GENERAL SERVICES ADMINISTRATION
Washington, DC 20405

PFM P 4290.1 CHGE 26; **Extended**
August 24, 2004; Extended March 26, 2014

GSA POLICY AND PROCEDURE

SUBJECT: GSA Internal Travel Regulations and Control of Official Travel

1. Purpose. This order transmits changed pages to the HB, GSA Internal Travel Regulations and Control of Official Travel.

2. Cancellation. This order cancels the letter dated April 29, 2002, from the Chief Financial Officer to Heads of Services and Staff Offices and Regional Administrators, Subject: Use of Frequent Traveler Programs and Other Promotional Materials.

3. Explanation of changes.

a. Chapter 1-12 is revised to delete the reference of a GSA Manual that no longer exists.

b. Chapter 1-13 is revised to include new policy that governs the use of frequent flyer benefits.

c. Chapter 1-13.1 is added to provide policy governing conference planners receiving promotional items from a travel service provider in connection with planning an official conference.

d. Chapter 1-21 is revised to delete reference to the Government contractor-issued travel card.

e. Chapter 2-7 is revised to include delegation of authority for the approval of travel advances.

f. Chapter 4-8 is revised to delete references regarding the redemption of frequent flyer benefits. Authorization is no longer needed to use frequent flyer benefits to upgrade to first-class or premium-class other than first-class accommodations. Also, it provides policy for eligible travelers to use rest stops.

g. Chapter 4-9 is revised to incorporate current policy on upgrading transportation accommodations through the redemption of frequent flyer benefits.

h. Chapter 4-10 is revised to include Amtrak’s Acela Express extra-fare

train service.

i. Chapter 10 is revised to delete the acronym ACT number and replaced it with an 8-digit tracking number.

j. Chapter 10-2 is revised to delete references to the Ft. Worth Finance Center, which no longer processes travel documents; delete references to the accounting transaction codes that are no longer used; and delete references to NEAR, which is no longer the accounting system.

k. Chapter 10-2 is revised to incorporate policy governing the use of LOA's for overseas travel of employees whose permanent duty station is OCONUS.

l. Chapters 10 and 11 are revised to substitute the "form title" for the "form number" when referencing GSA Form 87, Travel Authorization, and SF 1012, Travel Voucher.

m. Chapter 11-4 is revised to provide travelers procedural guidance concerning required payment of one night's advance lodging deposit to the hotel when attending a conference.

n. Chapter 11-5 is revised to change the paragraph title and to delete obsolete, and incorporate new, methods of obtaining a travel advance.

o. Chapter 11-6 is revised to include policy for obtaining a travel advance through FEDdesk's Travel and Miscellaneous Reimbursement System (TMR).

p. Chapter 11-11 is revised to add to the title advances obtained through TMR. It provides the mailing address to send all refund payments in the Heartland Finance Center. Also, it provides guidelines for the necessary documents that must be forwarded along with the refund payment.

q. Chapter 11-12 is revised to incorporate policy on submitting claim for reimbursement through the TMR system. It also provides the address for mailing vouchers for processing to the Finance Center.

r. Chapter 11-13 is revised to reflect editorial changes.

s. Chapter 11-15 is revised to delete the use of the GSA Form 910 and replace it with the term "electronic message." It also replaces the references OF 27, Two Way memo with GSA Form 3586, Notice of Non-Federal Claims Receivable.

t. Appendix C is revised to incorporate policy governing GSA travelers' mandatory use of contract city pair carriers.

u. Appendix D is revised to reflect the mileage reimbursement rate, effective January 1, 2004, for use of a privately owned vehicle on official Government travel.

4. Instructions. Remove and insert the following pages.

Remove pages	Insert pages
Ch. 1	
5 thru 6.2	5 and 6
11 and 12	same
Ch. 2	
5 and 6	same
Ch. 4	
5 thru 10	same
Ch. 10	
1 thru 4.2	1 thru 4
Ch. 11	
i and ii	same
1 thru 8	same
11 thru 16	--
17 thru 20	same
Appendix C	
1 thru 4	1 thru 3
Appendix D	
1	1 and 2

Kathleen M. Turco
Chief Financial Officer

GENERAL SERVICES ADMINISTRATION
Washington, DC

SUBJECT: GSA Internal Travel Regulations and Control of Official Travel

1. Purpose. This order transmits changed pages to the HB, GSA Internal Travel Regulations and Control of Official Travel.

2. Cancellation. This order cancels the letter dated February 17, 2000, from the Chief Financial Officer to Heads of Services and Staff Offices and Regional Administrators, subject: Conference Planning.

3. Explanation of changes.

a. Page i, General Table of Contents is revised to include a new title for Chapter 9, Travel Management Centers, the new Chapter 14, Conference Planning and provide current information on the Travel Management Center in Appendix E.

b. Page i, Table of Contents, Chapter 3 is revised to include Part 4, Conference Lodging Allowance.

c. Ch. 1-3 is revised to provide information on requesting copies of the travel handbook.

d. Ch. 3-1 is revised to include the reference to the new conference lodging allowance for which per diem will be paid.

e. Ch. 3-2 is revised to merge formerly paragraph 3-4 to streamline the regulation regarding expenses covered by per diem (lodging allowance and meals and incidental expense allowance.

f. Ch. 3-11 and 3-12 and throughout the chapter, the GSA Form 87, Travel Authorization and SF 1012, Travel Voucher are no longer being referred to as the form number. Instead, the form title will be used throughout the chapter.

g. Ch. 3-13 and throughout the chapter are revised to make editorial changes.

h. Ch. 3-15 is revised to provide the website that travelers must use to request a review of subsistence cost in a particular city or area where the prescribed rate is inadequate.

i. Ch. 3-19 is revised to include the references to the conference lodging allowance.

j. Ch. 3-21 and throughout the chapter are revised to show the maximum daily rate for actual subsistence reimbursement not to exceed 300 percent of the maximum per diem rate for the travel assignment location.

k. Ch. 3-32 is added to include policy for using the conference lodging allowance.

l. Ch. 5, Part 1 is revised to make editorial changes.

m. Ch. 5-3 is revised to inform travelers that lodging taxes and energy surcharges at lodging facilities are not covered by per diem. Instead, they are reported as separate reimbursable miscellaneous travel expenses.

n. Ch. 5-4 is revised to include policy changes on personal telephone calls to residence while on TDY.

o. Ch. 5-5 is revised to include the policy that employees must use the U. S. Government Rental Car Agreement for Federal employees when authorized to rent a car for official travel.

p. Ch 10-3, Figure 11-4.1 and Ch. 12-9 thru 11 are revised to include references to the Government-issued travel charge card.

q. Ch. 14, Conference Planning is added to provide guidelines for persons designated to oversee the planning of GSA sponsored conferences.

4. Instructions. Remove and insert the following pages.

Remove pages	Insert pages
General Table of Content	
i and ii	same
Ch. 1	
1 and 2	same
Ch. 3	
i, table of content	same
1 thru 18	1 thru 20
Ch. 5	
i, table of contents	same
1 thru 8	1 thru 6
Ch. 9	
i and ii	same
1 thru 7	same
8 thru-14	same
15 thru 18	same
Ch. 10	
8.2 and 8.3	same
Ch. 11	
i and ii	same
3 and 4	same
Ch. 14	

None	New Chapter 14
Appendix E	same

Kathleen M. Turco
Chief Financial Officer

GENERAL SERVICES ADMINISTRATION
Washington, DC 20405

PFM P 4290.1 CHGE 23
April 29, 1999

GSA ORDER

SUBJECT: GSA Internal Travel Regulations and Control of Official Travel

1. Purpose. This order transmits changed pages to the HB, GSA Internal Travel Regulations and Control of Official Travel.

2. Cancellation. This order cancels the following:

a. Letter dated November 15, 1993, from the Chief Financial Officer to GSA American Express Cardholders, subject: Procedures for Obtaining Cash Travel Advances through the American Express ATM Program;

b. Letter dated November 15, 1993, from the Chief Financial Officer to GSA Travel Charge Cardholders, subject: Change in Contractors for Government Charge Cards used for Expenses;

c. Letter dated December 30, 1993, from the Chief Financial Officer to Heads of Services and Staff Offices and Regional Administrators, subject: Purchases of Common Carrier Tickets;

d. Letter dated March 1, 1994, from the Chief Financial Officer to Commissioner, Public Buildings Service (P), subject: International Travel to Mexico and Canada;

e. Letter dated May 17, 1994, from the Chief Financial Officer to Heads of Services and Staff Offices and Regional Administrators, subject: Limited Open Authorization (LOA's);

f. Letter dated July 12, 1994, from the Chief Financial Officer to Regional Directors, Finance Division, subject: Delegation of Authority to Approve Reimbursement of Non-Emergency Cash Purchases of Airline Tickets Over $100;

g. Letter dated November 16, 1994, from the Chief Financial Officer to Heads of Services and Staff Offices and Regional Administrators, subject: ATM in Your Pocket (Government Travelers Checks);

h. Letter dated November 30, 1994, from the Chief Financial Officer to Heads of Services and Staff Offices and Regional Administrators, subject: Extended Temporary Duty Travel;

i. Letter dated March 26, 1995, from the Chief Financial Officer to Heads of Services and Staff Offices and Regional Administrators, subject: The Hotel and Motel Fire Safety Act of 1990;

j. Letter dated June 22, 1995, from the Chief Financial Officer to Heads of Services and Staff Offices and Regional Administrators, subject: ATM Cash Withdrawal Limits;

k. Letter dated August 16, 1995, from the Chief Financial Officer to Heads of Services, subject: Authorization of Actual Subsistence Travel;

l. Letter dated August 30, 1995, from the Chief Financial Officer to Heads of Services and Staff Offices and Regional Administrators, subject: Prepaid Ticket Advice;

m. Letters dated October 5, 1995, and October 20, 1995, from the Chief Financial Officer to Heads of Services and Staff Offices and Regional Administrators, subject: New Travel Reinvention Policy and Procedures;

n. Letter dated December 7, 1995, from the Chief Financial Officer to Heads of Services and Staff Offices and Regional Administrators, subject: Flat Rate for Meals and Incidents Expenses;

o. Letter dated February 13, 1996, from the Chief Financial Officer to Heads of Services and Staff Offices and Regional Administrators, subject: Flat Rate for Meals and Incidental Expenses;

p. Letter dated February 15, 1996, from the Chief Financial Officer to Heads of Services and Staff Offices, subject: Use of Free Companion Airline Ticket;

q. Letter dated April 12, 1996, from the Chief Financial Officer to Heads of Services and Staff Offices and Regional Administrators, subject: Redelegation of Authority to Authorize Foreign Travel;

r. Letter dated May 30, 1996, from the Chief Financial Officer to Heads of Services and Staff Offices and Regional Administrators, subject: New Mileage Rates;

s. Letter dated June 7, 1996, from the Chief Financial Officer to Heads of Services and Staff Offices and Regional Administrators, subject: Obligation of Travel and Annual Travel Authorizations;

t. Letter dated July 9, 1996, from the Chief Financial Officer to Heads of Services and Staff Offices and Regional Administrators, subject: Questions Regarding Travel Receipts and ¾ M&IE Policy;

u. Letter dated October 18, 1996, from the Chief Financial Officer to Heads of Services and Staff Offices and Controllers, subject: Extended Temporary Duty Travel Assignments;

v. Letter dated January 17, 1997, from the Chief Financial Officer to Heads of Services and Staff Offices and Regional Administrators, subject: Flat Rate for Meals and Incidental Expenses for a Partial Day of Travel;

w. Letter dated February 23, 1997, from the Chief Financial Officer to Heads of Services and Staff Offices and Regional Administrators, subject: Streamlining the Processing of Travel Reimbursement Claims;

x. Letter dated June 15, 1997, from the Chief Financial Officer to Heads of Services and Staff Offices and Regional Administrators, subject: National Car Rental Direct Billing Program;

y. Letter dated July 2, 1997, from the Chief Financial Officer to Heads of Services and Staff Offices and Regional Administrators, subject: Reimbursement of Higher Actual Subsistence Expenses in Special or Unusual Circumstances;

z. Letter dated April 6, 1998, from the Chief Financial Officer to Heads of Services and Staff Offices and Regional Administrators, subject: Telephone Calls While on Travel Status;

aa. Letter dated June 9, 1998, from the Chief Financial Officer to Heads of Services and Staff Offices and Regional Administrators, subject: Authorization of Actual Expenses for TDY Travel;

bb. Letter dated December 17, 1998, from the Chief Financial Officer to Heads of Services and Staff Offices and Regional Administrators, subject: 1999 Per Diem Rates and Changes; and

cc. Letter dated January 22, 1999, from the Chief Financial Officer to Heads of Services and Staff Offices and Regional Administrators, subject: Change in Mileage Rates.

3. Explanation of changes.

a. Ch. 1-3 is revised to include e-mail as an option to request copies of this handbook change.

b. Ch. 1-4 is revised to update distribution procedures for the Special Purpose Distribution List.

c. Ch. 1-6 is revised to include ways that travelers can be sure they are staying at a FSA certified facility under the Hotel and Motel Fire Safety Act of 1990.

d. Ch. 1-13 is revised to include procedures for using free companion airline tickets.

e. Ch. 2-1 is revised to include the current titles for Associate Administrators and Heads of Services and Staff Offices.

f. Ch. 2-1.f is revised to include electronic approval of travel vouchers using the Travel and Miscellaneous Reimbursement System (TMR).

g. Ch. 2-3.b(1) is revised to update the address for submitting emergency ticket purchase documentation for audit.

h. Ch. 2-3.b(2) is revised to change the authority to authorize and approve non-emergency ticket purchases costing over $100 to Directors, Heartland and Greater Southwest Financial Centers.

i. Ch. 2-4.b is revised to allow electronic approvals of Limited Open Authorizations (LOA's) using the TMR.

j. Ch. 2-4.c is added to provide instructions for extended temporary duty travel within the United States.

k. Ch. 2-5 is revised to include the authority to authorize temporary duty travel outside the United States.

l. Ch. 2-6 is revised to delegate authorization for higher subsistence rates to the Division Director or comparable level for all GSA organizations.

m. Ch. 3-2.c is revised to update incidental expenses covered by per diem.

n. Ch. 3-3 is revised to eliminate the requirement for a statement of necessity and justification for obtaining meals.

o. Ch. 3-4.a is revised to include the allowable lodging expense in a locality with a different rate than the temporary duty site.

p. Ch. 3-7 is revised to include per diem allowances for travel of 12 hours or more.

q. Chs. 3-8 and 3-9 are reserved.

r. Ch. 3-10 is revised to include new deductions for the lodgings-plus per diem method.

s. Ch. 3-23 is revised to add procedures for reimbursement of higher actual subsistence expenses when deemed warranted.

t. Ch. 3-24 is revised to include new rules for mixed travel (per diem and actual expense).

u. Ch. 5-2 is revised to update reimbursable miscellaneous fees for obtaining money.

v. Ch. 5-4 is revised to include new procedures for reimbursement of communications services.

w. Ch. 5-5 is revised to include car rental insurance as a non-reimbursable miscellaneous expense.

x. Ch. 5-6 is revised to clarify the types of services that may be claimed as a reimbursable miscellaneous expense.

y. Ch. 5-7 is revised to clarify what types of other expenses may be claimed as a reimbursable miscellaneous expense.

z. Ch. 8-1 is revised to add policy and procedures for Federal Travel Management Centers (TMC) and prepaid ticket advice.

aa. Ch. 8-5 is revised to include new procedures for denied boarding on airlines.

bb. Ch. 8-6 is revised to include new procedures for voluntarily vacating reserved seats on airlines.

cc. Ch. 8-14 is revised to eliminate the Federal Travel Directory and add the Official Airline Guide as the source for nationwide DOD car rental agreements.

dd. Ch. 8-17 is added to include the new policy for the Direct Billing Program for car rentals while on official travel.

ee. Ch. 9 is revised to reserve Part 1 (Government Contractor Issued Travel Cards) and Part 2 (Automated Teller Machines (ATM)).

ff. Ch. 10-2 is revised to include the new policy on Limited Open Authorizations (LOA’s) and Annual Authorizations.

gg. Ch. 12-1 is revised to include TMR as a method for reimbursement of travel expenses.

hh. Ch. 12-4 is revised to include new travel verification procedures to be performed by voucher approving officials.

ii. Ch. 12-7 is revised to add reference to administrative retention procedures of official travel documents.

jj. Ch. 12-10 is revised to include new procedures for supporting documentation while on official travel.

kk. Ch. 12-22 is revised to include new policies and procedures for other expense items.

ll. Ch. 12-Part 3 is added to include TMR as the preferred method for reimbursement of travel expenses.

mm. Appendix D is revised to include new mileage rates and reimbursable expenses for using privately owned vehicles while on official travel.

nn. All references to American Express and Diners Club charge cards are changed to Government contractor-issued travel charge card.

oo. References to Information Resources Management Service are changed to reflect the new organization title Federal Technology Service.

Thomas R. Bloom
Chief Financial Officer

GENERAL SERVICES ADMINISTRATION
Washington, DC 20405

PFM P 4290.1 CHGE 22
October 17, 1994

GSA ORDER

SUBJECT: GSA Internal Travel Regulations and Control of official Travel

1. Purpose. This order transmits changed pages to the HB, GSA Internal Travel Regulations and Control of Official Travel.

2. Cancellation. This order cancels the following:

a. CFO Instructional Letter CFO IL-92-2 dated March 23, 1992, to Heads of Services and Staff Offices and Regional Administrators, Subject: Final Administrative Approval for Payment of Reimbursable Residence Closing Costs;

b. Letter dated October 7, 1993, from the Chief Financial Officer to Heads of Services and Staff Offices and Regional Administrators, Subject: Change to the HB, GSA Internal Travel Regulations and Control of Official Travel;

c. Letter dated December 30, 1993, from the Chief Financial Officer to Heads of Services and Staff Offices and Regional Administrators, Subject: Purchase of Common Carrier Tickets; and

d. Letter dated March 4, 1994, from the Chief Financial Officer to Heads of Services and Staff Offices and Regional Administrators, Subject: Use of First-Class Air and Train Accommodations.

