

**§ 301-72.200**

**Subpart C—Cash Payments for Procuring Common Carrier Transportation Services**

**§ 301-72.200 Under what conditions may we authorize cash payments for procuring common carrier transportation services?**

In accordance with § 301-51.100.

**§ 301-72.201 What must we do if an employee uses cash in excess of the \$100 limit to purchase common carrier transportation?**

To justify the use of cash in excess of \$100, both the agency and traveler must certify on the travel claim the necessity for such use. See 41 CFR 101-41.203-2.

**§ 301-72.202 Who may approve cash payments in excess of the \$100 limit?**

You must ensure the delegation of authority for the authorization or approval of cash payments over the \$100 limit is in accordance with 41 CFR 101-41.203-2.

**§ 301-72.203 When may we limit traveler reimbursement for a cash payment?**

If you determine that the cash payment was made under a non-emergency circumstance, reimbursement to the traveler must not exceed the cost which would have been properly chargeable to the Government had the traveler used a government provided payment resource, (e.g. individual Government contractor-issued travel charge card, centrally billed account, or GTR). However, an agency can determine to make full payment when circumstances warrant (e.g. invitational travel, infrequent travelers and interviewees).

[63 FR 15976, Apr. 1, 1998; 63 FR 35538, June 30, 1998]

**§ 301-72.204 What must we do to minimize the need for a traveler to use cash to procure common carrier transportation services?**

You must establish procedures to encourage travelers to use the GSA individual Government contractor-issued travel charge card(s), or your agency's centrally billed or other established ac-

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count, or a GTR (when no other option is available or feasible).

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**Subpart D—Unused, Partially Used, Exchanged, Canceled, or Oversold Common Carrier Transportation Services**

**§ 301-72.300 What procedures must we establish to collect unused, partially used, and exchanged tickets?**

You must establish administrative procedures providing:

(a) Written instructions explaining traveler liability for the value of tickets issued until all ticket coupons are used or properly accounted for on the travel voucher;

(b) Instructions for submitting payments received from carriers for failure to provide confirmed reserved space;

(c) The traveler with a "bill charges to" address, so that the traveler can provide this information to the carrier for returned or exchanged tickets.

(d) Procedures for promptly identifying any unused tickets, coupons, or other evidence of refund due the Government.

**§ 301-72.301 How do we process unused, partially used, and exchanged tickets?**

(a) *For unused or partially used tickets purchased with GTRs:* You must obtain the unused or partially used ticket from the traveler, issue a form SF 1170 "Redemption of Unused Ticket" to the airline that issued the ticket, maintain a suspense file to monitor the airline refund, and record and deposit the airline refund upon receipt. See 41 CFR 101-41.210 for policies and procedures regarding the use of the SF 1170.

(b) *For unused or partially used tickets purchased under centrally billed accounts:* You must obtain the unused ticket from the traveler, return it to the issuing office that furnished the airline ticket, obtain a receipt indicating a credit is due, and confirm that the value of the unused ticket has been credited to the centrally billed account.

(c) *For exchanged tickets purchased with GTRs:* You must obtain the airline refund application or receipt from the

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traveler, maintain a suspense file to monitor the airline refund. For additional guidance see 41 CFR 101-41.210.

(d) *For exchanged tickets purchased under centrally billed accounts:* You must obtain the airline receipt from the traveler showing a credit is due the agency, and ensure that the unused portion of the exchanged ticket coupon is credited to the centrally billed account.

### PART 301-73—TRAVEL PROGRAMS

#### Subpart A—General Rules

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301-73.200 Must we require our employees to use GSA's contract passenger transportation services program?

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#### Subpart D—Travel Payment System

301-73.300 What is a travel payment system?

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SOURCE: 63 FR 15978, Apr. 1, 1998, unless otherwise noted.

#### Subpart A—General Rules

NOTE TO §301-73.101: For purposes of this subpart, GSA uses a "we" question when referring to an agency, and an "I" question when referring to the employee.

#### §301-73.1 What are the elements of a Federal travel management program?

They are:

(a) Travel management services, including electronic travel management services and commercial travel agents under contract to GSA or another Federal agency;

(b) Commercial passenger transportation services (e.g. airlines, rental cars, trains, etc.);

(c) Travel payment system services such as Government contractor-issued individually billed cards, centrally billed accounts, travelers checks, and automated-teller-machine (ATM) services.

[63 FR 15978, Apr. 1, 1998; 63 FR 35538, June 30, 1998]

#### §301-73.2 What are our responsibilities to participate in a Federal travel management program?

You must:

(a) Ensure that you have internal policies and procedures in place to govern use of the program; and

(b) Designate an authorized representative to administer the program.

#### Subpart B—Travel Management Services (TMS)

##### §301-73.100 Should we use a travel management service?

Yes.

##### §301-73.101 What are the basic services that should be covered by a travel management system?

The travel management system selected should, as a minimum include:

(a) The ability to provide the following as appropriate to the agency's travel needs:

(1) Common carrier information (e.g., flight confirmation and seat assignment; compliance with the Fly America Act, governmentwide travel policies, and contract city-pair fares, electronic ticketing and ticket delivery);

(2) Lodging information (e.g., room availability and confirmation, compliance with Hotel/Motel Fire Safety Act, per diem rate acceptability);

(3) Car rental information (e.g. availability of Government rate and confirmation of reservations).