



U.S. DEPARTMENT OF
TRANSPORTATION

**Federal Highway
Administration**

Order

Subject

**FEDERAL HIGHWAY ADMINISTRATION (FHWA)
TRAVEL POLICY (FTP) SUPPLEMENT**

Classification Code

Date

Office of Primary Interest

1500.8A

HABF-20

1. **What is the purpose of this Order?** This order revises [FHWA Order 1500.8](#) in its entirety to conform with the Federal Travel Regulation (FTR), published in a question-and-answer format.
2. **Does this directive cancel an existing directive?** Yes. [FHWA Order 1500.8](#), Federal Highway Administration Travel Policy Supplement, dated February 9, 1998, is canceled.
3. **What references were used in writing this directive?** We used the Federal Travel Regulation (FTR), 41 CFR 301 and the Department of Transportation Guiding Principles (DTGP), DOT Order 1500.11.
4. **What is the FHWA policy?** The FTR, as implemented and supplemented by the DTGP and this FTP Supplement, contains the requirements governing travel and transportation for all FHWA employees and other individuals (invitational travelers) who are authorized to travel under an official travel authorization for the FHWA.
5. **What is the background of this directive?** The FTR and DTGP require the Operating Administrations to develop and implement internal travel policy and procedures to further supplement the FTR and DTGP. This FTP Supplement is intended to meet this requirement.
6. **Are official forms required?** Yes. Official forms (e.g., Travel Authorization, Travel Voucher, etc.) may be generated through the automated travel system. Alternatively, forms are available through the Department's forms distribution system, or in electronic format, using the InForms software.
7. **Has paper distribution of the FTP changes been stopped?** Yes. The FTP and future changes will be available on the [FHWA Directives and Policy Memorandums website](#) and the [Finance Division Home Page](#). **We will no longer print and distribute FTP changes throughout FHWA.**

Michael J. Vecchietti
Director of Administration

INTRODUCTION

EFFECTIVE DATE: This supplement shall apply to all temporary duty travel that occurs on or after June 1, 2000.

CONCEPT OF REGULATIONS. The following Federal Highway Administration (FHWA) policy represents a supplement to the Federal Travel Regulation (FTR) (41 CFR 301) and DOT Travel Guiding Principles (DTGP).

To understand the entire body of regulations and policy surrounding allowable travel and transportation entitlements, one must first read the FTR, then, if applicable, the DTGP corresponding policy, and, if applicable, the FTP Supplement. Where no corresponding FTR and/or DTGP reference is found to the FTP Supplement paragraph, this means it is a FHWA reference only. This supplement is available on the [FHWA Directives and Policy Memorandums website](#) and the [FHWA Travel Page](#).

DELEGATION OF AUTHORITY. The Director of Administration has the authority to supplement the FTR and DTGP as appropriate. The authority to approve future supplements to Federal Highway Travel policy is hereby delegated to the Director, Office of Budget and Finance. This authority may be further delegated to the Chief, Finance Division; no further redelegation is authorized. Reference to "agency head" in the FTR and the DTGP refers to the FHWA Administrator. The FTP identifies certain travel approvals that have been delegated below the Administrator level, and those that may be further delegated according to [FHWA Order M 1100.1A](#), FHWA Delegations and Organization Manual, dated August 17, 1999.

FHWA travel policy will be issued on an as-needed basis to provide you with internal FHWA policy and procedural guidance.

OTHER SUPPLEMENTING MATERIALS. Publications cited in the FTR or DTGP should be used as appropriate.

CONTACTS. The administrative staff within each program office, resource center, or division office should be the employee's primary contact with regard to issues related to temporary duty travel. If additional guidance is required, the appropriate administrative staff member or employee may contact the Team Leader, Travel Policy and Operations Team, within the Office of Budget and Finance.

CHANGES. Additions to the FTP Supplement will be denoted by the date issued. Changes will be specified by red text in your Internet browser.

PART 301-2--GENERAL RULES

**§301-2.1 Must I have
authorization to
travel?**

(a) Within the Washington Headquarters Office, the Deputy Administrator, Executive Director, CBU Program Managers, and SBU Directors are delegated the authority to approve travel authorizations and associated claims in connection with their own travel. This authority may be successively redelegated down to the level of Division Chief, Team Leader, or other operational equivalent, as provided in FHWA Order 1100.1A, Delegations and Organization Manual, dated August 17, 1999.

(b) Outside of the Washington Headquarters Office, Resource Center Directors, Division Administrators, and FLH Division Engineers are delegated the authority to approve travel authorizations and associated claims in connection with their own travel. This authority may not be redelegated as provided in FHWA Order 1100.1A, Delegations and Organization Manual, dated August 17, 1999.

(c) A post approved travel authorization may be used in extraordinary situations where it is not practical or possible to issue a written authorization in advance of the travel. The authority to approve travel after the fact shall lie with the authorizing official.

**§301-2.5 What travel
arrangements require
specific authorization
or prior approval?**

(a) See FTP Supplement 301-10.123.

(b) The travel authorizing official shall be responsible for ensuring that the requirements of the “Fly America Act” are met (see Subchapter B, FTR 301-3.6 and the corresponding FTP Supplement).

(c) See FTP Supplement 301-10.111.

(d) The use of cash to pay for common carrier transportation in excess of \$100 is prohibited. Request(s) for exception must be in accordance with FTP Supplement 301-51.102 (a)-(c).

(e)

(1) As the use of train is generally limited to trips of relatively short distance and duration, “extra fare train service,” as defined by FTR 301-10.163, will not generally provide time savings or other benefits commensurate to the increased cost.

(2) The authority to approve “extra fare train service” as advantageous to the Government lies with the travel authorizing official. A statement of justification (regular train service not available in time to complete mission, etc.) shall be included on the travel authorization or the travel voucher. This service shall not be approved merely to avoid minor personal inconvenience.

(f)

(1) Except for points served only by ferries, travel by ship shall not be considered advantageous to the Government absent a showing that the benefits of ocean travel outweigh the associated increased costs (lost worktime, per diem, etc.).

(2) The authority to approve travel by ship (except as noted in (1) above), shall lie with CBU Program Managers, SBU Directors, Office Directors, Resource Center Directors, Division Administrators, and FLH Division Engineers. This authority may not be redelegated.

(g) See FTP Supplement 301-10.450.

(h)

(1) Except for “required use travel” (ex.; accompanying the President of the United States, etc.), use of Government aircraft will not be considered advantageous to the Government due to the increased costs associated with such travel.

(2) The authority to approve such use shall lie with the FHWA Administrator.

(i) See FTP Supplement 301-11.200.

(j) See FTP Supplement 301-11.301, 301-11.302, 301-11.303 and 301-11.306.

(k) See FTP Supplement 301-70.500.

(l) As the FHWA does not presently employ law enforcement employees, no policy will be issued at this time.

(m) See FHWA Order 1100.1A, Delegations and Organization Manual, dated August 17, 1999. Additional policy/procedures will be provided in an amendment to the FTP.

(n) See FHWA Order 1100.1A, Delegations and Organization Manual, dated August 17, 1999. Additional policy/procedures will be provided in an amendment to the FTP.

