

**§ 301-52.1**

**41 CFR Ch. 301 (7-1-00 Edition)**

- 301-52.5 Is there any instance where I am exempt from the receipt requirements in § 301-52.4?
- 301-52.6 How do I submit a travel claim?
- 301-52.7 When must I submit my travel claim?
- 301-52.8 May my agency disallow payment of a claimed item?
- 301-52.9 What will my agency do when it disallows an expense?
- 301-52.10 May I challenge my agency's disallowance of my claim?
- 301-52.11 What must I do to challenge a disallowed claim?
- 301-52.12 What happens if I attempt to defraud the Government?
- 301-52.13 Should I keep itemized records of my expenses while on travel?
- 301-52.14 What must I do with any travel advance outstanding at the time I submit my travel claim?
- 301-52.15 What must I do with any passenger coupon for transportation costing over \$75, purchased with cash?
- 301-52.16 What must I do with any unused tickets, coupons, or other evidence of refund?
- 301-52.17 Within how many calendar days after I submit a proper travel claim must my agency reimburse my allowable expenses?
- 301-52.18 Within how many calendar days after I submit a travel claim must my agency notify me of any error that would prevent payment within 30 calendar days after submission?
- 301-52.19 Will I receive a late payment fee if my agency fails to reimburse me within 30 calendar days after I submit a proper travel claim?
- 301-52.20 How are late payment fees calculated?
- 301-52.21 Is there a minimum amount the late payment fee must exceed before my agency will pay it to me?
- 301-52.22 Will any late payment fees I receive be reported as wages on a Form W-2?
- 301-52.23 Is the additional fee, which is equal to any late payment charge that the card contractor would have been able to charge had I not paid the bill, considered income?
- 301-52.24 Does mandatory use of the Government contractor-issued travel charge card change my obligation to pay my travel card bill by the due date?

AUTHORITY: 5 U.S.C. 5707; 40 U.S.C. 486(c); Sec. 2., Pub. L. 105-264, 112 Stat. 2350 (5 U.S.C. 5701 note).

SOURCE: 63 FR 15969, Apr. 1, 1998, unless otherwise noted.

**§ 301-52.1 Must I file a travel claim?**

Yes.

**§ 301-52.2 What information must I provide in my travel claim?**

You must provide the following:

(a) An itemized list of expenses and other information (specified in the listing of required standard data elements contained in Appendix C of this chapter, and any additional information your agency may specifically require), except:

(1) You may aggregate expenses for local telephone calls, local metropolitan transportation fares, and parking meter fees, except any individual expenses costing over \$75 must be listed separately;

(2) When you are authorized lodgings-plus per diem, you must state the M&IE allowance on a daily basis;

(3) When you are authorized a reduced per diem, you must state the reduced rate your agency authorizes on a daily basis; and

(4) When your agency limits M&IE reimbursement to the prescribed maximum M&IE for the locality concerned, you must state the reduced rate on a daily basis.

(5) Your agency may or may not require itemization of M&IE when reimbursement is limited to either the maximum M&IE locality rate or a reduced M&IE rate is authorized.

(b) The type of leave and the number of hours of leave for each day;

(c) The date of arrival and departure from the TDY station and any non-duty points visited when you travel by an indirect route other than a stopover to change planes or embark/disembark passengers;

(d) A signed statement, "I hereby assign to the United States any rights I may have against other parties in connection with any reimbursable carrier transportation charges described herein," when you use cash to pay for common carrier transportation.

**§ 301-52.3 Am I required to file a travel claim in a specific format and must the claim be signed?**

Yes, in a format prescribed by your agency. If the prescribed travel claim is hardcopy, the claim must be signed in ink; if your agency has electronic processing, use your electronic signature. Any alterations or erasures to your travel claim must be initialed.