
Part 301-10-TRANSPORTATION EXPENSES

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Subpart A--General

301-10.126 What form authorizes premium-class (business or first class) accommodations?

Form CD-334 is used to authorize premium-class (business or first class) travel accommodations for air, train, and ship travel. See NOAA Travel Regulation (NTR), Chapter 301-1.20 and Chapter 301-1.28 for a list of authorizing officials who may approve premium class travel accommodations. Once the CD-334 is approved by the authorizing official, a copy of the approved CD-334 must be sent to ADTRAV for ticketing and a copy must also be faxed to the NOAA Travel Office (NTO). The NTO fax number is (301) 413-3066.

See <http://www.corporateservices.noaa.gov/~finance/docs/TR.301-74.pdf> and click on "Premium Class Travel" for CD-334, Instructions, and premium class delegations.

301-10.127 How do I request approval to upgrade to either premium class travel accommodations or choice seating based on a medical disability?

Your supervisor should consult with NOAA's Reasonable Accommodation Coordinator (RAC) to determine if premium-class travel accommodations or choice/premium seating can be provided based on your medical disability and in accordance with Department Administrative Order (DAO) 215-10, "Reasonable Accommodation for Applicants with Disabilities"

http://www.osec.doc.gov/opog/dmp/daos/dao215_10.html .

301-10.128 Do I need to provide medical documentation to substantiate my medical condition?

The RAC will advise if medical documentation is required. Normally, medical information is not required when the disability and need for reasonable accommodation are obvious and/or already on file. However, medical information will be required when the disability and need for accommodation are not obvious and/or is not on file. Please note that if medical documentation is required, you will only be required to submit the documentation to your RAC using a secure mode of transmission in order to protect your personally identifiable information (PII). **Please do not send your medical documentation to anyone other than your RAC, this includes your supervisor, approving official(s), and ADTRAV staff.**

301-10.129 How do I know when I am authorized to use premium class travel accommodations or choice seating for a medical disability?

When premium class travel accommodations or choice/premium seating are deemed necessary to accommodate a medical disability, your supervisor will work with the NOAA RAC to approve either a one-time or annual “Reasonable Accommodation Certification”.

See link below for “Reasonable Accommodation Certification”:

<http://www.corporateservices.noaa.gov/~finance/SLReasonableAccommodationsCertification.docx>

301-10.130 How long is a “Reasonable Accommodation Certification” valid?

- 1) If your condition is **transitory (not permanent)**, your certification is valid in accordance with the terms of your “Reasonable Accommodation Certification”. If your condition continues beyond one year, your supervisor and RAC will recertify the “Reasonable Accommodation Certification” each year reasonable accommodations are required.
- 2) If your condition is **chronic (lifelong)**, only a one-time “Reasonable Accommodation Certification” is required. This means that your certification is valid indefinitely.

301-10.131 What other documentation is required in order to upgrade to premium class travel based on a medical disability?

In addition to the “Reasonable Accommodation Certification”, you will need to submit a CD-334 to the authorizing official responsible for reviewing/approving premium class travel within your Line/Corporate Office **each time** you upgrade to premium class travel. Once approved, you will need to submit both the CD-334 and the “Reasonable Accommodation Certification” to ADTRAV for ticketing and copies of both documents must also be faxed to the NOAA Travel Office (NTO). The “Reasonable Accommodation Certification” will be retained by your authorizing official for future reasonable accommodation requests.

301-10.132 What other documentation is required in order to upgrade to “choice or premium seating”?

In addition to the “Reasonable Accommodation Certification”, you will also need to include the following statement in the comments section of your travel authorization **each time** you are authorized an upgrade to choice/premium seating: “Choice/premium seating is authorized due to medical condition”. The “Reasonable Accommodation Certification” must be submitted to ADTRAV for ticketing and a copy must be retained by your authorizing official for future reasonable accommodation requests. See *DOC Bulletin 10-08*:

<http://www.osc.doc.gov/oas/travel/tbulletins/TravelBulletin10-08.pdf>

Subpart B--Common Carrier Transportation

301-10.110(a) How do I purchase airfare when personal travel is being taken in conjunction with official travel?

Both your travel authorization and official airline ticket must only show from your official duty station, to the official TDY site, and return to your official duty station; it cannot include any personal points of travel. Once the official ticket is issued, it is the employee's responsibility to turn it into the airlines for a new ticket that will include the personal points of travel. This also applies to situations where an employee chooses to turn a connecting flight into a layover and there is no additional cost to do so. Please note, employees are responsible for any additional costs, including change and cancellation fees, and paper ticket fees, as a result of rebooking the ticket.

301-10.110(b) Are there ever any circumstances I could utilize the Government contract fare when a personal travel location is involved?

Yes. If you receive notice during your personal trip, that you must perform official travel, you can utilize the Government contract fare from your personal travel location, to an official travel location(s), and return to your personal travel location.

Subpart D–Privately-Owned Vehicle (POV)

301-10.309(a) How do I compare the cost of POV versus common carrier transportation?

