

**PART 301-12—MISCELLANEOUS EXPENSES**

**§ 301-12.1 What miscellaneous expenses are reimbursable?**

Sec.

301-12.1 What miscellaneous expenses are reimbursable?

301-12.2 What baggage expenses may my agency pay?

AUTHORITY: 5 U.S.C. 5707.

SOURCE: FTR Amdt. 70, 63 FR 15965, Apr. 1, 1998, unless otherwise noted.

When the following items have been authorized or approved by your agency, they will be reimbursed as a miscellaneous expense. Taxes for reimbursable lodging are deemed approved when lodging is authorized. Examples of such expenses include, but are not limited to the following:

General expenses	Fees to obtain money	Special expenses of foreign travel
Baggage expenses as described in § 301-12.2..	Fees for travelers checks .....	Commissions on conversion of foreign currency.
Services of guides, interpreters, and drivers..	Fees for money orders .....	Passport and/or visa fees.
Services of an attendant as described in § 301-13.3..		
Use of computers, printers, faxing machines, and scanners..	Fees for certified checks .....	Costs of photographs for passports and visas.
Services of typists, data processors, or stenographers..	Transaction fees for use of automated teller machines (ATMs)-Government contractor-issued charge card.	Foreign country exit fees.
Services of an attendant as described in § 301-13.3..		Costs of birth, health, and identity certificates.
Storage of property used on official business..		Charges for inoculations that cannot be obtained through a Federal dispensary.
Hire of conference center room or hotel room for official business..		
Official telephone calls/service (see note)..		
Faxes, telegrams, cablegrams, or radiograms..		
Lodging taxes as prescribed in § 301-11.27..		
Laundry, cleaning and pressing of clothing expenses as prescribed in § 301-11.31..		
Energy surcharge and lodging resort fee(s) (when such fee(s) is/are not optional)..		

NOTE TO § 301-12.1: You should use Government provided services for all official communications. When they are not available, commercial services may be used. Reimbursement may be authorized or approved by your agency.

[FTR Amdt. 75, 63 FR 66675, Dec. 2, 1998, as amended by FTR Amdt. 108, 67 FR 57965, Sept. 13, 2002; FTR Amdt. 2006-03, 71 FR 24596, Apr. 26, 2006]

**§ 301-12.2 What baggage expenses may my agency pay?**

Your agency may reimburse expenses related to baggage as follows:

- (a) Transportation charges for authorized excess;
- (b) Necessary charges for transferring baggage;
- (c) Necessary charges for storage of baggage when such charges are the result of official business;

- (d) Charges for checking baggage; and
- (e) Charges or tips at transportation terminals for handling Government property carried by the traveler.

**PART 301-13—TRAVEL OF AN EMPLOYEE WITH SPECIAL NEEDS**

Sec.

301-13.1 What is the policy for paying additional travel expenses incurred by an employee with a special need?

301-13.2 Under what conditions will my agency pay for my additional travel expenses under this part?

301-13.3 What additional travel expenses may my agency pay under this part?

AUTHORITY: 5 U.S.C. 5707.

SOURCE: FTR Amdt. 70, 63 FR 15966, Apr. 1, 1998, unless otherwise noted.

## § 301-13.1

### § 301-13.1 What is the policy for paying additional travel expenses incurred by an employee with a special need?

To provide reasonable accommodations to an employee with a special need by paying for additional travel expenses incurred.

### § 301-13.2 Under what conditions will my agency pay for my additional travel expense(s) under this part?

When an additional travel expense is necessary to accommodate a special physical need which is either:

- (a) Clearly visible and discernible; or
- (b) Substantiated in writing by a competent medical authority.

### § 301-13.3 What additional travel expenses may my agency pay under this part?

Your agency approving official may pay for any expenses deemed necessary by your agency to accommodate an employee with a special need including, but not limited to, the following expenses:

- (a) Transportation and per diem expenses incurred by a family member or other attendant who must travel with you to make the trip possible;
- (b) Specialized transportation to, from, and/or at the TDY duty location;
- (c) Specialized services provided by a common carrier to accommodate your special need;
- (d) Costs for handling your baggage that are a direct result of your special need;
- (e) Renting and/or transporting a wheelchair;
- (f) Premium-class accommodations when necessary to accommodate your special need, under Subpart B of Part 301-10 of this subchapter; and
- (g) Services of an attendant, when necessary, to accommodate your special need.

NOTE TO § 301-13.3(g): For limits on the amount that may be paid to an attendant, other than travel expenses, see 5 U.S.C. 3102 and guidance at [http://www.opm.gov/disability/mngr\\_6-01-B.asp](http://www.opm.gov/disability/mngr_6-01-B.asp).

[FTR Amdt. 70, 63 FR 15966, Apr. 1, 1998, as amended by FTR Amdt. 2005-03, 70 FR 28460, May 18, 2005; FTR Amdt. 2006-03, 71 FR 24596, Apr. 26, 2006]

## 41 CFR Ch. 301 (7-1-06 Edition)

### PART 301-30—EMERGENCY TRAVEL

Sec.

301-30.1 What is emergency travel?

301-30.2 What is considered to be “family” with respect to emergency travel?

301-30.3 What should I do if I have to interrupt or discontinue my TDY travel?

301-30.4 When an illness or injury occurs on TDY, what expenses may be allowed?

301-30.5 Are there any limitations to the payment of these expenses?

AUTHORITY: 5 U.S.C. 5707.

SOURCE: FTR Amdt. 70, 63 FR 15966, Apr. 1, 1998, unless otherwise noted.

#### § 301-30.1 What is emergency travel?

Travel which results from:

- (a) Your becoming incapacitated by illness or injury not due to your own misconduct; or
- (b) The death or serious illness of a member of your family; or
- (c) A catastrophic occurrence or impending disaster, such as fire, flood, or act of God, which directly affects your home.

#### § 301-30.2 What is considered to be “family” with respect to emergency travel?

“Family” includes any member of your immediate family, as defined in § 300-3.1. However, your agency may, on a case-by-case basis, expand this definition to include other members of your and/or your spouse’s extended family.

#### § 301-30.3 What should I do if I have to interrupt or discontinue my TDY travel?

Contact your travel authorizing/approving official for instructions as soon as possible.

#### § 301-30.4 When an illness or injury occurs on TDY, what expenses may be allowed?

Your agency may pay:

- (a) Per diem at the location where you incurred or were treated for incapacitating illness or injury for a reasonable period of time (generally 14 calendar days). However, your agency may pay for a longer period.
- (b) Transportation and per diem expense for travel to an alternate location to receive medical treatment.
- (c) Transportation and per diem expense to return to your official station.