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CHAPTER 3. TRANSPORTATION AND TRANSPORTATION FACILITIES

SECTION 1. GENERAL

- 3-0101. PURPOSE. This chapter establishes the standards and regulations on the use of various modes of transportation in connection with official travel. It also describes the selection of carriers and accommodations and provides instructions for the shipment of baggage and use of U.S. Government Transportation Requests.
- 3-0102. ROUTING OF TRAVEL.
- a. Official Necessity. All travel shall be by a usually traveled route. Travel by other routes may be allowed when the official necessity therefor is satisfactorily established.
 - b. Indirect-Route or Interrupted Travel. When a person for his/her own convenience travels by an indirect route or interrupts travel by direct route, the extra expense shall be borne by him/her. Reimbursement for expenses shall be based only on such charges as would have been incurred by a usually traveled route. When transportation requests are used, they shall be issued only for that portion of the expense properly chargeable to the Government, and the employee shall pay the additional personal expense, including the Federal transportation tax.
- 3-0103. EXPENSES PAYABLE AS TRANSPORTATION. Transportation expenses which the Government may pay either direct or by reimbursement include fares, rental fees, mileage payments, and any expenses incident to transportation such as baggage transfer; official telegraph, telephone, radio, and cable messages in connection with items classed as transportation; steamer chairs, steamer cushions, and steamer rugs at customary rates actually charged; and staterooms on steamers.
- 3-0104. METHODS OF TRANSPORTATION.
- a. Authorized Methods. Methods of transportation authorized for official travel include railroads, airlines, helicopter service, ships, buses, streetcars, subways, and taxicabs; Government-furnished and contract rental automobiles and airplanes; and any other necessary means of conveyance.

- b. Selecting Method of Transportation to be Used. Travel on official business shall be by the method of transportation which will result in the greatest advantage to the Government, cost and other factors considered. In selecting a particular method of transportation to be used, consideration shall be given to energy conservation and to the total cost to the Government, including costs of per diem, overtime, lost worktime, and actual transportation costs. Additional factors to be considered are the total distance of travel, the number of points visited, and the number of travelers. As cited in 5 U.S.C. 5733, "The 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."
- c. Traveler's Cost Liability when Selected Method is Not Used. The traveler shall use the method of transportation administratively authorized or approved as most advantageous to the Government. Any additional cost resulting from use of a method of transportation other than that specifically authorized, approved, or required by regulation; e.g., contract air service, shall be the traveler's responsibility.
- d. Change in Accommodations. When an employee finds that he/she will not use accommodations which have been reserved, the employee must release them within the time limits specified by the carriers. Failure to take such action may subject employees to liability for any resulting losses. When transportation is furnished which is inferior to that called for by a ticket or when portions of a ticket (or a whole ticket) are unused, the employee will note the circumstances on the travel voucher, and on a copy of the transportation request, on the copy of the ticket, or on a memorandum attached thereto. This notification is necessary to enable the accounting office to obtain credit for unused transportation.

3-0105. CHOICE OF CARRIER.

a. Common Carrier.

- (1) General. Since travel by common carrier (air, rail, or bus) will generally result in the most efficient use of energy resources and in the least costly and most expeditious performance of travel, this method shall be used whenever it is reasonably available. Other methods of transportation may be authorized as advantageous only when the use of common carrier

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transportation would seriously interfere with the performance of official business or would impose an undue hardship upon the traveler or when the total cost by common carrier would exceed the cost by some other method of transportation. The determination that another method of transportation would be more advantageous to the Government than common carrier transportation shall not be made on the basis of personal preference or minor inconvenience to the traveler resulting from common carrier scheduling.

(2) Most Advantageous Common Carrier Method.

- (a) Contract Air Service. The use of discount fares offered by contract air carriers between certain cities (city-pairs) is considered advantageous to the Government and is mandatory for authorized air travel between those city-pairs. See 3-1003 for policy and specific guidelines and exceptions.
- (b) Noncontract Air Service. The use of noncontract air service may be authorized or approved only when justified under the conditions provided in 3-1003. Advance authorization and the justification for the use of noncontract air service shall be shown on either the travel authorization or other appropriate form before the actual travel begins; unless extenuating circumstances or emergency situations make advance authorization impossible. In this event, the employee shall obtain written approval from the travel authorizing official at the earliest possible time after completing the travel. The approval and justification shall be stated on or attached to the travel voucher.
- (c) Rail or Bus Service. Rail or bus service may be used when it is determined to be advantageous to the Government, cost, energy, and other factors considered, and when it is compatible with the requirements of the official travel. GSA has determined that the use of AMTRAK Metroliner coach service is advantageous to the Government (see 3-0303).

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The use of discount fares offered to the Government by rail or bus carriers between selected cities (city-pairs) also is considered advantageous. Whenever these discount fares are offered and when the accompanying service will fulfill mission requirements, they should be used to the maximum extent possible.

(3) Use of Special Lower Fares.

(a) Through fares, special fares, commutation fares, excursion, and reduced-rate round trip fares shall be used for official travel when it can be determined before the start of a trip that this type of service is practical and economical to the Government. Round trip tickets shall be secured only when, on the basis of the journey as planned, it is known or can be reasonably anticipated that these tickets will be used.

(b) The Comptroller General has requested all agencies to take advantage of discount fares for official travel whenever practicable (B-103315, August 25, 1977). In this regard, travelers and travel authorizing officials should review their travel plans for possible use of excursion or group fares, since savings of up to 35 percent over coach fares are possible. For example, trips between 7 and 30 days for which arrangements can be made 14 days before departure usually qualify for excursion fares. Travel services personnel (or carrier employees) should be contacted for additional guidance.

(c) All travelers shall follow the policies, procedures, and requirements established in 3-1003 for the use of contract air carriers for official air travel between certain cities (city-pairs).

(4) Group or Charter Arrangements. Reduced fares for group or charter arrangements, available through travel agents, may be used by individuals or a group of employees, provided an administrative determination has been made by a travel authorizing official, on a case-by-case basis before the travel, that use

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of the reduced group or charter fares will result in a monetary savings to the Government and will not interfere with the conduct of official business. In such instances, if payment for transportation cannot be made to a carrier with a Government transportation request but must be made to the travel agent, the traveler shall pay for the transportation from his/her own funds or from a travel advance and shall obtain a receipt for the cost of the transportation necessary in the performance of official business which shall accompany his/her voucher along with a copy of the required administrative determination. Reimbursement shall not exceed the cost of accommodations authorized.

- (5) Unequal Fares Available. Except as provided in 3-1003, when common carriers furnish the same method of travel at different fares between the same points for the same type of accommodations, the lowest cost service shall be used unless use of a higher cost service is administratively determined to be more advantageous to the Government.
- (6) Use of Travel Agencies. The services of a travel agent may be used to obtain passenger transportation services within, from or between the United States and its possessions only under the conditions specified in (4) above or when the travel agent is providing services to the Government under a contractual arrangement with the GSA or other agency approved by the General Accounting Office.
- (7) Inadvertent Use of Travel Agent. The infrequent traveler, unaware of the general prohibition against the use of travel agents (4 C.F.R. 52.3), who inadvertently purchases transportation with personal funds from a travel agent without the required advance administrative approval, may be granted an exception to the preclusive provisions on a one-time basis and may be paid for the travel costs incurred not to exceed the cost which would have been properly chargeable to the Government if the transportation service had been purchased directly from the carrier. In such cases, the traveler will be advised that recurrence of use of travel agents will result in denial of reimbursement unless it can be demonstrated that the traveler had no alternative.

- b. Government-Contract Rental or Government-Furnished Automobile. When it is determined that an automobile is required for official travel, a Government-contract or a Government-furnished automobile shall be used as follows:
- (1) A Government-contract rental automobile is the first resource for short-term rental of an automobile by an employee on temporary duty (TDY) travel. (See 3-0502c(1).) This applies to employees who travel to their destination by a common carrier, such as an airplane, train, or bus, and would customarily rent a Government-furnished vehicle for local transportation in the destination area. For travel under this subparagraph an employee may also use a Government-furnished automobile if a Government-contract rental automobile is unavailable or if use of a Government-furnished automobile is practicable. Government-furnished automobiles will continue to be available for use in isolated areas where commercial rental contractors are not available.
 - (2) A Government-furnished automobile is the first resource when an automobile is required for official travel performed locally or within commuting distance of an employee's designated post of duty. If a Government-furnished automobile is unavailable, a Government-contract rental automobile may be used. All travelers who will use Interagency Fleet Management System vehicles must have the necessary billing information in their travel authorizations (41 C.F.R. 101-39.203). This information shall include the complete billing address and the GSA assigned billed office address code (BOAC).
 - (3) If cost considerations are used in determining whether a Government-contract rental or a Government-furnished automobile should be authorized under this policy, the overall cost shall include any administrative costs as well as any cost associated with picking up and returning the automobile.
 - (4) In determining whether the use of an automobile is more advantageous to the Government than other modes of transportation, consideration will be given to the overall advantages and disadvantages, including but not limited to:
 - (a) Requirements of the assignment, including transportation of baggage, tools or equipment.

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- (b) Economies or excess costs in terms of cost of transportation, payroll cost for time of travel during duty hours and subsistence cost.
 - (c) Availability of common carrier service and adequacy of schedules for timely completion of assignment.
 - (d) Temporary duty locality with respect to traffic conditions, routing and weather.
 - (e) Location of temporary duty point with respect to location of lodging and meal facilities and the availability of public transportation between these points when necessary.
 - (f) Economy from having two or more employees traveling in a single automobile.
- c. Privately Owned Conveyance. The use of a privately owned conveyance shall be authorized only when its use is advantageous to the Government, except as provided in 3-0105e. A determination that the use of a privately owned conveyance would be advantageous to the Government shall be preceded by a determination that transportation by common carrier, a Government-contract rental automobile, or Government-furnished transportation is not available or would not be advantageous to the Government. To the maximum extent possible, these determinations and the authorization to use a privately owned conveyance shall be made before the performance of travel.
- d. Special Conveyance. Commercially rented vehicles, other than those under contract, and other special conveyances shall be used only when it is determined that use of other methods of transportation discussed above would not be more advantageous to the Government.
- e. Permissive Use of a Privately Owned Conveyance. When an employee uses a privately owned conveyance as a matter of personal preference and such use is compatible with the performance of official business, although not determined to be advantageous to the Government, such use may be authorized or approved provided that reimbursement is limited in accordance with the provisions of 3-0609.

- f. Travel by Ocean Vessel. Except for travel between points served by ferries, travel by ocean vessel shall not be regarded as advantageous to the Government in the absence of sufficient justification that the advantages accruing from the use of ocean transportation offset the higher costs associated with this method of transportation; i.e., per diem, transportation, and lost worktime. See section 4 for authorization requirements, accommodations, and required use of United States flag ships.

3-0106. LOCAL TRANSPORTATION.

- a. To, From, and Between Places of Work. Transportation by bus or streetcar between places of business at an official station or a temporary duty station and between place of lodging and place of business at a temporary duty station is allowed as a transportation expense. (Concerning transportation by taxicab between such places, see 3-0106f, below.)
- b. To Places where Meals are Obtained. Where the nature and location of the work at a temporary duty station are such that suitable meals cannot be obtained there, the expense of daily travel required to obtain meals at the nearest available place may be approved as necessary transportation not incidental to subsistence. A statement of the necessity for such daily travel shall accompany the travel voucher.
- c. To and From Carrier Terminals. Reimbursement will be allowed for the usual taxicab and airport limousine fares, when appropriate, plus tip, from common carrier or other terminal to either the home or place of business to common carrier or other terminal, or between an airport and airport limousine terminal. Also allowable is travel between terminal and place of lodging incident to unavoidable delay en route. The amount of reimbursement will not exceed \$25, plus tip, unless suitable Government or common carrier transportation service, including airport limousine service, is not available for all or a part of the distance involved.
- (1) Examples of factors that should be considered when determining whether such transportation services are suitable are:
- (a) Type of available Government or common carrier transportation.