(o) Federal Travel Regulation Amendment 89, Conference Planning, was published January 10, 2000. Because of the many changes contained therein, a complete rewrite of existing FHWA policy will be required. Therefore, additional policy/procedures will be provided in an amendment to the FTP.

Subchapter B–Allowable Travel Expenses

§301-3.6 Use of United States flag carriers.

(c) Use of foreign flag air carriers.

(1) *Authorization or approval.* The authority to approve the use of a foreign flag carrier shall lie with the authorizing official.

(3) Within FHWA, the travel authorizing official shall approve the foreign flag carrier justification statement (See Exhibit 1).

PART 301-10--TRANSPORTATION EXPENSES

Subpart B–Common Carrier Transportation

Use of Contract City-Pair Fares

§301-10.108 Are there other situations when I may use a non-contract fare?

(a)

(1) The use of non-contract air service must be consistent with the exceptions contained in FTR 301-10.107 and 301-10.108.

(2) Where the use of non-contract airfare is justified, such fact must be noted on the travel authorization, except where the travel occurs under the auspices of an open (limited or unlimited) travel authorization. In these instances, a full justification shall be provided on the travel voucher.

(3) Where use of a non-contract carrier is justified, travelers and approving officials should be aware of any special penalties or restrictions that might apply. Travelers are cautioned that any penalties or additional costs incurred as a result of personal preference (ie. non-official itinerary changes, etc.) shall not be reimbursed. This acknowledgment of possible penalty shall be noted in the “Remarks” area of the travel authorization.

(4) The authority to approve the use of a non-contract carrier lies with:

(i) the Director of Administration in the case of group, charter, or excursion arrangements,

(ii) in all other cases, the authority shall lie with the traveler’s authorizing official.

§301-10.111 When may I use a reduced group or charter fare?

(1) Reduced fares for group or charter arrangements may be approved in accordance with FTR 301-10.108 and used in lieu of contract city-pair fares where a substantial savings to the Government will result. However, a reduced group or charter fare will not be approved if a contract carrier offers a comparable fare and has seats available at that fare.

(2) Procurement of reduced fares should be as follows:

(i) Except as provided in (iii) of this section, frequent travelers shall use their individual Government contractor-issued travel charge card.

(ii) Infrequent travelers or invitational travelers shall use the FHWA centrally billed account (CBA).

(iii) As travel expenses should not be reimbursed in advance of the travel, frequent travelers may request authorization to charge their transportation cost to the proper FHWA CBA when the charter requires that the tickets be purchased at least 30 days in advance of the scheduled travel.

(3) The authority to approve reduced group fares or charters shall lie with the Director of Administration.

(4) As FHWA occasionally sponsors or participates in activities (generally meetings or conferences) where a large group of employees attend, submission of this request to the Director of Administration at least 15 working days prior to the event shall be the responsibility of the office sponsoring/coordinating the event. Failure to submit the request in a timely manner may result in a negative response. All requests must include the following information:

(i) The names of all FHWA employees attending the event.

(ii) A written justification of the benefits to FHWA, including a statement that a comparable contract or Government fare is not available.

§301-10.113 What must I do if I change or do not use a common carrier reservation?

(a) Travelers are advised that any liability resulting from a failure to cancel reservations in a timely manner will be the responsibility of the traveler.

(b) If a change in the travel itinerary is necessary, the traveler shall contact the appropriate party (Travel Management Center or common carrier) as soon as possible in order to minimize/reduce Government liability for penalties, additional fees, etc.

§301-10.114 What must I do with unused Government Transportation Request(s) (GTR's), ticket(s) or refund application(s)?

(a) Travelers who use their individual Government contractor-issued travel charge card to procure common carrier transportation shall be responsible for returning any unused ticket(s) to the Travel Management Center (TMC) in order to obtain a credit/refund. **NOTE: In the event that a ticket has been procured directly from the carrier, unused ticket(s) shall be returned to the carrier for proper credit.**

(b) Infrequent/invitational travelers authorized the use of an FHWA CBA are required to return any unused common carrier ticket(s) to the Finance Division (HABF-20), their Division Financial Manager, the Resource Center Administrative Programs Coordinator, or the Federal Lands Highway Executive Officer, as appropriate.

(c) Travelers are reminded that they are liable for the value of all tickets issued until all ticket coupons are either used in connection with official travel or returned for refund. Further, travelers are counseled

that there is no authority to reimburse the cost of a “lost ticket application fee,” a “ticket coupon reissuance fee,” or any penalty fee incurred as a result of non-official itinerary changes.

§301-10.116 What must I do with compensation an airline gives me if it denies me a seat on a plane?

See FTP Supplement 301-72.300(b).

Airline Accommodations

§301-10.123 When may I use first-class airline accommodations?

All requests for use of first-class accommodations shall be addressed to the FHWA Administrator and sent through the Chief, Finance Division (HABF-20), who will act as control point. The “Request for Approval of Premium-Class Accommodations” (See Exhibit 2) form must accompany all requests for upgrade beyond coach class. The use of first class or premium class accommodations must be consistent with FTR 301-10.123 and 301-10.124.

(b)

(1) Where the request for approval is based on disability, a physician’s medical certificate must be attached unless the disability is clearly visible.

(2) Where the request for approval is based on the existence of a “special need,” as defined by FTR 300-3.1, the request must contain a physician’s medical certificate and/or a full explanation of the circumstances involved.

(3) If use of first-class accommodations is approved based on the existence of a “special need,” an

annual certification will be required. This annual certification shall not be required where the existence of a permanent disability has been established.

(4) A copy of all approved requests for first-class accommodations shall be maintained in the Finance Division (HABF-20), as we are required to report such activity to the Department as well as Congress.

§301-10.124 When may I use premium-class other than first-class airline accommodations?

Within FHWA, the authority to approve premium-class accommodations, including upgrades via redemption of frequent flyer benefits, lies with the FHWA Administrator. All requests should be prepared as outlined in FTP Supplement 301-10.123.

Train

§301-10.162 When may I use first-class train accommodations?

See FTP Supplement 301-10.123 for approval requirements/procedures.

(b) When use of first class is necessary to accommodate a disability or other special need. See FTP Supplement 301-10.123(b)(1)-(4) for requirements/procedures.

§301-10.164 When may I use extra-fare train service?

See FTP Supplement 301-2.5(e).

Ship

§301-10.183 What class of ship accommodations must I use?

See FTP Supplement 301-10.123 for approval requirements/procedures.

(b) See FTP Supplement 301-10.123(b)(1)-(4) for requirements/procedures.

Subpart C–Government Vehicles

301-10.201 For what purposes may I use a Government vehicle other than a Government aircraft? For additional information, reference the following: staffnet.fhwa.dot.gov/haim/msd/field/fld1123.htm.

Subpart D--Privately Owned Vehicle (POV)

§301-10.300 When may I use a POV for official travel? Use of a POV for official travel may not be management directed; however, such use may be approved as advantageous to the Government, or undertaken (with limited reimbursement as provided in FTR 301-10.310 and the corresponding FTP reference) as a personal preference of the traveler.

