Environmental Control, 2600 Bull St., Columbia, South Carolina 29201.

* * * * *

(RR) State of Tennessee: Tennessee Department of Environment and Conservation, Division of Air Pollution Control, 401 Church Street, 9th Floor, L&K Annex, Nashville, Tennessee 37243–1531.

Knox County Air Quality Management—Department of Public Health, 140 Dameron Avenue, Knoxville, Tennessee 37917.

Air Pollution Control Bureau, Metropolitan Health Department, 311 23rd Avenue North, Nashville, Tennessee 37203.

Chattanooga-Hamilton County Air Pollution Control Bureau, 6125 Preservation Drive, Chattanooga, Tennessee 37416.

Memphis-Shelby County Health Department—Air Pollution Control Program, 814 Jefferson Avenue, Memphis, Tennessee 38105.

* * * * *

[FR Doc. E9–25728 Filed 10–26–09; 8:45 am]

BILLING CODE 6560–50–P

GENERAL SERVICES ADMINISTRATION

41 CFR Parts 300–70, 301–2, 301–10, 301–13, 301–50, 301–70, 301–71, Appendix C to Chapter 301, 304–3, and 304–5

[FTR Amendment 2009–06; FTR Case 2009–309; Docket Number 2009–0014, Sequence 1]

RIN 3090–AI98

Federal Travel Regulation (FTR); FTR Case 2009–309, Premium Class Travel and Transportation Allowances

AGENCY: Office of Governmentwide Policy, General Services Administration (GSA).

ACTION: Final rule.

SUMMARY: The General Services Administration (GSA) is amending the Federal Travel Regulation (FTR) by implementing recommendations contained in the September 2007, Government Accountability Office (GAO) report, “Premium Class Travel: Internal Control Weaknesses Governmentwide Led to Improper and Abusive Use of Premium Class Travel” (GAO–07–1268). In the report, GAO made five recommendations to GSA to improve management and oversight of premium class travel. One recommendation by GAO is that GSA establish an internal central oversight office for travel management with authority over agency travel policies and programs. GSA has created the Center for Policy Evaluation which works with Federal agencies to identify opportunities for Governmentwide improvements in travel and transportation. The other four recommendations are addressed in this final rule and should strengthen requirements related to the authorization and use of premium class transportation accommodations by requiring more extensive reporting on premium class travel, including business-class, for Temporary Duty Travel (TDY) and Permanent Change of Station (PCS) relocations; requiring agencies to define what constitutes a rest period upon arrival; requiring agencies to develop and issue internal guidance that explains when mission criteria and the intent of that mission call for premium class transportation accommodations; requiring annual certifications for medical disabilities or other special needs accommodations; and clarifying other specific provisions of the FTR which relate to premium class transportation accommodations. Accordingly, this final rule amends the FTR by:

1. Section 300–70.109—Adding the requirement that agencies report the use of all “other than coach-class” transportation accommodations which exceed the coach-class fare.

2. Section 300–70.101—Clarifies where agencies may obtain information regarding reporting requirements for use of other than coach-class transportation accommodations.

3. Section 300–70.102—Adding the requirement that agencies submit their other than coach-class transportation information to GSA no later than 60 days after the end of each fiscal year, including negative reports.

4. Section 300–70.103—Deleting the current section 300–70.103; redesignating current section 300–70.104 as section 300–70.103; replacing the words “first-class” with “other than coach-class”; and clarifying the current regulation for submitting negative reports when reporting data is also protected from public disclosure.

5. Section 301–2.5—Replacing the words “first-class or business-class” with “other than coach-class”.

6. Section 301–10.105—Replacing the words “business-class or first-class” with “other than coach-class”.

7. Section 301–10.121—Revising the definition of the classes of accommodations offered by air carriers.

8. Section 301–10.123—Replacing the words “first-class” with “other than coach-class”; reformating and revising the current regulation to include the current provisions of section 301–10.124; adding the requirement for annual certification of a disability or special need of a traveler; and adding the requirement for a one-time certification of a disability or special need of a traveler who has a lifelong condition.

