

§ 301-10.108

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 contractor's flight schedule is inconsistent with explicit policies of your Federal department or agency with regard to scheduling 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, to include the combined costs of transportation, lodging, meals, and related expenses.

NOTE TO PARAGRAPH (c): This exception does not apply if the contract carrier offers a comparable fare and has seats available at that fare, or if the lower fare offered by a noncontract 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); or

(d) Rail service is available and such service is cost effective and consistent with mission requirements; or

(e) Smoking is permitted on the contract flight and the nonsmoking section of the aircraft for the contract flight is not acceptable to you.

NOTE 1 TO § 301-10.107: Employees of the Government of the District of Columbia are not eligible to use the contract city-pair fares, even though they may otherwise be covered by the Federal Travel Regulation.

NOTE 2 TO § 301-10.107: Department of Defense (DoD) groups of 21 or more passengers may request contract service on an optional basis. Contract carriers may, but are not required, to furnish service to such groups.

[FTR Amdt. 84, 64 FR 29162, May 28, 1999, as amended by FTR Amdt. 108, 67 FR 57964, Sept. 13, 2002]

§ 301-10.108 What requirements must be met to use a non-contract fare?

Before purchasing a non-contract fare—

(a) You must—

(1) Meet one of the requirements for exceptions listed in § 301-10.107; and

(2) If the non-contract fare is non-refundable, restricted or has specific eligibility requirements, you must know or reasonably anticipate, based on your planned trip, that you will use the ticket.

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(b) Your agency must determine that the proposed non-contract transportation is practical and cost effective for the Government.

[FTR Amdt. 108, 67 FR 57964, Sept. 13, 2002]

§ 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 cost effective. Chartered aircraft are subject to the same rules as Government aircraft, and agencies in the executive branch of the Federal Government are subject to the requirements of Office of Management and Budget (OMB) Circular A-126 and 41 CFR part 101-37 in making such cost effectiveness determinations.

[FTR Amdt. 108, 67 FR 57964, Sept. 13, 2002]

§ 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