§301-10.302 How do I determine distance measurements for my travel? Within FHWA, the official mileage guide is the “Household Goods Carriers’ Bureau Mileage Guide.” As a general rule, the total miles reimbursed may not exceed 10 percent of the mileage between points listed therein.

§301-10.309 What will I be reimbursed if I am authorized to use common carrier transportation and I use a POV instead? Within FHWA, the constructive cost of common carrier transportation shall be determined using the applicable contract city-pair airfare between the points of temporary duty. If there is no contract fare available between the point(s) of travel, the lowest available coach fare shall be used.

§301-10.310 What will I be reimbursed if I am authorized to use a (b) **Partial reimbursement when you are committed to use a Government owned automobile--**Commitment to use a Government-

**Government
automobile and I use
a privately owned
automobile instead?**

owned vehicle (GOV) exists when a GOV has been leased for the express use of an individual FHWA employee, or where a GOV is available and is the authorized mode of transportation. As a reminder, when it is determined that travel by automobile is required, GOV shall be considered the most advantageous method of transportation, where one is available.

Subpart E--Special Conveyances

Taxicabs, Shuttle Service, or Other Courtesy Transportation

**§301-10.420 When may I use a
taxi or shuttle
service?**

(a) **For local travel.** It will be at the discretion of the authorizing official to approve the use of a taxi in conformance with FTR 301-10.420(a)(1)-(3). However, it is the policy of the FHWA that local transit (e.g. subway), free or low cost shuttle service, or a GOV should be used to the maximum extent practicable.

(c) **Between residence and office on day you perform official travel.** See FTR 301-10.402 for use of POV in lieu of taxi.

(d) **Between residence and office in cases of necessity.**

(1) This provision shall not apply except where the work is unplanned and unscheduled. Where overtime is scheduled, employees shall be required to provide their own transportation.

**§301-10.421 How much will my
agency reimburse me
for a tip to a taxi,
shuttle service, or**

It will be the policy of the FHWA to reimburse a tip not to exceed 15 percent (rounded to the nearest dollar) of the fare charged. Where the transportation is provided at no cost to the traveler,

courtesy transportation driver? an amount not to exceed \$5.00 will be reimbursable as a tip.

Rental Automobiles

§301-10.450 When can I use a rental vehicle?

(a) The use of a rental vehicle must be specifically indicated on the travel authorization, as required by FTR 301-2.5(g).

(b) When use of a rental car is approved in conformance with 301-10.450(a)-(b) of this section, travelers should give preference to DOT Preferred Travel Vendors, where available. In all other cases, travelers are required to request and obtain a Government contract vehicle. Travelers are required to make their reservations through the appropriate TMC, in order to ensure that the rental vehicle is covered by the terms of the U.S. Government Car Rental Agreement, negotiated by the Military Traffic Management Command (MTMC). Reimbursement will be limited to the Government contract rate.

(c) Travelers shall use only compact, subcompact, or similar economy cars unless otherwise justified on the travel authorization and approved by the travel authorizing official. Use of specialty, intermediate, or luxury vehicles should be authorized only to the extent determined to be necessary and reasonable. General statements such as to accomplish agency mission are unacceptable. **Travel tip: Free upgrades should be indicated on the travel voucher to avoid possible disallowance.**

**§301-10.451 May I be reimbursed
for the cost of
collision damage
waiver (CDW) or
theft insurance?**

In the event of an accident, the appropriate GSA Fleet representative should be contacted. A list of representatives may be found at the following site: staffnet.fhwa.dot.gov/haim/msd/appendix.htm.

PART 301-11--PER DIEM EXPENSES

Subpart A--General Rules

- §301-11.1** **When am I eligible for an allowance (per diem or actual expense)?**
- (a) No per diem is payable in connection with local travel, defined as any travel within a 50 mile radius of the official station or the residence, except as provided in (1) below:
- (1) In extremely unusual circumstances and on a case-by-case basis, the authorizing official may approve per diem at a location outside the official station but within 50 miles of the official station or the residence. In such cases, a written justification from the authorizing official noting the circumstances surrounding the travel shall be prepared and will become part of the official record.
- (2) Authorizing officials are cautioned to approve per diem within close proximity to the official station **only** when required by official necessity. *Personal inconvenience to the traveler is not sufficient grounds to circumvent the general rule contained in (a) of this section.*
- §301-11.4** **May I be reimbursed actual expense and per diem on the same trip?**
- It will be at the discretion of the travel authorizing official to determine the appropriate method of subsistence reimbursement on a given calendar day.
- §301-11.5** **How will my per diem expenses be reimbursed?**
- (d) This section of the FTP has no corresponding FTR reference.
- (1) If a traveler is required to perform temporary duty at a place where the employee has traveled away from the ODS for personal reasons, the traveler is entitled to per diem, but not transportation (except for local transportation), for the period of the TDY.

(2) If a traveler on leave away from the ODS is required to interrupt leave and perform TDY at an alternate location, and will resume leave upon completion of the TDY, the traveler is entitled to:

(i) Travel and transportation expenses from the point of interruption to the TDY location,

(ii) Per diem at the TDY location,

(iii) Return travel and transportation expenses to the location where leave was interrupted. If return travel is to a location other than the point of interruption, the total amount payable shall not exceed that which would have been paid had the traveler returned to the point of interruption.

§301-11.8 **What is the maximum per diem rate I will receive if lodging is not available at my TDY location?**

The authorizing official has the authority to approve the higher maximum per diem rate for a locality adjacent to the temporary duty location when accommodations are not available.

§301-11.16 **What reimbursement will I receive if I prepay my lodging expenses and my TDY is curtailed, canceled or interrupted for official purposes or for other reasons beyond my control that are acceptable to my agency?**

(a) Travelers are expected to make all reasonable efforts to minimize the Government’s liability and/or obtain a refund. “Reasonable efforts” may include, but shall not be limited to:

(1) A termination clause in the lease agreement (where feasible),

(2) Provide the establishment with notice in a timely manner when cancellation or interruption of the assignment is required.

(b) Where the assignment is curtailed due to official necessity and the employee exercises prudence in limiting Government liability, all remaining unreimbursed lodging and associated costs shall be paid.

(c) In cases where a bona fide personal emergency has been determined to exist, as provided by FTP 301-70.500, and the employee has exercised reasonable prudence in limiting Government liability, payment for unreimbursed lodging and associated costs shall be made as follows:

(1) The daily lodging cost will be calculated by dividing the total lodging costs by the actual number of days of occupancy.

(2) If the increased daily lodging rate exceeds the authorized per diem by a substantial amount, the authorizing official may approve actual expense reimbursement.

§301-11.20 May my agency authorize a rest period for me while I am traveling?

Within FHWA, the authorizing official may approve a rest period in conformance with the requirements of this section.

§301-11.21 Will I be reimbursed for per diem or actual expenses on leave or non-workdays (weekend, legal Federal Government holiday, or other scheduled non-workdays) while I am on official travel?

(b) Within FHWA:

(1) A per diem allowance shall be payable for any workday where the leave taken is one-half or less of the prescribed daily working hours.