9. Section 301–10.124—Deleting the current regulation and replacing it with clarification regarding the use of coach-class seating upgrade programs.

10. Section 301–10.125—Adding a new section on clarification regarding the use of the 14-hour rule.

11. Section 301–10.160—Amending and re-designating current section 301–10.160 paragraphs (c) and (d) as section 301–10.160(c)(1) and (c)(2).

12. Section 301–10.161 - Replacing the words “first-class” with “other than coach-class”.

13. Section 301–10.162—Replacing the words “first-class” with “other than coach-class”; clarifying the current regulation; adding the requirement for annual certification of a disability or special need of a traveler; and adding the requirement for a one-time certification of a disability or special need of a traveler who has a lifelong condition; and adding a new exception as to when a traveler may use a higher class of train service.

14. Section 301–10.164—Clarifying the current regulation regarding the use...
of a higher class of train service other than the lowest available class of accommodations.

15. Section 301–10.182—Replacing the words “first-class” with “other than lowest first-class”.

16. Section 301–10.183—Replacing the words “first-class” with “other than lowest first-class”; adding the requirement for annual certification of a disability or special need of a traveler; and adding the requirement for a one-time certification of a disability or special need of a traveler who has a lifelong condition.

17. Section 301–13.3—Replacing the term “Premium-class” with “other than coach-class”.

18. Section 301–50.8—Replacing the words “first-class or business-class” with “other than coach-class”.

19. Section 301–70.102—Adding the requirement that agencies develop and publish internal guidance that identify the specific mission criteria that justify the authorization and use of other than coach-class or lowest first-class transportation accommodations. Adding the requirement that agencies develop and define what constitutes a rest period upon arrival at a temporary duty location.

20. Section 301–71.105—Replacing the words “first-class or business-class” with “other than coach-class”.

21. Appendix C to Chapter 301, Standard Data Elements for Federal Travel—Renaming Table entitled “Travel Expense Information (Standard Data Elements for Federal Travel”) to read “Standard Expense Data for Federal Travel (Travel Expense Information)”; and replacing the words “First-class and Business-class” with “Other than coach-class” and replacing the words “Non-first-class and Non-business-class” with the words “Coach-class” in Tables “Standard Data Elements for Federal Travel (Commercial Transportation Information)” and newly designated “Standard Data Expense for Federal Travel (Travel Expense Information)”.

22. Section 304–3.9—Replacing the words “business-class” with “other than coach-class” and reformating and revising the current regulation to include the current provisions of section 304–3.10.


24. Section 304–5.5—Replacing the words “business-class” with “other than coach-class” and reformating and revising the current regulation to include the current provisions of section 304–5.6.

25. Section 304–5.6—Deleting the current section 304–5.6 and redesignating current section 304–5.7 as section 304–5.6.

B. Executive Order 12866

This is not a significant regulatory action and, therefore, was not subject to review under Section 6(b) of Executive Order 12866, Regulatory Planning and Review, dated September 30, 1993. This final rule is not a major rule under 5 U.S.C. 804.

C. Regulatory Flexibility Act

This final rule is not required to be published in the Federal Register for notice and comment, therefore, the Regulatory Flexibility Act, 5 U.S.C. 601, et seq., does not apply.

D. Paperwork Reduction Act

The Paperwork Reduction Act does not apply because the changes to the FTR do not impose recordkeeping or information collection requirements, or the collection of information from offerors, contractors, or members of the public that require the approval of the Office of Management and Budget under 44 U.S.C. 3501, et seq.

E. Small Business Regulatory Enforcement Fairness Act

This final rule is also exempt from Congressional review prescribed under 5 U.S.C. 801 since it relates solely to agency management and personnel.


Government employees, Travel and transportation expenses.