- (2) Tips. In addition to reimbursement of taxi fare the employee will be allowed reimbursement of tips in the amount of 15 percent of the reimbursable fare. If the 15 percent is not a multiple of 5 cents, the reimbursable tip may be increased to the next multiple of 5.

3-0107. RETURN TO OFFICIAL STATION DUE TO ILLNESS OR INJURY. Transportation expenses to an employee's designated post of duty may be authorized or approved whenever the employee becomes incapacitated due to illness or injury not due to his/her own misconduct while en route to or while at a temporary duty station prior to completion of the temporary duty assignment.

3-0108. USE OF GOVERNMENT-FURNISHED VEHICLES.

- a. Use Limited to Official Purposes. When a Government-furnished vehicle is used by an employee for official travel, its use shall be limited to official purposes (31 U.S.C. 1344) which include transportation between places where the employee's presence is required incident to official business; between such places and places of temporary lodging when public transportation is unavailable or its use is impractical; and between either of the above places and suitable eating places, drug stores, barber shops, places of worship, cleaning establishments, and similar places necessary for the sustenance, comfort, or health of the employee to foster the continued efficient performance of Government business.
- b. Government Driver's Identification Card. Under instructions prescribed by the Office of Personnel Management, a Federal employee who must occasionally use a Government-furnished vehicle for official business while on temporary duty away from his/her official station need not possess a Standard Form 46, U.S. Government Motor Vehicle Operator's Identification Card, if he/she holds a valid State, District of Columbia, or territorial motor vehicle operator's license and presents travel authorizations specifically authorizing the temporary use of a Government-furnished vehicle.

3-0109. ACCOMMODATIONS POLICY.

- a. It is the policy of the Government that less-than-first class accommodations shall be used for all modes of passenger transportation. Common carrier accommodations shall be as specifically provided in the applicable section in this chapter and shall apply to both domestic and international travel of civilian employees while on official business for the Government. See paragraph 3-0105a(5) for policy on "unequal fares available."

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- (b) Length of time that use of common carrier transportation would involve vs. that required in use of a taxicab.
 - (c) Convenience in terms of hour of departure and number of modes of transportation necessary to arrive at terminal, residence, or place of business, etc.
 - (d) Baggage or luggage carried by the employee.
- (2) In all cases where taxicab fares are claimed in excess of \$25.00 plus tip, receipts are required. In addition, a written statement by the employee giving the circumstances as to why Government or common carrier transportation was not used in lieu of taxicab for all or a part of the trip will be attached to or be entered on the travel voucher and approved by the authorizing official before payment will be made.
- d. Between Residence and Office on Day Travel is Performed. Reimbursement may be authorized or approved for the usual taxicab fares, plus tip, from the employee's home to his/her office on the day he/she departs from the office on an official trip requiring at least one night's lodging and from the office to his/her home on the day he/she returns to the office from the trip, in addition to taxi fares for travel between office and carrier terminal.
- e. Between Residence and Office in Cases of Necessity. Reimbursement for the usual taxicab fares paid by an employee for travel between office and home may be authorized or approved incident to the conduct of official business at an employee's designated post of duty when the employee is dependent on public transportation for such travel incident to officially ordered work outside of regular working hours and when the travel is during hours of infrequently scheduled public transportation or darkness. Authorizing officials must ensure that reimbursements are authorized only when justifiable and when all circumstances set forth herein are met.
- f. Taxicabs.
- (1) Approval Requirements. For local travel under 3-0106a and b, the use of taxicabs may be allowed if authorized or approved as advantageous to the Government. General authorization for use of taxicabs for local travel in certain situations is contained in 3-0106c, d and e above.

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- b. Nothing herein will be construed as preventing passengers from voluntarily using or accepting accommodations with less than minimum standards which meet the requirements of the mission or the traveler. Neither will anything herein be construed as preventing the furnishing of accommodations with less than minimum standards for personnel when it is determined that exigencies of the Department require use of such accommodations.

3-0110. EMPLOYEE'S LIABILITY - OPERATION OF AUTOMOBILES. Under the provisions of the Federal Tort Claims Act, as amended (28 U.S.C. 2671 et seq.), the Attorney General will defend all civil actions for damage or injury brought against Government employees or their estates resulting from their operation of motor vehicles (including privately owned vehicles) while acting within the scope of their office or employment.

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SECTION 2. TRANSPORTATION BY AIR3-0201. AIRLINE ACCOMMODATIONS.

- a. Policy. Departmental policy requires all employees and others traveling on behalf of the Department who use commercial air carriers for transportation on official business to use less-than-first class accommodations, instead of those designated "first class," with due regard to efficient conduct of Government business and the traveler's convenience, safety, and comfort. (See definition of "Accommodations" in Appendix A.) Travel authorizations will not normally specify class of air travel authorized; nevertheless, employees must comply with the policy and regulations when making air reservations. First class accommodations may be authorized or approved only under the limited instances set forth in this section.
- b. Authorization and Approval of the Use of First Class Air Accommodations.
- (1) Authority Limited. Authority for authorizing and approving the use of first class air accommodations has been delegated to the level of Secretarial Officers and their deputies and Administrators and their deputies and redelegation may not be made.
 - (2) Timing of Requests. Authorization for the use of first class air accommodations shall be made in advance of the actual travel unless extenuating circumstances or emergency situations make advance authorization impossible. If advance authorization cannot be obtained, the employee shall obtain written approval at the earliest possible time.
 - (3) Employee Responsibility and Documentation. The employee shall certify on the travel voucher the reasons for the use of first class air accommodations. Specific authorization or approval shall be attached to, or stated on, the travel voucher and retained for the record. In the absence of specific authorization or approval, the employee shall be responsible for all additional costs resulting from the use of first class air accommodations. The additional costs shall be the difference between the first class accommodations used and the class of accommodations the employee would usually be authorized to use.

- c. Circumstances for Using First Class Service. Circumstances justifying the use of first class air accommodations are limited to those listed below.
- (1) Only Service Offered. First class accommodations may be used when regularly scheduled flights between the authorized origin and destination points (including connection points) offer only first class accommodations; i.e., one class of service, and the employee certifies this circumstance on the travel voucher. (The use of first class accommodations in this instance need not be approved by higher authority nor reported on the first class air accommodations report.)
 - (2) Agency Authorization or Approval Required. Use of first class air accommodations may be authorized or approved when:
 - (a) Space is not available in less-than-first class accommodations on any scheduled flights in time to accomplish the purpose of the official travel which is so urgent that it cannot be postponed;
 - (b) First class accommodations are necessary because the employee is so handicapped or otherwise physically restricted or impaired that other accommodations cannot be used, and such condition is substantiated in writing by competent medical authority;
 - (c) First class accommodations are required for security purposes or because exceptional circumstances make their use essential to the successful performance of an agency mission;
 - (d) Less-than-first class accommodations on foreign carriers do not provide adequate sanitation or health standards; or
 - (e) The use of first class accommodations would result in an overall savings to the Government based on economic considerations such as the avoidance of additional subsistence costs, overtime, or lost productive time that would be incurred while awaiting availability of less-than-first class accommodations.

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- d. First Class Air Accommodations Report. Heads of Operating Administrations and Secretarial Officers shall submit semiannual reports on the use of first class air accommodations to the Assistant Secretary for Administration, M-80, within 40 calendar days after the periods ending March 31 and September 30 of each year. Negative reports are required. The reports shall indicate the total number of employees whose use of first class air accommodations was authorized or approved, the total additional cost to the Government, and the following information for each trip in the order shown:
- (1) Name, grade, and position or title of each employee whose use of first class air accommodations was authorized or approved;
 - (2) Origin and destination or segments on which first class accommodations were used;
 - (3) Additional cost to the Government resulting from the difference between the first class accommodations used and the class of accommodations below first class and which the employee would usually be expected to use; and
 - (4) Explanation of circumstances justifying the use of the first class air accommodations, the name of the authorizing or approving official, and, if a foreign air carrier was used, the name of the carrier. Information on the use of first class air for security purposes need be shown only by the number of employees, number of trips and total additional costs.

3-0202. UNUSED, DOWNGRADED, OR OVERSOLD TRANSPORTATION SERVICES.

- a. Unused Tickets or Reservations, or Downgraded Services. When a traveler knows that reservations for transportation and/or accommodations will not be used he/she must cancel the reservations within the time limits specified by the carrier. Likewise, where the transportation furnished is different or of a lesser value than that authorized on the ticket or where a journey is terminated short of the destination specified on the transportation request, the traveler shall report the facts on or attached to the travel voucher. All adjustments in connection with official passenger transportation must be promptly processed to prevent losses to the Government. All unused tickets (including portions thereof), coupons, exchange orders, refund

slips, notices or fare adjustments, etc., and the factual information relating to the unused passenger transportation must be attached to or entered on the travel voucher. Failure of travelers to follow these procedures may subject them to liability for any resulting losses.

- b. Oversold Accommodations and Boarding Denial Penalties. Air carriers' tariffs governing most of the major scheduled air carriers in the continental United States (excluding Alaska) specify circumstances under which penalty charges are to be paid by the carriers when they fail to furnish accommodations for confirmed reserved space. When payment of liquidated damages results from travel on official business, these penalty payments are due the Government and not the traveler. The traveler should claim any penalties due on the day and at the place where denial of boarding occurs. The carriers have agreed to pay by check made payable to the operating element liquidated damages for failure to provide service. The traveler should acknowledge receipt of the check and obtain a copy of the acknowledgment. The check and copy of the receipt acknowledgment must be submitted immediately to the appropriate accounting office.

3-0203. USE OF UNITED STATES FLAG AIR CARRIERS.

- a. Definition. The term "U.S. flag air carrier" as used in this regulation means an air carrier holding certificate under section 401 of the Federal Aviation Act of 1958 (49 U.S.C. 1371), but excludes foreign air carriers operating under permits. For purposes of this paragraph "United States" means the 50 States, the District of Columbia, and territories and possessions of the United States (49 U.S.C. 1301(38)).
- b. General Requirements.
- (1) Section 5 of the International Air Transportation Fair Competitive Practices Act of 1974 (P.L. 93-623, January 3, 1975) requires any executive department or other agency or instrumentality of the United States which finances transportation of persons (and their personal effects) or property by air between the United States and a place outside thereof, or between two places both of which are outside of the United States, to take such steps as may be necessary to ensure that only U.S. flag air carriers are used whenever service by these carriers is available.

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- (2) The Comptroller General of the United States will disallow any expenditures from appropriated funds for payment of travel on foreign flag air carriers in the absence of satisfactory proof of the necessity therefor.
- (3) Employees will use U.S. flag air carriers to the maximum extent possible when travel is performed by commercial air transportation between the United States and a foreign country or between foreign countries. This requirement applies to others such as employee families, consultants, contractors, grantees, or other travelers whose travel is paid from funds appropriated, owned, controlled, granted, or otherwise established for the account of the United States. The requirement to use U.S. flag air carriers to the maximum extent possible shall not be influenced by factors of cost, convenience, or personal travel preference of the traveler. Excess and near excess foreign currencies will be used for paying the expenses of such travel as provided in chapter 7.

c. Guidelines for Determining "Available" Service. The Comptroller General of the United States has issued specific guidelines (B-138942, March 31, 1981) which state that passenger or freight service by a certificated air carrier is considered "available" even though:

- (1) Comparable or a different kind of service by a noncertificated air carrier costs less; or
- (2) Service by a noncertificated air carrier can be paid for in excess foreign currency unless U.S. flag air carriers decline to accept excess or near excess foreign currencies for transportation payable only out of the those monies (see paragraph 3-0203e(4) below); or
- (3) Service by a noncertificated air carrier is preferred by the agency or traveler needing air transportation; or
- (4) Service by a noncertificated air carrier is more convenient for the agency or traveler needing air transportation.

d. Scheduling Principles in Determining Availability of U.S. Flag Carriers. In determining availability of U.S. flag air carrier service, the following scheduling principles should be followed unless their application results in the last or first leg of travel to and from the United States being performed by foreign air carrier:

- (1) U.S. flag air carrier service available at point of origin should be used to destination or, in the absence of direct or through service, to the farthest interchange point on a usually traveled route;
- (2) Where an origin or interchange point is not served by U.S. flag air carrier, foreign air carrier service should be used only to the nearest interchange point on a usually traveled route to connect with U.S. flag air carrier service; or
- (3) Where a U.S. flag air carrier involuntarily reroutes the traveler via a foreign carrier, the foreign air carrier may be used notwithstanding the availability of alternative U.S. flag air carrier service.

e. Guidelines for Determining "Unavailable" Service.

