

Federal Travel and Ethics

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Use of Frequent Flyer Benefits

Section 1116 of Public Law 107-107 (the National Defense Authorization Act of 2002) permits personal use of promotional items earned on official travel.



Promotional Items –cont'd

Includes frequent flyer miles, upgrades, access to airline clubs or facilities.

Applies to employees, family members and dependents who receive promotional items while traveling for the Government.

Includes all promotional items received before, on or after enactment of the new law.

Promotional Items- cont'd

Applicable to promotional items obtained whether travel is at the expense of the Government or accepted from a non-Federal source.

Applies to all promotional items obtained while on official travel- including airlines, hotels and car rental companies.

Premium/First Class Travel

First Class and Premium Class Less than First Class (Business Class) Airline Accommodations can only be used in specified, limited circumstances.



First Class Travel

- a. No coach class or premium class reasonably available within 24 hrs
- b. Accommodate a disability or special need
- c. Exceptional security requirements
- d. Required for agency mission

Premium Class Travel *(Business Class)*

- a. Regularly scheduled flights provide only premium class
- b. No coach space available in time to accomplish mission
- c. Accommodate a disability or special need
- d. Exceptional security requirements

Premium Class Travel (cont)

- e. Inadequate sanitation or health standards in coach
- f. Results in overall cost savings
- g. Frequent flyer redemption in accordance with agency policy
- h. Non-federal source pays costs
- i. Flight time > 14 hours
- j. Required for agency mission

Denied Boarding Compensation

- (a) Involuntary Bumping
- (b) Voluntarily Vacating an Airline Seat



Payment of Travel From Non-Federal Sources

- (a) 31 U.S.C. § 1353 authorizes Federal agencies to accept payment of travel expenses for employees to attend meetings and similar functions.
- (b) Federal Travel Regulation Part 304-1 implements this authority.

Mandatory use of the Travel Charge Card

- (a) Public Law 105-264, January 27, 1998 mandates the use of a government furnished travel charge card.
- (b) Implementing regulations are published in the Federal Register July 16, 1999.
- (c) FTR Part 301-52, Effective May 1, 2000

Prompt Reimbursement of Travel Expenses

Public Law 105-264 mandates reimbursement of travel expenses by agencies to employees within 30 days.



Employees Who Fail To Pay Charge Card Bills

Public Law 105-264 permits your agency to offset amounts owed to the travel card company from employees' salaries.



Conferences

FTR Part 301-74

Increased Per Diem Rates for attendance at conferences

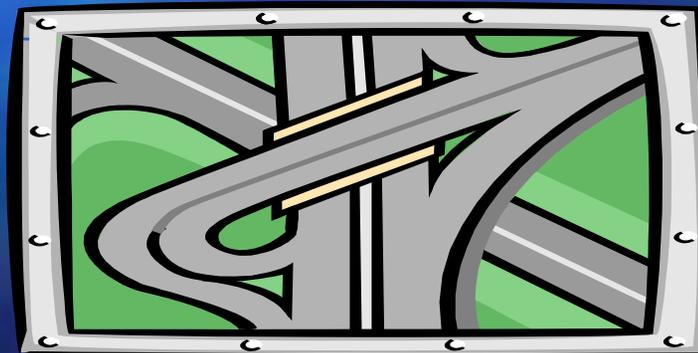
Light Refreshments



Routing of Travel

FTR section 301-10.7

Travel by the usually traveled route unless your agency authorizes a different route as officially necessary.



Use of Airline City-Pair Contracts

- (a) Seat not available in time to accomplish mission or would require additional per diem.
- (b) Agency policy to travel during normal working hours.
- (c) Lower fare on non-contract carrier available to the general public.
- (d) Use of Amtrak
- (e) Smoking flight

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