



**PER DIEM, TRAVEL, AND TRANSPORTATION
ALLOWANCE COMMITTEE**
4800 MARK CENTER DRIVE, SUITE 05E22
ALEXANDRIA, VA 22350-9000

February 20, 2024

MEMORANDUM FOR: MILITARY ADVISORY PANEL
CIVILIAN ADVISORY PANEL

SUBJECT: UTD-CTD for MAP-CAP 104-23(I), “Sustainable Transportation for Official Temporary Duty (TDY) Travel”

1. Purpose: This is a statutory (S) item implementing the provisions of the Code of Federal Regulations Parts 301-10 and 301-70, the Office of Management and Budget (OMB) Memorandum M-24-05 “Catalyzing Sustainable Transportation Through Federal Travel,” and Executive Order 14057, “Catalyzing Clean Energy Industries and Jobs through Federal Sustainability.” FTR Bulletin 24-02, published in the Federal Register on December 18, 2023, states, “This bulletin clarifies existing regulations for determining the method of transportation that is most advantageous to the Government and encourages Federal travelers to make sustainable, cost-effective transportation choices when conducting official TDY travel.”
2. This revision is forwarded for information purposes. No coordination is required.
3. PDTATAC Staff initiated this revision.
4. This revision is effective March 1, 2024.
5. Action Officer: Ashley Aguilar (ashley.aguilar5.civ@mail.mil).

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Date: 2024.02.20 09:11:20 -05'00'
x
Donna K. Haddix

Donna K. Haddix
Chief, Policy, Compliance, and Training
Division

Attachment:

Chair Signature Memo

Joint Travel Regulations Revisions

Office of Management and Budget (OMB) Memorandum M-24-05 “Catalyzing Sustainable Transportation Through Federal Travel”

Federal Travel Regulation GSA Bulletin FTR 24-02

Federal Register Vol. 88, No. 241

cc:

Civilian Board of Contract Appeals

Defense Travel Management Office

General Services Administration

U.S. Coast Guard Pay and Personnel Center

Joint Travel Regulations Revisions

0202 TRANSPORTATION

This section addresses transportation to, from, and around official travel locations. The AO should authorize transportation before a traveler departs. If the AO does not, then air transportation is the authorized transportation mode for ~~TDY and~~ transoceanic travel. For non-transoceanic TDY travel, the transportation types specified in par. 020203 should be used. ~~unless the traveler demonstrates to the AO's satisfaction that air transportation cannot meet the mission's requirements efficiently or economically. If the traveler selects an alternate mode than as specified in par. 020203, then they must demonstrate to the AO's satisfaction that the selected mode of travel was the most efficient or economical option reasonably available.~~ Each traveler is allowed a seat on the authorized transportation mode. While an AO does not normally direct transportation, he or she may do so for a traveler under certain circumstances. If travel changes unexpectedly, the transportation type can be approved after travel has begun if the reasons are acceptable to the AO. Travel other than by a usually traveled route must be justified for any excess cost to be Government funded.

020203. Transportation Types Most Advantageous to the Government

A. Preferred Transportation. In the case of TDY travel, the following transportation types are presumed most advantageous to the Government, unless the AO determines otherwise.

1. In accordance with [DoDI 4500.57](#) (Transportation and Traffic Management), Government transportation by air for travel OCONUS is considered the most advantageous method when reasonably available to meet mission requirements. See [transportation computation example](#).

2. When Government transportation is not directed, commercial travel by airplane, ~~train~~ [rail](#), bus, or ship is generally the most advantageous method of transportation and should be selected when reasonably available. Of these types, travel by airplane or rail, if the distance is less than 250 miles, is usually preferable when available.

3. When travel must be by automobile, a Government automobile is most advantageous. If a Government automobile is not available, then:

a. Consider a rental car. See the DTMO [Rental Car Agreement](#) and [DTR 4500.9-R, Part I](#) (Passenger Movement), for instructions and guidance for rental car selection.

b. A POV is considered most advantageous to the Government only after the other transportation types have been considered.

(1) If the AO determines that using a Government automobile would be more expensive than using a POV because of unusual circumstances, then the AO may authorize reimbursement for POV use on TDY travel.

(2) A traveler's personal choice must not be the sole determining factor for authorization.

B. Determination Factors. The AO will use the following factors to determine which type of transportation is most advantageous to the Government for TDY travel:

1. Mission requirements, including trip length and transportation of baggage, tools, or equipment.

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2. Availability of other transportation modes and the effect on productive time.
3. TDY location in relation to traffic conditions, routing, and weather.
4. TDY location in relation to the lodging, meal facilities, and transportation availability, other than a POV, between these points.
5. Overall cost advantage when accompanying passengers in the same POV are also under official travel orders.
6. Productive time lost due to additional travel time.
7. Efficiency, economy, or other reasons favorable to POV use to accomplish the mission expeditiously.
8. Unavailability of practicable commercial transportation.
9. Delay to mission caused by the use of an airplane, train, bus, or ship.
10. [Zero-emission vehicles \(ZEVs\) when the rental rate is equal to or less than the least expensive compact car, and charging infrastructure availability en route or at the destination.](#)

020206. Airplane, Train, Ship, and Bus Transportation

M. Commercial Air Transportation. [General Services Administration \(GSA\) City Pair Program fares and restricted fares may be authorized or approved by the AO for official travel.](#) ~~Commercial airplane is the preferred mode for official travel more than 400 miles one way or more than 800 miles round trip.~~

1. [General Services Administration \(GSA\) City Pair Program Fares.](#)

N. Train, Ship, or Bus Transportation. For trains and buses, use the discount fares offered to the Government when the transportation meets mission requirements. Travel by ship may be authorized or approved. Only the authorities in [Table 2-5](#) may authorize or approve premium class accommodations under the following circumstances ([Office of Management and Budget Bulletin 93-11, April 19, 1993](#) (Fiscal Responsibility and Reducing Perquisites)):

1. The travel can be completed only by ship.
2. The travel is performed more economically or efficiently by ship.
3. The travel is for medical reasons.
4. The travel is for security reasons.
5. The Secretarial Process authorizes or approves the travel as being advantageous to the Government for travel OCONUS.

