



Travel Policy Handbook  
 Authorities and References

Authority/Reference	Comments
<a href="#">Federal Travel Regulation (FTR), 41 Code of Federal Regulations (C.F.R.), Chapters 301-304</a>	The FTR enumerates the travel and relocation policy for all Title 5 Executive Agency employees
<a href="#">5 CFR Chapter 57 – Travel, Transportation, and Subsistence</a>	Authorizes the General Services Administration (GSA) to promulgate the FTR and establishes maximum allowances for travel within the Continental United States. All individuals traveling on behalf of the Federal Government and persons on invitational travel authorizations must comply with these regulations and maximum allowances.
<a href="#">31 U.S. Code § 3521 - Audits by Agencies</a>	Provides policy and guidance on auditing of vouchers of the agency.
<a href="#">29 U.S.C. 16 §§701-797b</a>	Rehabilitation Act of 1973, as amended. Address employees with a disability.
<a href="#">Barring Act, 31 U.S.C. §3702 (b)(1) – Authority to Settle Claims</a>	States employees and agencies have six years from the date the travel begun to resolve any disputed claims.
<a href="#">31 U.S.C. §3702 (a)(3) – GSA Authority to Settle Claims</a>	Authorizes GSA to settle claims involving expenses incurred by Federal civilian employees for official travel and transportation, and for relocation expenses incident to transfers of official duty station. GSA has assigned this authority to the Civilian Board of Contract Appeals (CBCA). Prior to 2007, the General Services Board of Contract Appeals (GSBCA) held this authority, before the GSBCA was consolidated with other boards into the newly established CBCA. Decisions made by the GSBCA may still be valid.
<a href="#">Government Accountability Office, Comptroller General</a>	Issues legal decisions and opinions on appropriation law related to FTR issues.
<a href="#">5 U.S.C. 5702, Per Diem; Employees Traveling on Official Business</a>	Explains the requirement for per diem on official business.
<a href="#">Chief Financial Officers Act of 1990 –November 15, 1990</a>	Requires a comprehensive reform of Federal financial management.
<a href="#">Public Law 105-264, Travel and Transportation Reform Act of 1998 (TTRA) – October 19, 1998</a>	Mandates that Federal employees use the travel charge card to pay for all expenses related to official Government travel unless exempted. Refer to Section 3.3 of the Travel Card Handbook.
<a href="#">5 CFR 410.404</a>	Determining if a conference is a training activity.
<a href="#">31 U.S. Code § 3528, Responsibilities and Relief from Liability of Certifying Officials</a>	Prescribes the responsibilities and liabilities of certifying officials. In addition, it lists the liabilities that a certifying official may be relieved by the Comptroller General.



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<a href="#">5 U.S.C. §5550b and Subpart N, Compensatory Time Off for Travel</a>	Prescribes policies and procedures regarding compensation of time earned by an employee in a travel status. SES members are excluded from this policy. Any provisions under a negotiated agreement take precedence for those covered by the collective bargaining agreement.
<a href="#">Public Law 109-115, Consolidated Appropriations Act of 2006</a>	Section 846 requires agencies to evaluate the credit worthiness of individuals before issuing a Government travel card.
<a href="#">OMB Circular A-123, Appendix B (Revised 8/27/2019)</a>	Prescribes policies and procedures regarding how to maintain internal controls that reduce the risk of fraud, waste, and error in Government charge card programs and sets the requirements for participant training.
<a href="#">Executive Order 13513, Federal Leadership on Reducing Text Messaging While Driving - October 1, 2009</a>	Section 2 – Text Messaging While Driving by Federal Employees - provides policy on engaging in text messaging while (a) when driving GOV, or when driving POV while on official Government business, or (b) when using electronic equipment supplied by the Government while driving.
<a href="#">Public Law 112-194, Government Charge Card Abuse Prevention Act of 2012 – October 5, 2012</a>	Section 3 – Management of Travel Cards - requires agencies to implement safeguards and internal controls for the travel charge card program.  Section 4 – Management of Centrally Billed Accounts (CBAs) – requires agencies to establish internal control for CBAs.
<a href="#">DOO 1-1, Mission and Organization of the Department of Commerce, November 9, 2012</a>	This Order prescribes the mission, functions and organization of the Department of Commerce (DOC).
<a href="#">DOO 10-5, Chief Financial Officer and Assistant Secretary for Administration, January 5, 2011</a>	This Order prescribes the authority and functions of the Chief Financial Officer and Assistant Secretary for Administration (the Assistant Secretary) and provides for the organizational structure of the office.
<a href="#">Improper Payments Elimination and Recovery Improvement Act of 2012 (IPERIA), January 10, 2013</a>	This Act directs agencies to intensify and expand efforts to recover improper payments and to implement the Do Not Pay Initiative. This requires the AU/O to understand travel policy, review TA/Vouchers thoroughly and approve necessary travel expense to meet the Department’s mission.
<a href="#">41 C.F.R. Chapter 301 – Temporary Duty (TDY) Travel Allowances</a>	Provides the allowable travel polices associated with TDY and the use of the travel charge card.
<a href="#">FTR GSA Bulletin 14-08 – May 13, 2014</a>	Encourages agencies to designate a Senior Travel Official to oversee agency-wide travel policies and programs.
<a href="#">Executive Order 13681—Improving the Security of Consumer Financial Transactions –October 23, 2014</a>	Requires Federal agencies to upgrade payment cards and systems to employ enhanced security features, including Chip and PIN technology.



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<a href="#">GSA SmartPay – State Tax Map</a>	Lists of the states and U.S. territories that exempt state taxes for the Centrally Billed Account (CBA) or an Individually Billed Account (IBA).
<a href="#">5 U.S.C. 5542(b)(2) – Overtime rates; computation, General Schedule employees</a> <a href="#">5 U.S.C. 5544(a)(3) – Wage-board overtime and Sunday rates; computation, Prevailing rate employees</a>	Hours of Work for Travel
Commerce Acquisition Manual (CAM) 1301.670 <a href="#">Contracting Officer Representative Certification Program</a>	Provide the framework and establish procedures for implementation of the Federal Acquisition Certification for Contracting Officer Representatives.