECTIVE DATE: January 1, 1999.

FOR FURTHER INFORMATION CONTACT: Jim Harte, telephone (202) 501-1538.

SUPPLEMENTARY INFORMATION: In rule document 98-32091 beginning at 63 FR 66674 in the issue of Tuesday, December 2, 1998, Appendix A to Chapter 301 is corrected to read as follows:

Appendix A To Chapter 301 [Corrected]

Appendix A To Chapter 301--Prescribed Maximum Per Diem Rates for CONUS

The maximum rates listed below are prescribed under part 301-11 of this chapter for reimbursement of per diem expenses incurred during official travel within CONUS (the continental United States). The amount shown in column (a) is the maximum that will be reimbursed for lodging expenses excluding taxes. The M&IE rate shown in column (b) is a fixed amount allowed for meals and incidental expenses covered by per diem. The per diem payment calculated in accordance with part 301-11 of this chapter for lodging expenses plus the M&IE rate may not exceed the maximum per diem rate shown in column (c). Seasonal rates apply during the periods indicated. It is the policy of the Government, as reflected in the Hotel Motel Fire Safety Act of 1990 (Pub. L. 101-391, September 25, 1990 as amended by Pub. L. 105-85, November 18, 1997), referred to as "the Act" in this paragraph, to save lives and protect property by promoting fire safety in hotels, motels, and all places of public accommodation affecting commerce. In furtherance of the Act's goals, employees are encouraged to stay in a facility which is fire-safe, i.e., an approved

Flagstaff	All points in Coconino County not covered under Grand Canyon per diem area.			
(April 1-October 31)		67	34	101
(November 1-March 31)		50	34	84
Grand Canyon	All points in the Grand Canyon National Park and Kaibab National Forest within Coconino County.	94	42	136
Kayenta	Navajo			
(June 1-September 30)		92	30	122
(October 1-May 31)		50	30	80
Phoenix	Maricopa (except Scottsdale).			
(January 1-April 30)		106	38	144
(May 1-August 31)		62	38	100
(September 1-December 31)	86	38	124	
Prescott	Yavapai	50	38	88
Scottsdale	City limits of Scottsdale (see Maricopa County).			
(January 1-April 30)		107	42	149
(May 1-August 31)		56	42	98
(September 1-December 31)	79	42	121	
Tucson	Pima County; Davis-Monthan AFB.			
(January 1-May 31)		79	38	117
(June 1-December 31)		58	38	96
Yuma	Yuma	52	34	86
ARKANSAS				
Little Rock	Pulaski	55	34	89
CALIFORNIA				
Barstow	City limits of Barstow	58	34	92
Bridgeport	Mono (except Mammoth Lakes)			
(April 1-October 31)		66	42	108
(November 1-March 31)		53	42	95
Clearlake	Lake			
(April 1-September 30)		59	38	97
(October 1-March 31)		50	38	88
Contra Costa County	Contra Costa County	69	42	111
Death Valley	Inyo	85	46	131
Eureka	Humboldt			
(May 1-September 30)		59	38	97
(October 1-April 30)		50	38	88
Fresno	Fresno	53	38	91
Gualala	City limits of Gualala (see Mendocino County).	114	38	152
Kern County	Kern County	59	38	97

Los Angeles	Los Angeles; Edwards AFB; Naval Weapons Center and Ordnance Test Station, China Lake.	95	46	141
Madera	Madera (except Oakhurst)	50	34	84
Mammoth Lakes	City limits of Mammoth Lakes (see Mono County).			
(November 1-April 30)		85	46	131
(May 1-October 31)		62	46	108
Marin County	Marin County	82	42	124
Merced	Merced	58	38	96
Modesto	Stanislaus	58	34	92
Monterey	Monterey			
(June 1-October 31)		94	42	136
(November 1-May 31)		71	42	113
Napa	Napa			
(April 1-October 31)		98	42	140
(November 1-March 31)		75	42	117
Oakhurst	City limits of Oakhurst (except Madera).	76	38	114
Oakland	Alameda	93	38	131
Ontario	San Bernardino (except Barstow).	55	38	93
Orange County	Orange County	75	46	121
Palm Springs	Riverside			
(January 1-May 31)		73	42	115
(June 1-August 31)		50	42	92
(September 1-December 31)	55	42	97	
Palo Alto	City limits of Palo Alto (see Santa Clara County).	115	42	157
Point Arena	Mendocino (except Gualala).	100	38	138
Redding	Shasta	52	38	90
Redwood City	City limits of Redwood City (see San Mateo County).	94	42	136
Sacramento	Sacramento	79	42	121
San Diego	San Diego	89	46	135
San Francisco	San Francisco	129	46	175
San Jose	Santa Clara (except Palo Alto and Sunnyvale).	99	46	145
San Luis Obispo	San Luis Obispo	54	38	92
San Mateo	San Mateo (except Redwood City).	74	42	116
Santa Barbara	Santa Barbara			
(June 1-September 30)		110	38	148
(October 1-May 31)		92	38	130
Santa Cruz	Santa Cruz			
(June 1-September 30)		75	42	117
(October 1-May 31)		55	42	97

