

SUBCHAPTER C—ARRANGING FOR TRAVEL SERVICES, PAYING TRAVEL EXPENSES, AND CLAIMING REIMBURSEMENT

PART 301-50—ARRANGING FOR TRAVEL SERVICES

Sec.

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§301-50.1 To whom do the pronouns “I”, “you”, and their variants throughout this part refer?

In this part, the pronouns “I”, “you”, and their variants refer to the employee.

§301-50.2 How must I arrange my travel?

You must arrange your travel as designated by your agency and in accordance with this part.

§301-50.3 Must I use the eTravel Service to arrange my travel?

Yes, if you are an employee of an agency as defined in §301-1.1 of this chapter, you must use the eTravel Service when your agency makes it available to you. Until then, you must use your agency’s existing Travel Management System (TMS) to make your travel arrangements. If you are an employee of the Department of Defense (DoD) or of the Government of the District of Columbia, you must arrange your travel in accordance with your agency’s TMS.

§301-50.4 May I be granted an exception to the required use of the eTravel Service?

Your agency head or designee(s) may grant case-by-case exceptions to the use of eTS when it—

(a) Causes an unreasonable burden on your agency mission accomplishment(s) (e.g., emergency travel (and eTS is not accessible), invitational travel, necessity of disability accommodations or special needs (in accordance with part 301-13 of this chapter));

(b) Compromises a national security interest; or

(c) May endanger the life of the traveler (e.g., an individual traveling under the Federal witness protection program, or threatened law enforcement/investigative personnel traveling in accordance with part 301-31 of this chapter).

§301-50.5 What is my liability if I do not use my agency’s TMS or the eTravel Service, and an exception has not been approved?

If you do not have an approved exception under §§301-50.4 or 301-73.104 of this chapter, you are responsible for any additional costs resulting from the failure to use the TMS or eTravel Service, including service fees, cancellation penalties, or other additional costs (e.g., higher airfares, rental car charges, or hotel rates). In addition, your agency may take appropriate disciplinary action.

§301-50.6 Are there any limits on travel arrangements I may make?

Yes, there are limits on travel arrangements you may make for common carrier, commercial lodging, and car rental accommodations. Such limitations include, but are not limited to the following:

(a) *Common carrier accommodations.* (1) If your agency is a mandatory user of the General Services Administration’s city-pair contracts for air passenger transportation services, you must use the contract carrier, unless you have an approved exception (see §§301-10.107 and 301-10.108 of this chapter);

(2) You may use premium-class accommodations only under §§ 301-10.121 through 301-10.124, 301-10.162, and 301-10.183 of this chapter; and

(3) You must always use a U.S. Flag Air Carrier unless your travel circumstances meet one of the exceptions in §§ 301-10.131 through 301-10.143 of this chapter.

(b) *Lodging accommodations.* (1) 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).

(2) 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) (a list of FPLP facilities may be found on the Internet at <http://www.gsa.gov>), all of which meet fire safety requirements, unless one or more of the following conditions exist:

(i) An FPLP facility is not available at the location you need (e.g., there are no FPLP facilities under contract within a reasonable proximity of your temporary duty station, or there are no vacancies at the FPLP facilities at that location). (Your agency’s TMS or eTravel Service (eTS) must provide you with a list of alternative facilities that meet the fire safety requirements of the Act).

(ii) Your agency has other contractual arrangements with commercial lodging facilities that meet the FEMA fire safety requirements at a lower cost than FPLP properties.

(iii) Your agency determines on an individual case-by-case basis that it is not practical to use FPLP facilities to meet mission requirements.

(iv) You are attending a conference with prearranged lodging accommodations and are required to book lodging directly with the lodging facility.

(v) Your travel is OCONUS.

(c) *Car rental accommodations.* 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) U.S. 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 automatic unlimited mileage, collision damage insurance, and ceiling rates.

PART 301-51—PAYING TRAVEL EXPENSES

Subpart A—General

Sec.

301-51.1 What is the required method of payment for official travel expenses?

301-51.2 What official travel expenses and/or classes of employees are exempt from the mandatory use of the Government contractor-issued travel charge card?

301-51.3 Who in my agency has the authority to grant exemptions from the mandatory use of the Government contractor-issued travel charge card?

301-51.4 If my agency grants an exemption, does that prevent me from using the card on a voluntary basis?

301-51.5 How may I pay for official travel expenses if I receive an exemption from use of the Government contractor-issued travel charge card?

301-51.6 May I use the Government contractor-issued travel charge card for purposes other than those associated with official travel?

301-51.7 What are the consequences of using the Government contractor-issued travel charge card for non-official travel purposes?

Subpart B—Paying for Common Carrier Transportation

301-51.100 What method of payment must I use to procure common carrier transportation?

301-51.101 Which payment methods are considered the equivalent of cash?

301-51.102 How is my transportation reimbursement affected if I make an unauthorized cash purchase of common carrier transportation?

301-51.103 What is my liability if I lose a GTR?

Subpart C—Receiving Travel Advances

301-51.200 For what expenses may I receive a travel advance?

301-51.201 What is the maximum amount that my agency may advance?

301-51.202 When must I account for my advance?

301-51.203 What must I do about my advance if my trip is canceled or postponed indefinitely?

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