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O. Sustainable Travel Modes. To promote sustainable transportation, the traveler should consider using ZEVs over other automobiles; rail over air travel if the distance is less than 250 miles or long-distance automobile travel; and public transit over automobiles.

1. Government automobile. Traveler should use a Government ZEV to the maximum extent practicable where available and where adequate charging infrastructure is likely to be available en route or at the destination.

2. Rental Vehicle. If a traveler is authorized or approved the use of a rental vehicle for official travel, then the traveler should select a ZEV when the daily rental rate is equal to or less than the daily rental rate of the least expensive compact car available.

3. Taxis and transportation network companies (TNC). If a ZEV TNC or taxi is available and the charge is equal to or less than gasoline-fueled vehicles, then travelers should select a ZEV.

4. Ridesharing. Travelers sharing a ride may use larger TNC vehicles, taxis, or shuttle services between airports, hotels, and conferences or meetings.

5. Rail. Travelers should use trains when and the destination is less than 250 miles away and when cost effective and consistent with mission needs going shorter distances.

6. Public transportation. When available, travelers should use public bus and rail options.

020209. Rental Vehicle

A. Selecting a Rental Vehicle. If a traveler is authorized or approved the use of a rental vehicle for official travel, then the traveler should select a ZEV when the daily rental rate is equal to or less than the daily rental rate of the least expensive compact car available. If another class of rental vehicle is approved, then travelers should select a ZEV when the rental rate is equal to or less than the least expensive car of the approved class of vehicle. If no ZEVs are available, then the traveler should consider renting a hybrid vehicle when the rental rate is equal to or less than the least expensive car of the approved class of vehicle.

AB. Obtaining Authorization. To be reimbursed, an AO must authorize or approve use of a rental vehicle. A traveler must obtain a rental vehicle through an electronic system when it is available or through the TMC if it is not available. TMC use is not mandatory when renting an airplane or bus. A compact vehicle is the standard size for official travel, but the AO may authorize or approve a larger vehicle for the following reasons:

1. Medical disability or other special need.
2. Mission requirements.
3. Cost is the same or less for a non-compact vehicle.
4. Multiple travelers are authorized to travel in the same rental vehicle.
5. Government material for official business requires more space.
6. Safety, such as driving during severe weather or on rough or difficult terrain.

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BC. Reimbursement for Use of a Rental Vehicle. A traveler is reimbursed the cost of the authorized or approved rental vehicle. This includes the related taxes and local assessments added into the rental agreement. Fees associated with rental car loyalty points and the transfer of points are not reimbursed.

ED. Reimbursement for Rental Vehicle Insurance. The Government is self-insured. A traveler should verify that a rental vehicle is part of the U.S. Government [Rental Car Agreement](#), which provides full insurance coverage ([CBCA 2956-TRAV, January 31, 2013](#)). The traveler is reimbursed optional insurance on a rental only when traveling in foreign areas where insurance is required by law or when traveling for certain classified special operations in the CONUS or non-foreign areas OCONUS. For these classified special operations, the AO must specifically approve the insurance reimbursement.

020210. Privately Owned Vehicles (POV)

Table 2-10. Reimbursement for Privately Owned Automobiles and Motorcycles		
	If...	Then...
1	the official distance between authorized locations (as determined by the DTOD* or from appropriate distances (non DoD Services)) is 400 miles or less one way or 800 miles or less round trip,	use of a private automobile or motorcycle is considered advantageous to the Government. The traveler is reimbursed the appropriate cents per mile for the DTOD* distance between official points. No cost comparison is required.
2	the official distance between authorized locations (as determined by the DTOD*) is greater than 400 miles one way, or greater than 800 miles round trip,	the AO may authorize or approve the use of a private automobile or motorcycle on a case-by-case basis in accordance with guidance if advantageous to the Government.
3	a traveler uses a POV instead of the authorized transportation type (other than a Government automobile),	reimbursement is limited to the constructed cost of the authorized transportation type. Miscellaneous reimbursable expenses associated with driving a POV and incurred during travel, such as parking and tolls, are not authorized for reimbursement.
4	an official traveler is a passenger in an automobile or on a motorcycle,	the passenger is not authorized reimbursement for transportation, but may receive per diem.
*See Defense Table of Official Distances (DTOD) for official mileage.		

F. Cost Comparisons Between Use of a POV and Other Modes of Transportation (Computation and Calculation Rules). When a traveler uses a POV instead of an authorized type of transportation, a cost comparison is done to determine reimbursement. The POV mileage is compared to the constructed cost of the authorized transportation type and the lesser of the two amounts is reimbursed. The constructed cost is the sum of the transportation ticket cost plus the TMC fee. The per diem that the Government would have incurred if travel had been performed by the authorized transportation mode is paid. No other costs, such as taxi fare, ~~transportation network company (TNC) TNC~~ fare, or parking, are included in the comparison.