3. Explanation of changes.

a. Ch. 2-3 is revised to change the authority to authorize and approve travel for air and train accommodations above the coach level to the Heads of Services and Staff offices and Id Regional Administrators.

b. Ch. 2-6 and 3-23 are added to include the travel policy for which a higher actual subsistence rate may be authorized.

c. Ch. 4-8 thru 4-12 are revised to include the new policy on first-class air and train accommodations.

d. Ch. 8-1 is revised to include the policy of having all common carrier tickets charged to the Government Travel Account (GTA) maintained by the servicing Travel Management Center (TMC). Also, references made to Scheduled Airline Tickets Offices (SATO's) are deleted.

e. Ch. 8 and Ch. 11 are revised to change the reference of the Government contractor-issued travel charge card from Diners Club. The current contractor f or issuing Government travel charge cards is American Express. However, throughout this handbook, the contractor's name will not be used. Any references to the charge card will appear as: Government contractor-issued travel charge card.

f. Ch. 8-5 is revised to include the policy of the U.S. Department of Transportation (DOT) on passengers involuntarily denied boarding on airlines. Also, Ch. 8-5 and 8-6 are revised to change the references of the Civil Aeronautics Board to the U.S. Department of Transportation.

g. Ch. 8-12 is revised to include the policy for holding conferences in areas with variable season lodging rates.

h. Ch. 10-2 is revised to include a policy change for issuing limited open authorizations (LOA).

i. Ch. 11-1, 11-5 and 11-6 are revised to include the policy on Automatic Teller Machines (ATM) for travel advances.

j. Figure 11-4.1 is revised to show the minimum transaction amount that may be obtained for an ATM travel advance.

k. Ch. 13-68 is revised to authorize the Regional Director, Finance

Division (6BC) to designate an official and alternate to be responsible for the approval of Sections D and E for both the GSA Form 2494, Claim for Reimbursement of Closing Costs for Sale of old Residence and the GSA Form 2494-A, Claim for Reimbursement of Closing Costs for Purchase of Mew Residence.

l. Figure 13-67 is revised to show the updated version of the GSA Form 2494, and add the GSA Form 2494-A.

4. Labor Relations Obligations. Implementation of this GSA Order with respect to employees represented by a labor organization is contingent upon completion of labor relations obligations.

DENNIS J. FISCHER
Chief Financial Officer

GENERAL SERVICES ADMINISTRATION
Washington, DC 20405

PFM P 4290.1 CHGE 21
November 24, 1993

GSA ORDER

SUBJECT: GSA Internal Travel Regulations and Control of Official Travel

1. Purpose. This order transmits changed pages to the HB, GSA Internal Travel Regulations and Control of Official Travel.

2. Cancellation. This order cancels the following:

a. CFO Instructional Letter CFO IL-92 dated December 23, 1992, to Heads of Services and Staff Offices and Regional Administrators, Subject: Telephone

Calls to Residence while on Temporary Duty; and

b. Letter dated March 11, 1993 from the Acting Chief Financial Officer, to Regional Director, Finance Division, Regional Director, Budget Division, Acting Director, FSS and Staff Accounting Division, Subject: Waiver of Prohibition on Issuing Travel Advances to Persons who are not Employees of the US Government for Staffs of Former Presidents.

3. Explanation of changes.

a. Ch. 1-17 is added, to include additional travel expenses incurred by employees with disabilities.

b. Ch. 2 is revised to include appropriate titles for Associate Administrators and Heads of Services and Staff Offices.

c. Ch. 2-2 is revised to include a reference to par. 5.

d. Ch. 2-4 and 2-5 are revised to clarify for officials that authorize means to sign the GSA Form 87 and approve means to sign the SF 1012 and SF 1038.

e. Ch. 3-9 and 3-10 are revised to include the 4-tier per diem rates and deductions of M&IE rates when meals are furnished.

f. Ch. 3-21 is revised to include the 4-tier per diem rates.

g. Ch. 5-4 is revised to include Instructional Letter CFO IL-92, on Telephone Calls to Residence while on TDY.

h. Ch. 5-10 is revised to include policy on funds-collected at conferences for Federal and non-Federal participants. It is also revised to show the proper deduction if meals are furnished at a lunch or dinner meeting.

i. Ch. 6-5 is revised to include the current policy on rest stops while traveling outside CONUS.

j. Ch. 7-8 is revised to require the approving officials name be legibly printed or typed on the SF 1012.

k. Ch. 8-5 is revised to delete office title that is no longer being used.

l. Ch. 8-12 is revised to include the policy on package contracts for conferences.

m. Ch. 8-12.1 is revised to include the 4-tier per diem rates.

n. Ch. 11 is revised to change the reference of the new Government-issued charge card contract from Diners Club to American Express.

o. Ch. 11-2 is revised to include the waiver granting the issuance of travel advances to staffs of former US Presidents.

p. Ch. 11-1, 11-5 and 11-8 are revised to include the policy on Electronic Funds Transfer (EFT) for travel advances.

q. Figures 11-4.1 and 11-4.2 are revised to delete the mileage rate from the worksheets.

r. Figure 11-5.5 is included to show an example of the SF 1199A, Direct Deposit Sign-Up Form for Electronic Fund Transfer travel advances.

s. Ch. 13-6 is revised to include instructions for requesting authorization of last move home benefits for Senior Executive Service (SES) career appointees upon retirement.

t. Appendix E is revised to update data on the Travel Management Center.

u. Appendix F is revised to include the amount for purchase and sale of residence of home at new/old official duty stations for 1992.

4. Labor Relations Obligations. Implementation of this GSA Order with respect to employees represented by a labor organization is contingent upon completion of labor relations obligations.

DENNIS J. FISCHER
Chief Financial officer

GSA INTERNAL TRAVEL REGULATIONS AND CONTROL OF OFFICIAL TRAVEL

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CHAPTER 1. GENERAL

PART 1. COVERAGE

1. Scope and authority. This handbook contains standards, instructions, and

procedures governing the approval, authorization, coordination, performance, and vouchering of official travel in connection with the programs and operations of GSA. The instructions related to allowances for subsistence, transportation and moving expense allowances conform with the provisions of the Federal Travel Regulation (FTR) (41 CFR Chapters 301-304); Executive orders; appropriate statutes; numerous decisions of the Comptroller General of the United States; and determinations of the Administrator of General Services.

2. Applicability.

a. The provisions of this handbook apply to all organizational elements of GSA in the Central Office and regional offices, including all field locations, and for individuals authorized to travel at GSA expense in accordance with par. 7.

b. GSA employees serving overseas under the Foreign Compensation (FC) pay schedule are paid travel allowances in accordance with Volume 6 of the Foreign Affairs Manual and the Standardized Regulations (Government Civilians, Foreign Areas) published by the Department of State.

3. Ordering additional copies of the handbook. Additional copies of this handbook and changes to it may be ordered by submitting an original and one copy of GSA Form 49, Requisition/Procurement Request for Equipment, Supplies or Services directly to:

General Services Administration
National Forms and Publications Center
Warehouse 4, Dock No. 1
4900 South Hemphill Street
Fort Worth, TX 76115

Copies may also be requested via e-mail and downloaded from InSite.

4. Special purpose mailing list. Changes to this handbook are automatically distributed within GSA on Special Purpose Distribution List 1011 and 1010, respectively. If you are not currently on this distribution list, you must be added to receive updated information.

5. Travel Policy. The Relocation Management and Travel Policy Branch, Office of Finance (BCDT), in Central Office is responsible for developing travel policy for GSA employees and other authorized individuals traveling on official Government business for GSA and for exercising internal travel policy oversight within GSA. Appendix H is reserved for regional offices to issue regional orders containing local instructions and procedures for insertion in copies of the handbook distributed to the region. Local instructions may not change travel entitlements and must be cleared through BCDT.

6. Fire safety policy. GSA encourages all employees on official travel to stay in only fire-protected lodgings. The Public Law 101-391, Hotel and Motel Fire Safety Act of 1990 (FSA), is designed to promote fire safety by establishing fire prevention and control guidelines that must be met by public lodging accommodations. The law requires the installation of smoke

detectors and fire sprinklers in facilities with more than three floors.

There are several ways that travelers can be sure they are staying at an FSA-certified facility:

a. Preferred properties are listed on the GSA Office of the Chief Financial Officer home page, via the Internet. All properties appearing on this list are FSA certified.

b. If a preferred property is not available, travelers can request their servicing Travel Management Center (TMC) staff to verify FSA certification before making a reservation at another facility or they may obtain verification at the following web site:

http://www.usfa.fema.gov/hotel/index.htm

c. Travelers can also verify compliance via the intranet at the following web site:

http://GSATravelInfo.gsa.gov

Choose "Add Hotel" and check the box for Fire Safety Act under Desired Amenities.

GSA-sponsored conferences must be held in FSA-compliant establishments and no arrangements or contracts may be entered into with hotels that are not compliant.

PART 2. ELIGIBILITY FOR TRAVEL

7. Eligibility for travel. Travel at the expense of GSA shall only be authorized for the following:

a. GSA employees on official business;

b. Employees of other Federal agencies (including military personnel) whose travel is incident solely to the conduct of GSA official business;

c. Individuals employed intermittently by GSA as consultants or experts and paid on a daily when-actually-employed (WAE) basis and individuals serving without pay or at $1 a year may be authorized travel at GSA expense. These individuals are not considered to have a "permanent duty station" within the general meaning of the term; however, they may be allowed travel or transportation expenses while traveling on official business for the

Government away from their homes or regular places of business and while at places of Government employment or service;

d. Persons who are not employees of the Federal Government (excluding contractors) when they accept an invitation from competent GSA authority to serve in a capacity that is related directly to, or is in connection with, official activities of GSA (such as a GSA advisory committee);

e. Members of the immediate family of an employee if the travel is incident to transfer or appointment to a new official station for permanent duty;

f. GSA employees and members of their immediate families who are eligible, under the terms of their employment for overseas duty, to return to place of actual residence for the purpose of taking leave prior to entering on another tour of duty at the same or some other overseas post under a new written service agreement in accordance with ch. 13;

g. GSA employees and members of their immediate families who are being returned to the United States from overseas for other than leave purposes; and

h. Persons who provide personal assistance to handicapped employees in accordance with FPM Letter 306-78.

8. Military personnel. Active duty military personnel traveling at GSA expense are usually governed by military travel regulations which differ in some respects from regulations and governing travel of civilian employees. An agreement regarding travel allowances and methods of payment for military personnel should be reached prior to performance of travel for GSA.

9. Requirement for proper travel authorization. Except in emergency situations, travel (other than local travel as defined in ch. 7) shall not begin until each traveler has in his/her possession a properly authorized GSA Form 87, Official TDY Travel Authorization. Travel performed without a properly signed GSA Form 87 shall be considered travel performed without approval.

10. Quarterly review of travel. At least once each quarter of the fiscal year, Heads of Central Office Services and Staff Offices and Regional Administrators shall provide for a review of the travel plans of their organizational elements to ensure that planned travel is essential to the conduct of official business of GSA and that it would produce a program related benefit. Also, approved plans shall limit the number of days of travel and the number of travelers to the minimum necessary for the accomplishment of assigned programs and operations.

11. Reserved.

PART 3. SPECIAL TRAVEL SITUATIONS

12. Acceptance of travel reimbursements from a non-Government source.

a. Basic policy. The Office of the Controller memorandum dated September 16, 1991, and the Office of the Chief Financial Officer memorandum dated December 2, 1991, define the limited circumstances and procedures under which GSA associates may accept payment for travel expenses from non-Federal sources, including foreign governments. (See FTR-Chapter 304 for further guidance on this topic.)

b. Authorization. The acceptance of accommodations, subsistence, services, or personal reimbursements by a GSA associate from a non-U.S. Government source must be authorized on the travel authorization and conform to the GSA Standards of Conduct.

13. Frequent traveler programs and other promotional materials. The following policies apply to a GSA associate who receives promotional items while traveling on official business.

a. Promotional items. Promotional items such as frequent flyer miles, upgrades, access to carrier clubs or facilities, and additional night's lodging received as a result of official travel performed at Government expense may be retained by the associate for personal use, if the promotional item is obtained under the same terms as those offered to the general public and results in no additional cost to the Federal Government.

b. Membership fees. Membership fees in a frequent flyer or similar program no longer are a reimbursable travel expense.

c. Upgrading accommodations. Associates may now upgrade to first-class and premium-class other than first-class accommodations at their own personal expense, including through the redemption of frequent flyer benefits. GSA's Travel Management System (TMS) contractor is not responsible for this service. This is considered personal preference. Associates must call carriers to upgrade after issuance of tickets.

d. Contract city-pair carriers. Associates must continue to use contract city-pair carriers when scheduling air travel, and must make all travel reservations through GSA's Travel Management System contractor. Associates may not select a particular flight merely on the basis of its offering the potential to gain frequent flyer benefits for personal use; selected flights must be a contract city-pair flight or the associate must meet one of the exceptions for use of a non city-pair flight. (See Appendix C for exceptions.)

e. Denied boarding benefit. A denied boarding benefit (e.g., cash, or a free ticket coupon) is not considered a "promotional item" given by an airline and therefore may not be retained by the associate. It must be given to GSA. However, an associated may keep any compensation an airline gives an associate for voluntarily vacating a seat on a scheduled airline flight when the airline asks for volunteers, provided that:

(1) Voluntarily vacating the seat will not interfere with the associate's performance of his/her official duties;

(2) The associate will be personally responsible for any additional

travel expenses incurred as a result of vacating the seat, he/she will not be reimbursed by the Government for such expenses; and

(3) If voluntarily vacating a seat delays the associate's travel during duty hours, GSA will charge the associate annual leave for the additional hours.

13.1 Promotional items in connection with planning an official conference. Promotional benefits or materials that an associate may receive from a travel service provider in connection with planning and/or scheduling an official conference or other group travel (as opposed to performing official travel of an associate) are considered property of the Government. An associate may only accept the benefits or materials on behalf of the Federal Government.

a. If an associate is offered such benefits as a result of his/her role as a conference planner or as a planner for other group travel, the associate may not retain such benefits for his/her personal use. Rather, the associate may only accept such benefits on behalf of the Federal Government. Such accepted benefits may only be used for official Government business.

b. Authorizing and/or approving officials must ensure that the conference planner or designee does not retain for personal use any promotional benefits or materials received from a travel service providers as a result of booking the conference.

14. Conferences, conventions, symposia, and seminars.

a. GSA sponsored conferences. Guidelines for national management conferences are contained in GSA Order, Control of management conferences and meetings (ADM 5420.65E). While this order does not apply to regional management conferences, the sponsoring officials are encouraged to follow the guidelines specified in that order.

b. Participation in an official capacity at non-GSA sponsored conferences, conventions, symposia, and seminars

(1) Official participation by GSA employees in meetings and activities not essential to the accomplishment of agency missions must be avoided. Government sponsored participation shall be restricted to the minimum necessary to accomplish the agency missions. Generally, GSA should pay the travel expenses of its employees.

(2) Official attendance shall be limited to meetings and activities where there is a direct benefit to the achievement of an objective related to the agency's mission.

(3) Invitations for Government-provided speakers shall not be accepted for meetings and activities where fees for Government employees who attend are not in line with actual costs.

(4) Official attendance shall not be authorized when the primary benefit is to the individual employee rather than to the accomplishment of the agency mission.

(5) Official attendance shall not be authorized to reward employees for past or present performances.

(6) Where official attendance is appropriate, efforts should be made to minimize associated travel expenses by designating as participants, employees who are located at or near meeting sites. The number of employees allowed to participate shall be limited to the minimum required to achieve the agency's mission.

(7) Acceptance in kind of travel and subsistence expenses in connection with official travel by GSA personnel to non-Federal Government conferences, activities and meetings shall comply strictly with the GSA Standards of Conduct in order to avoid even the appearance of a conflict of interest, and to promote impartiality in conduct of the affairs of Government. All matters of doubt shall be referred to the Special Counsel for Ethics and Civil Rights or Deputy Standards of Conduct Counselors for resolution.

15. Interview trips. The Federal Employees Pay Comparability Act of 1990 allows the payment of pre-employment interview travel expenses to all interviewees as determined necessary by the agency. Pre-employment interview travel may be paid to Government and non-Government individuals who are seeking employment with GSA. The payment of pre-employment interview travel expenses is discretionary with each office, not an entitlement of prospective candidates for employment. A decision made in connection with one specific vacancy does not require the same decision in connection with future vacancies.

a. Definition. An interviewee shall be defined as an individual who is being considered for employment by the agency.

b. Eligibility. Candidates for appointment not limited to 1 year or less may be authorized pre-employment interview travel. Interviewing offices may authorize an interview trip when determined necessary to assess a candidate's subject matter knowledge and abilities and to better distinguish among all candidates. Pre-employment interview travel may also be authorized to interest qualified candidates when a labor shortage exists for the position, when a special salary rate or direct hire authority has been authorized for the position, or when a shortage of highly qualified candidates occurs for a specific vacancy, and in other instances deemed appropriate by the travel authorizing official. The following factors shall be considered for authorizing pre-employment interview travel:

(1) Authorizing officials shall assure that pre-employment travel is cost effective, weighing the actual costs involved, the occupation and level of the position, whether the payment of interview expenses will have an impact on the subsequent selection and job offer, and any other pertinent factors;

(2) Authorizing officials shall limit payment to a reasonable number of the best-qualified, available candidates; and

(3) Authorizing officials shall use this tool equitably and in a manner that is consistent with statutory merit principles.

c. Interviewing offices' responsibilities. Offices shall establish criteria for determining which applicants will qualify for the payment of pre-employment interview travel expenses.

(1) Pre-employment interview travel may be authorized only on a trip-by-trip basis. A travel authorization shall be prepared and signed by the authorizing official as indicated in ch. 2-4.

(2) Offices shall communicate the Government travel rules and procedures to interviewees.

(3) Offices shall provide the interviewee with an "interviewee's potential liability notice" and/or written instructions at the time an authorization is issued explaining agency procedures for accounting for transportation documents.

(4) Offices shall inform the interviewee of the personal liability for any unused ticket coupons issued to him/her if an interview trip is cancelled or rescheduled. (A statement to this effect shall be included on the travel authorization or issued as a "Notice to Traveler" and attached to the ticket when issued to the interviewee.)

(5) Offices should ensure the interviewee understands how travel reimbursement is calculated and provide assistance in the preparation of travel vouchers.

(6) Offices shall not authorize pre-employment interview travel expense reimbursement for the purpose of helping defray relocation expenses that are not allowable for a new appointee.

d. Interviewee responsibilities. The interviewee is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business.

(1) Tickets should be provided by the interviewing office. However, the interviewee may be authorized to obtain tickets directly from a travel management center under contract with the government.

(2) The interviewee shall use the Government's city pair contracts with the airlines and Amtrak. Any additional cost resulting from use of a method of transportation other than that specifically authorized or approved shall be the interviewee's responsibility.

(3) The interviewee is accountable for all transportation tickets issued for use in performing pre-employment interviewee travel. For safeguarding and accountability of tickets, see ch. 8-3 and 8-4.

(4) The interviewee understands the personal liability for any unused ticket coupons issued to him/her if the interview trip is cancelled or rescheduled.

(5) The interviewee understands that he/she is bound by the same rules that apply to GSA employee travelers.

e. Allowable expenses. Both per diem and transportation expenses will be

paid for pre-employment interview travel. An interviewee is entitled to the same travel expenses as a Government employee traveling on official business would be entitled, with the exception of those expenses listed in subpar. f, below.

f. Unallowable expenses. The following expenses shall not be paid for pre-employment interview travel:

(1) Communication services (telephone, teletype, telegraph, cable, and radio service) are not allowable. However, communication services which are directly related to travel arrangements for the Government interview are allowable. (See ch. 5-4.);

(2) Hire of a meeting room at a hotel or other place to transact official business is not allowable.

g. Unallowable sources. A Government-issued individual employee charge card may not be used for pre-employment interview travel. The Government Travel System (GTS) may be used to obtain the interviewee's allowable transportation expenses. Also, an interviewee shall not be issued a travel advance.

h. Preparation and submission of travel vouchers. The interviewee is responsible for the preparation and submission of travel vouchers. Records should be maintained of expenditures properly chargeable to the Government and all required receipts must be attached to the travel voucher. The interviewing office should assist the interviewee in preparing the travel voucher. The interviewing office shall review the travel vouchers in the same manner as it reviews the travel vouchers of Government employees on official travel.

