U.S. General Services Administration (GSA)

GSA Order: Temporary Duty Travel

OAS 5700.1E
Office of Administrative Services
oastravel-events@gsa.gov

Purpose:

This directive describes the U.S. General Services Administration's (GSA) policy on the authorization and payment of travel expenses for TDY travel within the Continental United States (CONUS) and non-foreign areas. It contains standards, instructions, and procedures governing the authorization and payment of transportation, per diem, and miscellaneous travel expenses for employees on official travel in connection with the programs and operations of GSA and conforms with the Federal Travel Regulation (FTR), Executive Orders, appropriate statutes, decisions of the Civilian Board of Contract Appeals (CBCA), and determinations of the Administrator of General Services.

Background:

The Federal Travel Regulation (Code of Federal Regulations (CFR), Title 41, Chapters 300 through 304) (FTR) is the Government-wide regulation that implements statutory requirements and Executive Branch policies for travel by Federal civilian employees and others authorized to travel at Government expense. This directive provides agency policy regarding travel allowances as required by FTR part 301-70.

Applicability:

This directive applies to all GSA organizations, programs, and personnel, including all Services, Staff Offices, and Regions. This Order applies to the Office of the Inspector General (OIG) to the extent that the OIG determines it is consistent with the OIG's independent authority under the Inspector General Reform Act of 2008 and does not conflict with other OIG policies or the OIG mission.

This directive supplements the FTR and is issued under the authority of the FTR. Supervisors, approval authorities, and employees must still consult the FTR to ensure compliance with the regulations and internal GSA policies not specifically addressed in this supplement. Employees should consult the other internal policies referenced herein for additional guidance on those specific topics.

Cancellation:

This Order cancels and supersedes GSA Order OAS 5700.1D, Temporary Duty (TDY) Travel Policy.

Summary of Changes:

The following changes have been made to the Order:

1. All GSA policy references and links have been verified and updated, as needed.

2. All FTR citations have been verified and updated, as needed.

3. Paragraph 1.8.2 provides updated guidance on the use of other than coach-class accommodations, to include the approval authority for use of extra-fare train service.

4. Paragraph 1.8.3 provides updated guidance on the information needed to document the authorization to use a foreign flag carrier.

5. Paragraph 2.1 provides updated guidance on considerations when administering travel expenses and payments.

6. Paragraph 2.4 provides updated guidance on amending travel authorizations.

7. Paragraph 2.5 provides updated guidance on travel vouchers.

8. Paragraph 2.12.2 provides updated guidance on receipt requirements, to include elimination of the requirement to provide receipts for fuel expenses under $75.

9. Paragraph 3.19 provides additional guidance on the Defense Travel Management Office (DTMO) Car Rental Program.

10. Paragraph 4.3 provides updated guidance on foreign per diem rates and the per diem rate for TDY aboard a ship.

11. Appendix A adds the definitions of “travel authorization” and “travel voucher”.

Roles and Responsibilities:

The Office of Travel and Charge Card Services, Office of Administrative Services (OAS), is responsible for developing travel policy for GSA employees and for individuals authorized to travel at GSA's expense. Any regional or other directives related to the authorization and approval of official travel, or reimbursement of travel-related expenses, must be cleared in advance through the Office of Travel and Charge Card Services.

Signature:

/S/_____ 10/26/2026_____

Bob Stafford
Chief Administrative Services Officer
Office of Administrative Services

Date

Table of Contents

1. General Information **7**

General **7**

1.1. Eligibility for Travel 7

1.2. Funding of Travel 7

1.3. Training Requirements 8

1.4. Employees with Special Needs 8

E-Gov Travel Service (ETS) **8**

1.5. Mandatory Use of the ETS 8

1.6. Requests for Exemptions from ETS Use 8

1.7. ETS Training and Support Resources 9

1.8. Obtaining Travel Reservations 9

1.9. Canceling Reservations 10

Scheduling of Travel **11**

1.10. General 11

1.11. Travel During Regular Hours of Duty 11

1.12. Acceptable Delays in Connection with Return Travel 11

1.13. Unreasonable Delays 11

1.14. Return to Official Duty Station During TDY 12

2. Travel Authorization and Vouchers **13**

Travel Authorizations **13**

2.1. General 13

2.2. Requirement for Proper Travel Authorization 13

2.3. Types of Authorizations 13

2.4. Amendments 15

Travel Vouchers **15**

2.5. Purpose 15

2.6. Timely Submission 15

2.7. Split Disbursement 16

2.8. Cost Comparison 16

2.9. Approval 16

2.10. Fraudulent Claims 17

2.11. Expenses Incurred Over Multiple Days 17

2.12. Supporting Documentation 17

2.13. Amended Vouchers 19

2.14. Overpayment 19

3. Transportation Expenses **20**

General Rules **20**

3.1. Eligibility 20

3.2. Selecting the Method of Transportation 20

3.3. Travel by Direct Route 21
3.4. Locations with Multiple Airports 21
3.5. Travel to and from Common Carrier Terminals 21
3.6. Parking Fees, Ferry Fares and Tolls 22
Common Carrier Transportation 22
3.7. General 22
3.8. Upgrading Accommodations 22
3.9. Secure Flight 22
3.10. Contract City-Pair Fares 23
3.11. Non-contract Fares 24
3.12. Group Air Travel 24
3.13. Cancellation of Reservations 25
3.14. Compensation for Voluntarily Vacating Ticketed Seats 25
3.15. Promotional and Frequent Traveler Benefits 25
3.16. Denied Boarding Compensation 25
Travel by Other Than Common Carrier 26
3.17. General 26
3.18. Government Vehicles 26
3.19. Rental Vehicles 27
3.20. Insurance 27
3.21. POVs 28
3.22. Mileage for Use of POV or Other Conveyance 29
3.23. Special Conveyances 29
3.24. Tips to Taxicab, TNC, IMTC, and Shuttle Drivers 30
3.25. Public Transportation 30
3.26. Ridesharing 30
4. Per Diem Expenses 31
4.1. Eligibility 31
4.2. Expenses Covered by Per Diem 31
4.3. Maximum Per Diem Rates 31
4.4. Start and Stop of Entitlement 32
4.5. Methods of Reimbursement 32
4.6. Mixed Reimbursement Methods 33
4.7. Requests for Per Diem Rate Adjustment Requests 33
4.8. Lodging Costs 33
4.9. Allowable Lodging Expenses 34
4.10. Lodging at Personally-Owned Residences 35
4.11. Lodging Reservations 35
4.12. Long-Term Lodging 35
4.13. Sharing Lodging 35
4.14. Lodging when TDY is Curtailed, Interrupted, or Canceled for Official Purposes 36

4.15. Meals 36
4.16. Per Diem on Non-Workdays 36
5. Miscellaneous Expenses 38
5.1. General 38
5.2. Baggage Fees 38
5.3. Laundry Expenses 38
5.4. Official Telephone Calls and Communication Services 38
5.5. Lodging Taxes and Fees 38
5.6. Loss or Damage 39
6. Special Travel Situations 40
Personal Travel Combined with Official Travel 40
6.1. General 40
6.2. Ticketing Procedures when Combining Personal Travel with Official Travel 40
Employee Emergency Travel Due to Illness, Injury or Personal Emergency 41
6.3. General 41
6.4. Documentation and Evidence of Illness 41
6.5. Return to Official Duty Station or Home 41
6.6. Travel to an Alternate Location and Return to TDY Location 41
Other Special Travel Situations 42
6.7. Ordered to TDY While on Leave 42
6.8. Travel from an Appropriate Alternative Worksite 42
6.9. Acceptance of Travel Reimbursements from a Non-Federal Source 43
6.10. Pre-Employment Interview Trips 43
6.11. Invitational Travel 45
6.12. Additional Travel Expenses Incurred by Employees with Special Needs 46
Appendix A: Glossary of Terms 47
Appendix B: Delegations of Authority 52

1. General Information

General

1.1. Eligibility for Travel

Travel at the expense of GSA will only be authorized for:

a. GSA employees on official business away from their official duty station;

b. Individuals who are being considered for employment by GSA (see Paragraph 6.10 of this order);

c. Invitational travelers, to include employees of other Federal agencies, whose travel is incident solely to the conduct of GSA official business;

d. Individuals who provide personal assistance to a GSA employee with a disability or special need; and

e. GSA employees and members of their immediate families incident to relocation travel in accordance with GSA Order OAS 5730.1, GSA Relocation Allowances.

1.2. Funding of Travel

1.2.1. Appropriation or Fund Chargeable

As a general rule, the cost of travel will be charged to the appropriation or fund that pays the salary of the traveler. Exceptions are:

a. When it is in the interest of the Government for an employee to perform official travel in connection with the activities of an appropriation or fund other than that from which the employee's salary is paid, the travel costs (or a prorated share thereof) may be charged to the benefitting appropriation or fund, provided there are written instructions from competent authority approving the practice.

b. The travel costs of employees of other Federal agencies and

c. non-Federal employees authorized to travel at GSA expense will be charged to the benefiting appropriation or fund.

1.2.2. Fiscal Year Funding

Travel costs are charged to the fiscal year in which the travel expense was incurred except for common carrier tickets, which are charged to the fiscal year in which

the travel began. When travel covers more than one fiscal year, a single travel voucher will be prepared citing multiple fiscal year funding.

1.3. Training Requirements

GSA travel cardholders and travel card coordinators must complete travel training as prescribed in Paragraph 22 of GSA Order OAS 5740.1 CHGE 2, Government Travel Charge Card Program. GSA travel authorizing officials must complete the current "Temporary Duty Travel Training" course prior to set-up in the E-Gov Travel Service (ETS) and every two years after appointment. The courses are available through GSA's Online University.

1.4. Employees with Special Needs

GSA employees and others with special needs who are eligible to travel at GSA expense may be reimbursed for allowable travel expenses in accordance with FTR Part 301-13. Requests for accommodation must be submitted in accordance with GSA Order HRM 2300.1A, Policy and Procedures for Providing Reasonable Accommodation, and can be approved by the first level supervisor. The authorizing official can approve the reimbursement of all reimbursable expenses listed in FTR § 301-13.2 for employees with special needs, except for other than coach-class travel. All other than coach-class travel must be approved as prescribed in Subparagraph 1.8.2 below. Employees that are nursing may have allowable expenses reimbursed as prescribed in Federal Travel Regulation Bulletin 22-03.

E-Gov Travel Service (ETS)

1.5. Mandatory Use of the ETS

Except as expressly provided in this policy, all persons eligible for travel at GSA's expense must use the ETS to make travel reservations, authorize travel, and submit claims for reimbursement of official travel expenses. The ETS is also used to process reimbursement for local travel and non-travel related miscellaneous expenses (see GSA Order CFO 4252.1C, Accounts Payable Policy Manual). The ETS may not be used when an SF 1038 Cash Advance is used (see GSA Order OAS 5735.1 CHGE 1, Travel Advances).

