

Subpart C—Receiving Travel Advances

§ 301-51.200 For what expenses may I receive a travel advance?

For	You may receive an advance
(a) Cash transaction expenses (<i>i.e.</i> , expenses that as a general rule cannot be charged and must be paid using cash, a personal check, or travelers check). (1) M&IE covered by the per diem allowance or actual expenses allowance; (2) Miscellaneous transportation expenses such as transit systems and taxi fares; parking fees; ferry fees; bridge, road, and tunnel fees; and aircraft parking, landing, and tie-down fees; (3) Gasoline and other variable expenses covered by the mileage allowance for advantageous use of a privately owned automobile for official business; and (4) Other authorized miscellaneous expenses that cannot be charged using a Government contractor-issued charge card and for which a cost can be estimated.	Any time you are on official travel.
(b) Non-cash transaction expenses (e.g., lodging, common carrier, advance payment of discounted conference registration fee).	Only in the following situations: (1) Government contractor-issued charge card not expected to be accepted. (2) <i>Government contractor-issued charge card issuance denied.</i> Your agency has decided not to provide you a contractor-issued individually billed travel card. (3) <i>Official change of station.</i> Your agency determines that use of a contractor-issued individually billed travel card would not be feasible incident to a transfer, particularly a transfer to another agency. (4) Financial hardship would be incurred.

[FTR Amdt. 70, 63 FR 15968, Apr. 1, 1998; 63 FR 35538, June 30, 1998, as amended by FTR Amdt. 108, 67 FR 57966, Sept. 13, 2002; FTR Amdt. 2006-02, 71 FR 24598, Apr. 26, 2006; FTR Amdt. 2010-02, 75 FR 24436, May 5, 2010]

§ 301-51.201 What is the maximum amount that my agency may advance?

The amount your agency advances you may not exceed the following amounts:

For	The maximum amount your agency may advance is
Cash transaction expenses	The estimated amount of your cash transaction expenses. (For M&IE, your advance is limited to the M&IE rate under the lodgings-plus per diem method.)
Non-cash transaction expenses (See § 301-51.200(b)).	Generally zero. However, your agency may advance up to the full amount of your expected non-cash transaction expenses for an individual trip (or not to exceed a 45-day period for an open authorization) in accordance with § 301-51.200(b).

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

§ 301-51.202 When must I account for my advance?

You must file a travel claim which accounts for your advance after completion of your assignment, in accordance with your agency's policy. If you are in a continuous travel status (e.g., an auditor or inspector) or if you submit periodic reimbursement vouchers on an individual trip authorization, your agency may reimburse you the full amount of your travel expenses without any deduction of your advance

until such time as you file a final voucher. If the amount advanced is less than the amount of the voucher on which it is deducted, you will be reimbursed the net amount. If the advance exceeds the reimbursable amount, you must immediately refund the excess.

§ 301-51.203 What must I do about my advance if my trip is canceled or postponed indefinitely?

Promptly notify the appropriate agency officials and refund any monies