Paul F. Prouty, Acting Administrator of General Services

For the reasons set forth in the preamble, under 5 U.S.C. 5701–5709 and 31 U.S.C. 1353, GSA amends 41 CFR Parts 300–70, 301–2, 301–10, 301–13, 301–50, 301–70, 301–71, Appendix C to Chapter 301, 304–3, and 304–5 to read as follows:

PART 300–70—AGENCY REPORTING REQUIREMENTS

1. The authority citation for 41 CFR Part 300–70 is revised to read as follows:


Subpart B [Amended]

2. Amend the heading to Subpart B by removing “First-class” and adding “Other Than Coach-Class” in its place.

§ 300–70.100 [Amended]

3. Amend §300–70.100, in the section heading, by removing “first-class” and adding “other than coach-class” in its place.

4. Revise §300–70.101 to read as follows:

§ 300–70.101 Where can we find what information we are required to report?

GSA will issue a Bulletin which will inform agencies of the required information and reporting format(s) for any trip in which the agency authorized and paid for transportation that exceeded the use of coach-class or lowest first-class accommodations. Negative submissions are required. Bulletins regarding the Federal Travel Regulation are located on the Internet at www.gsa.gov/bulletin.

5. Revise §300–70.102 to read as follows:

§ 300–70.102 How often must we report the required information?

You must annually submit the required information to GSA no later than 60 days after the end of each fiscal year.

§ 300–70.103 [Removed]

6. Remove §300–70.103.

§ 300–70.104 [Redesignated as §300–70.103]

7. Section §300–70.104 is redesignated as §300–70.103.

8. Revise the newly-designated §300–70.103 to read as follows:

§ 300–70.103 Are there any exceptions to the reporting requirement?

Yes. You are not required to report data that is protected from public disclosure by statute or Executive Order. However, you are required to submit, in a cover letter to GSA, the following aggregate information.

(a) Aggregate number of authorized other than coach-class trips that are protected from disclosure;

(b) Total cost of actual other than coach-class fares paid that exceeded the coach-class fare; and

(c) Total cost of coach class fares that would have been paid for the same travel.

NOTE to §300–70.103: If the aggregate information is also protected from public disclosure then a negative report must be submitted to GSA.
CHAPTER 301—TEMPORARY DUTY (TDY) TRAVEL ALLOWANCES

PART 301–2—GENERAL RULES

9. The authority citation for 41 CFR Part 301–2 continues to read as follows:

10. Amend § 301–2.5 by revising paragraph (a) to read as follows:

§ 301–2.5 What travel arrangements require specific authorization or prior approval?
   * * * * *
   (a) Use of other than coach-class service on common carrier transportation;
   * * * * *

PART 301–10—TRANSPORTATION EXPENSES

11. The authority for 41 CFR Part 301–10 continues to read as follows:

12. Amend § 301–10.105 by revising paragraph (b) to read as follows:

§ 301–10.105 What are the basic requirements for using airlines?
   * * * * *
   (b) Using coach-class service, unless other than coach-class service is authorized;
   * * * * *

13. Revise § 301–10.123 to read as follows:

§ 301–10.123 When may I use other than coach-class airline accommodations?

14. Revise § 301–10.123 to read as follows:

§ 301–10.123 When may I use other than coach-class airline accommodations?

Airlines are constantly updating their offerings. However, for the purposes of this regulation, the classes of available air accommodations are identified and defined as follows:

(a) Coach-class. The basic class of accommodation by airlines that is normally the lowest fare offered regardless of airline terminology used. For reference purposes only, coach-class may also be referred to by airlines as “tourist class,” “economy class,” or as “single class” when the airline offers only one class of accommodations to all travelers.

(b) Other than coach-class. Any class of accommodations above coach-class, e.g., first-class or business-class.

(1) First-class. The highest class of accommodation offered by the airlines in terms of cost and amenities. This is generally termed “first-class” by airlines and reservation systems.

(2) Business-class. A class of accommodation offered by airlines that is higher than coach and lower than first-class, in both cost and amenities. This class of accommodation is generally referred to as “business, business elite, business first, world business, connoisseur, or envoy” depending on the airline.

