

## Temporary Duty (TDY) Travel Allowances

## Pt. 301-75

### Subpart B—Conference Attendees

NOTE TO SUBPART B: Use of pronouns “we”, “you”, and their variants throughout this subpart refers to the agency.

#### **§ 301-74.21 What is the applicable M&IE rate when meals or light refreshments are furnished by the Government or are included in the registration fee?**

When meals or light refreshments are furnished by the Government or are included in the registration fee the applicable M&IE will be calculated as follows:

(a) If meals are furnished, the appropriate deduction from the M&IE rate must be made (see § 301-11.18 of this chapter).

(b) If light refreshments are furnished, no deduction of the M&IE allowance is required.

[FTR Amdt. No. 89, 65 FR 1327, Jan. 10, 2000, as amended by FTR Amdt. 2005-06, 70 FR 60222, Oct. 17, 2005]

#### **§ 301-74.22 When may an employee, attending a conference, be authorized the conference lodging allowance?**

An employee, authorized to attend a conference, may be authorized the conference lodging allowance as prescribed in §§ 301-74.8 and 301-74.9.

#### **§ 301-74.23 Is the conference lodging allowance an actual expense reimbursement?**

No. The conference lodging allowance is a separate method of reimbursement for lodging expenses.

#### **§ 301-74.24 When should actual expense reimbursement be authorized for conference attendees?**

If the conference lodging allowance still is inadequate, you may authorize actual expense reimbursement under § 301-11.300 of this chapter in lieu of the conference lodging allowance method.

#### **§ 301-74.25 May we reimburse travelers for an advanced payment of a conference or training registration fee?**

Yes, you may reimburse travelers for an advanced discounted payment for a conference or training registration fee as soon as you have approved their

travel to that event, and they submit a proper claim for the expenses incurred.

[FTR Amdt. 2006-02, 71 FR 24598, Apr. 26, 2006]

#### **§ 301-74.26 What is the traveler required to do if he/she is unable to attend an event for which they were reimbursed for an advanced discounted payment of a conference or training registration fee?**

In all cases where a traveler is unable to attend an event for which a discounted registration fee was paid and reimbursed in advance of the event, the traveler must seek a refund of the registration fee and repay the agency with any refund received. If no refund is made, the agency must absorb the advanced payment if the traveler's failure to attend the event was caused either by an agency decision or for reasons beyond the employee's control that are acceptable to the agency, e.g., unforeseen illness or emergency. If no refund is made, and the traveler's failure to attend the scheduled event is due to reasons deemed unexcusable by the agency, the traveler must repay the agency for the amount advanced.

[FTR Amdt. 2006-02, 71 FR 24598, Apr. 26, 2006]

## **PART 301-75—PRE-EMPLOYMENT INTERVIEW TRAVEL**

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## § 301-75.1

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- 301-75.201 May we allow the interviewee to use individual Government contractor-issued charge cards for pre-employment interview travel?
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- 301-75.205 Is the interviewee required to submit a travel claim to us?

AUTHORITY: 5 U.S.C. 5707.

SOURCE: FTR Amdt. 70, 63 FR 15980, Apr. 1, 1998, unless otherwise noted.

### Subpart A—General Rules

#### § 301-75.1 What is the purpose of the allowance for pre-employment interview travel expenses?

To help you recruit highly qualified individuals.

#### § 301-75.2 May we pay pre-employment interview travel expenses?

Yes, if you determine it is in the best interest of the Government to do so. However, pre-employment travel expenses may not be authorized to offset or defray other expenses not allowable under this subpart.

#### § 301-75.3 What governing policies and procedures must we establish related to pre-employment interview travel?

You must establish policies and procedures governing:

- When you will pay pre-employment interview travel expenses, including the criteria for determining which individuals or positions qualify for payment of such expenses;
- Who will determine, in each individual case, that a person qualifies for pre-employment interview travel expenses; and
- Who will determine what expenses you will pay for each individual interviewee.

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#### § 301-75.4 What other responsibilities do we have for pre-employment interview travel?

You must:

- Provide your interviewees with a list of FEMA approved accommodations in the vicinity of the interview, and encourage them to stay in an approved accommodation;
- Inform the interviewee that he/she is responsible for excess cost and any additional expenses that he/she incurs for personal preference or convenience;
- Inform the interviewee that the Government will not pay for excess costs resulting from circuitous routes, delays, or luxury accommodations or services unnecessary or unjustified in the performance of official business;
- Assist the interviewee in preparing the travel claim;
- Provide the interviewee with instructions on how to submit the claim; and
- Inform the interviewee that he/she may subject himself/herself to criminal penalties if he or she knowingly presents a false, fictitious, or fraudulent travel claim (See 18 U.S.C. 287 and 1001).

[FTR Amdt. 70, 63 FR 15980, Apr. 1, 1998; 63 FR 35538, June 30, 1998, as amended by FTR Amdt. 2007-05, 72 FR 61540, Oct. 31, 2007]

### Subpart B—Travel Expenses

#### § 301-75.100 Must we pay all of the interviewee's pre-employment interview travel expenses?

If you decide to pay the interviewee per diem or common carrier transportation costs, you must pay the full amount of such cost to which the interviewee would be entitled if the interviewee were a Government employee traveling on official business.

#### § 301-75.101 What pre-employment interview travel expenses may we pay?

You may pay the following expenses:

- Transportation expenses as provided in part 301-10 of this chapter;
- Per diem expenses as provided in part 301-11 of this chapter;
- Miscellaneous expenses as provided in part 301-12 of this chapter; and