COMMON CARRIER

Air fare
Round trip taxi fare & tip
(**do not** use POV costs)
Shuttle/taxi to hotel
Per diem
Excess baggage

POV

Mileage
Tolls, bridge, ferry, road, tunnel
Parking (hotel)
Per diem (including stops)

You **do not** include the cost of local transportation at the TDY site.

Subpart E–Special Conveyances

301-10.454 Can I accept a rental car rate that is lower than the Government rental car rate?

No. If you are offered a rental car rate that is lower than the Government rental car rate, you are required to decline the lower rate. Rental car rates offered at a lower than Government rate do not include full coverage insurance for damages resulting from an accident while performing official travel.

301-10.455 How can I ensure that I am covered under the terms of the Government Rental Car agreement?

You can ensure full coverage insurance under the terms of the Government Rental Car Agreement as long as you secure the rental vehicle at Government rate and are charged a Government Administrative Rate Supplement (GARS) fee of \$5 a day. The GARS fee is intended to cover those costs incurred by the rental car company which are unique for doing business with the Government.

Subpart F–Commercial Aviation Services (CAS)

301-10.500 What services are included under CAS and what are the reporting requirements?

Services included under CAS are:

- (a) Leasing aircraft for exclusive use or lease-purchasing an aircraft with the intent of taking title;
- (b) Chartering or renting aircraft for exclusive use;
- (c) Contracting for full services (i.e., aircraft and related aviation services for exclusive use:) or obtaining full services through an inter-service support agreement (ISSA); or
- (d) Obtaining related aviation services (i.e., services but not aircraft) by commercial contract or ISSA, except those services acquired to support a Federal aircraft.

Note: Official travel on scheduled air carrier is not a “commercial aviation service.”

The reporting requirements require that all CAS, of any dollar value, be reported to the Office of Marine and Aviation Operations (OMAO) Program Services and Outsourcing Division, 1315 East West Highway, SSMC#3, Room 12782, Silver Spring, Maryland 20910, using NOAA Form 56-56, Commercial Aviation Services Report. OMAO may be contacted on (301) 713-1045. (Authority: 41 CFR 102-33, Management of Government Aircraft; NAO 216-104, Management and Utilization of Aircraft.)

301-10.501 What is the definition of a contracted (leased) aircraft?

A leased aircraft is defined as an aircraft hired under a commercial contractual agreement in which an executive agency has exclusive use of the aircraft for an agreed upon period of time. The acquiring executive agency operates and maintains the aircraft. Leased aircraft are hired as CAS.

301-10.502 What is the definition of charter aircraft?

A charter aircraft is defined as an aircraft that an executive agency hires commercially under a contractual agreement specifying performance, including pilots and flight crew, and one-time exclusive use. The commercial source operates and maintains a charter aircraft. A charter is one form of a full service contract.

301-10.503 How are charter aircraft services, for one-time exclusive use, authorized and what method of payment is used for procurement?

A NOAA Form 56-48, Request for Aircraft Services, must be submitted to the Office of Marine and Aviation Operations Program Services and Outsourcing Division, and an OMAO Assigned Clearance number issued before an agreement can be completed. (Authority: NAO 216-104, Management and Utilization of Aircraft.)

Charter aircraft services under \$2,500 can be procured on the J.P. Morgan Chase Government travel card. A copy of the NOAA Form 56-48, the OMAO Assigned Clearance Number and J.P. Morgan Chase Government travel card receipt must accompany the travel voucher when submitted to the servicing finance office for payment. Air charter services exceeding \$2,500 must be purchased through the servicing procurement office.

301-10.504 How are charter aircraft services, for field party activities, authorized and what method of payment is used for procurement?

Prior approval is required for chartering helicopters or other small aircraft for short flights to move personnel or equipment during the course of normal field party activities. Air charter services for field parties are authorized by submitting a NOAA Form 56-48 (Request for Aircraft Support) to the Office of Marine and Aviation Operations Program Services and Outsourcing Division, and obtaining an OMAO Assigned Clearance Number. (Authority: NAO 216-104, Management and Utilization of Aircraft.)

Charter aircraft services, under \$2,500 for field party activities, can be procured on the J.P. Morgan Chase Government travel card. The original NOAA Form 56-48 with the OMAO Assigned Clearance Number annotated, and a copy of the J.P. Morgan Chase Government travel card receipt must accompany the travel voucher when submitted to the servicing finance office for payment. Charter aircraft services exceeding \$2,500 for field party activities must be purchased through the servicing procurement office.

301-10.505 What is the definition of a rental aircraft?

Rental aircraft is defined as an aircraft hired commercially under an agreement in which the executive agency has exclusive use of the aircraft for an agreed upon period of time. The executive agency operates, but does not maintain a rental aircraft.

301-10.506 What is the definition of a privately-owned aircraft?

A privately-owned aircraft is defined as an aircraft owned by a NOAA traveler who is then reimbursed on a mileage basis per FTR, 301-10.303.

301-10.507 When can a privately-owned aircraft be authorized?

A privately-owned aircraft may be authorized in accordance with FTR, Chapter 301-10.303, and NOAA Administrative Order 216-104, “Management and Utilization of Aircraft.”