Note to § 301–10.121: If an airline flight has only two classes of accommodations available, i.e., two “cabins,” with two distinctly different seating types (such as girth and pitch) and the front cabin is termed “business-class” or higher by the airline and the tickets are fare-coded as business-class, then the front of the cabin is deemed to be other than coach-class. Alternatively, if an airline flight has only two cabins available but equips both with one type of seating, (i.e., seating girth and pitch are the same in both cabins), and the seats in the front of the airplane are fare coded as full-fare economy class, and only restricted economy fares are available in the back of the aircraft, then the entire airline is to be classified as coach-class seating. In this second situation, qualifying for other than coach-class travel is not required to purchase a non-restricted economy fare seat in the front of the aircraft as the entire aircraft is considered “coach-class.”

10. Amend § 301–10.121 to read as follows:
agency's procedures. However, if the special need is a lifelong condition, then a one-time certification statement is required;

(iii) If you are authorized under § 301–13.3(a) of this Subchapter to have an attendant accompany you, your agency may also authorize the attendant to use other than coach-class accommodations if you require the attendant's services on route;

(2) When exceptional security circumstances require other than coach-class airline accommodations. Exceptional security circumstances are determined by your agency and should only be authorized to the minimum other than coach-class accommodation necessary to meet the agency's mission. These circumstances include, but are not limited to:

(i) Use of coach-class accommodations would endanger your life or Government property;

(ii) You are an agent on protective detail and you are accompanying an individual authorized to use other than coach-class accommodations; or

(iii) You are a courier or control officer accompanying controlled pouches or packages;

(3) Coach-class accommodations on an authorized/approved foreign air carrier do not provide adequate sanitation or health standards;

(4) Regularly scheduled flights between origin/destination points (including connecting points) provide only other than coach-class accommodations and you certify such on your voucher;

(5) Your transportation costs are paid in full through agency acceptance of payment from a non-Federal source in accordance with Chapter 304 of this Title;

(6) Where the origin and/or destination are OCONUS, and the scheduled flight time, including stopovers and change of planes, is in excess of 14 hours, in accordance with § 301–10.125;

(7) The use results in an overall cost savings to the Government by avoiding additional subsistence costs, overtime, or lost productive time while awaiting coach-class accommodations;

(8) No space is available in coach-class accommodations in time to accomplish the mission, which is urgent and cannot be postponed; or

(9) When required because of agency mission, consistent with your agency's internal procedures pursuant to § 301–70.102(i).

Note 1 to § 301–10.123: You may upgrade to other than coach-class accommodations at your personal expense, including through redemption of frequent flyer benefits.

Note 2 to § 301–10.123: Blanket authorization of other than coach-class transportation accommodations is prohibited and shall be authorized on an individual trip-by-trip basis, unless the traveler has an up-to-date documented disability or special need.

§ 301–10.124 What are coach-class Seating Upgrade Programs?

Sometimes these programs are called “Coach Elite,” “Coach Plus,” “Preferred Coach” or some other identifier. Under these airline programs, a passenger may obtain for a fee a more desirable seat choice within the coach-class cabin. These airline upgrade or preferred seat choices are generally available for an annual fee, at an airport kiosk or gate or as a frequent flyer perk. These coach upgrade options are not considered a new or higher class of accommodation since the seating is still in the coach cabin. However, the use of these upgraded/preferred coach seating options is generally a traveler's personal choice and therefore is at the traveler's personal expense. An agency travel authorization approving official or his/her designee (e.g., supervisor of the traveler) may authorize and reimburse the additional seat choice fee, according to internal agency policy.

§ 301–10.125 When may I use the 14-hour rule to travel other than coach-class (see § 301–10.123(b)(i))?

(a) You may use the 14-hour rule to travel via other than coach-class when:

(1) The origin and/or destination are OCONUS; and

(2) The scheduled flight time, including non-overnight stopovers and change of planes, is in excess of 14 hours; and

(3) You are required to report to duty the following day or sooner.

