

**FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY**  
**Chapter 301—Travel Allowances**

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**CHAPTER 301--TEMPORARY DUTY TRAVEL ALLOWANCES**

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- § 301-10.140      **What classes of airline accommodations are available?**      The classes are:
- (a) **Coach-class.** The basic class of accommodations offered to travelers that includes a level of service available to all passengers regardless of fare paid. This term applies when an airline offers only one class of accommodations and includes tourist and economy class;
  - (b) **Premium-class.** Any class of accommodations above coach-class, e.g., first-class or business-class;
  - (c) **First-class.** The highest class of accommodations on a multiple-class commercial air carrier; and
  - (d) **Premium-class other than first-class.** Any class of accommodations between coach-class and first-class, e.g., business-class.
- § 301-10.141      **What class of airline accommodations will FAA authorize me to use?**      For official business travel, both domestic and international, FAA will authorize you to use coach-class accommodations except when FAA authorizes use of premium-class airline accommodations as provided in § 301-10.142 or § 301-10.143 of this part. If FAA does not specify what class of airline accommodations are authorized, you are authorized to use only coach-class accommodations.
- § 301-10.142      **When may FAA authorize me to use first-class airline accommodations at Government expense?**      Only when FAA specifically authorizes or approves your use of first-class accommodations under paragraphs (a) through (c) of this section.
- (a) No other reasonably available coach-class or premium-class other than first-class accommodations. “Reasonably available” means a class of accommodations other than first-class, that is available on an airline and that is scheduled to leave within 24 hours of the employee’s proposed departure time, or scheduled to arrive within 24 hours of the employee’s proposed arrival time. The term does not include accommodations with a scheduled arrival time that is later than your required reporting time at the duty site, or with a scheduled departure time that is earlier than the time you are scheduled to complete duty.
  - (b) When use of first-class is necessary to accommodate a disability or other physical impairment. Such condition must be substantiated in writing by competent medical authority. If you are authorized under § 301-13.4 of part 301-13 of this chapter to have an attendant accompany you, FAA also may authorize the attendant to use first-class accommodations if you require the attendant’s services en route.

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- (c) When exceptional security circumstances require first-class travel. Exceptional security circumstances include, but are not limited to:
  - (1) Use of other than first class accommodations would endanger your life or Government property;
  - (2) You are an agent in charge of protective details and you are accompanying an individual authorized to use first-class accommodations; or
  - (3) You are a courier or control officer accompanying controlled pouches or packages.

**§ 301-10.143**      **When may FAA authorize me to use premium-class other than first-class airline accommodations at Government expense?**

Only when FAA specifically authorizes or approves your use of such accommodations under paragraphs (a) through (h) of this section.

- (a) Regularly scheduled flights between origin/destination points (including connecting points) provide only premium-class accommodations and you certify such on your voucher;
- (b) No space is available in coach-class accommodations in time to accomplish the mission which is so urgent it cannot be postponed;
- (c) When use of premium-class other than first-class accommodations is necessary to accommodate your disability or other physical impairment and your condition is substantiated in writing by a competent medical authority. If you are authorized under 301-13.4 of part 301-13 of this chapter to have an attendant accompany you, FAA also may authorize the attendant to use premium-class other than first-class accommodations if you require the attendant's services en route;
- (d) Security purposes or exceptional circumstances as determined by FAA makes the use of premium-class other than first-class accommodations essential to the successful performance of the FAA's mission;
- (e) Coach-class accommodations on an authorized/approved foreign flag air carrier do not provide adequate sanitation or health standards;
- (f) The use results in an overall cost savings to the Government by avoiding additional subsistence costs, overtime, or lost productive time while awaiting coach-class accommodations;

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- (g) Your transportation costs are paid in full through FAA's acceptance of payment from a non-Federal source in accordance with chapter 304 of this subtitle; and
- (h) You perform travel direct between origin and destination points, either of which is outside CONUS, and the scheduled flight time is in excess of 14 hours. In this instance you will not be eligible for a rest stop en route or a rest period upon arrival at your duty site.

