

General Manual
Title 250 - Financial Management

Part 404 - Fiscal
Subpart B - Travel

KS404.11 Agriculture Travel Regulations.

(c) A reconstructive travel voucher is required when, for personal preference or convenience, an employee travels by an indirect route or uses a privately-owned vehicle in lieu of an authorized common carrier. Employees will follow the guidelines for preparing a reconstructive travel voucher as outlined in Chapter 301 of the Federal Travel Regulations (FTR) (<http://www.gsa.gov>).

Employees will follow the guidelines for the purchase of a non-refundable airline tickets as outlined in the FTR, 301-10.107 and 301-10.108.

It is the responsibility of the appropriate Management Team (MT) member to determine the method most advantageous to the government, when cost and other factors are considered. All travel must be by the most expeditious means of transportation practicable and commensurate with the nature and purpose of the duties. This includes the use of refundable and non-refundable airline tickets.

MT members must approve any changes made to an airline ticket after the ticket is issued.

All airline reservations will be made by the area offices and state office.