- (1) Travel To and From the United States. Passenger service by a U.S. flag air carrier will not be considered available when the travel is between a gateway airport in the United States and a gateway airport abroad and the gateway airport abroad is:
 - (a) The traveler's origin or destination airport, and the use of U.S. flag air carrier service would extend the time in a travel status, including delay at origin and accelerated arrival at destination, by at least 24 hours more than travel by foreign air carrier;
 - (b) An interchange point, and the use of U.S. flag air carrier service would require the traveler to wait 6 hours or more to make connections at the point, or delayed departure from or accelerated arrival at the gateway airport in the United States would extend the time in a travel status by at least 6 hours more than travel by foreign air carrier.
- (2) Travel Between Two Points Outside the United States. For travel between two points outside the United States, U.S. flag air carrier service will not be considered to be reasonably available:

- (a) If travel by foreign air carrier would eliminate two or more aircraft changes en route;
 - (b) Where one of the two points abroad is the gateway airport en route to or from the United States, if the use of a U.S. flag air carrier would extend the time in a travel status by at least 6 hours more than travel by foreign air carrier, including accelerated arrival at the overseas destination or delayed departure from the overseas origin as well as delay at the gateway airport or other interchange point abroad; or
 - (c) Where the travel is not part of a trip to or from the United States, if the use of a U.S. flag air carrier would extend the time in a travel status by at least 6 hours more than travel by foreign air carrier including delay at origin, delay en route and accelerated arrival at destination.
- (3) Short Distance Travel. For all short distance travel, regardless of origin and destination, U.S. flag air carrier service will not be considered available when the elapsed travel time on a scheduled flight from origin to destination airport by foreign air carrier is 3 hours or less and service by U.S. flag air carrier would involve twice the travel time.
- (4) Travel Financed Solely with Excess Foreign Currencies. U.S. flag air carriers render themselves "unavailable" by declining to accept payment in foreign currencies for transportation services required by certain programs or activities of the Government which, under legislative authority, are financed solely with excess foreign currencies which may not be converted to U.S. dollars. In these instances, and notwithstanding the provisions of 3-0203c(2), foreign flag air carriers that will accept the required foreign currency may be used to the extent necessary to accomplish the mission of the particular program or activity. The statement of justification required under 3-0204 must indicate that the transportation service needed can be paid for only in excess foreign currencies and that otherwise "available" U.S. flag air carriers declined to accept payment in the foreign currencies.

- (5) First Class Accommodations. Passenger service by a U.S. flag air carrier will not be considered available if only first class accommodations can be furnished by a certified air carrier and where less than first class accommodations are available on a foreign air carrier (60 Comp. Gen. 34).

3-0204. USE OF FOREIGN FLAG AIR CARRIERS.

- a. Authorization or Approval. Expenditures for commercial foreign air transportation on foreign air carrier(s) will be disallowed unless there is attached to the appropriate voucher a certificate or memorandum adequately explaining why service by U.S. flag air carrier(s) is not available, or why it was necessary to use a foreign flag air carrier. The use of foreign flag air carriers may be authorized or approved only when U.S. flag air carrier service is not available as determined under the guidelines above, or when foreign air carriers are used under the reciprocal terms of an appropriate bilateral or multilateral agreement as described below, or when use of foreign carriers is necessary because a U.S. flag air carrier otherwise available cannot provide the air transportation needed, or use of a U.S. flag air carrier will not accomplish the agency's mission.
- b. Air Transportation Agreements. Nothing in the guidelines contained above, shall preclude and no penalty shall attend the use of a foreign air carrier which provides transportation under an air transport agreement between the United States and a foreign government, the terms of which are consistent with the international aviation policy goals set forth at 49 U.S.C. 1502(b) and provide reciprocal rights and benefits.
- c. Justification Statement. A statement executed by the traveler or agency justifying the use of a foreign flag air carrier for any part of foreign travel must be entered on or attached to the travel voucher, transportation request, or other payment document. Each request for a change in route or schedule which involves the use of foreign flag air carrier must be accompanied by a statement justifying such use. The following is provided as a guide for preparing the required justification statement:

I certify that it (is) (was) necessary for

(Name of traveler or agency)

to use _____

(Name of foreign flag vessel(s) or
foreign flag air carrier(s))

(Flight identification number)

or to transport _____

(Personal effects)

(freight)

between _____

and _____

en route from _____

to _____

on _____

(date)

for the following reasons _____

(date)

(Signature of traveler or
authorizing official)

(Title or position)

(Organization)

- d. Employee Liability for Disallowed Expenditures. Where the travel is by indirect route or the traveler otherwise fails to use available U.S. flag air carrier service, the amount to be disallowed against the traveler is based on the loss of revenues suffered by U.S. flag air carriers as determined under the following formula set forth and more fully explained in 56 Comp. Gen. 209 (1977):

Sum of certificated carrier segment
mileage, authorized
Sum of all segment mileage, authorized

X Fare payable
by Government

MINUS

Sum of certificated carrier segment
mileage, traveled
Sum of all segment mileage, traveled

X Through fare
paid

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SECTION 3. TRANSPORTATION BY TRAIN

- 3-0301. SLEEPING CAR ACCOMMODATIONS. When overnight travel is involved, the lowest first class sleeping accommodations available shall be allowed. Higher cost accommodations may be authorized or approved upon the employee's certification on the travel voucher that lowest first class accommodations were not available or that use of superior accommodations was authorized or approved by the travel authorizing official as being required for security purposes. When practicable, through sleeping accommodations shall be obtained if they are more economical to the Government.
- 3-0302. PARLOR CAR AND RESERVED COACH ACCOMMODATIONS. When adequate reserved coach accommodations are available, officials authorizing travel shall require that those accommodations be used to the maximum extent possible. However, use of a parlor car seat may be allowed when the duration of the train travel exceeds four hours.
- 3-0303. EXTRA-FARE TRAINS. Travel by extra-fare trains may be authorized or approved whenever their use is administratively determined to be more advantageous to the Government or is required for reasons of security. The use of National Railroad Passenger Corporation (AMTRAK) Metroliner coach service is considered to be advantageous to the Government. (Note: Metroliner Club service is considered to be first class service.)
- 3-0304. USE OF METROLINER.
- a. Reservations. Reservations for Metroliner coach service shall be made in advance.
 - b. Fares and Tickets. AMTRAK offers a 20-percent discount for Government travel on Metroliner coach service. The discount is applicable for official travel only. Tickets must be obtained before boarding the Metroliner. An employee purchasing a ticket directly from AMTRAK will need to present a Government identification card and will be required to certify on the back of the ticket that "Travel is for official Government business."
- (1) Cash Payment. The procedures in 3-1002 for the use of cash shall apply. AMTRAK will accept personal checks as a form of cash payment provided proper identification is shown. Credit cards shall not be used for purchasing discount fare tickets for Metroliner coach service.

- (2) Use of U.S. Government Transportation Request (GTR). The GTR and procedures for its use are prescribed in 3-1004. AMTRAK will not accept a GTR for travel under \$100.
 - (3) Bulk Ticket Purchases. When purchasing tickets in bulk from AMTRAK, the fare on the ticket will remain in effect for six months from the date of purchase. Procedures for bulk ticket purchases are provided in 41 C.F.R. 101-41.203-3.
- c. Unused Tickets. Unused tickets shall be attached to the travel voucher for refund to the Government. No refunds will be made directly to the employee by AMTRAK.

SECTION 4. TRANSPORTATION BY VESSEL

- 3-0401. GENERAL. Travel by ocean vessel may be authorized when transportation over water is required because of the circumstances of the travel. (See paragraph 3-0105f.) However, except for travel between points served by ferries, travel by ocean vessel shall not be regarded as advantageous to the Government in the absence of sufficient justification that the advantages accruing from the use of ocean transportation offset the higher costs associated with this method of transportation; i.e., per diem, transportation, and lost work time. Authority to authorize or approve travel by ocean vessel shall be retained at the Associate Administrator or higher level in the Operating Administrations and at the Assistant Secretary level in the Office of the Secretary. Justification for authorizing transportation over water shall be shown in the "remarks" section on the travel authorization.
- 3-0402. ACCOMMODATIONS. The minimum first class accommodation will be allowed when a stateroom is included in the cost of passage or is a separate charge. Higher cost accommodations may be allowed upon certification by the employee on the travel voucher that lowest first class accommodations were not available or that use of higher cost accommodations was authorized or approved as being required for security purposes. The travel authorization, however, may specify the use of an accommodation less costly than the minimum first class accommodations when suitable for a particular voyage. The term "minimum first class accommodation," as used in this paragraph, means one which provides direct access from within the stateroom to a washbasin, shower or bath, and toilet.
- 3-0403. ELECTION TO TRAVEL BY VESSEL. Employees authorized to travel by air but who elect to travel by surface vessel will be entitled to reimbursement (air fare plus per diem for the shortest route between points serviced by both surface vessels and aircraft) not to exceed the cost of air travel, including per diem, to which they would have been entitled under section 2 of this chapter. Leave shall be charged for travel time in excess of that which would have been allowed for air travel.
- 3-0404. TRAVEL BY UNITED STATES FLAG SHIPS. Section 901 of the Merchant Marine Act of 1936 (46 U.S.C. 1241(a)) provides: "Any officer or employee of the United States traveling on official business overseas or to or from any of the possessions of the United States shall travel and transport his personal effects on ships registered under the laws of the

United States where such ships are available unless the necessity of his mission requires the use of a ship under a foreign flag: Provided, That the Comptroller General of the United States shall not credit any allowance for travel or shipping expenses incurred on a foreign ship in the absence of satisfactory proof of the necessity therefor." Travel authorizations or travel vouchers will clearly state the justification for use of other than U.S. flag ship for ocean travel. The justification statement will follow the format of the statement in paragraph 3-0204.

SECTION 5. TRANSPORTATION BY COMMERCIAL AUTOMOBILES AND
SPECIAL CONVEYANCES

3-0501. GENERAL. This section establishes regulations governing travel by rental automobiles (Government contract and private commercial) and special conveyances. Procedures for determining choice of carrier can be found in paragraph 3-0105.

3-0502. RENTAL AUTOMOBILES AND SPECIAL CONVEYANCES.

a. Approval Requirement. The hire of automobile, boat, aircraft, livery, or other conveyance will be allowed if authorized or approved as advantageous to the Government whenever the employee is engaged in official business within or outside his/her designated post of duty.

NOTE: Both travelers and travel-authorizing officials are cautioned that approval for use of rental automobiles is to be viewed as an exception to usual travel approvals. Routine, unjustified use and approval of rental automobiles is considered an abuse and reimbursements will be disallowed.

b. Incidental Charges. If the hire of a special conveyance does not include costs of the incidental expenses of gasoline or oil, feeding and stabling horses, rent of garage, hangar, or boat house, subsistence of operator, ferriage, tolls, etc., the same should be first paid, if practical, by the person furnishing the accommodation or by the operator, and should be itemized in the bill.

c. Commercial Rental.