Table 2-11. Cost Comparison Rules for Using a POV	
If...	Then...
POV v. Rental Car	

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Table 2-11. Cost Comparison Rules for Using a POV		
If...		Then...
1	air, train, bus, or Government-provided transportation is not provided or available,	reimbursement is limited to the cost of the lowest rental service and other miscellaneous expenses associated with the rental.
2	the AO determines that a rental car is more economical, but the traveler uses a POV,	
POV v. Bus		
3	neither air nor rail transportation is provided,	mileage reimbursement is limited to what bus transportation would have cost.
POV v. Commercial Airplane		
4	a traveler is authorized to use a commercial airplane and uses a POV instead,	the traveler is allowed the TDY mileage for the official distance, limited to the policy-constructed cost for air transportation. When the distance is 400 miles one way or 800 miles or less round trip, a traveler is allowed the applicable TDY mileage rate for the ordered distance.*
5	the policy-constructed airfare includes an airfare available through the GSA City Pair Program**,	a -CA GSA City Pair Program** airfare is not used when creating a policy-constructed airfare for comparison purposes.
6	the policy-constructed airfare turns out to be, or to include, a GSA City Pair Program** airfare and both a YCA and a -CA airfare are available,	the YCA airfare is used for cost comparison.
7	an individual traveling at Government expense rides in the same POV as the traveler claiming mileage,	the constructed transportation cost reimbursed to the traveler claiming the mileage includes the policy-constructed transportation cost of the passenger.
Vehicle v. Train		
8	the official distance between authorized locations (as determined by the DTOD or from appropriate distances (non-DoD Services)) is less than 250 miles one way or less than 500 miles round trip, and use of rail is available and time and cost effective,	rail is considered advantageous to the Government. When rail transportation is considered advantageous to the Government, and a POV is used instead, the traveler is limited to the rail transportation cost.
89	air accommodations are not provided between origin and destination points,	mileage reimbursement is limited to the constructed cost of coach train accommodations for the travel performed.
91 <u>0</u>	an administrative determination is made that rail transportation is more economical than the commercial air accommodations provided between the city and airport,	the constructed cost comparison also may be made with rail transportation, including related per diem.
101 <u>1</u>	extra fare service has been authorized as being to the Government's advantage,	the constructed cost comparison may be limited to a maximum of the cost of extra fare service.
Aero Club Aircraft v. Commercial Air		
111 <u>2</u>	the use of an Aero Club aircraft is authorized or approved, and two or more official travelers are authorized to travel together,	reimbursement to the pilot is for the actual necessary expenses, limited to the Government's transportation cost, for the pilot and accompanying travelers.

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Table 2-11. Cost Comparison Rules for Using a POV	
If...	Then...
*The 800 mile roundtrip policy does not apply to POV travel by airplane, boat, or helicopter.	
**See GSA City Pair Program .	

020212. Travel in and around the TDY Location

A. Travel Locations. Transportation expense reimbursement in the TDY area may be authorized or approved for travel between (see [par. 020205](#)):

1. Lodging and duty site.
2. Duty sites.
3. Lodging or duty site and dining facility.
4. Lodging or duty site and transportation terminal.

B. Transportation Modes. The AO may authorize or approve the most economical transportation mode at the TDY location that meets the mission requirements. The transportation mode must be specified in the travel order if it is authorized before travel begins.

1. [Public transportation should be the first option in and around the TDY location. Travelers should familiarize themselves with subway, trains, and bus routes that are available between meetings, lodging, and other locations at which business is to be conducted.](#)

2. When authorized or approved, a traveler using commercial transportation may receive reimbursement for local public transit system fares, taxi fares, TNC fares, or rental vehicle costs when using a rental vehicle is more advantageous to the Government.

3. When a POV is authorized or approved, mileage is reimbursed at the TDY rate listed in [par. 020210](#).

C. Meals or Lodging Unavailable at Duty Site

1. The AO may authorize reimbursement to a traveler for:
 - a. Daily round trips between lodging and duty site when suitable lodging is not available at the duty site.
 - b. Trips to dining establishments when suitable dining establishments are not available near the lodging or duty site.
2. The traveler must furnish a statement that Government transportation was not available or, if available, was not suitable for the travel involved.

020213. Ground Transportation

A. Use of Ground Transportation. A traveler should always use Government or courtesy transportation to and from terminals and rental car facilities, if available. Travelers may use:

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1. Transportation network companies, taxis or limousines. A traveler may include a tip up to 20% of the fare as part of the total fare amount claimed. The tip is not separately reimbursable. “Fare” means the price paid for transportation, including all mandatory taxes and fees; it does not include ancillary fees for optional services.

2. Buses.
3. Streetcars.
4. POVs.
5. Rental vehicles when authorized or approved.
6. Subways or other public transportation.

B. Transportation Network Companies. Although travelers may use this transportation mode, as defined in Appendix A, cancellation fees and penalties charged by these companies are not reimbursable expenses. Travelers must select the ride option most economical and advantageous to the Government, when cost and other factors are considered. There is no authority to authorize or approve a premium or luxurious option. A class upgrade for a larger vehicle may be authorized or approved to accommodate multiple travelers; additional equipment; or when a premium TNC is equal to or less than the most economical TNC. A traveler should select a ZEV TNC if the rate is equal to or less than the rate of the non-ZEV TNC. If a ZEV TNC is not available, then travelers should select a hybrid TNC whose if the rate is equal to or less than the rate of the non-ZEV TNC. If none are available, the traveler should select the least expensive vehicle with the highest fuel efficiency.

Table 2-13. Reimbursement for Ground Transportation to and from Terminals and Rental Car Facilities		
If...	Then...	
1	a traveler uses a POV and the TDY requires at least one night’s lodging,	the traveler may be reimbursed TDY mileage for travel from the residence to the PDS on the TDY departure day, and from the PDS to the residence on the TDY return day.
2	a traveler uses a POV to or from home or place of duty to a transportation terminal,	he or she may be reimbursed for one-way mileage for each way at the TDY mileage rate.
3	a traveler uses Government transportation or a POV to take the most direct route,	the AO may allow ferry fares, and road, bridge, and tunnel tolls.
4	a traveler is dropped off or picked up in a POV when traveling to or from home or the place of duty and taken to a transportation terminal,	he or she may be reimbursed for a round trip at the TDY mileage rate. The traveler must certify he or she incurred operating expenses if a person other than a family member drives.
5	a traveler parks at a terminal,	he or she may be reimbursed actual expense up to the cost of two one-way taxi fares or TNC fares. The AO may waive this limitation for Service members when the TDY is longer than initially planned.