Santa Rosa	Sonoma	67	42	109
South Lake Tahoe	El Dorado (see also Stateline, NV).	108	42	150
Stockton	San Joaquin	50	38	88
Sunnyvale	City limits of Sunnyvale (see Santa Clara County).	116	42	158
Tahoe City	Placer	86	42	128
Ventura County	Ventura County	99	38	137
Victorville	City limits of Victorville.	60	34	94
Visalia	Tulare	58	38	96
West Sacramento	Yolo	64	30	94
Yosemite Nat'l Park (April 1-October 31)	Mariposa	189	46	235
(November 1-March 31)		79	46	125
COLORADO				
Adams County	Adams County	60	38	98
Arapahoe County	Arapahoe County	83	38	121
Aspen	Pitkin			
(January 1-March 31)		163	46	209
(April 1-May 31)		68	46	114
(June 1-December 31)		140	46	186
Boulder	Boulder			
(May 1-October 31)		74	42	116
(November 1-April 30)		64	42	106
Colorado Springs	El Paso			
(May 1-October 31)		73	38	111
(November 1-April 30)		58	38	96
Cortez	Montezuma			
(June 1-September 30)		64	34	98
(October 1-May 31)		50	34	84
Denver	Denver	80	42	122
Durango	La Plata			
(June 1-October 31)		84	38	122
(November 1-May 31)		54	38	92
Fort Collins	Larimer (except Loveland)			
(May 1-September 30)		53	34	87
(October 1-April 30)		50	34	84
Glenwood Springs	Garfield	50	38	88
Gunnison	Gunnison			
(June 1-September 30)		69	34	103
(October 1-May 31)		50	34	84
Jefferson County	Jefferson County	61	34	95
Loveland	City limits of Loveland (see Larimer County).			
(April 1-September 30)		65	30	95
(October 1-March 31)		55	30	85

Montrose (June 1-September 30)	Montrose	59	34	93
(October 1-May 31)		50	34	84
Pueblo (June 1-September 30)	Pueblo	75	34	109
(October 1-May 31)		67	34	101
Silverthorne/Keystone (January 1-April 30)	Summit	81	38	119
(May 1-December 31)		62	38	100
Steamboat Springs (December 1-March 31)	Routt	59	38	97
(April 1-November 30)		50	38	88
Telluride (November 1-March 31)	San Miguel	117	46	163
(April 1-October 31)		75	46	121
Trinidad (June 1-October 31)	Las Animas	62	30	92
(November 1-May 31)		50	30	80
Vail (November 1-March 31)	Eagle	183	46	229
(April 1-May 31)		104	46	150
(June 1-October 31)		106	46	152
CONNECTICUT				
Bridgeport	City limits of Bridgeport (see Fairfield County).	85	34	119
Danbury	Fairfield (except Bridgeport).	77	38	115
Groton	New London (except New London).	65	30	95
Hartford	Hartford	85	42	127
Lakeville	Litchfield (except Salisbury).	85	38	123
Middlesex County	Middlesex County	50	34	84
New Haven	New Haven	70	38	108
New London	City limits of New London (see New London County).	93	34	127
Putnam/Danielson	Windham	56	30	86
Salisbury	City limits of Salisbury (see Litchfield County).	95	46	141
Vernon	Tolland	56	34	90
DELAWARE				
Dover	Kent	64	34	98
Lewes (June 1-August 31)	Sussex	73	42	115
(September 1-May 31)		50	42	92

Wilmington	New Castle	93	34	127
DISTRICT OF COLUMBIA				
Washington, DC	District of Columbia	115	46	161
FLORIDA				
Altamonte Springs	Seminole	71	38	109
Boca Raton	City limits of Boca Raton (see Palm Beach County).			
(January 1-April 30)		105	38	143
(May 1-December 31)		69	38	107
Bradenton	Manatee			
(January 1-May 31)		52	34	86
(June 1-December 31)		50	34	84
Cocoa Beach	Brevard	77	34	111
Daytona Beach	Volusia			
(February 1-August 31)		64	38	102
(September 1-January 31)		54	38	92
Delray Beach	City limits of Delray Beach (see Palm Beach County).			
(November 1-March 31)		239	42	281
(April 1-October 31)		67	42	109
Fort Lauderdale	Broward			
(December 1-April 30)		99	42	141
(May 1-November 30)		63	42	105
Fort Myers	Lee			
(January 1-April 30)		89	42	131
(May 1-December 31)		50	42	92
Fort Walton Beach	Okaloosa			
(May 1-August 31)		61	38	99
(September 1-April 30)		68	38	106
Gainesville	Alachua	61	34	95
Gulf Breeze	Santa Rosa	61	38	99
Jacksonville	Duval County; Naval Station Mayport.	63	34	97
Jupiter	City limits of Jupiter (see Palm Beach County).			
(January 1-April 30)		126	34	160
(May 1-December 31)		59	34	93
Key West	Monroe			
(December 1-April 30)		143	46	189
(May 1-November 30)		95	46	141
Kissimmee	Osceola			
(February 1-April 30)		65	34	99
(May 1-January 31)		50	34	84
Lakeland	Polk			
(January 1-April 30)		55	34	89

