

## Contractor Travel Reimbursement Guidelines

Code of Federal Regulations Title 41, Volume 4, July 1, 2017 contains regulations governing Public Contracts and Property Management and may also be referenced as: - Code of Federal Regulations Title 41, Volume 4, July 1, 2017 - CFR Title 41 - CFR 41, Public Contracts and Property Management - CFR 41, Chapter 201 to End, Public Contracts and Property Management This volume contains Chapter 201 to End: - Part 300; 1-THE FEDERAL TRAVEL REGULATION (FTR) - Part 300; 2-HOW TO USE THE FTR - Part 300; 3-GLOSSARY OF TERMS - Part 300; 70-AGENCY REPORTING REQUIREMENTS - Part 300; 80-RELOCATION EXPENSES TEST PROGRAMS - Part 300; 90-TELEWORK TRAVEL EXPENSES TEST PROGRAMS - Parts 300-91-300-99; Reserved - Part 301; 1-APPLICABILITY - Part 301; 2-GENERAL RULES - Part 301; 10-TRANSPORTATION EXPENSES - Part 301; 11-PER DIEM EXPENSES - Part 301; 12-MISCELLANEOUS EXPENSES - Part 301; 13-TRAVEL OF AN EMPLOYEE WITH SPECIAL NEEDS - Part 301; 30-EMERGENCY TRAVEL - Part 301; 31-THREATENED LAW ENFORCEMENT/INVESTIGATIVE EMPLOYEES - Part 301; 50-ARRANGING FOR TRAVEL SERVICES - Part 301; 51-PAYING TRAVEL EXPENSES - Part 301; 52-CLAIMING REIMBURSEMENT - Part 301; 53-USING PROMOTIONAL MATERIALS AND FREQUENT TRAVELER PROGRAMS - Part 301; 54-COLLECTION OF UNDISPUTED DELINQUENT AMOUNTS OWED TO THE CONTRACTOR ISSUING THE INDIVIDUALLY BILLED TRAVEL CHARGE CARD - Part 301; 70-INTERNAL POLICY AND PROCEDURE REQUIREMENTS - Part 301; 71-AGENCY TRAVEL ACCOUNTABILITY REQUIREMENTS - Part 301; 72-AGENCY RESPONSIBILITIES RELATED TO COMMON CARRIER TRANSPORTATION - Part 301; 73-TRAVEL PROGRAMS - Part 301; 74-CONFERENCE PLANNING - Part 301; 75-PRE-EMPLOYMENT INTERVIEW TRAVEL - Part 301; 76-COLLECTION OF UNDISPUTED DELINQUENT AMOUNTS OWED TO THE CONTRACTOR ISSUING THE INDIVIDUALLY BILLED TRAVEL CHARGE CARD - Parts 301-77-301-99; Reserved - Part 302; 1-GENERAL RULES - Part 302; 2-EMPLOYEES ELIGIBILITY REQUIREMENTS - Part 302; 3-RELOCATION ALLOWANCE BY SPECIFIC TYPE - Part 302; 4-ALLOWANCES FOR SUBSISTENCE AND TRANSPORTATION - Part 302; 5-ALLOWANCE FOR HOUSEHUNTING TRIP EXPENSES - Part 302; 6-ALLOWANCE FOR TEMPORARY QUARTERS SUBSISTENCE EXPENSES - Part 302; 7-TRANSPORTATION AND TEMPORARY STORAGE OF HOUSEHOLD GOODS, PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT, (PBP&E) AND BAGGAGE ALLOWANCE - Part 302; 8-ALLOWANCES FOR EXTENDED STORAGE OF HOUSEHOLD GOODS (HHG) - Part 302; 9-ALLOWANCES FOR TRANSPORTATION AND EMERGENCY OR TEMPORARY STORAGE OF A PRIVATELY OWNED VEHICLE - Part 302; 10-ALLOWANCES FOR TRANSPORTATION OF MOBILE HOMES AND BOATS USED AS A PRIMARY RESIDENCE - Part 302; 11-ALLOWANCES FOR EXPENSES INCURRED IN CONNECTION WITH RESIDENCE TRANSACTIONS - Part 302; 12-USE OF A RELOCATION SERVICES COMPANY - Part 302; 14-HOME MARKETING INCENTIVE PAYMENTS - Part 302; 15-ALLOWANCE FOR PROPERTY MANAGEMENT SERVICES - Part 302; 16-ALLOWANCE FOR MISCELLANEOUS EXPENSES - Part 302; 17-TAXES ON RELOCATION EXPENSES - Parts

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302-18-302-99; Reserved - Parts 303-1-303-69; Reserved - Part 303; 70-AGENCY REQUIREMENTS FOR PAYMENT OF EXPENSES CONNECTED WITH THE DEATH OF CERTAIN EMPLOYEES AND FAMILY MEMBERS - Parts 303-71-303-99; Reserved - Part 304; 1-AUTHORITY - Part 304; 2-DEFINITIONS - Part 304; 3-EMPLOYEE RESPONSIBILITY - Part 304; 4-AUTHORITY - Part 304; 5-AGENCY RESPONSIBILITIES - Part 304; 6-PAYMENT GUIDELINES - Part 304; 7-AUTHORITY/APPLICABILITY - Part 304; 8-DEFINITIONS - Part 304; 9-CONTRIBUTIONS AND AWARDS - Parts 304-10-304-99; Reserved

