

**Temp. Duty Travel Allowances**

§ 301-51.101

(g) Personal funds, including cash or a personal charge card.

NOTE TO §301-51.1: City pair contractors are not required to accept payment other than by methods in paragraphs (a) through (c) of this section. Also see §301-51.100 of this part. [63 FR 15968, Apr. 1, 1998; 63 FR 35538, June 30, 1998]

**§301-51.2 What is the preferred method of payment for official travel expenses?**

When authorized by your agency, use your Government contractor-issued individually billed travel card to the maximum extent possible for all official travel expenses, except those billed directly to your agency. Cash should be used only to pay for those expenses which, as a general rule, cannot be charged; e.g., laundry/dry cleaning, parking, local transportation system, taxi, and tips. The ATM feature of your Government contractor-issued travel card should be used, when authorized to obtain cash for official travel expenses.

[63 FR 15968, Apr. 1, 1998; 63 FR 35538, June 30, 1998]

For passenger transportation services costing	You must use	Unless
(a) \$10 or less, and air excess baggage charges of \$15 or less for each leg of a trip.	A Government contractor-issued individually billed travel card, centrally billed account, or,	Use of the Government contractor-issued individually billed travel card is not accepted or its use is impracticable, special circumstances justify the use of a GTR or Government excess baggage authorization ticket (GEBAT).
(b) More than \$10, but not more than \$100.	A Government contractor-issued individually billed travel card, centrally billed account, or GTR.	None of the other methods are practicable, you may use cash.
(c) More than \$100 .....	Only a Government contractor-issued individually billed travel card, centrally billed account, or GTR.	Your agency authorizes you to use a reduced fare for group, charter, or excursion arrangements or under emergency circumstances where the use of other methods is not possible.

[63 FR 15968, Apr. 1, 1998; 63 FR 35538, June 30, 1998]

**§301-51.101 Which payment methods are considered the equivalent of cash?**

Use of one of the following payment methods of this section to procure common carrier transportation is considered the equivalent of cash and you must comply with the rules in 41 CFR 101-41.203-2 that limit the use of cash for such purposes.

- (a) Personal credit cards;
- (b) Cash withdrawals obtained from an ATM using a Government con-

**§301-51.3 When must I use excess or near-excess foreign currencies owned by the United States?**

Your agency TMC should have available information from the Department of State and Office of Management and Budget Bulletins when the use of excess or near excess foreign currency will be required to pay for travel expenses.

**Subpart B—Paying for Common Carrier Transportation**

**§301-51.100 What method of payment must I use to procure common carrier transportation?**

You must use a Government contractor-issued individually billed travel card, centrally billed account, or GTR to procure contract passenger transportation services. For all other common carrier transportation, you must use one of the methods specified in the following table:

tractor-issued individually billed travel card; and

- (c) Checks, both personal and travelers (including those obtained through a travel payment system services program).

[63 FR 15968, Apr. 1, 1998; 63 FR 35538, June 30, 1998]