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Table 2-13. Reimbursement for Ground Transportation to and from Terminals and Rental Car Facilities		
	If...	Then...
6	a rental vehicle is used to and from transportation terminals at the PDS or TDY location, or between carrier terminals, when authorized as more advantageous to the Government,	the standard list of expenses for a rental vehicle allowance plus transportation to and from the rental car agency may be reimbursed.
7	a traveler uses public transportation,	he or she may be reimbursed the fare cost.

APPENDIX (A-24)

ZERO-EMISSION VEHICLE is a vehicle that when operating produces zero tailpipe exhaust emissions of any criteria pollutant (or precursor pollutant) or greenhouse gas.

B. Acronyms (A-24)

ZEV – Zero-emission Vehicle



**HEADQUARTERS
DEFENSE HUMAN RESOURCES ACTIVITY
4800 MARK CENTER DRIVE, SUITE 06J25-01
ALEXANDRIA, VA 22350-4000**

MEMORANDUM FOR DIRECTOR, DEFENSE TRAVEL MANAGEMENT OFFICE

SUBJECT: Military Advisory Panel Item / Civilian Advisory Panel Item 104-23(S),
“Sustainable Transportation for Official Temporary Duty Travel”

I hereby approve Military Advisory Panel Item / Civilian Advisory Panel Item 104-23(S)
for publication in the Joint Travel Regulations. Please take action to update the Joint Travel
Regulations as appropriate.

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Jeffrey R. Register
Director, Defense Human Resources Activity
Chair, Per Diem, Travel, and Transportation
Allowance Committee



Federal Travel Regulation
GSA Bulletin FTR 24-02

TO: Heads of Federal Agencies

SUBJECT: Sustainable Transportation for Official Temporary Duty (TDY) Travel

1. What is the purpose of this bulletin? This bulletin clarifies existing regulations for determining the method of transportation that is most advantageous to the Government and encourages Federal travelers to make sustainable, cost-effective transportation choices when conducting official TDY travel.

2. What is the background of this bulletin? The Office of Management and Budget (OMB) Memorandum M-24-05 “Catalyzing Sustainable Transportation Through Federal Travel” (issued December 14, 2023) provides guidance for implementing Executive Order (E.O.) 14057, *Catalyzing Clean Energy Industries and Jobs through Federal Sustainability*. OMB Memo M-24-05 directs Federal agencies to prioritize sustainable transportation options for official travel and lead by example as an organization working toward net-zero emissions operations by 2050.

The Federal Travel Regulation (FTR) already encourages measures that promote sustainability, but the transition to clean energy provides additional opportunities for Federal travelers to support sustainable initiatives through the use of clean technologies. Title 5 of the United States Code (U.S.C.) § 5733 states in part that “[t]he travel of an employee shall be by the most expeditious means of transportation practicable,” which the FTR expands upon by directing agencies to select the method of transportation that is most advantageous to the Government when cost and other factors are considered. Energy conservation is an element of sustainability and is one of several non-cost elements required to be considered by agencies when selecting the most advantageous method of transportation (FTR §§ 301-10.4, 301-70.100, and 301-70.101).

3. How can agencies reduce greenhouse gas (GHG) emissions resulting from official TDY travel? In every case, the trip not taken is the least expensive and most sustainable. With new communication tools available to agencies, Federal employees are encouraged to consider virtual attendance at a meeting or conference. If official travel is necessary, agencies are encouraged to implement the following practices for determining the method of transportation that is most advantageous to the Government:

a. Rail. Using rail, particularly when the train uses electric locomotives rather than diesel, results in a lower GHG emissions per passenger mile ratio than other methods of transportation, particularly when going shorter distances.¹ Specifically, when traveling in the Northeast and Mid-Atlantic regions of the United States, and in countries where regional or international rail is available and is time and cost effective (e.g., in parts of Europe and Asia), employees should be encouraged to consider rail options, especially for city pairs less than 250 miles apart. Cost effective rail transportation is one of the exceptions to the required use of a contract City Pair Program fare (FTR § 301-10.111).

b. Government-furnished automobile. The Government has invested in replacing internal combustion engine vehicles with zero-emission vehicles (ZEVs), which should be used to the maximum extent practicable where available and where adequate charging infrastructure is likely to be available en route or at the destination.

c. Rental vehicle. Based on FTR § 301-10.450(c)(3), if authorized to use a rental car on official travel, employees are authorized to rent a ZEV when the daily rental rate is equal to or less than the daily rental rate of the least expensive compact car available. If another class of rental vehicle is approved, travelers should select a ZEV where the daily rental rate is equal to or less than the rental rate of the least expensive car of the approved class of vehicle. If no ZEVs are available that meet the above criteria, consider renting a hybrid vehicle if the daily rental rate is equal to or less than the daily rental rate of the least expensive compact car available or less than the rental rate of the least expensive car of the approved class of vehicle. If no alternatively fueled vehicles are available that meet the above criteria, employees should choose the least expensive compact car available. Agencies may authorize a larger rental vehicle to accommodate multiple travelers authorized to travel together rather than authorizing a smaller rental vehicle for each of the travelers (FTR § 301-10.450(c)(4)). Employees are also authorized to have alternative fuel charging expenses reimbursed as “fuel,” which is defined in FTR § 300-3.1 as “[t]he energy source needed to power a vehicle,” and includes “petroleum, hydrogen, propane, and electricity.”

d. Privately owned vehicle (POV). Even before people were fully aware of the impact GHG emissions have on climate change, the Federal Government rarely considered POVs to be the most advantageous method of transportation. Now that the impact of GHG emissions is better known, taking steps to limit POV use, which accounts for more than half of GHG emissions from the transportation sector,² is even more urgent.