1.6. Requests for Exemptions from ETS Use

The Administrator of General Services may grant an exemption from ETS use based on a business case analysis that substantiates why the ETS should not be used (see FTR § 301-50.2). Requests for exemption will be submitted electronically or in writing to the Chief Administrative Services Officer (CASO), OAS.

1.7. ETS Training and Support Resources

ETS training resources are designed to familiarize travelers, travel arrangers, and authorizing officials with the features and functions of the ETS, including booking reservations, creating, and routing a travel authorization or approving a travel document. All ETS users should familiarize themselves with this training before using the ETS. Employees may contact the ETS service desk weekdays 7:00 AM - 10:00 PM EST (excluding Federal holidays) at (833) 380-8302 (at (980) 410-0416 for employees outside the U.S.) or by email at gsaetsnextprod@servicenowservices.com.

1.8. Obtaining Travel Reservations

1.8.1. Use of ETS

a. Travelers and travel arrangers must use the online booking tool available in the ETS to reserve authorized common carrier, rental car, and lodging arrangements for official travel. Use of an airline or other commercial sources to book travel accommodations is not authorized for official travel. In extenuating circumstances such as unavailability of the ETS, an emergency, 24-hour or less travel requirements, or travel by ship or bus, employees should call GSA's Travel Management Center (TMC) to make travel reservations. See Subparagraph 2.3.3 of this order regarding ETS authorization requirements for emergency travel.

b. Travel cardholders are required to enter their GSA travel card information in their ETS profile. The GSA ETS configuration does not permit an employee to enter a personal credit card account in the ETS profile. Travelers exempt from travel card use or who do not enter travel card information in their ETS profile will be unable to make hotel or rental car reservations using the ETS. Travelers exempt from travel card use must contact GSA's TMC to make their hotel and rental car reservations and provide the TMC with a personal credit card to hold the reservation (see GSA Order OAS 5740.1 CHGE 2).

1.8.2. Use of Other Than Coach-Class Accommodations

a. GSA employees will use coach-class accommodations when such accommodations are available. Travelers may be authorized to use the least expensive other than coach-class accommodations - starting with premium economy, then business class, and then first class - for circumstances described in FTR § 301-10.100. (See FTR § 301-10.100 for specific requirements for other than coach-class accommodations.) Travel by other than coach-class accommodations will not be authorized solely based on "agency mission." Authorization to use other than coach-class accommodations must be obtained electronically or in writing from the employee's HSSO prior to travel and attached to the ETS authorization (HSSO approval

is not required for use of extra-fare trains; see Subparagraph 1.8.2.b. below). Employees may obtain authorization for a period not to exceed the current fiscal year in case of documented disability or special need. In all other cases, blanket authorization of other than coach-class transportation accommodations is prohibited, and other than coach-class travel shall be authorized on an individual trip-by-trip basis. If authorized to use premium economy class accommodations, GSA employees are encouraged to use premium economy class city-pair fares, when available. If authorized to use business class accommodations, GSA employees shall use business class city-pair fares, when available (see Paragraph 3.10 of this order).

b. Use of extra-fare trains (trains that operate at an increased fare due to the extra performance of the train, i.e., faster speed or fewer stops, such as AMTRAK® Acela) must be approved by the HSSO as prescribed in Subparagraph 1.8.2.a above. See also FTR § 301-10.160. When use is authorized, travel by the lowest class of service available is considered advantageous to the Government and no further approval is needed.

c. The HSSO may approve the use of other than coach-class accommodations to accommodate a medical disability or special need in accordance with FTR § 301-13.1 and FTR § 301-13.2(f) and as prescribed in Subparagraph 1.8.2.a above. If the employee is authorized to have an attendant accompany them under FTR § 301-13.2(g), the attendant may also be authorized other than coach-class accommodations if services are required en route. When a GSA employee is requesting the use of other than coach-class accommodations due to a medical disability or special need, the HSSO must verify the requirement for accommodation in accordance with GSA Order HRM 2300.1B.

1.8.3. Use of Foreign Flag Carriers

GSA employees and other personnel on official travel funded by GSA are required to use U.S. flag air carriers, in accordance with FTR §§ 301-10.132 – 301-10.142. Employees traveling via ship must use a U.S. flag ship in accordance with FTR §§ 301-10.180 – 301-10.181. Travelers may be authorized to use a foreign air carrier service for exceptions described in FTR §§ 301-10.134 – 10.136. The employee must submit a certification to OAS, as required by FTR § 301-10.141, and obtain written or electronic authorization to use a foreign flag carrier from the CASO prior to travel. The authorization and certification must be attached to the ETS authorization.

1.9. Canceling Reservations

Travelers are responsible for timely cancellation of their travel reservation(s). Failure to do so within the time limits specified by the common carrier, hotel, or rental car provider makes the traveler financially liable for any resulting penalty or fee incurred. Fees

incurred due to no fault of the traveler (for example, if a trip is canceled by the authorizing official when it is no longer possible for the traveler to receive a refund) will be reimbursed on the travel voucher, regardless of whether the trip actually occurs.

Scheduling of Travel

1.10. General

When an employee is authorized to perform TDY travel, the allowable travel time is dependent upon the modes of transportation authorized and/or used over a usually traveled direct route. When the employee, for personal convenience, uses a mode of transportation other than that which is authorized, the allowable travel time and the resulting subsistence allowances payable will be computed on a constructive cost basis (see Paragraph 2.8 of this order).

1.11. Travel During Regular Hours of Duty

Whenever possible, travel will be scheduled so an employee travels during regular hours of duty. When travel is performed during non-duty hours, GSA Order HRM 6010.1F, Time and Leave Administration Policy should be consulted for an employee's potential entitlement to overtime or compensatory time off. When two consecutive workdays are involved, it is reasonable for the employee to:

a. Depart the official duty station the day before the day of required reporting at the TDY station to prevent travel during off-duty hours; or

b. Remain overnight at the TDY station following completion of TDY to prevent travel during off-duty hours when the employee is not required to be at the official duty station the next morning.

1.12. Acceptable Delays in Connection with Return Travel

When an employee completes TDY the day before a non-workday and the circumstances so justify, the employee may delay initiating return travel to the official duty station until the following morning or, when using scheduled transportation, until the first reasonable departure on that day.

1.13. Unreasonable Delays

Per diem will not be authorized or approved when an employee delays the initiation or continuation of travel for an unreasonable period to travel during regular hours of duty instead of traveling on the employee’s own time. Any unreasonable delay will restrict the

employee to payment of per diem allowances on a constructive basis. The following examples are provided:

a. When a TDY assignment requires beginning duty on Monday morning and the employee departs the official duty station on Friday to travel during regular duty hours, payment of per diem will be limited to payment as though the employee had departed on Sunday.

b. When an employee delays return travel following completion of TDY on Friday afternoon to travel during regular duty hours on Monday, payment of per diem will be limited to that which would have been allowed had the employee begun the return travel following the completion of work on Friday and continued to destination without delay.

1.14. Return to Official Duty Station During TDY

1.14.1. Authorized Return - Cost Savings to the Government

The authorizing official may direct an employee to return to the employee's official duty station for non-work days when it is more advantageous to the Government after cost analysis. The cost analysis must ensure that the costs are outweighed by savings in terms of reduced travel subsistence expenses, or employee efficiency and productivity and reduced costs of employment and retention of employees. The employee is entitled to reimbursement of subsistence and transportation expenses for the ordered travel.

1.14.2. Authorized Return - No Cost Savings to the Government

The authorizing official, after cost analysis, may authorize subsistence and transportation expenses to employees on long term TDY for periodic travel between the TDY point and the official duty station for non-workdays. Travel will be performed during off duty hours unless the employee is nonexempt from the Fair Labor Standards Act. Subsistence reimbursements will not be authorized while employees are at their official duty station.

1.14.3. Voluntary Return

An employee who voluntarily returns to the employee's official duty station, or residence from which the employee commutes, is entitled to the subsistence that would have been allowed had the employee remained at the TDY location. Employees must perform their voluntary return travel during non-duty hours or periods of authorized leave. The employee is not authorized to use any GSA contract airfares or other discount fares obtainable only with a GSA travel card.

2. Travel Authorization and Vouchers

Travel Authorizations

2.1. General

A travel authorization establishes the conditions under which official travel is performed at Government expense. It identifies the purpose for travel, travel itinerary, documentation for the TMC to book travel, estimated cost of a trip, and financial information necessary for budgetary planning. The ETS uses the term “travel request” to refer to a travel authorization. Travel authorizations are required for all official travel away from the employee’s official duty station, including no-cost official travel. Authorizing officials must consider the factors listed in FTR § 301-70.1 when determining the need for official travel. Travel must be booked as far in advance as possible to maximize savings. Employees should book travel no later than 30 days prior to travel when possible. Authorizing officials must limit authorization and payment of travel expenses that result in the greatest advantage to the Government and ensure that travel is executed by the most expeditious means practicable.

2.2. Requirement for Proper Travel Authorization

Except in emergency situations, official travel cannot begin until the traveler has been approved electronically or in writing by an official to whom such authority has been delegated (see Appendix B). Travel authorizations will be obtained via the ETS or using GSA Form 87. The travel authorization in the ETS must be approved by the employee’s manager/supervisor. In the absence of the employee’s supervisor, this authority can only be redelegated to an employee at an equivalent or higher level to the traveler’s supervisor. Employees may not authorize or approve their own travel. Travelers must ensure that their authorization is properly approved prior to starting TDY travel. Travel performed without a properly signed authorization is considered travel performed without approval.

2.3. Types of Authorizations

2.3.1. Single Trip

Travel under a single trip authorization is limited to a single trip from the traveler’s official duty station, or other authorized point of departure (i.e., the employee’s residence), to one or more specific points and return.

2.3.2. No-cost Travel

a. A no-cost travel authorization will be issued to any employee performing official travel under the following conditions:

i. Travel can be performed in 12 hours or less;

ii. The authorized mode of transportation is a Government furnished vehicle; and

iii. The purpose of travel is to perform normal, routine duties. A no-cost authorization will not be used for conference attendance, training, educational travel, tour renewal, or relocation travel.

b. A no-cost travel authorization may be issued on a single trip basis or for a period of up to one full fiscal year for recurrent no-cost travel.

c. A no-cost travel authorization must be issued by GSA Form 87 by the employee's authorizing official. No-cost travel will not be authorized in ETS. No-cost travel authorizations will not be issued for travel that is entirely within the local travel area of an employee's official duty station (see GSA Order OAS 5770.1B, Local Travel Policy).

d. When an employee incurs unexpected expenses and/or travel lasts more than 12 hours, the employee must obtain a single trip authorization in the ETS from the authorizing official within three business days after completing the travel.