(b) Scheduled flight time is the flight time between the originating departure point and the ultimate arrival point including scheduled non-overnight time spent at airports during plane changes. Scheduled non-overnight time does not include time spent at the originating or ultimate arrival airports.

(c) If other than coach-class accommodation is authorized based on the 14-hour rule then you will not be eligible for a rest stop on route or a rest period upon arrival at your duty site, in accordance with internal agency procedures pursuant to § 301–70.102(j).

Note 3 to § 301–10.125: Revise § 301–10.125 to read as follows:

§ 301–10.160 What classes of train accommodations are available?

* * * * *

(c) Other than coach-class - Any class of accommodations above coach, e.g., first-class or business-class.

(1) First-class—Includes bedrooms, roomettes, club service, parlor car accommodations or other premium accommodations.

(2) Business-class—A class of extra fare train service that is offered above coach class, but is lower than first-class, as described above.

Note to § 301–10.160: If a train only has two classes of accommodations available, i.e., first and business class, then the business class is deemed to be classified as coach-class for purposes of official travel, as it is the lowest class offered.

§ 301–10.161 What class of train accommodations must I use?

You must use coach-class accommodations for all train travel, except when your agency authorizes other than coach-class service.

§ 301–10.162 When may I use other than coach-class train accommodations?

You may use other than coach-class train accommodations only when your agency specifically authorizes/approves this use under paragraphs (a) through (e) of this section.

(a) No coach-class accommodations are reasonably available on a train that is scheduled to leave within 24 hours of your proposed departure time, or scheduled to arrive within 24 hours of your proposed arrival time;

(b) When use of other than coach-class accommodations is necessary to accommodate a medical disability or other special need.

(1) A disability must be certified annually in a written statement by a competent medical authority. However, if the disability is a lifelong condition, then a one-time certification statement is required. Certification statements must include at a minimum:

(i) A written statement by a competent medical authority stating that special accommodation is necessary;

(ii) An approximate duration of the special accommodation; and

(iii) A recommendation as to the suitable class of transportation accommodations based on the disability.

(2) A special need must be certified annually in writing according to your agency's procedures. However, if the special need is a lifelong condition, then
a one-time certification statement is required;

(3) If you are authorized under § 301–13.3(a) of this Subchapter to have an attendant accompany you, your agency may also authorize the attendant to use other than coach-class accommodations if you require the attendant’s services en route;

(c) When exceptional security circumstances require other than coach-class rail accommodations. Exceptional security circumstances are determined by your agency and should only be authorized to the minimum other than coach-class accommodation necessary to meet the agency’s mission. These circumstances include, but are not limited to:

(1) Use of coach-class accommodations would endanger your life or Government property;

(2) You are an agent on protective detail and you are accompanying an individual authorized to use other than coach-class accommodations; or

(3) You are a courier or control officer accompanying controlled pouches or packages;

(d) Coach-class accommodations on an authorized/approved foreign rail carrier do not provide adequate sanitation or health standards; or

(e) When required because of agency mission, consistent with your agency’s internal procedures pursuant to § 301–70.102(i).

§ 301–10.183 What class of ship accommodations must I use?

You must use the lowest first-class accommodations when traveling by ship, except when your agency specifically authorizes/approves your use of other than lowest first-class ship accommodations under paragraphs (a) through (d) of this section.

(a) Other than lowest first-class—All classes above the lowest first-class, includes but is not limited to a suite.

(b) Lowest first-class—The least expensive class of reserved accommodations available on a ship.

§ 301–10.182 What classes of ship accommodations are available?

§ 301–10.163 When may I use extra-fare train service?

You may use extra-fare train service whenever your agency determines it is more advantageous to the Government or is required for security reasons. Extra-fare train service is considered to be a class above the lowest class offered on any particular train and must be authorized/approved as provided in § 301–10.162.

21. Amend § 301–10.182 by revising paragraphs (a) and (b) to read as follows:

§ 301–10.182 What classes of ship accommodations are available?