(May 1-December 31)		50	34	84
Miami	Dade			
(January 1-April 30)		75	42	117
(May 1-December 31)		71	42	113
Naples	Collier			
(December 1-April 30)		94	38	132
(May 1-November 30)		53	38	91
Orlando	Orange	75	42	117
Palm Beach	City limits of Palm Beach (see Palm Beach County).			
(January 1-April 30)		116	46	162
(May 1-December 31)		79	46	125
Palm Beach Gardens	City limits of Palm Beach Gardens.	69	38	107
Palm Beach Shores	Palm Beach (except Jupiter, Palm Beach, Delray Beach, West Palm Beach, Boca Raton, and Singer Island).			
(January 1-April 30)		85	38	123
(May 1-December 31)		52	38	90
Panama City	Bay			
(May 1-August 31)		60	38	98
(September 1-April 30)		50	38	88
Pensacola	Escambia	52	34	86
Punta Gorda	Charlotte			
(January 1-April 30)		65	38	103
(May 1-December 31)		50	38	88
St. Augustine	St. Johns			
(February 1-August 31)		58	38	96
(September 1-January 31)		50	38	88
St. Petersburg	Pinellas			
(January 1-April 30)		59	38	97
(May 1-December 31)		50	38	88
Sarasota	Sarasota			
(January 1-May 31)		94	38	132
(June 1-December 31)		53	38	91
Singer Island	Singer Island (except Palm Beach Shores and also see Palm Beach County).			
(January 1-April 30)		121	38	159
(May 1-December 31)		67	38	105
Stuart	Martin			
(January 1-April 30)		62	38	100
(May 1-December 31)		55	38	93
Tallahassee	Leon	52	34	86
Tampa	Hillsborough			
(January 1-April 30)		103	38	141

(May 1-December 31)		81	38	119
Vero Beach	Indian River			
(February 1-April 30)		72	38	110
(May 1-December 31)		50	38	88
West Palm Beach	City limits of West Palm			
Beach	(see Palm Beach County).			
(January 1-April 30)		81	38	119
(May 1-December 31)		55	38	93

GEORGIA

Albany	Dougherty	57	34	91
Athens	Clarke	51	34	85
Atlanta	Fulton	90	38	128
Augusta	Richmond	55	38	93
Cobb County	Cobb County	56	34	90
Columbus	Muscogee	56	34	90
Conyers	Rockdale	65	34	99
DeKalb County	DeKalb County	59	34	93
Gwinnett County	Gwinnett County	84	30	114
Macon	Bibb	51	34	85
Savannah	Chatham	63	38	101
Warner Robins	Houston	50	34	84

IDAHO

Boise	Ada	55	38	93
Coeur d'Alene	Kootenai			
(June 1-September 30)		56	34	90
(October 1-May 31)		50	34	84
Ketchum	Blaine (except Sun Valley).	58	42	100
McCall	Valley	59	38	97
Stanley	Custer	50	38	88
Sun Valley	City limits of Sun Valley			
	(see Blaine County).			
(June 1-September 30)		164	42	206
(April 1-May 31)		124	42	166
(October 1-March 31)		89	42	131

ILLINOIS

Champaign/Urbana	Champaign	50	34	84
Chicago	Cook	104	46	150
DeCatur	Macon	50	34	84
Du Page County	Du Page County	89	38	127
Lake County	Lake County	108	42	150
Peoria	Peoria	50	38	88
Rock Island	Rock Island	59	30	89
Rockford	Winnebago	55	34	89
Springfield	Sangamon	51	38	89

INDIANA

Bloomington/Crane	Monroe and Martin	50	34	84
Carmel	Hamilton	65	38	103
Fort Wayne	Allen	52	34	86
Indianapolis	Marion County; Fort Benjamin Harrison.	70	42	112
Michigan City	La Porte	50	34	84
Muncie	Delaware	50	34	84
Nashville	Brown			
(June 1-October 31)		75	38	113
(November 1-May 31)		50	38	88
South Bend	St. Joseph	58	34	92
Valparaiso/Burlington Beach	Porter	69	34	103

IOWA

Cedar Rapids	Linn	52	34	86
Davenport/Bettendorf	Scott	55	34	89
Des Moines	Polk	67	34	101

KANSAS

Kansas City	Wyandotte (see also Kansas City, MO).	51	30	81
Overland Park	Johnson	78	38	116
Wichita	Sedgwick	58	38	96

KENTUCKY

Covington	Kenton	80	38	118
Florence	Boone	60	34	94
Lexington	Fayette	55	34	89
Louisville	Jefferson	60	38	98

LOUISIANA

Baton Rouge	East Baton Rouge Parish	59	38	97
Bossier City	Bossier Parish	54	34	88
Gonzales	Ascension Parish	55	34	89
Lake Charles	Calcasieu Parish	77	34	111
New Orleans	City limits of New Orleans	88	42	130
Opelouses	St. Landry	55	30	85
Slidell	St. Tammany	55	34	89
St. Francisville	West Feliciana	50	38	88

MAINE

Bangor	Penobscot	56	30	86
Bar Harbor	Hancock			

(July 1-August 31)		139	38	177
(September 1-June 30)		119	38	157
Bath	Sagadahoc			
(June 1-September 30)		57	34	91
(October 1-May 31)		50	34	84
Kennebunk	York			
(July 1-August 31)		96	38	134
(September 1-June 30)		65	38	103
Kittery	Portsmouth Naval Shipyard (see York County).			
(May 1-October 31)		70	34	104
(November 1-April 30)		50	34	84
Portland	Cumberland			
(July 1-October 31)		82	38	120
(November 1-June 30)		58	38	96
Rockport	Knox			
(July 1-August 31)		90	42	132
(September 1-June 30)		55	42	97
Wiscasset	Lincoln	59	38	97