¹ See “Travel Green With Amtrak” for more information:
<https://www.amtrak.com/about-amtrak/sustainability/travel-green.html>

² Source: <https://www.epa.gov/ghgemissions/sources-greenhouse-gas-emissions#transportation>

e. Combine trips. Whenever possible and geographically reasonable, when agencies determine that travel is necessary and the mission takes the traveler to multiple/consecutive TDY points, agencies should consider scheduling a single trip with multiple legs or segments, instead of returning the traveler to their official duty station and conducting individual trips to each destination.

4. What strategies should employees use to act in a more sustainable manner once they arrive at the TDY location?

a. Public transportation. Public transportation should be the first option for transportation in and around the TDY location. Travelers should be familiar with subway/trains and bus routes that are available between meetings, lodging, and other locations at which business is to be conducted. When available, employees should use public buses that use alternative fuels, such as electricity or compressed natural gas, rather than gasoline or diesel to reduce GHG emissions.

b. Rental car. If employees are authorized to rent a car after arriving at the TDY location, the same guidelines for rental car choice as noted in 3(c) above should be followed. Depending on the TDY location, however, other forms of transportation may be more appropriate to use.

c. Environmentally friendly transportation network company (TNC), taxicabs, and innovative mobility technology companies (IMTC). Employees should select a ZEV if one is available from a TNC (e.g., Uber, Lyft) and taxicabs, as opposed to gasoline-fueled vehicles. If a ZEV TNC or taxicab is not available, employees should select a hybrid taxicab or TNC. If none are available, employees should select a vehicle with the highest fuel efficiency. Employees may also use IMTC options such as bike shares when available and compatible with mission needs.

d. Ridesharing. Share the ride with fellow employees. Ridesharing can include either larger TNC vehicles, taxis, or shuttle services between airports, hotels, and conferences, or meetings.

5. What is the effective date of this bulletin? This bulletin is applicable upon the date of signature.

6. When does this bulletin expire? This bulletin will remain in effect until explicitly canceled or superseded.

7. Whom should I contact for further information regarding this bulletin? Contact Ms. Jill Denning, Office of Government-wide Policy at 202-208-7642, or by email at travelpolicy@gsa.gov. Please cite GSA FTR Bulletin 24-02.

By delegation of the Administrator of General Services,

DocuSigned by:
Krystal Brumfield
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Krystal J. Brumfield
Associate Administrator
Office of Government-wide Policy

TABLE 2 TO PARAGRAPH (b)

Commodity	Parts per million	Expiration/revocation date
Almond	0.04	12/31/26
Almond, hulls	0.4	12/31/26

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[FR Doc. 2023-27654 Filed 12-15-23; 8:45 am]
BILLING CODE 6560-50-P

GENERAL SERVICES ADMINISTRATION

41 CFR Parts 301-10 and 301-70

[Notice-MA-2023-07; Docket No. 2023-0002; Sequence No. 30]

Federal Travel Regulation (FTR); Sustainable Transportation for Official Temporary Duty (TDY) Travel

AGENCY: Office of Government-wide Policy (OGP), General Services Administration (GSA).

ACTION: Announcement of FTR bulletin.

SUMMARY: FTR Bulletin 24-02 clarifies existing regulations for determining the method of transportation that is most advantageous to the Government and encourages Federal travelers to make sustainable, cost-effective transportation choices when conducting official TDY travel.

DATES: Applicable December 18, 2023.

FOR FURTHER INFORMATION CONTACT: For clarification of content, contact Jill Denning, Office of Government-wide Policy, Office of Asset and Transportation Management, at travelpolicy@gsa.gov, 202-208-7642. Please cite Notice of GSA Bulletin FTR 24-02.

SUPPLEMENTARY INFORMATION: The Office of Management and Budget (OMB) Memorandum M-24-05 “Catalyzing Sustainable Transportation Through Federal Travel” (issued December 14, 2023) provides guidance for implementing Executive Order (E.O.) 14057, *Catalyzing Clean Energy Industries and Jobs through Federal Sustainability*. OMB Memo M-24-05 directs Federal agencies to prioritize sustainable transportation options for official travel whenever possible and lead by example as an organization working toward net-zero emissions operations by 2050.

The FTR already encourages measures that promote sustainability, but the transition to clean energy provides additional opportunities for Federal travelers to support sustainable initiatives through the use of clean

technologies. Title 5 of the United States Code (U.S.C.), section 5733, states in part “[t]he travel of an employee shall be by the most expeditious means of transportation practicable,” which the FTR expands upon by directing agencies to select the method of transportation most advantageous to the Government when cost and other factors are considered. Energy conservation is an element of sustainability and is one of several non-cost elements required to be considered by agencies when selecting the most advantageous method of transportation (FTR §§ 301-10.4, 301-70.100, and 301-70.101 (41 CFR)).

GSA Bulletin FTR 24-02 can be viewed in its entirety at <https://www.gsa.gov/ftrbulletins>.

Krystal J. Brumfield,
Associate Administrator, Office of Government-wide Policy.

[FR Doc. 2023-27775 Filed 12-15-23; 8:45 am]

BILLING CODE 6820-14-P

DEPARTMENT OF THE INTERIOR

Bureau of Land Management

43 CFR Part 8360

[BLM_UT_FRN_MO4500172882]

Final Supplementary Rule for Roped and Aerial Activities in the Moab Canyons Special Wildlife Area (In and Near Mineral and Hell Roaring Canyons) in Grand County, Utah

AGENCY: Bureau of Land Management, Interior.

