

PART 301-1—APPLICABILITY AND GENERAL RULES

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AUTHORITY: 5 U.S.C. 5707; 31 U.S.C. 1353; and 40 U.S.C. 486(c).

Subpart A—Authority, Applicability, and General Rules

§301-1.1 Authority.

This chapter is issued under the authority of 5 U.S.C. 5701-5709, 31 U.S.C. 1353, and 40 U.S.C. 486(c).

[FTR Amdt. 17, 56 FR 23654, May 23, 1991, as amended by FTR Amdt. 26, 57 FR 28633, June 26, 1992]

§301-1.2 Applicability.

(a) This chapter applies to official travel of civilian employees of Government agencies, including civilian employees of the Department of Defense, as authorized under 5 U.S.C. 5701-5709, but excluding employees of the judicial branch of the Government.

(b) This chapter also applies to official travel of individuals employed intermittently in the Government service as consultants or experts and paid on a daily when-actually-employed (WAE) basis and of individuals serving without pay or at \$1 a year. These individuals are not considered to

have a “permanent duty station” within the general meaning of that term; however, they may be allowed travel or transportation expenses under this chapter while traveling on official business for the Government away from their homes or regular places of business and while at places of Government employment or service. Maximum rates prescribed in this chapter are applicable except as provided in paragraph (c) of this section or unless a higher rate is specifically authorized in an appropriation or other statute.

(c) To the extent the Government has received payment, as defined in §304-1.2(c) of this subtitle, and except as provided in §304-1.7 of this subtitle, acceptance of such payment for, and reimbursement by an agency to, an employee (and/or the accompanying spouse of such employee when applicable) under part 304-1 of this subtitle are not subject to the maximum rates or transportation class of service limitations prescribed in this chapter for reimbursable travel expenses.

(d) This chapter also applies to travel by individuals being considered for employment to and from pre-employment interviews determined necessary by an agency.

[54 FR 20267, May 10, 1989, as amended at 56 FR 9878, Mar. 8, 1991; 56 FR 11304, Mar. 15, 1991. Redesignated and amended by FTR Amdt. 17, 56 FR 23654, May 23, 1991; FTR Amdt. 26, 57 FR 28633, June 26, 1992; 57 FR 53289, Nov. 9, 1992]

§301-1.3 General rules.

(a) *Employee’s obligation—(1) Prudent person rule.* An employee traveling on official business is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business. Excess costs, circuitous routes, delays, or luxury accommodations and services unnecessary or unjustified in the performance of official business are not acceptable under this standard. Employees will be responsible for excess costs and any additional expenses incurred for personal preference or convenience.

(2) *Approved (firesafe) accommodation.* It is the policy of the Government, as reflected in the Hotel and Motel Fire Safety Act of 1990 (Pub. L. 101-391,

Sept. 25, 1990), referred to as “the Act” in this paragraph, to save lives and protect property by promoting fire safety in hotels, motels, and all places of public accommodation affecting commerce. In furtherance of the Act’s goals, employees are strongly encouraged to stay in an approved accommodation when commercial lodging is required. Such action will serve to benefit all travelers by influencing the management of places of public accommodation affecting commerce to comply with the Act’s fire safety requirements and maintain approved accommodation status. An approved accommodation provides certain fire detection and safety devices that reduce the likelihood of injury to, and protect the lives of, travelers.

(b) *Reimbursable expenses.* Travel expenses which will be reimbursed are confined to those expenses essential to the transaction of official business.

(c) *Definitions*—(1) *Agency.* Except as otherwise provided in §301-17.2(a) of this chapter, “agency” for purposes of this chapter means an executive agency as defined in 5 U.S.C. 105; a military department; an office, agency, or other establishment in the legislative branch; and the government of the District of Columbia; but does not include a Government-controlled corporation, a Member of Congress, or an office or committee of either House of Congress or of the two Houses.

(2) *Employee.* As used in this chapter, “employee” means the head of an agency, an agency official, or any other individual employed by an agency. This definition also includes an individual employed intermittently in Government service as an expert or consultant and paid on a daily when-actually-employed (WAE) basis and an individual serving without pay or at \$1 a year (5 U.S.C. 5701(2)).

(3) *Interviewee.* As used in this chapter, “interviewee” means an individual who is being considered for employment by an agency.