MARYLAND

Annapolis	Anne Arundel	90	42	132
Baltimore	Baltimore	110	42	152
Columbia	Howard	89	42	131
Easton	Talbot	69	34	103
Frederick	Frederick	53	38	91
Grasonville	Queen Annes	56	38	94
Hagerstown	Washington	56	34	90
Harford County	Harford County	55	38	93
Lexington Park/ Leonardtwn/Lusby	St. Mary's	59	34	93
Montgomery County	Montgomery County	115	38	153
Ocean City	Worcester			
(April 1-August 31)		129	46	175
(September 1-March 31)		52	46	98
Prince Georges County	Prince Georges County	109	38	147
Salisbury	Wicomico	55	34	89
St. Michaels	City limits of St. Michaels	100	42	142

MASSACHUSETTS

Andover	Essex	83	38	121
Boston	Suffolk	105	46	151
Cambridge	City limits of Cambridge (see Middlesex County).	105	46	151
Falmouth	City limits of Falmouth	105	38	143
Greenfield	Franklin			
(May 1-October 31)		55	30	85

(November 1-April 30)		50	30	80
Hyannis	Barnstable			
(July 1-September 30)		94	38	132
(October 1-June 30)		72	38	110
Lowell	Middlesex (except Cambridge).	89	34	123
Martha's Vineyard	Dukes			
(June 1-September 30)		159	46	205
(October 1-May 31)		92	46	138
Nantucket	Nantucket			
(June 1-September 30)		90	46	136
(October 1-May 31)		85	46	131
New Bedford	City limits of New Bedford (see Bristol County).	65	34	99
Northampton	Hampshire	68	34	102
Pittsfield	Berkshire	56	38	94
Plymouth	Plymouth			
(June 1-October 31)		87	34	121
(November 1-May 31)		56	34	90
Quincy	Norfolk	74	38	112
Springfield	Hampden	61	34	95
Taunton	Bristol (except New Bedford).	58	30	88
Worcester	Worcester	79	34	113
MICHIGAN				
Ann Arbor	Washtenaw	70	38	108
Auburn	Bay	59	38	97
Charlevoix	Charlevoix			
(July 1-September 30)		125	38	163
(October 1-June 30)		56	38	94
Detroit	Wayne	77	46	123
East Lansing	City limits of East Lansing (see Ingham County).	72	38	110
Flint	Genesee	50	34	84
Frankfort	Benzie			
(June 1-September 30)		95	34	129
(October 1-May 31)		63	34	97
Gaylord	Otsego	55	38	93
Grand Rapids	Kent	59	34	93
Grayling	Crawford			
(April 1-November 30)		59	34	93
(December 1-March 31)		50	34	84
Holland	Ottawa			
(May 1-September 30)		72	34	106
(October 1-April 30)		64	34	98
Lansing	Ingham (except East Lansing).	56	34	90
Leland	Leelanau			
(June 1-August 31)		75	34	109

(September 1-May 31)		60	34	94
Mackinac Island	Mackinac	140	46	186
Manistee	Manistee			
(June 1-September 30)		62	30	92
(October 1-May 31)		50	30	80
Midland	Midland	59	34	93
Mount Pleasant	Isabella	71	34	105
Petoskey	Emmet	65	38	103
Pontiac	City limits of Pontiac (see Oakland County).	93	34	127
Sault Ste Marie	Chippewa	65	34	99
South Haven	Van Buren	50	34	84
Traverse City	Grand Traverse			
(June 1-September 30)		97	42	139
(October 1-May 31)		60	42	102
Troy	Oakland (except Pontiac)	84	38	122
Warren	Macomb	62	34	96
MINNESOTA				
Anoka County	Anoka County	50	34	84
Dakota County	Dakota County	52	34	86
Duluth	St. Louis	58	42	100
Minneapolis	Hennepin County and Fort Snelling Military Reservation and Navy Astronautics Group (Detachment BRAVO), Rosemount.	85	46	131
Rochester	Olmsted	69	34	103
St. Paul	Ramsey	64	38	102
MISSISSIPPI				
Bay St. Louis	Hancock	68	38	106
Biloxi	City limits of Biloxi (see Harrison County).	72	38	110
Gulfport	Harrison (except Biloxi)			
(May 1-August 31)		60	34	94
(September 1-April 30)		53	34	87
Jackson	Hinds	59	34	93
Pascagoula	Jackson	50	34	84
Ridgeland	Madison	51	38	89
Robinsonville	Tunica	55	34	89
Vicksburg	Warren	50	34	84
MISSOURI				
Branson	Taney			
(June 1-September 30)		60	34	94

(October 1-May 31)		50	34	84
Cape Girardeau	Cape Girardeau	51	34	85
Clay County	Clay	82	30	112
Hannibal	Marion			
(June 1-September 30)		54	30	84
(October 1-May 31)		50	30	80
Jefferson City	Cole	52	34	86
Kansas City	Jackson			
	(see also Kansas City, KS).	85	42	127
Lake Ozark	Camden	50	34	84
Osage Beach	City limits of Osage Beach			
	(see Camden County).			
(June 1-September 30)		64	34	98
(October 1-May 31)		50	34	84
Platte County	Platte County	65	34	99
St. Charles County	St. Charles County	51	34	85
St. Louis	St. Louis	66	46	112
MONTANA				
Polson/Kalispell	Lake/Flathead			
(May 1-September 30)		54	34	88
(October 1-April 30)		50	34	84
West Yellowstone Park	Gallatin			
(May 1-October 31)		64	34	98
(November 1-April 30)		60	34	94
NEBRASKA				
Lincoln	Lancaster	50	34	84
Omaha	Douglas	55	38	93
NEVADA				
Elko	All points in Elko County	52	30	82
	excluding Wendover.			
Incline Village	All points in the Northern			
	Lake Tahoe area within			
	Washoe County.			
(June 1-September 30)		94	38	132
(October 1-May 31)		74	38	112
Las Vegas	Clark County; Nellis AFB	55	38	93
Reno	All points in Washoe County	50	38	88
	not covered under Incline			
	Village per diem locality.			
Stateline	Douglas			
	(see also South Lake Tahoe, CA).	108	42	150
Winnemucca	Humboldt	54	34	88
NEW HAMPSHIRE				

