

**Temporary Duty (TDY) Travel Allowances**

**§ 301-12.1**

**§ 301-11.639 If the employee does not elect a lump sum payment, how is the tax on the ITRA reimbursement calculated?**

The tax on the tax reimbursement should be calculated using the Year 2 formulas developed for the relocation income tax allowance. (See § 302-11.8.)

**§ 301-11.640 How do we handle any excess payment?**

You must collect any excess payments, which includes issuing corrected W-2's or 1099's.

301-12.2 What baggage expenses may my agency pay?

AUTHORITY: 5 U.S.C. 5707.

SOURCE: FTR Amdt. 70, 63 FR 15965, Apr. 1, 1998, unless otherwise noted.

**§ 301-12.1 What miscellaneous expenses are reimbursable?**

When the following items have been authorized or approved by your agency, they will be reimbursed as a miscellaneous expense. Taxes for reimbursable lodging are deemed approved when lodging is authorized. Examples of such expenses include, but are not limited to the following:

**PART 301-12—MISCELLANEOUS EXPENSES**

Sec.  
301-12.1 What miscellaneous expenses are reimbursable?

General expenses	Fees to obtain money	Special expenses of foreign travel
Baggage expenses as described in § 301-12.2. Services of guides, interpreters, and drivers..	Fees for travelers checks ..... Fees for money orders .....	Commissions on conversion of foreign currency. Passport and/or visa fees, including fees for a physical examination if one is required to obtain a passport and/or visa and such examination could not be obtained at a Government facility. Reimbursement for such fees may include travel and transportation costs to the passport/visa issuing office if located outside the local commuting area of the employee's official station and the traveler's presence at that office is mandatory.
Services of an attendant as described in § 301-13.3. Use of computers, printers, faxing machines, and scanners.. Services of typists, data processors, or stenographers..	Fees for certified checks ..... Transaction fees for use of automated teller machines (ATMs)-Government contractor-issued charge card.	Costs of photographs for passports and visas. Foreign country exit fees.
Services of an attendant as described in § 301-13.3. Storage of property used on official business..		Costs of birth, health, and identity certificates. Charges for inoculations that cannot be obtained through a Federal dispensary.
Hire of conference center room or hotel room for official business.. Official telephone calls/service (see note).. Faxes, telegrams, cablegrams, or radiograms.. Lodging taxes as prescribed in § 301-11.27.. Laundry, cleaning and pressing of clothing expenses as prescribed in § 301-11.31.. Energy surcharge and lodging resort fee(s) (when such fee(s) is/are not optional)..		

## § 301-12.2

NOTE TO §301-12.1: You should use Government provided services for all official communications. When they are not available, commercial services may be used. Reimbursement may be authorized or approved by your agency.

[FTR Amdt. 75, 63 FR 66675, Dec. 2, 1998, as amended by FTR Amdt. 108, 67 FR 57965, Sept. 13, 2002; FTR Amdt. 2006-03, 71 FR 24596, Apr. 26, 2006; FTR Amdt. 2007-05, 72 FR 61538, Oct. 31, 2007; FTR Amdt. 2010-07, 75 FR 72967, Nov. 29, 2010]

### § 301-12.2 What baggage expenses may my agency pay?

Your agency may reimburse expenses related to baggage as follows:

- (a) Transportation charges for authorized excess;
- (b) Necessary charges for transferring baggage;
- (c) Necessary charges for storage of baggage when such charges are the result of official business;
- (d) All fees pertaining to the first checked bag. In addition, charges relating to the second and subsequent bags may be reimbursed when the agency determines those expenses necessary and in the interest of the Government (see §§301-70.300, 301-70.301). Travelers should verify their agency's current policies and procedures regarding excess baggage prior to traveling; and
- (e) Charges or tips at transportation terminals for handling Government property carried by the traveler.

[FTR Amdt. 70, 63 FR 15965, Apr. 1, 1998, as amended by FTR Amdt. 2010-07, 75 FR 72967, Nov. 29, 2010]

## PART 301-13—TRAVEL OF AN EMPLOYEE WITH SPECIAL NEEDS

Sec.

301-13.1 What is the policy for paying additional travel expenses incurred by an employee with a special need?

301-13.2 Under what conditions will my agency pay for my additional travel expenses under this part?

301-13.3 What additional travel expenses may my agency pay under this part?

AUTHORITY: 5 U.S.C. 5707.

SOURCE: FTR Amdt. 70, 63 FR 15966, Apr. 1, 1998, unless otherwise noted.

## 41 CFR Ch. 301 (7-1-14 Edition)

### § 301-13.1 What is the policy for paying additional travel expenses incurred by an employee with a special need?

To provide reasonable accommodations to an employee with a special need by paying for additional travel expenses incurred.

### § 301-13.2 Under what conditions will my agency pay for my additional travel expense(s) under this part?

When an additional travel expense is necessary to accommodate a special physical need which is either:

- (a) Clearly visible and discernible; or
- (b) Substantiated in writing by a competent medical authority.

### § 301-13.3 What additional travel expenses may my agency pay under this part?

Your agency approving official may pay for any expenses deemed necessary by your agency to accommodate an employee with a special need including, but not limited to, the following expenses:

- (a) Transportation and per diem expenses incurred by a family member or other attendant who must travel with you to make the trip possible;
- (b) Specialized transportation to, from, and/or at the TDY duty location;
- (c) Specialized services provided by a common carrier to accommodate your special need;
- (d) Costs for handling your baggage that are a direct result of your special need;
- (e) Renting and/or transporting a wheelchair;
- (f) Other than coach-class accommodations to accommodate your special need, under subpart B of part 301-10 of this subchapter; and
- (g) Services of an attendant, when necessary, to accommodate your special need.

NOTE TO §301-13.3(g): For limits on the amount that may be paid to an attendant, other than travel expenses, see 5 U.S.C. 3102 and guidance at [http://www.opm.gov/disability/mngr\\_6-01-B.asp](http://www.opm.gov/disability/mngr_6-01-B.asp).

[FTR Amdt. 70, 63 FR 15966, Apr. 1, 1998, as amended by FTR Amdt. 2005-03, 70 FR 28460, May 18, 2005; FTR Amdt. 2006-03, 71 FR 24596, Apr. 26, 2006; FTR Amdt. 2009-06, 74 FR 55149, Oct. 27, 2009]