



**NUMBER:** Directive 1300

**SUBJECT:** Travel Management Policies and Procedures

**DIRECTIVE OWNER:** Division of Financial Services (FMFS)

**EFFECTIVE DATE:** October 10, 2023

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1. **PURPOSE.** This directive establishes CPSC policy governing official agency travel based upon the Federal Travel Regulation.
2. **AUTHORITY.** 41 C.F.R. Chapters 300-304, the Federal Travel Regulation (FTR).
3. **SCOPE.** This directive applies to all CPSC employees, interviewees, contractors, consultants, and experts authorized by CPSC to travel in accordance with this directive and the FTR.
4. **DEFINITIONS.** Additional definitions are found in Manual 1300.1, *CPSC Travel Management Policies and Procedures* (Travel Manual).
  - a. **Common carrier**—a private-sector supplier of air, rail, or bus transportation.
  - b. **Continental United States (CONUS)**—the 48 contiguous states and the District of Columbia.
  - c. **Contract carrier**—U.S.-certificated air carrier that is under contract with the government to furnish federal employees and other persons authorized to travel at Government expense with passenger transportation service. This also includes GSA's scheduled airline passenger service between select U.S. cities/airports and between select U.S. and foreign cities/airports at reduced fares.
  - d. **E-Gov Travel Service or Electronic Travel System (ETS)**<sup>1</sup>—the Government-contracted, end-to-end travel management service that automates and consolidates the Federal travel process in a self-service Web-centric environment, covering all aspects of official travel, including travel planning, authorization, reservations, ticketing, expense reimbursement, and travel management reporting. The ETS provides the service of a federal travel management program. It is CPSC policy to use the authorized ETS for the preparation and approval of travel documents within the capability of the system.

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<sup>1</sup> At the time of this directive's effective date, CPSC uses Concur as its ETS.



- e. **Foreign area**—any area, including the Trust Territories of the Pacific Islands, outside CONUS and the non-foreign areas.
- f. **Government contractor-issued, individually billed travel charge card**—a government contractor-issued travel charge card used by authorized individuals to pay for official travel and transportation-related expenses for which the contractor bills the employee.
- g. **Non-foreign area**—the states of Alaska and Hawaii, the Commonwealths of Puerto Rico, Guam, and the Northern Mariana Islands, and any other territories and possessions of the United States (excludes the Trust Territories of the Pacific Islands).
- h. **OCONUS**—outside the continental U.S., *i.e.*, outside the 48 contiguous states and the District of Columbia.
- i. **Per diem allowance** (also referred to as subsistence allowance)—a daily payment (instead of the reimbursement for actual expenses) for lodging, meals, and related incidental expenses, separate from transportation expenses and other miscellaneous expenses. See the Travel Manual and 41 CFR Chapter 300-3 for more details.
- j. **Temporary duty (TDY) assignment**—travel assignment at a location other than the employee's permanent duty station, where the employee is authorized to travel. A temporary duty assignment is to any location beyond a 50-mile radius from the employee's permanent duty station and less than six months in duration.
- k. **Travel authorization**—electronic or written permission to travel on official business.
- l. **Travel management center (TMC)**—a government commercial travel agency that provides travel management services.
- m. **Travel management service (TMS)**—a service for booking common carrier (*e.g.*, air and rail confirmations and seat assignments), lodging accommodations, and car rental services; fulfilling (*i.e.*, ticketing) reservations; providing basic management information on those activities; and meeting other requirements as specified in FTR § 301-73.106. A TMS may include a travel management center (TMC), an electronically available system, or an in-house system.
- n. **Travel voucher**—an electronic request supported by documentation and receipts, where applicable, for reimbursement of expenses incurred in the performance of official travel.

## 5. APPROVING OFFICIALS.

- a. **Chair and Commissioners.** Commissioners have authority to authorize local, CONUS, and non-foreign area travel for themselves and their respective staff members. The Chair and Commissioners may also approve special purpose travel/transportation and related allowances for their staff members, with the exception of foreign area travel.



- b. Inspector General.** The Inspector General may approve local, CONUS, and non-foreign area travel within the limits of available travel funds for employees within the Office of Inspector General (OIG), including his/her own travel. The Inspector General may also approve special purpose travel/transportation and related allowances for OIG staff, with the exception of foreign-area travel.
- c. Supervisors.** All supervisors and managers may approve local travel within the limits of available travel funds for employees within their area of responsibility. All supervisors may approve CONUS and non-foreign area travel within the limits of available travel funds and within their area of responsibility. Travel must be authorized, consistent with applicable travel regulations, by an official occupying a higher organizational level of authority in the traveler's chain of command.
- d. Authorized Approving Officials in Special Circumstances.**