Concord	Merrimack	57	34	91
Conway	Carroll			
(June 1-October 31)		90	38	128
(November 1-May 31)		50	38	88
Durham	Strafford			
(May 1-October 31)		71	30	101
(November 1-April 30)		63	30	93
Hanover	Grafton			
(June 1-October 31)		96	42	138
(November 1-May 31)		59	42	101
Laconia	Belknap			
(June 1-October 31)		65	34	99
(November 1-May 31)		55	34	89
Manchester	Hillsborough	78	34	112
Portsmouth/Newington	Rockingham County; Pease AFB.			
(June 1-October 31)		75	42	117
(November 1-May 31)		59	42	101
Sullivan County	Sullivan County	50	34	84
NEW JERSEY				
Atlantic City	Atlantic			
(July 1-August 31)		98	42	140
(September 1-November 30)		42	118	
(December 1-April 30)		65	42	107
(May 1-June 30)		79	42	121
Bergen County	Bergen County	94	38	132
Cape May	Cape May (except Ocean City).			
(June 1-September 30)		132	42	174
(October 1-May 31)		80	42	122
Cherry Hill/Camden/Moorestown				
Camden/ Burlington		74	42	116
Eatontown	Monmouth County; Fort Monmouth.	84	38	122
Edison	Middlesex (except Piscataway).	61	34	95
Flemington	Hunterdon	74	34	108
Freehold	City limits of Freehold.			
(May 1-September 30)		95	34	129
(October 1-April 30)		75	34	109
Hudson County	Hudson County	99	38	137
Millville	Cumberland	51	38	89
Newark	Essex	94	42	136
Ocean City	City limits of Ocean City (see Cape May County).			
(June 1-August 31)		215	38	253
(September 1-May 31)		80	38	118
Parisippany/Dover	Morris County; Picatinny	80	38	118

	Arsenal.			
Passaic County	Passaic County	95	38	133
Piscataway	City limits of Piscataway	129	38	167
Princeton	City limits of Princeton (see Mercer County).	107	42	149
Trenton	Mercer (except Princeton).	84	38	122
Union County	Union County	125	38	163
NEW MEXICO				
Albuquerque	Bernalillo	60	38	98
Cloudcroft	Otero	74	30	104
Los Alamos	Los Alamos	71	34	105
Santa Fe	Santa Fe			
(May 1-October 31)		85	46	131
(November 1-April 30)		78	46	124
Taos	Taos	63	34	97
NEW YORK				
Albany	Albany	68	42	110
Batavia	Genesee	57	34	91
Binghamton	Broome	50	38	88
The Bronx	The Bronx	159	46	205
Brooklyn	Brooklyn	159	46	205
Buffalo	Erie	78	42	120
Corning	Steuben	54	38	92
Elmira	Chemung	50	34	84
Glens Falls	Warren			
(June 1-October 31)		74	34	108
(November 1-May 31)		50	34	84
Great Neck	The part of Nassau County defined as the North Shore (up to and including Great Neck to the West and Oyster Bay to the East).	190	42	232
Ithaca	Tompkins	50	34	84
Kingston	Ulster	51	38	89
Lake Placid	Essex			
(June 1-October 31)		80	38	118
(November 1-May 31)		59	38	97
Manhattan	Manhattan	195	46	241
Nassau County	Nassau County	70	38	108
Niagara Falls	Niagara			
(June 1-October 31)		65	34	99
(November 1-May 31)		55	34	89
Nyack/Palisades	Rockland	62	38	100
Owego	Tioga	63	30	93
Plattsburgh	Clinton	50	34	84

Poughkeepsie	Dutchess	74	38	112
Queens Borough	Queens	159	46	205
Rochester	Monroe	55	42	97
Saratoga Springs	Saratoga			
(August 1-August 31)		147	38	185
(September 1-March 31)		50	38	88
(April 1-July 31)		71	38	109
Schenectady	Schenectady	55	34	89
Staten Island Borough	Richmond	94	42	136
Suffolk County	Suffolk	68	38	106
Tarrytown	Westchester (except White Plains).	114	42	156
Utica	Oneida	51	34	85
Waterloo/Romulus	Seneca	89	34	123
Watkins Glen	Schuyler			
(May 1-October 31)		60	34	94
(November 1-April 30)		50	34	84
West Point	Orange	121	34	155
White Plains	City limits of White Plains (see Westchester County).	165	42	207

NORTH CAROLINA

Asheville	Buncombe			
(June 1-October 31)		56	34	90
(November 1-May 31)		50	34	84
Chapel Hill	Orange	69	38	107
Charlotte	Mecklenburg	69	38	107
Durham	Durham	69	42	111
Fayetteville	Cumberland	55	34	89
Greensboro	Guilford	60	38	98
Kill Devil	Dare			
(May 1-August 31)		125	38	163
(September 1-October 31)		68	38	106
(November 1-February 28)		50	38	88
(March 1-April 30)		72	38	110
New Bern	Craven	71	34	105
Raleigh	Wake	74	38	112
Research Triangle Park	City limits of Research Triangle Park.	85	38	123
Wilmington	New Hanover			
(March 1-September 30)		60	34	94
(October 1-February 28)		53	34	87
Winston-Salem	Forsyth	64	38	102

