

**§ 300-2.23 How is the user addressed in the FTR?**

The FTR asks questions in the first person, as the user would. It then answers the questions in the second and

third person. In the employee sections, the employee is addressed in the singular, and in the agency sections, the agency is addressed in the plural. The following describes how employee and agency are addressed in both sections:

When you are in the	And you are looking at a	The employee is referred to using	And the agency is referred to using
Employee section .....	Question .....	I, me, or my .....	Agency.
	Answer .....	You or your .....	Agency.
Agency section .....	Question .....	Employee .....	We, us, or our.
	Answer .....	Employee .....	You or your.

**Subpart C—Title and Narrative Format**

**§ 300-2.70 How is the rule expressed in the title and narrative format?**

The rule is in the narrative. The title serves only as a tool to determine the subject of the rule.

**PART 300-3—GLOSSARY OF TERMS**

**AUTHORITY:** 5 U.S.C. 5707; 40 U.S.C. 121(c); 49 U.S.C. 40118; 5 U.S.C. 5738; 5 U.S.C. 5741-5742; 20 U.S.C. 905(a); 31 U.S.C. 1353; E.O. 11609; 36 FR 13747; 3 CFR, 1971-1975 Comp., p. 586, Office of Management and Budget Circular No. A-126, "Improving the Management and Use of Government Aircraft." Revised May 22, 1992

**§ 300-3.1 What do the following terms mean?**

**Actual expense**—Payment of authorized actual expenses incurred, up to the limit prescribed by the Administrator of GSA or agency, as appropriate. Entitlement to reimbursement is contingent upon entitlement to per diem, and is subject to the same definitions and rules governing per diem.

**Agency**—For purposes of chapter 302 *agency* means:

- (1) An executive agency as defined in Title 5 U.S.C. 105 (an executive department, an independent establishment, the General Accounting Office, or a wholly owned Government corporation as defined in section 101 of the Government Corporation Control Act, as amended (31 U.S.C. 9101), but excluding a Government controlled corporation);
- (2) A military department;
- (3) A court of the United States;

- (4) The Administrative Office of the United States Courts;
- (5) The Federal Judicial Center;
- (6) The Library of Congress;
- (7) The United States Botanic Garden;
- (8) The Government Printing Office; and
- (9) The District of Columbia.

**Aircraft management office**—An agency component that has management control of Federal aircraft used by the agency or of aircraft hired as commercial aviation services (CAS).

**Approved accommodation**—Any place of public lodging that is listed on the national master list of approved accommodations. The national master list of all approved accommodations is compiled, periodically updated, and published in the FEDERAL REGISTER by FEMA. Additionally, the approved accommodation list is available on the U.S. Fire Administration's Internet site at <http://www.usfa.fema.gov/hotel/index.htm>.

**Automated-Teller-Machine (ATM) services**—Government contractor-provided ATM services that allow cash withdrawals from participating ATMs to be charged to a Government contractor-issued charge card.

**Commercial Aviation Services (CAS)**—Commercial aviation services (CAS) include, for the exclusive use of an executive agency—

- (1) Leased aircraft;
- (2) Chartered or rented aircraft;
- (3) Commercial contracts for full aviation services (*i.e.*, aircraft plus related aviation services) or acquisition of full services through inter-service support agreements (ISSA) with other agencies; or