ACTION: Final supplementary rule.

SUMMARY: The Bureau of Land Management (BLM) is finalizing a supplementary rule for the Moab Canyons Special Wildlife Area (in and near Mineral and Hell Roaring Canyons) in Grand County, Utah, which prohibits rock climbing except when and where permitted, prohibits other roped and aerial activities, and prohibits the construction or installation of temporary structures. This rule will protect vital wildlife habitat from the impacts of roped and aerial recreational activities.

DATES: This final supplementary rule is effective January 17, 2024.

ADDRESSES: You may direct inquiries to the BLM Moab Field Office, 82 East Dogwood Avenue, Moab, UT 84532, or blm_ut_mb_mail@blm.gov. The final supplementary rule and accompanying environmental documents are available for inspection at the BLM Moab Field Office at the address listed above and on the ePlanning website: <https://>

eplanning.blm.gov/eplanning-ui/project/1504945/510.

FOR FURTHER INFORMATION CONTACT: Jennifer Jones, Moab Field Office Assistant Manager, 82 East Dogwood Avenue, Moab, Utah 84532, (435) 259-2100, or blm_ut_mb_mail@blm.gov. Individuals in the United States who are deaf, deafblind, hard of hearing, or have a speech disability may dial 711 (TTY, TDD, or TeleBraille) to access telecommunications relay services. Individuals outside the United States should use the relay services offered within their country to make international calls to the point-of-contact in the United States.

SUPPLEMENTARY INFORMATION:

- I. Background
- II. Discussion of Public Comments
- III. Discussion of Final Supplementary Rule
- IV. Procedural Matters
- V. Final Supplementary Rule for the BLM Moab Field Office

I. Background

The BLM is establishing this final supplementary rule under the authority of 43 CFR 8365.1-6, which allows state directors to establish supplementary rules for the protection of persons, property, public lands, and resources. This final supplementary rule applies to public lands managed by the Moab Field Office. A map of the management area and boundaries can be obtained by contacting the Moab Field Office (see **ADDRESSES** section above).

The final supplementary rule will be available for inspection in the Moab Field Office or on the ePlanning website.

The public lands managed by the BLM Moab Field Office in southeastern Utah are a domestic and international tourist destination hosting three million visitors per year. The Moab Canyons Special Wildlife Area, which consists of 10,044 acres in and along the walls and rims of Mineral and Hell Roaring Canyons as well as on the canyon walls and rims along the Green River corridor connecting these two canyons, provides important habitat for the Mexican spotted owl (a federally threatened species); golden eagles and other raptors; Utah’s only endemic herd of desert bighorn sheep; and other wildlife. In recent years, roped and aerial recreational activities have increased in these canyons, putting wildlife and their vital habitats at risk. The goal of this supplementary rule is to protect vital wildlife habitat from the impacts of roped and aerial recreational activities.

In June 2021, the BLM issued a Decision Record and Finding of No Significant Impact that prohibited rock climbing except when and where





EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
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MEMORANDUM FOR THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

FROM: Shalanda D. Young 
Director
Office of Management and Budget

Brenda Mallory 
Chair
Council on Environmental Quality

John Podesta
Senior Advisor to the President for Clean Energy Innovation and Implementation
Office for Clean Energy Innovation and Implementation
White House Office



Ali Zaidi
Assistant to the President and National Climate Advisor
Climate Policy Office
White House Office



SUBJECT: Catalyzing Sustainable Transportation Through Federal Travel

The Biden-Harris Administration continues to expand the clean energy economy through historic legislative, regulatory, and executive action. Executive Order (E.O.) 14057 of December 8, 2021, on *Catalyzing Clean Energy Industries and Jobs through Federal Sustainability*, established the policy of the Administration for the Federal Government to achieve a carbon pollution-free electricity sector by 2035 and net-zero emissions economy-wide by no later than 2050.¹ As the Nation's largest employer, the Federal Government has the opportunity to lead by example, encourage private sector investment, and expand the economy and American industry by transforming its operations to deliver an equitable, clean energy future; demonstrate how innovation and environmental stewardship protect our planet; and expand deployment of American clean energy technologies and sustainable infrastructure.

The purpose of this Memorandum is to instruct Federal agencies on prioritizing sustainable transportation for official travel. This policy guidance implements the direction of E.O. 14057 to promote environmental stewardship, support resilient supply chains, and incentivize markets for

¹ E.O. 14057, § 101.

sustainable products and services. This policy further develops Federal supply chains that create and sustain well-paying union jobs, protect public health, advance environmental justice, and invest in the Federal workforce.²

By prioritizing sustainable transportation methods for official travel, many of which have achieved cost parity with other transportation methods, agencies can leverage the Federal demand signal for public transit, automobile, rail, and air travel, which will result in the Federal Government's saving taxpayer dollars and reducing its environmental footprint.

SECTION I: POLICY AND BACKGROUND

1. Policy.

Federal agencies should prioritize the availability and use of sustainable transportation for official travel, including local travel. Consistent with agency missions and fiscal responsibility, agencies and employees should prioritize official transportation as follows: 1) zero emission vehicles (ZEVs) over other automobiles; 2) interstate and commuter rail over air travel or long-distance automobile travel; and 3) public transit over automobiles. In addition, agencies should take steps to make sustainable transportation more widespread and easier to access for Federal employee travel by improving travel booking systems, by enabling sustainable air travel, and by leveraging the Federal Government's buying power to ensure cost effectiveness.

Accordingly, agencies should update their travel policies to prioritize sustainable transportation as described above. By providing an immediate, clear, and stable source of demand, these agency actions can catalyze private sector investment and accelerate the advancement of the United States' industrial capacity to supply domestic clean energy, infrastructure, and vehicles.