(4) *Official station and post of duty.* Designated post of duty and official station have the same meaning. The limits of the official station will be the corporate limits of the city or town in which the officer or employee is stationed. If the employee is not stationed

in an incorporated city or town, the official station is the reservation, station, or established area, or, in the case of large reservations, the established subdivision thereof, having definite boundaries within which the designated post of duty is located.

(5) *Government.* “Government” means the Government of the United States and the government of the District of Columbia.

(6) *Continental United States.* “Continental United States” means the 48 contiguous States and the District of Columbia. The term may be abbreviated as CONUS.

(7) *United States.* When used in a geographical sense, “United States” means the 50 States and the District of Columbia except as provided in §301-3.6(b)(1)(iii). The terms *United States* and *the 50 States and the District of Columbia* may be used interchangeably.

(8) *Government-furnished automobile.* The term “Government-furnished automobile” includes an automobile which is (i) owned by an agency, (ii) assigned or dispatched to an agency on a rental basis from a GSA Interagency Fleet Management Center, or (iii) leased by the Government for a period of 30 days or longer from a commercial firm.

(9) *Government-contract rental automobile.* A “Government-contract rental automobile” is an automobile obtained for short-term use from a commercial firm under the provisions of an appropriate General Services Administration (GSA) Federal Supply Schedule contract.

(10) *Special conveyance.* “Special conveyance” is any method of transportation other than common carrier, Government-furnished, Government-contract rental, or privately owned, which requires specific authorization or approval for the use thereof. Such transportation generally includes conveyances obtained through commercial rental means for less than 30 calendar days.

[54 FR 20267, May 10, 1989, as amended at 56 FR 9878, Mar. 8, 1991. Redesignated and amended by FTR Amtd. 17, 56 FR 23654, May 23, 1991; FTR Amtd. 26, 57 FR 28633, June 26, 1992; FTR Amtd. 39, 59 FR 46192, Sept. 7, 1994]

Subpart B—Official Government Business Travel

§ 301-1.100 Applicability.

This subpart applies to employees as defined in § 301-1.3(c)(2) who are traveling on official business.

[FTR Amdt. 17, 56 FR 23654, May 23, 1991]

§ 301-1.101 Authorization of travel.

(a) *Travel policy.* It is the policy of the Government that agencies shall authorize only that travel which is necessary to accomplish the purposes of the Government effectively and economically.

(b) *Agency responsibilities.* (1) Except as otherwise provided by law, all travel shall be either authorized or approved by the head of the agency or by an official to whom such authority has been delegated. Ordinarily, a travel authorization shall be issued before the incurrance of the expenses. Agencies shall prescribe procedures for travel situations where it is not practical or possible to issue a written authorization in advance.

(2) Agency heads shall communicate the Government's travel policy to all travel-authorizing officials at all levels within their respective agencies and establish controls to ensure that only travel that is essential to the purposes of the Government and for accomplishment of the agency's mission is authorized or approved.

(3) Travel-authorizing officials shall authorize or approve only that travel necessary to accomplish the agency mission in the most effective and economical manner. Authorizing officials should be aware of travel plans, including plans to take annual leave in conjunction with travel, and shall ensure appropriate consideration of the need for the travel, the use of travel substitutes (i.e., mail, teleconferencing, etc.), and the most cost effective routing and means of accomplishing travel. Each employee's travel shall be authorized separately under specific guidelines provided in § 301-1.102.

(4) It is the policy of the Government, as reflected in the Hotel and Motel Fire Safety Act of 1990 (Pub. L. 101-391, Sept. 25, 1990), to save lives and protect property by promoting fire

safety in hotels, motels, and all places of public accommodation affecting commerce. In furtherance of these goals, each agency, as defined in § 301-17.2(a) of this chapter, when authorizing travel shall take appropriate measures to influence employees who will procure commercial lodging when performing official travel to stay at a firesafe approved accommodation as defined in § 301-17.2(c) of this chapter.

[54 FR 20267, May 10, 1989. Redesignated and amended by FTR Amdt. 17, 56 FR 23654, May 23, 1991; FTR Amdt. 39, 59 FR 46193, Sept. 7, 1994; FTR Amdt. 53; 61 FR 64998, Dec. 10, 1996]

§ 301-1.102 Guidelines for issuing travel authorizations.