2.3.3. Emergency Travel

In an emergency or other situation where it is impossible or impractical to issue a written travel authorization (ETS or GSA Form 87) in advance, travel may be performed based on an authorizing official's verbal, email, or other digital authorization. This interim authorization of emergency travel must be confirmed by issuance of a written or electronic authorization within three (3) business days after completion of travel. The written authorization must include an explanation of the condition(s) that precluded written authorization prior to travel. To the extent emergency travel is not in conformity with applicable Governmentwide regulations, CBCA decisions, and/or agency instructions, such travel is at the employee's own financial risk.

2.3.4. Indefinite Travel

A TDY assignment in a single location is considered indefinite if the assignment is expected to exceed a year, whether it exceeds the period or not. The Internal Revenue Code requires that all travel expense reimbursements for indefinite travel must be reported as taxable income. Because of the financial impact on the traveler, the

authorization of any TDY assignment lasting one year or more in a single location is prohibited. The prohibition also applies to any extension of travel which results in a total time in a TDY status of a year or more at a single location. The travel must be terminated, or the employee relocated in accordance with GSA Order OAS 5730.1 before the one-year time limit is reached.

2.4. Amendments

Travel authorization amendments in the ETS are necessary when changes occur in the original travel plans after the original authorization has been signed. In the case of the GSA Form 87 pen and ink changes, erasures and alterations are not permitted; a new form must be submitted. Amended authorizations should be submitted as soon as changes in the travel plans are known and approved prior to travel. Amendments are necessary when:

a. There is official travel to locations that were not originally authorized;

b. Official travel begins sooner and/or ends later than originally authorized;

c. Actual expense reimbursement is required but was not originally authorized (e.g., lodging expenses exceed the applicable maximum subsistence reimbursement rate);

d. There is a rental car expense when a rental car was not previously authorized; or

e. The amount of travel advance required is more than the amount reflected on the authorization (GSA Form 87 only).

Travel Vouchers

2.5. Purpose

A travel voucher is a written request, supported with documentation and receipts as applicable for reimbursement of expenses incurred in the performance of official travel. The ETS uses the term “expense report” to refer to a travel voucher. Travelers must submit vouchers for reimbursement of expenses in the ETS. If the ETS is not used for the authorization, then all claims for reimbursement of official travel expenses will be prepared on Optional Form (OF) 1012, Travel Voucher.

2.6. Timely Submission

Vouchers must be submitted to the approving official within five business days after travel is completed or at least once every 30 calendar days while on a continuous or long-term travel status. When submitting vouchers on a long-term travel status, travelers must indicate whether a voucher is interim or final for the official travel.

Approving officials will ensure that the voucher is approved or returned to the traveler for revision within five business days after receipt. The OF 1012 and supporting documents will be emailed to KC-travel.finance@gsa.gov or mailed to:

General Services Administration
Miscellaneous Receipts
PO Box 979009
St Louis, MO 63197-9009

2.7. Split Disbursement

Travelers who are issued travel cards are strongly encouraged to submit ETS vouchers using the split-disbursement feature to send funds to the travel card bank for expenses incurred during official travel. The remaining funds are paid to travelers via electronic funds transfer.

2.8. Cost Comparison

2.8.1. When a Cost Comparison is Required

A cost comparison, which lists actual transportation costs incurred compared to all transportation costs the traveler would have incurred if travel had been performed by the authorized mode of transportation or itinerary (e.g., baggage fees, transportation to and from the common carrier terminal, etc.), must be included, as an attachment, in the authorization and travel voucher in ETS whenever a traveler:

a. Uses a different mode of transportation for the traveler's own convenience rather than the mode selected as the most advantageous to the Government;
b. Travels by an indirect route for the traveler's personal convenience; or
c. Departs or returns at a time other than the period covered by the official authorization for the trip.

2.8.2. Reimbursement of Constructive Costs

The traveler will be reimbursed for their actual and necessary costs incurred not to exceed the costs that would have been incurred had the traveler traveled by the authorized itinerary using the authorized mode of transportation. The comparison can be a document or spreadsheet; it must include a list of all incurred and constructive transportation costs related to the comparison.

2.9. Approval

After signature by the traveler, all travel vouchers will be submitted to the voucher approving official to determine that travel was performed in accordance with the

authorization, travel regulations, and internal procedures. A review of the voucher may take place by other designated individuals prior to final approval by the approving official. The Office of the Chief Financial Officer (OCFO) will audit vouchers in accordance with the office's policy.

2.10. Fraudulent Claims

A claim against the United States is forfeited if the claimant attempts to defraud the Government in connection therewith (28 U.S.C. § 2514). In addition, there are two criminal provisions under which penalties may be imposed on a traveler who knowingly presents a false, fictitious, or fraudulent claim against the United States (18 U.S.C. §§ 287 and 1001). Travelers' claims for reimbursement should accurately reflect the facts involved in every instance so that any violation or apparent violation of those provisions may be avoided.

2.11. Expenses Incurred Over Multiple Days

Like expenses incurred over multiple days while on TDY may be entered in aggregate, indicating the number of trips or days and total cost (e.g., three days parking, roundtrip shuttle or taxi service, etc.), except any individual expense over $75 must be listed separately.

2.12. Supporting Documentation

2.12.1. Travel Authorization

Each travel voucher must be supported by an approved travel authorization before it can be paid.

a. Authorization for conference attendance (see GSA Order OAS 5785.1E, Conference and Event Management) in the Event Tracker application must be referenced on the travel authorization (e.g., Event Tracker Attendee # 00012345) or uploaded as an attachment.

b. Authorization to accept payment from a non-Federal source (see GSA Order OAS 5765.1A, GSA Non-Federal Source (NFS) Travel Policy) in the Event Tracker application must be referenced on the travel authorization (e.g., Event Tracker Attendee # 00009999) or uploaded as an attachment.

c. Authorization for foreign travel (see GSA Order OAS 5775.1A, Foreign Travel Policy) in the Event Tracker application must be referenced on the travel authorization (e.g., Event Tracker Attendee # 00009999) or uploaded as an attachment.

d. Approval/authorization for other than coach-class accommodations must be attached to the travel authorization.

e. Travel accruals may be necessary for some travel taken at fiscal year-end when vouchers will not be reimbursed until the following fiscal year. Year-end closing instructions will be issued by the OCFO to all GSA organizations.

2.12.2. Receipts

All required receipts must be attached to the travel voucher. When receipts are not available or are impracticable to obtain, the failure to obtain a receipt must be fully explained on the voucher. Mere inconvenience is not considered a valid reason for not producing a receipt. Travelers are not required to maintain paper copies after electronically attaching them to an ETS voucher or after submitting them with a SF 1038, Advance of Funds Application and Account; however, travelers must verify that attachments uploaded successfully to the ETS before destroying paper copies.

a. Transportation.

i. Receipts are required for all air, train, and rental car expenses obtained with an employee issued travel card, cash, or cash-equivalent payment method listed in FTR § 301-51.101, regardless of amount. Receipts for transportation services obtained with a centrally billed account (CBA) are not required, however, GSA employees are required to attach the ticketing confirmation email to their ETS voucher.

ii. Receipts are required for all other transportation expenses, to include transportation services (e.g., TNCs, IMTCs, taxicab, shuttle services), plus tax or tip, over $75 and not specified in (a), above.

b. Lodging. Receipts are required for all lodging expenses, regardless of the amount.

c. Meals and Incidental Expenses (M&IE). Receipts are not required for meals or incidental expenses. Travelers are reimbursed on a no-itemization method and are paid the standard daily M&IE per diem regardless of actual meal expenses. (See Subparagraph 4.5.c of this order regarding actual per diem expenses.)

d. Miscellaneous Expenses. Receipts are required for any miscellaneous expense, plus applicable tax or tip, over $75. The employee may aggregate TDY-related charges of the same expense incurred at the TDY location such as telephone calls, transit system fares, and parking meter fees; however, any individual expenses over $75 must be listed separately.

e. Registration Fees. Receipts are required for all registration fees not obtained with a GSA purchase card regardless of the amount.

2.12.3. Travel Advances

a. A travel advance is considered a loan and not a travel expense. A travel advance obtained with a travel card (e.g., automated teller machine (ATM) withdrawal) will not be included on the travel voucher. Travel advances obtained through ATM withdrawals should be limited in frequency and amount necessary to cover out-of-pocket expenses that cannot be charged to a GSA travel card. Reimbursement of ATM fees and transaction fees is limited to actual fees not to exceed $5 per week, and are reimbursed as a miscellaneous travel expense.

b. A travel advance obtained with an SF 1038 will be liquidated in accordance with GSA Order OAS 5735.1 CHGE 1.

2.13. Amended Vouchers

Travelers who forget to include an expense on a voucher or are denied reimbursement of an expense for failure to provide the supporting documentation as described in Paragraph 2.12 above may submit an amended voucher. Vouchers should be submitted as soon as the omission of the expense is known or required documentation for an expense is obtained.

2.14. Overpayment

Employees who submit a voucher and later realize they have inadvertently received payment for an expense they are not entitled to receive (e.g., per diem on a personal day, personal upgrade to accommodations) are required to reimburse the Government for the overpayment of that expense. Employees must send payment, payable to the order of “General Services Administration”, at the address in Paragraph 2.6 above, and reference the travel authorization number on their payment. Employees may then upload a redacted image of the payment to the previously submitted travel voucher. The employee will not amend the ETS voucher.

3. Transportation Expenses

General Rules

3.1. Eligibility

GSA employees who are authorized to perform official travel are eligible for payment of actual and necessary transportation expenses. Examples of reimbursable expenses include common carrier and other approved fares, mileage allowance for use of a privately owned vehicle (POV), vehicle rental charges, and other related expenses incident to transportation including baggage fees and other authorized charges during official travel. Methods of transportation authorized for official travel include common carrier transportation, public transit systems, Government-furnished vehicles, transportation network companies (TNCs), IMTCs, courtesy or commercial shuttle services, POVs, and any other necessary means of conveyance. Receipts are required for transportation expenses as prescribed in Subparagraph 2.12.2.a of this order.

3.2. Selecting the Method of Transportation

In selecting the method of transportation to be used, the authorizing official will select the method that is the most advantageous to the Government after considering factors listed in FTR § 301-70.101, such as energy conservation and the total cost to the Government, including costs of per diem, overtime, lost work time, 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. If an employee does not travel by the authorized method of transportation, travel reimbursement will be limited to the constructive cost of the authorized method.

3.2.1. Common Carrier Transportation as Most Advantageous

Travel by common carrier is presumed to be the most advantageous method of transportation and must be used when reasonably available. When available and consistent with mission needs, employees are encouraged to utilize cost-effective common carrier rail service over air or long distance automobile travel for city pairs less than 250 miles apart. Rail use is an allowable exception to the use of contract city-pair fares in accordance with FTR § 301-10.111(d) (see Paragraph 3.10 below for more information regarding contract city-pair fare use).