* * * * *

(a) Other than lowest first-class—All classes above the lowest first-class, includes but is not limited to a suite.

(b) Lowest first-class—The least expensive class of reserved accommodations available on a ship.

§ 301–10.183 What class of ship accommodations must I use?

You must use the lowest first-class accommodations when traveling by ship, except when your agency specifically authorizes/approves your use of other than lowest first-class ship accommodations under paragraphs (a) through (d) of this section.

* * * * *

(b) When use of other than lowest first-class accommodations is necessary to accommodate a medical disability or other special need.

(1) A disability must be certified annually in a written statement by a competent medical authority. However, if the disability is a lifelong condition, then a one-time certification statement is required. Certification statements must include at a minimum:

(i) A written statement by a competent medical authority stating that special accommodation is necessary;

(ii) An approximate duration of the special accommodation; and

(iii) A recommendation as to the suitable class of transportation accommodations based on the disability.

(2) A special need must be certified annually in writing according to your agency’s procedures. However, if the special need is a lifelong condition, then a one-time certification statement is required;

(3) If you are authorized under § 301–13.3(a) of this Subchapter to have an attendant accompany you, your agency may also authorize the attendant to use other than lowest first-class accommodations if you require the attendant’s services en route;

(c) When exceptional security circumstances require other than lowest first-class accommodation.

§ 301–10.164 When may I use extra-fare train service?

You may use extra-fare train service whenever your agency determines it is more advantageous to the Government or is required for security reasons. Extra-fare train service is considered to be a class above the lowest class offered on any particular train and must be authorized/approved as provided in § 301–10.162.

21. Amend § 301–10.182 by revising paragraphs (a) and (b) to read as follows:

§ 301–10.182 What classes of ship accommodations are available?

* * * * *

(a) Other than lowest first-class—All classes above the lowest first-class, includes but is not limited to a suite.

(b) Lowest first-class—The least expensive class of reserved accommodations available on a ship.

§ 301–10.183 What class of ship accommodations must I use?

You must use the lowest first-class accommodations when traveling by ship, except when your agency specifically authorizes/approves your use of other than lowest first-class ship accommodations under paragraphs (a) through (d) of this section.

* * * * *

(b) When use of other than lowest first-class accommodations is necessary to accommodate a medical disability or other special need.

(1) A disability must be certified annually in a written statement by a competent medical authority. However, if the disability is a lifelong condition, then a one-time certification statement is required. Certification statements must include at a minimum:

(i) A written statement by a competent medical authority stating that special accommodation is necessary;

(ii) An approximate duration of the special accommodation; and

(iii) A recommendation as to the suitable class of transportation accommodations based on the disability.

(2) A special need must be certified annually in writing according to your agency’s procedures. However, if the special need is a lifelong condition, then a one-time certification statement is required;

(3) If you are authorized under § 301–13.3(a) of this Subchapter to have an attendant accompany you, your agency may also authorize the attendant to use other than lowest first-class accommodations if you require the attendant’s services en route;

(c) When exceptional security circumstances require other than lowest first-class accommodation.

§ 301–13—TRAVEL OF AN EMPLOYEE WITH SPECIAL NEEDS

23. The authority citation for 41 CFR Part 301–13 continues to read as follows:

Authority: 5 U.S.C. 5707.

24. Amend § 301–13.3 by revising paragraph (f) to read as follows:

§ 301–13.3 What additional travel expenses may my agency pay under this Part?

* * * * *

(f) Other than coach-class accommodations to accommodate your special need, under Subpart B of Part 301–10 of this Subchapter; and

* * * * *

PART 301–50—ARRANGING FOR TRAVEL SERVICES

25. The authority citation for 41 CFR Part 301–50 continues to read as follows:


26. Amend § 301–50.8 by revising paragraph (a)(2) to read as follows:

§ 301–50.8 Are there any limits on travel arrangements I may make?

