

SUBCHAPTER C—ARRANGING FOR TRAVEL SERVICES, PAYING TRAVEL EXPENSES, AND CLAIMING REIMBURSEMENT

PART 301-50—ARRANGING FOR TRAVEL SERVICES

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- 301-50.1 How should I arrange my travel?
301-50.2 What is my liability if I use an unauthorized travel agent or unauthorized travel management system?
301-50.3 Are there any limits on the travel arrangements I may make?

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

SOURCE: 63 FR 15967, Apr. 1, 1998, unless otherwise noted.

§301-50.1 How should I arrange my travel?

If your agency provides travel management services under a Government contract, you must use those services, to arrange for common carrier transportation, lodging, and rental car(s). If your agency does not provide travel management services under a Government contract, you must arrange your travel according to your agency's policy. Services under a Government contract may be furnished by a commercial travel agent, electronic travel services system, or other travel management services provider.

§301-50.2 What is my liability if I use an unauthorized travel agent or unauthorized travel management system?

You are responsible for any additional costs that result from the unauthorized use, and you are subject to any penalties your agency may impose.

§301-50.3 Are there any limits on the travel arrangements I may make?

Yes. If the GSA city-pair fare contract for passenger transportation services is available to you, you must use the contract carrier. You should also use any preferred value lodging programs and rental car arrangements in which your agency participates.

PART 301-51—PAYING TRAVEL EXPENSES

Subpart A—General

Sec.

- 301-51.1 How may I pay for official travel expenses?
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AUTHORITY: 5 U.S.C. 5707.

SOURCE: 63 FR 15968, Apr. 1, 1998, unless otherwise notes.

Subpart A—General

§301-51.1 How may I pay for official travel expenses?

- (a) Government contractor-issued individually billed travel card;
(b) Centrally billed account;
(c) Government Transportation Request (GTR);
(d) Government contractor-issued travelers check;
(e) Cash obtained from an advance;
(f) Frequent traveler credits; and