

## SUBCHAPTER A—EMPLOYEE’S ACCEPTANCE OF PAYMENT FROM A NON-FEDERAL SOURCE FOR TRAVEL EXPENSES

### PART 304-1—AUTHORITY

Sec.

304-1.1 To whom do the pronouns “I”, “you”, and their variants refer throughout this part?

304-1.2 Under what authority may I accept payment of travel expenses from a non-Federal source?

AUTHORITY: 31 U.S.C. 1353 and 5 U.S.C. 5707.

SOURCE: FTR Amdt. 2003-02, 68 FR 12604, Mar. 17, 2003, unless otherwise noted.

#### § 304-1.1 To whom do the pronouns “I”, “you”, and their variants refer throughout this part?

Use of pronouns “I”, “you”, and their variants throughout this part refers to the employee.

#### § 304-1.2 Under what authority may I accept payment of travel expenses from a non-Federal source?

Under the authority of this part and 31 U.S.C. 1353, you may accept payment of travel expenses from a non-Federal source on behalf of your agency, but not on behalf of yourself, when specifically authorized to do so by your agency and only for official travel to a meeting. Except as provided in § 304-3.13 of this subchapter, your agency must approve acceptance of such payments in advance of your travel.

### PART 304-2—DEFINITIONS

AUTHORITY: 5 U.S.C. 5707; 31 U.S.C. 1353.

#### § 304-2.1 What definitions apply to this chapter?

The following definitions apply to this chapter:

*Employee* means an appointed officer or employee of an executive agency as defined in 5 U.S.C. 105, including a special Government employee as defined in 18 U.S.C. 202, or an expert or consultant appointed under the authority of 5 U.S.C. 3109.

*Meeting(s) or similar functions (meeting)* means a conference, seminar, speaking engagement, symposium, training course, or similar event that

takes place away from the employee’s official station. “Meeting” as defined in this chapter does not include a meeting or other event required to carry out an agency’s statutory or regulatory functions (*i.e.*, a function that is essential to an agency’s mission) such as investigations, inspections, audits, site visits, negotiations or litigation. “Meeting” also does not include promotional vendor training or other meetings held for the primary purpose of marketing the non-Federal sources products or services, or long term TDY or training travel. A meeting need not be widely attended for purposes of this definition and includes but is not limited to the following:

(1) An event where the employee will participate as a speaker or panel participant focusing on his/her official duties or on the policies, programs or operations of the agency.

(2) A conference, convention, seminar, symposium or similar event where the primary purpose is to receive training other than promotional vendor training, or to present or exchange substantive information of mutual interest to a number of parties.

(3) An event where the employee will receive an award or honorary degree, which is in recognition of meritorious public service that is related to the employee’s official duties, and which may be accepted by the employee consistent with the applicable standards of conduct regulations.

*Non-Federal source* means any person or entity other than the Government of the United States. The term includes any individual, private or commercial entity, nonprofit organization or association, international or multinational organization (irrespective of whether an agency holds membership in the organization or association), or foreign, State or local government (including the government of the District of Columbia).

*Payment* means a monetary payment from a non-Federal source to a Federal agency for travel, subsistence, related expenses by check or other monetary

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instrument payable to the Federal agency (*i.e.*, electronic fund transfer (EFT), money order, charge card, etc.) or payment in kind.

*Payment in kind* means transportation, food, lodging, or other travel-related services provided by a non-Federal source instead of monetary payments to the Federal agency for these services. Payment in kind also includes waiver of any fees that a non-Federal source normally collects from meeting attendees (e.g., registration fees).

*Travel, subsistence, and related expenses (travel expenses)* means the same types of expenses payable under chapter 301 of this title, the Foreign Affairs Manual (FAM), and the Joint Travel Regulations (JTR) for transportation, food, lodging or other travel-related services for official travel (e.g., baggage expenses, services of guides, drivers, interpreters, communication services, hire of conference rooms, lodging taxes, laundry/dry cleaning, taxi fares, etc). These expenses also include conference or training fees (in whole or in part), as well as benefits that cannot be paid under the applicable travel regulations, but which are incident to the meeting, provided in kind, and made available by the meeting sponsor(s) to all attendees. For example, this definition as applied to this chapter would allow an employee or spouse to attend a sporting event hosted by the sponsor(s) in connection with the meeting that is available to all participants. However, it would not allow the employee to accept tickets to a professional sporting event, concert or similar event, for use at a later date even if such tickets were given to all other participants. The Foreign Affairs Manual is obtainable from: Bureau of Administration, A/IM/CST/MMS/DIR, Room 264, U.S. Department of State, Washington, DC 20520; (202) 647-3602. The Joint Travel Regulations are obtainable from: Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20342-0001, or available for downloading from the internet at <http://www.dtic.mil/perdiem>.

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**PART 304-3—EMPLOYEE RESPONSIBILITY**

**Subpart A—General**

Sec.

- 304-3.1 To whom do the pronouns “I”, “you”, and their variants refer throughout this part?
- 304-3.2 What is the purpose of this part?
- 304-3.3 May my agency or I accept payment for travel expenses to a meeting from a non-Federal source?
- 304-3.4 What payments may my agency or I accept from a non-Federal source?
- 304-3.5 May I solicit payment of my travel expenses from a non-Federal source to attend a meeting?
- 304-3.6 May I inform a non-Federal source of my agency’s authority to accept payment for travel expenses to attend a meeting?
- 304-3.7 What must I do if I am contacted directly by a non-Federal source offering to pay my travel expenses to attend a meeting?
- 304-3.8 Must I adhere to the provisions of the Fly America Act when I receive air transportation to a meeting furnished or paid by a non-Federal source?
- 304-3.9 May I use business-class accommodations when a non-Federal source pays in full for my transportation expenses to attend a meeting?
- 304-3.10 May I use first-class common carrier accommodations when a non-Federal source pays in full for my transportation expenses to attend a meeting?
- 304-3.11 Am I limited to the maximum subsistence allowances (per diem, actual expense, or conference lodging) prescribed in applicable travel regulations for travel expenses paid by a non-Federal source?
- 304-3.12 Must I receive advance approval from my agency before I perform travel paid by a non-Federal source to attend a meeting?
- 304-3.13 After I begin travel to a meeting, what should I do if a non-Federal source offers to pay for one or more of my travel expenses without my or my agency’s prior knowledge?
- 304-3.14 May a non-Federal source pay for my spouse to accompany me to a meeting?
- 304-3.15 Must I provide my agency with information about any payment I receive on its behalf?

**Subpart B—Reimbursement Claims**

- 304-3.16 What must I submit to my agency for reimbursement when a non-Federal source pays all or part of my travel expenses to attend a meeting?