(1) Selection. If a commercial rental vehicle, "rental car," is authorized, an employee is required to obtain one available under General Services Administration (GSA) supply contract when practicable. These are Government contract rental automobiles. If a Government contract rental automobile is not used, the reason should be stated on the travel voucher. A list of contractors (commercial rental agencies) is contained in the Federal Supply Schedule, Industrial Group 751, Class 7512, with addresses, prices, telephone numbers and locations. The Schedule may be obtained by contacting the General Services Administration (8FBT), Denver, Colorado 80225, telephone 303-234-2626.

(2) General Requirements.

- (a) American Cars. Travelers must request American-made cars from contract rental sources. If an American-made vehicle is not used, the traveler will be required to justify use of a foreign vehicle on the travel voucher.
- (b) Economy Cars. Travelers will use only compact, subcompact and similar "economy" cars. Use of specialty, intermediate, and standard cars will not be approved unless justified on the reimbursement voucher. If not justified, the additional charges for the larger or specialty cars will not be reimbursed.
- (c) Discounts. Travelers will specifically identify themselves as DOT employees and request discounts from all rental agencies. (Some discounts are available to employees, whether performing official or personal travel.) A traveler will be required to explain why a discount is not taken on his/her reimbursement voucher. Otherwise, if the discount is available but not requested, the traveler will only be reimbursed at the discounted rate.
- (d) Official Use. Rental cars obtained for use on a reimbursable basis are not to be used for other than official purposes.
- (e) Employee Identification. Employee identification and travel authorization should be available for presentation to the rental agency or motor pool when required.
- (f) Cash or Personal Credit. Travelers will use cash or personal credit for rental cars and be reimbursed on their travel vouchers. Travel advances are appropriate for rental car expenditures.

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(3) Additional Collision Insurance.

- (a) Travel in the United States. Reimbursement is not authorized for additional collision insurance (collision damage waiver adjustment) on rental vehicles. An employee with a rented vehicle which incurs damage will pay up to the amount deductible and claim reimbursement of the amount as a travel expense on the travel voucher. The damage will be explained on the voucher or attachment thereto. In addition, when the damage appears to be the result of another individual(s) against whom the Government may have a claim, the traveler will submit an accident report and other pertinent information.
- (b) Travel in Foreign Areas. An employee may be reimbursed for necessary additional insurance (collision damage waiver or collision damage insurance) when a vehicle is rented or leased for official travel in foreign areas (55 Comp. Gen. 1343).
- (c) Personal Accident Insurance. The cost of personal accident insurance is a personal expense and is not reimbursable.
- d. Persons Traveling Together. When two or more persons travel together by means of a rental vehicle or special conveyance, that fact, together with the name of each traveler and the name of his/her employing agency, must be stated by each traveler on his/her travel voucher.
- e. Restriction. Charges for the hire of a conveyance of another Government employee, of a member of the traveler's family, or a member of the family of another Government employee, will not be allowed in the absence of a satisfactory showing that the conveyance was not procured because of such personal or official relationship, and that the member of the family so furnishing was not dependent upon the traveler for support. A complete explanation must be reported on the reimbursement voucher.

SECTION 6. TRANSPORTATION BY PRIVATELY OWNED CONVEYANCES

- 3-0601. PURPOSE. This section covers allowances and related guidelines for the use of privately owned conveyances. Specific requirements concerning selection of the proper mode of travel are in paragraph 3-0104.
- 3-0602. TERMINOLOGY. As used in this section, the term "conveyance" covers the general category of motorized vehicles including aircraft, motorcycles, automobiles and similar types of vehicles. It also may cover non-motorized conveyances under unusual travel circumstances. When a procedure, rate, etc., is restricted to a certain type(s) of conveyance, the specific term "aircraft," "motorcycle" or "vehicle" will be used. The abbreviations "POC" and "POV" will be used for privately owned conveyances and vehicles, respectively.
- 3-0603. AUTHORIZATION AND APPROVAL. The use of a privately owned conveyance for official travel may not be directed; such use may be authorized or approved as advantageous to the Government or undertaken through the personal preference of the traveler. In either instance, the authorizing official will ensure that authorizations are appropriately prepared as outlined in chapter 2.
- 3-0604. MILEAGE PAYMENTS. When employees and others rendering service to the Government use privately owned motor vehicles or aircraft in the conduct of official business within or outside their designated posts of duty or places of service and such use is authorized or approved as advantageous to the Government or as an authorized or approved exercise of the employee's preference, payment shall be made on a mileage basis unless payment on an actual expense basis is specifically authorized by law.
- 3-0605. DISTANCE DETERMINATIONS.
- a. Beginning and Ending Points. The distance is computed from whatever point the traveler begins the journey (such as abode, place of business or other point of departure) and ends at the hotel, place of duty at the destination or residence.
 - b. Automobile and Motorcycle Travel. When transportation is authorized or approved by privately owned motorcycles or automobiles, distances between points traveled shall be as shown in standard highway mileage guides or actual miles driven as determined from odometer readings. (Actual odometer readings need not be

shown on the travel voucher.) Any substantial deviations (in excess of 10 percent) from distances shown in the standard highway mileage guides shall be explained. The mileage rate as authorized or approved may be paid from whatever point the employee or other person rendering service to the Government begins his/her journey.

- c. Aircraft Travel. The air mileage between airports will be obtained from airways charts issued by the National Oceanic and Atmospheric Administration, Department of Commerce. Statute miles will be shown on reimbursement vouchers. Nautical miles shown on these charts will be converted to statute miles by using scales furnished on the charts. When no determination of statute miles can be made, nautical miles will be converted by adding 15 percent to the chart mileages (decision of the Comptroller General of the United States, B-177735, March 21, 1973). En route charts will be used for computing distances for instrument flight rule (IFR) flights and sectional charts will be used for visual flight rule (VFR) flights. Excess mileage may be paid when necessary and justified as in b.

3-0606. OTHER ALLOWABLE COSTS. Reimbursement for parking fees; ferry fees, bridge, road, and tunnel fees; and aircraft parking, landing, and tiedown fees shall be allowed in addition to the mileage allowance unless the travel authorizations or other administrative determinations restrict such allowance.

3-0607. MILEAGE RATES OUTSIDE THE CONTINENTAL UNITED STATES. Generally the rates prescribed in Appendix C are applicable outside as well as within the United States. If the Head of an Operating Administration or Secretarial Officer determines that a mileage rate is inadequate compensation for use of a privately owned conveyance in a particular area outside the continental United States, he/she may initiate a request for the establishment of a higher mileage rate within the lawful maximum for that area. Any new mileage rate requested by the Department and approved by GSA for a particular area shall be the uniform rate payable to all Federal employees in that area. The request to establish a higher rate shall be forwarded to the Assistant Secretary for Administration (M-80) and shall include the following information:

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- a. A recommended mileage rate not exceeding the following statutory maximums.
 - (1) For use of privately owned motorcycle: 20 cents per mile.
 - (2) For use of privately owned automobile: 25 cents per mile.
 - (3) For use of a privately owned aircraft: 45 cents per mile.

- b. An analysis of the cost per mile of operating the privately owned conveyance in the particular area involved which shall include the data listed below. Expenses which are reimbursable as separate allowances, such as parking or toll fees, shall not be included as cost factors in this analysis.
 - (1) Size/type of conveyance to which the cost data applies.
 - (2) Fixed operating costs: vehicle depreciation, insurance, taxes, and registration fees.
 - (3) Variable operating costs: gasoline, motor oil, maintenance, repairs, and tires.
 - (4) Other related cost factors affecting vehicle operating costs which are peculiar to the area involved.

3-0608. TEMPORARY DUTY.

- a. Determination of Advantageous Mode. The most advantageous mode for performance of temporary duty travel will be determined under the guidelines in paragraphs 3-0104, 3-0105 and 3-0610. The travel authorization should specifically authorize use of the mode determined to be most advantageous. Such determinations must be made on an individual trip basis and may not be included in open authorizations. If an open authorization is used or if the trip authorization fails to authorize use of either privately owned or special conveyance as advantageous, the traveler's approved voucher must justify the use of privately owned or special conveyance as advantageous.

- b. Maximum Allowances. When travel by a mode is determined to be advantageous to the Government, subsistence allowances under chapter 4 are payable for the actual period of travel necessary for official business. Mileage allowance for use of privately owned conveyance will be payable for the actual distance traveled.
- c. Tolls, Parking Fees and Other Allowable Costs. Travelers generally will be authorized reimbursement for parking fees; ferry fees; bridge, road and tunnel charges; and aircraft parking, landing, and tiedown fees for travel by Government-furnished, privately owned or special conveyances. Reimbursement for these costs may be restricted by the travel authorizing official provided the travel authorization contains the restriction. In addition, reimbursement for these costs is not authorized in connection with use of a privately owned conveyance used in lieu of a Government-furnished vehicle which is assigned to the traveler by commitment or is readily available to the traveler because of the location and nature of the assignment.
- d. Trip Insurance. Reimbursement is authorized for the cost of trip insurance purchased by employees for use of Government-furnished or privately owned vehicles during official business for specific or individual trips into a foreign country. Trip insurance covers potential liability for property damage or personal injury or death to third parties. Reimbursement is limited to instances in which the purchase of such insurance is required by foreign statute or is a practical necessity due to the legal procedures of a foreign country which, in the event of an accident, could result in detainment of the driver and impoundment of the vehicle. The amount of reimbursement is limited to the cost of the minimum amount of insurance required for the use of a foreign country's roads or an amount equivalent to the customary minimum amount required to be purchased by the auto rental industry in the foreign area (55 Comp. Gen. 1343).

3-0609. PERSONAL PREFERENCE.

- a. General. When the employee prefers to use a privately owned automobile or aircraft as a matter of personal preference for temporary duty travel even though transportation by common carrier is available, adequate, and determined to be advantageous to the Government, reimbursement for mileage may be authorized at rate 4, or rate 7, Appendix C, as appropriate, provided the use of

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the rate does not result in reimbursement in an amount which exceeds the cost of travel (both transportation and subsistence costs) had it been performed by common carrier.

b. Computation of Constructive Cost of Transportation.
When necessary to determine constructive cost of travel by common carrier, it will be computed as follows:

- (1) Airplane. Where there is scheduled air service to the point of destination, use cost of contract air fare, coach (or tourist or economy if a carrier uses this term instead of coach) or next lowest accommodations provided by carrier. When accommodations are provided on both jet and propeller-driven planes, the comparison must be made with lowest class jet. Space availability is not to be considered in making a cost comparison.
- (2) Train and Bus. When air carrier service is not provided to the point of destination, use cost of first class rail service for constructive cost comparison or coach accommodations when the elapsed time of the rail journey is four hours or less. When neither air nor rail service is provided, the constructive cost will be based on bus transportation.
- (3) Other Transportation Costs. Constructive cost will include transportation cost of carrier, usual transportation costs to and from carrier terminals, and cost of excess baggage if it would have been allowed. Certification of weight of baggage must be furnished by the traveler.

NOTE: Except for the use of taxicabs for travel to and from common carrier terminals, the constructive cost of rental cars or taxicabs may not be included as constructive cost of common carrier transportation. These modes are considered special conveyances, not common carrier transportation (55 Comp. Gen. 192).

- (4) Use of Actual and Reasonable Schedules. In making the foregoing constructive cost comparisons of transportation, scheduled departure and arrivals of planes, trains, and buses at unreasonable hours shall be disregarded. (For this purpose, "unreasonable hours" means those which would unduly inconvenience the traveler or adversely affect his/her safety, or which would result in unduly increasing the constructive per diem.)

c. Constructive Per Diem and Leave.

