

(9) Stauffer Chemical Company in Pasadena, Texas.  
 (10) Stauffer Chemical Company in Fort Worth, Texas.

Total Reduced Sulfur From Existing Kraft Pulp Mills

**§ 62.10870 Identification of source.**

(a) Identification of sources. The plan includes the following kraft pulp mills:

- (1) Simpson Paper Company in Pasadena, Texas.
- (2) Champion International in Sheldon, Texas.
- (3) Temple-Eastex, Inc. in Evadale, Texas.
- (4) Champion International in Lufkin, Texas.
- (5) International Paper Company in Domino, Texas.
- (6) Inland-Orange, Inc. in Orange, Texas.

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**GENERAL SERVICES  
ADMINISTRATION**

**41 CFR Parts 301-3, 301-5, 301-6,  
301-8, 301-10, and 301-11**

[FTR Amendment 50]

RIN 3090-AF96

**Federal Travel Regulation;  
Streamlining Reimbursement Claim  
Review and Elimination of  
Requirement for Receipts, Regardless  
of Amount, for Certain Travel Expense  
Items**

**AGENCY:** Office of Governmentwide Policy, GSA.

**ACTION:** Final rule.

**SUMMARY:** This final rule amends the Federal Travel Regulation (FTR) to streamline the review of travel reimbursement claims and to eliminate the requirement for a receipt, regardless of amount, for certain travel expense items. This document will ease the processing of reimbursement claims, thereby reducing agency administrative costs.

**DATES:** This final rule is effective October 28, 1996. This final rule applies for travel (including travel incident to a change of official station) performed on or after October 28, 1996.

**FOR FURTHER INFORMATION CONTACT:** Robert A. Clauson, Travel and Transportation Management Policy Division (MTT), Washington, DC 20405, telephone 202-501-0299.

**SUPPLEMENTARY INFORMATION:** This amendment was developed by the Joint

Financial Management Improvement Program (JFMIP) Travel Reinvention Task Force to streamline the processing of travel reimbursement claims. The General Services Administration (GSA), after review of the JFMIP recommendations, has determined that such changes are appropriate and is implementing the changes through this amendment. The amendment allows agencies to shift responsibility for travel voucher review from the voucher examiner to the travel authorizing/approving official or his/her designee (e.g., supervisor), and eliminates the requirement to provide receipts, regardless of amount, for certain travel expense items.

**Receipt Requirements Removed**

On December 6, 1995, GSA published in the Federal Register (60 FR 62332) FTR Amendment 45 which raised from \$25 to \$75 the maximum travel expense amount which may be claimed without requirement for a supporting receipt. The FTR, however, has continued to contain a list of 18 travel expense items which require a receipt regardless of amount. These items include excess baggage; baggage transfer and checking charges; clerical assistance; fees relating to travel outside the continental United States; hire of a special conveyance; miscellaneous expenses allowable under FTR § 301-9.1(e); operating expenses of a privately owned conveyance; rental of rooms for official business; rental of typewriters; personal services, such as guides, interpreters, packers and drivers of vehicles; stenographic and typing services; freight or express shipments; steamer chairs, steamer cushions, and steamer rugs; storage of baggage or property; telegrams, cablegrams, and radiograms; long-distance telephone calls; copies of records; and cash payments for passenger transportation services. This amendment eliminates the requirement for a traveler to furnish a receipt, regardless of amount, for these items. The traveler will be required to furnish a receipt for these items only if the individual expense exceeds the \$75 receipts threshold established in FTR Amendment 45. Additionally, this amendment makes a change to FTR part 301-8, inadvertently omitted in FTR Amendment 45, to increase to \$75 the maximum amount that may be claimed without a supporting receipt for a meal under the actual expense method of subsistence reimbursement.

**Supervisory Responsibilities Expanded**

FTR § 301-11.4, in effect prior to this amendment, provided for supervisory review of travel vouchers primarily to

confirm that travel for which expenses were claimed was performed as authorized. Voucher examiners historically have been responsible for ensuring that vouchers are properly prepared according to pertinent regulations and agency procedures before being certified for payment.