**§ 301-10.144**      **What flag carrier must I use on my route when only premium-class service is available on a U.S. flag carrier and coach-class service is available on a foreign flag carrier?**

You must use a foreign flag carrier, unless you are authorized premium-class accommodations based on a circumstance provided in § 301-10.142 or § 301-10.143 of this part.

**§ 301-10.150**      **Must I use contract passenger transportation service?**

You must always use a contract passenger transportation service, if such service is available to you unless one or more of the following conditions exist:

- (a) Seating space on the scheduled contract flight is not available in time to accomplish the purpose of travel, or use of contract service would require you to incur unnecessary overnight lodging costs which would increase the total cost of the trip; or
- (b) The contract's flight schedule is inconsistent with explicit policies of individual Federal departments and agencies or other mandatory users of scheduling employee travel during normal working hours; or
- (c) A non-contract carrier offers a lower fare available to the general public, the use of which will result in a lower total trip cost to the Government or other mandatory user. This determination should be based on a cost comparison to include the combined cost of transportation, lodging, meals and related expenses.

**Note to paragraph (c):** This exception does not apply if a contract carrier offers a comparable fare and has seats available at that fare, or if the lower fare offered by a non-contract carrier is restricted to Government and military travelers on official business and may only be purchased with a GTR, Government contractor-issued charge card or centrally billed account (e.g., YDG, MDG, ODG, VDG, and similar fares).

- (d) Rail service is available, and such service is cost effective and is consistent with the mission.

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<b>§ 301-10.151</b>	<b>What is my liability for unauthorized use of a non-contract carrier when contract passenger transportation service is available and I do not meet one of the exceptions for required use?</b>	You are responsible for all costs in excess of the cost of contract passenger transportation service.
<b>§ 301-10.152</b>	<b>May I use contract passenger transportation service for personal travel?</b>	No.
<b>§ 301-10.153</b>	<b>What must I do when different airlines furnish the same service at different fares?</b>	<p>When common carriers furnish the same service at different fares between the same points for the same type of accommodations, you must use the lowest cost service unless:</p> <ul style="list-style-type: none"><li>(a) You are required to use a contract passenger transportation service as provided in § 301-10.150; or</li><li>(b) FAA determines that the use of higher cost service is more advantageous to the Government.</li></ul>
<b>§ 301-10.154</b>	<b>When should I use a reduced fare?</b>	<p>You should use a special reduced fare such as a through fare, special fare, commutation fare, excursion fare or reduced-rate round-trip fare in the following circumstances:</p> <ul style="list-style-type: none"><li>(a) Either:<ul style="list-style-type: none"><li>(1) There is no contract passenger transportation service between your origin and destination; or</li><li>(2) You meet an exception to the use of contract passenger transportation service;</li></ul></li><li>(b) FAA determines prior to your travel that this type of service is practical and economical to the Government; and</li><li>(c) In the case of a fare that is restricted or has specific eligibility requirements, you know or reasonably can anticipate, based on the travel as planned, that you will use the ticket.</li></ul>
<b>§ 301-10.155</b>	<b>When may I use a reduced group or charter fare?</b>	You may use a reduced group or charter fare when FAA has determined on an individual case basis, prior to your travel, that use of such a fare is economical to the Government and will not interfere with the conduct of official business.

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### SUBPART C—PER DIEM—FIXED RATE METHOD

Sec.

- 301-11.200 Under what circumstances will I receive a fixed rate per diem?
- 301-11.201 What will FAA pay me under the fixed rate per diem method?
- 301-11.202 What is my “fixed rate” under the fixed rate per diem method?
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### SUBPART D—ACTUAL SUBSISTENCE EXPENSES ALLOWANCE (ASEA)

Sec.

