

## § 301-70.707

### **§ 301-70.707 What are the consequences of using the Government contractor-issued travel charge card for non-official travel purposes?**

If one of your employees uses the Government contractor-issued travel charge card for purposes other than official travel, you may take appropriate disciplinary action.

### **§ 301-70.708 What can we do to reduce travel charge card delinquencies?**

To reduce travel charge card delinquencies by your employees, you should consider implementing one or more of the following suggestions (this list is not comprehensive; you may adopt other appropriate procedures):

(a) Agency travel program coordinators must be trained and aware of their responsibilities and the delinquency management tools available under your agreement with the travel charge card contractor (internet training is available for the GSA SmartPay™ Travel Charge Card at: <http://fss.gsa.gov/training/transtrav>).

(b) Ensure that managers and supervisors are provided monthly delinquency and questionable charges report.

(c) Periodically, but at least once a year, verify that cardholders are still current employees.

(d) For inactive accounts (cards not used within 6 months, one year, etc., reduce card limit to \$1, increase dollar limit when necessary).

(e) Work with the charge card contractor to block certain high-risk category codes (e.g. department stores, automobile dealerships, specialty stores), etc.

(f) Review ATM cash withdrawals for reasonableness and association with official travel.

(g) Implement a salary offset program. (See part 301-76 of this chapter).

(h) Implement split disbursement in your travel vouchering system, so that an employee may authorize you to make certain payments directly to the charge card contractor on the employee's behalf.

(i) Refer potential fraud cases to your agency IG for investigation.

(j) For some helpful do's and don'ts for travel cardholders see GSA publica-

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tion (Card-F001) entitled "But I didn't know \* \* \* —Helpful Hints for Travel Cardholders". This publication is available on the internet at <http://fss.gsa.gov/services/gsa-smartpay>, click on GSA SmartPay Agency Information, click on "But I didn't know \* \* \* —Helpful Hints for Travel Cardholders". You may print or call for telephone numbers listed for copies.

(k) Ensure that employees turn in their travel charge card when they retire or leave the agency.

[FTR Amdt. 108, 67 FR 57967, Sept. 13, 2002]

## **Subpart I—Policies and Procedures for Agencies That Authorize Travel on Government Aircraft**

SOURCE: FTR Amdt. 2004-02, 69 FR 34305, June 21, 2004, unless otherwise noted.

EFFECTIVE DATE NOTE: By FTR Amdt. 2004-02, 69 FR 34305, June 21, 2004, part 301-70 was amended by adding subpart I, effective Sept. 20, 2004.

### **§ 301-70.800 Whom may we authorize to travel on Government aircraft?**

You may authorize Federal travelers, non-Federal travelers, and any other passengers, as defined in part 300-3 of this subtitle, to travel on Government aircraft, subject to the rules in this subpart. Because the taxpayers generally should pay no more than necessary for transportation of travelers, except for required use travel, you may authorize travel on Government aircraft only when a Government aircraft is the most cost-effective mode of travel and the traveler is traveling for Governmental purposes.

### **§ 301-70.801 When may we authorize travel on Government aircraft?**

You may authorize travel on Government aircraft only as follows:

(a) For official travel when—

(1) No scheduled commercial airline service is reasonably available to fulfill your agency's travel requirement (i.e., able to meet the traveler's departure and/or arrival requirements within a 24-hour period, unless you demonstrate that extraordinary circumstances require a shorter period); or