41 CFR Parts 201- End covers the Federal travel regulation system. In this volume, you will find rules, processes, procedures, and regulations relating to the Federal travel regulation system including how to use, glossary of terms, agency requirements, temporary duty travel (TDY), transportation expenses, per diem expenses, emergency travel, conference planning and travel, and more. Federal employees approved for travel as well as agents that arrange Federal employee and officer travel schedules, including conference planning, and pre-employment interview travel arrangements may be interested in this volume. Code of Federal Regulations Title 41, Volume 4, July 1, 2015 Containing parts Chapter 201 to End Part 300; 1-THE FEDERAL TRAVEL REGULATION (FTR) Part 300; 2-HOW TO USE THE FTR Part 300; 3-GLOSSARY OF TERMS Part 300; 70-AGENCY REPORTING REQUIREMENTS Part 300; 80-RELOCATION EXPENSES TEST PROGRAMS Part 300; 90-TELEWORK TRAVEL EXPENSES TEST PROGRAMS Parts 300-91-300-99; Reserved Part 301; 1-APPLICABILITY Part 301; 2-GENERAL RULES Part 301; 10-TRANSPORTATION EXPENSES Part 301; 11-PER DIEM EXPENSES Part 301; 12-MISCELLANEOUS EXPENSES Part 301; 13-TRAVEL OF AN EMPLOYEE WITH SPECIAL NEEDS Part 301; 30-EMERGENCY TRAVEL Part 301; 31-THREATENED LAW ENFORCEMENT/INVESTIGATIVE EMPLOYEES Part 301; 50-ARRANGING FOR TRAVEL SERVICES Part 301; 51-PAYING TRAVEL EXPENSES Part 301; 52-CLAIMING REIMBURSEMENT Part 301; 53-USING PROMOTIONAL MATERIALS AND FREQUENT TRAVELER PROGRAMS Part 301; 54-COLLECTION OF UNDISPUTED DELINQUENT AMOUNTS OWED TO THE CONTRACTOR ISSUING THE INDIVIDUALLY BILLED TRAVEL CHARGE CARD Part 301; 70-INTERNAL POLICY AND PROCEDURE REQUIREMENTS Part 301; 71-AGENCY TRAVEL ACCOUNTABILITY REQUIREMENTS Part 301; 72-AGENCY RESPONSIBILITIES RELATED TO COMMON CARRIER TRANSPORTATION Part 301; 73-TRAVEL PROGRAMS Part 301; 74-CONFERENCE PLANNING Part 301; 75-PRE-EMPLOYMENT INTERVIEW TRAVEL Part 301; 76-COLLECTION OF UNDISPUTED DELINQUENT AMOUNTS OWED TO THE CONTRACTOR ISSUING THE INDIVIDUALLY BILLED TRAVEL CHARGE CARD Parts 301-77-301-99; Reserved Part 302; 1-GENERAL RULES Part 302; 2-EMPLOYEES ELIGIBILITY REQUIREMENTS Part 302; 3-RELOCATION ALLOWANCE BY SPECIFIC TYPE Part 302; 4-ALLOWANCES FOR SUBSISTENCE AND TRANSPORTATION Part 302; 5-ALLOWANCE FOR HOUSEHUNTING TRIP EXPENSES Part 302; 6-ALLOWANCE FOR TEMPORARY QUARTERS SUBSISTENCE EXPENSES Part 302; 7-TRANSPORTATION AND TEMPORARY STORAGE OF HOUSEHOLD GOODS, PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT, (PBP&E) AND BAGGAGE ALLOWANCE Part 302; 8-ALLOWANCES FOR EXTENDED STORAGE OF

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HOUSEHOLD GOODS (HHG) Part 302; 9-ALLOWANCES FOR TRANSPORTATION AND EMERGENCY OR TEMPORARY STORAGE OF A PRIVATELY OWNED VEHICLE Part 302; 10-ALLOWANCES FOR TRANSPORTATION OF MOBILE HOMES AND BOATS USED AS A PRIMARY RESIDENCE Part 302; 11-ALLOWANCES FOR EXPENSES INCURRED IN CONNECTION WITH RESIDENCE TRANSACTIONS Part 302; 12-USE OF A RELOCATION SERVICES COMPANY Part 302; 14-HOME MARKETING INCENTIVE PAYMENTS Part 302; 15-ALLOWANCE FOR PROPERTY MANAGEMENT SERVICES Part 302; 16-ALLOWANCE FOR MISCELLANEOUS EXPENSES Part 302; 17-TAXES ON RELOCATION EXPENSES Parts 302-18-302-99; Reserved Parts 303-1-303-69; Reserved Part 303; 70-AGENCY REQUIREMENTS FOR PAYMENT OF EXPENSES CONNECTED WITH THE DEATH OF CERTAIN EMPLOYEES AND FAMILY MEMBERS Parts 303-71-303-99; Reserved Part 304; 1-AUTHORITY Part 304; 2-DEFINITIONS Part 304; 3-EMPLOYEE RESPONSIBILITY Part 304; 4-AUTHORITY Part 304; 5-AGENCY RESPONSIBILITIES Part 304; 6-PAYMENT GUIDELINES Part 304; 7-AUTHORITY/APPLICABILITY Part 304; 8-DEFINITIONS Part 304; 9-CONTRIBUTIONS AND AWARDS Parts 304-10-304-99; Reserved

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