

Temp. Duty Travel Allowances

§ 301-73.101

(c) *For exchanged tickets purchased with GTRs:* You must obtain the airline refund application or receipt from the traveler, maintain a suspense file to monitor the airline refund. For additional guidance see 41 CFR 101-41.210.

(d) *For exchanged tickets purchased under centrally billed accounts:* You must obtain the airline receipt from the traveler showing a credit is due the agency, and ensure that the unused portion of the exchanged ticket coupon is credited to the centrally billed account.

ferring to an agency, and an “I” question when referring to the employee.

§ 301-73.1 What are the elements of a Federal travel management program?

They are:

(a) Travel management services, including electronic travel management services and commercial travel agents under contract to GSA or another Federal agency;

(b) Commercial passenger transportation services (e.g. airlines, rental cars, trains, etc.);

(c) Travel payment system services such as Government contractor-issued individually billed cards, centrally billed accounts, travelers checks, and automated-teller-machine (ATM) services.

[63 FR 15978, Apr. 1, 1998; 63 FR 35538, June 30, 1998]

§ 301-73.2 What are our responsibilities to participate in a Federal travel management program?

You must:

(a) Ensure that you have internal policies and procedures in place to govern use of the program; and

(b) Designate an authorized representative to administer the program.

PART 301-73—TRAVEL PROGRAMS

Subpart A—General Rules

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301-73.1 What are the elements of a Federal travel management program?

301-73.2 What are our responsibilities when we participate in a Federal travel management program?

Subpart B—Travel Management Services (TMS)

301-73.100 Should we use a travel management service?

301-73.101 What are the basic services that should be covered by a travel system?

301-73.102 Must we require travelers to use a travel management system?

301-73.103 Are there any exceptions to this requirement?

Subpart C—Contract Passenger Transportation Services

301-73.200 Must we require our employees to use GSA’s contract passenger transportation services program?

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

301-73.202 Can contract fares be used for personal travel?

Subpart D—Travel Payment System

301-73.300 What is a travel payment system?

301-73.301 How do we obtain travel payment system services?

AUTHORITY: 5 U.S.C. 5707; 40 U.S.C. 486(c).

SOURCE: 63 FR 15978, Apr. 1, 1998, unless otherwise noted.

Subpart A—General Rules

NOTE TO § 301-73.101: For purposes of this subpart, GSA uses a “we” question when re-

Subpart B—Travel Management Services (TMS)

§ 301-73.100 Should we use a travel management service?

Yes.

§ 301-73.101 What are the basic services that should be covered by a travel management system?

The travel management system selected should, as a minimum include:

(a) The ability to provide the following as appropriate to the agency’s travel needs:

(1) Common carrier information (e.g., flight confirmation and seat assignment; compliance with the Fly America Act, governmentwide travel policies, and contract city-pair fares, electronic ticketing and ticket delivery);

(2) Lodging information (e.g., room availability and confirmation, compliance with Hotel/Motel Fire Safety Act, per diem rate acceptability);