

FedFleet 2025



The Federal Travel Regulation and Temporary Duty Travel

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Today's Topics

- Travel and Relocation Policy Division.
- GSA Authority - Statutory / Regulatory law.
- Agency Responsibility.
- Transportation topics - GOV and POV regulations.

Office of Government-wide Policy (OGP): Who We Are

Office of Asset and Transportation Management

- Motor Vehicle Policy (FedFleet!).
- Travel, Relocation, Mail and Transportation Policy.
- Personal Property Policy.
- Aviation Policy.
- Real Property Policy.
- Committee Management Secretariat.

OGP: Travel Policy Mission

- OGP ensures that Federal agencies spend travel dollars wisely, efficiently, and effectively while accomplishing their missions.
- OGP is 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 \$12 billion per year in travel spending .

Travel Policy: What We Do

Our office:

- Sets annual Per Diem rates (lodging & M&IE) & POV mileage rates.
- Continuously evaluates travel & relocation policies.
- Examines new technologies and automated systems.
- Reviews data from Senior Federal; First Class/Business Class Travel Reports and Travel and Relocation Information Profile (TRIP) reports.
- Analyzes the impact of current and proposed regulations, laws, executive orders, and international agreements.
- Educates and trains federal travel and relocation professionals.

Travel Authorities

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 the rules and regulations of Federal agencies in a codified format similar to the U.S. Code, which codifies laws enacted by Congress
- 41 CFR – Public Contracts and Property Management
- Federal Travel Regulation (FTR) Chapters 300 -304

Federal Travel Regulation Chapters

- 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

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

*If you would like a copy of this presentation, email
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Transportation Methods

Transportation methods (§301-10.3)

Agencies may authorize the following methods of transportation; however, the agency must select the method that is the most cost advantageous to the government:

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

Presumed most cost advantageous method of transportation; in order of precedence (§301-10.5):

- Common carrier; GOV; Special conveyance; POV

Liability when not using authorized method of transportation (§301-10.6)

- If you do not travel by the method of transportation required by regulation or authorized by your agency, any additional expenses you incur which exceed the cost of the authorized method of transportation will be borne by you.

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 when not travelling via most direct route (§301-10.8)

- Your reimbursement will be limited to the cost of travel by a direct route or on an uninterrupted basis. You will be responsible for any additional costs.

How Can I Use a GOV

§ 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](#).

When Can I Use a POV

§ 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.

POVs (continued)

§ 301 - 10.303 What am I reimbursed when use of POV is determined by my agency to be advantageous to the Government?

- You will be reimbursed an applicable mileage rate based on the type of POV you actually use (privately owned airplane, privately owned automobile, privately owned motorcycle). These rates will be published in an FTR bulletin and are also displayed on GSA's Web site (<https://www.gsa.gov/mileage>).

POVs (continued)

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

Reimbursable expenses in addition to mileage allowance:

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

Non-reimbursable expenses that are included in the mileage allowance:

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

POVs (continued)

§ 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.

POVs (continued)

§ 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 - GOV or POV

§ 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 - Where is it?

The official station of an employee is the area defined by the agency that 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

Note: 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. **GSA does not write policy for local travel.**

Things that are not reimbursed

- Damages 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

References and Contact Information

Web sites

FTR - www.gsa.gov/fttr

FAR - <https://www.acquisition.gov/>

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

Per diem - [gsa.gov/perdiem](http://www.gsa.gov/perdiem)

Contacts – GSA

E-mail – Travelpolicy@gsa.gov

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Thank you!