

July 27, 2016

Federal Travel Regulation
GSA Bulletin FTR 16-05

TO: Heads of Federal Agencies

SUBJECT: Reimbursement for Use of Transportation Network Companies
While on Official Travel

1. What is the purpose of this bulletin? This bulletin provides guidance to agencies subject to the Federal Travel Regulation (FTR) to clarify that Federal travelers away from their duty station on official business may be reimbursed for the use of Transportation Network Companies under FTR Part 301-10, Subpart E – Special Conveyances when these services are permitted by local laws and ordinances. Pursuant to the authority of 5 U.S.C. 5702(a), the FTR applies only to employees on temporary duty travel (TDY). The FTR and this bulletin do not apply to agency internal policies regarding transportation expenses for official business in and around the duty station.
2. What is the effective date of this bulletin? This bulletin is effective as of the date of publication.
3. When does this bulletin expire? This bulletin will remain in effect until explicitly cancelled or superseded.
4. What is the background of this bulletin? Federal agencies reimburse Federal travelers for their actual and necessary transportation expenses while on TDY through the FTR, Part 301-10. Per § 301-10.400, an agency may authorize and reimburse an employee on TDY for use of special conveyances such as taxicabs, commercial rental automobiles, or “any other special conveyance when determined to be advantageous to the Government.” Federal agencies are required to develop internal policies on authorizing the use of special conveyances in FTR § 301-70.102(f).

In recent years, a new kind of transportation service provider, known as Transportation Network Companies (TNCs), have begun operation across the United States and the world. TNCs connect paying passengers with drivers for hire via websites and mobile apps. TNCs are a form of special conveyance and, when permissible under local laws and ordinances, may be an efficient and cost effective alternative to taxis

or rental cars. Federal agencies may authorize and reimburse Federal travelers on TDY for use of TNCs in accordance with internal agency policy.

5. What should agencies do? Agencies should review internal policies regarding the use of special conveyances on TDY and ensure employees are authorized ground transportation options based upon efficiency and cost effectiveness. Agencies may authorize the use of TNCs for travelers on TDY when advantageous to the Government and permissible under local laws and ordinances.
6. Who should I contact for further information? For further information, contact Jill Denning, Office of Government-wide Policy, Office of Travel, Transportation and Asset Management, General Services Administration at (202) 208-7642 or via email at travelpolicy@gsa.gov.

By delegation of the Administrator of General Services,



Troy Cribb
Associate Administrator for
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