3.2.2. Considerations for Use of Automobiles

If travel must be accomplished by automobile, a Government-furnished automobile is presumed to be the most advantageous method of travel. If no Government-furnished automobile is available, but the authorizing official has determined that travel must be performed by automobile, then a rental car should be authorized. POVs shall be determined to be the most advantageous method of transportation only after the authorizing official evaluates the use of a common carrier, a Government-furnished automobile, and a rental car.

3.3. Travel by Direct Route

All official travel will be performed by the most direct, usually traveled route. Travel performed by other than the most direct, usually traveled route must be approved by the authorizing official as necessary in the conduct of official business. If an employee travels by an indirect route or interrupts travel from a direct route for personal convenience, reimbursement will be limited to the cost of travel by a direct route. The employee will bear the extra expense involved and will be charged with leave for any extra time required.

3.4. Locations with Multiple Airports

GSA employees with official duty stations or TDY locations served by multiple airports will use the airport that the authorizing official determines to be most advantageous to the Government, considering factors such as expediency and cost effectiveness.

3.5. Travel to and from Common Carrier Terminals

Travel to and from carrier terminals may be accomplished by courtesy vehicle, taxicab, airport or commercial shuttle service, local transit system, TNC, IMTC, or POV. Courtesy transportation service furnished by hotels/motels, if available, will be used to the maximum extent possible as the first source of transportation between the place of lodging at the TDY station and the common carrier terminal. When courtesy transportation is not available, the authorizing official will select the method that is the most advantageous to the Government, as prescribed in Paragraph 3.2 above. The authorizing official may authorize POV use and parking at the terminal when it is advantageous to the Government. Reimbursement for any authorized method, including parking, will be limited to lesser of the expenses incurred or the cost of a round-trip taxicab fare.

3.6. Parking Fees, Ferry Fares and Tolls

Reimbursement for the cost of parking fees, ferry fares, bridge, road or tunnel fees, and airplane parking, landing, and tie-down fees will be authorized when use of a privately owned, Government-furnished, or rented conveyance is authorized for official travel.

Common Carrier Transportation

3.7. General

As stated in Subparagraph 3.2.1 above, travel by common carrier is presumed to be the most advantageous method of transportation and GSA employees must use coach-class accommodations unless other accommodations are properly approved. The HSSO must authorize the use of other than coach-class accommodations prior to travel in accordance with Subparagraph 1.8.2 of this order. The travel authorization must include documentation of the approval to include a statement explaining the need for other than coach-class accommodations.

3.8. Upgrading Accommodations

GSA employees may upgrade to other than coach-class accommodations at their own personal expense, including upgrades obtained through redemption of frequent flyer benefits or other upgrade programs at no additional cost to GSA. GSA employees may also incur seat selection fees or use other coach-class upgrade programs (i.e., programs that provide a traveler a more desirable seat choice in the coach-class cabin at an additional fee), at their own personal expense. GSA will not reimburse the employee for an expense associated with coach-class seating upgrades unless the expense is authorized prior to travel by the HSSO and the authorization includes documentation of the proper approval, in accordance with Subparagraph 1.8.2 of this order.

3.9. Secure Flight

a. Secure Flight is an airline passenger pre-screening program, implemented by the Transportation Security Administration (TSA). Secure Flight matches passenger information against watch lists maintained by the U.S. Government. GSA employees should enter the required information (i.e., full name, date of birth, and gender) when creating a traveler profile or making airline reservations in the ETS. To protect personally identifiable information, the information is masked once it is saved in the traveler's profile. If the reservation is made offline, employees may provide the information directly to the TMC. Employees who do not provide the required information when creating the traveler profile must provide it when making travel reservations. If the

information is not provided at that time, the employee will not be able to complete the booking process. More information on the Secure Flight program may be found at https://www.tsa.gov/travel/security-screening.

b. Passengers who are considered low-risk may qualify for the TSA Pre✓® program and receive expedited screening either as a member of the program or another specific trusted traveler group. Employees will not be reimbursed by GSA for individual memberships in private trusted traveler programs in accordance with the prohibition at 5 U.S.C. § 5946.

3.10. Contract City-Pair Fares

a. Use of contract city-pair fares is considered advantageous to the Government. GSA employees must use a city-pair fare for official air travel unless one of the exceptions in FTR § 301-10.111 exists. City-pair contract fares may not be used for personal travel taken in conjunction with official travel (i.e., official travel originating from or terminating at a location other than the employee's official station due to the personal convenience). City-pair fares must be utilized in instances where the employee is taking leave or personal time in the official travel location (refer to Subparagraph 6.2.2 of this order for additional guidance on leave/personal time in the official travel location). See the City Pair Program website for more information on program benefits.

b. Contract city-pair tickets are issued using one of the following fare basis codes:

i. Capacity-controlled Coach Class Contract Fare (_CA). _CA fares are limited-capacity coach class contract city-pair fares. The first letter of the three-letter fare basis code will vary by airline (e.g., QCA, LCA, etc.). The _CA fare is a lower cost fare with the same conditions as the unrestricted coach class contract fare (YCA), but with limited available seating. GSA employees will use _CA fares when available.

ii. Unrestricted Coach Class Contract Fare (YCA). YCA fares are GSA coach class contract city-pair fares. The YCA fare is a fully refundable, price-guaranteed fare with no change or cancellation fees. YCA fares will be considered when _CA fares are not available.

iii. Contract Business Fare (_CB). _CB fares are contracted fares offered by carriers in some domestic and international line items for business class service. No administrative fee/penalty shall apply for rebooking, re-ticketing or cancellation. If authorized to use business class accommodations, GSA employees shall use _CB fares, when available in accordance with Subparagraph 1.8.2 of this order.

iv. Contract Premium Economy Fare (_CP) - Contract fare offered by carriers in designated international line items for premium economy class service. If authorized to use premium economy class accommodations, GSA employees are encouraged to use _CP fares when available in accordance with Subparagraph 1.8.2 of this order.

3.11. Non-contract Fares

Use of non-contract air carrier fares may be authorized only when justified under the specific conditions listed in FTR § 301-10.111(c). Justification for use of a non-contract air carrier fare must be stated on the travel authorization. GSA employees cannot use an online commercial travel source or airline website to purchase an airline ticket for official travel. Employees must make the airline reservation in the ETS or call the TMC to book these fares when authorized.

3.11.1. Restricted Fares

Restricted fares are non-contract fares that are non-refundable and subject to change fees if the trip is canceled. Any residual value from a canceled trip is available for future use but is limited to use by the employee (i.e., remaining ticket value cannot be used by any other employee). Residual ticket values have an expiration date (typically 6 months to 1 year), and the ticket value is lost to the Government if it is not used by the expiration date. Airlines establish their own rules, restrictions and/or penalties on restricted fares. GSA employees may be authorized to use a restricted fare if the total cost savings to the Government (i.e., transportation, lodging, meals and travel–related expenses) is $50 or more. The employee must also know or reasonably anticipate that they will use the ticket on the planned trip or re-use the ticket before the expiration date, in case of cancellation. When purchasing non-refundable tickets, the authorization in the ETS must be approved within 24 hours or the reservation will be canceled. Restricted fares may not be used for invitational travelers.

3.11.2. Unrestricted Fares

Unrestricted fares, also called flexible or full fares, are available to the public, and typically do not have restrictions. Most unrestricted fares are fully refundable. Generally, they are the most expensive fares and should only be used for official Government travel when authorized as a necessary expense.

3.12. Group Air Travel

Groups of 10 or more GSA employees, traveling together on the same day, on the same flight, for the same mission, and requiring group integrity are exempt from mandatory use of the contract fares. This travel will be booked directly through the TMC.

3.13. Cancellation of Reservations

If a GSA employee knows that they will not be able to travel on an approved authorization, the employee must immediately cancel the reservation in the ETS or through the TMC, as appropriate. GSA employees are not authorized to receive a refund, credit, or any negotiable document from a canceled travel reservation. If an employee receives a refund check made payable to the employee, the employee should endorse the check, make it payable to “General Services Administration”, and send the check to the address provided in Paragraph 2.6 of this order.

3.14. Compensation for Voluntarily Vacating Ticketed Seats

GSA employees are authorized to keep compensation received from a carrier for voluntarily vacating their seat, in accordance with FTR § 301-10.123, if it will not interfere with performing official duties, and if any additional travel expenses caused by vacating the seat are borne by the employee and not GSA. If voluntarily vacating a seat delays travel during duty hours, the employee will be charged with annual leave for the additional hours.

3.15. Promotional and Frequent Traveler Benefits

a. GSA employees are authorized to retain promotional benefits or materials received from an air carrier in connection with official travel for personal use if the items are provided under the same conditions as those offered to the general public and at no cost to the Government.

b. GSA employees may use frequent traveler benefits earned on official travel to obtain travel services (e.g., upgrade to a higher class of service) for subsequent official or personal travel. However, GSA employees cannot select a travel service provider based on frequent travel benefits.

3.16. Denied Boarding Compensation

Any payment of liquidated damages provided by a carrier when a GSA employee is denied boarding is not considered a promotional benefit, and belongs to GSA, in accordance with FTR § 301-10.122. If a GSA employee is involuntarily denied boarding on a confirmed flight, the denied boarding compensation must be returned to the agency. The balance will be credited back to the CBA. If an employee receives a refund check made payable to the employee, the employee should endorse the check, make it payable to “General Services Administration”, and send the check to the address provided in Paragraph 2.6 of this order.

Travel by Other Than Common Carrier

3.17. General

Common carrier transportation should be utilized whenever it is reasonably available. The decision that another method of transportation would be more advantageous to the Government than common carrier transportation should not be made based on personal preference or inconvenience to the traveler resulting from carrier scheduling.

3.18. Government Vehicles

GSA employees may be authorized to use Government-furnished vehicles, other than Government aircraft, for official purposes to include transportation between places of official business, and between places of official business and places of temporary lodging when public transportation is unavailable or its use is impractical in accordance with GSA Order OAS 5620.1 CHGE 2, GSA Internal Motor Vehicle Management Manual. Government-furnished vehicles are also authorized for use when necessary during TDY for the sustenance, comfort, or health of the employee. GSA employees are responsible for any additional costs resulting from unauthorized use of a Government-furnished vehicle and may be subject to administrative and/or criminal liability for misuse of Government-furnished vehicles.

3.18.1. Government-furnished Automobile

Authorizing officials will consider factors outlined in FTR § 301-70.101(a) when determining whether to authorize an employee to use a Government-furnished automobile for TDY travel. GSA employees must possess a valid state, District of Columbia, or territorial driver's license and have a travel authorization specifically authorizing the use of the Government-furnished automobile. Government-furnished automobiles may be used for transportation to the employee's residence when departing on or returning from official travel as prescribed in and approved in accordance with GSA Order OAS 5620.2, Using Government Vehicles for Home-to-Work (HTW) Transportation. Chapter 2 of GSA Order OAS 5620.1 CHGE 2 provides guidance on authorized users and passengers. Chapter 4 of the policy provides accident reporting procedures when using Government or rental vehicles. Local Fleet Managers of GSA Internal Fleet Vehicles can procure Electronic Toll Collection (ETC) passes (e.g., E-Z Pass®, SunPass®) for their GSA Agency Internal Fleet Vehicles only with a GSA issued Government Purchase Card.