- 301-11.300 Under what circumstances may FAA pay me an ASEA?
- 301-11.301 What are “special or unusual circumstances” that warrant payment of an ASEA?
- 301-11.302 What will FAA pay me under the ASEA?
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- 301-11.304 Should I request reimbursement under ASEA before or after travel?
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- 301-11.306 What if my actual expenses exceed the maximum daily amount?
- 301-11.307 May my allowable lodging costs exceed 300 percent of the maximum lodging amount or my M&IE exceed 300 percent of the applicable M&IE rate?
- 301-11.308 Must I itemize my expenses on my travel claim?
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**SUBPART A—GENERAL RULES**

<b>§ 301-11.1</b>	<b>When does this part apply?</b>	This part applies when you perform official travel away from your official station, within or outside CONUS.
<b>§ 301-11.2</b>	<b>Am I eligible for an allowance (either a per diem allowance or ASEA) for subsistence expenses?</b>	Yes, if: <ul style="list-style-type: none"><li>(a) You perform official travel and:<ul style="list-style-type: none"><li>(1) You are away from your official station, unless you are performing an extended stay assignment and meet the qualification for payment of per diem on days of leave because you are in a long term lodging arrangement and meet all the required conditions in § 301-11.71(b) of this part;</li><li>(2) If you are stationed in the Washington DC area, your temporary duty site is:<ul style="list-style-type: none"><li>(i) 25 miles or more from your residence; and</li><li>(ii) 25 miles or more from your office;</li></ul></li><li>(3) If you are stationed in Atlantic City, New Jersey, your temporary duty site must be 50 miles or more from your official station;</li><li>(4) If you are stationed in Oklahoma City, Oklahoma, your temporary duty site must be 50 miles or more from your official station; and</li><li>(5) If you are stationed in any other area and the Regional Administrator defines a radius broader than your official station within which an allowance for subsistence expenses will not be paid for a specified period, and you perform official travel outside that broader radius within that period;</li></ul></li><li>(b) You incur subsistence costs while performing official travel; and</li><li>(c) You are in a travel status for more than 12 hours.</li></ul>
<b>§ 301-11.3</b>	<b>Will FAA pay an allowance (either a per diem allowance or ASEA) for my subsistence expenses if my official travel is 12 hours or less?</b>	No.

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- § 301-11.105      **Will FAA reduce my M&IE payment for a meal(s) provided by a common carrier or for a complimentary meal(s) provided by a hotel/motel?**      No. A meal provided by a common carrier or a complimentary meal provided by a hotel/motel doesn't affect your per diem.
- § 301-11.106      **How is my per diem calculated when I travel across the international dateline (IDL)?**      When you cross the IDL your actual elapsed travel time will be used to compute your per diem entitlement rather than calendar days.
- § 301-11.107      **Must I itemize expenses to substantiate my claimed travel expenses?**      You must itemize your lodging expenses, but you do not have to itemize your M&IE.
- § 301-11.108      **Must I provide receipts to substantiate my claimed travel expenses?**      You must provide a lodging receipt, regardless of cost. You do not need to provide a receipt for any meal or incidental expense.

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### SUBPART C—PER DIEM—FIXED RATE METHOD

- § 301-11.200**      **Under what circumstances will I receive a fixed rate per diem?**
- You will receive a fixed per diem rate under the following circumstances:
- (a) FAA establishes a special fixed rate at a rate below the maximum per diem rate because:
    - (1) You are furnished one or more meals a day or lodging at no cost or nominal cost by the Government;
    - (2) You obtain lodging or meals at a reduced cost (e.g., long-term arrangement); or
    - (3) FAA can determine your lodging and meal costs in advance;
  - (b) You are performing an extended stay assignment to a nonforeign location other than Atlantic County, New Jersey, as provided in paragraph (d) of this section which meets one of the following criterion:
    - (1) The temporary duty assignment lasts 31 calendar days or more; or
    - (2) The temporary duty assignment involves training which lasts 16 class days or more at a site other than CMD in Palm Coast, Florida;
  - (c) You are performing travel to attend a centralized training course at CMD in Palm Coast, Florida, and you are in Palm Coast, Florida, for the entire day, (FAA will pay for subsistence expenses for partial days at CMD and for travel related to other training courses at CMD using the lodgings-plus per diem method, including the applicable reductions for meals provided as provided in § 301-11.104 of this part.);
  - (d) You are performing an extended stay assignment to Atlantic County (including Atlantic City), New Jersey which meets one of the following criterion:
    - (1) The temporary duty assignment lasts 31 calendar days or more; or
    - (2) The temporary duty assignment involves training which lasts 16 class days or more;

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- (e) You are performing temporary duty travel within CONUS and select FAA's fixed rate option for your temporary duty travel instead of lodgings-plus per diem (this option cannot be selected if you are authorized a fixed rate per diem under paragraphs (a) through (d) of this section).