The travel policies and practices of each agency shall reflect, but not be limited to, the following guidelines:

(a) *Types and use of travel authorizations.* General or blanket travel authorizations for entire agencies or groups of employees shall not be used. To ensure adequate managerial and supervisory attention to the need for all travel, employee travel shall be authorized under one of the following types of travel authorizations:

(1) *Unlimited open authorization.* This type of authorization allows an employee to travel for any purpose without further authorization. Unlimited open authorizations shall be issued only for department or agency heads, their deputies, or other principal agency officials as the agency head or deputy may designate, and managers of major subunits where no supervisor is present.

(2) *Limited open authorization.* This type of authorization allows an employee to travel without further authorization under certain specified conditions; i.e., travel to specific geographical area(s), for specific purpose(s), subject to trip cost ceilings, or for specific periods of time. Limited open authorizations may be provided for employees whose duties require frequent repetitive travel. Such authorizations, however, should be reviewed and revalidated at least quarterly and should include realistic limitations on purpose(s), geographic area(s), number of trip(s), trip duration, and costs.

(3) *Trip-by-trip authorization.* This type of authorization allows an individual or group of individuals to take one or more specific trips and shall include the specific purpose, itinerary, and estimated costs. Travel not covered in an unlimited or limited open authorization shall be separately authorized on a trip-by-trip basis.

(b) *Levels of approval and requirements for special purpose travel.* Due to the relatively high costs associated with certain kinds of travel, such travel shall be authorized only on a trip-by-trip basis and reviewed at a level of authority sufficient to provide policy approval. The types of travel covered by this requirement are listed in this paragraph. Authorization of travel for purposes other than those listed should be delegated to the lowest management level which has responsibility for both program accomplishment and obligation or commitment of funds.

(1) *Conferences, meetings, and training sessions.* Travel to conferences, meetings, and training sessions shall be authorized on a trip-by-trip basis. When authorizing travel for conference and meeting attendance, the approving official shall ensure that the number of attendees from the agency is necessary and justified in accordance with the provisions of part 301-16 of this chapter.

(2) *Foreign travel.* Overseas and foreign travel for all employees shall be authorized on a trip-by-trip basis at as high an administrative level of authority as practical to provide policy approval. However, those employees whose duties require repetitive overseas and foreign travel or emergency overseas and foreign travel without advance notification may be issued limited or unlimited open authorizations, as appropriate, within the criteria of paragraphs (a) (1) and (2) of this section. In addition, U.S. Government representatives and attendees at international intergovernmental conferences must be accredited by the State Department.

(3) *Change of official station/relocation.* Travel and related entitlements for a change of official station or relocation determined to be in the interest of the Government, as provided in chapter 302 of this title, shall be authorized on a move-by-move basis (trip-by-trip au-

thorization). This also includes a new appointee covered under § 302-1.2 of this subtitle when issued an authorization for travel to the first duty station.

(c) *Purpose(s) of travel.* Each travel authorization and the associated travel voucher(s) (see § 301-11.5(g)) shall specify clearly the purpose(s) of the travel. To establish uniformity in the way that travel purposes are identified on the travel authorization and travel voucher, agencies shall adopt travel purpose categories that conform to the extent possible with the following travel purpose categories:

(1) *Site visit.* Travel to a particular site in order to personally perform operational or managerial activities (e.g., to oversee program activities, grant operations, or management activities for internal control purposes; carry out an audit, inspection, or repair activity; conduct negotiations; provide instructions; or provide technical assistance).

(2) *Information meeting.* Travel to attend a meeting to discuss general agency operations, review status reports, or discuss topics of general interest. If a site visit was conducted as part of the same trip, consider the entire trip to be for the purpose of a site visit.

(3) *Training attendance.* Travel to receive training.

(4) *Speech or presentation.* Travel to make a speech or a presentation, deliver a paper, or otherwise take part in a formal program other than a training course.

(5) *Conference attendance.* Travel to attend a conference, convention, seminar, or symposium for purposes of observation or education only, with no formal role in the proceedings.

(6) *Relocation.* Travel performed in connection with a transfer from one official duty station to another (same as a permanent change of station or PCS move). This includes new appointees when they are first authorized relocation allowances for reporting to their first duty station.

