

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 301—Travel Allowances

PART 301-50—ARRANGING FOR TRAVEL SERVICES

Sec.

- 301-50.1 How should I arrange my travel?
- 301-50.2 May I use a travel agent that does not provide travel management services to FAA under a Government contract?
- 301-50.3 May I use an electronic system other than one provided by FAA?
- 301-50.4 What is my liability if I use an unauthorized travel agent?
- 301-50.5 How should I obtain common carrier transportation?
- 301-50.6 What is my liability for unauthorized use of a noncontract carrier when contract discounted airline or rail service is available and I do not meet one of the exceptions to required use?
- 301-50.7 Must I arrange travel as provided in this § 301-50.1 if my contractor-issued individually billed travel card is cancelled or suspended?
- 301-50.8 May I use contract passenger transportation service for personal travel?

§ 301-50.1 How should I arrange my travel? As follows:

For employees stationed in...	You must arrange your travel through...
The Washington, DC area,	The Department of Transportation Travel Services Center (DOT TSC), currently operated by World Travel Partners, except you may arrange your travel through direct calls to the vendor if: <ul style="list-style-type: none">(a) You cannot use the DOT TSC because of an emergency;(b) You are authorized to use another travel agency to obtain a reduced group or charter fare;(c) The DOT-TSC is otherwise not available to make the reservations necessary for you to perform; or(d) Use of the DOT-TSC would result in additional travel costs. Generally, the rebates FAA receives on airline tickets costing \$400 or less will not cover the fee paid to the DOT-TSC for arranging travel services by phone.
All other areas,	The travel management center servicing your region unless: <ul style="list-style-type: none">(a) You serve in a location where travel management services are not available;(b) You cannot use the travel management service because of an emergency;(c) You are authorized to use another travel agency to obtain a reduced group or charter fare;(d) The travel management service is otherwise not available to make the reservations necessary for you to perform; or(e) Your Regional Administrator prescribes another policy for use of a travel management center.

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§ 301-50.2	May I use a travel agent that does not provide travel management services to FAA under a Government contract?	No, except when FAA authorizes you to use a travel agent to procure a reduced group or charter fare available only through that agent.
§ 301-50.3	May I use an electronic system other than one provided by FAA?	No.
§ 301-50.4	What is my liability if I use an unauthorized travel agent?	You are responsible for any additional transportation costs that may result from the unauthorized use and subject to any other penalties FAA may impose.
§ 301-50.5	How should I obtain common carrier transportation?	You must use contract passenger transportation service when such service is available, unless you meet one of the contract exceptions to required use or FAA authorizes you to use a reduced group or charter fare. You must procure contract service directly from the carrier if you do not use your travel management center.
§ 301-50.6	What is my liability for unauthorized use of a noncontract carrier when contract discounted airline or rail service is available and I do not meet one of the exceptions to required use?	You are responsible for any difference in the cost that results from the unauthorized use; i.e., your indebtedness to the Government will be the difference between the price of the service used and the lowest contract fare applicable to the travel involved. You also will be subject to any additional penalties FAA may impose.
§ 301-50.7	Must I arrange travel as provided in this § 301-50.1 if my contractor-issued individually billed travel card is cancelled or suspended?	No.
§ 301-50.8	May I use contract passenger transportation service for personal travel?	No.