

## 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?

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

SOURCE: FTR Amdt. 70, 63 FR 15967, Apr. 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, there are limits on the travel arrangements you may make for common carrier, commercial lodging, and car rental accommodations.

(a) *Common carrier accommodations.* If your agency is a mandatory user of the GSA city-pair fare contract for air passenger transportation, you must use the contract carrier, unless you have an approved exemption as cited in §§301-10.107 and 301-10.108 of this chapter.

(b) *Lodging accommodations.* You should always stay in a "fire safe" facility. This is a facility that meets the fire safety requirements of the Hotel and Motel Fire Safety Act of 1990, as amended (see 5 U.S.C. 5707a). When selecting a commercial lodging facility, first consideration must be given to the commercial lodging facilities contracted by GSA under the Federal Premier Lodging Program (FPLP) that meet the fire safety requirements, where available, unless one or more of the following conditions exist. (A list of FPLP facilities may be found at <http://policyworks.gov/perdiem>). If a FPLP facility is not available in the location you need, your agency's designated TMS must provide you with a list of alternative facilities that meet the fire safe requirements of the Act.

(1) There are no FPLP facilities under contract within a reasonable proximity of your temporary duty location;

(2) There are no vacancies at the available FPLP facilities;

(3) Your agency has other contractual arrangements with commercial lodging facilities that meet the FEMA fire safe requirements;

(4) Your agency determines on a case-by-case basis that it is not practical to use FPLP facilities to meet mission requirements;

(5) You are attending a conference with prearranged lodging accommodations and to ensure that the set aside rooms are used attendees are required to book lodging directly with the lodging facility; or

(6) Your travel is OCONUS.

(c) *Rental vehicles.* When authorized to use a rental vehicle under §301-10.450 of this chapter, you must rent a vehicle from a vendor that participates in the Military Traffic Management Command (MTMC) Government Car Rental Agreement, unless you are OCONUS, and no agreement is in place for your TDY location. MTMC has negotiated rental car agreements that include