(7) *Entitlement travel.* Travel entitlements for which an employee (or dependent) may be eligible while serving at a duty station outside the continental United States; e.g., tour renewal agreement travel (for the purpose of taking leave between tours of duty)

and educational travel. (This type of travel is normally performed in connection with a travel entitlement resulting from a change of station assignment or renewal of a tour of duty at duty stations located outside the continental United States.)

(8) *Special mission travel.* Travel to carry out a special agency mission; e.g., move noncombat military units, provide security to a person or a shipment (such as a diplomatic pouch), move witnesses from residence to other locations, and travel by Federal beneficiaries and other nonemployees.

(9) *Emergency travel.* Travel to return an employee from a temporary assignment location at Government expense to his/her designated post of duty or home, or other alternate location, where he/she would normally be present to take care of the emergency situation if the Government had not directed or assigned the employee to another location to perform official business.

(10) *Other travel purposes.* All travel performed for purposes which are not included in one of the other listed categories. Even though stated as *other travel purposes*, the travel authorization and voucher should also detail a specific purpose.

(d) *Cost estimates.* Travel authorizations shall include estimates of the cost of the travel. Both unlimited and limited open authorizations shall also include an estimate of the travel costs to be incurred over the period covered by the authorization. Agencies shall use these estimates to obligate the funds necessary to carry out that particular travel to improve travel budgetary controls. (See part 301-10 for provisions covering employee source of funds and travel advances.)

[54 FR 20267, May 10, 1989. Redesignated by FTR Amdt. 17, 56 FR 23654, May 23, 1991, and amended by FTR Amdt. 26, 57 FR 28633, June 26, 1992; FTR Amdt. 32, 58 FR 58236, Oct. 29, 1993]

§301-1.103 Instructions/guidelines for travelers.

(a) *Traveler's potential liability notice.* Travelers are accountable for all transportation tickets, Government transportation requests (GTR's), or other transportation procurement documents

received by them in connection with their official travel. Agencies shall provide written instructions to the traveler at the time an authorization is issued advising of agency administrative procedures for the control of and accountability for passenger transportation documents. If trips are canceled or itineraries changed after tickets (or GTR's) are issued to the traveler, the traveler is liable for the value of the tickets issued until all ticket coupons have been used for official travel purposes or all unused tickets or coupons are properly accounted for on the travel voucher. (See also §301-11.5(c)(1).) A statement to this effect shall be incorporated on the travel authorization, or issued as a "Notice to Traveler" and attached to the ticket or GTR when issued to the traveler. (See §301-3.5 for further provisions regarding unused passenger transportation documents.)

(b) *Promotional materials received in connection with official travel from common carriers, rental car companies, or other commercial source.* Employees are obligated to account for any gift, gratuity, or benefit received from private sources incident to the performance of official business (Comp. Gen. Decision B-199656, July 15, 1981). All promotional materials (e.g., bonus flights, reduced-fare coupons, cash, merchandise, gifts, and credits toward future free or reduced costs of services or goods) received by employees in connection with official travel or incident to the purchase of a ticket for official travel, or other services such as car rentals, are due the Government and may not be retained by the employee. When an employee receives promotional material from any commercial source incident to official travel, the employee shall accept the material on behalf of the Federal Government and relinquish it to an appropriately designated agency official. The governing regulations regarding agency disposition of promotional material received by Federal employees are prescribed by the Administrator of General Services in 41 CFR 101-25.103. (See paragraph (f) of this section for redemption of frequent traveler benefits.)

(c) *Denied boarding compensation.* Travelers shall be instructed to turn

into the agency any cash or other payments received from carriers for failure to provide confirmed reserved space as provided in §301-3.5.

(d) *Billing information for ticket exchanges.* When a traveler exchanges a ticket for one of lesser value, the carrier should issue a receipt or a ticket refund application and is required to make refund directly to the appropriate agency billing office. To facilitate this refund procedure, agencies shall provide travelers with a "bill charges to" address by attaching a copy of the GTR or some other document containing this information to either the ticket or travel authorization as provided in 41 CFR 101-41.210-1. (See also §301-3.5(c).)

(e) *Use of travel agencies.* The services of a travel agent may be used to obtain passenger transportation services within, from, or between the United States and its possessions only under the conditions specified in §301-3.4(b)(2), or when the travel agent is providing services to the Government under a contractual arrangement with the General Services Administration.

