

Temp. Duty Travel Allowances

§ 301-70.701

- (a) The extent of the emergency;
- (b) The employee's relationship to the individual involved in the emergency; and
- (c) The degree of the employee's responsibility for the individual involved in the emergency.

Subpart G—Policies and Procedures Relating to Threatened Law Enforcement/Investigative Employees

§ 301-70.600 What governing policies and procedures must we establish related to threatened law enforcement/investigative employees?

You must establish policies and procedures governing:

- (a) When you will pay transportation and subsistence expenses of threatened law enforcement/investigative employees, under part 301-31 of this chapter;
- (b) Who will determine the degree and seriousness of threat in each individual case;
- (c) Who will determine what protective action should be taken, including the location and duration of temporary lodging;
- (d) Who will reevaluate the situation to determine whether protective action should be continued or discontinued and how often;
- (e) What procedures must be followed to obtain authorization of transportation and subsistence expenses for threatened law enforcement/investigative employees; and
- (f) What special procedures must an employee follow to claim expenses.

§ 301-70.601 What factors should we consider in determining whether to authorize payment of transportation and subsistence expenses for threatened law enforcement/investigative employees?

You should consider:

- (a) *The degree and seriousness of the threat.* You should pay transportation and subsistence expenses only if a situation poses a legitimate serious threat to life.
- (b) *The option of relocating the employee.* You should consider whether relocating the employee permanently would be advantageous given the specific nature of the threat, the contin-

ued disruption of the family, and the alternative costs of a change of official station.

§ 301-70.602 How often must we reevaluate the payment of transportation and subsistence expenses to a threatened law enforcement/investigative employee?

You must reevaluate the situation every 30 days based on the same factors you considered when you first authorized the payment of the expenses.

Subpart H—Policies and Procedures Relating to Mandatory Use of the Government Contractor-Issued Travel Charge Card for Official Travel

SOURCE: FTR Amdt. 90, 65 FR 3056, Jan. 19, 2000, unless otherwise noted.

§ 301-70.700 Must our employees use a Government contractor-issued travel charge card for official travel expenses?

Yes, your employees must use a Government contractor-issued travel charge card for official travel expenses unless:

- (a) A vendor does not accept the travel charge card;
- (b) The Administrator of General Services has granted an exemption. (see § 301-70.704); or
- (c) Your agency head or his/her designee has granted an exemption.

§ 301-70.701 Who has the authority to grant exemptions to mandatory use of Government contractor-issued travel charge card for official travel?

(a) The Administrator of General Services will exempt any payment, person, type or class of payments, or type or class of personnel in any case in which—

- (1) It is in the best interest of the United States to do so;
- (2) Payment through a travel charge card is impractical or imposes unreasonable burdens or costs on Federal employees or Federal agencies; or
- (3) The Secretary of Defense or the Secretary of Transportation (for the Coast Guard) requests an exemption for