The JFMIP recommends placing this responsibility with the supervisor or other agency-designated official. Such individual should be closer to the employee both in proximity and in knowledge of the employee's need to perform official travel, and therefore better able to determine if the claimed expenses are reasonable and were necessary. This amendment will allow agencies to shift responsibility for thorough review of travel reimbursement claims from the voucher examiner to the travel authorizing/approving official or his/her designee (e.g., supervisor), as appropriate, so that the individual responsible for the travel budget also is responsible for ensuring that directed travel was performed as authorized and that travel dollars are spent wisely and properly.

GSA has determined that this rule is not a significant regulatory action for the purposes of Executive Order 12866 of September 30, 1993. This final rule is not required to be published in the Federal Register for notice and comment. Therefore, the Regulatory Flexibility Act does not apply. This rule is also exempt from Congressional review prescribed under 5 U.S.C. 801 since it relates solely to agency management and personnel.

List of Subjects in 41 CFR Parts 301-3, 301-5, 301-6, 301-8, 301-10, and 301-11

Government employees, Travel, Travel allowances, Travel and transportation expenses.

For the reasons set out in the preamble, 41 CFR parts 301-3, 301-5, 301-6, 301-8, 301-10, and 301-11 are amended as follows:

**PART 301-3—USE OF COMMERCIAL  
TRANSPORTATION**

1. The authority citation for part 301-3 is revised to read as follows:

Authority: 5 U.S.C. 5707.

**§ 301-3.4 [Amended]**

2. Section 301-3.4 is amended by adding after the phrase "shall obtain a receipt" where it appears in the second sentence of paragraph (b)(2)(i), the parenthetical phrase, "(when required under § 301-11.3(c))".

**PART 301-5—BAGGAGE**

3. The authority citation for part 301-5 is revised to read as follows:

Authority: 5 U.S.C. 5707.

**§ 301-5.5 [Amended]**

4. Section 301-5.5 is amended by removing paragraph (c).

**PART 301-6—COMMUNICATIONS SERVICES**

5. The authority citation for part 301-6 is revised to read as follows:

Authority: 5 U.S.C. 5707.

**§ 301-6.6 [Amended]**

6. Section 301-6.6 is amended by adding after the phrase "and a receipted copy" where it appears in the last sentence of paragraph (b), the parenthetical phrase, "(when required under § 301-11.3(c))".

**PART 301-8—REIMBURSEMENT OF ACTUAL SUBSISTENCE EXPENSES**

7. The authority citation for part 301-8 is revised to read as follows:

Authority: 5 U.S.C. 5707.

**§ 301-8.5 [Amended]**

8. Section 301-8.5 is amended by removing the amount "\$25" in paragraph (a)(2), and by adding in its place, the amount "\$75".

**PART 301-10—SOURCES OF FUNDS**

9. Authority citation for part 301-10 is revised to read as follows:

Authority: 5 U.S.C. 5707.

**§ 301.10.2 [Amended]**

10. Section 301-10.2 is amended by removing and reserving paragraph (b)(3)(ii).

**PART 301-11—CLAIMS FOR REIMBURSEMENT**

11. The authority citation for part 301-11 is revised to read as follows:

Authority: 5 U.S.C. 5707.

12. Section 301-11.3 is amended by revising paragraph (c) to read as follows:

**§ 301-11.3 Travel vouchers and attachments.**

\* \* \* \* \*

(c) *Receipts required.* Receipts are required for allowable cash expenditures in amounts in excess of \$75. Lodging receipts are required as specified in § 301-7.9(b) and § 301-8.5(a) of this chapter. When receipts are not available, the expenditures shall be explained on the voucher.