(2) Travelers are considered to be in a per diem status on nonworkdays except under the following condition:

(i) Traveler is in a leave status at the end of the workday before the nonworkday(s) and at the beginning of the workday following the nonworkday(s), and the period of leave on either of those days is more than one-half of the prescribed working hours for that day. For example, per diem is not payable on Saturday or Sunday where a traveler is in a leave status on Friday and does not resume official duties until noon on Monday.

(3) Except for the prohibition in (2)(i) of this section, per diem (but not transportation) is payable for nonworkday(s) where the traveler, as a personal preference, travels to an alternate location. However, the amount reimbursed to the traveler may not exceed that which would have been paid had the traveler remained at the TDY site.

§301-11.22 Am I entitled to per diem or actual expense reimbursement if I am required to return to my official station on a non-workday?

Payment of per diem shall be limited to the round trip en route travel time between the TDY point and the official duty station or the residence.

§301-11.23 Are there any other circumstances when my agency may reimburse me to return home or to my official station for non-workdays during a TDY assignment?

(c)

(1) The authority to authorize periodic return travel incident to a long-term TDY assignment lies with the travel authorizing official. In order to ensure that this authority is used sparingly and only where justified, authorizing officials should consider the following general rules:

(i) the express purpose of return travel is to increase morale and productivity by allowing the employee to visit with the immediate family,

(ii) absent unusual circumstances, return travel is not appropriate for assignments less than 30 days in length,

(iii) no more than one round trip should typically be authorized for each 30 day period.

(2) Where return travel is authorized, such fact, including a written justification, shall be annotated on the travel authorization.

§301-11.25 **Must I provide receipts to substantiate my claimed travel expenses?**

(a) A receipt or other appropriate proof of payment (ex. credit card bill) shall be required, regardless of amount, for the following items:

- (1) Lodging,
- (2) Common carrier transportation,
- (3) Rental car.

(b) If a required receipt is lost, damaged, stolen or is otherwise not available, the traveler shall attempt to obtain a replacement. If it is not feasible to obtain a replacement, or if one is not reasonably available, the travel authorizing official may explicitly approve the expenditure on the travel voucher. This provision shall not apply to the expenses specifically enumerated above.

§301-11.26 **How do I get a per diem rate increased?**

All requests for review shall be submitted to the Finance Division, HABF-20, for review, coordination, and submission to the Assistant Secretary for Budget and Programs, B-30.

§301-11.30 **What is my option if the Government lodging rate plus applicable taxes exceeds my lodging reimbursement?**

Where the per diem rate (generally the lodging portion only) is not sufficient, travelers may request actual expense reimbursement, as provided in Subchapter D, 301-11 of the FTP. **NOTE: As a reminder, the applicable lodging tax is now reimbursable as a separate miscellaneous expense. This applies only to travel within CONUS and to non-foreign areas.**

Subpart B--Lodgings-Plus Per Diem

§301-11.101 What allowance will I be paid for M&IE?

(b) The responsibility to approve an appropriate M&IE allowance in connection with vessel travel shall lie with the same officials who have the authority to approve such travel as provided in FTP Supplement 301-2.5(f)(2).

Subpart C--Reduced Per Diem

§301-11.200 Under what circumstances may my agency prescribe a reduced per diem rate lower than the prescribed maximum?

(a) Where practicable, authorizing officials shall establish a rate of not more than 55 percent of the applicable per diem in connection with long-term temporary duty assignments (“long-term assignment” is generally at least 30 days in duration); however, a higher rate may be approved where this rate is insufficient to cover the cost of lodging and related expenses (furniture rental, utilities, basic cable/telephone service, cleaning/maid service, non-refundable deposits, etc.) and an appropriate amount for subsistence. **NOTE: It will be the responsibility of the traveler to establish the need for a higher rate above 55 percent of the applicable per diem before commencement of the assignment. Travelers and authorizing officials are cautioned that once a fixed rate is established, it cannot be amended to increase or decrease the traveler’s entitlement.**

(b) It will be at the discretion of the travel authorizing official to establish a reduced rate.

(1) When a reduced per diem rate is established, receipts for lodging/subsistence will not generally be required. Reimbursement will be claimed as follows:

(i) **Day of departure.** 3/4 of either the established reduced rate or the applicable rate for the TDY or en route location (see ii below),

(ii) **En route travel.** If POV is the authorized mode of transportation, the traveler is entitled to a per diem allowance based on the lodging location. As travelers are expected to average at least 300 miles/day, allowable en route travel time will be determined by dividing the distance between the official duty station and the TDY point by 300. No per diem is allowable on days (including non-workdays) where no travel is performed. Receipts shall be required to support the lodging claim.

(iii) **Duration of the assignment.** The established reduced rate times the appropriate number of days,

(iv) **Day of return.** No lodging cost; allowable per diem will be 3/4 of the established reduced rate for the TDY location unless en route travel via POV is authorized and such travel requires overnight lodging. In such a case, see (ii) above for applicable rules.

(2) Where an employee is receiving a fixed rate at a long-term TDY location, and short-term TDY (involving lodging) away from the long-term TDY location is required, the employee shall be reimbursed on those days in the following manner:

(i) **Short-term TDY location.** The applicable per diem rate at the short-term TDY location.

(ii) **Long-term TDY location.** In order to avoid duplicate reimbursement, only the portion of the long-term rate related to lodging shall be allowed.

Subpart D--Actual Expense

- §301-11.300** When is actual expense reimbursement warranted?
- (d) Within FHWA, actual expense reimbursement should generally be limited to those instances referred to in FTR 301-11.300(a)-(c). However, actual expense reimbursement may be approved by the authorizing official in other cases where the circumstances of the travel indicate such reimbursement would be appropriate.
- §301-11.301** Who in my agency can authorize/approve my request for actual expense?
- The authority to approve actual expense reimbursement shall lie with the travel authorizing official.
- §301-11.302** When should I request authorization for reimbursement under actual expense?
- Approval may be granted after the fact at the discretion of the appropriate official (See FTP 301-11.301).
- §301-11.303** What is the maximum amount that I may be reimbursed under actual expense?
- Within FHWA, the travel authorizing officials in FTP 301-11.301 may approve actual expense reimbursement not to exceed 300 percent of the applicable per diem rate.
- §301-11.306** What expenses am I required to itemize under actual expense?
- When the travel authorizing official approves actual expense reimbursement for lodging only, the M&IE portion of the per diem rate shall not be itemized. Receipts shall be required only for those expenses enumerated herein.

The following table is provided as a guide to assist travelers and authorizing officials:

TDY Location	Per Diem Rate	Actual Expense Method	Meal-by-Meal Itemization	Actual Expense Rate
Washington, DC (Pre-Arranged meeting site)	\$123/Lodging, \$42/M&IE Rate-\$165	Lodging Only (NTE \$165 x 300%=\$495)*	No	\$135/Lodging, \$42/M&IE Rate-\$177
Augusta, GA (Meeting during Masters Golf Tournament; (lodging costs excessive)	\$70/Lodging, \$30/M&IE Rate-\$100	Lodging Only (NTE \$100 x 300%=\$300)*	No	\$265/Lodging, \$30/M&IE Rate-\$295
Miami, FL (Disaster Relief; all subsistence items excessive)	\$89/Lodging, \$42/M&IE Rate-\$131	Lodging and M&IE (NTE \$131 x 300%=\$393)	Yes (Actual Cost For Breakfast, Lunch, Dinner, Incidentals)	\$340/Lodging, \$70/M&IE (Itemized) Rate-Limited to \$393

*The maximum allowable rate should always be determined by multiplying the maximum per diem rate times 300%.

