

February 29, 1984  
(Effective: June 1, 1984)

FPMR 101-7  
GSA Bulletin FPMR A-40, Supp. 9

FEDERAL TRAVEL REGULATIONS

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FOREWORD

This handbook contains travel policies, procedures and allowances for the Department of Housing and Urban Development. It is important that Department authorizing officials and travelers be familiar with the provisions of the hand book.

The handbook consists of a reprint of all four chapters of GSA's Federal Travel Regulations (printed on white paper) and Departmental travel policy (printed on yellow paper). Departmental notices will be issued when a quick distribution of material is required in advance of GSA's amended regulations. The notice will be cancelled and the information incorporated into an amendment to this handbook upon publication of the final regulation by GSA.

The cooperation of all authorizing officials and travelers is needed to assure that only essential travel is performed and at minimum cost. Whenever possible, less costly methods, such as teleconferencing, should be substituted for travel. When travel is absolutely necessary, it should be planned well in advance to qualify for transportation and other discounts. Travelers should also be aware of the vulnerability of their travel to fraud, waste and mismanagement. A section of this handbook adapts Fraud Information Bulletin #83-2 (June 1983).

A significant portion of the Department's travel budget is used for transportation, e.g., common carrier, Government-furnished vehicle and privately owned vehicle. Federal and Department travel policies provide that transportation shall be by the method most advantageous to the Government, cost and other factors considered. Particular attention should

be given to the determinations that are required to be made in selecting the method of transportation to be used.

Travelers are responsible for exercising the same care in incurring travel expenses that a prudent person would exercise if traveling at his/her own personal expense. Travelers are expected to earnestly carry out this responsibility.

Expenses incurred by travelers which are not allowable under applicable Federal laws, regulations and this handbook may not be paid. If an employee is inadvertently reimbursed for such expenses, the Department is responsible for collecting any overpayment, regardless of whether the expenses were authorized.

Comments and suggestions on improved methods or changes in the handbook should be forwarded to the Office of Administrative and Management Services.

#### FOREWORD

1. General. The Federal Travel Regulations (FTR) govern (a) travel and transportation allowances of Government employees; (b) relocation allowances of Government employees incident to transfers and certain new appointments; (c) payment of expenses connected with the death of certain Government employees; and (d) reduction in allowances when contributions, awards, or payments are made to Government employees incident to training or attendance at meetings. The travel regulations are incorporated by reference in Part 101-7 of the Federal Property Management Regulations (41 CFR 101-7).
2. Authority. The Federal Travel Regulations are promulgated by the Administrator of General Services under Executive Order 11609 (July 22, 1971) and the Travel Expense Amendments Act of 1975 (Pub. L. 94-22, May 19, 1975).
3. Cancellations. This revised edition of the FTR consolidates the May 1973 edition with FPMR Temporary Regulation A-11 and supplements thereto. As such it contains all currently effective travel provisions. Therefore the May 1973 edition of the FTR, transmitted by GSA Bulletin FPMR A-40, and FPMR Temporary Regulation A-11 and all current supplements thereto are canceled on the effective date of this revised FTR.
4. Amendments. Future amendments to the FTR will be issued as changed pages to this revised edition.
5. Format and citing these regulations. The regulations are issued in handbook format with four chapters. Each chapter is divided into parts for ease of general subject identification. Parts are further divided into paragraphs and subparagraphs. Reference to a part within a chapter is by chapter and part number; for example, part 5 of chapter 2 is written "2-5."

Likewise, reference to a paragraph is by chapter, part, and paragraph number; for example, paragraph 3 in part 8 of chapter 2 is written "2-8.3." Paragraphs previously amended by temporary regulation are appropriately annotated at the end of the paragraph. Current changes to the FTR are noted by a perpendicular line in the right-hand margin opposite the change.

6. Obtaining copies of the regulations. The revised FTR is available on a subscription basis from the superintendent of Documents, U.S. Government Printing Office, Washington, DC, 20402. Include the stock number printed in this document on all orders.

RAY KLINE  
Acting Administrator of General Services

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