**§ 301-11.201**      **What will FAA pay me under the fixed rate per diem method?**      FAA will pay you the following:

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<b>On...</b>	<b>You receive...</b>
The first day of travel,	The fixed rate as provided in § 301-11.202 of this part.
On all full days of travel,	The fixed rate as provided in § 301-11.202 of this part.
On the last day of travel	An amount of .75 times the applicable M&IE rate as determined in § 301-11.103 of this part, unless FAA establishes a fixed rate that is lower than .75 times the applicable M&IE rate as determined in § 301-11.103 of this part.

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**§ 301-11.202**      **What is my “fixed rate” under the fixed rate per diem method?**      Your fixed rate is determined by using the following chart, except when you are authorized payment of an allowance for subsistence expenses on days of leave under § 301-11.71, or on trips home as provided in §§ 301-11.73 through 301-11.74, in which case your fixed rate is 60% of the maximum lodging amount for the applicable locality.

<b>If...</b>	<b>Your fixed rate will be...</b>
FAA establishes a fixed rate as provided in § 301-11.200(a),	A rate below the applicable maximum per diem rate that FAA establishes, which will be commensurate with the subsistence costs that you will incur or are reasonably expected to incur.
You are performing an extended stay assignment to a nonforeign area other than CMD, or Atlantic County, New Jersey, which requires payment of a fixed rate as provided in § 301-11.200(b),	A rate determined as follows:  (a) Multiply the maximum lodging amount for the locality of your temporary duty assignment as provided in §§ 301-11.21 and 301-11.22 of this part by .6;  (b) Multiply the meals portion of the applicable M&IE rate as determined in § 301-11.103 of this part by .6; and  (c) Add the amounts computed in paragraphs (a) and (b) and the incidental expense amount of the applicable M&IE rate as determined in § 301-11.103 of this part.
You are performing a temporary duty assignment to CMD, which requires payment of a fixed rate as provided in § 301-11.200(c),	\$ 8, if you are attending an FAA centralized training course at CMD and you are in Palm Coast, Florida, for the entire day. (FAA will pay for subsistence expenses for partial days at CMD and for travel related to other training courses at CMD using the lodgings-plus per diem method, including the applicable reductions for meals provided as provided in § 301-11.104 of this part.)
You are performing an extended stay assignment in Atlantic County, New Jersey, which requires payment of a fixed rate as provided in § 301-11.200(d),	A rate determined as follows:  (a) Multiply the maximum lodging amount applicable to Atlantic City, New Jersey during the highest cost season of the calendar year by .6;  (b) Multiply the meals portion of the applicable M&IE rate for Atlantic City, New Jersey during the highest cost season of the calendar year by .6; and  (c) Add the amounts computed in paragraphs (a) and (b) and the incidental expense amount of the applicable M&IE rate for Atlantic City, New Jersey during the highest cost season of the calendar year.
You select a fixed rate per diem instead of lodgings-plus per diem as provided in § 301-11.200(e),	A rate determined by multiplying the applicable maximum lodging rate by .8 and adding the applicable M&IE rate.

