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**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.

**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 Citibank Government travel card. A copy of the NOAA Form 56-48, the OMAO Assigned Clearance Number and Citibank 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 Citibank Government travel card. The original NOAA Form 56-48 with the OMAO Assigned Clearance Number annotated, and a copy of the Citibank 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.”