**Rocky Mountain Area Incident Travel**

**Compliance with new Federal Travel Regulations**

**Summary:** On May 13, 2015, the General Services Administration (GSA) amended the Federal Travel Regulation (FTR) as follows:

* A cost comparison between a privately owned vehicle (POV) and a rental vehicle for use during temporary duty (TDY) is now required, FTR 301-10.309-301-10.3
* Travelers who are authorized to use a rental vehicle for TDY must use the least expensive compact car available unless an exception is approved, FTR 301-10.450
* Travelers cannot be reimbursed for purchasing pre-paid refueling options for rental vehicles, FTR 301-70.102

Since RMA Dispatch Centers are heavily involved in making emergency travel arrangements for incident response, the following is intended to aid centers in complying with all new policies.

* The FTR changes apply to all agencies in the federal system. The USFS has issued its own direction regarding these policies; DOI has not yet issued specific direction.
* These policies also apply to any resource using the federal emergency travel contract to mobilize for emergency response.

**Privately-Owned Vehicle Exception**

* A cost comparison **must** be done for any resource who plans to travel by POV. This will only apply to resource orders where a POV has already been authorized by the incident or ordering unit. All authorizations must be documented on the resource order.
* The sending dispatch center is responsible for ensuring the cost comparison is completed and entering any appropriate documentation.
* A POV exception based on the cost comparison must be approved by the resource’s supervisor and/or travel approver.
* Documentation from the sending unit that the cost comparison was completed, the result of the cost comparison, and the name of the approver must be entered on the resource order.
* A copy of the resource order, cost comparison, and related documentation of exception approval must be uploaded to ETS2 or Concur when the travel voucher is filed.

**Rental Vehicles**

* All vehicles rented for incident mobilization should be from the economy/compact class.
* Any off-road rental vehicles must be authorized on the resource order, and must be rented from the Enterprise off-road agreement. This requirement needs to be specified at the time of reservation to ensure that appropriate coverages are in place.
* Exceptions for rental size class and off-road allowance must be granted by the incident or host unit, and be documented on the resource order.
* Justification for exceptions must be entered to ETS2 or Concur when the voucher is filed, including a copy of the resource order with the authorization for the type of vehicle rented.
* Travelers should **NOT** pre-pay for fuel for rental vehicles. Fuel purchased for rental vehicles is reimbursable at **actual cost**—receipts should be attached when the travel voucher is filed.
* Add-ons (GPS, etc.) are not reimbursable and should not be charged to a federal travel card.