

## § 301-73.1

### Subpart C—Contract Passenger Transportation Services

- 301-73.200 Must we require our employees to use GSA's contract passenger transportation services program?
- 301-73.201 What method of payment may be used for contract passenger transportation service?
- 301-73.202 Can contract fares be used for personal travel?

### Subpart D—Travel Payment System

- 301-73.300 What is a travel payment system?
- 301-73.301 How do we obtain travel payment system services?

AUTHORITY: 5 U.S.C. 5707; 40 U.S.C. 121(c).

SOURCE: FTR Amdt. 70, 63 FR 15978, Apr. 1, 1998, unless otherwise noted.

### Subpart A—General Rules

SOURCE: FTR Amdt. 2003-07, 68 FR 71030, Dec. 22, 2003, unless otherwise noted.

#### § 301-73.1 What does the Federal travel management program include?

The Federal travel management program includes—

- (a) A travel authorization and claim system that implements the related requirements of the Federal Travel Regulation. (See §§ 301-2.1 and 301-52.3 and part 301-71 of this chapter for those requirements);
- (b) A TMS that provides reservation and ticketing support and management reports on reservation and ticketing activities. (See § 301-73.106 for specific services that should be provided by a TMS);
- (c) A Travel payment system for paying travel service providers in accordance to §§ 301-73.300 and 301-73.301 of this chapter;
- (d) Contracts and similar arrangements, with transportation and lodging providers (e.g. Government-contract air carriers, rental car companies, trains, hotels (e.g., Federal Premier Lodging Program (FPLP) properties), etc.) that give preferential rates and other benefits to Federal travelers on official business; and
- (e) A Travel Management Reporting System that covers financial and other travel characteristics required by the biennial Travel Survey (see §§ 300-70.1 through 300-70.4 of this title).

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

NOTE TO § 301-73.1: The eTravel Service (eTS) fulfills the requirements of paragraphs (a), (b), and (e) of this section.

#### § 301-73.2 What are our responsibilities as participants in the Federal travel management program?

As a participant in the Federal travel management program, you must—

- (a) Designate an authorized representative to administer the program including leading your agency's migration of eTS;
- (b) Ensure that you have internal policies and procedures in place to govern use of the program including a plan and timeline to implement eTS no later than December 31, 2004, with agency-wide migration to eTS completed no later than September 30, 2006;
- (c) Establish a plan that will measure direct and indirect cost savings and management efficiencies through the use of eTS once deployed. This plan must include your migration plan and schedule which must be submitted by March 31, 2004 to the eTravel Program Management Office (PMO) (see § 301-73.101);
- (d) Require employees to use eTS in lieu of your TMS as soon as it becomes available in your agency (unless an exception has been granted in accordance with §§ 301-73.102 or 301-73.104), but no later than September 30, 2006; and
- (e) Ensure that any agency-contracted travel agency services (TMS) complement and support eTS in an efficient and cost effective manner.

### Subpart B—eTravel Service and Travel Management Service

SOURCE: FTR Amdt. 2003-07, 68 FR 71030, Dec. 22, 2003, unless otherwise noted.

#### § 301-73.100 Must we require employees to use the eTravel Service?

Yes, unless you have an exception to the use of the eTS (see §§ 301-73.102 and 301-73.104), you must have fully deployed the eTS across your agency and require employees to use the eTS for all temporary duty travel no later than September 30, 2006. Agencies must submit their eTS migration plans and schedules by March 31, 2004 to the eTravel PMO, (see § 301-73.101). You must implement the eTS no later than