16. Invitational travel. Invitational travel may be authorized for persons who are not employees of the Government when they are serving in a capacity that is related to or is in connection with official activities of GSA. Invitational travel shall include a guest of an employee who is receiving an honor award. The recipient of the award may invite a guest to attend the ceremony. The guest must be an individual related by blood or affinity, whose close association with the employee is the equivalent of a family relationship. At agency discretion, travel may be authorized for an attendant to accompany the recipient of an award when the recipient requires assistance because of a handicapping condition. The travel reimbursement is intended to cover instances where the award recipient and the guest are both geographically distant from the site of the ceremony.

a. Authorizations and approvals. Invitational travel may be authorized by a letter addressed to the traveler or by preparing a GSA Form 87, official Travel Authorization. The letter will contain specific information on the purpose and duration of the trip, the mode of transportation and other allowable expenses. Travel for guest attendance at an Honor Award Ceremony must be authorized by the Administrator unless otherwise delegated. Individuals who are authorized invitational travel shall be advised of and comply with the provisions and procedures as contained in this handbook.

b. Allowable expenses. Both per Diem and transportation expenses shall be paid for invitational travel. The individual is entitled to the same travel expenses as a Government employee traveling on official business. Non-

Federal travelers may not receive a travel advance.

c. Obtaining tickets.

(1) All tickets shall be obtained from the Travel Management Center (TMC) servicing the traveler's region. if there is insufficient time for the traveler to pickup tickets at the TMC, arrangements may be made through the TMC for prepaid tickets to be picked up at the airport prior to departure. Travelers shall not use cash or personal credit cards to purchase tickets.

(2) If the traveler does not have a Government-issued credit card, the TMC will charge the ticket to the Government Travel System (GTS) account.

(3) Premium-class air accommodations must be authorized by the Administrator or Deputy Administrator.

d. Preparation and submission of travel voucher. An invited guest traveling at the request of the agency is responsible for the preparation and submission of a travel voucher. Records shall be maintained of expenditures properly chargeable to the Government and all required receipts must be attached to the travel voucher. The requesting office shall assist in preparing the travel voucher. A review of the voucher is required in the same manner as a Government employee on official travel.

17. Additional travel expenses incurred by employees with disabilities.

a. General. Employees with disabilities may be authorized additional travel expenses that are necessary when incurred in the performance of official travel.

b. Definition. A disabled employee is defined as an individual having a physical or mental impairment. The individual is unable to perform a major life activity that the average person can perform or is significantly restricted to the condition or manner in which the individual can perform the activity. Major life activity would include caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.

(1) Physical impairment would include any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body-systems: neurological, musculoskeletal, special sense organs, respiratory, (including speech organs), cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, and endocrine.

(2) Mental impairment would include any psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

(3) The physical or mental impairment includes, but is not limited to such diseases and conditions as cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, mental retardation, emotional illness, and orthopedic, visual, speech and hearing impairments.

c. Allowable expenses. The following additional travel expenses are

payable to an employee with a disability:

(1) Transportation and subsistence expenses are authorized for an attendant accompanying the employee with the disability when assistance is necessary. The accompanying attendant may be a member of the immediate family, friend, or another employee.

(2) The cost of specialized services.

(a) Transportation for the employee to, from, and/or at the temporary duty station;

(b) Services provided by a commercial carrier necessary to accommodate the employee's disability;

(c) Baggage handling incurred as a direct result of the employee's disability in connection with public transportation or at lodging facilities; and

(d) Renting and/or transporting a wheelchair.

d. Authorization and approval. An employee with a disability, traveling on official business must have authorization and approval prior to the trip for attendant and specialized services. These special allowances must be noted in block 22 on the GSA Form 87.

PART 4. SCHEDULING OF TRAVEL

18. General. As cited in 5 U.S.C. 5733, "the travel of an employee shall be by the most expeditious means of transportation practicable and shall be commensurate with the nature and purpose of the duties of the employee requiring such travel." An employee ordered to perform temporary duty will be granted subsistence allowances for the travel time necessary to perform travel to the temporary duty point(s) and return to the permanent duty station. The allowable travel time is dependent upon the modes of transportation authorized and/or used over a usually traveled direct route. When the employee uses the authorized mode of transportation, the allowable travel time will be determined in accordance with a thru c, below. When the employee, for personal convenience, uses a mode of transportation other than that which is authorized, the allowable travel time and the resulting subsistence allowances payable shall be computed on a constructive cost basis.

a. Employee's actual travel time. When the travel time actually used by an employee is less than the time considered allowable in accordance with this paragraph, the employee actual travel time will be used for computation.

b. Indirect-route or interrupted travel. Where, for convenience of the employee or through the taking of leave, there is interruption of travel or deviation from the direct route, the allowances payable shall not exceed that which would have been incurred on uninterrupted travel by a usually traveled direct route.

c. Common carrier transportation authorized and/or used. When use of common carrier transportation is authorized and/or the employee uses such method of transportation, subsistence allowances shall be payable for the actual time necessary to perform the authorized travel over a usually traveled direct route and scheduled in accordance with the following:

(1) General. Travel will be by the scheduled transportation which most nearly coincides with the time of departure and arrival necessary to carry out the mission. Reasonable schedules will be used in achieving this objective. The schedule selected will include travel time based on the carrier's required check-in time plus travel time to the terminal from the place travel begins, and the carrier's schedule arrival time plus travel time from the terminal to the place travel ends.

(2) Travel during regular hours of duty. Whenever possible, travel will be scheduled so an employee may travel during regular hours of duty and not on the employee's own time. When travel is performed during nonduty hours, the HB, Time and Leave Administration, (OAD P 6010.4) ch. 14 should be consulted for an employee's potential entitlement to overtime or compensatory time off. When two consecutive workdays are involved, it is not unreasonable for the employee to:

(a) Depart the permanent duty station the day prior to the day of required reporting at the temporary duty station to prevent travel during off-duty hours; or

(b) Depart the temporary duty station the morning following completion of temporary duty to prevent travel during off-duty hours when the employee is not required to be at the permanent duty station the first thing that morning.

(3) Unreasonable delays. Subsistence allowances shall not be authorized or approved when an employee delays the initiation or continuation of travel for an unreasonable period to travel during regular hours of duty instead of traveling on his/her own time. Any unreasonable delay shall restrict the employee to payment of subsistence allowances on a constructive basis. For example:

(a) In connection with a temporary duty assignment which will require beginning duty on Monday (e.g., to attend a conference at 8:00 a.m. on Monday), if the employee departs the permanent duty station on Friday in order to travel during regular duty hours, payment of per diem will be limited to that payable on the basis of a constructive schedule (e.g., as though departure had been on Sunday).

(b) When an employee delays return travel from a Friday to Monday (e.g., following completion of temporary duty on Friday) in order to travel during regular duty hours on Monday, payment of per diem will be limited to that which would have been allowed had the employee begun the return travel following the completion of work on Friday and continued to destination without delay.

(4) Acceptable delays in connection with return travel. When an employee completes temporary duty the day before a non-workday and the circumstances so justify, the employee may delay initiating his/her return travel to the permanent duty station until the following morning or, when

using scheduled transportation, until the first available departure on that day.

(5) Early departure. When an employee departs early to overcome a short interval between the scheduled time of arrival and the required reporting time at a temporary duty station, the claim for reimbursement will include a brief statement as to the reason for departing earlier than determined necessary.

19. Ordered to temporary duty while on leave.

a. Temporary duty at leave point. An employee on leave away from the permanent duty station who receives orders to perform temporary duty at the leave point is entitled to per diem for the period of temporary duty and transportation expenses on the return trip which exceed those that the employee normally would have incurred if the temporary duty had not been required.

b. Temporary duty at other than leave point.

(1) Authorized to resume leave upon completion of temporary duty.

(a) Temporary duty at various places including return to permanent duty station. An employee on leave away from the permanent duty station, who receives orders to perform temporary duty at various places, including return to the permanent duty station, and is authorized to resume leave upon completion of temporary duty is allowed per diem and transportation expenses from the place where the leave was interrupted to the places of temporary duty (no per diem while at permanent duty station) and return to the place where leave was interrupted.

(b) Temporary duty at various places not involving return to permanent duty station. In a situation not involving temporary return to the permanent duty station, but otherwise similar to (a), above an employee upon completion of temporary duty is allowed per diem and transportation expenses to resume leave status at another point more distant from the place of temporary duty than the point where leave was interrupted, provided the round-trip expenses are not greater than the constructive expenses between the employee's permanent duty station and the place of temporary duty.

(2) Directed to return to permanent duty station upon completion of temporary duty.

(a) Leave interrupted for performance of temporary duty. An employee on leave away from the permanent duty station who receives orders to perform temporary duty at other than the leave point, and upon completion of the temporary duty assignment is directed to return to the permanent duty station, will be allowed subsistence and transportation expenses for the temporary duty performed. However, transportation expenses for return to the permanent duty station from temporary duty point will be allowed only to the extent that they exceed those which the employee normally would have incurred if the temporary duty had not been required.

(b) Temporary duty directed upon completion of leave. An employee on leave away from the permanent duty station who receives orders to

perform temporary duty upon completion of leave and then to return to the permanent duty station, will be paid subsistence allowances and transportation expenses only to the extent that the travel relating to the temporary duty exceeds the constructive cost of expenses the employee normally would have incurred if the temporary duty had not been required. If, in relation to the place where the employee is on leave, the place of temporary duty is located in a routing direction through and beyond the employee's permanent duty station, the allowable subsistence and transportation expenses will be limited to that for roundtrip travel between the permanent duty station and the place of temporary duty.

20. Indirect route or interrupted travel. When a GSA employee for his or her own convenience travels by an indirect route or interrupts travel by a direct route, the extra expense shall be borne by the traveler. Reimbursement for expenses shall be based on such charges as would have been incurred by a usually traveled route.

21. Return to permanent duty station during temporary duty.

a. Authorized return - cost savings to the Government. The authorizing official may require an employee to return to his/her permanent duty station for nonworkdays because it is more advantageous to the Government. The employee is entitled to subsistence and transportation for the ordered travel.

b. Authorized return - no cost savings to the Government. A service or region, after cost analysis, may authorize subsistence and transportation expenses to employees on extended temporary duty for periodic travel between the temporary duty point and the permanent duty station for nonworkdays. The cost analysis must ensure that the costs are outweighed by savings in terms of employee efficiency and productivity and reduced costs of employment and retention of employees. Travel shall be performed during off duty hours unless employee is nonexempt from the Fair Labor Standards Act.

c. Return for personal reasons. An employee who voluntarily returns to the permanent duty station, or residence from which he/she commutes daily to the permanent duty station, during a temporary duty assignment for personal reasons except as described in a or b, above is entitled to the lesser of:

(1) Subsistence for the actual travel time (no per diem while at the permanent duty station) and transportation expenses for the travel from the temporary duty point to the permanent duty station or residence and return; or

(2) Subsistence that would have been allowed had the employee remained at the temporary duty point.

The associate shall perform any such voluntary return travel during non-duty hours or periods of authorized leave. The associate is also not authorized to use any GSA contract airfares (see ch. 4-8a) or other discount fares obtainable only with a Government contractor-issued travel charge card.

PART 5. EMERGENCY TRAVEL OF EMPLOYEE DUE TO ILLNESS OR INJURY OR A PERSONAL EMERGENCY, WITHIN OR OUTSIDE CONUS

22. General. If a traveler discontinues or interrupts a temporary duty assignment prior to completion of the trip due to an incapacitating illness or injury or a personal emergency situation, transportation and subsistence expenses may be reimbursed. The locations, family eligibility and emergency situations are as follows:

a. Official station. The official station is the location of the traveler's official station from which he/she commutes daily from his/her place of residence.

b. Alternate location. An alternate location is the place, other than the official station or place of interruption, where the traveler must travel for the necessary medical service or where the personal emergency exists. In the case of illness or injury of traveler, the nearest hospital or medical facility, at the point of interruption of temporary duty location, where treatment is obtained shall not be considered to be an alternate location.

c. Incapacitating illness or injury. An incapacitating illness or injury is one that occurs suddenly for reasons other than the traveler's own misconduct and he/she is unable to complete the assignment for a temporary or permanent period of time. The sudden illness or injury may be a recurrence of a previous condition which the traveler thought was cured or under control.

d. Family members. Generally, family members are those of the traveler's immediate household at the time the emergency situation occurs. For compassionate reasons, the authorizing official, on a case by case situation, may expand the traveler's and his/her spouse's family to include persons who are not dependents or members of his/her immediate household. When exercising this authority, the authorizing official shall evaluate the extent of the emergency, the relationship to the traveler, and the degree of responsibility by the traveler for the individual(s) involved in the emergency situation.

e. Personal emergency. Personal emergency would be the death, serious illness or injury of a member of the traveler's family or a catastrophic occurrence or impending disaster such as fire, flood, or act of God which is affecting the traveler's home at the official station or his/her family while the traveler is at, or is en route to or from the temporary duty.

f. Serious illness or injury of a family member. A serious illness or injury of a family member would be a grave, critical or potentially life threatening illness or injury, or other less serious illness or injury and the absence of the traveler would cause personal hardship for the family.

23. Illness or injury of employee. When a traveler interrupts or discontinues a travel assignment because of an incapacitating illness or injury, transportation and per diem may be allowed as follows:

a. Per diem at point of interruption. When a traveler interrupts his/her temporary duty due to an illness or injury and takes leave of any kind, they shall be allowed a per diem allowance, not to exceed the maximum locality rate where the interruption occurs. The appropriate per diem may be continued for a reasonable period, normally not to exceed 14 calendar days (including any fractional day) for a single period of absence. The

authorizing official may authorize a longer period when justified by the circumstances of a particular case. The point of interruption may include the nearest hospital or medical facility where proper treatment can be received. Per diem shall not be allowed when the hospital or medical facility is within the proximity of the traveler's official duty station or is the same one the employee would have been admitted to if the illness or injury had occurred while at the official station. If the traveler is on temporary duty and receives hospitalization or is reimbursed for hospital expenses under any federal statute (such as hospitalization in a veterans or military hospital) other than a federal employee's health benefit plan, per diem shall not be allowed, or if the allowance was paid, the allowance shall be collected from the traveler.

b. Documentation and evidence of illness. The traveler shall show on the travel voucher the type of leave and the number of days used. No other evidence is required with the travel voucher. The traveler shall, however, provide the necessary evidence required under the time and attendance requirements within his/her office.

c. Return to official station or home. When a traveler, due to an illness or injury, returns to his/her official duty station prior to completion of the temporary duty, the appropriate transportation and the en route per diem rate shall be allowed. The return travel may be from the point travel was interrupted or other point where the per diem allowance was continued in accordance with a, above. If, when the traveler recovers from the illness or injury, the authorizing official determines that for the interest of the Government, he/she returns to the temporary duty location, the return shall be considered as a new temporary duty assignment.

24. Travel to an alternate location and return to temporary duty location.

a. Conditions and allowable expenses. When a traveler, with the authorization of the authorizing official, interrupts his/her temporary duty due to an illness or injury and he/she takes leave for travel to an alternate location to obtain medical services and returns to the temporary duty location, reimbursement for certain excess costs may be allowed as provided in b, below. The nearest hospital or medical hospital or medical facility will not be considered an alternate location.

b. Calculation of excess costs. The reimbursement that the authorizing official may authorize shall be the excess, if any, for the actual cost of travel from the point of interruption to the alternate location and return to the temporary duty site over the constructive cost of the roundtrip travel between his/her official station and the alternate location. The actual cost will be the roundtrip transportation between the temporary duty location and the alternate location plus the roundtrip en route per diem. No per diem will be allowed for the time at the alternate location. The constructive cost of the travel, assuming the travel began at the official station, is the total roundtrip transportation between the official station and the alternate location plus the roundtrip en route per diem. The excess cost that may be reimbursed is the difference between the two calculations.

25. Personnel emergency situation travel.

a. Return to official station or home. When a traveler discontinues a temporary duty assignment prior to its completion because of a personal

emergency, the authorizing official may authorize the expenses for the appropriate transportation and the en route per diem for return travel from the point of interruption to the official duty station. If, when the personal emergency situation is resolved and the authorizing official determines that it is in the Government's interest to return the employee to the temporary duty location, the return will be considered as a new travel assignment.

b. Travel to an alternate location and return to the temporary duty assignment. When a traveler, with authorization from the authorizing official, interrupts a temporary duty assignment because of a personal emergency situation, and takes a leave of absence for travel to an alternate location where the personal emergency exists and then returns to the temporary duty location, reimbursement for excess costs of the transportation and en route per diem may be allowed as provided in subpar. 24b.

26. Procurement of transportation.

a. Use of discount fares. The discount fares offered by contract air carriers in certain city pairs, as well as well as any reduced Government fares available to the traveler on official travel, should be used to the extent possible.

b. Return to official duty station. When the traveler is authorized emergency return travel, from the point of interruption to return to the official duty station, the appropriate transportation may be purchased by GSA or the traveler. The unused portion of the roundtrip tickets purchased for the temporary duty assignment shall be used, if appropriate, for the mode of transportation required for the emergency travel. If this ticket is not used, the traveler shall ensure that all unused tickets are accounted for.

c. Travel to alternate location. The authorizing official may require the traveler to use personal funds for emergency travel to an alternate location and return to the temporary duty location. A Government contractor issued charge cards may also be used to purchase the necessary transportation. If the traveler does not have sufficient personal funds available and is not a Government charge card holder, the authorizing official may purchase or provide to the traveler an advance of funds when practicable for the traveler to purchase the necessary transportation. The traveler, when the emergency situation is resolved, shall reimburse GSA for any cost of transportation or advance that is above the authorized amount of the allowable reimbursement.

27. Reserved.

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CHAPTER 2. AUTHORIZATION AND APPROVAL OF OFFICIAL TRAVEL

PART 1. DELEGATIONS OF TRAVEL AUTHORITY

1. General. Authority to authorize and approve official travel rests with the officials of GSA delegated travel authority. For purposes of this chapter the following definitions apply:

a. Associate Administrators shall mean the Associate Administrator for Civil Rights; the Associate Administrator for Child Care; the Associate Administrator for Enterprise Development; the Associate Administrator for Congressional and Intergovernmental Affairs; the Associate Administrator for Communications; and the Associate Administrator for Governmentwide Policy.

b. Heads of Services shall mean the Commissioner, Public Buildings Service; the Commissioner, Federal Supply Service; and the Commissioner, Federal Technology Service.

c. Heads of Staff Offices shall mean the General Counsel; Inspector General; Chairman, GSA Board of Contract Appeals; theChief

Information Officer; the Chief People Officer; and the Chief Financial Officer.

d. United States shall mean the 50 states, District of Columbia, Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa and the Trust Territory of the Pacific Islands.

e. To authorize official travel shall mean the official delegated authority to sign block 27 of the GSA Form 87.

f. To approve official travel shall mean the official delegated authority to sign block 10 of the SF 1038, Advance of Funds, Application and Account, block 14 of the SF 1012, Travel Voucher, or electronic approval using the Travel and Miscellaneous Reimbursement System (TMR).