- (1) Per Diem Allowance. The constructive per diem shall be the amount which would have been allowable if the traveler had used the carrier upon which the constructive transportation costs are determined.
- (2) Leave. Leave is charged for hours of travel performed during the employee's normal working hours in excess of work hours that would have been used for travel by common carrier by air, or if points of travel are not covered by air, then by train, or by bus, or on combinations of modes of travel as appropriate. Constructive time of common carrier and leave status will be shown on the travel voucher when travel is performed during employee's normal working hours.

3-0610. PRIVATELY OWNED VS. GOVERNMENT-FURNISHED VEHICLE.

- a. Privately Owned Vehicle. Before the use of a privately owned vehicle is authorized as advantageous to the Government for which rate 4, Appendix C, is required, a determination shall be made as to whether the travel can best be performed by common carrier transportation, Government vehicle, commercial rental or privately owned vehicle. In making the determination as to whether the use of the privately owned vehicle is advantageous to the Government, consideration must be given to such factors as availability of common carrier transportation and Government-owned conveyances, suitability of schedules and other pertinent factors. For specific guidance, see paragraphs 3-0104 and 3-0105.
- b. Commitments for Government-Owned Vehicles (GOV). Supervisors will examine factors such as distances driven and vehicle acquisition costs to determine if use of a GOV would be advantageous to the Government. See paragraph 9, DOT 4440.3B, Motor Vehicle Management, of March 8, 1982, for guidance on GOV use. If it is determined to be advantageous to the Government to use a GOV and if the employee is expected to continue with similar travel requirements for the next three months, a GOV should be offered to the employee. If an employee agrees in writing to accept the Government vehicle, a commitment to use the vehicle is made. Such commitments will be for periods of six months and will allow sufficient time in advance of the effective dates to permit arrangements for acquisition or disposal of Government-owned automobiles. A copy of each commitment will be furnished the accounting office.

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3-0610-S1. REIMBURSEMENT CLAIMS. When GSA vehicles are authorized and used, FAA employees will enter in blocks 49 through 60 (lower right-hand corner) of GSA Form 312, Daily Motor Vehicle Trip Ticket, appropriate accounting codes to identify the FAA appropriation, cost center, and fiscal program. Example: 601.0/1420/931. Retain the duplicate (pink copy) of the GSA Form 312 and attach it to the related travel voucher when submitting it to the Accounting Operations Division, AAA-200, for payment.

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- c. Allowances for Employees with Commitments. Employees committed to use Government vehicles generally may not be reimbursed for use of their POV's except such employees may be authorized reimbursement at rate 1, Appendix C, for occasional use of their POV's when approved by the travel authorizing or approving officials or their supervisors. Employees will not be held to their commitments for periods that Government vehicles are not available for their travel. Employees who wish to be released from their commitments must give sufficient notice (usually 2 to 3 months) to permit reassignment of the Government vehicles. Also, when the operation of an office requires the immediate availability of permanently assigned vehicles so that use of a privately owned vehicle would not ordinarily be authorized, the mileage rate 1, Appendix C, will be applicable if the employee elects to use a POV in lieu of an available Government vehicle. In addition, parking fees and similar costs are not reimbursable.
- d. Allowances When Government-Furnished Vehicle is Advantageous. When it has been determined that travel can best be performed by Government-furnished vehicle and the traveler chooses to use a privately owned vehicle rather than an available Government-furnished vehicle, reimbursement will be limited to rate 3, Appendix C. Parking fees and similar costs may be reimbursable also. Travelers must state on their vouchers that commitments to use Government-furnished vehicles have not been made.
- e. Trip Insurance. See paragraph 3-0608d.

3-0611. TRANSPORTATION TO AND FROM TERMINALS.

- a. Traveler's Responsibility. Travelers are required to familiarize themselves with available local transportation (such as airport taxicab, limousine and airport bus service) to assure that the most timely and economical modes are selected. Advice and assistance may be obtained from travel services and accounting offices as well as common carrier offices. Travelers will be required to pay excess and unwarranted expenses of transportation to and from terminals. See paragraph 3-0106c.

b. Mileage in Lieu of Taxicab.

- (1) Round Trip Mileage to and from Carrier Terminal. Mileage at rate 6, Appendix C, will be allowed for the round trip mileage of a privately owned vehicle used in taking an employee either from his/her place of abode or business to a terminal or from a terminal to his/her place of abode or business. Parking fees incurred while waiting arrivals and departures, loading and unloading baggage, etc., and the cost of ferry fares, bridge and tunnel tolls will be allowed in addition to the round trip mileage, providing the amount of reimbursement payable will not exceed the taxicab fare (including tip) for a one way trip.
- (2) Round Trip Mileage Between Residence and Office. Mileage at rate 6, Appendix C, and other allowable costs noted in 3-0606 will be allowed for the round trip distance traveled by an employee going from his/her residence to his/her place of business and for returning from his/her place of business to his/her residence on days when travel involving at least one night's stay is performed. The amount of reimbursement for the round trip shall not exceed the taxicab fare, plus tip, for a one way trip between the points involved. This allowance is in addition to the transportation allowance for travel between office and carrier terminal.
- (3) One Way Mileage at Beginning and End of Trip. When an employee elects to drive a privately owned automobile to a terminal and park it while away from his/her official station, he/she is allowed mileage at rate 6, Appendix C, for the travel to and return from the terminal plus the parking fee and any necessary fares and tolls not to exceed the cost of the usual taxicab fares plus tips for both ways.

3-0612. WITNESSES. See paragraph 1-0404.

3-0613. TWO OR MORE EMPLOYEES TRAVELING TOGETHER. Where two or more persons travel together by means of privately owned conveyance, that fact, together with the names of those accompanying the employee and the names of their employing agencies, must be stated on the travel vouchers. Mileage will be allowed to only one of two or more employees traveling together on the same trip in the same vehicle.

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3-0614. RELOCATION TRAVEL. The regulations contained in chapter 5 shall apply when privately owned automobiles are used in connection with employees' permanent changes of station, when the appointees or student trainees described therein travel to their first permanent duty stations, or when employees return from posts of duty outside the continental United States to places of actual residence for separation.

SECTION 7. LOCAL TRANSPORTATION AT A TEMPORARY DUTY POINT

- 3-0701. USE OF LOCAL TRANSPORTATION FACILITIES. The use of local transportation (such as taxicab, bus or streetcar) will be reimbursable for travel between places of business and between place of lodging and place of business. An employee in a per diem status generally may not be reimbursed for local transit expenses (bus, subway, etc.) incurred in obtaining meals since an amount to cover such expenses is included in the per diem allowance. In exceptional instances when suitable meals cannot be obtained at the place of business or the place of lodging, the expense of travel required to obtain meals at the nearest available place may be allowed as a necessary transportation expense; however, a statement of necessity for such travel and justification for use of taxicab rather than bus or streetcar shall be included on the reimbursement voucher.
- 3-0702. USE OF PRIVATELY OWNED VEHICLE. One of the considerations in determining if use of a privately owned vehicle will be advantageous to the Government for temporary duty travel is whether the vehicle is needed or desirable for local transportation at the temporary duty point. Therefore, when use of the vehicle has been determined to be advantageous for the travel between permanent and temporary duty stations at rate 4, Appendix C, it will also be considered advantageous for local travel (between the points specified in paragraph 3-0701) at the temporary duty station. If advantageous use of the vehicle is to be limited and not authorized as advantageous at the temporary duty station, a specific restriction is required in the travel authorization and reimbursement at rate 4, Appendix C, will be limited to the cost of local commercial transportation.
- 3-0703. USE OF GOVERNMENT-FURNISHED TRANSPORTATION. Employees performing duty at places where Government-furnished transportation (such as bus and automobile service for trainees and others at the Aeronautical Center) is available will not be authorized reimbursement for local transportation or mileage unless claims are supported by a statement of a local responsible official explaining the official necessity therefor. Handicapped employees requiring special facilities are exempt from this restriction.

SECTION 8. LOCAL TRAVEL

3-0801. PURPOSE. This section prescribes the rates and conditions under which travel authorizing and approving officials and employees will select appropriate modes for travel of less than 24 hours performed in and around the official station for which the traveler does not qualify for subsistence reimbursement. Such local travel is performed without written authorizations and usually will be within boundaries which do not exceed the geographical limits of local public transportation service.

3-0802. AUTHORIZATION AND APPROVAL.

- a. Local travel is authorized orally by any supervisor who has been delegated such authority. Written travel authorizations are not required; approval of the reimbursement voucher, SF 1164, is adequate. Where there are a number of modes of transportation available for accomplishing local travel, particularly in the larger metropolitan areas, authorizing officials will authorize the mode of travel that will enable the employee to accomplish official business most efficiently. Primary consideration will be given to economy and travel time required. Approval of the reimbursement voucher by the appropriate official shall be accepted as administrative approval of mode of travel used; no further justification is required.
- b. When an employee is directed to perform local travel, he/she should be advised whether or not a transportation allowance is authorized before the travel is performed. An employee should not be required to incur expenses, without reimbursement, beyond those which he/she would have incurred by reporting to the employee's permanent headquarters.

3-0803. MODES OF LOCAL TRAVEL AND REIMBURSEMENT RATES. The various modes of travel which may be available locally and the allowance for each, when appropriate, are listed below in the order of economy:

- a. Government shuttle bus.
- b. Subway, streetcar or bus -- token furnished or cash fare reimbursed.
- c. Government-furnished automobile.

- d. POV (Government vehicle available) -- mileage at rate 3, Appendix C.
- e. POV (Government vehicle not available or its use not feasible for justifiable reasons) -- mileage at rate 4, Appendix C.
- f. POV to and from terminals -- mileage at rate 5, Appendix C.
- g. Taxicab -- fare plus tip (see 3-0106f).

3-0804. MILEAGE ALLOWANCE GUIDELINES.

- a. General Prohibition. Reimbursement for mileage is not payable for travel from an employee's residence to his/her permanent headquarters for regular, overtime, or "callback" duty except as provided in paragraph 3-0611, in connection with temporary duty away from the official station.
- b. Geographical Limitation. When a privately owned conveyance is used for local travel, the following geographical limitation applies.
 - (1) Mileage reimbursement for travel in excess of 50 miles one way will be at rates and under conditions prescribed for temporary duty travel, rather than local travel, when the farthest point traveled to is also at least 50 miles from the employee's usual place of business (building) or home. These claims will be submitted on the SF 1012, Travel Voucher, and will be supported by written authorizations.
 - (2) When travel is determined to be other-than-local travel, the employee will usually be reimbursed on a personal preference basis (not to exceed the cost of common carrier) under paragraph 3-0609. A separate determination must be made in each instance when reimbursement is to be based on use of privately owned conveyance as advantageous to the Government.
- c. Commuting Distance. When an employee travels by privately owned vehicle from his/her residence to a work site in the vicinity of his/her official duty station, a mileage allowance will generally be payable for the distance in excess of the usual commuting distance between residence and permanent duty station. In unusual circumstances, the authorizing or approval official may

permit reimbursement for the entire distance between residence and work site. However, mileage is payable for the excess distance only for travel to authorized points en route between residence and official duty station on days the employee reports to the official duty station.

3-0805. USE OF TAXICAB BETWEEN OFFICE AND HOME UNDER CERTAIN LIMITED CONDITIONS. See paragraph 3-0106e.

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- 3-0801-S1. LOCAL TRAVEL BOUNDARIES FOR EMPLOYEES WHOSE DUTY STATIONS ARE FAA HEADQUARTERS (FOB IOA, DOT HEADQUARTERS BUILDING, OR COAST GUARD HEADQUARTERS BUILDING). Official travel within the following boundaries may be approved as local travel if no per diem is involved:*
- a. Within the Metropolitan Washington area which includes the District of Columbia and Arlington, Fairfax, Prince Georges, and Montgomery Counties.
 - b. To and from Martinsburg, West Virginia.*
 - c. To and from Dulles International and Baltimore-Washington International Airports.*
 - d. To and from Leesburg, Virginia.*
 - e. To and from any point which falls within a radius of 25 miles of Washington, D.C.
- 3-0801-S2. LOCAL TRAVEL BOUNDARIES FOR TRAVELERS STATIONED AT FAA RECORDS CENTER. Official travel to Washington, D.C., when no per diem is involved, or to any point which falls within a radius of 50 miles of Martinsburg, West Virginia.*

*Since distance exceeds 25 miles, travel on a temporary duty basis may be authorized when deemed necessary by the authorizing official.

