

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

### PART 301-50—ARRANGING FOR TRAVEL SERVICES

Sec.

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

301-50.2 How must I arrange my travel?

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

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

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?

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

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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);