

## § 301-71.1

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- 301-71.213 Is the additional fee, which is the equivalent to any late payment charge that the card contractor would have been able to charge had the employee not paid the bill, considered income?
- 301-71.214 Does mandatory use of the Government contractor-issued travel charge card change the employee's obligation to pay his/her travel card bill by the due date?

### Subpart D—Accounting for Travel Advances

- 301-71.300 What is the policy governing the use of travel advances?
- 301-71.301 In situations where a lodging facility requires the payment of a deposit, may we reimburse an employee for an advance room deposit prior to the beginning of scheduled official travel?
- 301-71.302 For how long may we issue a travel advance?
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- 301-71.309 What internal policies and procedures must we establish governing travel advances?

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SOURCE: FTR Amdt. 70, 63 FR 15974, Apr. 1, 1998, unless otherwise noted.

### Subpart A—General

#### § 301-71.1 What is the purpose of an agency travel accounting system?

To:

- (a) Pay authorized and allowable travel expenses of employees;
- (b) Provide standard data necessary for the management of official travel; and
- (c) Ensure adequate accounting for all travel and transportation expenses for official travel.