

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

PART 301-50—ARRANGING FOR TRAVEL SERVICES

Sec.

301-50.1 How should I arrange my travel?

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

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

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§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

Subpart A—General

Sec.

301-51.1 What is the required method of payment for official travel expenses?

301-51.2 What official travel expenses and/or classes of employees are exempt from the mandatory use of the Government contractor-issued travel charge card?

301-51.3 Who in my agency has the authority to grant exemptions from the mandatory use of the Government contractor-issued travel charge card?

301-51.4 If my agency grants an exemption, does that prevent me from using the card on a voluntary basis?

301-51.5 How may I pay for official travel expenses if I receive an exemption from use of the Government contractor-issued travel charge card?

301-51.6 May I use the Government contractor-issued travel charge card for purposes other than those associated with official travel?

301-51.7 What are the consequences of using the Government contractor-issued travel charge card for non-official travel purposes?

Subpart B—Paying for Common Carrier Transportation

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

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

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

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

Subpart C—Receiving Travel Advances

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

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

301-51.202 When must I account for my advance?

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

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