



U.S. General Services Administration

# Office of Governmentwide Policy

**Federal Travel Regulation (FTR) Temporary Duty  
Travel – Federal Civilian – Advance Session  
Civilian Board of Contract Appeals (CBCA)**

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# Federal Travel Regulation (FTR)

- ❑ Issued by GSA to implement Title 5 United States Code (U.S.C.), Chapter 57, regarding travel, transportation, and subsistence expenses of federal civilian employees
- ❑ FTR is promulgated under direction from Congress – it is a “legislative rule” which is entitled to special weight & binding on all agencies (41 Code of Federal Regulation - CFR)
- ❑ Agency policy/regulation are “interpretive rules” since they are typically issued without statutory approval and generally used to implement and supplement the FTR for civilian employees
  - ❖ A private company travel handbook is not official publication of the U.S. government or its agencies

## Travel Officials

- Authorization/Approving/Reviewing official - Agency appointed
  - Aware of how authorized travel will support the agency mission
  - Knowledgeable of the employee's travel plans
  - Responsible for the travel funds paying for the travel involved
  - Review the completed authorization/claim ensuring properly prepared in accordance with regulations/agency procedures
  - Review receipts, statements justification, etc. are attached (available) with submission of travel authorization/claim

## Travel Authorization (Orders)

- A written/electronic travel authorization - provides purpose of the employees official travel / type of special conditions
- Provides travel expenses the agency may pay, such as; transportation, per diem, miscellaneous expense
- Provides specific authorizations, such as; other-than-coach class, foreign air service, rental car, actual expense per diem,
- The travel authorization is a record of vested travel entitlements and may not be administratively altered after the fact to increase/decrease benefits in the absence of clear error

## Agency Policy

- Special Authorizations – prior/after the fact approval
  - Rental car
  - Actual expense method – per diem (lodging/meals)
  - Conference fee / meals
  - Exemptions to use of contract city-pair fare
  - Use of POV/parking to common carrier terminal
  - Miscellaneous expenses
    - \* Baggage
    - \* Laundry
    - \* Phone calls
    - \* Internet / Wi-Fi usage

## Travel claim

- Travel authorizations including any necessary special authorizations
- Receipts:
  - Lodging
  - Authorized expenses over \$75
  - Agency policy can require receipts for less than \$75
- Within 5 working days after you complete your trip
- Every 30 days if you are on continuous travel status

# “Prudent” Traveler

\*\*\*TDY is scheduled for Monday – Friday\*\*\*

- Metro to airport
- City-pair flight to TDY location
- Shuttle to hotel
- Lodging – tax exempt
- Shuttle to airport
- City-Pair flight back to permanent duty station
- Taxi to residence

# “High Maintenance” Traveler

\*\*\*TDY is scheduled for Monday – Friday\*\*\*

- Drives to airport on Friday evening (Monday is constructive travel day)
- Parking at airport for 10 days
- Purchases common carrier ticket (roundtrip)
  - \* Excess bag – one
  - \* Exit Row
  - \* Pre boarding charge
  - \* Wi-Fi
- Rental Car acquired on own – authorization ordered use of Gov rental program
  - \* Pre-gas
  - \* GPS
- Lodging – exceeds per diem rate
  - \* Hotel tax
  - \* Parking at hotel for Rental Car
  - \* Internet hook-up
  - \* Cell phone call to residence

- Conference Fee
  - \* Lunch – three furnish meals
  - \* Ask for exemption because doesn't like meal items
- \* Uses Rental Car during weekend time after TDY
  - \* Accident driving to airport on Sunday morning
- Uses common carrier ticket for return trip
  - \* Change of ticket fee (late arrival)
  - \* Excess bags – two (do to Conference “free stuff”)
  - \* Pre boarding charge
  - \* Wi-Fi
- Drives to residence from airport on Sunday evening (Friday is constructive travel day)

- Background of CBCA
- Types of cases heard by the board
- Rules of Procedures
  - Where to file
  - When filing is made
  - What to include in a initial filing in a case
  - Time limits for filing cases
- Topics of Travel and Relocation cases
- Web Site: <http://www.cbca.gsa.gov/>

## GSA Travel Training

- ❖ Conference Planning
- ❖ Relocation Allowances
- ❖ Relocation Income Tax Allowances
- ❖ Temporary Duty Travel – Joint Travel Regulation (JTR Vol.2)
- ❖ Temporary Duty Travel – Federal Travel Regulation (FTR)
- ❖ Advanced Temporary Duty Travel: FTR
- ❖ [www.gsa.gov/traveltransportationtraining](http://www.gsa.gov/traveltransportationtraining)

## **Government Travel**

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# Claims and the U.S. Civilian Board of Contract Appeals



Judge Howard A. Pollack

# Form and History

- Organization
- Type of cases
- Travel and relocation  
Docket
- History
- 31 USC 3702



# Judges Adjudication Process

- De novo
- Panel decisions
- Decision Issued by single judge



- Basis of decisions
- Statute
- Regulations FTR and JTR
- Precedent



# Proceeding with the Claim

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- How the claim is processed
- Employee filing
- Agency response
- Additional information

# Helpful Hints

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- Corroboration helps with credibility
- Give the full picture, do not assume judge will fill in the blanks.
- Be clear and complete in submission, walk the judge through the important documents
- Cite to the regulations being relied upon

- Research
- [CBCA.GSA.gov](https://CBCA.GSA.gov)
- Link to decisions
- Includes a search engine



# Alternative for Filing a Claim

- Advance decisions



# Recurring Issues

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- Discretion cases
- Falling home values
- Route cases
- Government business versus employee convenience
- Weight cases

- Questions???