* * * * *

(a) * * *

(2) You may use other than coach-class accommodations only under §§ 301–10.123 and 301–10.162, and lowest first-class accommodations only under § 301–10.183 of this Chapter; and

* * * * *

PART 301–70—INTERNAL POLICY AND PROCEDURE REQUIREMENTS

27. The authority citation for 41 CFR Part 301–70 is revised to read as follows:


28. Amend § 301–70.102 by revising paragraph (b)(1); removing “and” at the end of paragraph (g); removing the period at the end of paragraph (b)(3) and adding a semicolon in its place; and adding paragraphs (i) and (j) to read as follows:

§ 301–70.102 What governing policies must we establish for authorization and payment of transportation expenses?

(b) * * *
(1) Use of other than coach-class transportation accommodations for air and rail under §§301–10.123 and 301–10.162, and lowest first-class accommodations for ship under §301–10.183 of this chapter.

(j) Develop and publish internal guidance regarding what constitutes a rest period upon arrival at a temporary duty location.

PART 301–71—AGENCY TRAVEL ACCOUNTABILITY REQUIREMENTS

§ 301–71.105 Must we issue a written or electronic travel authorization in advance of travel?

(a) Use of other than coach-class service accommodation on common carriers or use of other than lowest first-class accommodation on ships;

30. Amend §301–71.105 by revising paragraph (a) to read as follows:

Appendix C to Chapter 301—Standard Data Elements for Federal Travel

<table>
<thead>
<tr>
<th>Group name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transportation Payment</td>
<td>Method employee used to purchase transportation tickets.</td>
</tr>
<tr>
<td>Method Indicator</td>
<td>U.S. Government Transportation Request. A contractor centrally billed account. In accordance with and as provided by agency guidelines.</td>
</tr>
<tr>
<td>Transportation Payment Identification Number</td>
<td>A number that identifies the payment for the transportation tickets, according to agency guidelines, e.g., GTR number, Govt. contractor-issued charge card number.</td>
</tr>
<tr>
<td>Transportation Method Indicator</td>
<td>Common carrier used as transportation to TDY location.</td>
</tr>
<tr>
<td>Local Transportation Indicator</td>
<td>Identifies local transportation used while on TDY.</td>
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</table>

COMMERCIAL TRANSPORTATION INFORMATION

<table>
<thead>
<tr>
<th>Group name</th>
<th>Data elements</th>
</tr>
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<tbody>
<tr>
<td>Transportation Payment</td>
<td>Method employee used to purchase transportation tickets.</td>
</tr>
<tr>
<td>Method Indicator</td>
<td>U.S. Government Transportation Request. A contractor centrally billed account. In accordance with and as provided by agency guidelines.</td>
</tr>
<tr>
<td>Transportation Payment Identification Number</td>
<td>A number that identifies the payment for the transportation tickets, according to agency guidelines, e.g., GTR number, Govt. contractor-issued charge card number.</td>
</tr>
<tr>
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<td>Common carrier used as transportation to TDY location.</td>
</tr>
<tr>
<td>Local Transportation Indicator</td>
<td>Identifies local transportation used while on TDY.</td>
</tr>
</tbody>
</table>

TRAVEL EXPENSE INFORMATION

<table>
<thead>
<tr>
<th>Group name</th>
<th>Data elements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per Diem</td>
<td>Total Number of Days, Total Amount Claimed, Lodging, Meals &amp; Incidents.</td>
</tr>
<tr>
<td>Travel Advance</td>
<td>Advance Outstanding, Remaining Balance.</td>
</tr>
<tr>
<td>Subsistence</td>
<td>Actual Days, Total Actual Amount.</td>
</tr>
<tr>
<td>Transportation Method Cost</td>
<td>Air (other than coach-class), Air (coach-class), Non-contract Air, Train, Other.</td>
</tr>
<tr>
<td>Local Transportation</td>
<td>POVs, Car rental, Taxi, Other.</td>
</tr>
<tr>
<td></td>
<td>Bus or other form of transportation.</td>
</tr>
</tbody>
</table>

VerDate Nov<24>2008 16:23 Oct 26, 2009 Jkt 220001 PO 00000 Frm 00062 Fmt 4700 Sfmt 4700 E:\FR\FM\27OCR1.SGM 27OCR1
PART 304–3—EMPLOYEE RESPONSIBILITY

§ 304–3.9 May I use other than coach-class accommodation on common carriers or other than lowest first-class accommodations on ships when a non-Federal source pays in full for my transportation expenses to attend a meeting?