3.18.2. Government Aircraft

Government aircraft should be authorized only when it is the most cost-effective mode of transportation. Use of Government aircraft is allowed as prescribed in FTR §§ 301-10.260 – 301-10.264.

3.19. Rental Vehicles

a. GSA employees will rent vehicles for official travel only when authorized in accordance with FTR §§ 301-10.450 – 301-10.452. When authorized by the authorizing official to rent a vehicle for official travel, GSA employees must select a rental company participating in the Defense Travel Management Office's (DTMO's) Rental Car Program. Rental agreements provided through the program include established ceiling rates; unlimited mileage (except for one-way rentals); ready vehicle contract upon arrival; offers of an upgrade at the same cost if the size/class reserved is not available; no underage drivers' fee for drivers aged 21 and older; no minimum rental period; no cost for additional drivers; and full coverage insurance for damages resulting from an accident while performing official travel. Drivers aged 18 to 20 may be charged an underage/young driver fee and must be listed on the rental agreement even if an additional driver. Any underage driver fee for employees on official travel will be reimbursed as part of the rental car expense. Rental vehicles must be authorized prior to official travel.

b. GSA employees are required to use the least expensive compact car available unless approved for another class of vehicle based on meeting one or more of the justifications listed in FTR § 301-10.450(c). When authorized by the authorizing official to use another class of vehicle, the traveler should reserve the least expensive car available of the approved class of vehicle that meets the needs for the number of travelers and travel points necessary to perform the mission. When requesting another class of vehicle, GSA employees must include a statement justifying the need for such vehicle in the authorization. When multiple GSA employees are traveling in the same rental vehicle, reimbursement for the expense will be limited to only one employee. Fuel for rental vehicles is an allowable transportation expense when incurred while on TDY.

3.20. Insurance

3.20.1. Insurance for Rental Vehicles

The Government is self-insured and rental vehicles under the DTMO agreement include full coverage for damages resulting from an accident while performing official travel. Employees on TDY travel within CONUS will not be reimbursed for collision damage waiver (CDW) or theft insurance available on commercial rental contracts. Employees will be reimbursed for CDW or theft insurance, or both, while on TDY in

OCONUS areas as prescribed by FTR § 301-10.451. Personal liability insurance is considered a personal expense and will not be reimbursed.

3.20.2. Flight Insurance

Flight insurance is coverage purchased by travelers to protect against fees if their flight is canceled or interrupted. Flight insurance is not necessary for official travel, and GSA employees who purchase flight insurance will not be reimbursed for the cost.

3.21. POVs

3.21.1. General

The use of a POV for TDY travel will be authorized only when it is advantageous to the Government. Before authorizing the use of a POV as advantageous to the Government, the authorizing official will make a determination that transportation by common carrier, Government furnished transportation, or a rental vehicle is not available or would not be advantageous to the Government. The determination and the authorization for the use of a POV will be made before travel begins.

3.21.2. Expenses for Authorized Use of a POV

When an employee is authorized to use a POV, reimbursable expenses include mileage allowance, parking fees, tolls and related fees, and aircraft parking, landing, and tie-down fees. Charges for repairs, replacement, depreciation, fuel, oil, antifreeze, towage, and Federal and State taxes are not reimbursable, as they are already included in the calculation of the applicable mileage rate. When using a POV to travel from home, office, or other authorized point of departure to a common carrier terminal, the employee will be reimbursed for mileage for round trip travel to and/or from the terminal. The fee for parking a POV at a common carrier terminal or other parking area while the traveler is away from his official duty station is allowed, but reimbursement for the parking fee, plus the allowable mileage reimbursement, will not exceed the estimated cost for use of a taxicab to and from the terminal.

3.21.3. Travel as a Passenger in a POV

a. Mileage may be paid to an employee traveling as a passenger in a POV which is owned and operated by a person not traveling on Government business for travel to or from a common carrier terminal if the round-trip mileage costs for each trip do not exceed the cost of a one-way taxicab, TNC, or IMTC fare.

b. Mileage will be payable to only one of two or more GSA employees traveling together on the same trip and in the same conveyance. No deduction will be

made from the mileage otherwise payable by reason of the fact that other passengers contributed to the operating expenses.

3.22. Mileage for Use of POV or Other Conveyance

Mileage reimbursement will be computed by multiplying the distance traveled as prescribed in FTR § 301-10.300 by the applicable mileage rate. Current mileage rates for use of a POV or other conveyance on official travel are published at http://www.gsa.gov/mileage. When a Government-furnished vehicle is authorized and available, but the employee chooses to drive a POV, the employee will be reimbursed using the reduced mileage rate.

3.23. Special Conveyances

The authorizing official may authorize the use of special conveyances in accordance with FTR Part 301-10, subpart E.

3.23.1. Taxicabs, TNCs, or IMTCs

GSA employees are authorized to use taxicabs, TNCs, or IMTCs in accordance with FTR § 301-10.420. GSA employees are encouraged to join GSA's Rideshare Program and utilize it when on TDY.

a. At the Official Duty Station. GSA employees are authorized to use these modes of transportation from the employee's residence or office to a common carrier terminal and from the common carrier terminal to the residence or office. GSA employees are also authorized to use these modes of transportation from their home to the office on the day they depart from the office on an authorized trip requiring at least one night's lodging, and from the office to their home on the day of return from the trip.

b. While on Official Business. While employees are on official business outside their designated official duty station, the use of taxicabs, TNCs, or IMTCs between a place of lodging and a place of business, or between two or more places of business, will be allowed if authorized as advantageous to the Government.

c. Travel to Obtain Meals. Employees on official travel may be reimbursed for taxicab, TNC, or IMTC fare when required to obtain a meal(s) when the nature and location of the work at the TDY station are such that meals cannot be obtained within reasonable walking distance. The employee's voucher must include a statement justifying the expense. During instances when an employee uses a taxi, TNC, or IMTC to obtain a meal for personal convenience or preference, the fare will not be reimbursed.

d. Restrictions on Use. The approving official will, when appropriate, restrict the use of taxicabs, TNCs, or IMTCs or place a monetary limit on the amount of reimbursement when:

i. Suitable Government or common carrier transportation service, including airport shuttle service, is available for all or part of the distance involved and is more cost effective; or

ii. Courtesy transportation service is provided by hotels/motels between the place of lodging at the TDY station and the common carrier terminal.

3.23.2. Courtesy Transportation

Shuttle service or other courtesy transportation is authorized in accordance with FTR § 301-10.420 in the same manner as taxicabs, TNCs, and IMTCs. However, courtesy transportation service furnished by hotels/motels should be used to the maximum extent possible as a first source of transportation between a place of lodging at the TDY station and a common carrier terminal.

3.24. Tips to Taxicab, TNC, IMTC, and Shuttle Drivers

A tip, not to exceed 20 percent, rounded to the next higher dollar is allowable when use of a taxicab, TNC, IMTC, or commercial shuttle service is authorized. The authorizing official may authorize a reasonable tip when an employee uses a courtesy vehicle service.

3.25. Public Transportation

GSA employees shall consider public transportation as the first option for transportation in and around the TDY location. Trains/subways and buses are modes that should be utilized, when available, between meetings, lodging, and other locations when TDY.

3.26. Ridesharing

Employees are encouraged to rideshare with other employees while TDY. Employees should share use of rental vehicles, TNCs, taxis, or shuttles between airports, hotels, conferences or meetings whenever possible.

4. Per Diem Expenses

4.1. Eligibility

GSA employees are eligible for reimbursement of per diem expenses, also referred to as subsistence expenses, when they perform official travel away from their official duty station (i.e., outside the local travel area (see GSA Order OAS 5770.1B)), incur per diem expenses, and are in a travel status for more than 12 hours. GSA will pay per diem allowances in accordance with FTR §§ 301-11.1 – 301-11.23.

4.2. Expenses Covered by Per Diem

The per diem allowance consists of a daily lodging expense allowance and an allowance for M&IE, as described below:

a. Lodging Allowance. Lodging includes expenses for overnight sleeping facilities, baths, personal use of the room during the day, and service charges for fans, air conditioners, heaters and fireplaces furnished in rooms where such charges are not included in the room rate. Lodging does not include accommodations on airplanes, trains, buses, or vessels. Receipts are required for all lodging expenses, regardless of the amount.

b. M&IE Allowance. The M&IE portion of the per diem allowance is a fixed allowance for meals and incidental expenses, and the applicable rate is prescribed in FTR § 301-11.20. The M&IE allowance is payable without itemization of expenses or receipts. Reimbursement for M&IE will not exceed the prescribed maximum rate for the TDY or stopover locality regardless of the method of per diem reimbursement. The allowance accounts for expenses for breakfast, lunch, and dinner, and related tips and taxes; specifically excluded are alcoholic beverages, entertainment expenses, and any expenses incurred for other persons. Employees are paid 75 percent of the applicable M&IE rate on the first and last day of travel and 100 percent of the applicable M&IE rate on any full days of travel in accordance with FTR § 301-11.20.

4.3. Maximum Per Diem Rates

An employee's TDY location will determine the maximum per diem rate. A per diem allowance is not allowable for travel within the local travel area as defined in paragraph 5 of GSA Order OAS 5770.1B. The maximum per diem rates for official travel within CONUS localities are established by GSA and can be found at http://www.gsa.gov/perdiem. The maximum per diem rates for official travel to non-foreign areas are established by the Department of Defense and can be found at the DTMO website.The maximum per diem rates for official travel in foreign areas are established by the Department of State and can be found at its Foreign Per Diem Rates

by Location website. Employees or others on official travel on the behalf of GSA will be reimbursed at the appropriate standard per diem rate when traveling by ship.

4.4. Start and Stop of Entitlement

For computing per diem allowances, official travel begins at the time the traveler leaves the traveler's home, office, or other authorized point of departure and ends when the traveler returns to the traveler's home, office, or other authorized point at the conclusion of the trip.

