

301-73.102 or § 301-73.103 of this chapter. Until then, you must use your agency's Travel Management Service (TMS) to make your travel arrangements. The eTS replaces the TMS for Executive branch agencies no later than September 30, 2006. The Department of Defense is not presently subject to this requirement.

**§ 301-50.4 Who in my agency has the authority to waive the required use of a Travel Management Service or the eTravel Service?**

The head of your agency or his/her designee(s) has (have) the authority to grant individual waivers from the required use of a Travel Management Service or the eTravel Service on a case-by-case basis. Waivers must be limited to security reasons, necessity of disability accommodations or special needs in accordance with Part 301-13 of this chapter, or invitational travel.

**§ 301-50.5 What is my liability if I do not use my agency's Travel Management Service or the eTravel Service?**

You are responsible for any additional costs resulting from the failure to use the Travel Management Service or eTravel Service, including service fees, cancellation penalties, or other additional costs (e.g. higher fares, rental car charges, or hotel rates). In addition, your agency may take appropriate disciplinary action.

**§ 301-50.6 Are there any limits on the travel arrangements I may make?**

Yes, there are limits on the travel arrangements you may make for common carrier, commercial lodging, and car rental accommodations.

**(a) Common carrier accommodations.**

(1) If your agency is a mandatory user of the GSA city-pair contracts for air passenger transportation services, you must use the contract carrier, unless you have an approved exemption (See §§ 301-10.107 and 301-10.108 of this chapter);

(2) You may only use Premium-class accommodations in accordance with §§ 301-10.121 through 301-10.124, 301-10.162, and 301-10.143 of this chapter; and

(3) You must always use a U.S. Flag Air Carrier unless your travel circumstances meet one of the exceptions in §§ 301-10.131 through 301-10.143 of this Subchapter B.

**(b) Lodging accommodations.** You should always stay in a "fire safe" facility. This is a facility that meets the fire safety requirements of the Hotel and Motel Fire Safety Act of 1990, as amended (see 5 U.S.C. 5707a). When selecting a commercial lodging facility, first consideration must be given to the

commercial lodging facilities contracted by GSA under the Federal Premier Lodging Program (FPLP) (a list of FPLP facilities may be found at <http://www.gsa.gov/fplp>), all of which meet fire safety requirements), unless one or more of the following conditions exist:

(1) A FPLP facility is not available at the location you need (e.g. there are no FPLP facilities under contract within a reasonable proximity of your temporary duty station, or there are no vacancies at the FPLP facilities at the location). Your agency's TMS or eTravel Service (eTS) must provide you with a list of alternative facilities that meet the fire safety requirements of the Act.

(2) Your agency has other contractual arrangements with commercial lodging facilities that meet the FEMA fire safety requirements at a lower cost than FPLP properties.

(3) Your agency determines on a case-by-case basis that it is not practical to use FPLP facilities to meet mission requirements.

(4) You are attending a conference with prearranged lodging accommodations and are required to book lodging directly with the lodging facility; or

(5) Your travel is OCONUS.

**(c) Car rental accommodations.** When authorized to use a rental vehicle under § 301-10.450 of this chapter, you must rent a vehicle from a vendor that participates in the Military Traffic Management Command (MTMC) Government Car Rental Agreement, unless you are OCONUS, and no agreement is in place for your TDY location. MTMC has negotiated rental car agreements that include automatic unlimited mileage, collision damage insurance, and fixed rates.

**PART 301-52—CLAIMING REIMBURSEMENT**

6. The authority citation for 41 CFR part 301-52 is revised to read as follows:

**Authority:** 5 U.S.C. 5707; 40 U.S.C. 121(c); Sec. 2., Pub.L. 105-264, 112 Stat. 2350 (5 U.S.C. 5701 note).

7. Revise § 301-52.3 to read as follows:

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

As soon as your agency migrates to the eTS, and no later than September 30, 2006, you must use the eTS to file all of your travel claims. Until that time you must file your travel claim in the 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 where applicable. Any alterations or erasures to your hardcopy travel claim must be initialed.

**PART 301-70—INTERNAL POLICY AND PROCEDURE REQUIREMENTS**

8. The authority citation for 41 CFR part 301-70 is revised to read as follows:

**Authority:** 5 U.S.C. 5707; 40 U.S.C. 121(c); Sec 2, Pub.L. 105-264, 112 Stat. 2350 (5 U.S.C. 5701 note.)

9. Revise § 301-70.1 to read as follows:

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

When administering the authorization and payment of travel expenses, you:

(a) 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;

(b) Should give consideration to budget constraints, adherence to travel policies, and reasonableness of expenses;

(c) Should always consider alternatives, including teleconferencing, prior to authorizing travel; and

(d) Must require employees to use the eTS to process travel authorizations and claims of travel expenses once you migrate to the eTS, and no later than September 30, 2006, unless a waiver has been granted in accordance with § 301-73.102 or § 301-73.103 of this chapter.

10. The authority citation for 41 CFR part 301-73 is revised to read as follows:

**Authority:** 5 U.S.C. 5707; 40 U.S.C. 121(c).

11. Part 301-73 is amended by revising Subparts A and B to read as follows:

**PART 301-73—TRAVEL PROGRAMS**

**Subpart A—General Rules**

Sec.

301-73.1 What does the Federal travel management program include?

301-73.2 What are our responsibilities as participants in the Federal travel management program?

**Subpart B—eTravel Service and Travel Management Service**

301-73.100 Must we require employees to use the eTravel Service?

301-73.101 How must we prepare to implement the eTravel Service?

301-73.102 May we grant waivers to the use of the eTravel Service or the Travel Management Service?