



U.S. General Services Administration



# Federal Travel Regulation Overview

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# Agenda

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- Travel and Relocation Policy Division
- GSA Authority – Statutory / Regulatory law
- Agency Responsibility
- Transportation topics – GOV and POV regulations
- New policy on premium economy class air seats

# Travel Policy Mission

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- Ensure Federal agencies spend travel dollars wisely, efficiently, and effectively while accomplishing their missions
- Committed to ensuring that government travel policy follows all relevant laws, while applying innovative technology and implementing industry best practices
- Federal Government is among the largest travel purchasers in the world with over 4.5M civilians & military employees
- Approximately \$11.5 billion (pre-COVID), \$7 billion (post-COVID) per year in travel spending

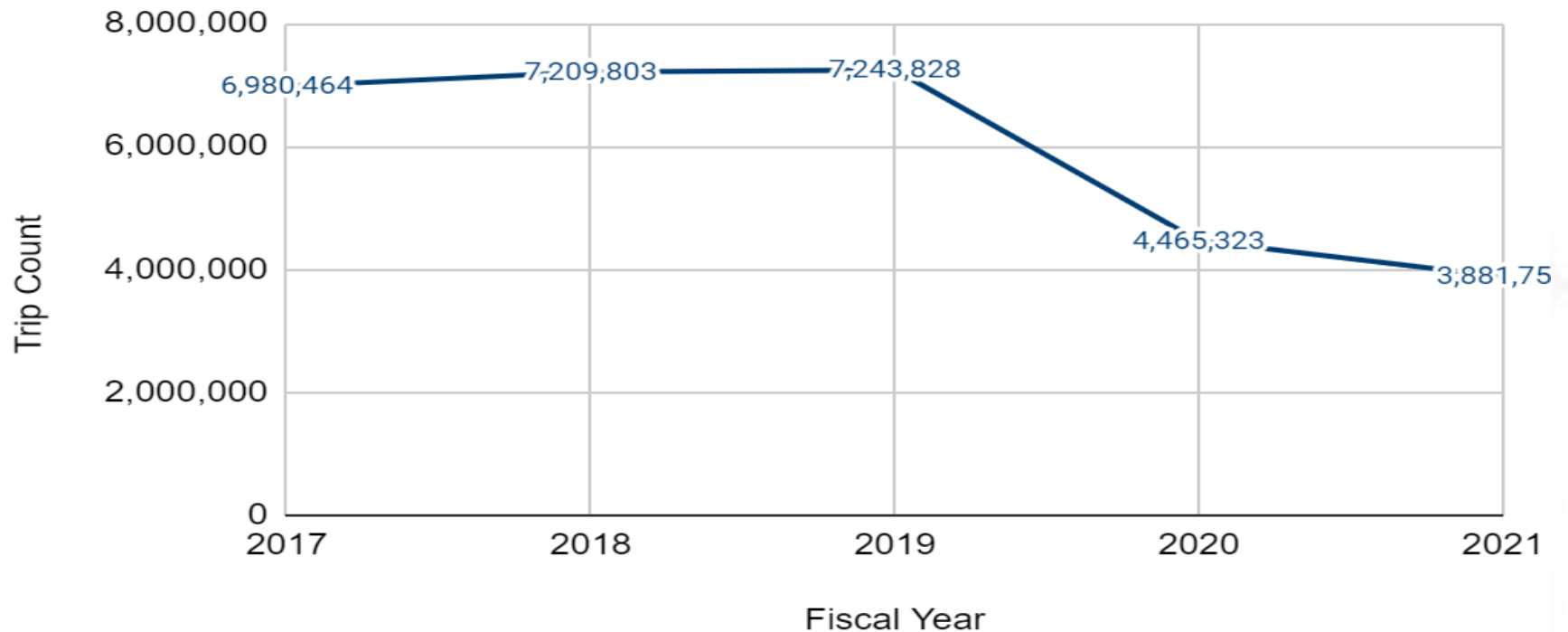
# Travel Policy: What We Do

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- Set annual lodging/meals per diem rates & POV mileage rates
- Continuously evaluate travel & relocation policies
- Examine new technologies and automated systems
- Review data from Senior Federal / Premium Class Travel Reports and Travel and Relocation Information Profile (TRIP) reports
- Analyze the impact of current and proposed regulations, laws, executive orders, and international agreements
- Educate and train federal travel and relocation professionals

# Tracking Travel

## Governmentwide Trips



Source: <https://d2d.gsa.gov/report/business-travel-and-relocation-dashboard>

# Travel Authorities

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- **United States Code (U.S.C.)**
  - Title 5, Government Organization and Employees
  - Chapter 57 – Travel, Transportation and Subsistence
  - §5707 & §5738 - “The Administrator of General Services shall prescribe regulations necessary for the administration of this subchapter ...”
- **Code of Federal Regulations (CFR)**
  - Contains rules and regulations of Federal agencies in a codified format similar to the U.S.C., which codifies laws enacted by Congress
  - 41 CFR – Public Contracts and Property Management
  - Federal Travel Regulation (FTR) Chapters 300-304

# FTR Overview

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- Chapter 300 - General
- Chapter 301 - Temporary Duty (TDY) Travel Allowances
- Chapter 302 - Relocation Allowances
- Chapter 303 – Payment Connected With the Death of Certain Employees
- Chapter 304 – Payment of Travel Expenses from a Non-Federal Source

# Transportation Expenses

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## Transportation methods (§301-10)

Agencies may authorize the use of:

- Common carrier transportation: airline, train, ship, bus
- Government vehicle (GOV)
- Privately owned vehicle (POV)
- Special conveyance: taxi, rental car, Transportation Network Companies (TNC's)



# Use of a GOV

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## § 301-10.201 For what purposes may I use a Government vehicle other than a Government aircraft?

