

Julie Tao

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Julie Tao

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Approved for Release

Julie Tao

Senior Travel Official

Date

DEPARTMENT OF COMMERCE (DOC)
DIRECTOR OF FINANCIAL MANAGEMENT
OFFICE OF FINANCIAL MANAGEMENT/OFFICE OF FINANCIAL REPORTING,
POLICY, INTERNAL CONTROLS, AND TRAVEL (OFRICT)

FY23 TRAVEL BULLETIN 51-23-002

SUBJECT: Use of Extra-Fare Train Service

EFFECTIVE DATE: July 5, 2023

PURPOSE: This bulletin establishes policy and guidelines for using extra-fare train service (e.g., Amtrak Acela).

BACKGROUND: The General Services Administration (GSA) has issued a [final rule](#) to consolidate and remove duplicative provisions of the Federal Travel Regulation (FTR) related to other than coach class accommodation. This bulletin amends the Department of Commerce (DOC) [Travel Policy Handbook](#), by striking section 3.10.1.1, Train, which is inconsistent with provisions in the FTR, as amended, on the use of extra-fare train service. Guidance in this bulletin shall be used in lieu of that contained in section 3.10.1.1 of the Handbook until such time as the Handbook is revised.

PROCEDURES: As provided in the FTR, an extra-fare train is defined as “[a] train that operates at an increased fare due to the extra performance of the train, *i.e.*, faster speed or fewer stops, or both.” [41 CFR § 300-3.1](#). The principal example of extra-fare train service is the Amtrak Acela. Use of extra-fare train service may be authorized only when a travel approving official determines its use is more advantageous to the Government or is required for security reasons, and its use must be authorized or approved as other than coach class accommodations as provided in [41 CFR §§ 301-10.103\(b\)](#) and [301-10.103\(c\)](#). [41 CFR § 301-10.160](#).

Use of extra-fare train service must be approved following the same procedures utilized for approving other than coach class accommodations as otherwise provided in the Handbook (*i.e.*, through the approval of a Form CD-334 and the issuance of a travel authorization that properly identify the basis for using other than coach class accommodations). However, when completing the Form CD-334, Departmental offices and operating units shall complete Block 13 of the form by reference 41 CFR § 301-10.103(b) and (c) rather than the now-revoked provisions of the FTR referenced on the form until the form is revised.

Travelers or travel arrangers need to ensure that the Department’s TMC vendor (CWTSato and SAP Concur) provides the coach fare for regular train service (*i.e.*, an available non-extra-fare

train service) directly on the itinerary. Travelers or travel arrangers must request this fare to enable compliance with GSA reporting requirements as well as to enable an authorized travel approving official to may make a cost comparison between the extra-fare train service and the regular train service where relevant (*i.e.*, the Departmental office or operating unit identifies 41 CFR § 301-10.103(a)(7), as incorporated by reference into § 301-10.103(b), as a basis for use of an extra-fare train service because of the overall cost savings to the Government).

ETS2 and USPTO Concur systems will be updated to route extra-fare train services for approval through the other than coach class routing process.

This bulletin will remain in effect until it is rescinded or incorporated into the Travel Policy Handbook.

OFFICE OF FINANCIAL MANAGEMENT/OFFICE OF FINANCIAL REPORTING, POLICY, INTERNAL CONTROLS, AND TRAVEL: Julie Tao, Director, OFRICT, Jtao@doc.gov, 202-482-0502.

DIRECTOR OF TRAVEL MANAGEMENT DIVISION (TMD) CONTACT INFORMATION: Kristin Salzer, Acting Director, Travel Management Division, ksalzer@doc.gov, 202-482-2715.