2. Travel for the Chief Financial Officer. Associate Administrators. Heads of Services and Staff Offices and Regional Administrators.

a. Travel for the Administrator. Travel by the Administrator must be approved by the Deputy Administrator or Chief of Staff.

b. Travel for Heads of Services and Staff Offices (HSSO) and Regional Administrators (RA). *Travel by a HSSO or RA must be authorized and approved by the Deputy Administrator or Administrator.*

3. Transportation services.

a. Premium-class accommodations for air and train. Authority to authorize and approve travel for air and train accommodations above the coach-class level (first-class, premium-class other than first-class), for situations in ch. 4-8, is delegated to Heads of Services and Staff Offices and Regional Administrators. This authority may not be redelegated.

b. Transportation services costing over $100 procured with cash. Transportation services costing over $100, exclusive of Federal transportation tax, procured with cash (which includes checks and personal credit cards) in lieu of using Government contractor-issued travel charge cards or the Government Travel Account (GTA) require the following approvals:

(1) Emergency purchases. The authority to authorize and approve emergency ticket purchases over $100 is delegated to the Chief Financial Officer, Associate Administrators, Heads of Services and Staff Offices, and Regional Administrators. Copies of the applicable GSA Form 87, SF 1012, ticket coupons and any ticket refunds must be sent by the authorizing or approving official to the following address for audit after the traveler is reimbursed:

General Services Administration (FBA)
1800 F St., NW
Attention: Code E
Washington, DC 20405

(2) Nonemergency purchases. The authority to authorize and approve

nonemergency ticket purchases costing over $100 is delegated to the Directors, Heartland and Greater Southwest Finance Centers. This authority may not be redelegated. Requests for reimbursement shall be submitted to the appropriate servicing Finance Division. The request shall be in writing, explaining why an exemption should be granted. The request shall include copies of the GSA Form 87, SF 1012, ticket coupons and ticket refund applications.

Requests shall contain only one traveler's itinerary (do not submit group requests). Traveler convenience will not be a reason for approval.

4. Temporary duty travel within the United States.

a. Single trips. Authority to authorize (sign the GSA Form 87) and approve (sign the SF 1012 and SF 1038) temporary duty travel on official business within the United States on a single trip basis, except for first class air fare and foreign travel, for travel of employees of their organizational units is delegated to the Chief Financial Officer, Associate Administrators, Heads of Services and Staff Offices and Regional Administrators. This authority may be redelegated no lower than t he Division Director or comparable level, including authorization of travel on an actual expense basis when deemed warranted as defined in ch. 3-23. The Inspector General may also redelegate travel on an actual expense basis when deemed warranted as defined in ch. 3-19 thru 27.

b. No-cost limited open authorizations (LOA). A no-cost LOA is still permitted in accordance with GSA Order PFM P 4290.1, Chapter 10, paragraph 2d but must be issued in ETS. Employees may create trips against no-cost LOAs but must not create a voucher for a no-cost trip because no expenses are expected to be incurred for trips under a no-cost LOA. If an employee incurs unexpected expenses, he or she must obtain a single trip authorization from the authorizing official. No-cost LOAs should not be used for travel that is entirely within the employee's official station and local travel area.

c. Extended temporary duty travel. Extended temporary duty travel is travel that will (or is expected to) last one year or more in a single location. Internal Revenue Service policy requires that all reimbursements for extended TDY must be reported as taxable income on the traveler's W2 form. Because of the severe financial impact this will have on the traveler, the authorization of any TDY assignment lasting one year or more in a single location is prohibited. The prohibition also applies to any travel of a lesser-planned duration that is extended through a succession of additional travel orders or amendments to reach a year or more. Before one year is reached, the travel must be terminated or the employee relocated.

Requests for exceptions to the prohibition must be submitted to the Chief Financial Officer in writing and must be accompanied by a signed statement from the employee indicating he/she is fully aware of the financial and tax liability implications of a one- year assignment in one location. Requests must detail the extraordinary program circumstances justifying the request and a detailed explanation of why earlier termination of the assignment, relocation, or rotation of other personnel is not an option. outine exceptions will not be granted.

5. Foreign and Non-Foreign Travel. Travel to foreign areas and non-foreign areas, excluding Alaska and Hawaii, by employees whose official station is in CONUS, requires authorization and approval by the Deputy Administrator or Chief of Staff. Travel to other foreign areas and non-foreign areas, excluding Alaska and Hawaii, by employees whose official station is outside CONUS, requires authorization and approval by the HSSO or RA.

a. Temporary return to the United States. Authority to authorize official travel of employees whose official stations are outside the United States when such travel returns them to the United States for official business or for home leave is delegated to Heads of Services and Staff Offices and Regional Administrators for employees of their organizational units.

b. Travel concerning the Office of Inspector General. Authority to authorize travel worldwide for employees of the Office of Inspector General is delegated to the Inspector General and Deputy Inspector General.

c. Clearances. Heads of Services and Staff Offices and Regional Administrators are responsible for ensuring that the necessary State Department and security clearances required by ch. 6 are obtained.

6. Travel for which a higher actual subsistence rate ma y be authorized. The authority to authorize a higher actual subsistence rate to an area within CONUS, where special or unusual circumstances result in an extreme increase in subsistence costs for a temporary period, is delegated no lower than the Division Director or comparable level for all GSA organizations. The subsistence cost authorized shall not exceed 300 percent of the maximum per diem rate prescribed for that area.

7. Travel advances.

a. Authority to approve travel advances for travel of employees of their organizational units in accordance with ch. 11 is delegated no lower than the Division Director or comparable level for all GSA organizations.

b. Authority to approve increased travel advances for Government contractor-issued travel charge cardholders under unusual circumstances as described in ch. 11-4a(2) is delegated to the Chief Financial Officer, Associate Administrators, Heads of Services and Staff Offices and Regional Administrators and may not be redelegated except for the Inspector General.

7.1 Permanent change of station travel. Authority to authorize and approve permanent change of station travel in accordance with ch. 13 of this handbook is delegated to the Chief Financial Officer, Associate Administrators, Heads of Services and Staff Offices and Regional Administrators. The authority to authorize permanent change of station travel may not be redelegated.

PART 2. RESPONSIBILITIES OF TRAVEL AUTHORIZING AND APPROVING OFFICIALS

8. Responsibilities of authorizing officials. Officials delegated authority to authorize travel on official business (sign block 27 of GSA Form 87) are responsible for the following:

a. Determine that authorized travel is required in the interest of the Government, is in accordance with the overall plans of the organizational

unit, and is in accordance with this handbook and changes thereto;

b. Authorize itineraries which will most effectively serve program needs at the least cost;

c. Provide for the use of the most economical modes of transportation which provide services generally meeting acceptable standards and objectives of the mission;

d. Make maximum use of the Military Traffic Management Command (MTMC) rental car agreements, and the GSA Contract Carrier Program before authorizing travel by the same mode with a noncontract supplier;

e. Schedule each employee's travel within his/her regular workweek to the extent practicable (5 U.S.C. 5542);

f. Consider having the proposed mission accomplished by available field personnel at reduced expense to the organizational unit (if applicable) or through telecommunications facilities (i.e., conference calls or satellite conferencing);

g. Ensure that all authorized leave during the travel period is reflected on the travel authorization. When considering such a request for leave, the authorizing official shall take into account the public's perception of the proposed leave. The potential appearance of personal convenience taking precedence over the best interests of the Government should also be considered;

h. Determine that all internal nationwide conferences for agency personnel are authorized in accordance with guidelines contained in GSA Order, Control of internal national conferences and meetings (ADM 5420.65E);

i. Determine that all free or reduced cost meals, lodging, and transportation (including redemption of mileage credits) are in accordance with the GSA Standards of Conduct and specifically authorized on the GSA Form 87;

j. Ensure that all required justifications are contained on the travel authorization as required by this handbook and changes thereto;

k. Ensure that sufficient funds are available to defray the travel costs specified on the authorization. If the cost of travel is charged to a fund or appropriation of an office or region different from the one from which the employee is payrolled, there must be written instructions from competent authority approving the practice or the travel authorization must show the concurrence of the official (or his/her designee) that is responsible for the funds to be used; and

l. Coordinate travel as described below:

(1) Routine travel. Routine temporary duty travel requires the intraservice or intraoffice coordination indicated below. In addition to ensuring the essentiality of the travel, coordination is required so that:

(a) An excessive number of travelers are not permitted to visit a

single office at the same time;

(b) Representatives of two or more offices dealing with a related problem arrive concurrently at the point of meeting;

(c) The operations of the office to be visited will not be disrupted; and

(d) Travel is planned in advance to allow proper preparation and coordination for the proposed visits. Except as indicated in (2), below, the appropriate Regional Administrator or regional counterpart shall be notified in advance of any contemplated visit to his/her region by Central Office personnel or by personnel of another regional office. This requirement is not applicable if the traveler will not visit nor transact business with a regional employee or activity in an official capacity or in connection with hearings of the Board of Contract Appeals.

(2) Unannounced visits to regional offices. In instances in which prior notification is not desirable, assistant commissioners and equivalent levels of authority such as executive directors are authorized to issue travel orders which will result in unannounced visits to regional activities. While the authority to do so is not to be abused, it should be used when inspections, management surveys, surveillance visits, or spot checks of regional operations are being conducted to determine precise degrees of compliance with Central Office procedural safeguards. Use of the authority for conducting surprise visits is encouraged whenever the purpose of the trip encompasses activity of an audit or investigatory nature, regardless of whether the function is being performed by regular auditors and investigators or by management personnel.

(3) Interregional travel. Key officials will notify their Central Office counterpart by telephone or by letter in advance of travel. Travel by other employees to other regions and to the Central Office shall be coordinated with and concurred in by the head of the appropriate Central office service or staff office in accordance with the requirements of that service or staff office.

(4) Group or team travel. When official travel involves a group or team of employees from more than one service, staff office, or region who travel on the same assignment to the same temporary duty station, the authorizing officials should consult with each other to ensure uniform travel allowances are paid to all employees.

9. Responsibilities of approving officials.

a. Officials delegated authority to approve travel advances (sign block 10 of SF 1038) shall determine that:

(1) The amount of advance is necessary, reasonable, and does not exceed amounts allowed in ch. 11-4;

(2) The travel has been authorized by a designated authorizing official; and

(3) All advances for previous travel have been liquidated or the new

advance is necessary in addition to outstanding balances.

b. Officials delegated authority to approve travel vouchers (sign block 14 of SF 1012) shall ensure that the travel voucher is submitted for approval within 5 workdays from the completion of the travel action and is subject to only one supervisory review. He/she shall also ensure that the voucher is forwarded to the appropriate Finance Division within 5 workdays of receipt or returned to the traveler for revision. This review shall be made to ensure that:

(1) The employee performed travel in accordance with the official travel authorization in the most cost effective manner;

(2) All travel on the voucher was performed for official purposes and any personal side trips and time in leave status are adequately reflected on the travel voucher;

(3) The local travel expenses claimed at the traveler's official station and temporary duty station made the maximum use of available limousine service and public transportation before using taxicabs;

(4) The amount of travel advance reflected on the travel voucher agrees with that approved for the employee and that travel advance balances are liquidated in full and a check or money order is attached to liquidate any outstanding advance balance.

(5) All meals, lodging, etc., provided at no cost to the employee are properly annotated, are in accordance with GSA Standards of Conduct, and any required deductions from subsistence allowances are made;

(6) Local and long distance phone calls were incurred for official purposes;

(7) Determine that all claims for meals and miscellaneous expenses (tips, laundry, dry cleaning, etc.) when traveling on an actual subsistence basis are reasonable in amount and that the traveler acted prudently in incurring the expense;

(8) Determine that all claims made for commercial rental vehicles are reasonable in amount and utilized the smallest available vehicle to meet mission requirements;

(9) Determine that all claims (mileage and parking fees) made for use of a privately owned vehicle between residence, office and common carrier terminals on days of travel do not exceed the cost for making the same trip by taxi; and

(10) Dispose of any unused travel bonuses in accordance with ch. 1-13d.

10. Responsibilities of the Office of Finance. The Office of Finance in the Central Office and the regional Finance Divisions have the following responsibilities in auditing travel vouchers submitted for processing:

a. Determine that the travel was performed in accordance with the authorization, this handbook and changes thereto;

b. Determine the mathematical accuracy of the voucher and perform all mathematical extensions;

c. Determine that the amount paid for per diem and actual expense are within the prescribed maximums and all required receipts are attached;

d. Determine that all tickets issued are properly accounted for and that unused tickets are accounted for and refunds obtained; and

e. Determine that all necessary justifications are on the travel authorization and travel voucher.

11. Reserved.

PART 3. FUNDING OF TRAVEL

12. Appropriation or fund chargeable. As a general rule, the cost of travel shall be charged to the appropriation or fund payrolling the traveler. Exceptions are:

a. When it is in the interest of the Government for an employee to perform official travel in connection with the activities of an appropriation or fund other than that from which he or she is payrolled, the travel costs (or a pro rata share thereof) may be charged to the benefitting appropriation or fund, provided there are written instructions from competent authority approving the practice or the travel authorization shows the written concurrence of the allowee or his/her designee.

b. The travel costs of employees of other Federal agencies and non-Federal employees authorized to travel at GSA expense shall be charged to the benefiting appropriation or fund.

c. When the reimbursable travel expenses are related to transfer or appointment to a new official station, all costs of the travel shall be charged to the appropriation or fund from which the employee will be payrolled after reporting for duty at the new official station.

13. Administrative control. Under GSA's system for administrative control of funds, allowees or their designees have the authority and responsibility for incurring obligations against allowances issued to them. For limitation travel, each allowee is responsible for providing the internal controls necessary to ensure the availability of funds prior to authorization of travel on the GSA Form 87.

14. Central Office or regional directed travel. Central Office or regional directed travel should be handled in the following manner:

a. The carbonized number 2 copy of the GSA Form 87 should be sent by the preparing office to the appropriate fund manager. The fund manager should affix the gummed accounting control transaction (ACT) number to the GSA Form 87 and send to the servicing Finance Division (see app. B).

b. The SF 1012 should be approved in the employee's office and sent

directly to the servicing Finance Division (see app. B) with a courtesy copy to the appropriate fund manager.

15. Reserved.

CHAPTER 3. SUBSISTENCE ALLOWANCES AND OTHER EXPENSES

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CHAPTER 3. SUBSISTENCE ALLOWANCES AND OTHER EXPENSES

PART 1. PER DIEM ALLOWANCES -- WORLDWIDE LODGINGS-PLUS

1. Travel for which per diem will be paid. A per diem allowance will be paid for official travel except when actual subsistence expense or a conference lodging allowance is deemed warranted in accordance with ch. 3-19 thru 27, 3-32 and ch. 6-21. The maximum per diem rates for official travel within CONUS are established by the Administrator. For maximum per diem rates for official travel outside CONUS, see ch. 6-13 thru 15.

2. Expenses covered by per diem. The per diem allowance is comprised of two elements which are 1) maximum lodging expense allowance, and 2) meals and incidental expense (M&IE) allowance. The per diem allowance covers charges for the following types of subsistence expenses:

a. Lodging allowance.

(1) The per diem allowance includes a maximum amount for lodging expenses. The employee will be reimbursed for the actual lodging costs incurred up to the lodging maximum for the applicable area. When the employee has lodging in a locality with a lodging rate different from the lodging rate of the temporary duty site, he/she will be reimbursed actual room cost not to exceed the maximum lodging rate of the temporary duty site. receipts for lodging are required.

(2) The term "lodging" includes expenses for overnight sleeping facilities, baths, personal use of the room during the day, and service charges for fans, air conditioners, heaters and fireplaces furnished in rooms where such charges are not included in the room rate.

(3) The term "lodging" does not include accommodations on airplanes, trains, buses, or vessels and these expenses are not subsistence expenses. However, the provision of overnight accommodations as a GSA transportation expense shall be one of the factors considered in establishing an equitable per diem rate.

b. Meals and Incidental Expense Allowance.

(1) The M&IE portion of the per diem allowance is a fixed allowance for meals and incidental expenses. The M&IE allowance is payable without itemization of expenses or receipts.

(2) The term "meals" includes expenses for breakfast, lunch, and dinner, and related tips and taxes (specifically excluded are alcoholic beverages,

entertainment expenses, and any expenses incurred for other persons).

(3) Incidental subsistence expenses include the following:

(a) Fees and tips given to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses and others on ships, and hotel servants in foreign countries.

(b) Transportation between places of lodging or business and places where meals are taken, if suitable meals can be obtained at the TDY or lodging site.

(c) Mailing cost associated with filing travel vouchers and payment of Government sponsored charge card bills.

3. Expenses incurred in obtaining meals. Where the nature and the location of the work at a temporary duty station are such that meals cannot be procured there, the expense of daily travel required to procure meals at the nearest available place will be considered a necessary reimbursable transportation expense and not a subsistence expense.

4. No allowance at official station. A per diem allowance is not allowable for travel within the limits of the official station or the local travel area prescribed in ch. 7.

5. Beginning and ending of entitlement. For computing per diem allowances, official travel begins at the time the traveler leaves his/her home, office, or other authorized point of departure and ends when the traveler returns to his/her home, office, or other authorized point at the conclusion of his/her trip.

6. Travel allowances. When travel is more than 12 hours and overnight lodging is required, actual lodging cost not to exceed the maximum lodging rate for the TDY location or stopover point will be reimbursed. The following table shows the allowances that will be paid for M&IE:

When travel is:	The allowance is:
More than 12 but less than 24 hours	75% of the applicable M&IE rate
24 hours or more on Day of departure	75% of the applicable M&IE rate
Full days of travel	100% of theapplicable M&IE rate
Last day of travel	75% of the applicable M&IE rate

The applicable M&IE rates are as follows:

For days of travel:	The M&IE rate is:
Requiring lodging	The rate applicable

	for the TDY location
Not requiring lodging and travel is more than 12 hours but less than 24 hours	The rate applicable to the TDY site or the highest M&IE rate applicable when multiple locations are involved
Travel is 24 hours or more and traveling to a new TDY site or stopover point at midnight	The rate applicable to the new TDY site or stopover point
Travel is 24 hours or more and returning to official duty station	The rate applicable to the previous day of travel

Whenever an employee is already on TDY and goes on a subsequent TDY, the employee is given 100 percent, rather than 75 percent, of the M&IE rate of the subsequent TDY site since it is considered continuous TDY.

7 thru 9. Reserved.

10. No-cost meals. If the employee is provided meals without charge by the Federal Government or a training facility, the following deductions will be made from the reimbursement under the lodgings-plus per diem method for each meal furnished, depending on whether the locality (within CONUS) has a $30, $34, $38, $42 or $46 M&IE rate:

	$30	$34	$38	$42	$46	$50
Breakfast	6	7	8	9	9	10
Lunch	6	7	8	9	11	12
Dinner	16	18	20	22	24	26
Incidentals	2	2	2	2	2	2

If a complimentary meal is furnished by a common carrier as part of the ticket cost, or hotel as part of the lodging cost, no deduction from the per diem rate is necessary. See appendix I for deductions to be made from per diem rates for official travel outside CONUS.

