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the average mileage cost for use of a Government-furnished automobile for travel in the continental United States is 23.5 cents. Therefore, the mileage rate for authorized use of a privately owned conveyance when use of a Government-furnished automobile would be most advantageous to the Government shall be 23.5 cents. Exceptions to the 23.5 cent limitation may be authorized if an agency determines that, because of unusual circumstances, the cost of providing a Government-furnished automobile would be higher than 23.5 cents. In such instances, the agency may allow reimbursement at such higher rate within the rate stated in § 301–4.2(a) for advantageous use that will most nearly equal the cost of providing a Government-furnished automobile in those circumstances. In addition to mileage for the distance allowed under § 301–4.1(b), the employee may be reimbursed for expenses authorized under § 301–4.1(c) which would have been incurred if a Government-furnished vehicle had been used.

(c) *Partial reimbursement when Government automobile is available.* When an employee who is committed to using a Government-furnished automobile, or who because of the availability of Government-furnished automobiles, would not ordinarily be authorized to use a privately owned conveyance instead of a Government-furnished automobile, nevertheless requests use of a privately owned conveyance, reimbursement may be authorized or approved. The rate of reimbursement shall be 10.5 cents per mile, which is the approximate cost of operating a Government-furnished automobile, fixed costs excluded.

(d) *Reimbursement claims.* When claiming mileage at the 23.5-cent rate, the employee shall state on the voucher that a commitment was not made to use a Government-furnished automobile and that reimbursement for use of a privately owned automobile was not limited under paragraph (c) of this section.

[54 FR 20276, May 10, 1989, as amended by FTR Amdt. 42, 59 FR 66626, Dec. 27, 1994]

§ 301–4.5 More than one person in conveyance.

Mileage shall be payable to only one of two or more employees traveling together on the same trip and in the same conveyance, but no deduction shall be made from the mileage otherwise payable to the employee entitled thereto by reason of the fact that other passengers (whether or not Government employees) may travel with him/her and contribute to defraying the operating expenses. The names of employees and their employing agencies should be stated on the voucher. (See § 301–11.5(d).)

§ 301–4.6 Actual expense basis.

(a) *Used only when authorized by law.* Reimbursement on an actual expense basis applies to reimbursement for use of a privately owned motorcycle, automobile, or airplane only where such method of reimbursement is authorized by law; otherwise, reimbursement is to be made under the provisions of §§ 301–4.1 through 301–4.5.

(b) *Comparative cost requirement.* The use of a privately owned conveyance on an actual expense basis, as distinguished from a mileage basis under §§ 301–4.1 through 301–4.5, may be authorized or approved provided the aggregate of allowable expenses plus any increased subsistence expenses through increased travel time or less subsistence savings through reduced travel time, as the case may be, does not exceed the cost of transportation available by common carrier.

(c) *Reimbursable costs.* For such travel on an actual expense basis, the employee shall be entitled to reimbursement of the cost of gasoline, oil, feed of horses, garage or hangar rent and stabling of horses while officially detained en route, and bridge, ferry, and other tolls. In determining the amount of increased subsistence expenses or subsistence savings for a given period of time, the per diem rate named in the travel order shall be used. Charges for repairs, depreciation, replacements, grease, antifreeze, towage, and similar speculative expenses shall not be allowed. Exemption from payment of tax on gasoline in States providing such

exemption shall be claimed. The standard Federal forms shall be used for that purpose. When exemption is refused, receipts shall be obtained in duplicate. (See §§ 301–11.3(c)(7) and 301–11.5(c)(2).)

PART 301–5—BAGGAGE

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SOURCE: 54 FR 20279, May 10, 1989, unless otherwise noted.

§ 301–5.1 Definitions.

(a) *Baggage.* The term *baggage* as used in this subtitle means Government property and personal property of the traveler necessary for official travel.

(b) *Excess baggage.* Baggage in excess of the weight, size, or number of pieces that is carried free by transportation companies shall be classed as excess baggage.

[54 FR 20279, May 10, 1989, as amended by FTR Amdt. 26, 57 FR 28633, June 26, 1992]

§ 301–5.2 Authorization for excess baggage.

Where less-than-first-class accommodations are used, transportation of baggage up to the number of pieces or weight carried free on first-class service shall be allowed at Government expense; in all other instances, excess baggage charges shall be allowed only when authorized or approved.

§ 301–5.3 Payment of costs for baggage.

(a) *Transportation charges for excess baggage.* As a general rule, travelers shall make each payment of domestic airline excess baggage charges that do not exceed $15. Where excess baggage services are specifically authorized, the travel order shall clearly state whether such charges are to be paid for in cash by the traveler or to be authorized on the Government transportation request. If the authorization for excess baggage is not included on the transportation request, the traveler's claim for reimbursement shall be included on the travel voucher.

(b) *Transfer of baggage.* Necessary charges for the transfer of baggage shall be allowed.

(c) *Storage of baggage.* Charges for the storage of baggage shall be allowed when it is shown that the storage was solely on account of official business.

(d) *Checking and handling of baggage.* Charges for checking baggage shall be allowed. Charges or tips at transportation terminals shall be allowed for handling Government property carried by the traveler.

§ 301–5.4 Stoppage in transit.

Care should be taken to stop baggage that has been checked on a ticket beyond the point where the traveler leaves the carrier. If baggage cannot be intercepted or transferred and is carried through to original destination on the unused portion of the ticket, full explanation of the facts shall be made to the administrative office at the time the unused ticket is forwarded for redemption, or the explanation shall be shown on the voucher. Failure to observe this rule shall result in any excess cost to the Government being charged to the employee.

§ 301–5.5 Requirement for use of least costly means of shipment.

(a) *Selection of transportation service.* When the total weight of Government property and personal effects or other property needed by the traveler exceeds the baggage allowance, quantities in excess of the allowance shall be shipped by parcel post, where practical, or, if not suitable for mailing, by freight or express if any of those less costly means of shipment will suffice. Shipments must not be made as accompanied baggage or express when ordinary freight service will meet the official needs. Due consideration must be given to the probable cost of collecting or delivering the shipment and the time required for transmission.

(b) *Use of Government bills of lading.* Express and freight shipments shall be made on Government bills of lading unless such handling will interfere with the official purposes of the trip or unless it is not practical. Charges on shipments made on Government bills of