2. Background.

In fiscal year (FY) 2022, the Federal Government spent \$2.8 billion on transportation for official travel, which represents 1.8 percent of the Federal scope 3 greenhouse gas footprint. This expenditure included 2.8 million flights (\$1.66 billion), 2.3 million vehicle rentals (\$791 million), and 33,000 rail trips (\$4.2 million), along with other transportation activities (e.g., taxis and ride share).³ The travel industry is transitioning to a clean energy economy, including by deploying thousands of ZEV rental cars, installing ZEV charging infrastructure at hotels, providing ZEV ride-share options, and investing in sustainable aviation fuel (SAF). To date, the Federal Government has acquired over 14,000 ZEVs and installed 5,500 ZEV charging ports to date, with 24,000 more already in development.

Federal travel policies and procedures are elaborated in various regulations, including the Federal Travel Regulation (FTR), issued by the General Services Administration (GSA), which generally applies to most Federal employee travel; the Joint Travel Regulations, issued by the Department of Defense (DoD), which applies to travel by uniformed service members and DoD civilian travelers; and the

² E.O. 14057, §§ 208, 301, and 401.

³ General Services Administration, Office of Government-wide Policy, Travel Reporting Information Profile, available at <https://d2d.gsa.gov/report/business-travel-and-relocation-dashboard> (last visited July 24, 2023). This data is required by the Modernizing Government Travel Act, Pub. L. 115-34 (5 U.S.C. § 5707).

Foreign Affairs Manual (FAM), issued by the Department of State (DOS), which regulates official travel and related expenses of foreign service officers and their families. For local travel, other internal agency policies and requirements also may apply. Environmental factors, along with other policies and requirements such as the Fly America Act⁴ and fiscal and ethics requirements, have long shaped Federal Government travel policy. This Memorandum supplements these existing policies by instructing agencies to prioritize sustainable travel options to the extent permitted by law and to consider updating their regulations to reflect these principles, as allowable.

SECTION II: GUIDANCE

This section provides guidance on implementing the policy set forth in the previous section. It does not provide guidance on assessing the need to travel or other parameters around travel, which are covered separately in other travel policies, regulations, and laws.⁵ From a sustainability and cost perspective, virtual engagement is preferred over travel where effective and possible. Specifically, this section addresses three topics: prioritizing sustainable travel modes where there is more than one travel option available; enabling the emergence of sustainable air travel; and facilitating implementation of this Memorandum through updates to Government-wide systems where feasible.

1. Prioritizing Sustainable Travel Modes.

Federal agencies and employees should prioritize sustainable travel modes, as appropriate and consistent with the requirement to travel by the method that is most advantageous to the Federal Government, by using the following: 1) ZEVs over other automobiles; 2) rail over air travel or long-distance automobile travel; and 3) public transit over automobiles. Agencies should incorporate these priorities into appropriate agency policy and training materials.

A. Prioritizing ZEVs over other automobiles

When use of a motor vehicle is required for official travel, Federal agency employees should prioritize using a ZEV based on the criteria below.

- i. **Government-Furnished Vehicles:** When using a Government-furnished fleet vehicle for official travel, travelers should select a ZEV where available and where adequate charging infrastructure is likely to be available en route or at the destination.⁶
- ii. **Vehicle Rentals:** When renting a vehicle, travelers should select a ZEV where the daily rental rate is equal to or less than the daily rental rate of the least expensive compact car available. If another class of vehicle is approved other than a compact car, travelers should select a ZEV where the daily rental rate is equal to or less than the rental rate of the least expensive car of the approved class of vehicle. Due to lower ZEV charging costs compared to fueling costs, this policy will result in savings to the Federal Government.

⁴ 49 U.S.C. § 40118.

⁵ See, e.g., 31 U.S.C. § 1353; 5 U.S.C. § 4111; 5 U.S.C. § 7342; 5 U.S.C. § 13104; 41 C.F.R. § 301-71.107; OMB Memorandum M-21-29, Ensuring Integrity in Management and Use of Government Aircraft (July 12, 2021); OMB Circular No. A-123, Management's Responsibility for Enterprise Risk Management and Internal Control (July 15, 2016); OMB Circular A-123 Appendix B, A Risk Management Framework for Government Charge Card Programs (August 27, 2019), OMB Circular A-126, Improving the Management and Use of Government Aircraft (May 22, 1992).

⁶ E.O. 14057, § 204.

- iii. Taxi and Ride Share: When selecting a taxi or a ride share provided through an app-based ride hailing company, select a ZEV if one is available. If a ZEV is not available, select the vehicle with the highest fuel efficiency.

B. Prioritizing cost-effective rail over air travel or long-distance automobile travel

When traveling between cities, Federal employees should use rail when available and consistent with mission needs. In many areas, rail travel can be as fast or faster than air travel, and at least as cost-effective, when taking into account differences in departure/arrival locations and boarding/deboarding procedures. In general, employees should travel by rail where available for city pairs less than 250 miles apart, especially in the Northeast and Mid-Atlantic regions and in countries where regional or international rail is available and time and cost effective (e.g., in Europe and parts of Asia). Federal employees should use automobiles (including ZEVs) for long-distance travel only when no other practical option exists, such as when traveling in remote or rural areas.

C. Prioritizing public transit over automobiles

Federal agencies and employees should prioritize using public transit (e.g., subway, bus, light rail) when conducting local travel or upon arrival at the official travel location, to the extent that public transit is available and that its use is compatible with mission needs. Agencies and employees may also use non-motorized modes of transportation (e.g., bike-share) when available and compatible with mission needs.