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SECTION 9. TRANSPORTATION OF BAGGAGE

3-0901. GENERAL. This section covers the transportation of baggage (as defined in Appendix A) as distinguished from transportation of household goods and personal effects in connection with an official transfer.

- a. Excess baggage is baggage beyond the allowance carried free by the carrier involved. The Government will pay for the cost of shipping excess baggage if authorized in the travel authorization or approved on the travel voucher, and receipts are submitted, when required, with the travel voucher showing the weight, points between which the baggage was moved, and cost of movement.
- b. The rules governing free baggage allowances and charges for excess baggage are outlined in carrier tariffs. There are variances among the carriers. New tariffs are constantly being filed which may provide new and different allowances. Accordingly, it is incumbent upon the traveler or transportation personnel involved in the furnishing of transportation to consult with ticket agents or carrier representatives for the latest available information regarding free allowances.
- c. The amount of excess baggage (weight or number of pieces) should be specified in the travel authorization whenever possible; excess baggage may be approved (by a travel authorizing official) on the travel voucher when appropriate. The amount of excess baggage to be authorized or approved should be reasonable and based on:
 - (1) Clothing and other personal items for the period of travel involved.
 - (2) Climatic conditions, and
 - (3) Tools, documents, etc., required for the mission.

3-0902. RAIL OR BUS.

- a. Travelers by rail or bus are normally allowed "carry-on" baggage in addition to that which may be checked. Generally, free checking is allowed for 150 pounds on each full ticket and 75 pounds on each half-fare ticket for travel wholly within the continental United States.

- b. Checked baggage is considered "free" even though some carriers require payment of a small "service" charge for any checking of baggage. Such charges are reimbursable to the traveler. Normally, when traveling by bus or rail, excess baggage should be checked along with the free baggage.

3-0903. VESSEL. On commercial vessels, 350 pounds of baggage is usually allowed for each full ticket and 175 pounds for each half-fare ticket.

3-0904. AIR.

a. Within the Continental United States.

- (1) The free checkable baggage allowance offered by domestic scheduled air carriers is the usual limit for travel within the continental United States. The free baggage allowance is based on a "piece" or "pound" concept; i.e., some domestic carriers authorize free baggage based on the number of pieces and some on the weight (usually 40 or 50 pounds per individual). The specific allowance for each airline is published in the "Official Airline Guide - North American Division."
- (2) Under the "piece" concept, the air carrier will transport free of charge three pieces of luggage not to exceed certain overall dimensions comparable to a 3-suitcase, a 2-suitcase, and a brief case. Generally one checked piece of baggage not exceeding a total dimension of 62 inches (length, width, and height) is allowable free; a second checked piece of baggage not exceeding a total dimension of 55 inches is allowed free, if not precluded under a fare cost limitation; and the aggregate dimension limitations on an allowable third piece either checked or unchecked "carry-on" baggage range from 36 inches to 45 inches.
- (3) Charges for oversized or extra pieces of luggage vary between airlines. These rates are listed in the "Official Airline Guide - North American Division." The majority of the U.S. airlines charge \$10/piece.

b. To or from the Continental United States.

- (1) The free baggage allowance in connection with travel to or from the continental United States varies in accordance with the class of accommodations used. Generally, the allowances are:

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- (a) First class accommodations - 66 pounds.
 - (b) Less-than-first class - 44 pounds.
 - (c) Mixed class - 66 or 44 pounds as applicable for each portion of the journey
- (2) The charge for excess baggage is one percent of the adult one way first class fare (regardless of class used) for each kilo or fraction thereof. One kilo equals approximately two pounds.

3-0905. SEPARATE SHIPMENT OF EXCESS BAGGAGE.

- a. When travel is by rail or bus, excess baggage should not be shipped separately, but should be checked with other baggage; this is the most economical and practical method for such shipments. When travel is by air, consideration must be given to the practicability and economy of the alternative methods of shipment available, to the suitability of the items for the various types of shipment to shipping time, and to whether the various types will interfere with accomplishment of the official purposes of the trip. Alternative methods of shipment for excess baggage from lowest to highest cost are parcel post, rail freight, railway express, air freight, air express and checked baggage. The most economical method consistent with the other considerations should be used.
- b. When shipment is made by freight or express, a U.S. Government Bill of Lading (GBL) should be used and payment will be made on the carrier's billing. If the carrier should refuse to accept a GBL for the shipment, the employee may make payment and be reimbursed for the cost. Points of origin and destination, number of pieces with contents and weight of each, and rate and total charges will be shown on the travel voucher, and when charges are \$15 or more, receipts will be submitted.

3-0906. STOPPAGE OF BAGGAGE IN TRANSIT. When travel is interrupted, care should be taken to stop baggage that has been checked on a ticket beyond the point where the traveler leaves the carrier. If baggage cannot be intercepted or transferred and is carried through to the original destination on the unused portion of the ticket, a full explanation of the facts should be included on the travel voucher or a memo attached thereto. Failure to do so will result in the traveler being charged for the excess cost.

3-0907. PAYMENTS OF COSTS FOR BAGGAGE.

- a. Transportation Charges for Excess Baggage. As a general rule, travelers shall make each payment of domestic airline excess baggage charges that do not exceed \$15. Where excess baggage services are specifically authorized, the travel authorization shall clearly state whether such charges are to be paid for in cash by the traveler or to be authorized on the Government transportation request. If the authorization for excess baggage is not included on the transportation request, the traveler's claim for reimbursement shall be included on the travel voucher.
- b. Transfer of Baggage. Necessary charges for the transfer of baggage shall be allowed.
- c. Storage of Baggage. Charges for the storage of baggage shall be allowed when it is shown that the storage was solely on account of official business.
- d. Checking and Handling of Baggage. Charges for checking baggage shall be allowed. Charges or tips at transportation terminals shall be allowed for handling Government property carried by the traveler.

SECTION 10. PROCUREMENT OF COMMON CARRIER TRANSPORTATION

- 3-1001. GENERAL. For official travel via the authorized mode(s), the least costly fares and most direct schedules and routes which meet mission requirements will be selected in the absence of specific restrictions. Travel will be planned sufficiently in advance to allow the use of special and discount fares whenever possible. Transportation purchases under these general guidelines will be made principally by the following methods:
- a. Travel Charge Cards. These charge cards are made available to all employees who are expected to travel and are the primary method of obtaining passenger transportation services. Chapter 10 contains guidance on obtaining and using the cards.
 - b. Centrally Billed Payment System. This method uses a centrally billed account established at a Travel Management Center (TMC) for paying transportation charges. Either a U.S. Government Transportation Request or contractor authorized charge number is cited for payment. When an account is established by the Government contractor, it is designated as a Government Travel System (GTS) account. See chapter 10 for additional information on the GTS.
 - c. U.S. Government Transportation Requests. Generally, U.S. Government Transportation Requests (GTR's) are used for individual transportation purchases when travel charge cards are not available, and they may be used at TMC's for centrally billed purchases. See paragraph 3-1005 for requirements for use of GTR's.
 - d. Cash. Cash includes currency and travelers checks as well as personal credit cards and other forms of personal credit. See paragraph 3-1002 for cash transaction limitations.

3-1002. CASH PAYMENT FOR COMMON CARRIER TRANSPORTATION.

- a. General. A cash purchase will not be used to circumvent requirements for using Government contract service, and the traveler will be reimbursed only for transportation authorized in this Manual. Use of a more costly mode or class of service will be at the traveler's expense.

- b. Purchases of \$10 or Less. Travelers shall use cash to procure all passenger transportation services costing \$10 or less, excluding Federal transportation tax, and to pay excess baggage charges costing \$15 or less for each leg of a trip, unless special circumstances justify the use of a GTR.
- c. Purchases of \$100 or Less but Over \$10. When a TMC is not available, cash purchases of \$100 or less (excluding Federal transportation tax) but over \$10 are permitted. Where available, TMC services must be used.
- d. Purchases of More Than \$100. Reimbursements for cash purchases of over \$100 are not permitted unless specifically exempted herein. In all other instances, an authorized travel charge card, GTR or GTS account will be used to procure passenger services costing in excess of \$100, excluding Federal transportation tax.
- (1) When employees obtain group or charter arrangements available through travel agents, cash purchases are permitted. See section 1 of this chapter.
 - (2) Purchases made under emergency circumstances may be approved by the Head of an Operating Administration (or designee at or above the level of Associate Administrator), or the Assistant Secretary for Administration for the Office of the Secretary. This authority may not be redelegated without approval by the Assistant Secretary for Administration. Emergency circumstances occur when use of a Government-issued charge card, GTR, GTS account, or other authorized payment method is not possible.
 - (3) Purchases of more than \$100 made under other than emergency circumstances (e.g., when GTR's are available) must be approved by GSA. Requests will be sent through organization channels, including the Assistant Secretary for Administration, Attention: M-80, to the Director, Office of Transportation Audits (BW), GSA, Washington, DC, 20405. The traveler's convenience will not be cause for GSA approval, and unjustified purchases will be the responsibility of the traveler.
 - (4) Requests for approval must be justified in writing, fully documented, and forwarded for written exemption before travelers can be reimbursed. Required documentation includes copies of travel authorizations, ticket coupons and any ticket refund applications, or SF 1170's.

- e. Documentation of All Cash Purchases. Receipts, passenger coupons, or other appropriate evidence is required to support claims for reimbursement of cash payments for passenger transportation services. For local transportation, see chapter 9. Travelers will initial where indicated on their reimbursement vouchers (SF 1012) next to the statement "I hereby assign to the United States any right I may have against any parties in connection with reimbursable transportation charges described herein purchased under cash payment procedures." Also, travelers are responsible for ensuring that checks covering carrier liquidated damage liability payments (for failure to reserve confirmed seats) are made payable to the Operating Administration for which they are traveling.

3-1003. AUDIT OF CASH PAYMENTS. Payment documentation for all cash purchases of passenger transportation services costing more than \$10 shall be forwarded to the General Services Administration (GSA), (FWCPR), Attention: Code E, Washington, DC 20405, for audit after the traveler has been reimbursed. Submissions will include copies of travel authorizations, ticket coupons, any cash-purchase approvals, and any ticket refund applications or SF 1170's (Redemption of Unused Tickets).

3-1004. CONTRACT TRANSPORTATION SERVICE.

- a. General. Governmentwide contract transportation policy for official travel between selected cities and airports (city/airport pairs) is established by GSA in the Federal Travel Regulations at 41 CFR. This paragraph prescribes policies, procedures and requirements applicable to Department employees.
- b. Background.
 - (1) The GSA has contracted with certificated air carriers and Amtrak to furnish transportation for official Government travel at reduced fares between selected city/airport pairs. Under the contract, Government travelers are obligated to use the available service of the contract carriers in most instances even though fares lower than the "contract fares" may be offered by noncontract carriers.