4.5. Methods of Reimbursement

Per diem expenses will be authorized by the authorizing official and reimbursed utilizing one of the three authorized methods listed below:

a. Lodgings-plus Per Diem Method. Under this method, the employee will be authorized and reimbursed the actual cost of lodging, not to exceed the maximum lodging rate for the TDY or stopover locality, and the applicable M&IE allowance.

b. Reduced Per Diem Method. Under the reduced per diem method, the employee will be authorized and reimbursed at a per diem rate lower than the prescribed rate for the TDY location when the authorizing official determines that lodging and/or meal costs will be lower than the established rate. The authorizing official may authorize a reduced per diem rate based on knowledge of the actual circumstances of the travel and subsistence expenses for a specific locality. The authorized reduced rate must be approved prior to travel and included in the employee's travel authorization. Circumstances when a reduced per diem allowance may be authorized include:

i. An extended training assignment in which lodging and meals at reduced rates are available from the training institution or from nearby facilities; or

ii. Extended or long-term TDY (i.e., more than 30 days) in which the employee can obtain lower cost lodging on a weekly or monthly basis.

c. Actual Expense Method.

i. The employee may be authorized and reimbursed for actual lodging expenses, in accordance with FTR § 301-11.17, when:

1. The traveler obtains lodging and/or meals at a prearranged place such as a hotel where the meeting, conference or training session is being held and the lodging costs exceed the maximum lodging allowance; or

2. The travel is to an area where the maximum per diem allowance is generally adequate but subsistence costs have escalated for short periods of time during special functions or events such as international or national sports events, conventions, natural or manmade disasters, or missile launching periods; the traveler is unable to obtain affordable lodging within a reasonable commuting distance; and the commuting costs consume most or all of any savings from occupying less expensive lodging.

ii. The authorizing official will authorize actual expenses prior to travel. When a GSA employee is authorized actual expenses and the employee's expenses are less than the locality's maximum per diem rate, reimbursement is limited to the expenses incurred. Reimbursement for actual per diem expenses will not exceed 300 percent of the applicable locality's maximum per diem rate. The maximum allowable reimbursement for actual lodging is determined by multiplying the maximum per diem rate for the locality by 3 and then subtracting the M&IE rate from the total.

iii. The Administrator or the designees in the Office of the Administrator may approve blanket actual expense authorizations for GSA employees during a Presidentially-Declared Disaster in accordance with FTR § 301-70.201.

4.6. Mixed Reimbursement Methods

Travel may be authorized on both a per diem and an actual expense basis during a single trip; however, both methods of reimbursement will not be authorized within the same calendar day. The rate used to set maximum reimbursement allowances will be determined by the TDY locality where the traveler is located at the end of the day.

4.7. Requests for Per Diem Rate Adjustment Requests

If an employee travels to a location repeatedly or on a continuing basis and the employee's documented experiences indicate that the prescribed rate is inadequate, the employee may submit a request for review of the location through the CASO in accordance with FTR § 301-70.202.

4.8. Lodging Costs

All lodging costs are subject to the maximum lodging allowance applicable to the TDY location, unless a reduced per diem rate has been established or actual expenses have been authorized. If a GSA employee obtains lodging at a location other than at the TDY location because of personal preference or convenience, the maximum per diem allowance will be limited to the maximum per diem rate applicable to the TDY location. If lodging accommodations are not available at the TDY location, the authorizing official may authorize the employee to obtain lodging at a nearby location. When authorizing an

alternate lodging location, the authorizing official will consider additional transportation costs when making the determination of cost-effectiveness. If the alternate location is not cost effective, the authorizing official may authorize actual expense reimbursement.

4.9. Allowable Lodging Expenses

GSA employees will be reimbursed for the following types of lodging:

a. Conventional Lodging. Conventional lodging includes hotels, motels, etc. GSA employees utilizing conventional lodging will be reimbursed at the single occupancy rate.

b. Government Quarters. When lodging is in Government quarters, GSA employees will be reimbursed the fee or service charge paid for the quarters.

c. Lodging with Friends or Relatives. The employee may be reimbursed the additional expenses incurred by the host because of the employee's stay on TDY travel. The employee must substantiate the expense by providing a statement detailing the actual additional expenses incurred by the host in operating the household due to the employee's presence (e.g., extra utilities and laundering of bed linen) and a receipt from the host for payment for the expenses reported. Employees will not be reimbursed the cost of comparable conventional lodging in the area or a flat "token" amount.

d. Nonconventional Facilities. When conventional lodging is not available (i.e., in remote areas or due to shortage of rooms because of a special event, etc.), employees may be reimbursed for the cost of lodging obtained in nonconventional facilities. These facilities may include college dormitories or similar facilities, as well as rooms made available to the public by area residents through an online marketplace (e.g., Airbnb, VRBO). The employee must provide an explanation for the specific situation in the employee's travel authorization.

e. Recreational Vehicle. GSA employees may be reimbursed for lodging-related expenses when renting a recreational vehicle (i.e., trailer or camper); to include parking fees, fees for connection, use, and disconnection of utilities, electricity, gas, water and sewage, bath or shower fees, and dumping fees; which may be considered as a cost of lodging. The authorizing official will authorize use of a recreational vehicle as advantageous to the Government only when required (i.e., an extended TDY assignment in a remote area with limited or no conventional facilities available).

4.10. Lodging at Personally-Owned Residences

GSA will not reimburse employees for staying at an employee's personally-owned residence or any real estate expenses associated with the purchase or sale of a personal residence at the TDY location, except in conjunction with an authorized relocation in accordance with FTR § 301-11.7(b)(1). GSA employees will not be reimbursed for any expenses associated with the purchase, sale, or payment of a personally-owned recreational vehicle while on official travel in accordance with FTR § 301-11.7(b)(2).

4.11. Lodging Reservations

Lodging reservations for conventional lodging must be made through the ETS or TMC as prescribed by FTR § 301-11.6. When using conventional lodging, GSA employees should stay in a facility that meets the safety requirements of the Hotel and Motel Fire Safety Act of 1990 or is Federal Emergency Management Agency (FEMA) approved and must first consider Government lodging agreement programs such as FedRooms®. The FedRooms® program includes lodging rates that are at or below per diem rates, have no add-on fees, have a room cancellation deadline of 4:00 pm (or later) on the day of arrival, and have no early departure fees. FedRooms® properties also meet the fire safety requirements of the Hotel and Motel Fire Safety Act of 1990/FEMA-certified and accessibility requirements of the Americans with Disabilities Act of 1990. FedRooms® and FEMA-approved lodging options are clearly indicated in the ETS. Employees must be aware of the cancellation policy associated with their lodging reservations and ensure that they cancel any reservation prior to the stated deadline. Cancellation fees incurred due to the employee's failure to cancel a lodging reservation when the trip is canceled prior to that deadline are the employee's responsibility and will not be reimbursed by GSA.

4.12. Long-Term Lodging

When lodging is obtained on a long-term basis (e.g., at a weekly or monthly rate), the daily lodging cost will be determined by dividing the total cost by the number of days that the traveler required use of the quarters. Long term lodging should be available at a cost savings relative to per-day lodging rates. The services listed in FTR § 301-11.9 may be authorized as part of lodging costs for long-term lodging.

4.13. Sharing Lodging

When two or more employees in an official travel status share accommodations, they should arrange to be billed separately for their portion of the costs to have the documentation necessary for their vouchers. If this is not possible, the lodging cost for

each will be determined by dividing the number of travelers using the accommodations into the lodging cost for the period. When an employee shares commercial accommodations with others who are not Government employees in an official travel status, the employee will be reimbursed the single occupancy rate up to the authorized lodging rate.

4.14. Lodging when TDY is Curtailed, Interrupted, or Canceled for Official Purposes

If an employee has made advance arrangements for lodging with reasonable expectation that the authorized travel will be completed but it is then curtailed, interrupted, or canceled for official reasons or for other reasons beyond the employee's control that are acceptable to the authorizing official (e.g., the authorizing official cancels the travel after the cancellation deadline), the employee may be reimbursed for expenses that were not refunded, including a forfeited rental deposit. The authorizing official may authorize reimbursement of unused prepaid lodging, not to exceed the daily maximum rate for the number of days that travel was authorized. If the maximum per diem rate is insufficient, actual expenses may be authorized. When a travel assignment is interrupted for official purposes and the employee is directed to perform TDY at another location, the allowable per diem expenses incurred at the new location must be reimbursed separately. The allowable lodging costs for the previous TDY location, to include any allowable excess lodging-related costs, will be reimbursed as a miscellaneous travel expense on the travel voucher. If the trip did not occur, the expense will be reimbursed on a miscellaneous voucher. Employees will not be reimbursed for a forfeited deposit due to damages to the lodging accommodations.

4.15. Meals

If a GSA employee is provided meals furnished by the Government or as part of a registration fee, deductions must be made for the meals as prescribed by FTR § 301-11.21. The entire amount of the meals must be deducted for meals on the first and last day of travel from the decreased M&IE rate if meals are provided on those days. Complimentary meals provided by a common carrier or hotel will not be deducted from the employee’s per diem. The authorizing official may authorize the full M&IE pursuant to FTR § 301-11.21(d).

4.16. Per Diem on Non-Workdays

GSA employees will be reimbursed for per diem on non-workdays (i.e., weekends, Federal holidays) if they depart for, remain on, or return from official travel. In cases of long-term TDY, the authorizing official will determine if it is most cost-effective to either have the employee remain in the travel status or permit the employee to return to the

official duty station. When combining official travel with personal travel, the employee will not be authorized per diem for days when the employee is on leave for more than 4 hours of the day.

5. Miscellaneous Expenses

5.1. General

The payment of miscellaneous expenses will be limited to those expenses that are necessary and in the interest of the Government. The authorizing official can authorize reimbursement of the cost of miscellaneous expenses allowed in FTR § 301-12.1 incurred during official travel. Receipts are required for any miscellaneous expense, to include any applicable tax or tip, over $75. See GSA Order OAS 5740.1 CHGE 2 for policy regarding ATM fees. See GSA Order OAS 5775.1A for policy regarding passport and visa fees.

5.2. Baggage Fees

The authorizing official may authorize the reimbursement of necessary baggage fees allowed in FTR § 301-12.2 incurred during official travel. Charges for checking baggage and charges or tips at transportation terminals for handling Government property carried by the traveler are authorized for GSA employees on official travel. Excess baggage fees will be reimbursed if the employee is transporting Government supplies or equipment and the expense has been authorized by the authorizing official.

5.3. Laundry Expenses

The authorizing official may authorize the reimbursement of laundry expenses, including cleaning and pressing of clothing, incurred while on official travel within CONUS when the employee is on official travel for a minimum of 4 consecutive nights. Separate claims for laundry and dry-cleaning expenses while on TDY in OCONUS locations are not allowed, as reimbursement for these expenses is already included in the non-foreign and foreign area per diem rates.

5.4. Official Telephone Calls and Communication Services

GSA employees should use Government provided services for official phone call communications. The authorizing official may authorize reimbursement for official phone calls and the use of hotel or other communication services (e.g., fax, internet) when required for official business and Government services are not available. The authorizing official may also authorize reimbursement for a brief daily phone call home, not to exceed $5 a day, if a Government phone is not available.

5.5. Lodging Taxes and Fees

Employees on official travel are required to pay lodging taxes and other mandatory fees unless exempted by the State or local jurisdiction. Exemptions vary by state. The GSA

Tax Information by State website provides information on the specific requirements of each state and applicable forms if needed. GSA employees are responsible for determining the tax-exempt status of the TDY location and completing any forms required prior to departing for TDY. In circumstances when a hotel refuses to honor the tax exemption, travelers will be reimbursed for hotel taxes.