2. Enabling Sustainable Air Travel.

Recognizing that sustainable air travel is an emerging field, this Memorandum does not set forth specific priorities for selecting between different air travel options. Rather, to enable agencies to reduce emissions from air travel, GSA should develop a sustainable aviation strategic plan and submit it to the Office of Management and Budget (OMB) and the Council on Environmental Quality (CEQ) within 120 days of the date of issuance of this Memorandum. The plan should consider the following, at a minimum, as consistent with applicable law:

- i. Current aviation environmental practices based on the ongoing, appropriate market research.
- ii. Requiring airlines to submit information on fuel and operational efficiency initiatives.
- iii. Developing evaluation factors that consider U.S. flag air carriers' investment in or usage of SAF that complies with the best available international standards for meaningful, incremental use of SAF.

3. Facilitating Implementation Through Updates to Government-Wide Travel Systems.

All Federal agencies should maximize the impact of this Memorandum by taking the following steps, to the maximum extent practicable:

- i. Changing defaults for displaying travel options to prioritize sustainable travel. This may require coordination with vendors or agencies with travel procurement authority.
- ii. Identifying and notifying employees of hotel options that include ZEV charging availability to support employees using ZEVs on official travel.

- iii. Providing information to employees on sustainable travel options.
- iv. Seeking opportunities to emphasize or add sustainable transportation policy, procedures, and goals to employee onboarding and continuing training, especially for employees with travel-related duties (e.g., fleet managers, fleet users, contracting officers, and travel administrators).
- v. Considering potential demand for charging vehicle rentals when developing agency- and site-level charging infrastructure plans.
- vi. Updating agency policies to clarify that when renting a ZEV, employees may treat charging expenses as a fuel expense.⁷ Agencies should address the need for prepaying for vehicle charging in some cases, where appropriate.
- vii. Within 120 days of the date of issuance of this Memorandum, agencies should report to OMB and CEQ on the plans and actions they have taken to carry out the policy, goals, and provisions of this Memorandum.

In addition, agencies with travel procurement authority should:

- i. Update travel manuals, as needed, to implement the policies conveyed in this Memorandum.
- ii. Work with vendors, agency procurement offices, and agency end-users to identify and address opportunities to establish sustainable transportation options as defaults and to prioritize providers with better sustainability performance within Government travel systems relative to current practice.
- iii. Work with vendors to update operational processes and provide information to enable Federal Government employees to select sustainable travel options where feasible, for example, by identifying accommodations that provide ZEV charging on travel booking systems to support employees using ZEVs on official travel.
- iv. Within 90 days of the date of issuance of this Memorandum, develop an analysis that calculates total cost of rental for ZEVs, inclusive of charging costs, based on authoritative data sources, and consider incorporating the results into travel management systems, policy, and guidance.
- v. Update rental car agreements, contracts, booking systems, training resources, and other agency materials and resources to prioritize ZEVs.
- vi. Ensure Government-wide access to ZEV charging networks and explore negotiated rates for Government charging contracts.
- vii. Incorporate relevant sustainability requirements into the Government travel system acquisition planning processes.
- viii. Develop enterprise travel management system requirements resulting from this policy and include such requirements in future Government-wide travel systems, including those required to display sustainability information to users to inform decision-making.
- ix. Within 90 days of the date of this Memorandum, in coordination with OMB and CEQ, issue travel bulletins to all internal agencies, bureaus, and component offices that use agency travel procurement systems to provide direction on immediate actions and further requirements to meet the policies, goals, and provisions of this Memorandum.
- x. Within 120 days of the date of this Memorandum, submit the sustainable aviation strategic plan described above.

⁷ 41 C.F.R. §§ 300-3.1 and 301-10.401.

- xi. Consider initiating any rulemaking processes needed to further implement the policies, goals, and provisions of this Memorandum, as appropriate and consistent with the applicable law (e.g., updates to the Federal Travel Regulation and/or Joint Travel Regulation).

SECTION III: GENERAL PROVISIONS

1. Definitions.

- i. “Zero-emission vehicle” or “ZEV” means a vehicle that when operating produces zero tailpipe exhaust emissions of any criteria pollutant (or precursor pollutant) or greenhouse gas.
- ii. “Sustainable Aviation Fuel” or “SAF” means a fuel made from renewable resources that meets a minimum of a 50 percent reduction in life cycle greenhouse gas emissions compared to conventional fuel.
- iii. “Agency with travel procurement authority” means a Federal agency that manages one or more top-level procurement vehicles for Federal travel for its own use or for use by travelers from other agencies. This term includes, without limitation, GSA, DOD, and DOS.
- iv. “Federal employee” means (a) an individual employed by an agency, regardless of status or rank; (b) an individual employed intermittently in Government service as an expert or consultant and paid on a daily when-actually-employed basis; or (c) an individual serving without pay or at \$1 a year (also referred to as “invitational traveler”).

2. Applicability, Limitations, and Exemptions.

- i. This Memorandum applies to all executive agencies as defined in 5 U.S.C. 105, excluding the Government Accountability Office and independent regulatory agencies as defined in 44 U.S.C. 3502(5). To support a whole-of-Government approach to achieve the policy in section I of this Memorandum, independent agencies are encouraged to implement the policies, goals, and provisions of this Memorandum, consistent with applicable law.
- ii. This Memorandum applies to an agency’s activities and personnel located both within and outside of the United States. The head of an agency may exempt overseas activities and personnel if the head of the agency determines that such exemption is in the interest of the United States.
- iii. The head of an agency may exempt particular agency activity and related personnel from the provisions of this Memorandum when in the interest of national security, including to protect intelligence sources and methods from unauthorized disclosure; where necessary to protect undercover law enforcement operations from unauthorized disclosure; where the activity is related to combat support, combat service support, military tactical or relief operations, or training for such operations; or for any reason not otherwise addressed in this section. If the head of an agency issues an exemption under this section, the agency shall notify the Chair of CEQ in writing within 30 days of the agency head’s issuance of an exemption under this provision.