Only for official purposes which include transportation:

- (a) Between places of official business;
- (b) Between such places and places of temporary lodging when public transportation is unavailable or its use is impractical;
- (c) Between either paragraph (a) or (b) of this section and restaurants, drug stores, barber shops, places of worship, cleaning establishments, and similar places necessary for the sustenance, comfort, or health of the employee to foster the continued efficient performance of Government business; or
- (d) As otherwise authorized by your agency under [31 U.S.C. 1344](#).

# Use of a POV

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## **§ 301-10.300 When may I use a POV for official travel?**

When authorized by your agency.

## **§ 301-10.301 How do I compute my mileage reimbursement?**

You compute mileage reimbursement by multiplying the distance traveled, determined under § 301-10.302 of this subpart by the applicable mileage rate.

# Use of a POV (Part 2)

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## § 301-10.304 What expenses are allowable in addition to the POV mileage rate allowances?

### Reimbursable:

Parking fees; ferry fees; bridge, road, and tunnel fees; and aircraft or airplane parking, landing, and tie-down fees

### Not reimbursable:

Charges for repairs, depreciation, replacements, grease, oil, antifreeze, towage and similar speculative expenses, fuel, insurance, state and Federal taxes.

# Use of a POV (Part 3)

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## **§ 301-10.305 How is reimbursement handled if another person(s) travels in a POV with me?**

If another employee(s) travels with you on the same trip in the same POV, mileage is payable to only one of you. No deduction will be made from your mileage allowance if other passengers contribute to defraying your expenses.

# Use of a POV (cont.)

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**§ 301-10.308 What will I be reimbursed if I park my POV at a common carrier terminal while I am away from my official station?**

Your agency may reimburse your parking fee as an allowable transportation expense not to exceed the cost of one of the following to/from the terminal as determined by your agency:

- (a) The cost of a taxi.
- (b) The cost of a TNC fare.
- (c) The cost of using an innovative mobility technology company.

# Mileage Rate

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## **§ 301-10.310 What will I be reimbursed if I am authorized to use a Government-furnished automobile and I use a privately owned automobile instead?**

You will be reimbursed based on a constructive mileage rate limited to the cost that would be incurred for use of a Government-furnished automobile. This rate will be published in an FTR bulletin available at <https://www.gsa.gov/ftrbulletins>. If your agency determines the cost of providing a Government-furnished automobile would be higher because of unusual circumstances, it may allow reimbursement not to exceed the mileage rate for a privately owned automobile. In addition, you may be reimbursed other allowable expenses as provided in § 301-10.304.

# Official Station

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The official station of an employee is the area defined by the agency includes where the employee regularly performs their duties.

The area may be a mileage radius around a particular point, a geographic boundary, or any other definite domain, provided no part of the area is more than 50 miles from where the employee regularly performs his or her duties

Agencies should issue “Local Travel Policy” to provide guidance on the reimbursement of transportation expenses incurred on official business within the local area of an employee’s official station.

# Premium Economy Class Seating

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“Common Carrier” rule effective Oct. 12, 2022.

Establishes management controls for use of premium economy class airline seating. Among others, may be authorized when travel exceeds eight (8) hours and is to, from, or between OCONUS locations.

Rest period of more than 24 hours may be authorized in limited circumstances (e.g., no available flights).

“Smoking” seating exception removed from FTR.

New/updated definitions for coach class, other than coach class (which includes first, business, and premium economy class), contract City Pair Program, scheduled flight time, usually traveled route



# Choices and Consequences

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## **Route of Travel (§301-10.7)**

You must travel to your destination by the usually traveled route unless your agency authorizes or approves a different route as officially necessary.

## **Liability (§301-10.8)**

If you do not travel by the method of transportation required by your agency, any additional expenses will be borne by you.

# Not paying for this...

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- Damage to rental car while not using for official business
- Mechanical repairs for using a POV, GOV, or rental car
- Locksmith charges for locking keys in motor vehicle
- Car wash - to cleanse snow removal corrosive chemicals
- Traffic violations – parking / speeding / towing
- Hotel/meals for personal travel due to weather delays
- Child care, elder care, pet care expenses
- Medical expenses

# Resources

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## Websites

FTR - <https://www.ecfr.gov/current/title-41/subtitle-F>

FTR Bulletins - <https://gsa.gov/ftrbulletins>

City-pair awards - <https://www.gsa.gov/citypairs>

Per diem - <https://gsa.gov/perdiem>

POV mileage - <https://gsa.gov/mileage>

## Contacts – GSA

E-mail – [travelpolicy@gsa.gov](mailto:travelpolicy@gsa.gov)

