

§ 301-10.421

(i) Suitable Government or common carrier transportation service, including shuttle service, is available for all or part of the distance involved; or

(ii) Courtesy transportation service is provided by hotels/motels between the place of lodging at the TDY station and the common carrier terminal.

(c) *Between residence and office on day you perform official travel.* In addition to use of a taxi under paragraph (b) of this section, your agency may authorize/approve reimbursement of the usual taxicab fare plus tip in the following situations:

(1) From your home to your office on the day you depart the office on an official trip requiring at least one night's lodging; and

(2) From your office to your home on the day you return to the office from your trip.

(d) *Between residence and office in cases of necessity.* Your agency may authorize/approve the usual taxicab fare plus tip for travel between your office and home when you perform official business at your official station and:

(1) You are dependent on public transportation for officially ordered work outside regular working hours; and

(2) The travel between your office and home is during hours of infrequently scheduled public transportation or darkness.

[63 FR 15955, Apr. 1, 1998; 63 FR 35537, June 30, 1998]

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

An amount which your agency determines to be reasonable.

RENTAL AUTOMOBILES

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

Your agency must determine that use of a rental vehicle is advantageous to the Government and must specifically authorize such use.

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

(a) *General rule—no.* You will not be reimbursed for CDW or theft insurance

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for travel within CONUS for the following reasons:

(1) The Government is a self-insurer.

(2) Rental vehicles available under agreement(s) with the Government includes full coverage insurance for damages resulting from an accident while performing official travel.

(3) Any deductible amount paid by you may be reimbursed directly to you or directly to the rental agency if the damage occurred while you were performing official business.

(b) *Exception.* You will be reimbursed for collision damage waiver or theft insurance when you travel outside CONUS and such insurance is necessary because the rental or leasing agency requirements, foreign statute, or legal procedures could cause extreme difficulty for an employee involved in an accident.

§ 301-10.452 May I be reimbursed for personal accident insurance?

No. That is a personal expense and is not reimbursable.

§ 301-10.453 What is my liability for unauthorized use of a rental automobile obtained with Government funds?

You are responsible for any additional cost resulting from the unauthorized use of a commercial rental automobile for other than official travel-related purposes.

PART 301-11—PER DIEM EXPENSES

Subpart A—General Rules

Sec.

301-11.1 When am I eligible for an allowance (per diem or actual expense)?

301-11.2 Will I be reimbursed for per diem expenses if my official travel is 12 hours or less?

301-11.3 Must my agency pay an allowance (either a per diem allowance or actual expense)?

301-11.4 May I be reimbursed actual expense and per diem on the same trip?

301-11.5 How will my per diem expenses be reimbursed?

301-11.6 Where do I find maximum per diem and actual expense rates?

301-11.7 What determines my maximum per diem reimbursement rate?

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