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§ 301-11.203	<b>How is my fixed rate per diem affected if I stay with friends or relatives?</b>	Your fixed rate may not exceed the applicable M&IE rate as determined in § 301-11.103 of this part.
§ 301-11.204	<b>Will FAA reduce my fixed rate per diem for a meal(s) provided by a common carrier or for a complimentary meal(s) provided by a hotel/motel?</b>	No. A meal provided by a common carrier or a complimentary meal provided by a hotel/motel doesn't affect your per diem.
§ 301-11.205	<b>How is my fixed rate per diem calculated when I travel across the international dateline (IDL)?</b>	Generally, if you travel across the IDL and are authorized a fixed rate per diem under § 301-11.200(a) of this part, your authorizing official should authorize the amount you will receive on each day. In all other instances (i.e., such amount is not specifically authorized on a day by day basis or you are authorized a fixed rate under §§ 301-11.200 (b) through (e) of this part), your actual elapsed travel time will be used to compute your per diem entitlement rather than calendar days.
§ 301-11.206	<b>Must I be authorized my fixed rate in advance of travel?</b>	Yes, you must be authorized a specific amount before you begin travel. If you are selecting the fixed rate option as provided in § 301-11.200(e) of this part, you must select the option prior to your travel. You will not be able to select a fixed rate option after travel is performed.
§ 301-11.207	<b>Must I inform my authorizing official before my fixed rate per diem is authorized if I will not use commercial lodging or Government quarters?</b>	Yes. This information is necessary to establish the proper fixed rate reimbursement for you. If you fail to provide this information to your authorizing official, then: <ul style="list-style-type: none"><li>(a) Your fixed rate authorization will be considered invalid;</li><li>(b) You will be reimbursed under lodgings plus;</li><li>(c) You will be responsible for any excess payment; and</li><li>(d) FAA will treat such excess as a debt to the Government.</li></ul>
§ 301-11.208	<b>Must I stay in commercial lodging or another type of lodging which requires payment of an allowable lodging costs?</b>	Yes, if your authorized fixed rate is intended to cover lodging. If you do not stay in such lodging, then: <ul style="list-style-type: none"><li>(a) Your fixed rate authorization will be considered invalid;</li><li>(b) You will be reimbursed under lodgings plus;</li><li>(c) You will be responsible for any excess payment; and</li><li>(d) FAA will treat such excess as a debt to the Government.</li></ul>

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§ 301-11.209	<b>Must FAA pay me my fixed rate if I perform the travel as authorized?</b>	Yes.
§ 301-11.210	<b>May I receive an additional amount if my fixed rate does not cover my subsistence expenses?</b>	<p>No. You may, however, be authorized to use lodgings plus per diem as provided in subpart B of this part or an ASEA as provided in subpart D of this part for a particular day if the following conditions are met:</p> <ul style="list-style-type: none"><li>(a) You were authorized a fixed rate under § 301-11.200(a) of this part;</li><li>(b) Your reduced rate was based on the Government providing you lodging and/or meals at no cost;</li><li>(c) You make a reasonable effort to obtain the Government provided lodging and/or meals (e.g., making reservations with the Government lodging facility as soon as possible after notification, and planning your schedule to obtain meals at Government facilities);</li><li>(d) The Government cannot provide you the lodging and/or meals that was the basis for your reduced rate; and</li><li>(e) You are required to obtain lodging and/or meals at cost.</li></ul>
§ 301-11.211	<b>Will FAA pay me an additional amount for lodging taxes if I receive a fixed rate under this subpart?</b>	No. When you are paid a fixed rate as provided in § 301-11.200(a), however, FAA will consider your lodging taxes when determining the amount of your fixed rate.
§ 301-11.212	<b>May I keep the amount of the fixed rate which exceeds my subsistence expenses?</b>	Yes.
§ 301-11.213	<b>Must I itemize my expenses on my travel claim?</b>	No. You will be paid the fixed amount without itemization.
§ 301-11.214	<b>Must I provide proof that I used commercial lodging, or that I had to pay to use some other type of lodging?</b>	Yes. You will not need to submit a receipt with your travel claim. The authorizing official may, however, request documentation substantiating that you used commercial lodging or had to pay to use some other type of lodging. Further, if you are eligible for payment of per diem on days of leave as provided in § 301-11.71 of this part, you must provide FAA with proof that you are in a lodging arrangement which cannot be broken (e.g., proof the lodging is procured on a weekly/monthly basis).