(f) *Frequent traveler programs.* (1) Frequent traveler benefits earned in connection with official travel, such as mileage credits, points, etc., may be used only for official travel. Employees may not retain and use such benefits for personal travel. Since the Comptroller General has ruled that a frequent traveler benefit is the property of the Government if any part of it is earned through official travel, employees should maintain separate frequent traveler accounts for official and personal travel.

(2) Agencies should encourage employees who travel frequently to participate in various frequent traveler programs offered by airlines, hotels, and car rental vendors. Employees may be reimbursed for the cost to enter certain frequent traveler programs when entering the program is expected to result in a savings to the Government. Reimbursement for the cost to enter the program may not exceed the expected amount of the savings.

(3) To the maximum extent practicable, overall travel costs should be reduced by using benefits earned through frequent traveler programs to

obtain free airline tickets, rooms, and rental vehicles. (See §301-3.3(d)(5)(vii) of this chapter for upgrades to premium-class other than first-class accommodations.

(4) Use of mandatory or preferred vendors, such as contract air and rail carriers, lowest cost car rental companies, etc., shall be observed fully without regard to whether such vendors offer frequent traveler programs. No deviations from mandatory or preferred use requirements will be permitted solely for the purpose of accumulating frequent traveler benefits.

[54 FR 20267, May 10, 1989, as amended by FTR Amdt. 3, 54 FR 47523, Nov. 15, 1989; FTR Amdt. 10, 55 FR 41525, Oct. 12, 1990. Redesignated by FTR Amdt. 17, 56 FR 23654, May 23, 1991; FTR Amdt. 32, 58 FR 58236, Oct. 29, 1993]

Subpart C—Pre-Employment Interview Travel

SOURCE: FTR Amdt. 17, 56 FR 23654, May 23, 1991, unless otherwise noted.

§301-1.200 Applicability.

(a) *Individuals covered.* This subpart is applicable to interviewees as defined in §301-1.3(c)(3).

(b) *Policy.* Unless otherwise stated, the allowances established in this subpart for interviewees are analogous to those available to Federal employees traveling on official Government business. However, an agency is not required to offer all allowances to each interviewee. (See §301-1.203(a)(2).)

§301-1.201 Authorization of travel.

(a) *Authority for payment.* Agencies may pay allowable pre-employment interview travel expenses (as defined in §301-1.203) for individuals determined eligible under paragraph (b) of this section.

(b) *Eligibility determination.* Each agency shall establish criteria for determining which applicants will qualify for the payment of pre-employment interview travel expenses. The Office of Personnel Management has issued guidelines at 5 CFR part 572 for agencies to follow in making these personnel determinations.

§ 301-1.202 Responsibilities for pre-employment interview travel.

(a) *Agency responsibilities—(1) General rule.* Agencies shall adhere to the general travel authorization policies and practices contained in subpart B of this part.

(2) *Limitations on type of authorization.* Pre-employment interview travel may be authorized only on a trip-by-trip basis. Limited or unlimited open authorizations shall not be used for pre-employment interview travel.

(3) *Responsibility of agencies to inform interviewees of Government travel policies.* Agencies shall communicate the Government travel rules and procedures to interviewees. Agencies should ensure the interviewee understands how travel reimbursements are calculated. Agencies also should provide assistance to the interviewee in the preparation of travel vouchers.

(4) *Limitations on the ability of agencies to authorize pre-employment travel expenses to defray unauthorized relocation expenses.* Agencies shall not authorize pre-employment interview travel expense reimbursement for the purpose of helping defray relocation expenses that are not allowable for a new appointee under § 302-1.10. For example, an agency may not pay pre-employment travel expenses under this subpart so that an interviewee/new appointee may look for a house at his/her prospective first duty station.

(5) *Fire safety responsibilities.* Agencies should encourage an interviewee for his/her safety to stay in an approved accommodation while performing interview travel, and shall provide the interviewee with a list of approved accommodations in the interview area.

(b) *Interviewee responsibilities—(1) General rule.* The interviewee is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business.

(2) *Use of travel agencies.* Tickets should be provided by the interviewing agency. However, the interviewing agency may authorize the interviewee to obtain tickets directly from a travel management center under contract to the Government.

(3) *Use of contract carriers.* Interviewees of mandatory users of the Government's city pair contracts with

airlines and Amtrak are bound by rules outlined in § 301-2.2 (c) and (d)(1)(ii)(A).

