

**FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY**

**Chapter 301—Travel Allowances**

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**PART 301-54—UNDISPUTED DELINQUENT AMOUNTS OWED TO THE CONTRACTOR ISSUING THE INDIVIDUALLY BILLED TRAVEL CHARGE CARD**

Sec.

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**§ 301-54.1** Is FAA allowed to collect undisputed delinquent amounts that I owe to a Government travel charge card contractor? Yes. Upon written request from the contractor, FAA may collect, from your disposable pay, any undisputed delinquent amounts that you owe to a Government travel charge card contractor.

**§ 301-54.2** What is disposable pay? Disposable pay is your compensation remaining after the deduction from your earnings of any amounts required by law to be withheld. These deductions do not include discretionary deductions such as savings bonds, charitable contributions, etc. Deductions may be made from any type of pay you receive from FAA, e.g. basic pay, special pay, retirement pay, or incentive pay.

**§ 301-54.3** Are there any due process requirements with which my agency must comply before collecting undisputed delinquent amounts on behalf of the charge card contractor? Yes, FAA must:

- (a) Provide you with written notice of the type and amount of the claim, the intention to collect the claim by deduction from your disposable pay, and an explanation of your rights as a debtor;
- (b) Give you the opportunity to inspect and copy their records related to the claim;
- (c) Allow an opportunity for a review within the agency of its decision to collect the amount; and
- (d) Provide you with an opportunity to make a written agreement with the contractor to repay the delinquent amount of the claim.

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**§ 301-54.4**            **Can FAA initiate collection of undisputed delinquent amounts if it has not reimbursed me for allowable amounts under the FAA travel regulation?**            No, FAA may only collect undisputed delinquent amounts for which you have been reimbursed under the applicable travel regulations. However, if you have not submitted a proper travel claim within the timeframe requirements of 301-52.8 of this chapter, and there are no extenuating circumstances, FAA may collect the undisputed delinquent amounts based on the amount charged on the travel card.

**301.54.5**            **What is the maximum amount FAA may deduct from my disposable pay?**            As set forth in Public Law 105-264, 112 Stat. 2350, October 19, 1998, the maximum amount your agency may deduct from your disposable pay is 15 percent a pay period, unless you agree in writing to a larger percentage.