11. Reductions in maximum per diem rates. When the authorizing official determines that the lodgings-plus per diem method is not appropriate for a certain official travel assignment, a reduced rate per diem may be authorized. The authorizing official should consider any known facts in a

specific situation indicating that the necessary subsistence rate will be less than the applicable maximum rate for the locality. A reduced per diem rate may be established, provided it is authorized in advance on the travel authorization or communicated in writing before the trip occurs. This rate is payable without receipts or itemization on the travel voucher; receipts for lodging must always be provided. Guidelines for specific circumstances when a reduced per diem allowance may be authorized are as follows:

a. Interagency meeting or training session. If the sponsoring Government agency has established a per diem rate for a particular meeting or training session the rate established shall be used.

b. Rates for extended training assignments. Extended training assignments place employees in a special situation where lodging and meals at reduced rates are generally available from the training institutions or from nearby facilities. The authorizing official has the following options for subsistence payments for training assignments lasting more than 30 calendar days:

(1) An authorizing official may authorize a standardized per diem rate calculated as follows:

(a) Fifty-five percent of the maximum per diem rate, for the appropriate locality.

(b) Another standardized payment determined by the authorizing official and based on survey data of actual subsistence expenses for a geographical area if a large number of employees are trained in the area.

(2) If an authorizing official chooses to make other than a standardized payment described in (1), above, he/she may pay all or part of the actual subsistence expenses. If any payment greater than 55 percent of the rate in (1)(a), above, is made, documentation of the circumstances leading the authorizing official to determine that a higher payment would be in the public interest must be attached to the travel authorization or communicated in writing if not on a single trip authorization.

c. Extended temporary duty travel on a per diem basis. Employees on extended temporary duty travel on a per diem basis should attempt to obtain lower cost lodging on a weekly or monthly basis. Authorizing officials should consider establishing a specific per diem rate, if appropriate. Employees on extended training assignments lasting more than 30 calendar days will be paid in accordance with b, above.

12. Lodging location rules.

a. Lodging at temporary duty location. It is presumed that the employee will obtain lodging at the temporary duty location. If he/she because of personal preference or convenience obtains lodging at a location other than at the temporary duty location, the maximum per diem allowance shall be limited to the maximum per diem rate applicable to the temporary duty location.

b. Lodging not available at the temporary duty location. Lodging accommodations, in some circumstances, may not be available at the temporary

duty location that would require obtaining lodging at a nearby location where the maximum per diem allowance rate is higher than at the temporary duty site. If the lodging costs at the nearby location are excessive, the authorizing official may, on an individual case-by-case basis, authorize the higher maximum per diem rate or authorize actual expense reimbursement. If the higher maximum rate is not justified and authorized in advance on the travel authorization, then a statement justifying the higher maximum rate, to the authorizing official's satisfaction must be attached to the travel voucher.

13. Determination of daily lodging cost.

a. Conventional facilities. A traveler's daily lodging cost is ordinarily shown on the bill from the hotel or motel. However, there are occasions when a traveler rents accommodations on a periodic basis (weekly, monthly, etc.), or shares accommodations with others, requiring a determination of the daily lodging cost for each individual. Guidelines for determining the daily lodging cost are as follows:

(1) When quarters are rented on a periodic basis, the total cost for each period may be divided by the number of days in the rental period that the traveler occupied them to determine the daily lodging cost, provided that the employee acted prudently in renting by the week or month, and that the cost to the Government does not exceed the cost of renting a suitable motel or hotel room at a daily rate. If facilities or services must be paid for separately, they may be included in the lodging cost(s) to the extent that they are items that would ordinarily be included in a bill for a hotel or motel room. The following items may properly be included in such charges:

(a) Rental of quarters;

(b) Nonrefundable deposit;

(c) Rental (not purchase) of appropriate and necessary dishes, linens, appliances, and furniture (including television);

(d) Cost of reasonable maid service for cleaning, making beds, etc. (tips are not allowable);

(e) Local telephone service but not the installation of a telephone or long distance phone calls;

(f) Utilities; and

(g) Special user fees for such things as cable TV charges (but not installation) and plug-in charges for automobile head bolt heaters.

(2) When two or more employees in an official travel status share accommodations, they should arrange to be billed separately for their portion of the costs in order to have the documentation necessary for their vouchers. If this is not possible, the lodging cost for each should be found by dividing the number of travelers using the accommodations into the lodging cost for the period. The result should be divided by the number of nights during the period spent in the accommodations by each employee, to find the daily lodging cost for that employee.

(3) When a traveler shares commercial accommodations with family members or others who are not Government employees in an official travel status, the employee shall claim the single occupant rate is the daily lodging cost on his/her travel claim.

b. Nonconventional facilities. All lodging costs are subject to the maximum lodging allowance applicable to the location of the TDY, unless the rules for actual expense reimbursement are met (See 3-19 through 3-27, or a reduced per diem rate has been established (see 3-11). Lodging costs for nights not spent in a conventional establishment, such as a hotel or motel, will be determined as follows:

(1) Friends or relatives. If the traveler pays for staying with friends or relatives in nonconventional lodging, reimbursement for lodging costs will not be at an arbitrary figure, such as the usual conventional rate in that area. Lodging costs must be reasonable and based on the additional expenses incurred by the host as a result of the employee's stay. Therefore, the costs will be considered as zero unless the traveler furnishes a statement detailing the actual additional expenses incurred by the host in operating the household due to the employee's presence (such as, extra utilities and laundering of bed linen) and a receipt from the host for payment for the expenses reported.

(2) Government quarters. When lodging is in Government quarters, the fee or service charge paid is an allowable lodging expense.

(3) Nonconventional facilities. When conventional lodging is not available (in remote areas or due to shortage of rooms because of a special event like a Worlds Fair, National Sporting Event, etc.), the cost of lodging obtained in nonconventional facilities may be allowed. These facilities may include college dormitories or similar facilities, as well as rooms made available to the public by area residents. The traveler must provide an explanation for the specific situation that is acceptable to the authorizing official.

(4) Privately owned recreational vehicle.

(a) Lodging. When a traveler uses a privately owned recreational vehicle for authorized official travel, the allowable expenses which may be included to determine the daily lodging cost are parking fees; fees for connection, use and disconnection of utilities (electricity, gas, water and sewage); bath or shower fees, and dumping fees. Depreciation shall not be considered as a lodging cost.

(b) Meals and incidental expenses. When the recreational vehicle has meal preparation facilities, the authorizing official shall determine an appropriate amount for meals and incidental expenses. When the recreational vehicles are used for travel within CONUS; the M&IE amount may not exceed the maximum M&IE rate for the locality.

(c) Per diem computation. The daily lodging cost, determined in (a), above, plus the appropriate M&IE rate, determined in (b), above, shall be the per diem rate and shall not exceed the maximum per diem established for the locality.

(5) Rental recreational vehicle. When the use of a rented recreational vehicle is authorized as advantageous to the Government (i.e., an extended temporary duty assignment in a remote area with limited or no conventional facilities available), the rental fee and the allowable expenses in (4)(a) above, may be considered as lodging costs. If the use of the rented recreational vehicle is not authorized as being advantageous to the Government, only those expenses shown in (4)(a) above, may be considered as allowable lodging costs.

14. Per diem computation when temporary duty is curtailed, interrupted or canceled for official purposes. If the traveler has made advance arrangements for lodging (i.e., to obtain weekly or monthly rates) with reasonable expectation that the authorized travel will be completed but is then curtailed, interrupted or canceled for official reasons or for other reasons beyond the traveler's control that are acceptable to the authorizing official, lodging cost may be reimbursed as follows:

a. Travel is curtailed or interrupted. When the temporary duty assignment is curtailed or interrupted for the benefit of the Government or for reasons beyond the traveler's control and he/she cannot obtain a refund for the prepaid rent, the unused lodging cost may be reimbursed. The authorizing official must determine that the traveler acted reasonably and prudently in incurring the lodging expense. The authorizing official shall consider in his/her determination whether the traveler attempted to obtain a refund or took steps to minimize the costs once the temporary duty was curtailed or interrupted. If the authorizing official determines that the traveler acted reasonably, the unused prepaid lodging costs may be reimbursed as follows:

(1) The daily lodging cost for the days of occupancy shall be determined by dividing the total rental cost by the number of days of actual occupancy. This daily lodging cost plus the appropriate M&IE may then be reimbursed not to exceed the maximum allowance authorized for the days that the lodging was occupied.

(2) If the authorized maximum per diem rate as determined in (1), above, is insufficient for the days of occupancy, the traveler may be authorized reimbursement by the actual expense method not to exceed the maximum daily rates prescribed for actual expense reimbursement.

(3) The excess amount of unrefunded lodging cost that is not reimbursed under (2), above, may be reimbursed to the traveler as a miscellaneous travel expense, if the costs are determined to be proper.

(4) When a travel assignment is interrupted for official purposes and the traveler is directed to perform temporary duty at another location, the allowable per diem expenses, incurred at the new location must be reimbursed separately from the reimbursement under (1) and (2), above.

b. Travel is canceled. When the temporary duty assignment is canceled prior to the start of travel and the traveler has incurred lodging expenses due to reasonably expecting the travel assignment to be completed, the prepaid lodging expenses that were incurred may be reimbursed as a miscellaneous expense provided the amounts are reasonable and comply with the provisions of paragraph a, above.

c. Forfeiture of rental deposit. If the traveler was required, by terms

of the lease or rental agreement, to pay a rental deposit and all or part of the deposit is forfeited covering unpaid lodging cost in accordance with subparagraphs a and b, above, the amount of the forfeited deposit may be reimbursed as a miscellaneous travel expense provided the conditions in subparagraph a, above, are met. Reimbursement of a forfeited deposit due to damages to the lodging accommodations shall not be allowed.

15. Rate adjustment requests. Procedures for requesting a review of subsistence costs in a particular city or area when travel to that location is repeated or on a continuing basis, and/or traveler's experiences indicate that the prescribed rate is inadequate are contained at the following website:

http://www.policyworks.gov/org/main/mt/homepage/mtt/perdiem/lodging/novac1.cfm

16 thru 18. Reserved.

PART 2. ACTUAL SUBSISTENCE EXPENSES WITHIN CONUS

19. Travel for which actual subsistence will be paid.

a. Conditions warranting. An allowance for actual subsistence expenses may be authorized for specific travel assignments when it is determined that the authorized maximum per diem allowance would be inadequate to cover the actual and necessary expenses of the traveler because of unusual or special circumstances of the travel assignment. In the case of a conference, an allowance for actual subsistence expenses may be authorized when the sum of the maximum per diem allowance and conference lodging allowance are determined to be inadequate to cover the actual and necessary expenses of the traveler associated with attendance at a conference. (See ch. 3-32 for conference lodging allowance and ch. 6-21 for actual subsistence expense travel outside CONUS.)

b. Special or unusual circumstances. Actual subsistence expense reimbursement may be authorized or approved when, due to special or unusual circumstances, the lodging costs exceed or are expected to exceed the maximum lodging amount for the particular locality. It should be noted that actual subsistence expense reimbursement shall not be authorized or approved for situations where the expenses exceed the applicable M&IE rate, but the lodging expense is within the maximum lodging amount. Actual subsistence expense reimbursement shall not be authorized or approved when the actual and necessary subsistence expenses (lodging and M&IE) exceed or are expected to exceed the applicable maximum per diem allowance by only a small amount. (Note: Small amount shall be defined as $5 per day if the official travel is for 5 days or less; when travel is for a longer period, small amount means $3 a day.) Examples of situations that warrant authorization or approval of actual expense include, but are not limited to, the following:

(1) The traveler attends a meeting, conference or training session away from his/her official duty station where lodging and/or meals must be procured at a prearranged place (such as the hotel where the meeting, conference or training session is being held) and the lodging costs, incurred because of such prearranged accommodations, exceed the maximum per diem

allowance and the conference lodging allowance;

(2) The traveler, because of special duties of the assignment, necessarily incurs unusually high expenses in the conduct of official business, such as for superior or extraordinary accommodations including a suite or other quarters for which the charge is well above that which he/she would normally have to pay for accommodations;

(3) The traveler necessarily incurs unusually high expenses incident to his/her assignment to accompany another traveler in a situation as described in (2), above; or

(4) The travel is to an area where the maximum per diem allowance is generally adequate but subsistence costs have escalated for short periods of time during special functions or events such as missile launching periods, international or national sports events, World's Fairs, conventions, or natural disasters. If the traveler is unable to obtain affordable lodging within a reasonable commuting distance or the commuting costs would consume most or all of any savings from occupying less expensive lodging, then actual expenses could be authorized.

20. Expenses covered by actual subsistence. Actual subsistence reimbursement shall be allowed for the same types of expenses covered by per diem in par. 2.

21. Maximum rate. The maximum daily rate for actual subsistence reimbursement shall not exceed 300 percent of the maximum per diem rate (rounded to the next higher dollar) for the travel assignment location. There are two different ways that travel on an actual expense basis may be authorized:

a. Full itemization. This method requires the traveler to itemize all subsistence costs on the travel voucher, in accordance with the following guidelines:

(1) Subsistence costs shall be itemized daily to indicate the amount spent for (a) lodging as determined by par. 13, (b) each meal, and (c) other allowable subsistence expenses (identified by type and amount for each expense). All expenses must be charged to the calendar day the expense was incurred.

(2) Receipts for lodging and any meal or incidental expense of more than $75 shall be kept in support of the charge on the travel voucher. These receipts must be retained for a period of six years and three months. Meals and incidental subsistence expenses in excess of 300 percent of the applicable M&IE rate for the locality will not be reimbursed.

(3) The cost of alcoholic beverages shall not be included in the cost of a meal.

(4) Actual subsistence expenses incurred by an employee at his/her permanent duty station, his/her residence, or en route to or from a nearby common carrier terminal where the travel begins or ends are not reimbursable.

(5) When the actual subsistence expenses incurred during any one day

are less than the daily rate authorized, the traveler will be reimbursed only for the lesser amount.

(6) The daily rate shall not be prorated for fractions of a day; however, expenses incurred and claimed for a fraction of a day shall be reviewed and allowed only to the extent determined to be reasonable.

(7) Reimbursement may be allowed for a duplicate meal purchased by a traveler who elects to forego a meal provided by the airline, only when a justification, which has been administratively approved, is attached to the travel voucher. Approving officials shall ascertain the reasonableness of the claim, for example, the time of day the meal is served aboard the airplane and other pertinent facts.

(8) Expenditures for snacks are not reimbursable.

b. No itemization. This method allows the traveler to be reimbursed a higher amount for lodging than under the lodgings-plus per diem method. The maximum lodging rate for a calendar day is obtained by multiplying the maximum per diem rate for the locality by 300 percent (rounded to the next whole dollar)and subtracting the applicable M&IE rate($30, $34, $38, $42, $46). The M&IE allowance is prorated in accordance with par. 10. No itemization of meal expenses or receipts is required. The actual cost of lodging is also reimbursed in accordance with par. 6; however, the traveler may be reimbursed up to the higher lodging maximum as determined by this subparagraph.

c. Comparison. A comparison of the amounts that may be paid using the various reimbursement methods for the standard CONUS rate is as follows:

Method	M&IE	+	Lodging	=	Total
Lodgings-plus	$30.00		$ 70.00		$100.00
Actual expense-full itemization	90.00		210.00		300.00
Actual expense-no itemization	30.00		270.00		300.00

22. Authorization of actual expense.

a. Authorizing official. Travel on an actual expense basis due to unusual circumstances may be authorized by only those officials delegated authority in ch. 2.

b. Case by case basis. The use of the actual expense under unusual circumstances authority should not be used as a blanket authority to authorize or approve automatically actual expense reimbursement for all travel to an area where the reimbursement rate is inadequate. This authority shall be used only on an individual case basis with appropriate consideration of the actual facts existing at the time the travel is directed which are documented on the travel authorization or communicated and approved in a written addendum such as an e-mail to the travel authorization for other than single trip travel authorization. If it becomes necessary to exercise this authority repetitively and on a continuing basis in a particular area, a request should be submitted as prescribed in par. 15 for a rate reconsideration.

c. Stated on travel authorization. The amount and reimbursement method authorized for each calendar day must be stated on the travel authorization or communicated and approved in a written addendum such as an e-mail to the travel authorization for other than a single trip authorization in accordance with the following guidelines:

(1) Full itemization. The travel authorization or written addendum should show the maximum actual expense authorized and provide a justification for it. It should also include a statement that a full itemization of all expense by the traveler is required.

(2) No itemization. The travel authorization or written addendum should show the M&IE rate for the temporary duty location and the maximum lodging amount and provide a justification for the actual expenses. It should also include a statement "No itemization of meal and incidental expenses is required. No receipts for meals are required."

d. Retroactive approval of actual expense method of reimbursement. If travel is performed on a per diem basis and otherwise conforms to the provisions of par. 19, the actual and necessary subsistence expenses incurred may be approved within the authorized maximum rates retroactively. If approval is granted, the travel voucher shall include a statement that actual subsistence expenses are approved, the dates of travel for which approval is granted and a justification for the use of the actual expense method. The statement shall be signed by the official delegated authority to authorize actual subsistence expense for unusual circumstances.

23. Reimbursement of higher actual subsistence expenses when deemed warranted.

a. Travelers may be authorized a higher actual subsistence rate not to exceed 300 percent of the maximum per diem rate for the locality. The travel must be to an area within CONUS, where special or unusual circumstances result in an extreme increase in subsistence costs. Situations that warrant authorization of a higher actual subsistence rate may include, but are not limited to, travel to an area where the lodging rates have escalated as a result of a special event (such as a World's Fair or a natural disaster), mission requirements, or any other approved reason. The special rate applies to claims for reimbursement for travel during those periods. See chapter 2-6 for authority to authorize higher actual subsistence rates.

b. Requests for a higher subsistence rate should be submitted in advance of the recommended date start of travel, unless adequately justified under par 22(d). After the fact approval may be granted when supported by an acceptable explanation. The request shall contain the following information:

(1) specification of the geographic area;

(2) copy of the Presidential disaster declaration, if applicable;

(3) recommended maximum daily rate not to exceed 300 percent of the maximum per diem rate prescribed for that area;

(4) description of the specific circumstances that justify authorizing

the recommended rate;

(5) cost estimate of the impact of authorizing a maximum daily rate for subsistence expenses above the maximum rate prescribed; and

(6) recommended time period for the maximum rate to be in effect.

c. The authorized higher actual subsistence rate for that area will be effective for a period not to exceed 30 days.

24. Special rules for mixed travel (Per diem and actual expense).

a. Travel may be authorized or approved on both a per diem and an actual subsistence expense basis during a single trip when travel is performed in several locations; however, both methods of reimbursement (per diem and actual expense) shall not be authorized within the same calendar day.

b. In cases of mixed travel involving both per diem and actual expense, the method of reimbursement and authorized rate for a given day shall be generally determined by the rate applicable for the temporary duty point where the traveler is located at the end of the day. This rule is applicable even though the traveler may arrive at the last temporary duty point during the evening hours in order to be present for the next day's assignment.

c. The method of reimbursement for the day of return to home or official station (where lodgings are not involved) shall be 75% of the applicable M&IE rate.