NORTH DAKOTA (See footnote 5)

OHIO

Akron	Summit	56	38	94
Bellevue	Huron			
(June 1-August 31)		55	30	85
(September 1-May 31)		50	30	80
Cambridge	Guernsey			
(April 1-October 31)		60	34	94
(November 1-March 31)		50	34	84
Canton	Stark	55	34	89
Cincinnati	Hamilton	69	46	115
Cleveland	Cuyahoga	85	42	127
Columbus	Franklin	70	38	108
Dayton	Montgomery, Wright-Patterson AFB.	54	38	92
Elyria	Lorain			
(May 1-September 30)		67	34	101
(October 1-April 30)		50	34	84
Fairborn	Greene	66	34	100
Geneva/Hamilton	Ashtabula/Butler	58	34	92
Lancaster	Fairfield	60	34	94
Port Clinton/Oak Harbor	Ottawa			
(June 1-August 31)		80	34	114
(September 1-May 31)		50	34	84
Portsmouth	Scioto	50	34	84
Sandusky	Erie			
(May 1-September 30)		83	38	121
(October 1-April 30)		53	38	91
Springfield	Clark	50	34	84
Toledo	Lucas	50	38	88
Warren County	Warren County	59	30	89
OKLAHOMA				
Oklahoma City	Oklahoma	59	38	97
Tulsa	Tulsa/Osage	50	38	88
OREGON				
Ashland	Jackson	59	42	101
Beaverton	Washington	69	38	107
Bend	Deschutes	59	38	97
Clackamas	Clackamas	59	34	93
Coos Bay	Coos	51	34	85
Crater Lake	City limits of Crater Lake (see also Klamath County).	74	38	112
Eugene	Lane (except Florence).	64	38	102
Florence	City limits of Florence (see Lane County).	87	34	121
Gold Beach	Curry			

(June 1-September 30)		65	34	99
(October 1-May 31)		50	34	84
Klamath Falls	Klamath (except Crater Lake).	54	30	84
Lincoln City/Newport	Lincoln			
(July 1-September 30)		80	34	114
(October 1-June 30)		69	34	103
Portland	Multnomah	72	38	110
Salem	Marion	53	34	87
Seaside	Clatsop			
(May 1-September 30)		85	34	119
(October 1-April 30)		60	34	94
PENNSYLVANIA				
Allentown	Lehigh	59	38	97
Chester/Radnor/Essington	Delaware (except Wayne).	69	34	103
Easton	Northampton	59	34	93
Erie	Erie			
(May 1-September 30)		65	30	95
(October 1-April 30)		50	30	80
Gettysburg	Adams			
(May 1-October 31)		82	34	116
(November 1-April 30)		53	34	87
Harrisburg	Dauphin (except Hershey).	56	42	98
Hershey	City limits of Hershey (see Dauphin County).			
(May 1-October 31)		125	42	167
(November 1-April 30)		53	42	95
King Prussia/Ft. Washington	Montgomery County, except Bala Cynwyd (see also Philadelphia, PA).	84	42	126
Lancaster	Lancaster	65	38	103
Malvern/Downington/ Valley Forge.	Chester	100	38	138
Mechanicsburg	Cumberland			
(May 1-October 31)		79	34	113
(November 1-April 30)		65	34	99
Philadelphia	Philadelphia County; city of Bala Cynwyd in Montgomery County.	113	46	159
Pittsburgh	Allegheny	79	46	125
Reading	Berks	57	38	95
Scranton	Lackawanna	60	30	90
Warminster	Bucks County; Naval Air Development Center.	75	42	117
Wayne	City limits of Wayne (see also Delaware County).	95	42	137

RHODE ISLAND

Block Island	Block Island only	94	42	136
East Greenwich	Kent County; Naval Construction Battalion Center, Davisville.	69	38	107
Newport (June 1-September 30)	Newport	111	42	153
(October 1-May 31)		77	42	119
North Kingstown (June 1-September 30)	Washington, (except Block, Island).	60	30	90
(October 1-May 31)		50	30	80
Providence	Providence	79	42	121

SOUTH CAROLINA

Charleston	Charleston	64	42	106
Columbia	Richland	50	38	88
Greenville	Greenville	62	38	100
Hilton Head (March 1-August 31)	Beaufort	110	42	152
(September 1-February 28)		63	42	105
Myrtle Beach (June 1-September 30)	Horry County; Myrtle Beach AFB.	114	42	156
(October 1-May 31)		50	42	92
Spartanburg	Spartanburg	50	34	84

SOUTH DAKOTA

Custer (June 1-August 31)	Custer	69	34	103
(September 1-May 31)		50	34	84
Hot Springs (June 1-August 31)	Fall River	85	30	115
(September 1-May 31)		50	30	80
Rapid City (June 1-August 31)	Pennington	72	34	106
(September 1-May 31)		50	34	84

TENNESSEE

Chattanooga	Hamilton	50	34	84
Gatlinburg	Sevier	70	38	108
Knoxville	Knox	50	38	88
Memphis	Shelby	79	38	117
Nashville	Davidson	72	42	114
Townsend	Blount	70	34	104