(4) *Interviewee's potential liability notice.* The interviewee is accountable for all transportation tickets and U.S. Government Transportation Requests (GTR's) issued for use in performing pre-employment interview travel. Agencies shall provide written instructions to the interviewee at the time an authorization is issued explaining agency administrative procedures for controlling and accounting for passenger transportation documents. If the interview trip is cancelled or rescheduled after tickets (or GTR's) are issued to the interviewee, the interviewee is liable for the value of the tickets issued until all ticket coupons have been used for pre-employment interview travel or all unused tickets or coupons have been properly accounted for on the travel voucher. A statement to this effect shall be incorporated on the travel authorization, or issued as a "Notice to Traveler" and attached to the ticket or GTR when issued to the interviewee. The interviewee and the interviewing agency shall be bound by the same rules that apply to employee travelers and agencies in § 301-3.5.

(5) *Billing information for ticket exchanges.* When an interviewee exchanges a ticket for one of lesser value, the carrier should issue a receipt or a ticket refund application and is required to make refund directly to the appropriate agency billing office. To facilitate this refund procedure, agencies shall provide interviewees with a "bill charges to" address by attaching a copy of the GTR or some other document containing this information to either the ticket or travel authorization as provided in 41 CFR 101-41.210-1.

(6) *Fire safety responsibilities.* It is the policy of the Government, as reflected in the Hotel and Motel Fire Safety Act of 1990 (Pub. L. 101-391, Sept. 25, 1990), referred to as "the Act" in this paragraph, to save lives and protect property by promoting fire safety in hotels, motels, and all places of public accommodation affecting commerce. In furtherance of the Act's goals, an interviewee traveling to a pre-employment interview is strongly encouraged to stay at an approved accommodation

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as defined in § 301-17.2(c) of this chapter when commercial lodging is required. An approved accommodation provides certain fire detection and safety devices that reduce the likelihood of injury to, and protect the lives of, travelers.

[FTR Amdt. 17, 56 FR 23654, May 23, 1991, as amended by FTR Amdt. 39, 59 FR 46193, Sept. 7, 1994; FTR Amdt. 53; 61 FR 64998, Dec. 10, 1996]

§ 301-1.203 Allowable reimbursements.

(a) *Allowable expenses.* (1) An agency may pay to or on behalf of an interviewee the same travel expenses to which a Government employee traveling on official business would be entitled, with the exception of those expenses listed in paragraph (b) of this section. Allowable expenses are subject to the limitations applicable to a Government employee traveling on official business.

(2) An agency may pay all or a part of pre-employment travel expenses. However, an agency electing to pay only subsistence or only common carrier transportation costs must pay the full amount to which a Government employee would be entitled for those expenses authorized. Paying less than the full reimbursement for common carrier tickets could make the interviewee ineligible for Government discounts.

(b) *Unallowable expenses.* An agency shall not pay expenses for:

(1) Use of communication services as defined in part 301-6 for purposes other than communication directly related to travel arrangements for the Government interview.

(2) Hire of a room as defined in § 301-9.1(b).

§ 301-1.204 Sources of funds.

(a) *Payment of travel expenses—(1) Transportation expenses by common carrier, other than local transportation.* Interviewee transportation by common carrier, other than local transportation, shall be paid for through the use of a GTR or a centrally billed account as provided in § 301-15.45. Common carrier transportation includes air, bus, and rail.

(2) *Other authorized expenses.* All other authorized expenses shall be paid

for by the interviewee. The agency shall reimburse the interviewee for allowable travel expenses upon submission and approval of a travel voucher.

(b) *Unallowable sources—(1) Government issued individual employee charge cards.* Individual employee charge cards (see § 301-15.44) may not be used for pre-employment interview travel. However, centrally billed accounts (see § 301-15.45) may be used to pay the interviewee's allowable transportation expenses.

(2) *Travel advances.* An interviewee shall not be issued a travel advance.

(3) *Travelers checks.* Government contractor issued travelers checks (see § 301-15.46) may not be used for pre-employment interview travel.

§ 301-1.205 Claims for reimbursement.

(a) *Fraudulent claims.* A claim against the United States is forfeited if the claimant attempts to defraud the Government in connection therewith (28 U.S.C. 2514). In addition, there are two criminal provisions under which severe penalties may be imposed on a traveler who knowingly presents a false, fictitious, or fraudulent claim against the United States (18 U.S.C. 287 and 1001).