\* \* \* \* \*

13. Section 301-11.4 is amended by revising the heading of paragraph (a), by revising paragraphs (b) and (c), and by adding paragraph (d) to read as follows:

**§ 301-11.4 Submission and review of travel vouchers.**

(a) *Submission procedures.* \* \* \*

(b) *Review to confirm travel was performed as authorized.* The travel authorizing/approving official or his/her designee (e.g., supervisor) shall review the completed travel voucher to confirm that the travel for which expenses are being claimed was performed as authorized. The individual who performs the voucher review should have full knowledge of the employee's activities. Administrative approval of the voucher shall be in accordance with § 301-11.6.

(c) *Administrative voucher review responsibilities.* The travel authorizing/approving official or his/her designee (e.g., supervisor) shall ensure that the voucher is properly prepared according to pertinent regulations and agency procedures before it is certified for payment. This agency official shall review the claim to:

(1) Ascertain accuracy of the amounts claimed;

(2) Determine whether the types of expenses claimed are authorized and allowable expenses; and

(3) Ensure that required receipts, statements, justifications, etc. are attached to the voucher in support of the claimed expenses.

(d) *Finance office responsibilities—(1) Accounting responsibilities.* The agency office which has accounting responsibilities pertaining to the payment of travel and transportation reimbursement claims shall carry out its responsibilities in accordance with procedures prescribed by the General Accounting Office (GAO) in the GAO Policy and Procedures Manual for Guidance of Federal Agencies, Title 7, Fiscal Procedures.<sup>1</sup> Additionally, agencies shall establish procedures for collecting unused passenger tickets and transportation refund applications and for initiating the refund process in accordance with 41 CFR 101-41.209 and 101-41.210 (see § 301-3.5).

(2) *Certifying officer responsibilities.* The certifying officer assumes ultimate responsibility under 31 U.S.C. 3528 for the validity of the voucher, irrespective of review of the voucher under paragraph (b) or (c) of this section.

<sup>1</sup> The GAO Policy and Procedures Manual for Guidance of Federal Agencies is available from the Distribution Section, Room 1100, U.S. General Accounting Office, 710 4th Street, NW (corner of 4th and G Streets), Washington, DC 20548.

**§ 301-11.5 [Amended]**

14. Section 301-11.5 is amended by adding after the phrase "furnishing pertinent receipts" where it appears in the first sentence of paragraph (c)(3), the parenthetical phrase, "(when required under § 301-11.3(c))".

Dated: October 21, 1996.

David J. Barram,

Acting Administrator of General Services.

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**41 CFR Part 302-6****[FTR Amendment 51]**

RIN 3090-AG15

**Federal Travel Regulation; Increase in Maximum Reimbursement Limitations for Real Estate Sale and Purchase Expenses**

**AGENCY:** Office of Governmentwide Policy, GSA.

**ACTION:** Final rule.

**SUMMARY:** This final rule amends the Federal Travel Regulation (FTR) to increase the maximum dollar limitations on reimbursement for allowable real estate sale and purchase expenses incident to a change of official station. Section 5724a(a)(4)(B)(iii) of title 5, United States Code, requires that the dollar limitations be updated effective October 1 of each year based on the percent change, if any, in the Consumer Price Index for All Urban Consumers, United States City Average, Housing Component, for December of the preceding year over that published for December of the second preceding year. This final rule will have a favorable impact on Federal employees authorized to relocate in the interest of the Government since it increases relocation allowance maximums.

**EFFECTIVE DATE:** This final rule is effective October 1, 1996, and applies to employees whose effective date of transfer is on or after October 1, 1996. For purposes of this regulation, the effective date of transfer is on the date on which the employee reports for duty at the new official station.

**FOR FURTHER INFORMATION CONTACT:** Jane E. Groat, Travel and Transportation Management Policy Division (MTT), Washington, DC 20405, telephone 202-501-1538.

**SUPPLEMENTARY INFORMATION:** This final rule makes the annual adjustment to the maximum reimbursement limitations for the sale and purchase of an employee's residence when the employee transfers in the interest of the