

§ 301-70.702

payment, person, type or class of payments, or type or class of agency personnel if the exemption is determined to be necessary in the interest of the agency.

§ 301-70.702 Must we notify the Administrator of General Services when we grant an exemption?

Yes, you must notify the Administrator of General Services (Attention: MTT), 1800 F Street, NW, Washington, DC 20405, in writing within 30 days after granting the exemption, stating the reasons for the exemption.

§ 301-70.703 If we grant an exemption, does that prevent the employee from using the card on a voluntary basis?

No, an exemption from use would not prevent the employee from using the Government contractor-issued travel charge card for official travel expenses on a voluntary basis in accordance with your policies.

§ 301-70.704 What expenses and/or classes of employees are exempt from the mandatory use of the Government contractor-issued travel charge card?

The Administrator of General Services exempts the following from the mandatory use of the Government contractor-issued travel charge card:

- (a) Expenses incurred at a vendor that does not accept the Government contractor-issued travel charge card;
- (b) Laundry/dry cleaning;
- (c) Parking;
- (d) Local transportation system;
- (e) Taxi;
- (f) Tips;
- (g) Meals (only when use of the card is impractical, *i.e.*, group meals or the Government contractor-issued travel charge card is not accepted);
- (h) Phone calls (when a Government calling card is available for use in accordance with agency policy);
- (i) An employee who has an application pending for the travel charge card;
- (j) Individuals traveling on invitational travel; and
- (k) New appointees.

NOTE TO § 301-70.704: Relocation allowances prescribed in chapter 302 of this title, except

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en-route travel and househunting trip expenses are not covered by this requirement.

[FTR Amdt. 90, 65 FR 3056, Jan. 19, 2000, as amended by FTR Amdt. 92, 65 FR 21366, Apr. 21, 2000]

§ 301-70.705 What methods of payment for official travel expenses may we authorize when an exemption from use of the Government contractor-issued travel charge card is granted?

When you grant an exemption from use of the Government contractor-issued travel charge card, you may authorize one or a combination of the following methods of payment:

- (a) Personal funds, including cash or personal charge card;
- (b) Travel advances; or
- (c) Government Transportation Request (GTR).

NOTE TO § 301-70.705: City pair contractors are not required to accept payment by the methods in paragraph (a) or (b) of this section.

§ 301-70.706 May an employee use the Government contractor-issued travel charge card for purposes other than those associated with official travel?

No, the Government contractor-issued travel charge card may be used only for official travel related expenses.

§ 301-70.707 What are the consequences of using the Government contractor-issued travel charge card for non-official travel purposes?

If one of your employees uses the Government contractor-issued travel charge card for purposes other than official travel, you may take appropriate disciplinary action.

PART 301-71—AGENCY TRAVEL ACCOUNTABILITY REQUIREMENTS

Subpart A—General

Sec.

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

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