

Subpart A—General Policies and Procedures

§301-70.1 How must we administer the authorization and payment of travel expenses?

You must limit the authorization and payment of travel expenses to travel that is necessary to accomplish your mission in the most economical and effective manner, in accordance with the rules stated throughout this chapter. Consideration should be given, but not limited, to budget constraints, adherence to travel policies, and reasonableness of expenses. You should always consider alternatives, including teleconferencing, prior to authorizing travel.

SUBPART B—POLICIES AND PROCEDURES RELATING TO TRANSPORTATION

§301-70.100 How must we administer the authorization and payment of transportation expenses?

You must:

- (a) Limit authorization and payment of transportation expenses to those expenses that result in the greatest advantage to the Government;
- (b) Ensure that travel is by the most expeditious means practicable.

§301-70.101 What factors must we consider in determining which method of transportation results in the greatest advantage to the Government?

In selecting a particular method of transportation you must consider:

- (a) The total cost to the Government, including per diem, overtime, lost worktime, actual transportation cost, total distance of travel, number of points visited, the number of travelers and energy conservation. As stated in 5 U.S.C. 5733, "travel of an employee shall be by the most expeditious means of transportation practicable and shall be commensurate with the nature and purpose of the duties of the employee requiring such travel."
- (b) Travel by common carrier (air, rail, bus) is considered the most advantageous method to perform official travel. Other methods of transportation may be authorized as advan-

tageous only when the use of common carrier transportation would interfere with the performance of official business or impose an undue hardship upon the traveler, or when the total cost by common carrier exceeds the cost by another method of transportation. A determination that another method of transportation is more advantageous to the Government than common carrier will not be made on the basis of personal preference or inconvenience to the traveler.

§301-70.102 What governing policies must we establish for authorization and payment of transportation expenses?

You must establish policies and procedures governing:

- (a) Who will determine what method of transportation is more advantageous to the Government;
- (b) Who will approve any of the following:
 - (1) Use of premium class service under §301-10.123, §301-10.124, §301-10.162 and §301-10.183 of this chapter;
 - (2) Use of a special-reduced fare or reduced group or charter fare;
 - (3) Use of an extra-fare train service under §301-10.164;
 - (4) Use of ship service;
 - (5) Use of a foreign ship;
 - (6) Use of a foreign air carrier;
 - (c) When you will:
 - (1) Require the use of a Government vehicle;
 - (2) Allow the use of a Government vehicle; and
 - (3) Prohibit the use of a Government vehicle;
 - (d) When you will consider use of a POV advantageous to the Government, such as travel to/from common carrier terminals, or transportation to a TDY location;
 - (e) Procedures for claiming POV reimbursement;
 - (f) When you will allow use of a special conveyance (e.g. commercially rented vehicles);
 - (g) What procedures an employee must follow when he/she travels by an indirect route or interrupts travel by a direct route; and
 - (h) For local transportation whether to reimburse the full amount of transportation costs or only the amount by which transportation costs exceed the

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employee's normal costs for transportation between:

- (1) Office or duty point and another place of business;
- (2) Places of business; or
- (3) Residence and place of business other than office or duty point.

§301-70.103 In what circumstance may we authorize use of ship service?

Travel by ship is not generally regarded as advantageous. You must determine that the advantages accruing from the use of ocean transportation offset the higher costs associated with ship travel, i.e., per diem, transportation, and lost worktime.

§301-70.104 What factors should we consider in determining whether to require an employee to commit to the use of a Government automobile?

You should consider:

- (a) The advantages of using a Government automobile. Such advantages may include, but are not limited to:
 - (1) Full utilization or availability of fleet vehicles;
 - (2) Lower cost;
 - (3) Official presence.
- (b) The type of travel the employee performs. You should require such a commitment when an employee or group of employees requires the use of an automobile for official travel on a frequent or repetitive basis.

§301-70.105 May we prohibit an employee from using a POV on official travel?

No, but if the employee elects to use a POV instead of an alternative form of transportation you authorize, you must:

- (a) Limit reimbursement to the constructive cost of the authorized method of transportation, which is the sum of per diem and transportation expenses the employee would reasonably have incurred when traveling by the authorized method of transportation; and
- (b) Charge leave for any duty hours that are missed as a result of travel by POV.

Subpart C—Policies and Procedures Relating to Per Diem Expenses

§301-70.200 What governing policies must we establish for authorization and payment of per diem expenses?

You must establish policies and procedures governing:

- (a) Who will authorize a rest period;
- (b) Circumstances allowing a rest period during prolonged travel (see §301-11.20 for minimum standards);
- (c) If, and in what instances, you will allow an employee to return to his/her official station on non-workdays;
- (d) Who will determine if an employee will be allowed to return to his/her official station on a case by case basis.
- (e) Who will determine in what instances you will pay a reduced per diem rate;
- (f) Who will determine, and in what instances, actual expenses are appropriate in each individual case; and
- (g) If you will define a radius broader than the official station in which per diem or actual expense will not be authorized.

Subpart D—Policies and Procedures Relating to Miscellaneous Expenses

§301-70.300 How should we administer the authorization and payment of miscellaneous expenses?

You should limit payment of miscellaneous expenses to only those expenses that are necessary and in the interest of the Government.

§301-70.301 What governing policies must we establish for payment of miscellaneous expenses?

You must establish policies and procedures governing:

- (a) Who will determine when excess baggage is necessary for official travel;
- (b) When you will pay for communications services, including whether you will pay for a telephone call to the employee's home or place where the employee's dependent children are;
- (c) Who will determine if other miscellaneous expenses are appropriate for