- (2) The Federal Travel Directory, published monthly by GSA, contains contract schedules and fares as well as other important travel related information relevant to Government travelers. The Directory can be ordered through Departmental publication distribution offices.
- c. Applicability. The provisions of this paragraph are mandatory for all official Departmental travel between city/airport pairs listed in the GSA Federal Travel Directory except as provided in subparagraph h, below.
- d. Traveler's Liability When Contract Fares are Not Used. The traveler shall use a contract fare at all times unless another fare is authorized or approved as more advantageous to the Government. Any additional cost resulting from use of transportation other than contract service shall be the traveler's responsibility. However, the Department will be responsible for penalties which result from officially canceled travel when restricted or other penalty fares have been authorized in lieu of contract fares.
- e. Carrier Obligation. The contract carriers are required to furnish employees on official Government travel with the same services furnished to the general public. For air carriers, this means use of scheduled "Y" or "S" class of service. The air carrier is to use the designator "YCA" in describing unrestricted contract fares. Carriers are not required to furnish additional equipment for over-booked flights or trains to meet the Government's transportation requirements.
- f. Procedures for Obtaining Service.
- (1) Contract service shall be ordered by use of a Government authorized travel charge card or a GTR. (Amtrak will not accept an individual GTR for services under \$100 but will accept cash, check, or charge card.) If cash is used under paragraph 3-1002 in the absence of a travel charge card or a GTR, participating air carriers may furnish contract fares at their option. In emergencies, if travel charge cards or GTR's are not available and air carriers will not provide contract fares via cash purchase, the required service may be procured at the lowest noncontract fares. Procurement by cash or personal credit cards shall not be used to circumvent the Government's contract with carriers.

- (2) Official travel reservations, ticketing, and payment can be handled at TMC's or with individual carriers. When requesting an official air reservation, the traveler will specify either an unrestricted contract "YCA" fare or a restricted contract fare (e.g., MCA), as appropriate. Improperly coded tickets or tickets without the correct contract fare designation must be reissued.
- (3) Contract fares only apply between the cities and/or airports named and are not applicable to or from intermediate points; however, when there is no direct contract carrier transportation between the traveler's duty points, contract fares should be used in connection with other published fares, including other contract fares when applicable. Contract fares shall not be used for personal travel taken in connection with official travel.
- (4) When contract carriers offer a lower fare to the general public such as a "Super Saver" for air travel between a city/airport pair, the lower fare should be obtained provided the traveler can meet the requirements of the stated fare and not alter the position of the contractors with respect to priority of use (e.g., low-bid contractor first) unless use of the alternative contract carrier's fare is authorized under the following conditions:
 - (a) seating space on the scheduled flight of the primary contractor is not available in time to accomplish the purpose of the travel, or the scheduled flight would require the traveler to incur unnecessary overnight lodging expense;
 - (b) the primary contractor's flight schedule is inconsistent with established policy of scheduling travel to the maximum extent practicable during normal working hours; or

- (c) based on a cost comparison, the primary contractor's fare, when added to such factors as ground transportation, lost productive time, allowable overtime, and additional overnight lodging expense, would result in higher costs to the Government than the costs resulting from the use of the secondary contractor.
- (5) Reservations shall be requested from the carrier offering the lowest contract fare. If that carrier cannot provide the required service, the carrier offering the next higher fare shall be used. For example, carriers A and B offer service at \$68 and \$95 respectively. If carrier A cannot provide transportation service at \$68, carrier B will be requested to furnish service at \$95.
- (6) If service by contract air carriers is provided at different airports servicing the same destination duty point, the lowest overall cost (including the fares, lost productive time, and ground transportation expenses) will determine which carrier will be used absent any other overriding advantage to the Department by use of the more costly airport. When lowest cost does not determine the airport used, the justification for nonuse shall be included on the voucher before the travel may be approved.
- g. Class of Service Identification. The contract air class of service designation shall be shown on all GTR's and airline tickets. The codes may be obtained from a contract carrier, TMC, or the Federal Travel Directory.
- h. Exceptions to Required Use of Contract Carriers.
- (1) The vast majority of official travel requirements between the various city/airport pairs can be satisfied conveniently with contract service. For those exceptional occasions when such service will not meet our mission requirements, authorizing officials may permit the use of noncontract service when justified under this paragraph. Personal preference and minor inconvenience resulting from contract carrier scheduling are not valid justifications. It is imperative that this authority be exercised prudently and that the particular circumstances which justify noncontract-carrier use be documented in writing before the ticket is issued by the TMC. All documented exceptions to contract fare use must be filed with the travel claim regardless of where the ticket is purchased.

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- (2) Justification for the use of noncontract carriers is limited to the conditions set out in items (a) through (e), below. Authorizing officials must certify in writing on individual travel authorizations or travel vouchers as to the specific justification for use of a noncontract carrier.
- (a) Seating capacity on any scheduled contract carrier is not available in sufficient time to accomplish the purpose of travel;
 - (b) The use of a contract carrier's schedule would require additional overnight lodging;
 - (c) The scheduled departure or arrival time of the contract carrier is not compatible with agency policies and practices regarding travel during regularly scheduled work hours;
 - (d) Exigency or other requirement of the mission necessitates the use of another airline or mode of transportation; or
 - (e) On the basis of a comparison of total costs for an individual trip, the use of "Y" or "S" class air fare is less than the contract fare at the time the reservation is made considering such factors as actual transportation costs, subsistence, allowable overtime, or lost productive time. When making cost comparisons, YDG, MDG, or other fares restricted to Government employees shall not be used. Promotional/restricted fares offered by noncontract carriers to the general public may be used provided:
 - 1. the traveler can meet all qualifying fare restrictions, and
 - 2. the service provided by the noncontract carrier is equal to or better than that of the contractor with respect to enroute trip times.
- i. Fare Changes. Because of the frequency in fare changes, the contract fares are not listed in this paragraph; however, GSA publishes the current contract fares and schedules in the monthly editions of the Federal Travel Directory. The contract airline schedules also are published in the Official Airline Guide. Agencies will be notified by GSA by other methods of communication (such as electronic messages) of changes in contract fares and requirements for their use.

- j. Contract Applicability to Government Contractors. A few contract carriers permit use of Government rates for cost-reimbursable contractors and Government-owned and contractor-operated (GOCO) facility personnel traveling on official Government business. The form of payment (GTR, cash, or charge card) varies among carriers and the Federal Travel Directory must be checked for current requirements.
- k. Bus. Greyhound has voluntarily offered discounted fares to Federal employees for official travel between selected city-pairs. These fares apply one-way and are subject to change. Tickets can be purchased with a GTR, cash, or certain major credit cards. At this time, Greyhound does not accept the Government travel charge card. Use of Greyhound is not mandatory; however, travelers may take advantage of these reduced fares when determined by the travel authorizing official to be advantageous to the Government. A traveler must present a copy of the travel authorization or Government identification card when purchasing a ticket.

3-1005. U.S. GOVERNMENT TRANSPORTATION REQUESTS (GTR's).

- a. Use of GTR's. All passenger transportation services by common carrier in excess of \$100, excluding Federal transportation tax, that are not procured by use of the Government travel charge card system must be procured through the use of Standard Form 1169, U.S. Government Transportation Request (see 46 Comp. Gen. 398). Cash, including personal credit card, is not authorized for transportation services in excess of \$100 unless, under unusual circumstances, GTR's are not available. The unavailability of a GTR must be satisfactorily explained on or provided in an attachment to the traveler's reimbursement voucher along with the necessary approval for nonuse of the GTR.
- b. Procurement and Safeguarding of GTR's. The GTR is printed in four-part sets and is ordered from GSA. The GTR's are accountable forms and are prenumbered in an alphabetical-numerical sequence. Each Operating Administration will designate the activity to be charged with maintaining adequate stocks of GTR's. Within the Office of the Secretary, GTR's will be maintained by the Accounting Operations Division. The GTR's will be stored in metal filing cabinets secured with steel lock bars and GSA approved three position dial type changeable combination padlocks or safe files with built in combination locks. Combinations shall be changed

when any person with knowledge of the combination no longer needs it or at least once a year. When forwarded between geographically separated locations, GTR's shall be transmitted by means which safeguard them and which document their arrival (such as by registered mail). Employees who carry GTR's while traveling shall protect them as carefully as they do cash or credit cards.

c. Custody of GTR's.

- (1) To Whom Issued. Designated agents and other employees who have an official need for GTR's will be required to sign receipts for GTR's at the time of issue. Normally, GTR's should be assigned only to designated agents, centralized ticketing organizations, and frequent travelers who do not have available to them the services of a designated agent or central ticketing organization. Also, GTR's may be issued to employees who may require them for emergencies.
- (2) Accountability of GTR's. Accounting offices are responsible for establishing accounting controls for GTR's distributed to designated agents and other employees. Promptly upon release of GTR's from stock, a notice of the release will be furnished to the accounting office indicating the name of the agency, designated agent or employee, and GTR numbers. The accounting office will conduct a periodic review of unused GTR's issued to employees and request their return when the blank GTR's are no longer needed.
- (3) Transfer of Accountability. When circumstances make it impossible for an employee to obtain GTR's through normal channels, an employee already accountable for GTR's may:
 - (a) transfer GTR's to another employee and notify the appropriate accounting office by memorandum giving the serial numbers of the GTR's and name(s) of recipient(s). Any employee receiving GTR's is required to acknowledge accountability by signing a receipt.

- (b) use GTR's to provide transportation for another employee and notify the appropriate accounting offices of the serial number of each GTR used and the name of each recipient.
- (4) If another accounting office will be responsible for payment, the traveler will line out any pre-stamped address in the "Bill charges to" space on top of the GTR and insert the address and ZIP Code of the accounting office to be billed.
- (5) To protect the interest of the Government, clearance forms for separating employees must provide for return of all GTR's and must be routed through the accounting office.

d. Lost or Stolen GTR's.

- (1) When a GTR is lost or stolen, the employee to whom the GTR is assigned or the employee who is otherwise accountable for the GTR will notify the accounting office immediately and furnish a complete written statement of the attendant facts. Also, the appropriate security office shall be notified.
- (2) In addition, when it is known that the GTR was filled out to the extent of showing the carrier and services desired from a designated point of origin, the employee will immediately notify the carrier, and in the case of airlines, other local carriers, of the lost or stolen document with a request that it not be honored. The notification will be confirmed in writing with a copy to the accounting office.
- (3) Under no circumstances shall a GTR reported as lost or stolen be used if subsequently recovered. It should be marked "Canceled" and sent to the accountable issuing office. A traveler may be held liable for any expenditure by the Government caused through negligence on his/her part in safeguarding GTR's or tickets received in exchange for GTR's.

e. General Criteria for Issuance of GTR's.

- (1) The Government travel charge card is to be used in lieu of a GTR for the purchase of transportation tickets wherever possible. Employees may pay cash for official passenger transportation within the limits of paragraph 3-1002. Additionally, cash

will be used to procure all transportation services of \$10 or less, excluding Federal transportation tax. Receipts, passenger coupons, or other appropriate evidence to support claims for reimbursement of cash payment are required regardless of amount except for use of local transit systems.

- (2) When transportation of excess baggage is authorized, GTR's may be used if the cost is in excess of \$15, exclusive of tax, for each leg of a domestic air trip. When payment is in cash and the cost is \$15 or more, receipts must be submitted.
- (3) GTR's may not be issued for other than official travel.
- (4) GTR's will be prepared only for authorized services and routing. When an employee chooses an indirect route for personal reasons or requests other unauthorized services such as use of premium-class, the additional cost will be paid by the employee in cash when the GTR is exchanged for a ticket.
- (5) GTR's will not be used to procure taxicab, airport limousine, intra-city transit, rental car or other for-hire automobile services, or for payment of toll road or toll bridge charges. Ferry boat passenger services may be obtained by use of GTR's.
- (6) When an employee is required to make one or more stops to conduct official business, one GTR should be used to purchase a through transportation ticket with stopover privileges. Each stopover on official business must be specifically identified as such on the GTR when:
 - (a) travel is by domestic airlines;
 - (b) sleeping or parlor car accommodations are used; or
 - (c) excess baggage services via air are involved.
- (7) Charter services ordered from an air or bus carrier will be procured by use of GTR's.
- (8) Spoiled or canceled GTR's will be endorsed "Canceled" across the face and all copies forwarded to the accounting office serving the originator of the GTR.

f. Use of Designated Agents.