  - i. Foreign Area Travel.** All foreign area travel must be approved by the Chair or the Chair's designee.
  - ii. Use of Noncontract Carriers.** Any approving official may approve noncontract carriers with appropriate justification stated on the Travel Authorization, including required cost comparisons. In the absence of specific approval for use of a noncontract carrier, the employee will be responsible for any difference in cost that may result from the traveler's unauthorized use of noncontract service or the failure to observe the order of contractor succession. The traveler's indebtedness to the Government will be the difference between the price of the service used and the lowest contract fare applicable to the travel involved.
  - iii. Use of Other than Coach Class.** The Executive Director is authorized to approve the use of other than coach class transportation for travelers except the Executive Director's own travel, which must be approved by the Chair. The Commissioners and the Inspector General are authorized to approve the use of other than coach class transportation for themselves and their staff. Use of other than coach class transportation is subject to the requirements, limitations, and procedures for requesting reimbursement contained in the Travel Manual.
  - iv. Reimbursement on the Basis of Actual Expenses in Lieu of Per Diem in Special or Unusual Circumstances.** Travel on an actual expenses basis may be authorized for travel assignments when the applicable maximum per diem rate is inadequate due to special or unusual circumstances. Reimbursement for actual expenses is subject to the requirements, limitations, and procedures for requesting reimbursement contained in the FTR and the Travel Manual. The Chief Financial Officer (CFO) must approve reimbursement of actual expenses in lieu of per diem.
  - v. Travel to Conferences, Meetings, and Training Sessions.** Travel relating to conferences, meetings or training sessions is subject to the requirements, limitations, procedures, and authorization requirements contained in Travel Manual.



- vi. **Acceptance of Travel Expenses From a Non-Federal Source.** Travel expenses from a non-federal source may be accepted only in accordance with, and by those authorized in, Directive 0626, *Acceptance of Gifts and Travel Expenses from a Non-Federal Source*.
- vii. **Travel Related to a Change of Official Station or Relocation.** The Chair may authorize and approve travel related to change of official station or relocation expenses for a new appointee covered under Section 302-3.1 of the Federal Travel Regulation. This authority may not be redelegated. Travel related to change of official station or relocation of employees determined to be in the interest of the Government shall be authorized by the Executive Director. This authority may not be redelegated.
- viii. **Travel Related to a Catastrophic Occurrence or Impending Disaster.** Approval of emergency travel due to catastrophic occurrence or impending disaster that directly affects the traveler's home or destination must be authorized by the CFO.
- ix. **Travel/Transportation Expenses of an Employee Who Dies or is Injured While in a Travel Status.** Expenses related to the preparation and transportation of the remains of an employee who dies while in a travel status must be approved by the CFO. Expenses related to the travel/transportation expenses of an employee to a medical facility for treatment of injuries incurred in the performance of official duties while in a travel status must be approved by the CFO.

## **6. RESPONSIBILITIES.**

- a. All official travel on behalf of the Commission will be limited to that which is necessary to accomplish the authorized purposes of the Commission in the most economical and effective manner. It is CPSC policy to reimburse the traveler, within limits prescribed by laws and regulations, for expenses necessarily incurred in carrying out the assigned work of the Commission, subject to the limits set forth in this directive and the FTR.
- b. Officials who authorize travel and approve expenses must adhere to the following requirements:
  - i. Authorize travel only when mandated by time constraints or mission objectives; maximize the use of email, mail, teleconferencing, videoconferencing, and secure meetings in preference to travel, to accomplish objectives. Official travel will be authorized only when such alternatives cannot satisfactorily resolve the business at hand.
  - ii. Minimize the number of individuals who must travel for a single purpose. Never permit two or more persons to travel when one employee can perform the assigned tasks. Whenever the nature of an assignment is such that two or more employees must travel to a destination on the same mission, document the necessity for such action on each of the applicable travel orders.



- iii. Examine travel assignments to help ensure that travel is performed by employees from duty stations that are closest to travel destinations, whenever possible and consistent with mission requirements.
- iv. Limit attendance at meetings, conferences, and seminars (CONUS and OCONUS) to individuals whose participation is essential.
- v. Limit travel by non-compensated individuals (including experts, consultants, and interviewees) to travel that is essential, holding related costs to a minimum.
- vi. Authorize the transportation mode that offers the greatest advantage to CPSC, taking into account costs and other factors. To determine which method offers the greatest advantage to CPSC, the approving official must consider energy conservation, total cost to the agency (including costs of per diem, overtime, lost work time, and actual transportation costs), total distance traveled, number of points visited, and number of travelers. Authorize only itineraries that most effectively serve program needs.
- vii. Maximize use of government contract fares and rates offered by suppliers of transportation, lodging, and rental automobiles.
- viii. Issue travel authorizations on a trip-by-trip basis.

**7. CANCELLATION.** This directive supersedes and cancels CPSC Order No. 0355.1, *Authority to CPSC Officials to Authorize Travel, Transportation and Related Allowances* (April 25, 2017).

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Jason K. Levine  
Executive Director

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Date