

## § 301-73.200

advance reservations, and therefore no reason exists to use a TMS.

(b) Attending a conference where the conference sponsor has negotiated with one or more lodging facilities to set aside a specific number of rooms for conference attendees. To ensure that the set aside rooms are used attendees are required to book lodging directly with the lodging facility.

(c) When lodging accommodations are required for travel OCONUS.

NOTE TO §301-73.103: Agencies may have preexisting contractual arrangements with a TMS, which require use of a TMS even though the FTR does not. Agencies must alert their employees to any such requirements.

[FTR Amdt. 108, 67 FR 57968, Sept. 13, 2002]

### Subpart C—Contract Passenger Transportation Services

#### § 301-73.200 Must we require our employees to use GSA's contract passenger transportation services program?

Yes, if such services are available to your agency.

#### § 301-73.201 What method of payment may be used for contract passenger transportation service?

GSA individual Government contractor-issued travel charge card(s), or your agency centrally billed or other established account, or a GTR (when no other option is available or feasible).

[FTR Amdt. 70, 63 FR 15978, Apr. 1, 1998; 63 FR 35538, June 30, 1998]

#### § 301-73.202 Can contract fares be used for personal travel?

No.

### Subpart D—Travel Payment System

#### § 301-73.300 What is a travel payment system?

A system to facilitate the payment of official travel and transportation expenses which includes, but is not limited to:

(a) Issuance and maintenance of Government contractor-issued individually billed charge cards;

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(b) Establishment of centrally billed accounts for the purchase of travel and transportation services;

(c) Issuance of travelers checks; and

(d) Provision of automated-teller-machine (ATM) services worldwide.

[FTR Amdt. 70, 63 FR 15978, Apr. 1, 1998; 63 FR 35538, June 30, 1998]

#### § 301-73.301 How do we obtain travel payment system services?

You may participate in GSA's or another Federal agency's travel payment system services program or you may contract directly with a travel payment system service if your agency has contracting authority and you are not a mandatory user of GSA's charge card program.

NOTE TO §301-73.301: Under the new GSA charge card program effective November 30, 1998, it will be your responsibility to select the vendor that will be most beneficial to your agency's travel and transportation needs.

## PART 301-74—CONFERENCE PLANNING

### Subpart A—Agency Responsibilities

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301-74.1 What policies must we follow in planning a conference?

301-74.2 What costs should be considered when planning a conference?

301-74.3 What must we do to determine which conference expenditures result in the greatest advantage to the Government?

301-74.4 What should cost comparisons include?

301-74.5 How should we select a location and a facility?

301-74.6 What can we do if we cannot find an appropriate conference facility at the chosen locality per diem rate?

301-74.7 What is the conference lodging allowance?

301-74.8 Who may authorize reimbursement of the conference lodging allowance for a Government sponsored conference?

301-74.9 Who may authorize reimbursement of the conference lodging allowance for a non-Government sponsored conference?

301-74.10 May the conference lodging allowance ever exceed 25 percent above the lodging per diem rate?

301-74.11 May we provide light refreshments at an official conference?

301-74.12 May we use both the conference lodging allowance method and the actual