(b) *Maintenance of receipts and records.* All interviewees authorized to travel should keep a record of expenditures properly chargeable to the Government. Although receipt requirements vary with the method of reimbursement, it would be prudent for interviewees to retain all receipts until reimbursement claims are settled. The agency should alert the interviewee to such requirements.

(c) *Preparation and submission of travel vouchers.* (1) Interviewees are responsible for the preparation and submission of travel vouchers, although agencies should assist in this process. Travel voucher forms may be typed or handwritten in ink. Only the original travel voucher must be signed by the interviewee.

(2) Agencies are to prescribe the administrative procedures, consistent with those in § 301-11.4, for interviewees to follow in submitting travel vouchers.

(d) *Review of travel vouchers of interviewees.* Agencies shall review the travel vouchers of interviewees in the

same manner as they review the travel vouchers of Government employees on official business travel as provided in part 301-11.

[FTR Amdt. 17, 56 FR 23654, May 23, 1991, as amended by FTR Amdt. 39, 59 FR 46193, Sept. 7, 1994; FTR Amdt. 53; 61 FR 64998, Dec. 10, 1996]

PART 301-2—TRANSPORTATION ALLOWABLE

Sec.

301-2.1 Expenses payable as transportation.

301-2.2 Methods of transportation.

301-2.3 Local transportation.

301-2.4 Emergency travel due to illness or injury or a personal emergency situation.

301-2.5 Routing of travel.

301-2.6 Use of Government-furnished vehicles.

AUTHORITY: 5 U.S.C. 5701-5709; E.O. 11609, 36 FR 13747, 3 CFR, 1971-1975 Comp., p. 586.

SOURCE: 54 FR 20270, May 10, 1989, unless otherwise noted.

§301-2.1 Expenses payable as transportation.

Transportation expenses which the Government may pay either directly or through reimbursement include fares, rental fees, mileage payments, and any expenses incident to transportation such as baggage transfer; official telegraph, telephone, radio, and cable messages in connection with items classed as transportation; steamer chairs, steamer cushions, and steamer rugs at customary rates actually charged; staterooms on steamers; and other expenses set forth in parts 301-2 through 301-6.

§301-2.2 Methods of transportation.

(a) *Authorized methods.* Methods of transportation authorized for official travel include railroads, airlines, helicopter service, ships, buses, streetcars, subways, and taxicabs; Government-furnished and contract rental automobiles and airplanes; and any other necessary means of conveyance.

(b) *Selecting method of transportation to be used.* Travel on official business shall be by the method of transportation which will result in the greatest advantage to the Government, cost and other factors considered. In selecting a

particular method of transportation to be used, consideration shall be given to energy conservation and to the total cost to the Government, including costs of per diem, overtime, lost worktime, and actual transportation costs. Additional factors to be considered are the total distance of travel, the number of points visited, and the number of travelers. As stated in 5 U.S.C. 5733, "travel of an employee shall be by the most expeditious means of transportation practicable and shall be commensurate with the nature and purpose of the duties of the employee requiring such travel."

(c) *Traveler's cost liability when selected method is not used.* The traveler shall use the method of transportation administratively authorized or approved by the agency as most advantageous to the Government. (See §301-2.2(b).) Any additional cost resulting from use of a method of transportation other than that specifically authorized, approved, or required by regulation, e.g., contract air service (see paragraph (d)(1)(ii)(A) of this section), shall be the traveler's responsibility.

(d) *Presumptions as to most advantageous method of transportation—(1) Common carrier—(i) General.* Travel by common carrier (air, rail, or bus) generally results in the most efficient use of energy resources and in the least costly and most expeditious performance of travel. Therefore, this method shall be used whenever it is reasonably available. Other methods of transportation may be authorized as advantageous only when the use of common carrier transportation would seriously interfere with the performance of official business or impose an undue hardship upon the traveler, or when the total cost by common carrier would exceed the cost by some other method of transportation. The determination that another method of transportation would be more advantageous to the Government than common carrier transportation shall not be made on the basis of personal preference or minor inconvenience to the traveler resulting from common carrier scheduling.

(ii) *Selecting the most advantageous method of common carrier transportation—(A) Contract air service.* The use