TEXAS

Arlington	Tarrant	76	34	110
Austin	Travis	80	38	118
Brownsville	Cameron	50	34	84
College Station	Brazos	55	34	89
Corpus Christi	Nueces	56	38	94
Dallas	Dallas	89	46	135
Eagle Pass	Maverick	54	30	84
El Paso	El Paso	78	38	116
Fort Davis	Jeff Davis	65	30	95
Fort Worth	City limits of Fort Worth.	94	38	132
Galveston	Galveston			
(May 1-August 31)		56	42	98
(September 1-April 30)		50	42	92
Houston	Harris County; L.B. Johnson Space Center and Ellington AFB.	72	42	114
Killeen	Bell	52	30	82
Laredo	Webb	50	34	84
Lubbock	Lubbock	53	34	87
McAllen	Hidalgo	80	34	114
Odessa	Ector	55	34	89
Plano	Collin	55	34	89
San Antonio	Bexar	91	42	133
South Padre Island	Cameron			
(March 1-August 31)		58	38	96
(September 1-February 28)		50	38	88
Tyler	Smith	51	34	85
Victoria	Victoria	53	30	83
UTAH				
Bullfrog	Garfield			
(April 1-October 31)		104	30	134
(November 1-March 31)		73	30	103
Cedar City	Iron			
(June 1-August 31)		71	34	105
(September 1-May 31)		59	34	93
Davis County	Davis County	63	34	97
Moab	Grand	70	34	104
Ogden	Weber	54	34	88
Park City	Summit			
(December 1-March 31)		155	46	201
(April 1-November 30)		84	46	130
Provo	Utah	57	38	95
Salt Lake City	Salt Lake and Dugway Proving Ground and Tooele Army Depot.	76	42	118

VERMONT

Burlington/St. Albans	Chittenden and Franklin.	82	38	120
Manchester	Bennington	95	42	137
Middlebury	Addison			
(May 1-October 31)		93	38	131
(November 1-April 30)		90	38	128
Rutland	Rutland			
(December 1-March 31)		64	34	98
(April 1-November 30)		50	34	84
White River Junction	Windsor			
(July 1-October 31)		74	34	108
(November 1-June 30)		60	34	94
VIRGINIA				
Alexandria*		126	42	168
Arlington	Arlington	115	42	157
Blacksburg	Montgomery	54	34	88
Charlottesville*		52	42	94
Chesterfield County	Chesterfield County	63	38	101
Loudoun County	Loudoun	75	38	113
Lynchburg*		62	38	100
Manassas	Prince William County (except Woodbridge).	62	34	96
Fairfax County	Fairfax County (includes the cities of Falls Church and Fairfax).	118	42	160
Richmond*	Henrico, also Defense Supply Center.	76	38	114
Roanoke*		50	34	84
Shenandoah County	Shenandoah County	50	34	84
Virginia Beach*	Virginia Beach (also Norfolk, Portsmouth and Chesapeake)*.			
(June 1-August 31)		97	38	135
(September 1-May 31)		54	38	92
Wallops Island	Accomack			
(June 1-September 30)		77	34	111
(October 1-May 31)		54	34	88
Williamsburg*	Williamsburg (also Hampton, Newport News, York County, Naval Weapons Station, Yorktown)*.			
(June 1-October 31)		91	38	129
(November 1-May 31)		59	38	97
Wintergreen	Nelson			
(June 1-October 31)		110	46	156
(November 1-May 31)		95	46	141
Woodbridge	City limits of Woodbridge.	67	38	105

*Denotes independent cities.

WASHINGTON

Anacortes	Skagit	74	38	112
Bellingham	Whatcom	50	34	84
Bremerton	Kitsap	61	34	95
Everett	Snohomish (except Lynnwood)	59	38	97
Friday Harbor	San Juan			
(June 1-September 30)		82	42	124
(October 1-May 31)		59	42	101
Island County	Island County	84	34	118
Lynnwood	City limits of Lynnwood (see Snohomish County).	79	34	113
Ocean Shores	Grays Harbor			
(April 1-September 30)		82	38	120
(October 1-March 31)		72	38	110
Olympia/Tumwater	Thurston	58	38	96
Port Angeles	City limits of Port Angeles (see Clallam County).			
(June 1-September 30)		65	38	103
(October 1-May 31)		54	38	92
Port Townsend	Jefferson	65	34	99
Seattle	King	104	46	150
Sequim	Clallam (except Port Angeles).			
(May 1-September 30)		59	34	93
(October 1-April 30)		50	34	84
Spokane	Spokane	61	38	99
Tacoma	Pierce	54	38	92
Vancouver	Clark	55	38	93

WEST VIRGINIA

Berkeley Springs	Morgan	69	34	103
Charleston	Kanawha	77	38	115
Harpers Ferry	Jefferson	50	34	84
Morgantown	Monongalia	64	34	98
Parkersburg	Wood	52	34	86
Wheeling	Ohio	55	34	89

WISCONSIN

Brookfield	Waukesha	66	38	104
Eau Claire	Eau Claire	52	34	86
Green Bay	Brown	54	34	88
Kenosha	Kenosha	52	30	82
La Crosse	La Crosse	52	30	82
Lake Geneva	Walworth	86	38	124
Madison	Dane	59	38	97

Milwaukee	Milwaukee	72	42	114
Minocqua/Rhineland	Oneida	52	38	90
Oshkosh	Winnebago	56	34	90
Sturgeon Bay	Door			
(July 1-August 31)		73	34	107
(September 1-June 30)		50	34	84
Wisconsin Dells	Columbia			
(June 1-September 30)		71	38	109
(October 1-May 31)		50	38	88
WYOMING				
Cody	Park			
(June 1-September 30)		79	30	109
(October 1-May 31)		50	30	80
Jackson	Teton			
(June 1-September 30)		88	42	130
(October 1-May 31)		59	42	101
Thermopolis	Hot Springs			
(June 1-August 31)		54	30	84
(September 1-May 31)		50	30	80

{1} Unless otherwise specified, the per diem locality is defined as “all locations within, or entirely surrounded by, the corporate limits of the key city, including independent entities located within those boundaries.”

