

Approving Officials' Responsibilities (FTR)

Objective: Teach responsibilities and requirements for issuing travel authorizations and approving travel claims for official federal government travel

Intended Audiences: Authorizing and approving officials, including supervisors of frequent travelers

Duration: This course can be tailored to a half day or full day. The full day includes review of over three dozen Board of Contract Appeals decisions; this review provides significant enhancement to the students' understanding of the Federal Travel Regulation.

For More Information, or to Contract for this

Course: Contact Piedmont Maury Consulting (202-215-7927) or GSA (travel.training@gsa.gov)

Table of Contents for the Student Manual:

Course Description	1
Objectives	1
CHAPTER I: AUTHORITY AND APPLICABLE REGULATIONS	
Authorities	5
Hierarchy of Government Travel Policies	5
Federal Travel Regulation	5
Travel Directives	5
CHAPTER II: AUTHORIZING AND APPROVING OFFICIAL RESPONSIBILITIES	
Accountable Officials	11

Authorizing Officials vs. Approving Officials	11
Accountability	11
Pecuniary Liability	13
Physical Loss	13
Fiscal Irregularity	13
Relief from Liability	16

CHAPTER III: AUTOMATION AND E-GOV TRAVEL

E-Gov Travel Service	23
Accountability under E-Gov Travel Service	27
Authorizing Travel	27
Travel Charge Card	27
Travel Claims	29

CHAPTER IV: TRANSPORTATION

Expenses Payable as Transportation	35
Travel by an Indirect Route	36
Commercial Airlines	37
Contract City-Pair Fares	38
Non-contract Fares	40
Airline Accommodations	41
Classes of Service	41
Trains	46
Government Owned Vehicles	48
Privately Owned Vehicles	49
Parking	50
POV in Lieu of GOV	52
Special Conveyances	54
Rental Cars	56

CHAPTER V: PER DIEM ALLOWANCE

Lodging Reservations	62
FedRooms	63
Long-term Lodging	65

Reduced Per Diem	66
Lodging Taxes	67
M&IE Allowance	68
Meals Furnished at No Cost	68
Actual Expense	77
Miscellaneous Expenses	85
Baggage	87

CHAPTER VI: CONFERENCE ATTENDANCE

Non-Government Sponsored Conference	93
Conference Administrative Costs	93
Meals Provided by the Government	94
Light Refreshments	94