PART 301-12--MISCELLANEOUS EXPENSES

§301-12.1 What miscellaneous expenses are reimbursable?

(a) Travel authorizing officials may authorize and/or approve miscellaneous expenses incurred in the performance of official business. Authorizing officials shall determine that such expenses are allowable, necessary, and reasonable in amount.

(b) Communication Services. Travelers are advised that use of a Government telephone system is appropriate for the placement of a brief (five minutes or less) personal telephone call to the traveler's residence or immediate family. If a commercial telephone system is used, reimbursement shall be allowed as follows:

(i) A claim of not more than \$5 may be made for each day in a travel status within the Continental United States (CONUS),

(ii) A claim of no more than five (5) documented minutes may be made for each day in a travel status outside the Continental United States (OCONUS). In cases where the duration of the call cannot be verified via a receipt, \$10 will be the maximum amount allowed.

(iii) No claim for personal telephone calls shall be allowed unless the travel includes at least one night away from the official station.

(iv) Subject to the limitations in (i)-(ii), receipts are not required.

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

In lieu of incurring excess baggage fees, consideration may be given to alternate means of transporting government property/materials, such as mail delivery, including overnight commercial delivery, where justified.

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

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

(a) Within FHWA, it will be the responsibility of the traveler to substantiate, via competent medical authority, the existence of a disability or special need, and the necessity for payment of allowable additional travel expenses, as enumerated in FTR 301-13.3.

(b) See FTP Supplement 301-70.401(b).

PART 301-30--EMERGENCY TRAVEL

§301-30.2 **What is considered to be “family” with respect to emergency travel?**

See FTP Supplement 301-70.500(d).

§301-30.4 **When an illness or injury occurs on TDY, what expenses may be allowed?**

(a) Where determined necessary by competent medical authority, per diem may be approved as follows:

(i) The authority to approve per diem for a period not to exceed 14 days lies with the authorizing official.

(ii) Where the employee is incapacitated for a period in excess of 14 days, per diem may be approved for a period not to exceed 30 days if justified and approved by the Director of Administration.

PART 301-50--ARRANGING FOR TRAVEL SERVICES

- §301-50.1 How should I arrange my travel?** The Department requires that all operating administrations contract with and use the services of authorized travel agents to make arrangements for common carrier transportation, rental vehicles, and lodging.
- §301-50.2 What is my liability if I use an unauthorized travel agent or unauthorized travel management system?**
- (a) Where an unauthorized travel agent is used, a request for exception must be addressed to the Director of Administration by the respective CBU Program Manager, SBU Director, Resource Center Director, Division Administrator, or FLH Division Engineer.
- (b) Under non-emergency conditions, a one-time exception may be granted to first time invitational travelers or infrequent FHWA travelers, based on the circumstances involved. An exception will generally **not** be granted where the traveler fits the definition of a “frequent traveler.”
- (c) Where an exception is not granted, the traveler shall be responsible for the full cost of the ticket. Where an exception is approved, the amount of reimbursement shall be limited as provided in FTR 301-50.2.
- (d) “Emergency conditions” are generally limited to situations where it is impossible or impractical to contact the approved TMC.
- §301-50.3 Are there any limits on the travel arrangements I may make?** See FTP 301-10.450(b).

PART 301-51--PAYING TRAVEL EXPENSES

Subpart A--General

On January 19, 2000, Federal Travel Regulation Amendment 90 was published. This amendment has substantially changed Government-wide policy with regard to payment of travel expenses. Therefore, additional policy and procedures will be addressed in a future amendment to the FTP. In the interim, this section is in effect and represents official FHWA policy.

Subpart B--Paying for Common Carrier Transportation

§301-51.100 What method of payment must I use to procure common carrier transportation?

(c) If a reduced fare for group, charter, or excursion is approved as provided in FTP Supplement 301-10.111, payment should be in conformance with FTP Supplement 301-10.111(2), except that the entire amount of the fares may be charged to the FHWA centrally billed account if the carrier will not split-bill the cost among travelers.

§301-51.102 How is my transportation reimbursement affected if I make an unauthorized cash purchase of common carrier transportation?

(a) Within FHWA, the Director of Administration is delegated the authority to approve the use of cash (see FTR 301-51.101 for definition of “cash”) to purchase common carrier transportation in excess of \$100, excluding any tax.

(b) All requests for an exception under emergency or non-emergency circumstances must be addressed to the Director of Administration by the respective CBU Program Manager, SBU Director, Resource Center Director, Division Administrator, or FLH Division Engineer. Each request shall include the following: itinerary, copy of the ticket, amount of the contract fare, amount of the fare actually purchased, explanation of the circumstances surrounding the cash payment.

(c) Generally, no more than one exception to the \$100 cash purchase prohibition will be granted in non-emergency circumstances (See FTP Supplement 301-72.203). In the event an exception is granted, reimbursement will generally be limited to the city-pair contract fare. In instances where no city-pair contract fare is available, reimbursement will generally be limited to the lowest available coach fare. **It is imperative that this requirement is communicated to all invitational travelers at the time the invitation to travel on behalf of FHWA is extended. Failure to do so may result in denial (in part or in whole) of the common carrier transportation.**

Subpart C--Receiving Travel Advances

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

While the Government contractor-issued travel charge card shall be used to the maximum extent practicable in connection with official travel, it will be the policy of the FHWA to issue travel advances for the following:

- (1) infrequent travelers,
- (2) incident to a permanent change of station.

In connection with a permanent change of station, travel advances will be issued in installments for the following activities:

- (i) househunting trip,
- (ii) en route travel,
- (iii) temporary quarters (in 30 day increments),
- (iv) commuted rate allowance.

(v) No advance will be allowed where the transferee, as a personal preference, elects reimbursement via the “actual expense not to exceed GBL” method.

(c) A travel voucher shall be submitted liquidating the prior advance before a subsequent advance may be issued.

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

(1) Within FHWA, all excess travel advance amounts shall be submitted via check or money order to the servicing Finance Office or the FHWA Lockbox.

(2) A voucher (check, money order, etc.) liquidating the advance shall be submitted within five working days after the end of the activity or period of time for which the advance was issued.

(3) In the event a proper travel voucher (or check) is not submitted in accordance with (1) and (2) above, subsequent advance(s) shall not be issued.

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

Upon notification of cancellation of the trip, the traveler shall refund the amount of the advance in accordance with FTP Supplement 301-51.202.

PART 301-52--CLAIMING REIMBURSEMENT

§301-52.2 **What information must I provide in my travel claim?**

- (a)
- (5) Within FHWA, itemization of M&IE shall not be required under such conditions as provided herein.

§301-52.3 **Am I required to file a travel claim in a specific format and must the claim be signed?**

(a) Where available, FHWA employees are encouraged to use FHWA’s automated travel management and claims system. The automated system may be used to create the travel authorization, and to prepare an electronic voucher upon completion of travel. In addition, the automated system may be used to create and approve non-travel related miscellaneous employee claims incurred within the boundaries of the ODS.

