

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY
Chapter 301—Travel Allowances

PART 301-2—GENERAL RULES

Sec.

301-2.1	What is the purpose for the allowances provided in this chapter?	
301-2.2	What travel expenses may FAA pay?	
301-2.3	What standard of care must I use in incurring travel expenses?	
301-2.4	Who is responsible for excess costs and additional expenses?	
301-2.5	Must I be authorized to travel?	
301-2.6	Who must sign a general authorization?	
301-2.7	What travel expenses require specific authorization?	
301-2.8	Who must sign my specific authorization?	
301-2.9	Is there any instance when FAA may approve payment of travel expenses without a written authorization?	
§ 301-2.1	What is the purpose for the allowances provided in this chapter?	To reasonably reimburse an employee for additional expenses incurred as a result of performing temporary duty travel for FAA. The allowances are not intended to provide payment for personal expenses that the employee would incur as a result of usual activities at his/her official station (e.g., normal commuting costs or normal subsistence expenses the official station).
§ 301-2.2	What travel expenses may FAA pay?	FAA may pay only those expenses essential to the transaction of official business. Such expenses include: (a) Transportation expenses as provided in part 301-10 of this chapter; (b) Subsistence expenses as provided in part 301-11 of this chapter; (c) Miscellaneous expenses as provided in part 301-12 of this chapter; and (d) Travel expenses of an employee with a disability as provided in part 302-13 of this chapter.
§ 301-2.3	What standard of care must I use in incurring travel expenses?	You must exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business.
§ 301-2.4	Who is responsible for excess costs and additional expenses?	You are responsible for excess costs and any additional expenses that you incur for personal preference or convenience. FAA will not pay for excess costs resulting from circuitous routes, delays, or luxury accommodations or services unnecessary or unjustified in the performance of official business.
§ 301-2.5	Must I be authorized to travel?	You must have a written general authorization to travel before you incur any travel expenses, unless your travel is 50 miles or less away from your official station and does not require lodging at Government expense. In addition, you must have a written specific authorization for each trip (except as provided in § 301-2.6 of this part) before you may be paid for travel expenses that require such authorization.

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY
Chapter 301—Travel Allowances

- § 301-2.6** **Who must sign a general authorization?** One of the following must sign:
- (a) The Administrator;
 - (b) The Deputy Administrator;
 - (c) The Associate and Assistant Administrators, although each Associate or Assistant Administrator may redelegate this authority to:
 - (1) His/her deputy;
 - (2) Heads of offices and services;
 - (3) Division managers and his/her deputy;
 - (4) Branch managers;
 - (5) Supervisory staff;
 - (6) Non-supervisory team leaders who have knowledge of the employee's travel and are accountable for the expenditure of travel funds;
 - (7) In the case of the Aviation Standards National Field Office (AVN) to branch managers, and managers of field offices reporting to AVN; and/or
 - (8) In the case of the Office of Communications, Navigation, and Surveillance Systems (AND) to Integrated Product Team Leads and Product Leads;
 - (d) The Chief Counsel (although the Chief Counsel may redelegate this authority to his/her deputy and Assistant Chief Counsels);
 - (e) Regional Administrators (although regional administrators may redelegate this authority to his/her deputy, branch managers, and/or other appropriate high-level officials in regional field offices); or
 - (f) Center Directors (although Center Directors may redelegate this authority to his/her deputy and/or branch managers).
- § 301-2.7** **What travel expenses require specific authorization?** You must have a specific authorization for:
- (a) Use of premium-class service on common carrier transportation;
 - (b) Use of a foreign flag carrier;
 - (c) Use of reduced fares for group or charter arrangements;
 - (d) Use of cash to pay for common carrier transportation;

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY
Chapter 301—Travel Allowances

- (e) Use of extra-fare train service;
- (f) Travel by vessel;
- (g) Use of a commercial rental automobile;
- (h) Use of a Government aircraft;
- (i) Payment of a fixed (reduced) rate of per diem for subsistence expenses;
- (j) Payment of Actual Subsistence Expense Allowance (ASEA);
- (k) Payment of an allowance for subsistence expenses for a temporary duty assignment lasting more than 1 year;
- (l) Travel expenses related to emergency travel;
- (m) Transportation expenses related to threatened law enforcement/investigative employees;
- (n) Travel expenses related to travel to a foreign area;
- (o) Acceptance of payment from a non-Federal source for travel expenses;
- (p) Travel expenses related to attendance at a conference; and
- (r) Travel expenses related to travel by an invitational traveler.

