

301–73.103 May additional waivers be granted to the required use of the eTravel Service or the Travel Management Service?

301–73.104 What are the consequences of an employee not using the eTravel Service or the Travel Management Service?

301–73.105 What are the basic services that should be covered by a Travel Management Service?

Subpart A—General Rules

§ 301–73.1 What does the Federal travel management program include?

The Federal travel management program includes the following:

(a) A Travel authorization and claim system that implements the related requirements of the Federal Travel Regulation. (See §§ 301–2.1 and 301–52.3 and part 301–71 of this chapter for those requirements).

(b) A Travel Management Service that provides reservation and ticketing support and management reports on reservation and ticketing activities. (See § 301–73.105 for specific services that should be provided by a TMS.).

(c) A Travel payment system for paying travel service providers (e.g., Government contractor-issued individually billed cards, centrally billed accounts, and travelers checks in accordance with §§ 301–70.700 through 301–70.707 of this chapter).

(d) Contracts and similar arrangements, with transportation and lodging providers (e.g. government-contract air carriers, rental car companies, trains, hotels (e.g. FPLP properties), etc.) that give preferential rates and other benefits to Federal travelers on official business.

(e) A Travel Management Reporting System that covers financial and other travel characteristics required by the biennial Travel Survey (see §§ 300–70.1 through 300–70.4 of this subtitle) that are not covered by the Travel Management Service.

(f) The eTravel Service (eTS), upon its implementation by your agency. The eTS will replace the functions performed by the travel authorization and claim system, the Travel Management Service (TMS) and Travel Management Reporting Systems listed above. You must begin migration to the eTS no later than December 31, 2004, and must fully implement the eTS no later than September 30, 2006.

Note: Award of a task order to a vendor on the eTravel PMO eTS Master Contract for implementation services, authorization and travel claim services, and (if applicable) reservation and fulfillment services constitutes the beginning of eTS implementation for an agency. Agency-wide use of the eTS (accommodating FedTrip

through September 30, 2004, and agency-contracted Travel Management Center support, if applicable) for all travel management processes and travel claim submission constitutes complete migration.

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

As a participant in the Federal travel management program, you must—

(a) Designate an authorized representative to administer the program including leading your agency's implementation of the eTS;

(b) Ensure that you have internal policies and procedures in place to govern use of the program including a plan and timeline to begin eTS implementation no later than December 31, 2004, with agency-wide adoption of eTS completed no later than September 30, 2006;

(c) Establish a plan that will measure cost savings and management efficiencies through the use of the eTS once implemented. This plan must include your migration plan and schedule for eTS implementation which must be submitted by March 31, 2004 to the eTravel PMO, U.S. General Services Administration, 1 Crystal Park, Mail Stop 1AA, 2011 Crystal Drive, Suite 911, Arlington, VA 22202 for coordination and approval;

(d) Require employees to use the eTS in lieu of your Travel Management Service as soon as it becomes available in your agency, but no later than September 30, 2006; and

(e) Ensure that any agency-contracted travel agent services outside the eTS complement and support the eTS in an efficient and cost effective manner.

Note: The eTravel Program Management Office (eTravel PMO) will provide agency migration planning tools and templates, coordinate migration planning meetings, and provide migration planning support beginning July 2003.

Subpart B—eTravel Service and Travel Management Service

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

Yes, as soon as possible, but no later than September 30, 2006, you must have fully implemented eTravel Service (eTS) across your agency and require employees to use the eTS for all temporary duty travel, unless a waiver has been granted. (See §§ 301–73.102 and 301–73.103). You must begin migration to the eTS no later than December 31, 2004, and require employees to use the eTS as soon as it becomes available in your agency. Agencies must submit their eTS

migration plans and schedules by March 31, 2004, to the eTravel PMO, U.S. General Services Administration, 1 Crystal Park, Mail Stop 1AA, 2011 Crystal Drive, Suite 911, Arlington, VA 22202 for coordination and approval. The Department of Defense is not presently subject to this requirement.

Note to § 301–73.100: (1) You have the option to use contracted travel agent service(s) of your choice (through the eTS or other contract vehicles). (2) Award of a task order to a vendor on the eTravel PMO eTS Master Contract for implementation services, authorization and travel claim services, (and if applicable) reservations and fulfillment services constitutes the beginning of eTS implementation for your agency. Agency-wide use of the eTS (accommodating FedTrip through September 30, 2004, and agency-contracted Travel Management Center support, if applicable) for all travel management processes and travel claim submission constitutes complete migration.

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

You must prepare to implement the eTravel Service (eTS) as expeditiously as possible by—

(a) Developing a migration plan and schedule to implement eTS across your agency as early as possible with full implementation required no later than September 30, 2006;

(b) Submitting your eTS implementation plan and schedule by March 31, 2004 to the eTravel PMO, U.S. General Services Administration, 1 Crystal Park, Mail Stop 1AA, 2011 Crystal Drive, Suite 911, Arlington, VA 22202, for coordination and approval; and

(c) Allocating your budget and personnel resources to support eTS implementation, training, and data exchange. Agencies must program the funds required to establish interfaces between the eTS standard data output and your applicable business systems (e.g., financial, human resources, etc.)

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

Your agency head or his/her designee(s) has (have) the authority to grant waivers from the use of a Travel Management Service or the eTravel Service, on a case-by-case basis (*i.e.*, you may not grant a waiver for your entire agency). Such waivers are limited to security reasons, necessity of disability accommodations or special needs (in accordance with part 301–13 of this chapter), or invitational travel.