25 thru 27. Reserved.

PART 3. INTERRUPTION OF SUBSISTENCE ENTITLEMENTS

28. Illness or injury of employee.

a. Illness or injury is defined as "that which prevents the employee from performing official duties and requires relief, treatment, medical attention, and/or hospitalization." It does not include prearranged or planned medical treatment or examinations.

b. When a traveler becomes incapacitated due to illness or injury, not due to his/her own misconduct, while en route to or while at a temporary duty station prior to the completion of a temporary duty assignment, transportation expenses to an alternate location to receive treatment or to return to your official station when applicable may be authorized or approved.

c. When a traveler takes a leave of absence of any kind while in a travel status because of being incapacitated due to illness or injury, not due to his/her own misconduct, per diem or reimbursement on an actual expense basis, as appropriate, will be continued for periods not to exceed 14 calendar days (including fractional days) in any one period of absence. However, a longer period may be approved when unusual circumstances in a particular case warrant an extension. Such reimbursement continues if the traveler is hospitalized, provided that the hospitalization is not at Government expense (Federal Employees Health Benefits Program is not considered at Government

expense).

d. Where hospitalization is required, and the traveler receives hospitalization or is reimbursed for hospital expenses under any Federal statute, other than the Federal Employees Health Benefit Act of 1959 (5 U.S.C. Chapter 89), the per diem allowance or actual subsistence expenses, as appropriate, will not be paid for the period involved or, if paid, will be collected from the traveler.

29. Leave of absence.

a. General. When an employee takes a leave of absence of any kind while in a travel status, the exact hour of departure from, and return to, duty status must be shown on the travel voucher. Leave must be requested, approved, and signed for, when the following circumstances apply:

(1) An employee is not performing official business during normal work hours at the temporary duty station.

(2) An employee leaves the temporary duty station before the close of business or returns to the temporary duty station after the beginning of business when traveling over a weekend or holiday for personal reasons to residence, official duty station, or any other place.

b. Leave and nonworkdays.

(1) General. Leave of absence for one-half, or less, of the prescribed daily working hours shall be disregarded for per diem or actual expense purposes. Where the leave is more than one-half of the prescribed daily working hours, no per diem or actual expense shall be allowed for that day.

(2) Nonworkdays. Legal Federal Government holidays and weekends or other scheduled nonworkdays are considered nonworkdays. Employees are considered to be in a per diem or actual expense status on nonworkdays except when they return to their official station or place of abode or under the following conditions:

(a) Leave before and after nonworkdays. Per diem or actual expense shall not be paid for nonworkdays when:

(i) Employees are in a leave status at the end of the workday before the nonworkdays and at the beginning of the workday following the nonworkdays, and

(ii) The period of leave on either of those days is more than one-half of the prescribed working hours for that day.

(b) Leave between nonworkdays. Per diem or actual expense shall not be paid for more than two nonworkdays in cases where leave of absence is taken for all of the prescribed working hours between the nonworkdays.

30 thru 31. Reserved.

PART 4. CONFERENCE LODGING ALLOWANCE

32. Conference lodging allowance. The conference lodging allowance is a predetermined maximum allowance of up to 25 percent (rounded to the next highest dollar) greater than the applicable locality-lodging portion of the per diem rate. Under this reimbursement method, employees will be reimbursed the actual amount incurred for lodging up to the conference lodging allowance. The approval authority for the conference lodging allowance is the Government agency sponsoring the conference. The sponsoring agency will determine the appropriate conference lodging allowance, if any, up to 25 percent above the established lodging allowance for the chosen location, and the rate shall be allowable for all employees of a Government agency authorized to attend the conference. For GSA sponsored conferences, the agency official determining the appropriate conference lodging allowance cannot be less than a Division Director or an equivalent if the organization does not have a Division Director. If it is a non-Government sponsored conference, the travel approval official may authorize and approve the employee to be reimbursed for lodging expenses incurred up to the conference lodging allowance rate. (See ch. 14 for further discussion on conference planning).

a. The conference lodging allowance must be included in any advertisement or application for attendance at a conference sent to Federal attendees.

b. The conference lodging allowance is not considered to be actual subsistence expense.

c. If the conference lodging allowance is still inadequate, the traveler may be authorized actual subsistence expense reimbursement in lieu of the conference lodging allowance method. However, a traveler cannot be authorized both a conference lodging allowance and actual subsistence expense reimbursement, in accordance with paragraph 19 of this chapter.

d. The conference lodging allowance does not affect the M&IE portion of the per diem expense reimbursement.

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CHAPTER 4. TRANSPORTATION EXPENSES WITHIN THE CONTERMINOUS UNITED STATES

PART 1. GENERAL

1. Definition. Modes of transportation authorized for official travel include rail, air (including helicopter), ship, bus, streetcar, taxicab, privately owned vehicle, and any other usual means of conveyance.
Transportation expenses include mileage allowance for use of a privately owned vehicle, vehicle rental charges (excluding cost of collision damage waiver), common carrier fares, and expenses incident to transportation

including baggage transfer and storage; excess baggage, when authorized; official wire or radio messages in connection with items classed as transportation; steamer chairs, cushions, and rugs at customary rates actually charged; and staterooms on steamers.

2. Direct routing.

a. All official travel shall be performed by the most direct usually traveled route. Travel performed by other than the most direct usually traveled route shall be justified as necessary in the conduct of official business.

b. A traveler who chooses an indirect route or interrupts travel from a direct route for personal convenience shall bear the extra expense involved and shall be charged with leave for the extra duty time required. Transportation requests for the travel shall be issued only for that portion of the trip properly chargeable to the Government, with any additional expense being paid by the traveler to the carrier, including the Federal tax.

3. Selecting the mode of transportation to be used.

a. In selecting the mode of transportation, the authorizing official shall give consideration to the desires of the traveler to the extent that they are not inconsistent with the following factors upon which the mode selected shall be based:

(1) Energy conservation;

(2) Urgency and purpose of travel and ability of each mode of transportation to provided the service necessary to meet the travel assignment;

(3) The total cost of the travel to the Government, including costs of per diem, overtime, lost worktime, and actual transportation costs;

(4) Amount of baggage, tools, or other working equipment necessary to accompany the traveler;

(5) Availability of adequate accommodations;

(6) Transportation savings to GSA for travel of dependents upon permanent change of official stations; and

(7) Physical condition of employee or age and physical condition of dependents traveling at GSA expense.

b. In no case shall an employee or dependent be required to travel by air when air travel is medically inadvisable.

4. Different fares for identical travel. When two or more common carriers charge different fares for the same mode of travel and type of accommodations between the same points, the traveler shall use the carrier offering the lowest fare unless use of the higher fare in justified on the travel voucher as officially necessary or lower in overall travel cost.

5. Reduced fares. Through fares, special fares, super saver fares, commutation fares, and other family plan fares, party fares, youth fares, excursion fares, and other reduced rate one-way and round-trip fares should be used for official travel when it can be determined prior to the start of a trip that any such type of service is practical and economical to the Government, and in accordance with the GSA air services contract and the metroliner discount fares.

6 and 7. Reserved.

PART 2. TRANSPORTATION BY COMMON CARRIER

8. General. The general policy is that an associate will use coach class accommodations for all official travel when such accommodations are available. A justification is required when an associate uses first-class and premium-class other than first-class accommodations. Authority to authorize accommodations above coach-class level is specified in ch. 2-3.

a. Air and train accommodations.

(1) First-class. First-class air or train accommodations may be authorized only when:

(a) Space is not reasonably available in coach-class or premium-class other than first class. "Reasonably available" means available space on an airline that is scheduled to leave within 24 hours of the associate's proposed departure time, or scheduled to arrive within 24 hours of the associate's proposed arrival time;

(b) First-class accommodations are necessary to accommodate an associate's disability or other physical impairment and this condition is substantiated in writing by competent medical authority; or

(c) First-class accommodations are required for security purposes or because exceptional circumstances, as determined by the authorizing official, make their use essential to the successful performance of the agency mission;

(2) Premium-class other than first-class. Premium-class other than first-class accommodations may be authorized only when:

(a) Space is not available in coach-class or equivalent accommodations on any scheduled flight in time to accomplish the purpose of the official travel that is so urgent that it cannot be postponed;

(b) Premium-class other than first-class accommodations are necessary to accommodate an associate's disability or other physical impairment and this condition is substantiated in writing by competent medical authority;

(c) Premium-class other than first-class accommodations are required for security purposes or because exceptional circumstances, as determined by the authorizing official, make their use essential to the

successful performance of the agency mission;

(d) Use of premium-class other than first-class accommodations is essential on a foreign carrier because the foreign carrier does not provide adequate sanitation or health standards, and the use of foreign flag air carrier service is approved under with the Fly America Act;

(e) Use of premium-class other than first-class accommodations would result in an overall savings to the Government such as the avoidance of additional subsistence costs, overtime, or lost productive time that would be incurred while awaiting availability of less-than-premium-class accommodations; or

(f) Premium-class other than first-class accommodations are used for travel in excess of 14 hours (scheduled flight time) when travel is direct between authorized origin and destination points that are separated by several time zones and either the origin or destination point is outside CONUS. (In this instance, you will not be eligible for a rest stop en route or a rest period upon arrival at your duty site.)

(3) Coach-class. Coach-class accommodations are the basic level of service offered by an air carrier to all travelers regardless of the fare.

b. Authorization for accommodations above the coach-class. Use of first-class or premium-class other than first-class accommodations under par. a, above, must be specifically authorized by an official delegated travel authority in ch. 2. Justifications for use of accommodations above coach class should be stated on the travel authorization or communicated in writing to the traveler if the traveler is not on a single trip travel authorization.

9. Airline Accommodations.

a. First-class. First-class is the highest class of accommodations on a commercial air carrier. First-class air accommodations may be authorized only under circumstances specified in par. 8a, above.

b. Premium-class other than first-class. Premium-class other than first-class is any class of accommodations between coach-class and first-class. It includes business-class accommodations.

c. Coach-class. Coach-class is the basic class of accommodations offered on an airline. It includes tourist-class and economy-class accommodations.

d. Upgrading accommodations.

(1) If a traveler elects to use a class of air accommodations more costly than those authorized and such use is not pre-approved/post approved, he/she must pay any excess cost, plus tax.

(2) If a traveler in official travel status must use more costly accommodations than those authorized because of official necessity, he/she must include a statement on his/her travel voucher justifying the change to higher-class accommodation. If such statement is not included on the travel voucher, the traveler will be responsible for any extra cost, plus tax.

(3) A traveler may upgrade to first-class accommodations or premium-class other than first-class accommodations at their own personal expense, including upgrades obtained through redemption of frequent flyer benefits at no additional cost to GSA.

e. Firearms on airplanes. A GSA associate authorized and required to carry arms on or about his/her person while performing official air travel and who is so armed, must before boarding the aircraft, present his/her credentials to the ticket agent or flight attendant and inform that person that he/she is armed.

f. Air service.

(1) GSA contract city-pair program. GSA has entered into contracts with various airlines to provide discounted fares to Government employees traveling between certain city-pairs. Use of these discounted fares (classified as "YCA" or "_CA" fares) offered by contract air carriers between certain cities (city-pairs) is considered advantageous to the Government and is mandatory for all authorized air travel between those city-pairs. Appendix C contains specific guidelines and exceptions.

(2) Noncontract air service. Use of noncontract air service may be authorized only when justified under the specific conditions listed in Appendix C. Justification for use of a noncontract air carrier must be stated on the travel authorization. When extenuating circumstances or emergency situations occur making advance authorization impossible, the associate must obtain written authorization from the appropriate authorizing official at the earliest possible time after completion of the travel. The justification/authorization must be stated on the travel voucher or contained in a statement attached to the travel voucher.

10. Train accommodations.

a. First-class. First-class train accommodations include bedrooms, roomettes, club service, parlor cars or other premium accommodations. First-class accommodations may be authorized under par. 8, above.

b. Coach-class. Coach-class train accommodations include reserved coach or slumber-coach when overnight travel is involved.

c. Extra-fare trains. Travel by extra-fare trains may be authorized or approved when their use is determined to be more advantageous to the Government or is required for reasons of security. Use of the lowest class of service available on any AMTRAK Acela or Metroliner train (including the Acela Express) is considered to be advantageous to the Government and no further approval is needed. On the Amtrak Acela Express or Metroliner train, the lowest available class is business class and on any Amtrak Regional train the lowest available class of service is coach class. AMTRAK Acela and Metroliner first-class accommodations may be authorized or approved under conditions specified in par. 8a, above.

11. Bus accommodations. Travelers may travel by bus when that mode of transportation will meet the requirements of the official travel and is determined by the authorizing official to be advantageous to the Government. The use of discounted fares offered to the Government by bus carriers between

selected cities (city-pairs) is considered advantageous. Whenever these discounted fares are offered and the accompanying bus service will fulfill mission requirements, they should be used to the maximum extent possible.

12. Steamer accommodations. Steamer accommodations include accommodations on any ocean vessel that provides passenger travel. (See par. 8, above, concerning use of first-class accommodations.) Authority to authorize use of first-class steamer accommodations is specified in ch. 2-3.

13. Reserved.

PART 3. TRAVEL BY OTHER THAN COMMON CARRIER

14. General.

a. Guidelines for approval. In selecting the mode of transportation, the authorizing and approving officials shall give special consideration to energy conservation and to the total cost to the Government, including costs of per diem, overtime, lost work time, and actual transportation costs. Additional factors to be considered are the total distance of travel, the number of points visited, and the number of travelers.

(1) Travel should be performed by common carrier whenever it is reasonably available. The decision that another method of transportation would be more advantageous to the Government than common carrier transportation should not be made on the basis of personal preference or minor inconvenience to the traveler resulting from carrier scheduling.

(2) Government rental vehicles are the first resource for short term rentals for employees authorized temporary duty travel. The use of these rental cars applies to those employees who travel to their destination by common carrier and would customarily rent a Government-furnished vehicle for local transportation while on authorized temporary duty travel. Effective March 1, 1985, rental vehicles will be obtained under the Department of Defense (DOD) rental vehicle agreements in lieu of the Federal Supply Schedules (Industrial Group 751) which expired February 28, 1985. Under the DOD program which will be used, agreements have been reached with an array of nationally recognized firms which will provide rental vehicles to Government travelers. The Federal Travel Directory lists the nationwide car rental agreements along with phone numbers and price data. Guidelines for obtaining commercial rental cars are contained in Ch. 8-14.

(3) Shuttle type vehicles and mass transit shall be used wherever possible.

(4) Travel to and from carrier terminals shall be accomplished by common carrier; for example, bus or limousine service, whenever the service is feasible or reasonable or both, considering the cost factor.

(5) Commercial rental vehicles, other than those under the DOD agreements and other special conveyance, shall only be used when it has been determined that the use of other methods of transportation would not be more advantageous to the Government.

(6) The use of a privately owned vehicle shall be authorized only when its use is advantageous to the Government, except as provided in app. D. Before authorizing the use of a privately owned vehicle, as advantageous to the Government, the determination shall be made that transportation by common carrier, a Government contract rental vehicle, or Government furnished transportation is not available or would not be advantageous to the Government. The determination and the authorization for the use of a privately owned vehicle shall be made, to the maximum extent possible, before the performance of the travel.

b. Authorization required. Reimbursement is allowable for use of a privately owned vehicle, Government contract rental vehicle, Government-furnished vehicle, or special conveyance in performing temporary duty travel only when such mode is authorized as advantageous to the Government on the GSA Form 87, Official Travel Authorization.

15. Mileage rates for use of privately owned vehicle or other conveyance.

a. Mileage rates. Mileage rates for use of a privately owned vehicle or other conveyance on official travel are contained in app. D.

b. Travel as a passenger in a privately owned vehicle.

(1) Mileage may not be paid to an employee traveling to and from temporary duty stations as a passenger in a privately owned vehicle which is owned and operated by a person not traveling on Government business. Reimbursement may be made for gasoline, oil, toll charges, etc., paid by the employee to the driver as actual expenses of the journey, but not in excess of the cost of common carrier. A statement shall be attached to the travel voucher which includes the make and year of the vehicle, the amounts actually expended for gasoline, oil, toll charges, and other expenses. The make of the vehicle used, the distances between the points of travel, and whether the charges are reasonable shall be considered prior to administrative approval.

(2) Roundtrip mileage may be paid to an employee traveling as a passenger in a privately owned vehicle which is owned and operated by a person not traveling on Government business for travel to or from common carrier terminals as long as the charges do not exceed the cost of a one-way taxicab fare.

(3) Mileage shall be payable to only one of two or more employees traveling together on the same trip and in the same conveyance. No deduction shall be made from the mileage otherwise payable by reason of the fact that other passengers contributed to the operating expenses. The names of employees traveling together and their employing agencies shall be stated.

(4) Reimbursement shall not be allowed for payments made to other Government employees for transportation expenses except in cases of necessity which shall be satisfactorily explained.

16 thru 18. Reserved.

PART 4. MISCELLANEOUS TRANSPORTATION EXPENSE ALLOWABLE

19. Travel to and from common carrier terminals.

a. Reimbursement shall be allowed for the usual taxicab and airport limousine fares, when appropriate, plus tip, from common carrier or other terminal to either the employee's home or place of business, from the employee's home or place of business to common carrier or other terminal, or between an airport and airport limousine terminal. When courtesy transportation service furnished by hotels/motels is available, it should be used to the maximum extent possible as the first source of transportation between the place of lodging at the temporary duty station and the common carrier terminal. Reimbursement shall be allowed for tips when courtesy transportation service is used.

b. The approving official shall, when appropriate, restrict the use of taxicabs under (a), above, or place a monetary limit on the amount of taxicab reimbursement when:

(1) Suitable Government or common carrier transportation service, including airport limousine service, is available for all or part of the distance involved; or

(2) Courtesy transportation service is provided by hotels/motels between the place of lodging at the temporary duty station and the common carrier terminal.

20. Travel to and from office on day of travel. Reimbursement may be authorized or approved for the usual taxicab fares plus tip, from the employee's home to his/her office on the day he/she departs from his/her office on an authorized trip requiring at least one night's lodging and from his/her office to his/her home on the day he/she returns to his/her office from the trip.

21. Travel at temporary duty station.

a. Bus, subway, or streetcar. Transportation by bus, subway, or streetcar between places of business and between place of business and place of lodging at a temporary duty station shall be allowed as a transportation expense.

b. Use of taxicabs.

(1) Official business. While an employee is on official business outside his/her designated place of duty, the use of taxicabs between place of lodging and place of business or between places of business shall be allowed if authorized or approved as advantageous to the Government.

(2) Travel to obtain meals. Where the nature and location of the work at a temporary duty station are such that meals cannot be procured there, the expense of daily travel required to procure meals at the nearest available place shall be considered a necessary transportation expense not incidental to subsistence. A statement of necessity for this travel shall be included on the travel voucher.

