

Pt. 301-51

automatic unlimited mileage, collision damage insurance and fixed rates.

[FTR Amdt. 108, 67 FR 57966, Sept. 13, 2002]

PART 301-51—PAYING TRAVEL EXPENSES

Subpart A—General

Sec.

- 301-51.1 What is the required method of payment for official travel expenses?
- 301-51.2 What official travel expenses and/or classes of employees are exempt from the mandatory use of the Government contractor-issued travel charge card?
- 301-51.3 Who in my agency has the authority to grant exemptions from the mandatory use of the Government contractor-issued travel charge card?
- 301-51.4 If my agency grants an exemption, does that prevent me from using the card on a voluntary basis?
- 301-51.5 How may I pay for official travel expenses if I receive an exemption from use of the Government contractor-issued travel charge card?
- 301-51.6 May I use the Government contractor-issued travel charge card for purposes other than those associated with official travel?
- 301-51.7 What are the consequences of using the Government contractor-issued travel charge card for non-official travel purposes?

Subpart B—Paying for Common Carrier Transportation

- 301-51.100 What method of payment must I use to procure common carrier transportation?
- 301-51.101 Which payment methods are considered the equivalent of cash?
- 301-51.102 How is my transportation reimbursement affected if I make an unauthorized cash purchase of common carrier transportation?
- 301-51.103 What is my liability if I lose a GTR?

Subpart C—Receiving Travel Advances

- 301-51.200 For what expenses may I receive a travel advance?
- 301-51.201 What is the maximum amount that my agency may advance?
- 301-51.202 When must I account for my advance?
- 301-51.203 What must I do about my advance if my trip is canceled or postponed indefinitely?

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Subpart A—General

SOURCE: FTR Amdt. 90, 65 FR 3055, Jan. 19, 2000, unless otherwise noted.

§ 301-51.1 What is the required method of payment for official travel expenses?

You are required to use the Government contractor-issued travel charge card for all official travel expenses unless you have an exemption.

§ 301-51.2 What official travel expenses and/or classes of employees are exempt from the mandatory use of the Government contractor-issued travel charge card?

The Administrator of General Services exempts the following from the mandatory use of the Government contractor-issued travel charge card:

- (a) Expenses incurred at a vendor that does not accept the Government contractor-issued travel charge card;
- (b) Laundry/dry cleaning;
- (c) Parking;
- (d) Local transportation system;
- (e) Taxi;
- (f) Tips;
- (g) Meals (when use of the card is impractical, e.g., group meals or the Government contractor-issued travel charge card is not accepted);
- (h) Phone calls (when a Government calling card is available for use in accordance with agency policy);
- (i) An employee who has an application pending for the travel charge card;
- (j) Individuals traveling on invitational travel;
- (k) New appointees;
- (l) Relocation allowances prescribed in chapter 302 of this title, except enroute travel and househunting trip expenses; and
- (m) Employees who travel 5 times or less a year. Even though exempt, agencies have the discretion to issue a travel charge card to such an employee.

[FTR Amdt. 90, 65 FR 3055, Jan. 19, 2000, as amended by, FTR Amdt. 92, 65 FR 21365, Apr. 21, 2000; FTR Amdt. 108, 67 FR 57966, Sept. 13, 2002]

Temporary Duty (TDY) Travel Allowances

§ 301-51.101

§ 301-51.3 Who in my agency has the authority to grant exemptions from the mandatory use of the Government contractor-issued travel charge card?

The head of your agency or his/her designee(s) has (have) the authority to grant exemptions from the mandatory use of the Government contractor-issued travel charge card.

§ 301-51.4 If my agency grants an exemption, does that prevent me from using the card on a voluntary basis?

No, an exemption from use would not prevent you from using the Government contractor-issued travel charge card on a voluntary basis in accordance with your agency's policy.

§ 301-51.5 How may I pay for official travel expenses if I receive an exemption from use of the Government contractor-issued travel charge card?

If you receive an exemption from use of the Government contractor-issued travel charge card, your agency may authorize one or a combination of the following methods of payment:

- (a) Personal funds, including cash or personal charge card;
- (b) Travel advances; or
- (c) Government Transportation Request (GTR).

NOTE TO § 301-51.5: City pair contractors are not required to accept payment by the methods in paragraph (a) or (b) of this section.

§ 301-51.6 May I use the Government contractor-issued travel charge card for purposes other than those associated with official travel?

No, the Government contractor-issued travel charge card may be used only for official travel related expenses.

§ 301-51.7 What are the consequences of using the Government contractor-issued travel charge card for non-official travel purposes?

If you use the Government contractor-issued travel charge card for purposes other than official travel, your agency may take appropriate disciplinary action.

Subpart B—Paying for Common Carrier Transportation

§ 301-51.100 What method of payment must I use to procure common carrier transportation?

You must use a Government contractor-issued individually billed travel card, centrally billed account, or GTR to procure contract passenger transportation services. For all other common carrier transportation, you must use one of the methods specified in the following table:

For passenger transportation services costing	You must use	Unless
(a) \$10 or less, and air excess baggage charges of \$15 or less for each leg of a trip.	A Government contractor-issued individually billed travel card, centrally billed account, or	Use of the Government contractor-issued individually billed travel card is not accepted or its use is impracticable, special circumstances justify the use of a GTR or Government excess baggage authorization ticket (GEBAT).
(b) More than \$10, but not more than \$100.	A Government contractor-issued individually billed travel card, centrally billed account, or GTR.	None of the other methods are practicable, you may use cash.
(c) More than \$100	Only a Government contractor-issued individually billed travel card, centrally billed account, or GTR.	Your agency authorizes you to use a reduced fare for group, charter, or excursion arrangements or under emergency circumstances where the use of other methods is not possible.

[FTR Amdt. 70, 63 FR 15968, Apr. 1, 1998; 63 FR 35538, June 30, 1998]

§ 301-51.101 Which payment methods are considered the equivalent of cash?

Use of one of the following payment methods of this section to procure

common carrier transportation is considered the equivalent of cash and you must comply with the rules in 41 CFR 102-118.50 that limit the use of cash for such purposes.

- (a) Personal credit cards;