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 301—Travel Allowances

§ 301-2.8 Who must sign my specific authorization? As follows:

For...	Your specific authorization must be signed by...
Use of first-class service on common carrier transportation;	The Administrator or Deputy Administrator. This authority may not be redelegated.
Use of premium-class other than first-class service on common carrier transportation;	The Administrator or Deputy Administrator, (or for employees stationed in a foreign area, Directors of API's International Area Offices or the Office Director for the employee's office). This authority may not be redelegated.
Use of a foreign flag carrier;	Same as § 301-2.6 of this part.
Use of reduced fares for group or charter arrangements;	Same as § 301-2.6 of this part.
Use of cash to pay for common carrier transportation;	Same as § 301-2.6 of this part.
Use of extra-fare train service;	Same as § 301-2.6 of this part.
Travel by vessel;	The Administrator or Deputy Administrator. This authority may not be redelegated.
Use of a commercial rental automobile;	Same as § 301-2.6 of this part.
Use of a Government aircraft;	The individual(s) specified in FAA Order 4040.9D, except for authorization of the air shuttle service between Reagan National Airport in Washington, DC and the William J. Hughes Technical Center in Atlantic City, which may be authorized by the same official issuing your general authorization in § 301-2.6 of this part.
Payment of a fixed (reduced) rate of per diem for subsistence expenses;	Same as § 301-2.6 of this part.
Payment of ASEA;	Same as § 301-2.6 of this part.
Payment of an allowance for subsistence expenses for a temporary duty assignment lasting more than 1 year;	The Administrator, Deputy Administrator, Associate Administrators, Assistant Administrators, and the Chief Counsel. The Assistant Administrator for Regional Center Operations may redelegate this authority to the regional administrators or center director. In all other instances, this authority may not be redelegated.
Travel expenses related to emergency travel;	The Administrator, Deputy Administrator, Associate Administrators, Assistant Administrators, and the Chief Counsel. The Assistant Administrator for Regional Center Operations may redelegate this authority to the regional administrators or center director. In all other instances, this authority may not be redelegated.
Transportation expenses related to threatened law enforcement/investigative employees;	The Administrator, Deputy Administrator, Associate Administrators, Assistant Administrators, and the Chief Counsel. The Assistant Administrator for Regional Center Operations may redelegate this authority to the regional administrators or center director. In all other instances, this authority may not be redelegated.

Amendment 6

Effective Date: January 1, 1999

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 301—Travel Allowances

For...	Your specific authorization must be signed by...
Travel expenses related to travel to a foreign area;	The Administrator, Deputy Administrator, Associate Administrators, Assistant Administrators, and the Chief Counsel. This authority may be redelegated in writing.
Acceptance of payment from a non-Federal source for travel expenses,	The Administrator through the Chief Counsel.
Travel expenses related to attendance at a conference,	The Administrator, Deputy Administrator, Associate Administrators, Assistant Administrators, the Chief Counsel, Regional Administrators, and Center Directors. This authority may not be redelegated.
Travel expenses related to travel by an invitational traveler.	The Administrator, Deputy Administrator, Associate Administrators, Assistant Administrators, the Chief Counsel, Regional Administrators, and Center Directors. This authority may not be redelegated.

§ 301-2.9

Is there any instance when FAA may approve payment of travel expenses without a written authorization?

Yes. FAA may:

- (a) Approve the payment of travel expenses after travel is completed if it is not practical or possible to obtain an advance written general authorization; and
- (b) Approve the payment of travel expenses listed in § 301-2.7 of this part requiring a specific authorization if it is not practical or possible to obtain an advance written specific authorization, except that you must always provide an advance specific authorization for the following:
 - (1) Use of reduced fares for group or charter arrangements;
 - (2) Use of a Government aircraft;
 - (3) Payment of a fixed (reduced) rate of per diem for subsistence expenses;
 - (4) Acceptance of payment from a non-Federal source for travel expenses; and
 - (5) Travel expenses related to attendance at a conference.