

§ 300-2.23 How is the user addressed in the FTR?

The FTR asks questions in the first person, as the user would. It then answers the questions in the second and

third person. In the employee sections, the employee is addressed in the singular, and in the agency sections, the agency is addressed in the plural. The following describes how employee and agency are addressed in both sections:

When you are in the	And you are looking at a	The employee is referred to using	And the agency is referred to using
Employee section	Question	I, me, or my	Agency.
	Answer	You or your	Agency.
Agency section	Question	Employee	We, us, or our.
	Answer	Employee	You or your.

Subpart C—Title and Narrative Format

§ 300-2.70 How is the rule expressed in the title and narrative format?

The rule is in the narrative. The title serves only as a tool to determine the subject of the rule.

PART 300-3—GLOSSARY OF TERMS

AUTHORITY: 5 U.S.C. 5707; 5 U.S.C. 5738; 5 U.S.C. 5741-5742; 20 U.S.C. 905(a); 31 U.S.C. 1353; 40 U.S.C. 486(c); 49 U.S.C. 40118; E.O. 11609, 3 CFR, 1971-1975 Comp., p. 586.

§ 300-3.1 What do the following terms mean?

Actual expense—Payment of authorized actual expenses incurred, up to the limit prescribed by the Administrator of GSA or agency, as appropriate. Entitlement to reimbursement is contingent upon entitlement to per diem, and is subject to the same definitions and rules governing per diem.

Agency—For purposes of chapter 302 *agency* means:

- (1) An executive agency as defined in Title 5 U.S.C. 105 (an executive department, an independent, establishment, the General Accounting Office, or a wholly owned Government corporation as defined in section 101 of the Government Corporation Control Act, as amended (31 U.S.C. 9101), but excluding a Government controlled corporation);
- (2) A military department;
- (3) A court of the United States;
- (4) The Administrative Office of the United States Courts;
- (5) The Federal Judicial Center;
- (6) The Library of Congress;

- (7) The United States Botanic Garden;
- (8) The Government Printing Office; and
- (9) The District of Columbia.

Approved accommodation—Any place of public lodging that is listed on the national master list of approved accommodations. The national master list of all approved accommodations is compiled, periodically updated, and published in the FEDERAL REGISTER by FEMA. Additionally, the approved accommodation list is available on the U.S. Fire Administration's Internet site at <http://www.usfa.fema.gov/hotel/index.htm>.

Automated-Teller-Machine (ATM) services—Government contractor-provided ATM services that allow cash withdrawals from participating ATMs to be charged to a Government contractor-issued charge card.

Common carrier—Private-sector supplier of air, rail or bus transportation.

Commuted rate—A price rate used to calculate a set amount to be paid to an employee for the transportation and temporary storage of his/her household goods. It includes cost of line-haul transportation, packing/unpacking, crating/uncrating, drayage incident to transportation and other accessorial charges and costs of temporary storage within applicable weight limit for storage including handling in/out charges and necessary drayage.

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