TO: Heads of Federal Agencies

SUBJECT: Reimbursement for Use of Transportation Network Companies or Innovative Mobility Technology Companies While on Official Travel

1. What is the purpose of this bulletin? This bulletin provides guidance to agencies subject to the Federal Travel Regulation (FTR) to clarify that Federal travelers away from their duty station on official business may be reimbursed for the use of Transportation Network Companies (TNCs) or innovative mobility technology companies under FTR Part 301-10, Subpart E – Special Conveyances when these services are permitted by local laws and ordinances. Pursuant to the authority of 5 U.S.C. 5702(a), the FTR applies only to employees on temporary duty travel (TDY). The FTR and this bulletin do not apply to agency internal policies regarding transportation expenses for official business in and around the duty station.

2. What is the effective date of this bulletin? This bulletin is effective as of the date of publication.

3. When does this bulletin expire? This bulletin will remain in effect until explicitly cancelled or superseded.


5. What is the background of this bulletin? Federal agencies reimburse Federal travelers for their actual and necessary transportation expenses while on TDY through the FTR, Part 301-10. Per § 301-10.400, an agency may authorize and reimburse an employee on TDY for use of special conveyances such as taxicabs, commercial rental automobiles, or “any other special conveyance when determined to be advantageous to the Government.” Federal agencies are required to develop internal policies on authorizing the use of special conveyances in FTR § 301-70.102(f).

On May 16, 2017, the Modernizing Government Travel Act (Pub. L. 115-
34) was enacted. This Act established the following definitions for innovative mobility technology company and TNC:

(1) Innovative mobility technology company.--The term “innovative mobility technology company” means an organization, including a corporation, limited liability company, partnership, sole proprietorship, or any other entity, that applies technology to expand and enhance available transportation choices, better manages demand for transportation services, or provides alternatives to driving alone.

(2) Transportation network company.—The term “transportation network company”—

(A) means a corporation, partnership, sole proprietorship, or other entity, that uses a digital network to connect riders to drivers affiliated with the entity in order for the driver to transport the rider using a vehicle owned, leased, or otherwise authorized for use by the driver to a point chosen by the rider; and

(B) does not include a shared-expense carpool or vanpool arrangement that is not intended to generate profit for the driver.

For purposes of the FTR, TNCs and innovative mobility technology companies are forms of special conveyance and, when permissible under local laws and ordinances, may be efficient and cost effective alternatives to taxis or rental cars. Federal agencies may authorize and reimburse Federal travelers on TDY for use of TNCs or innovative mobility technology companies in accordance with internal agency policy.

6. **What should agencies do?** Agencies should review internal policies regarding the use of special conveyances on TDY and ensure employees are authorized ground transportation options based upon efficiency and cost effectiveness. Agencies may authorize the use of TNCs or innovative mobility technology companies for travelers on TDY when advantageous to the Government and permissible under local laws and ordinances.
7. Who should I contact for further information? For further information, contact Mr. Cy Greenidge, Office of Government-wide Policy, Office of Asset and Transportation Management, at (202) 219-2349 or via email at travelpolicy@gsa.gov. Please cite to FTR Bulletin 17-04.

By delegation of the Administrator of General Services,

Allison Fahrenkopf Brigati
Associate Administrator
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