

**Forest Service Handbook
National Headquarters - Washington Office
Washington, DC**

**Forest Service Handbook 6509.33 – Federal Travel Regulation (GSA)
Chapter 304 - Payment From A Non-Federal Source for Travel Expenses
Part 304-2 - Approval of Contributions or Payments**

Supplement: 6509.33-1992-5

Effective date: June 25, 1992

Duration: This amendment is effective until superseded or removed.

Approved by: F. Dale Robertson, Chief

Date approved:

Responsible Staff:

Last Change: Supplement 6509.33-92-4 to Part 301-1

Superseded Document(s): Part 2, 4-2.2 - 4-2.2a(5)

Digest: Following is an explanation of the changes throughout the directive by section.

Revises and recodes direction on acceptance of travel reimbursements from outside sources, formerly in Forest Service Supplement 4 (8/84) and moves the direction to Part 304-2 of this Handbook (sec. 304-2.3).

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STANDARD POSTING INSTRUCTIONS
FOR THE FEDERAL TRAVEL REGULATION, FSH 6509.33

(For further direction on organization and posting of parent text (white pages) see the Foreword to the Federal Travel Regulation beginning on page i.)

ORGANIZATION. The Federal Travel Regulation (FTR) is divided into chapters, parts, subparts (if applicable), sections, and paragraphs. The numbers 301, 302, 303, and 304 connote specific chapters of Title 41 of the Code of Federal Regulations (CFR). The number before the decimal point indicates the part within each chapter; the number after the decimal point indicates the section. For example 301-1.1 refers to:

Chapter	Part	Section
301-	1.	1

Pages within each part are consecutively numbered beginning with Arabic number 1. Each page number is preceded by the part number; for example, the third page of Part 301-2 is numbered 2-3. Individual pages are identified by chapter in the running header.

TRANSMITTALS. Transmittals accompany parent text, Department supplements, and Forest Service supplements. File transmittals at the front of the Handbook in numerical sequence with the highest amendment or supplement number first. Group the transmittals in the following order by issuing Agency and unit level:

- Federal Travel Regulation (FTR) (white transmittals);
- Agriculture Travel Regulations (ATR) supplements (yellow transmittals);
- Forest Service Travel Regulations (FSTR) supplements (buff transmittals);
- Region, Station, or Area Supplements (blue transmittals); and
- Forest Supplements (green transmittals).

SUPPLEMENTS AND INTERIM DIRECTIVES. Post supplements to the parent text of the Federal Travel Regulation (white pages) at the end of each part (for example, at the end of part 301-1, 301-2, and so on) by color in the following order:

- Agriculture Travel Regulations (ATR) supplements (yellow pages);
- Forest Service Travel Regulations (FSTR) supplements (buff pages);
- Washington Office ID's (pink pages);
- Region, Station, or Area Supplements (blue pages);
- Region, Station, or Area ID's (pink pages);
- Forest Supplements (green pages); and
- Forest ID's (pink pages).