(3) Tips to taxicab drivers. The amount of tip which is allowable when use of a taxicab is authorized or approved is 15 cents when the fare is $1 or less, or 15 percent of the reimbursable fare when it exceeds $1. If

the 15 percent is not a multiple of five, the amount of the tip may be increased to the next higher multiple of five.

(4) Receipts. Receipts are required for any cab fare when the fare plus tip exceeds $25.

22. Parking fees, ferry fares, and tolls.

a. General provisions. Reimbursement for the cost of parking fees; ferry fares; bridge, road, and tunnel fees; and airplane parking, landing, and tiedown fees shall be allowed when use of a privately owned, Government-owned, or rented conveyance is authorized for official travel, unless the travel authorization or other administrative determination restricts their allowance. The fee for parking a privately owned automobile at a common carrier terminal or other parking area while the traveler is away from his official station shall be allowed only to the extent that the fee plus the allowable mileage reimbursement to and from the terminal or other parking area does not exceed the estimated cost for use of a taxicab to and from the terminal under the provisions of par. 19.

b. Parking fees for Government-owned vehicles. Parking fees for parking a Government-owned vehicle used to perform official travel are reimbursable, including municipality parking meter fees except where the fees (1) have been held by a court to be a tax or revenue-raising measure or (2) impose an impermissible burden on the performance of a Federal function such as the carrying of the mail. Parking fees are authorized only when parking on an offstreet lot was required to adequately protect valuable Government property stored in the vehicle, or when onstreet parking or other free parking was not available.

c. Parking fees for commercial vehicles. Parking fees paid for parking a rented automobile used to perform official travel are reimbursable as an incidental expense.

d. Rented parking spaces. An employee who is required to use his privately owned automobile on official Government business and who rents parking space on a monthly basis near his office be reimbursed, on a pro rata basis, for those days on which the car is used for official travel. The claim reimbursement of these parking expenses shall include a statement explaining that use of the rented parking space is necessary because of official business and that this arrangement is advantageous to the Government.

23 and 24. Reserved.

PART 5. BAGGAGE

25. Definitions.

a. Baggage. The term "baggage" as used in these regulations means Government property and personal property of the traveler necessary for the purpose of the official travel.

b. Excess baggage. Baggage in excess of the weight or size that is carried

free by transportation companies will be classed as excess baggage.

26. Authorization for excess baggage. Excess baggage charges will be allowed only when authorized or approved except that, where air-coach or air-tourist accommodations are used, transportation of baggage up to the weight carried free on first-class service will be allowed at Government expense.

27. Payment of costs for baggage.

a. Transportation charges for excess baggage. As a general rule, travelers should make cash payment for domestic airline excess baggage charges that do not exceed $15. Where excess baggage services are specifically authorized, the travel order should clearly state whether the charges are to be paid for in cash by the traveler or to be authorized on the GTR. If the authorization for excess baggage is not included on the GTR, the traveler's claim for reimbursement should be included on the travel voucher. Additionally information and guidance on the preparation of GTR's for excess baggage services may be found in the booklet "How to Prepare and Process Government Transportation Requests" (NSN 7610-01-038-1389).

b. Transfer of baggage. Necessary charges for the transfer of baggage will be allowed.

c. Storage of baggage. Charges for the storage of baggage will be allowed when it is shown that the storage was solely on account of official business.

d. Checking and handling of baggage. Charges for checking baggage will be allowed. Charges or tips at transportation terminals will be allowed for handling Government property carried by the traveler.

28. Stoppage in transit. Care should be taken to stop baggage that has been checked on a ticket beyond the point where the traveler leaves the carrier. If baggage cannot be intercepted or transferred and is carried through to the original destination on the unused portion of the ticket, full explanation of the facts should be made to the administrative office at the time of transmitting the unused ticket for redemption. Failure to observe this rule will result in any excess to the Government being charged to the employee.

29. Requirement for use of least costly means of shipment.

a. Selection of transportation service. When the total weight of Government property and personal effects or other property needed by the traveler exceeds the baggage allowance, quantities in excess of the allowance where practical should be shipped by parcel post, or, if not suitable for mailing, by freight or express if any of those less costly means of shipment will suffice. Shipments must not be made as accompanied baggage or express when ordinary freight service will meet the official needs, due consideration being given to the probable cost of collecting or delivering the shipment and the time required for transmission.

b. Use of Government bills of lading. Express and freight shipments should be made on Government bills of lading unless such handling will interfere with the official purpose of the trip or is not practical. Charges on shipments made on Government bills of lading must not be paid by the traveler.

c. Government bills of lading not accepted. When acceptance of shipments on Government bills of lading is refused, payment of the amount demanded should be made. A report of the circumstances should be sent to the administrative office. When Government bills of lading are refused or not used and cash payment is demanded, the carrier's receipt showing the original point of shipment, destination, number of packages, contents and separate weight of each package, and rate and amount of charges paid will be accepted in support of the charge.

30 and 31. Reserved.

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CHAPTER 5. MISCELLANEOUS EXPENSES

PART 1. TYPES OF MISCELLANEOUS EXPENSES

1. General. Reimbursement may be made for various miscellaneous expenses incurred by employees traveling on official business that are necessary for the conduct of official business.

2. Fees to obtain money. Reimbursement for the cost of traveler's checks, money orders, certified checks and transaction fees for using automated teller machines (ATMs) with the Government contractor-issued charge card, used in connection with official travel, may be allowed. The amount of the

checks, money orders, or ATM withdrawals may not exceed the amount of funds necessary to cover the estimated reimbursable expenses.

3. Personal furnishings and lodging changes.

a. General. Personal items may not be purchased with appropriated funds, unless there is specific statutory authority to do so. Personal items include those that are for the personal convenience, comfort, or protection of employees, or are reasonably required as part of the usual and necessary equipment for the employee's work.

b. Clothing and toiletry items. The purchase of personal clothing and toiletry items while on official travel is not reimbursable.

c. Rental of dinner jacket. The rental of a dinner jacket required in the conduct of official travel is not reimbursable.

d. Loss or damage. Loss or damage to personal items that occurs when an employee is traveling on official business may not be reimbursed on a travel voucher. The employee may file a claim under the Military Personnel and Civilian Employee's Claims Act of 1964 as implemented in GSA Order, Claims for Personal Property Lost or Damaged Incident to GSA Service (ADM 6200.3A).

e. Laundry and dry cleaning. The expense incurred for laundry, cleaning and pressing of clothes at a TDY location are reimbursable as a miscellaneous travel expense. However, the employee must incur a minimum of 4 consecutive nights lodging on official travel to qualify for this reimbursement. A dollar limitation may be imposed by the person authorizing the travel provided that the limitation is communicated to the traveler on the travel authorization or in writing if other than a single trip authorization is used. For travel to non-foreign and foreign locations laundry, cleaning and pressing clothes are part of the per diem allowance.

f. Lodging taxes and surcharges. Lodging taxes in CONUS and non- foreign areas are reimbursable as miscellaneous expenses and not part of per diem allowance. For foreign travel, taxes are part of per diem. Energy surcharges are reimbursable as miscellaneous expenses.

g. Lodging resort fee(s). A lodging resort fee(s) (when such fees are not optional) is/are a reimbursable travel expense.

4. Communications services.

a. Necessary use. Local and long distance telephone calls, faxes, telegrams; cablegrams or radiograms necessary for official Government business are reimbursable miscellaneous travel expenses. Official long distance phone calls should be placed using the employee's Federal Technology Service (FTS) telephone calling card or through the FTS System (FTS2001), if available. Supervisors are encouraged to authorize all employees who travel twice per year or more to receive FTS calling cards.

b. Personal use. Telephone calls, telegrams, cablegrams, and radiograms pertaining to purely personal matters, must not be made or sent at Government expense, except as described in pars. c, d, and e, below.

c. General rule for personal telephone calls. Official long distance phone

calls should be placed using the employee's Federal Technology Service (FTF) telephone credit card. If this is not feasible, such calls should be placed through the FTS System (FTS2001). This would include a brief call to the employee's residence (see 5-4 for definition of residence) when allowable and provided that access to FTS2001 is available. For calls made through FTS2001, a brief call is defined as one of 5 minutes duration or less.

(1) Telephone calls made to residence may be allowed at Government expense when an employee is delayed due to official business or transportation delay and must call to notify his/her family of a schedule change.

(2) The voucher approving official reviews the telephone charges claimed and determines that the following criteria are satisfied:

(a) It does not adversely affect the performance of official duties by the employee or the employee's organization; and

(b) It is of reasonable duration and frequency; and

(c) It reasonably could not have been made at another time.

d. Travel within the CONUS. An employee traveling for more than 1 night (2 or more nights) on Government business within CONUS may make a brief call to his/her residence (see 5-4 for definition of residence) (but not more than an average of one call per day). Where feasible, the brief call should be made using the FTS telephone credit card.

(1) A brief call when made outside the FTS2001 System shall be defined with a dollar limitation as explained below. The amount shall include all related charges associated with making a long distance call e.g., hotel surcharges, calling card charges, taxes, etc. (This method will be more equitable to all travelers and simplify the voucher examination process.)

(2) Travelers may be reimbursed for brief calls to their residence up to an average of $3.00 per day, but not more than an average of one call per day. Examples under these guidelines would include the following situations:

(a) An employee on a trip for 5 days could be reimbursed for up to 5 calls and a total of $15.00;

(b) An employee on a trip for 5 days could be reimbursed for 1 call costing $15.00; and

(c) An employee on a trip for 5 days could choose to place 5 calls over the entire 5-day period or all in a 2 or 3-day span, if desired.

(3) Travelers on extended travel assignments who have given up their residence at the official duty station may make calls in accordance with the preceding paragraphs.

e. Travel outside the CONUS. An employee on official travel outside CONUS for two or more consecutive nights may make a brief call to the employee's residence, (see par. 4g for definition of residence) but not more than an

average of one call per day.

(1) A brief call is defined as one of not more than five minutes duration.

(2) Long distance calls should be made using the FTS telephone credit card or placed through the FTS System (FTS2001), provided that the credit card is feasible or the access to FTS2001 is available.

(3) The approving official must perform the review in par. f, below.

f. Approving official. The voucher approving official shall review all long distance telephone calls made outside the FTS2001 System. When calls are made from outside CONUS and the dollar amount or the frequency exceed the maximum estimated allowances, the approving official shall review the charges claimed and determine if calls are reasonable. The following is needed to reimburse the traveler when allowing the excess charges on calls made from outside CONUS (not applicable to CONUS):

(1) An amended Travel Authorization, or concurrence by the authorizing official on the travel voucher is needed when the dollar amount exceeds the maximum estimated allowance by 10 percent or more; and

(2) Concurrence by the authorizing official is needed on the travel voucher when the frequency of calls exceeds the authorized frequency.

g. Residence. The employee's residence means the actual place where the employee lives permanently or continuously. Residence shall also mean where co-inhabitants (e.g., spouse, dependents, housemate, etc.) of the employee's permanent or continuous residence are staying temporarily while the employee is on TDY.

h. Claims. If Government provided telephone services are not available, the least expensive and practicable type of commercial service shall be used and reimbursement claimed with the receipts required by par. i, below. If the necessary receipts are not available in time to meet the voucher submission requirements in ch. 12-3, i.e., calls charged to a personal telephone credit card, these expenses may be reimbursed through an amended travel voucher. The amended travel voucher must contain the following statement: "long distance telephone charges were incurred on official Government travel under travel authorization number _____".

i. Receipts. Charges for long distance telephone calls, telegrams, cablegrams or radiograms shall be allowed provided a statement is furnished showing the origin and destination, the date, the amount paid and the official purpose. Receipts are required for amounts over $75, except where a coin box telephone is used and that fact is stated on the voucher. If calls were charged to a personal telephone credit card, the original telephone bill is the required receipt.

5. Flight and car rental insurance. Costs of flight insurance offered to travelers traveling by air and collision damage waiver (CDW) and personal accident insurance offered by car rental companies are considered to be a personal expense and are not reimbursable, except while traveling internationally, as specified in Chapter 6-29 of this order. Note: When authorized to rent a car at Government expense for official travel, employees

must use the U.S. Government Rental Car Agreement for Federal employees on official travel, where available. These agreements are available through many commercial car rental companies; employees should identify themselves as Federal employees on official travel when reserving or renting cars to receive the benefits of these agreements.

6. Services. Services of guides, interpreters, drivers, typists, data processors, or stenographers may be reimbursed if necessary for official business. Laundry, cleaning and pressing of clothing may be reimbursed provided the traveler has a minimum of four (4) consecutive nights lodging. A dollar limitation may be imposed by the person authorizing the travel provided that this is communicated to the traveler on the travel authorization or prior to the travel.

7. Other allowable miscellaneous expenses. The charges for necessary baggage expenses, use of computers, printers, faxing machines and scanners, storage of property used on official business, hire of a conference center room or hotel room, and actual costs for lodging taxes and lodging energy surcharges may be reimbursed if authorized for official business.

PART 2. REGISTRATION FEES AND OTHER MEETING EXPENSES

8. Expenses incident to attendance at meetings.

a. Registration fees or similar fees which are a condition precedent to official attendance at a meeting are reimbursable expenses. Expenses for entertainment, social events, and other personal items of expense are not reimbursable except when they arc inseparable from the registration fee as well as inseparable from attendance at the meeting.

b. Registration fees for official attendance at meetings which include a charge for luncheons or banquets are considered a travel expense whether or not official travel is involved. If official travel is involved, an appropriate deduction in the per diem rate shall be made in accordance with ch. 3-9.

9. Claims for reimbursement. Claims for reimbursement of registration fees or other allowable expenses in connection with official attendance at a meeting shall be made on Standard Form 1012, Travel Voucher (when official travel is involved) or on SF 1164, Claim for Reimbursement for Expenditures on official Business (when no travel is involved). Receipts are required for all reimbursable expenses.

10. Expenses incident to holding a meeting.

a. Cost of serving coffee or other refreshments. In the absence of authorizing legislation, appropriations may not be charged with the cost of serving coffee or other refreshments.

b. Rental of conference rooms in Washington, DC. The procurement of short-term conference facilities (meeting or conference rooms) shall be allowed when authorized. It is prohibited for GSA or officials representing the agency to procure individual lodging accommodations by a contract in the District of Columbia in connection with a meeting or conference without

specific statutory authority.

c. Rental of conference room outside Washington, DC. The rental of a conference room outside Washington, DC, to transact official business shall be allowed when authorized.

d. Registration fees. Establishment of a registration fee for a conference or meeting is not prohibited, but the fees, when received, shall be forwarded promptly to the appropriate regional Finance Division, for deposit. since the agency is prohibited from accepting funds from sources other than the congressional appropriation except as specifically provided by law, the registration fees may not be used for the purpose of providing coffee, snacks, or other items of expense.

(1) Non-Federal participants must pay directly to the hotel for lodging and meals if they are not being sponsored and funded by a Federal agency. Other conference fees associated with the non-Federal participants, will be received and deposited to the U.S. Treasury as "Miscellaneous Receipts." Also, Federal employees who are participating at their own expense are considered as non-Federal participants.

(2) Federal participants fees received must be deposited in the General Management and Administration Fund and should be reported within the same fiscal year.

e. Lunch or dinner meeting.

(1) Upon presentation of a certified invoice to the appropriate Finance Division, the cost of a lunch or dinner meeting which is an integral part of a conference, may be paid by the agency for those participants who are away from their official stations.

(2) If the conference or meeting is a part of an approved training course (as defined in the Federal Personnel Manual, ch. 410, 1-12(7)) for GSA employees, and the lunch or dinner is considered an integral part of training, the expenses for the meal of those employees not in travel status may also be paid. (See 39 Comp. Gen. 119)

(3) If the cost of the meal for all participants is paid by certified invoice and provided to the traveler at no cost, the traveler shall (a) deduct the meal allowance depending on the M&IE rate found in ch. 3-10, for each meal furnished from the per diem allowance or (b) omit the cost of the meal from expenses claimed if he/she is traveling on an actual expense basis.

(4) If the participant has paid for the meal from his/her own funds directly to the restaurant or hotel, no deduction from the per diem allowance will be made, and the traveler on an actual expense allowance may claim the cost of the meal on the SF 1012, Travel Voucher.

11. Reserved.

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CHAPTER 6. TRAVEL OUTSIDE THE CONTERMINOUS UNITED STATES

PART 1. GENERAL

1. Authorization. Travel to locations outside the conterminous United States (CONUS) may be authorized by the officials designated in ch. 2. The term "CONUS" refers to the area covered by the 48 contiguous States and the District of Columbia, thus excluding Hawaii and Alaska.

2. Clearances. Heads of Services and Staff Offices and Regional Administrators are responsible for obtaining all the required clearances associated with foreign travel, except as described in a(2), below.

a. Clearance by Department of State. All proposed official travel by any GSA employee regardless of grade or position that involves travel to a foreign country may require prior clearance and coordination with the Department of State.

(1) Official travel to Mexico and Canada does not require State Department clearance unless the travel is to the U.S. Embassy in Mexico City or Ottawa.

(2) The Office of Information Resources Management, Information Security Management Division is responsible for obtaining all necessary State Department clearances for employees of their organizations.

b. Clearance by the White House.

(1) Travel]a senior-level GSA officials. All proposed official travel to a foreign country for officials at or above the rank of Assistant Secretary (Administrator, Deputy Administrator and Associate Administrators) is to be submitted to the Assistant to the President for 'National Security Affairs for approval by the President.

(a) The Assistant to the President for National Security Affairs should be furnished, with as much advance notice as possible, the following information:

(i) Objectives of the trip;

(ii) Names of the senior participants;

(iii) Itinerary; and

(iv) List of major events, meetings and appearances.

(b) A report shall be submitted to the President through the Assistant to the President for National Security Affairs upon completion of each trip or, if appropriate, while the trip is in progress noting the response of host Governments to U.S. proposals and other significant information.

(2) Travel in support of foreign Presidential trips. All proposed foreign travel by GSA employees in support of foreign Presidential trips is to be submitted to the Assistant to the President for Management and Administration at least 10 working days prior to the day of departure.

3. Suitability for foreign travel. Heads of Services and Staff offices and Regional Administrators shall determine the suitability of employees of their organizational units for official foreign travel and ensure that employees have security clearances when required in the performance of duties. When travel to a Soviet-bloc country is involved, employees will be briefed before departure by the appropriate document security officer or the Personnel Security Division.

4. Excess and near-excess foreign currencies. Excess and near excess foreign currencies are to be used in preference to dollars wherever possible. Authorized use generally covers the payment of travel, transportation, per diem, and related expenses of employees whose travel is on official Government business or is financed by the Government. This includes authorized travel of dependents.