Yes, you may use other than coach-class accommodation on common carriers if you meet one of the criteria contained in § 301–10.123 or § 301–10.162 or you may use other than lowest first-class travel if you meet one of the criteria contained in § 301–10.183 of this Title, and are authorized to do so by your agency in accordance with § 304–5.5 of this Chapter.

§ 304–3.10 [Removed and Reserved]

PART 304–5—AGENCY RESPONSIBILITIES

§ 304–5.5 May we authorize an employee to travel by other than coach-class on common carriers or other than lowest first-class on ships as long as we accept payment in full from a non-Federal source for such transportation expenses?

Yes, you may authorize an employee to travel by other than coach-class on common carriers or other than lowest first-class on ships as long as the:

(a) Non-Federal source makes full payment for such transportation services in advance of travel; and

(b) Transportation accommodations furnished are comparable in value to those offered to, or purchased by other similarly situated meeting attendees; and

(c) Travel meets at least one of the conditions in §§ 301–10.123, 301–10.162, and 301–10.183 of this Title.

§ 304–5.6 [Removed]

§ 304–5.7 [Redesignated as § 304–5.6]

§ 304–5.8 May we authorize an employee to travel by other than coach-class on common carriers or other than lowest first-class on ships as long as we accept payment in full from a non-Federal source for such transportation expenses?

Yes, you may authorize an employee to travel by other than coach-class on common carriers or other than lowest first-class on ships as long as the:

(a) Non-Federal source makes full payment for such transportation services in advance of travel; and

(b) Transportation accommodations furnished are comparable in value to those offered to, or purchased by other similarly situated meeting attendees; and

(c) Travel meets at least one of the conditions in §§ 301–10.123, 301–10.162, and 301–10.183 of this Title.

§ 304–5.6 [Removed]

§ 304–5.7 [Redesignated as § 304–5.6]

§ 304–5.8 May we authorize an employee to travel by other than coach-class on common carriers or other than lowest first-class on ships as long as we accept payment in full from a non-Federal source for such transportation expenses?

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(a) Non-Federal source makes full payment for such transportation services in advance of travel; and

(b) Transportation accommodations furnished are comparable in value to those offered to, or purchased by other similarly situated meeting attendees; and

(c) Travel meets at least one of the conditions in §§ 301–10.123, 301–10.162, and 301–10.183 of this Title.

§ 304–5.6 [Removed]

§ 304–5.7 [Redesignated as § 304–5.6]

§ 304–5.8 May we authorize an employee to travel by other than coach-class on common carriers or other than lowest first-class on ships as long as we accept payment in full from a non-Federal source for such transportation expenses?

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(a) Non-Federal source makes full payment for such transportation services in advance of travel; and

(b) Transportation accommodations furnished are comparable in value to those offered to, or purchased by other similarly situated meeting attendees; and

(c) Travel meets at least one of the conditions in §§ 301–10.123, 301–10.162, and 301–10.183 of this Title.

§ 304–5.6 [Removed]

§ 304–5.7 [Redesignated as § 304–5.6]

§ 304–5.8 May we authorize an employee to travel by other than coach-class on common carriers or other than lowest first-class on ships as long as we accept payment in full from a non-Federal source for such transportation expenses?

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(a) Non-Federal source makes full payment for such transportation services in advance of travel; and

(b) Transportation accommodations furnished are comparable in value to those offered to, or purchased by other similarly situated meeting attendees; and

(c) Travel meets at least one of the conditions in §§ 301–10.123, 301–10.162, and 301–10.183 of this Title.

§ 304–5.6 [Removed]