5.6. Loss or Damage

Loss or damage to personal items that occurs when an employee is traveling on official business may not be reimbursed on a travel voucher. The employee may file a claim under the Military Personnel and Civilian Employees' Claims Act of 1964. For further information see GSA Order ADM 6200.3B, Claims for Loss of or Damage to Personal Property Incident to GSA Service.

6. Special Travel Situations

Personal Travel Combined with Official Travel

6.1. General

When an employee proceeds to a point away from the employee's official duty station on annual leave, the employee assumes the obligation of returning to the employee's official duty station at the employee's own expense. If, during such time away, an employee is directed to perform TDY at some point other than the place of leave, before returning to the official duty station, the Government is chargeable only with the round-trip travel cost between the place of leave and the TDY location. However, an employee who is authorized, prior to departure on leave, to travel to a TDY location and to return to the employee's official duty station, may be paid travel expenses not to exceed the cost of direct travel from the official duty station to the TDY location.

6.2. Ticketing Procedures when Combining Personal Travel with Official Travel

6.2.1. Departing/Returning to an Alternate Location or Indirect Travel

When employees combine personal and official travel, properly prepared travel authorizations help authorizing officials and employees determine when to charge for annual leave and which travel expenses to reimburse. Employees who combine personal travel with official travel will book reservations in the ETS and create an ETS authorization for their official travel from their official duty station to the TDY location. After the authorization is created, the traveler must contact the TMC to modify the official travel reservation(s) to accommodate the personal portion of the trip. Of note, employees cannot utilize contract city-pair fares to depart from or return to an alternate location (i.e., location other than their official duty station or residence) if the requirement for TDY travel is known before the personal travel begins. The TMC will charge any additional expense to the traveler's personal charge card. Once the TMC updates the travel reservation, the employee will submit the authorization for approval. The employee must ensure the personal days of travel are annotated on the new/amended authorization and any per diem entitlements are excluded on those days.

6.2.2. Leave/Personal Time in the TDY Location

When taking leave/personal time in the TDY location, employees will make transportation reservations (i.e., reserve contract city-pair fares) as if only traveling for TDY and ensure the ETS authorization reflects both the TDY and leave/personal days.

The employee must ensure any per diem or other TDY allowances are excluded on the leave/personal days when creating the authorization and vouchering.

Employee Emergency Travel Due to Illness, Injury or Personal Emergency

6.3. General

If a traveler discontinues or interrupts a TDY assignment before completing the trip due to an incapacitating illness or injury or a personal emergency situation, and the authorizing official determines the employee's situation warrants payment of employee emergency travel expenses, the official may authorize reimbursement of transportation and subsistence expenses in accordance with FTR Part 301-30. The authorizing official, on a case-by-case basis, may authorize emergency travel for death or serious illness/injury to members of the employee's and/or the spouse's or domestic partner's immediate family (see FTR § 300-1.1 for definition of immediate family).

6.4. Documentation and Evidence of Illness

The traveler will indicate on the travel voucher the type of leave and the number of days used. No other evidence is required with the travel voucher. The traveler will, however, provide the necessary evidence required under the time and attendance requirements.

6.5. Return to Official Duty Station or Home

When a traveler, due to an illness, injury, or personal emergency, returns to the traveler's official duty station before completing the TDY, the appropriate transportation and the en route per diem rate will be allowed. The return travel may be from the point where travel was interrupted or other point where the per diem allowance was continued. When the illness, injury, or personal emergency is resolved, the authorizing official may return the employee to the TDY location. The return will be considered as a new TDY assignment.

6.6. Travel to an Alternate Location and Return to TDY Location

When a traveler, with the authorization of the authorizing official, interrupts TDY due to an illness or injury and takes leave for travel to an alternate location to obtain medical services and returns to the TDY location, reimbursement will be allowed for the actual cost of travel from the point of interruption to the alternate location and return to the TDY site. The actual cost will be roundtrip transportation between the TDY location and the alternate location plus the roundtrip en route per diem. No per diem will be allowed

for the time at the alternate location. The nearest hospital or medical facility will not be considered an alternate location.

Other Special Travel Situations

6.7. Ordered to TDY While on Leave

6.7.1. TDY at Leave Location

An employee on leave away from the official duty station who receives orders to perform TDY at the leave location is entitled to per diem for the period of TDY and transportation expenses on the return trip which exceed those that the employee normally would have incurred if the TDY had not been required (e.g., the employee incurs fees to change the employee's airline ticket to accommodate the return travel home).

6.7.2. TDY at Other Than Leave Location

a. Authorized to Resume Leave Upon Completion of TDY. An employee on leave away from the official duty station who receives orders to perform TDY, including return to the official duty station, and is then authorized to resume leave upon completion of TDY is allowed per diem and transportation expenses from the place where the leave was interrupted to the place(s) of TDY (no per diem while at official duty station) and return to the place where leave was interrupted.

b. Directed to Return to Official Duty Station Upon Completion of TDY. An employee on leave away from the official duty station who receives orders to perform TDY at other than the leave location and is directed to return to the official duty station upon completion of the TDY, is allowed per diem and transportation expenses for the TDY performed. The employee will be reimbursed for allowable transportation expenses that exceed those which the employee normally would have incurred if the TDY had not been required (i.e., travel from the leave location to the TDY location, travel from the TDY location to the official duty station).

6.8. Travel from an Appropriate Alternative Worksite

When an employee performs official duties away from their official duty station and when not on TDY travel, the employee assumes the obligation of returning to the official duty station at the employee's own expense. If, during such time at the alternative worksite, an employee is required to perform TDY, the Government is responsible for the reimbursement of officially necessary expenses as described in Paragraph 6.7 above.

6.9. Acceptance of Travel Reimbursements from a Non-Federal Source

GSA may accept payment from a non-Federal source for travel-related expenses related to official travel to a meeting or similar function only when the acceptance of payment has been approved by the CASO and the Office of the General Counsel in advance of the scheduled travel in accordance with GSA Order OAS 5765.1A.

6.10. Pre-Employment Interview Trips

FTR Part 301-75 allows the payment of pre-employment interview travel expenses to all interviewees as determined necessary by the agency. Pre-employment interview travel may be paid to Government and non-Government individuals who are seeking employment with GSA. The payment of pre-employment interview travel expenses is discretionary within each office and is not an entitlement of prospective candidates for employment. A decision made in connection with one specific vacancy does not require the same decision in connection with future vacancies.

6.10.1. Eligibility

Candidates for positions with appointments exceeding a year may be authorized pre-employment interview travel. Interviewing offices may authorize an interview trip when determined necessary to assess a candidate's subject matter knowledge and abilities, and to better distinguish among all candidates. Pre-employment interview travel may also be authorized to interested qualified candidates when a labor shortage exists for the position, when a special salary rate or direct hire authority has been authorized for the position, or when a shortage of highly qualified candidates occurs for a specific vacancy, and in other instances deemed appropriate by the authorizing official. The following factors will be considered for authorizing pre-employment interview travel:

a. Authorizing officials will assure that pre-employment travel is cost effective, weighing the actual costs involved, the occupation and level of the position, whether the payment of interview expenses will have an impact on the subsequent selection and job offer, and any other pertinent factors;

b. Authorizing officials will limit payment to a reasonable number of the best-qualified, available candidates; and

c. Authorizing officials will use this tool equitably and in a manner that is consistent with statutory merit principles.

6.10.2. Authorization

a. Interviewing offices establish the criteria for determining which applicants will qualify for payment of pre-employment interview travel expenses and communicate the Government travel rules and procedures to the interviewee. An ETS travel authorization will be prepared and signed by the authorizing official within the interviewing office as indicated in Appendix B.

b. Offices will not authorize pre-employment interview travel expense reimbursement for the purpose of helping defray relocation expenses that are not allowable for a new appointee.

c. A Government-issued individual travel card may not be used for pre-employment interview travel. Also, an interviewee will not be issued a travel advance.

6.10.3. Allowable Expenses

Both per diem and transportation expenses will be paid for pre-employment interview travel. An interviewee is entitled to the same travel expenses as a Government employee traveling on official business would be entitled, with the exception of the expenses listed in FTR § 301-75.3. The interviewee is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business.

6.10.4. Obtaining Common Carrier Tickets

Common carrier tickets will be obtained from the TMC and charged to the CBA. Interviewees will not use cash or personal credit cards to purchase common carrier tickets. The TMC must purchase fully refundable contract city-pair fares only for all airfare. Purchase of restricted/non-refundable airfare tickets are not permitted for interview travel.

6.10.5. Preparation and Submission of Travel Vouchers

The interviewing office is responsible for the preparation of the interviewee's travel voucher. Under limited circumstances a GSA travel arranger may submit a travel voucher on behalf of a traveler when assigned permission to do so. However, before a travel arranger submits the traveler's voucher, the traveler or beneficiary will certify in writing that they have reviewed the voucher and the expenses claimed are true and correct to the best of the person's knowledge. The travel arranger will include this certification along with all supporting documentation with the travel voucher.

6.11. Invitational Travel

Invitational travel may be authorized for persons who are not employees of the Government when they are serving in a capacity that is related to or is in connection with official activities of GSA. Invitational travel may include a guest of an employee who is receiving an honor award. The guest must be an individual related by blood or affinity, whose close association with the employee is the equivalent of a family relationship. The authorizing official may authorize an attendant to accompany the award recipient when the recipient requires assistance because of a medical disability or special need. The travel reimbursement is intended to cover instances where the award recipient and the guest are both geographically distant from the site of the ceremony. Government employees that are not employed by GSA and are invited to travel in connection with official activities of GSA are treated as invitational travelers in the ETS.

6.11.1. Authorization

An ETS travel authorization will be prepared and signed by the authorizing official within the office sponsoring the invitational traveler. Individuals who are authorized invitational travel will be advised of and comply with the provisions and procedures as contained in the FTR and GSA policy.

6.11.2. Allowable Expenses

Both per diem and transportation expenses will be paid for invitational travel. The individual is entitled to the same travel expenses as a Government employee traveling on official business. Non-Federal travelers may not receive a travel advance. The invitational traveler is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business.

6.11.3. Obtaining Common Carrier Tickets

Common carrier tickets will be obtained from the TMC and charged to the CBA. Travelers will not use cash or personal credit cards to purchase tickets. The TMC must purchase fully refundable contract city-pair fares only for all airfare. Purchase of restricted/non-refundable airfare tickets are not permitted for invitational travel.

6.11.4. Preparation and Submission of Travel Vouchers

The requesting office is responsible for the preparation of the invitational travel voucher. Under limited circumstances a GSA travel arranger may submit a travel voucher on behalf of a traveler when assigned permission to do so. However, before a travel arranger submits the traveler’s voucher, the traveler or beneficiary will certify in writing that the person has reviewed the voucher and the expenses claimed are true

and correct to the best of their knowledge. The travel arranger will include this certification along with all supporting documentation with the travel voucher.