- (1) In the interest of economy, the head of each office, or other official acting for the head, may designate agents to sign GTR's for travelers. Usually, a designated agent should be named where an organizational unit (or a specific individual) has been assigned the responsibility for making reservations for passenger transportation, procuring tickets, and issuing GTR's.
- (2) Designated agents will be responsible for determining that tickets are purchased only pursuant to official travel authorizations. Designated agents will not issue tickets unless properly authenticated travel authorizations have been issued. Tickets will be issued in accordance with the itinerary, class of service, and limitations prescribed in the travel authorization and this Manual. When open authorizations are used, the designated agent will require an approved detailed justification for first-class accommodations before procurement of the transportation. This justification will protect travelers by ensuring that charges for unauthorized services are not required to be collected at the completion of the travel.
- (3) Travelers need not sign the transportation requests if they request a designated agent to sign on their behalf. Before the tickets are ordered, the designated agent must be provided with the travel authorization numbers. The designated agent must have copies of the travel authorizations before releasing the tickets. The traveler need not pick up his/her transportation tickets in person from the designated agent. Procedures may be established for properly identified designated employees to pick up tickets for travelers.
- (4) The buff copy (SF 1169A) of the completed GTR will be sent immediately to the accounting office and NOT given to the employee.

- (5) Agents shall maintain logs of all tickets purchased and GTR's issued to show the date, GTR number, name of carrier, ticket number, value of ticket, name of traveler, and the signatures and identification card numbers of the travelers or their representatives who receive tickets. Any person receiving tickets will be required to present identification and acknowledge their receipt in the ticket log or other record.
- (6) Designated agents will store tickets and unused GTR's in locked file cabinets during nonworking hours and other periods of absence from the office.
- g. Preparation of GTR's. Employees who prepare GTR's must exercise care to ensure legibility and permanency on the original and all copies. When not prepared by typewriter, GTR's should be prepared using a ball point pen. Specific instructions for entries on GTR's are provided in the following subparagraphs. Subparagraph numbers correspond to numbered spaces on the GTR's shown in figures 3-1 and 3-2.
- (1) Bill Charges To. Enter the exact name, routing symbol, address and ZIP Code of the accounting office to which the carrier is to direct its bill for payment. Usually, this information can be rubber stamped before the request, or book of requests, is delivered for use by issuing officers or travelers. Sample entries:
- Department of Transportation
Federal Aviation Administration
Accounting Operations Division, AAA-200
Washington, DC 20591
- Department of Transportation
Office of the Secretary
Accounting Operations Division, M-86
Washington, DC 20590
- (2) Fiscal Data. Enter the travel authorization number and accounting classification. When payment is to be made in a currency other than U.S. dollars, show type of currency in block 8, SPECIAL ACCOMMODATIONS AND REQUIREMENTS; e.g., "To be paid in Indian Rupees."

- (3) Place and Date of Issue. Enter installation, point, or city; State or country; and date of issue of the GTR and NOT of the ticket or transportation service involved.
- (4) Issuing Government Officer. Both the issuing officer's signature and office designation are required.
- (5) Traveler (Type or Print). Enter name of traveler. Include any title or military rank when necessary to obtain special fares.
- (6) Others (Number). Enter number of persons in addition to the traveler for whom transportation and/or accommodations are being requested. Include infants in the number of "Others" regardless of whether seating or other accommodations are authorized. When the GTR is to cover only one person, enter the word "No."
- (7) Dependent Travel - Spouse; Children (Names and Ages). Check SPOUSE box and list name of spouse if he/she will accompany traveler. Also, list names and ages of any dependent children that will accompany traveler; e.g., use "James-8; Ann-5; Joe-4; Bill-1 (Free)." The terms "free" or "seat" indicate whether or not a seat ticket is required for a small child. Ages of children as of the date of departure from first point of travel should be used.
- (8) Special Accommodations and Requirements. Enter number and type of accommodations to be furnished for an additional charge and list points between which each type of accommodation is to be used. Abbreviate if necessary.
 - (a) For rail accommodations, the exact quantity and type to be furnished (such as roomette or reserved coach seat) should be clearly shown as well as the points between which each type of accommodation will be used.
 - (b) For steamship travel, when known, show name of vessel, sailing date, and number of the assigned stateroom (bed berth where less than room capacity is involved). If the available accommodation for the class desired is unknown

at time of issuance of the GTR, enter the words "lowest available accommodation." Then, before surrendering the GTR to the carrier, the traveler shall enter in the space for SERVICE REQUIRED (Continued) on the reverse of the GTR, item 8A, over his/her signature, the following:

"I certify that berth __ , stateroom no. __, on SS _____, date of sailing _____, was furnished as the lowest available accommodation at the time the reservation was made."

(Signature of Traveler)

The foregoing provision should not be construed as authorizing travelers to obligate the Government to pay for services in excess of those allowed by law or regulations. Where use of a stateroom on a lake, river, or coastwise steamship involves a separate charge, enter the value of the authorized room under SPECIAL ACCOMMODATIONS AND REQUIREMENTS.

- (c) Enter in this space any special fares and/or charges, such as Government contract, youth fare, super saver, etc. On a GTR issued for the United States domestic portion of an international journey, enter "Conj/intl travel."
- (9) Carrier or Agent Tendered To. Enter full name of the carrier that is to honor the GTR. Enter name of the contract-carrier when blanket GTR's are issued under GSA master contract arrangements. For air carriers use the standard two character alpha code, if known. When the GTR must be presented to a carrier or agent other than the one shown, either the issuing officer or the traveler shall endorse the GTR to that carrier or agent by entering in the space for SERVICE FURNISHED IF OTHER THAN REQUESTED on the reverse, item 15, over his/her signature, the words: "Endorsed to (carrier/agent) for ticket issuance."

- (10) Cities. On the FROM line, enter the name of the city and State or point from which transportation and/or accommodations are to be furnished. On the TO lines, enter the cities and States or points to which such services are to be furnished. Use city/airport codes for air travel when such are known; otherwise use the city with the Postal Service style of two letter State and Province abbreviation. For example, for a round trip authorized from Duluth to Gulfport and return, show from "DLH" to "GPT" to "DLH" (city/airport codes) or from "Duluth, MN" to "Gulfport, MS" to "Duluth, MN" (Postal Service style). Draw a horizontal line through any TO lines not used.
- (11) Stopover Authorized. Enter "Yes" before the cities at which stopovers are authorized and "No" for all others.
- (12) Carrier and Class of Service. On the applicable lines, enter the initials or code name of each carrier and the name or officially identified code for the class of service authorized between each listed city or point. Standard carrier codes of air, rail, and motor coach carriers are found in the Official Airline Guide, the Official Railway Guide, and the Official Bus Guide, respectively.
- (13) Excess Baggage Authorized. Enter the exact weight and/or number of pieces of excess baggage authorized for each leg of the trip. When the exact weight or number of pieces is unknown, show the maximum excess authorized. If excess baggage is not authorized, enter the word "None" in the WEIGHT and PIECES columns opposite the respective city or point entered in the TO line. On a GTR issued to procure excess baggage only, complete the GTR as outlined above, but enter the words "Excess baggage only" in the space for SPECIAL ACCOMMODATIONS AND REQUIREMENTS.
- (14) For Carrier Use Only (Front). This area is reserved for use by the billing carrier to record information pertaining to the services furnished. In the companion area on the back of the GTR, block 14A, the carrier should enter the date travel began, if known.

- (15) and (17) Service Furnished, if Other than Requested (Back). When the ticket furnished is for service of a lesser value or different from that requested, the traveler or carrier's agent must complete block 15 with the type or class of service furnished, the name of the carrier providing the service if other than the carrier honoring the GTR, and the reason for the change. This notation must be signed and dated by the carrier's agent and the traveler. The traveler must enter a similar notation in the corresponding space, block 17, on the memorandum card copy. If neither the original GTR nor the memorandum card copy is available, the traveler promptly must forward written notification of the circumstances to the accounting office.
- (16) Transportation Amount. This block is shown on all copies of the GTR except the original. The traveler must ascertain the total cost of the transportation, exclusive of excess baggage, and enter it in this block on the memorandum copy of the GTR. This information may be obtained from the ticket agent or from the traveler's copy of the ticket.
- h. Additional Instructions. In addition to the specific instructions, the following general instructions should be observed when applicable:
- (1) When all of the spaces on the face of the GTR are not required for the services being procured, horizontal lines should be drawn through the spaces that are not used.
 - (2) When the GTR is issued for a combination of classes of transportation and/or accommodations, specific information as to respective carriers and services authorized must be shown in SPECIAL ACCOMMODATIONS AND REQUIREMENTS or on the reverse of the GTR to preclude any ambiguity.
 - (3) When no longer required, or when an accountable employee transfers or is separated, unused GTR's will be returned immediately by memorandum to the accounting office.
 - (4) When an accountable employee transfers within the same accountable office, he/she may retain unused GTR's provided they will be required in the new assignment.

- (5) When transportation actually used differs from transportation requested, explain any difference on the voucher; e.g.:
 - (a) travel terminated short of destination shown, or
 - (b) class of service used was not the same as shown.
 - (6) Do not attempt to obtain a refund from the carrier for any unused or partially used tickets. All such negotiations with the carrier shall be conducted by the accounting office. Attach unused tickets or unused portions of tickets to the travel voucher and list the returned items on the travel voucher.
- i. Distribution of Copies of GTR's. Employees who issue GTR's shall distribute the original and copies as follows:
- (1) SF 1169 (Blue), original - transportation carrier;
 - (2) SF 1169B, first white tissue - attach to travel voucher;
 - (3) SF 1169C, second white tissue - traveler; and
 - (4) SF 1169A, buff (card) copy - accounting office. The employee personally should enter the total cost of the ticket in the space provided on this buff copy and forward immediately to the servicing accounting office.

FIGURE 3-2

**STANDARD FORM 1169A, U.S. GOVERNMENT TRANSPORTATION REQUEST
Memorandum Copy (Front and Back)**

BILL CHARGES TO (Department agency bureau office address including ZIP code)		FISCAL DATA (Appropriation authorization etc.)		SPECIMEN	DATE OF ISSUE		
ISSUING GOVERNMENT OFFICER (Signature and office)							
TRAVELER (Type or print)	OTHERS (Number)	DEPENDENT TRAVEL CHILDREN (Names and ages)	<input type="checkbox"/> SPOUSE	SPECIAL ACCOMMODATIONS REQUIREMENTS			
CARRIER OR AGENT TENDERED TO	STOP OVER AUTH	CITIES		CARRIER AND CLASS (First class, coach)	EXCESS BAGGAGE AUTHORIZED		
TRANSPORTATION AMOUNT (Traveler MUST ascertain cost of transportation and accommodations, if applicable, and record here)	FROM				WEIGHT	PIECES	
	TO						
	TO						
	TO						
	TO						
\$	(Continue service required on the reverse)						
Ticket agent WILL NOT accept this copy in lieu of original request		U.S. GOVERNMENT TRANSPORTATION REQUEST MEMORANDUM COPY				GSA FORM 1169-A (REV 7-83) GSA FPMR (41 CFR) 101-41.2	

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INSTRUCTIONS TO TRAVELER	SPECIMEN
<ol style="list-style-type: none"> This memorandum copy shall be forwarded in accordance with administrative instructions Inasmuch as the memorandum copy of the transportation request serves as a very important administrative record, care must be exercised that such copy is legible and complete in all respects when forwarded Record in the space on the right, the actual service furnished when same is of lesser value than or differs from that requested. Also include reason for the change and sign the statement 	SERVICE FURNISHED, IF OTHER THAN REQUESTED
	17
1169-230x	FORM 1169-A BACK (REV 7-83)

Vertical line denotes change.