{2} Per diem localities with county definitions shall include “all locations within, or entirely surrounded by, the corporate limits of the key city as well as the boundaries of the listed counties, including independent entities located within the boundaries of the key city and the listed counties (unless otherwise listed separately).”

{3} When a military installation or Government-related facility (whether or not specifically named) is located partially within more than one city or county boundary, the applicable per diem rate for the entire installation or facility is the higher of the two rates which apply to the cities and/or counties, even though part(s) of such activities may be located outside the defined per diem locality.

{4} Federal agencies may submit a request to GSA for review of the costs covered by per diem in a particular city or area where the standard CONUS rate applies when travel to that location is repetitive or on a continuing basis and travelers' experiences indicate that the prescribed rate is inadequate. Other per diem localities listed in this appendix will be reviewed on an annual basis by GSA to determine whether rates are adequate. Requests for per diem rate adjustments shall be submitted by the agency headquarters office to the General Services Administration, Office of Governmentwide Policy, Attn: Travel and Transportation Management Policy Division (MTT), Washington, DC 20405. Agencies should designate an individual responsible for reviewing, coordinating, and submitting to GSA any requests from bureaus or subagencies. Requests for rate adjustments shall include a city designation, a description of the surrounding location involved (county or other

defined area), and a recommended rate supported by a statement explaining the circumstances that cause the existing rate to be inadequate. The request also must contain an estimate of the annual number of trips to the location, the average duration of such trips, and the primary purpose of travel to the location. Agencies should submit their requests to GSA no later than May 1 in order for a city to be included in the annual review.

{5} The standard CONUS rate of \$80 (\$50 for lodging and \$30 for M&IE) applies to all per diem localities in the State of North Dakota.

Note: Recognizing that all locations are incorporated cities, the term “city limits” has been used as a general phrase to denote the commonly recognized local boundaries of the location cited.

Dated: January 21, 1999.

William T. Rivers,

Acting Director, Travel and Transportation Management Policy Division. [FR Doc. 99-3085
Filed 2-9-99; 8:45 am]

BILLING CODE 6820-34-P

The Contents entry for this article reads as follows:

Federal Travel Regulation; General and Temporary Duty (TDY) Travel Allowances
(Maximum Per Diem Rates), 6550

41 CFR Part 301-10

[FTR Amendment 73]
RIN 3090-AG75

Federal Travel Regulation; Privately Owned Vehicle Mileage Reimbursement

AGENCY: Office of Governmentwide Policy, GSA.

ACTION: Final rule.

<

SUMMARY: This final rule increases the mileage reimbursement rates for use of a privately owned vehicle (POV) on official travel to reflect current costs of operation as determined in cost studies conducted by the General Services Administration (GSA). The governing regulation is revised to increase the mileage allowance for advantageous use of a privately owned airplane from 85 to 88 cents per mile, the cost of operating a privately owned automobile from 31 to 32.5 cents per mile, and the cost of operating a privately owned motorcycle from 25 to 26 cents per mile.

EFFECTIVE DATE: This final rule is effective September 8, 1998.

FOR FURTHER INFORMATION CONTACT: Devoanna R. Reels, General Services Administration, Travel and Transportation Management Policy Division (MTT), Washington, DC 20405, telephone 202-501-3781.

SUPPLEMENTARY INFORMATION: GSA has determined that this rule is not a significant regulatory action for the purposes of E.O. 12866 of September 30, 1993. This final rule is not required to be published in the Federal Register for notice and comment; therefore, the Regulatory Flexibility Act does not apply. The Paperwork Reduction Act does not apply, because the proposed revisions do not impose recordkeeping or information collection requirements, or the collection of information from offerors, contractors, or members of the public which require the approval of the Office of Management and Budget under 44 U.S.C. 501 et seq. This proposed rule is also exempt from Congressional review prescribed under 5 U.S.C. 801, since it relates solely to agency management and personnel.

List of Subjects in 41 CFR Part 301-10

Government employees, Travel and transportation expenses.

For the reasons set out in the preamble, 41 CFR part 301-10 is amended as follows:

PART 301-10--TRANSPORTATION EXPENSES

1. The authority citation for 41 CFR part 301-10 continues to read as follows:

Authority: 5 U.S.C. 5707; 40 U.S.C. 486(c); 49 U.S.C. 40118.

2. Section 301-10.303 is amended by revising the entries for “ Privately owned airplane,” “Privately owned automobile,” and “Privately owned motorcycle” to read as follows:

Sec. 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 airplane.....	{1} 88.0
Privately owned automobile.....	{1} 32.5
Privately owned motorcycle.....	{1} 26.0
{1} Cents per mile.	

[FR Doc. 98-24019 Filed 9-4-98; 8:45 am]
BILLING CODE 6820-34-P

The Contents entry for this article reads as follows:

Federal travel:
Privately owned vehicle mileage reimbursement, 47438