(b) Where the automated system is not available, travel authorizations and employee claims (including travel vouchers) shall be prepared and submitted to the Federal Aviation Administration (FAA) Oklahoma City Aeronautical Center for final disposition.

§301-52.4 **What must I provide with my travel claim?**

In order to reduce the cost of unproductive voucher examinations, FHWA has implemented a Travel Voucher Statistical Sampling Plan.

(b) For offices using the automated travel system, approving officials will be required to retain, for a period of six and one half (6.5) years:

(1) The travel authorization and any required approvals for actual expense, gifts of travel from non-Federal sources, etc.,

(2) All necessary/mandatory receipts for lodging, common carrier transportation, rental car, and any other miscellaneous expense over \$75.

(3) If the traveler’s voucher is selected for examination, copies of all required documentation must be provided to the Travel Policy and Operations Team, HABF-20, *within seven to ten workdays of a written request*. Any request(s) for additional time must be addressed to the Chief, Finance Division, and should state the reason for the delay and the anticipated date the required documentation will be provided.

(4) The request for required approvals/receipts will be sent to the traveler. If this documentation is not received by the Travel Team in accordance with 301-52.4(b)(3) of this supplement, the traveler will be required to repay the entire amount of the voucher until the documentation is obtained.

(5) If the examination of the travel voucher identifies ineligible item(s), the traveler will be issued a bill of collection within five working days after the examination is complete. Within 30 days, the traveler shall repay FHWA the amount disallowed or provide the documentation necessary to clarify or substantiate the disputed item(s). **Travel tip: Travelers are strongly encouraged to maintain a complete file separate from the official record.**

(c) For offices where the automated travel system is not in use, all pertinent approvals and required receipts shall be attached to the claim at the time of submission. If exceptions exist:

(i) The amount of the claim will be reduced to the appropriate level,

(ii) The traveler will be notified of the exception(s) via a “Notice of Suspended and/or Disallowed Items.”

(iii) Travelers may reclaim disputed items in accordance with FTR 301-52.11(a)-(g) and any corresponding FTP reference under the same heading.

§301-52.6	How do I submit a travel claim?	Travel vouchers/employee claims shall be submitted in accordance with <u>FTP Supplement 301-52.3(a)</u> or <u>(b)</u> .
§301-52.7	When must I submit a travel claim?	All travel and miscellaneous employee claims should be submitted in accordance with <u>FTR 301-52.7(a)</u> and <u>(b)</u> .
301-52.9	What will my agency do when it disallows an expense?	See <u>FTP Supplement 301-52.4(c)(i)-(iii)</u> .
§301-52.11	What must I do to challenge a disallowed claim?	<p>(f)</p> <p>(1) Reclaim vouchers must be filed in accordance with <u>FTR 301-52.11(a)-(e)</u>.</p> <p>(2) All initial reclaim vouchers shall be submitted to the Federal Aviation Administration Oklahoma City Aeronautical Center for consideration. If the claim is subsequently denied, the traveler may appeal the decision to:</p> <p>(i) Chief, Finance Division,</p> <p>(ii) Director of Administration.</p> <p>(3) If the disallowance is upheld by the Director of Administration, the traveler may appeal FHWA’s ruling, through the Finance Division, as provided in <u>FTR 301-52.11(g)</u>.</p>
§301-52.13	Should I keep itemized records of my expenses while on travel?	See <u>FTP Supplement 301-52.4(b)(5)</u> .

- §301-52.14** **What must I do with any travel advance outstanding at the time I submit my travel claim?** See FTP Supplement 301-51.202.
- §301-52.15** **What must I do with any passenger coupon for transportation costing over \$75, purchased with cash?** If the traveler is using the automated travel system, the passenger coupon shall be retained in accordance with FTP Supplement 301-52.4(b). If the automated system is not used, the coupon shall be attached to the travel voucher as provided in FTP Supplement 301-52.4(c). See FTP Supplement 301-51.102 for policy and procedures with regard to unauthorized cash purchase of common carrier transportation.
- §301-52.16** **What must I do with any unused tickets, coupons, or other evidence of refund?** See FTP Supplement 301-10.114.

**PART 301-53--USING PROMOTIONAL MATERIALS AND FREQUENT
TRAVELER PROGRAMS**

**§301-53.5 Under what
circumstances may I
use frequent traveler
benefits to upgrade
my transportation
class of service?**

Subject to the criteria contained in FTR 301-10.123,
301-10.124, and the corresponding FTP reference,
frequent traveler benefits may be used to upgrade
service.

Subchapter D--Agency Responsibilities

PART 301-70--INTERNAL POLICY AND PROCEDURE REQUIREMENTS

Subpart B--Policies and Procedures Relating to Transportation

§301-70.102 What governing policies must we establish for authorization and payment of transportation expenses?

(a) This authority shall lie with the travel authorizing official.

(b)

(1) See FTP Supplement 301-10.123.

(2) See FTP Supplement 301-10.111(3).

(3) See FTP Supplement 301-2.5(e)(1)-(2).

(4) See FTP Supplement 301-2.5(f)(1)-(2).

(5) This authority lies with the FHWA Administrator.

(6) See FTP Supplement 301-3.6(c)(1).

(c) See FTP Supplement 301-10.201.

(d) While use of a POV may not be management-directed, such use shall be deemed advantageous for:

(i) Travel to and from a common carrier terminal,

(ii) Local travel, where a GOV or local transit is not available or such use is not deemed feasible,

(iii) Round-trip travel to a TDY location, where vehicular travel is deemed advantageous to the Government and no GOV is available.

(e) Where the use of POV is authorized, this fact and the applicable mileage rate must be noted on the travel authorization. Where a travel authorization is not required (i.e., for local travel claimed on an SF 1164), the appropriate mileage rate shall be noted on the reimbursement claim.

(f) It will be at the discretion of the travel authorizing official to approve the use of a special conveyance (rental car, taxicab, etc) in accordance with FTP Supplement 301-10.420 and 301-10.450.

(g)

(1) **Travel by an indirect route.** When the traveler elects to commingle personal and official travel, the following procedures shall apply:

(i) In order to obtain contract fares, the TMC agent shall book the official travel itinerary and will charge the traveler's Government contractor-issued travel charge card or an FHWA CBA, as appropriate (the official travel authorization **must not** include the personal itinerary).

(ii) After the official itinerary has been booked, the TMC agent will ticket the entire itinerary (official and personal). The difference between the official itinerary and the actual itinerary is to be borne by the traveler and **must be paid with personal funds**. Travelers should be aware that the new ticket may result in a non-refundable or restricted fare, and that any associated penalties are not reimbursable.

(h) For local travel, the following provisions shall apply:

(1) When the employee travels from his residence to a duty location or alternate worksite other than the ODS, only the travel costs exceeding the normal daily commuting costs will be reimbursed.

(2) Where the employee travels from the ODS to an alternate worksite and returns to the residence, only the travel costs exceeding the normal one-way commuting costs will be reimbursed.

