and costs to commute to/from the nearby location consume most or all of the savings achieved from occupying less expensive lodging;

(c) Because of mission requirements; or

(d) Any other reason approved within your agency.

§ 301–11.301 Who in my agency can authorize/approve my request for actual expense?

Any official designated by the head of your agency.

§ 301–11.302 When should I request authorization for reimbursement under actual expense?

Request for authorization for reimbursement under actual expense should be made in advance of travel. However, subject to your agency's policy, after the fact approvals may be granted when supported by an explanation acceptable to your agency.

§ 301–11.303 What is the maximum amount that I may be reimbursed under actual expense?

The maximum amount that you may be reimbursed under actual expense is limited to 300 percent (rounded to the next higher dollar) of the applicable maximum per diem rate. However, subject to your agency's policy, a lesser amount may be authorized.

§ 301–11.304 What if my expenses are less than the authorized amount?

When authorized actual expense and your expenses are less than the locality per diem rate or the authorized amount, reimbursement is limited to the expenses incurred.

§ 301–11.305 What if my actual expenses exceed the 300 percent ceiling?

Your reimbursement is limited to the 300 percent ceiling. There is no authority to exceed this ceiling.

§ 301–11.306 What expenses am I required to itemize under actual expense?

You must itemize all expenses, including meals, (each meal must be itemized separately) for which you will be reimbursed under actual expense. However, expenses that do not accrue daily (e.g., laundry, dry cleaning, etc.) may be averaged over the number of days your agency authorizes/approves actual expenses. Receipts are required for lodging, regardless of amount and any individual meal when the cost exceeds $75. Your agency may require receipts for other allowable per diem expenses, but it must inform you of this requirement in advance of travel. When your agency limits M&IE reimbursement to either the prescribed maximum M&IE rate for the locality concerned or a reduced M&IE rate, it may or may not require M&IE itemization at its discretion.

[63 FR 15961, Apr. 1, 1998; 63 FR 35537, June 30, 1998]

PART 301–12—MISCELLANEOUS EXPENSES

Sec.

301–12.1 What miscellaneous expenses are reimbursable?
301–12.2 What baggage expenses may my agency pay?

AUTHORITY: 5 U.S.C. 5707.

SOURCE: 63 FR 15965, Apr. 1, 1998, unless otherwise noted.

§ 301–12.1 What miscellaneous expenses are reimbursable?

Your agency may authorize or approve reimbursement of miscellaneous travel expenses. Examples of such expenses include but are not limited to the following:

General expenses	Fees to obtain money	Special expenses of foreign travel
Baggage expenses as described in § 301–12.2.	Fees for travelers checks	Commissions on conversion of foreign currency.
Services of guides, interpreters, drivers	Fees for money orders	Passport and/or visa fees.
Use of computers, printers, faxing machines, and scanners.	Fees for certified checks	Costs of photographs for passports and visas.
Services of typists, data processors, or stenographers.	Transaction fees for use of automated teller machines (ATMs)—Government contractor-issued charge card.	Foreign country exit fees.

General expenses	Fees to obtain money	Special expenses of foreign travel
Storage of property used on official business.	.....	Costs of birth, health, and identity certificates.
Hire of conference center room or hotel room for official business.	.....	Charges for inoculations that cannot be obtained through a Federal dispensary.
Official telephone calls/service (see note).		
Faxes, telegrams, cablegrams, or radiograms.		

NOTE TO § 301–12.1: You should use Government provided services for all official communications. When they are not available, commercial services may be used. Reimbursement may be authorized or approved by your agency.

[63 FR 15965, Apr. 1, 1998; 63 FR 35538, June 30, 1998]

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

Your agency may reimburse expenses related to baggage as follows:

(a) Transportation charges for authorized excess;

(b) Necessary charges for transferring baggage;

(c) Necessary charges for storage of baggage when such charges are the result of official business;

(d) Charges for checking baggage; and

(e) Charges or tips at transportation terminals for handling Government property carried by the traveler.

PART 301–13—TRAVEL OF AN EMPLOYEE WITH SPECIAL NEEDS

Sec.

301–13.1 What is the policy for paying additional travel expenses incurred by an employee with a special need?
301–13.2 Under what conditions will my agency pay for my additional travel expenses under this part?
301–13.3 What additional travel expenses may my agency pay under this part?

AUTHORITY: 5 U.S.C. 5707.

SOURCE: 63 FR 15966, Apr. 1, 1998, unless otherwise noted.

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

To provide reasonable accommodations to an employee with a special need by paying for additional travel expenses incurred.

§ 301–13.2 Under what conditions will my agency pay for my additional travel expense(s) under this part?

When an additional travel expense is necessary to accommodate a special physical need which is either:

(a) Clearly visible and discernible; or

(b) Substantiated in writing by a competent medical authority.

§ 301–13.3 What additional travel expenses may my agency pay under this part?

The following expenses:

(a) Transportation and per diem expenses incurred by a family member or other attendant who must travel with you to make the trip possible;

(b) Specialized transportation to, from, and/or at the TDY duty location;

(c) Specialized services provided by a common carrier to accommodate your special need;

(d) Costs for handling your baggage that are a direct result of your special need;

(e) Renting and/or transporting a wheelchair; and

(f) Premium-class accommodations when necessary to accommodate your special need, under Subpart B of Part 301–10 of this chapter.

PART 301–30—EMERGENCY TRAVEL

Sec.

301–30.1 What is emergency travel?
301–30.2 What is considered to be ''family'' with respect to emergency travel?
301–30.3 What should I do if I have to interrupt or discontinue my TDY travel?
301–30.4 When an illness or injury occurs on TDY, what expenses may be allowed?
301–30.5 Are there any limitations to the payment of these expenses?

AUTHORITY: 5 U.S.C. 5707.

SOURCE: 63 FR 15966, Apr. 1, 1998, unless otherwise noted.