

Service when your agency makes it available to you. Until then, you must use your agency's existing Travel Management System (TMS) to make your travel arrangements. If you are an employee of the Department of Defense (DoD) or of the Government of the District of Columbia, you must arrange your travel in accordance with your agency's TMS.

§ 301–50.4 May I be granted an exception to the required use of the eTravel Service?

Your agency head or designee(s) may grant case-by-case exceptions to the use of eTS when it—

(a) Causes an unreasonable burden on your agency mission accomplishment(s) (e.g., emergency travel (and eTS is not accessible), invitational travel, necessity of disability accommodations or special needs (in accordance with part 301–13 of this chapter));

(b) Compromises a national security interest; or

(c) May endanger the life of the traveler (e.g., an individual traveling under the Federal witness protection program, or threatened law enforcement/investigative personnel traveling in accordance with part 301–31 of this chapter).

§ 301–50.5 What is my liability if I do not use my agency's TMS or the eTravel Service, and an exception has not been approved?

If you do not have an approved exception under §§ 301–50.4 or 301–73.104 of this chapter, you are responsible for any additional costs resulting from the failure to use the TMS 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 travel arrangements I may make?

Yes, there are limits on travel arrangements you may make for common carrier, commercial lodging, and car rental accommodations. Such limitations include, but are not limited to the following:

(a) *Common carrier accommodations.* (1) If your agency is a mandatory user of the General Services Administration's city-pair contracts for air passenger transportation services, you must use the contract carrier, unless you have an approved exception (see §§ 301–10.107 and 301–10.108 of this chapter);

(2) You may use premium-class accommodations only under §§ 301–10.121 through 301–10.124, 301–10.162, and 301–10.183 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 chapter.

(b) *Lodging accommodations.* (1) 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).

(2) 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 on the Internet at <http://www.gsa.gov>), all of which meet fire safety requirements, unless one or more of the following conditions exist:

(i) An 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 that 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).

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

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

(iv) You are attending a conference with prearranged lodging accommodations and are required to book lodging directly with the lodging facility.

(v) 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) U.S. 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 ceiling rates.

PART 301–52—CLAIMING REIMBURSEMENT

■ 4. Revise the authority citation for 41 CFR part 301–52 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).

■ 5. 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 eTravel Service (eTS), you must use the eTS to file all your travel claims. (Agencies are required to migrate to the eTS no later than September 30, 2006.) 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. Any alterations or erasures to your hardcopy travel claim must be initialed. If your agency has electronic processing, use your electronic signature where required.

PART 301–70—INTERNAL POLICY AND PROCEDURE REQUIREMENTS

■ 6. Revise the authority citation for 41 CFR part 301–70 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 § 301–70.1 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, under 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 for travel expenses once you migrate to the eTS, but no later than September 30, 2006, unless an exception has been granted under §§ 301–73.102 or 301–73.104 of this chapter.

PART 301–73—TRAVEL PROGRAMS

■ 8. Revise the authority citation for 41 CFR part 301–73 to read as follows:

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

■ 9. Amend Part 301–73 by revising subparts A and B to read as follows:

PART 301–73— TRAVEL PROGRAMS

Subpart—General Rules

Sec.

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