6.12. Additional Travel Expenses Incurred by Employees with Special Needs

Employees with a special physical need may be authorized additional travel expenses that are necessary when incurred in the performance of official travel in accordance with FTR Part 301-13. The use of other than coach-class accommodations must be authorized in writing by the HSSO (see Subparagraph 1.8.2 of this order) and the employee will attach documentation of the approval to the travel authorization in the ETS. See Paragraph 1.4 of this order regarding travel allowances for employees with special needs.

Appendix A: Glossary of Terms

Alternate Location – The place, other than the official duty station or place of interruption, where a traveler must travel for the necessary medical service or where a personal emergency exists. In the case of illness or injury of the traveler, the nearest hospital or medical facility, at the point of interruption or TDY location, where treatment is obtained will not be considered to be an alternate location.

Appropriate Alternative Worksite – A worksite other than the agency worksite, typically the employee's residence, that supports work and provides appropriate information technology (IT) connectivity and security precautions in support of the work.

Authorizing Official – The official delegated the authority to authorize travel for official business/sign the travel authorization.

Approving Official – The official delegated authority to sign the electronic voucher using the ETS or sign the SF 1038, Advance of Funds Application and Account, and the OF 1012, Travel Voucher.

Baggage – Government property and personal property of the traveler necessary for the purpose of the official travel.

Business-Class Accommodations – A class of accommodation offered by a common carrier that is lower than first class but higher than coach and premium economy, in cost and amenities.

Centrally Billed Account (CBA) – A CBA is a travel card account issued to an organization to purchase common carrier (airline, rail, ship, and bus) tickets and is used in lieu of issuing an OF 1169, Government Transportation Request for payment purposes. These accounts contain a unique prefix that identifies the account as a CBA for official Federal Government travel. This prefix also identifies the account as eligible for Government travel rates including city pair rates and tax exemption in some states.

Contract City-Pair Fare – Discounted commercial airfare provided by certified U.S. flag air carriers and contracted through GSA's City Pair Program available to Government employees traveling between certain domestic and international cities.

Coach-Class Accommodations – The basic class of common carrier accommodation that is normally the lowest fare.

Collision Damage Waiver (CDW) – An optional damage coverage available when renting a car that rental companies treat as a waiver of their right to make the renter pay for damage to the car.

Common Carrier – Private sector supplier of air, rail, bus, ship, or other transit system.

Continental United States (CONUS) – The 48 contiguous states and the District of Columbia. This area does not include Alaska or Hawaii.

E-Gov Travel Service (ETS) – The Government-contracted, end-to-end travel management service that automates and consolidates the Federal travel process in a self-service Web-centric environment, covering all aspects of official travel, including travel planning, authorization, reservations, ticketing, expense reimbursement, and travel management reporting. The ETS provides the services of a Federal travel management program as specified in FTR § 301-73.1.

Electronic Toll Collection (ETC) Pass – Device that can be mounted in vehicles to automatically pay tolls each time a vehicle passes through a toll booth. An ETC pass determines whether the cars passing are enrolled in the program, alerts enforcers for those that are not, and electronically debits the accounts of registered car owners without requiring them to stop.

First-Class Accommodations – The highest class of accommodation offered by a common carrier in terms of cost and amenities.

Foreign Area – Any area situated both outside CONUS and the non-foreign areas

Foreign Air Carrier – An air carrier who is not holding a certificate issued by the United States under 49 U.S.C. § 41102.

Fuel – The energy source needed to power a vehicle. Examples include, but are not limited to, petroleum, hydrogen, propane, and electricity.

Illness or Injury – That which prevents the employee from performing official duties and requires relief, treatment, medical attention, and/or hospitalization. It does not include prearranged or planned medical treatment or examinations.

Incapacitating Illness or Injury – An incapacitating illness or injury is one that occurs suddenly for reasons other than a traveler's own misconduct and which causes the employee to be unable to complete the assignment for a temporary or permanent period of time. The sudden illness or injury may be a recurrence of a previous condition which a traveler thought was cured or under control.

Incidental Expenses – Include fees and tips given to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses and others on ships, and hotel servants in foreign countries.

Indefinite Travel – TDY travel that will (or is expected to) last one year or more in a single location. Includes travel of a lesser-planned duration that is extended through a succession of additional travel orders or amendments to reach a year or more.

Innovative Mobility Technology Company (IMTC) – 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.

Invitational Travel – Authorized travel of individuals either not employed or employed intermittently by GSA as consultants or experts and paid on a daily when-actually-employed basis and individuals serving without pay or at $1 a year. These individuals are not considered to have a “permanent duty station” within the general meaning of the term; however, they may be allowed travel or transportation expenses while traveling on official business for the Government away from their homes or regular places of business and while at places of Government employment or service.

Lodgings-plus Per Diem System – The method of computing per diem allowances for official travel in which the per diem allowance for each travel day is established on the basis of the actual amount the traveler pays for lodging, plus an allowance for meals and incidental expenses (M&IE), the total of which does not exceed the applicable maximum per diem rate for the location concerned.

Meals and Incidental Expenses (M&IE) – Component of per diem allowance (also referred to as subsistence allowance), along with lodging expenses. Meals include expenses for breakfast, lunch, dinner and related tips and taxes. Incidental expenses include fees and tips given to porters, baggage carriers, hotel staff, and staff on ships.

Non-contract Fares – Airfare that is offered by a non-contract air carrier or otherwise not awarded as a city-pair through GSA’s City Pair Program.

Non-foreign Area – The states of Alaska and Hawaii, the Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, the U.S. Virgin Islands, and the territories and possessions of the United States.

Official Travel – Travel under an official travel authorization from an employee’s official duty station or other authorized point of departure to a TDY location and return from a TDY location, between multiple TDY locations, or relocation at the direction of a Federal agency.

Official Worksite/Duty Station – The location where the employee regularly performs their official work duties. See the definition of "Official Worksite/Duty Station" in GSA Order ADM 6040.1A, GSA Telework Policy.

Other than Coach-Class Accommodations – Any class of accommodations above coach class. It includes first-class, business-class, and premium economy class accommodations.

Premium Economy-Class Accommodations – A class of airline accommodation that is lower than both first class and business class, but higher than coach class in terms of cost and amenities. Airlines are constantly updating their offerings; however, for the purposes of the FTR, premium economy class is considered a separate, higher class of accommodation from coach class and is not considered a coach class seating upgrade.

Privately Owned Vehicle (POV) – Any vehicle such as an automobile, motorcycle, aircraft, or boat operated by an individual that is not owned or leased by a Government agency, and is not commercially leased or rented by an employee under a Government rental agreement for use in connection with official Government business.

Serious Illness or Injury of a Family Member – A grave, critical or potentially life-threatening illness or injury, or other less serious illness or injury for which the absence of the traveler would cause personal hardship for the family.

Special Conveyance – Commercially rented or hired vehicles other than a privately owned vehicle and other than those owned or under contract to an agency.

Transit System – A form of transportation (e.g., air, rail, bus, ship, etc.) used between authorized locations in the performance of official travel.

Transportation Network Company (TNC) – 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 does not include a shared-expense carpool or vanpool arrangement that is not intended to generate profit for the driver.

Temporary Duty (TDY) Location – A place away from an employee's official duty station where the employee is authorized to travel.

Travel Authorization (a.k.a. Orders) – Written permission to travel on official business. The ETS uses the term "travel request" to refer to a travel authorization. GSA utilizes following types of travel authorizations:

Limited open. An authorization allowing an employee to travel on official business without further authorization under certain specific conditions, i.e., travel to a specific geographic area(s) for specific purpose(s), subject to trip cost ceilings, or for specific periods of time. For example, GSA employees can utilize the Form 87 for official travel with no travel expenses (i.e., day trips using Government-furnished automobiles).

Trip-by-trip. An authorization allowing an individual or group of individuals to take specific official business trips, which must include specific purpose, itinerary, and estimated costs.

Travel Management Center (TMC) – The agency's contracted travel agent providing a full range of reservation and ticketing services, including booking common carrier (e.g., air, rail, and bus confirmations and seat assignments), lodging accommodations, and car rental services; fulfilling (i.e., ticketing) reservations; providing basic management information on those activities; and meeting other requirements of a travel management program, as listed in FTR § 301-73.1.

Travel Voucher – A written request, supported by documentation and receipts where applicable, for reimbursement of expenses incurred in the performance of official travel. The ETS uses the term "expense report" to refer to a travel voucher.

United States – The 50 states, the District of Columbia, and the territories and possessions of the United States (49 U.S.C. § 40102).

U.S. Flag Air Carrier – An air carrier holding a certificate under 49 U.S.C. § 41102. Foreign air carriers operating under permits are excluded.

Appendix B: Delegations of Authority

Authority to:	Granted to:	Authority may be redelegated:
Authorize and approve travel and use of other than coach-class accommodations and coach class seating upgrades for the Administrator	Designees in the Office of the Administrator	No
Authorize and approve travel and use of other than coach-class accommodations and coach class seating upgrades for Regional Administrators	Administrator or designees in the Office of the Administrator	No
Authorize and approve travel and use of other than coach-class accommodations and coach class seating upgrades for HSSOs	Administrator or designees in the Office of the Administrator	No
Authorize travel within the United States and its territories	Manager/Supervisor	May be delegated at equivalent level or higher
Authorize travel to foreign destinations (for employees stationed in the United States)	CASO	No (see Note 1 below)
Authorize travel to foreign destinations (for employees stationed outside the United States)	Manager/Supervisor	May be delegated at equivalent level or higher
Authorize return travel to the United States for employees stationed outside the United States	Manager/Supervisor	May be delegated at equivalent level or higher
Authorize travel to attend a conference	HSSO	May be delegated to Deputy or Chief of Staff (see Note 2 below)
Authorize use of other than coach-class accommodations (see Subparagraph 1.8.2) and coach class seating upgrades	HSSO	No
Authorize travel by ship	CASO	No
Authorize travel by a foreign air carrier	CASO	No
Authorize actual lodging expenses up to 300 percent	HSSO	May be delegated no lower than Division Director or equivalent level
Authorize individual exemptions on mandatory use of the ETS	CASO	No
Authorize exemptions on mandatory use of the Government travel card	CASO	No
Approve authorized expenses claimed on a travel voucher	Manager/Supervisor	May be delegated at equivalent level or higher
Authorize an SF 1038 travel advance	Manager/Supervisor	May be delegated at equivalent level or higher

Note 1: HSSO review of international conference attendee requests may be delegated to the respective Deputy or Chief of Staff. (There is no further delegation.)

Note 2: FAS and PBS conference (attendee) requests for domestic conferences with costs under $2,500 can be further delegated to Associate Commissioners. There is no further delegation. (See GSA Order OAS 5785.1E.)