(3) Total travel costs will be reimbursed without a deduction when an employee performs official management-directed local travel on non-workdays. **However, travel to the ODS, even on non-workdays, is not reimbursable.**

(4) When an employee travels to the location of his ODS, but is directed to report to a location other than the actual place of business, only the travel costs exceeding the daily normal commuting costs will be reimbursed.

Subpart C--Policies and Procedures Relating to Per Diem Expenses

§301-70.200 What governing policies must we establish for authorization and payment of per diem expenses?

(a) See FTP Supplement 301-11.20.

(b) See FTP Supplement 301-11.20.

(c) Travelers should be returned to their ODS on non-workdays where the round trip en route transportation and per diem costs will be substantially less than maintaining the traveler at the TDY location. See also FTP Supplement 301-11.23.

(d) See FTP Supplement 301-11.23.

(e) See FTP Supplement 301-11.200(a).

(f) See FTP Supplement 301-11.301.

(g) See FTP Supplement 301-11.1(a).

Subpart D--Policies and Procedures Relating to Miscellaneous Expenses

§301-70.301 What governing policies must we establish for payment of miscellaneous expenses?

(a)

(1) “Excess baggage” is generally defined as Government materials or property. This definition may be expanded to include training materials or other property not owned by the Government that will be used in connection with official business. As a general rule, excess personal property shall not be transported or shipped at Government expense. On a case-by-case basis, a small amount of personal property required in the conduct of official business (ie. extra clothes) may be shipped as excess baggage in connection with a long-term (thirty days or more) TDY assignment.

(2) Travel authorizing officials may approve excess baggage in accordance with FTR 301-12.2 and the corresponding FTP supplement. This approval should be noted on the travel authorization, however; post-approval may be granted on the travel voucher, if appropriate.

(3) Excess baggage costs may be paid as follows:

- (i) Government contractor-issued travel charge card,
- (ii) FHWA CBA if traveler is not a charge card holder,
- (iii) “Cash,” as defined in FTR 301-51.101,

(b) See FTP Supplement 301-12.1.

(c) Unless clearly erroneous, unreasonable, or precluded by law or regulation, authorizing officials may approve any necessary miscellaneous expense reasonably related to the travel assignment.

Subpart E--Policies and Procedures Relating to Travel of an Employee with a Disability or Special Need

§301-70.401 What governing policies and procedures must we establish regarding travel of an employee with a disability or special need?

- (a)
- (1) Within FHWA, it will be the traveler’s responsibility to establish, via competent medical authority and/or a detailed explanation, the existence of a physical disability or “special need.”
- (2) It will be at the discretion of the travel authorizing official to determine when a physical disability or “special need” exists, except that approval for first-class or premium accommodations must be in accordance with FTP Supplement 301-10.123(b)(1)-(3).
- (3) Travel authorizing officials shall maintain a record (medical certificate or other evidence) of each traveler’s disability or “special need,” in the event such documentation is required by the Washington Office for post-audit purposes.
- (b) Except as provided in FTP Supplement 301-10.123(b)(1)-(3), it will be at the discretion of the authorizing official to determine what expenses, as provided in FTR 301-13.3 may be allowed as a reasonable accommodation.

Subpart F--Policies and Procedures for Emergency Travel of Employee Due to Illness or Injury

§301-70.500 What governing policies and procedures should we establish relating to emergency travel?

(a) Emergency travel and/or per diem may be allowed under the following circumstances:

(1) The traveler suffers a serious illness or accident that renders the traveler incapable of continuing the assignment.

(2) A member of the traveler's immediate family suffers a serious illness, accident or death. In the case of illness, a determination should be made that the illness is of such a magnitude that the traveler's absence would present a substantial hardship for the family.

(3) An impending disaster such as fire, flood, hurricane, or other act of God threatens the traveler's home or immediate family.

(b) The authority to determine if a bona fide emergency situation exists and circumstances warrant payment for emergency travel expenses is the travel authorizing official. Where practicable, the traveler shall notify his travel authorizing official in advance of incurring additional travel expenses; however, approval may be granted after the fact where prior notification is not possible.

(c) Subject to the limitations and provisions in FTR 301-70.504 and 301-70.505, the travel authorizing official has the authority to approve payment for travel to an alternate location other than the ODS when:

(1) There are no medical facilities available at the TDY site,

(2) Medical facilities are available but competent medical authority deems travel to an alternate location for treatment purposes to be necessary or desirable.

(d)

(1) **Where emergency involves a family member.** The definition of “immediate family,” as defined by FTR 300-3.1, may be extended on a case-by-case basis by the Director of Administration. Each request shall address the factors in FTR 301-70.508.

(2) **Where emergency involves employee.** If an employee becomes ill and requires the presence of an attendant in order to travel, such attendant may or may not be a member of the immediate family. See FTP Supplement 301-70.500(b) for approval requirements.

§301-70.501 Does per diem continue when an employee interrupts a travel assignment because of an incapacitating illness or injury?

See FTP Supplement 301-30.4.

§301-70.506 May we authorize per diem if an employee discontinues a TDY assignment because of a personal emergency situation?

See FTP Supplement 301-70.500(b).

PART 301-71--AGENCY TRAVEL ACCOUNTABILITY REQUIREMENTS

- §301-71.102** **May we issue a single authorization for a group of employees?** Within FHWA, group travel authorizations shall not be allowed.
- §301-71.104** **Who must sign a travel authorization?** The authority to approve travel and sign travel authorizations may be redelegated in accordance with FHWA Order 1100.1A, Delegations and Organization Manual, dated August 17, 1999.
- §301-71.108** **What internal policies and procedures must we establish for travel authorization?**
- (a) Within FHWA, the following types of travel authorizations may be issued:
- (1) Unlimited Open. This is an unrestricted order where travel of any type and for any purpose may be performed without additional authorization. Use of this type of order shall be limited to: FHWA Administrator, Deputy Administrator, Executive Director.
- (2) Limited Open. This type of order permits travel without further authorization in a limited context. Examples of limiting factors may include:
- (i) purpose of travel,
- (ii) geographic area,
- (iii) cost, etc.
- Use of this type of order is appropriate where the traveler is required to travel to the same point(s) on a regular basis to perform reviews, provide programmatic support, etc. A limited open travel authorization shall not be used in connection with the following types of travel:

(i) Attendance at a conference (see FTR 300-3.1 for definition of a “conference”),

(ii) Attendance at training (Government or non-Government),

(iii) Foreign travel (routine, programmatic travel to or within Alaska, Hawaii, Puerto Rico, Canada and Mexico are exempt from this requirement). **Note: Any travel not specifically covered under a limited open order must be authorized on a trip-by-trip order.**

(3) Trip-by-Trip. This type of order is issued for one specific trip only, and is appropriate for the majority of travel authorized within FHWA.

(4) All trip-by-trip travel authorizations must include an estimate of the cost of travel. In the case of unlimited and limited open orders, estimates should be based on the estimated travel costs to be incurred during the period covered by the authorization.

(b) See FTP Supplement 301-71.104 and FTP Supplement 301-2.1.

(c) See FTP Supplement 301-52.3.

Subpart C--Travel Claims for Reimbursement

§301-71.201 What are the reviewing official’s responsibilities?

In addition to (a) through (e) of this section, see FTP Supplement 301-52.4(b) and 301-52.4(c) for additional approving official responsibilities.

- §301-71.202** **May we pay a claim when an employee does not include a copy of the corresponding authorization?** Within FHWA, a travel authorization may be generated through the automated system. In all other cases, a copy of the travel authorization shall be attached to the travel claim.
- §301-71.207** **What internal policies and procedures must we establish for travel reimbursement?**
- (b) See FTP Supplement 301-52.3 and FTP Supplement 301-52.4.
- (c) See FTP Supplement 301-11.25.
- (d) See FTP Supplement 301-52.7.
- (f) See FTP Supplement 301-52.4(b)(5) and 301-52.4(c).
- (g) See FTP Supplement 301-52.11.

Subpart D--Accounting for Travel Advances

- §301-71.300** **What is the policy governing the use of travel advances?** Within FHWA, it is expected that frequent travelers who have a Government contractor-issued travel charge card will use such card to obtain required cash advances. A travel advance **shall not** be issued to individuals who have lost the travel charge card due to abuse or nonpayment of charges. Managers who authorize travel advances in violation of this policy are subject to disciplinary action. See FTP Supplement 301-51.200 for additional guidance.
- §301-71.308** **What internal policies and procedures must we establish governing travel advances?**
- (a) In order to conform to GSA, IRS and DOT requirements, DOT has implemented an automated Administrative Offset Process for Delinquent Travel Advances.

**PART 301-72--AGENCY RESPONSIBILITIES RELATED TO COMMON
CARRIER TRANSPORTATION**

Subpart A--Procurement of Common Carrier Transportation

§301-72.3 **What method of
payment must we
authorize for common
carrier
transportation?**

(a) DOT policy requires that all employees who have traveled or who could potentially travel within an 18 month period obtain a Government contractor-issued travel charge card.

(b) Use of the FHWA CBA is not authorized except for invitational travelers and infrequent travelers. All others who wish to use the CBA must adhere to the following procedures:

(i) Traveler must prepare written documentation justifying use of the CBA for each individual trip.

(ii) This documentation must be approved by the traveler's second level supervisor and by the servicing finance office.

(iii) A copy of each exception shall be forwarded to the Office of Financial Management.

Subpart B--Accounting for Common Carrier Transportation

§301-72.100 **What must my travel
accounting system do
in relation to common
carrier
transportation?**

(g) Travelers are advised that only common carrier transportation, in accordance with FTP Supplement 301-72.3(b), may be charged to an FHWA CBA.

- §301-72.101** What information should we provide an employee before authorizing the use of common carrier transportation?
- (a) See FTP Supplement 301-10.114(c).
- (b) See FTP Supplement 301-10.114(a) and 301-10.114(b).
- (c) See FTP Supplement 301-10.114(b).

Subpart C--Cash Payments for Procuring Common Carrier Transportation Services

- §301-72.201** What must we do if an employee uses cash in excess of the \$100 limit to purchase common carrier transportation?
- All requests for exception must be in conformance with FTP 301-51.102.
- §301-72-202** Who may approve cash payments in excess of the \$100 limit?
- See FTP Supplement 301-51.102(a).
- §301-72.203** When may we limit traveler reimbursement for a cash payment?
- Generally, no more than **one** non-emergency cash purchase shall be allowed, and reimbursement will be limited to the Government contract fare amount. Any future non-emergency cash payments will result in disallowance of the entire common carrier transportation cost. In the case of first-time invitational travelers unaware of the unique requirements of Government travel, the full amount of the fare may be reimbursed. See FTP Supplement 301-51.102 for additional policy and procedures.

§301-72.204 What must we do to minimize the need for a traveler to use cash to procure common carrier transportation services?

See FTP Supplement 301-72.3.

**Subpart D--Unused, Partially Used, Exchanged, Canceled, or Oversold
Common Carrier Transportation Services**

§301-72.300 What procedures must we establish to collect unused, partially used, and exchanged tickets?

(a) See FTP Supplement 301-10.114.

(b) In the event that the traveler is denied boarding for a confirmed reserved space, any carrier-provided compensation must be returned to the Chief, Finance Division (HABF-20), their Division Financial Manager, the Resource Center Administrative Programs Coordinator, or the Federal Lands Highway Executive Officer, as appropriate.

(c) See FTP Supplement 301-10.114.

PART 301-73--TRAVEL PROGRAMS

Subpart B--Travel Management Services (TMS)

§301-73.103 Are there any exceptions to this requirement?

Authorizing officials may exempt travelers from the requirement to use a TMC when:

(i) Advance arrangements are unable to be made due to short-notice (ie., the traveler is notified on Sunday that immediate departure for TDY is required),

(ii) Emergency travel as described in FTP Supplement 301-70.500 is required.

Subpart C--Contract Passenger Transportation Services

§301-73.201 What method of payment may be used for contract passenger transportation service?

See FTP Supplement 301-72.3.

PART 301-75--PRE-EMPLOYMENT INTERVIEW TRAVEL

- §301-75.3** **What governing policies and procedures must we establish related to pre-employment interview travel?**
- (a) The authority to determine when a pre-employment interview is necessary lies with the hiring/authorizing official. The interviewee may or may not be a current FHWA employee.
- (b) See FTP Supplement 301-75.3(a).
- (c) The authority to determine what expenses, as provided in FTR 301-75.101, will be paid to an interviewee shall lie with the hiring/authorizing official. Where practicable, authorizing officials should consider paying for common carrier transportation only (see FTR 301-75.100), and/or scheduling the travel in such a manner that per diem expenses are minimized or avoided.
- §301-75.4** **What other responsibilities do we have for pre-employment interview travel?**
- It will be the responsibility of the hiring/authorizing official to ensure that the requirements of (a)-(f) are met.

Subpart B–Travel Expenses

- §301-75.103** **What are our responsibilities when we authorize an interviewee to use common carrier transportation to perform pre-employment interview travel?**
- (a) When common carrier transportation is the authorized mode of travel, the interviewee’s ticket shall be charged to the FHWA CBA.
- (c) It will be the responsibility of the travel authorizing/hiring official to ensure that the requirements of (c)-(e) are met.

**JUSTIFICATION STATEMENT
FOR USE OF A FOREIGN FLAG CARRIER**

I certify that it (is) (was) necessary for _____
(name of traveler or agency)

to use _____
(name of foreign flag vessel (s) or foreign flag air carrier(s))

_____ or to transport _____
(flight identification number) (personal effects) (freight)

between _____ and _____

en route from _____ to _____

on _____ for the following reasons: _____
(date)

Date

(Signature of traveler or authorizing officer)

Title

Organization

Employee liability for disallowed expenditures. Where the traveler fails to meet one of the exceptions for use of a foreign flag carrier, reimbursement shall be denied for any transportation cost for which foreign air carrier service was improperly used. If U.S. flag air carrier service is authorized for the entire trip, and a foreign air carrier is exclusively used, the actual cost of the entire ticket shall not be paid. Where a foreign air carrier is improperly used for part of a trip, the amount of the fare attributable to the foreign air carrier is not payable.