5. Rest stops.

a. Travel outside CONUS. A rest period not to exceed 24 hours may be authorized or approved when direct travel:

(1) Exceeds 14 hours including flight time and stopovers;

(2) Either the origin or destination is outside CONUS and separated by several time zones; and

(3) Air accommodations are by less-than-premium-class.

b. Intermediate points. The rest stop may be authorized at any intermediate point, including points within CONUS, provided the point is midway in the journey or as near to midway as requirements for use of US flag air carriers and carrier scheduling permit.

c. Indirect route. A rest stop shall not be authorized when an employee, for personal convenience, elects to travel by an indirect route resulting in excess travel time.

d. Per diem rate. The per diem rate for the rest stop shall be the rate applicable for the rest stop location.

e. Schedule rest period. When carrier schedules or the requirements for use of US flag air carriers preclude an intermediate rest stop, or a rest stop is not authorized, it is recommended that the employee be scheduled to arrive at the temporary duty point with sufficient time to allow a reasonable rest period before reporting for duty.

f. Authorization. The GSA Form 87 must clearly indicate the authorized rest stops and show a cost comparison between the direct route and the routing with the rest stops. Authorizing officials must also take into account the requirements of the Fly America Act, par. 27, and the requirements of ch. 2-8g. Rest stops may not be authorized when the travel is performed by extra-fare planes (less than premium class but more costly

than the section designated air coach or similar class of service).

6. Reserved.

PART 2. OFFICIAL PASSPORTS

7. General. GSA employees proceeding abroad on official business are issued an official passport of a distinctive maroon color by the Department of State, Passport Office. Where appropriate, dependents of these employees may also be issued official passports; for example, dependents authorized to travel overseas on a change of official station or wives accompanying their husbands on official business trips abroad. An official passport must not be used for personal business or pleasure travel; however, it may be used by the bearer for incidental personal travel while abroad, en route to, or returning from a foreign destination, providing the foreign government(s) concerned do not object. Official passports are valid for a 5 year period, if the bearer maintains his official status. Official passports are issued if an employee is traveling for less than 1 year. Diplomatic passports are issued if an employee is traveling for more than 1 year. There is no fee for issuance or renewal of an official passport. It takes 2 to 3 weeks to process requests for passports.

8. Obtaining official passports.

a. Responsibility of authorizing office. GSA Form 87, Official Travel Authorization, is prepared by the appropriate authorizing office and forwarded to the Facilities Support Services Division, Central Office Security Manager, for processing.

b. Responsibility of traveler. The employee going on official travel must submit to the Office of Administration, Facilities Support Services Division, Central Office Security Manager, a letter authorizing the travel. The letter must contain specific countries to be visited, name and title of employee, grade, date of birth, exact date of departure and return reason for travel. The Department of State Form DSP-11, Application for Passport, must be executed personally by the traveler in the presence of a passport agent of the Department of State or a clerk of a U.S. Court or U.S. Post Office authorized to accept passport applications. The traveler must provide proof of U.S. citizenship, positive identification, and two duplicate photographs (white background only) not less than 2 by 2 inches and head size 1 inch. Pictures must have been taken within the last 6 months. (Note: There should be no head coverings or uniforms unless in the military. Shades or dark glasses shall not be worn, unless for medical reasons, which requires a letter from employee's doctor). In addition, the signed GSA Form 2083, Request for Official Passport (see c, below) must be given to the official before the passport application is executed for submission with Form DSP-11 to the Department of State, Passport Office, Washington, DC 20520.

c. Responsibility of Office of Administration, Office of Administrative Programs and Support. The Director, Facilities Support Services Division, Office of Administrative Programs and Support is responsible for initiating and processing all requests for official passports. GSA Form 2083, Request for Official Passport shall be signed by the Chief, Security Office (CAFS), and sent to the traveler, who must present the signed form at the time he/she

executes an application to obtain an official passport. Upon receipt of an official passport from the Department of State, the Chief, Security Office (CAFS), is responsible for obtaining necessary visas (see par. 10), delivering the passport to the traveler by secure means, and maintaining the control prescribed in par. 9.

9. Control of passports.

a. For the Central Office and all regions, the Office of Administrative Programs and Support, Office of Administration, is the liaison between the General Services Administration and the Passport Office. Official passports for all employees must be obtained as outlined in par. 8, whether the travel is related to the business of the General Services Administration or that of another agency.

b. Upon completion of each official mission, the passport must be returned immediately to the Facilities Support Services Division, Office of Administrative Programs and Support, Office of Administration, for retention or cancellation.

c. It is extremely important that passports be safeguarded. In case of loss or destruction, new passports are issued only after exhaustive investigation by the Passport Office. If a passport is lost or stolen more than twice, a passport will be issued only for the length of the of the employee's travel, 1 year or as little as 2 days. A DSP Form 64, Statement Regarding Lost or Stolen Passport, must be submitted along with a letter of justification from the agency to obtain a new passport.

d. Amendments should be made using the DSP Form 19, Passport Amendments/Validation Application. Amendments will include any errors made during the initial processing of the passport that should be corrected and name changes via marriage or divorce. The agency will prepare a letter requesting these changes. The letter and the DSP Form 19 will be forwarded to the Central Office Security Manager.

e. Individuals wishing to renew passports issued within the past 12 years and who are 16 years or older must complete the DSP Form 82, Application for Passport by Mail. This may be an official, diplomatic, or personal passport.

10. Visas. A visa is an endorsement made on a passport by proper authorities of the country to be visited. Not all countries require visas; however, when required, they will be obtained by the Facilities Support Services Division, Office of Administrative Programs Support, Office of Administration. Visas for travel to Saudi Arabia in connection with programs administered by the Department of Treasury will be obtained by the Department of Treasury. Further information concerning travel regulations and laws outside the United States may also be obtained from the Facilities Management and Support Division.

11. Immunizations. For reasons of health and to avoid possible difficulties under the quarantine regulations of foreign countries, passport applicants before departure should contact the nearest representative of the U.S. Public Health Service concerning immunization requirements of the countries to be visited.

12. Reserved.

PART 3. PER DIEM ALLOWANCES OUTSIDE CONUS

13. Authorized rate. The per diem rate authorized for official travel outside CONUS by GSA employees shall be the maximum rate established by the Department of Defense or the Department of State for the locality to be visited except where actual subsistence expenses is authorized due to special or unusual circumstances in accordance with par. 21. The maximum per diem rate should be reduced, as provided in ch. 3-7, when circumstances make the maximum rate more than adequate to meet necessary subsistence expense. The types of expenses covered by per diem are defined in ch. 3-2.

14. Rates established by Department of Defense. The per diem allowances payable for official travel in nonforeign areas outside CONUS shall not exceed the maximum per diem rates established by the Secretary of Defense. These rates are listed in the Civilian Personnel Per Diem Bulletins published periodically in the Federal Register. Rates are effective as specified without further implementation by GSA. Nonforeign areas include the States of Alaska, and Hawaii, the Commonwealths of Puerto Rico and the Northern Mariana Islands and the territories and possessions of the United States.

15. Rates established by Department of State. The per diem allowance payable for official travel in foreign areas (including the Trust Territory of the Pacific Islands) shall not exceed the maximum per diem rates established by the Secretary of State. These rates are published in their Standardized Regulations (Government Civilians, Foreign Areas). Copies are distributed to Central Office services and staff offices and to regional offices (Specific Purpose Distribution List B101) and are effective as specified without further implementation by GSA.

16. Calculation of per diem. Per diem for travel to, from, between, or within locations outside CONUS is calculated in accordance with the lodging-plus rules found in ch. 3-1 thru 3-15, 3-28, and 3-29. Travel affecting special situations are listed below.

a. Per diem computation rules for travel of more than 24 hours--while aboard a commercial vessel. For vessel travel, except for the day of arrival on board (day of embarkation) and the day of departure from the vessel (day of debarkation), the allowable per diem rate will be $6 per day. When the $6 rate is not sufficient to meet the traveler's per diem expenses, a per diem rate equal to the anticipated expenses, not to exceed $9 per day, may be authorized or approved, except that the rate for travel by the Alaska Ferry System shall not exceed the standard M&IE rate for CONUS. Per diem will be computed under the lodgings-plus system on the days of embarkation and debarkation.

b. Reductions in maximum per diem rates when meals are furnished in outside CONUS locations. The M&IE rates for localities in both nonforeign and foreign areas shall be reduced by the applicable dollar amount shown in appendix I when meals are furnished to the employee without charge or at a nominal cost by the Federal Government.

c. International date line. In cases where the traveler crosses the international date line, the actual elapsed time shall be used to compute per diem rather than the calendar days.

17 thru 20. Reserved.

PART 4. REIMBURSEMENT OF ACTUAL SUBSISTENCE EXPENSES OUTSIDE THE CONTERMINOUS UNITED STATES

21. Authorized rate. Travel to locations outside CONUS may be authorized on an actual expense if unusual circumstances exist in accordance with ch. 3-19. The maximum rate allowable is the greater of $50 per day plus the applicable per diem rate allowance or 150 percent of the per diem rate allowance, officially established for the overseas locality in which the travel is performed. (See pars. 14 and 15.)

a. Itemization and receipts. Subsistence costs shall be itemized daily (see no-itemization method in c, below) to indicate the amount spent for lodging, each meal, and other allowable subsistence expenses (identified by type and amount for each expense). The expenses related to the laundering, cleaning, and pressing of clothing are accumulated expenses and may be prorated over previous days of travel instead of charging the entire expense to the day on which the bill was paid. All other expenses must be charged to the calendar day the expense was incurred. Receipts for lodging and any meal or miscellaneous expense of more than $25 shall be attached to the SF 1012.

b. Reimbursement limitations.

(1) Reimbursement for meals and incidental expenses shall not exceed:

(a) 150 percent of the M&IE rate applicable to the temporary duty location; or

(b) $25 plus the M&IE rate applicable to the temporary duty location. This limitation applies when the authorized rate is established by adding $50 to the applicable maximum per diem rate.

(2) The cost of alcoholic beverages shall not be included in the cost of a meal.

(3) Actual subsistence expenses incurred by an employee at his/her permanent duty station, his/her residence, or at or en route to or from a nearby common carrier terminal where the travel begins or ends are not reimbursable.

(4) When the actual subsistence expenses incurred during any one day are less than the daily rate authorized, the traveler will be reimbursed only for the lesser amount.

(5) The daily rate shall not be prorated for fractions of a day; however, expenses incurred and claimed for a fraction of a day shall be reviewed and allowed only to the extent determined to be reasonable.

(6) Reimbursement may be allowed for a duplicate meal purchased by a traveler who elects to forego a meal provided by the airline, only when a justification that has been administratively approved is attached to the travel voucher. Approving officials shall ascertain the reasonableness of the claim, for example, the time of day the meal is served aboard the airplane and other pertinent facts.

(7) Expenditures for snacks are not reimbursable.

c. No-itemization method. Reimbursement for meals and incidental expenses may be limited to 100 percent of the applicable M&IE rate and deviate from the requirement for receipts and/or itemization of such expenses as required in a, above. In such instances, the M&IE rate shall be prorated for partial days of travel as required by the lodgings-plus system.

22 thru 24. Reserved.

PART 5. TRANSPORTATION EXPENSES OUTSIDE THE CONTERMINOUS UNITED STATES

25. General. The guidelines in chs. 4 and 8 for using and obtaining transportation services apply for all travel outside the conterminous United States with the exceptions in pars. 26 thru 29, below.

26. Use of United States flag ships. Section 901 of Merchant Marine Act of 1936 (46 U.S.C. 1241(a)) provides: "Any officer or employee of the United States traveling on official business overseas or to or from any of the possessions of the United States shall travel and transport his personal effects on ships registered under the laws of the United States where such ships are available unless the necessity of his mission requires the use of a ship under a foreign flag: Provided, That the Comptroller General of the United States shall not credit any allowance for travel or shipping expenses incurred on a foreign ship in the absence of satisfactory proof of the necessity therefor." A guide for preparing the required justification is in fig. 6-26 Link.

27. Use of United States flag air carriers.

a. The Fly America Act (49 U.S.C. 1517, as amended by section 21 of Public Law 96-192, February 15, 1980, 94 Stat. 43) requires the disallowance of expenditures from funds appropriated or otherwise established for the account of the United States for foreign air transportation secured aboard a foreign air carrier if a U.S. air carrier is available to provide service, in the absence of satisfactory proof of the necessity therefor.

a.1. The provisions of the Fly America Act do not apply to foreign air travel when such travel is either paid for directly and in full by a foreign government or international organization or paid out of appropriated funds which are later reimbursed by a foreign government.

b. The term "U.S. flag air carrier" as used in this paragraph means an air carrier holding a certificate under section 401 of the Federal Aviation Act of 1958, 49 U.S.C. 1371.

c. Guidelines implementing the Fly America Act are as follows:

(1) Use of foreign air carrier service may be deemed necessary if a U.S. air carrier otherwise available cannot provide the foreign air transportation needed or if use of such service will not accomplish the agency's mission.

(2) U.S. air carrier service is considered available even though:

(a) Comparable or a different kind of service can be provided at less cost by a foreign air carrier;

(b) Foreign air carrier service is preferred by or is more convenient for the agency or traveler;

(c) Service by a foreign air carrier can be paid for in excess foreign currency, unless U.S. air carriers decline to accept excess or near-excess foreign currencies for transportation payable only out of such monies.

(3) Except as provided in (1), above, U.S. air carrier service must be used for all Government-financed commercial foreign air travel if service provided by such carriers is available. In determining availability of a U.S. air carrier the following scheduling principles should be followed unless their application results in the last or first leg of travel to or from the United States being performed by foreign air carrier:

(a) U.S. air carrier service available at point of origin should be used to destination or, in the absence of direct or through service, to the farthest interchange point on a usually traveled route;

(b) Where an origin or interchange point is not served by U.S. air carrier, foreign air carrier service should be used only to the nearest interchange point on a usually traveled route to connect with U.S. air carrier service;

(c) Where a U.S. air carrier involuntarily reroutes the traveler via a foreign carrier, the foreign air carrier may be used notwithstanding the availability of alternative U.S. air carrier service.

(4) For travel between a gateway airport in the United States (the last U.S. airport from which the traveler's flight departs or the first U.S. airport at which the traveler's flight arrives) and a gateway airport abroad (that airport from which the traveler last embarks en route to the U.S. or at which he first debarks incident to travel from the U.S.), passenger service by U.S. air carrier will not be considered available:

(a) Where the gateway airport abroad is the traveler's origin or destination airport, if the use of U.S. air carrier service would extend the time in a travel status, including delay at origin and accelerated arrival at destination, by at least 24 hours more than travel by foreign air carrier;

(b) Where the gateway airport abroad is an interchange point, if the use of U.S. air carrier service would require the traveler to wait 6 hours or more to make connections at that point, or if delayed departure from or accelerated arrival at the gateway airport in the United States would extend his time in a travel status by at least 6 hours more than travel by foreign air carrier.

(5) For travel between two points outside the United States the rules in (1) thru (3), above, will be applicable, but passenger service by U.S. air carrier will not be considered to be reasonably available:

(a) If travel by foreign air carrier would eliminate two or more aircraft changes en route;

(b) Where one of the two points abroad is the gateway airport (as defined in (4), above) en route to or from the United States, if the use of a U.S. air carrier would extend the time in a travel status by at least 6 hours more than travel by foreign air carrier, including accelerated arrival at the overseas destination or delayed departure from the overseas origin as well as delay at the gateway airport or other interchange point abroad;

(c) Where the travel is not part of trip to or from the United States, if the use of a U.S. air carrier would extend the time in a travel status by at least 6 hours more than travel by foreign air carrier including delay at origin, delay en route and accelerated arrival at destination.

(6) For all short-distance travel under either (4) or (5), above, U.S. air carrier service will not be considered available when the elapsed traveltime on a scheduled flight from origin to destination airport by foreign air carrier is 3 hours or less and service by U.S. air carrier would involve twice such traveltime.

(7) Nothing in these guidelines shall preclude and no penalty shall attend the use of a foreign air carrier which provides transportation under an air transport agreement between the United States and a foreign government, the terms of which are consistent with the international aviation policy goals set forth at 49 U.S.C. 1502(b) and provide reciprocal rights and benefits.

(8) Expenditures for commercial foreign air transportation on foreign air carrier(s) will be disallowed unless there is attached to the appropriate voucher a certificate or memorandum adequately explaining why service by U.S. air carrier(s) is not available, or why it was necessary to use a foreign air carrier. A guide for preparing the required justification is in fig. 6-26 Link. Where the travel is by indirect route or the traveler otherwise fails to use available U.S. air carrier service, the amount to be disallowed against the traveler is based on the loss of revenues suffered by U.S. air carriers as determined under the following formula set forth and more fully explained in 56 Comp. Gen. 209 (1977):

$$\frac{\text{Sum of certificated carrier segment mileage, authorized}}{\text{Sum of all segment mileage, authorized}} \times \text{Fare payable by Government}$$

MINUS

Sum of certificated carrier segment mileage, traveled
_____ X Through fare paid
Sum of all segment mileage, traveled

28. Mileage rates outside the conterminous United States. The mileage rates in Appendix D apply for travel outside the conterminous United States. Heads of Services and Staff Offices and Regional Administrators may request the establishment of a higher mileage rate if it is determined that any mileage rate below the statutory maximum is inadequate compensation in a particular area outside the conterminous United States. Requests with supporting data shall be forwarded to the Payroll, Travel, and Property Accounting Liaison Branch (BCAP), Office of Finance, for clearance and submission to the Office of Federal Supply and Services, Policy Development and Analysis Division (YTA) for approval. Any new mileage rate approved by the Office of Federal Supply and Services, Policy Development and Analysis Division (YTA) shall be the uniform rate payable to all Federal employees in that area.

29. Rental cars. Commercial rental cars shall be procured in the manner prescribed in ch. 4-15. The traveler may be reimbursed for the cost of additional insurance (collision damage waiver or collision damage insurance) when the vehicle is rented or leased for travel in foreign areas (Alaska, Hawaii, the Commonwealth of Puerto Rico, the Canal areas of U.S. territories and possessions are excluded).

30 and 31. Reserved.

PART 6. MISCELLANEOUS EXPENSES OUTSIDE THE CONTERMINOUS UNITED STATES

32. Miscellaneous Expenses. The following items of expense may be authorized relating to travel outside the conterminous United States in addition to the items in ch. 5.

a. Fees charged for conversion of currency in foreign countries;

b. Charges covering exchange fees for cashing United States Government checks or drafts issued for reimbursement of expenses incurred for travel in foreign countries; and

c. Fees in connection with the issuance of passports, visa fees, costs of photographs for passports and visas, costs of certificates of birth, health, and identity, and of affidavits and charges for inoculations which cannot be obtained through a Federal dispensary.

33 and 34. Reserved.

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CHAPTER 7. LOCAL TRAVEL

1. Definition. Local travel is defined as that travel performed within and adjacent to the official station of an employee, when the travel is necessary to conduct official business for GSA. Local travel areas are designated as follows:

a. Central Office employees.

(1) Official station located in the Washington, DC metropolitan area.

(a) The local travel area for Central Office employees whose official station is in the Washington, DC metropolitan area has been established as follows: The District of Columbia, the cities of Alexandria, Fairfax, and Falls Church in Virginia; Arlington and Fairfax Counties in Virginia; and Montgomery and Prince Georges Counties in Maryland.

(b) The local travel area defined in (a), above, may be expanded for official travel not in excess of 10 hours which does not require the purchase of common carrier tickets.

(2) Official station located outside the Washington, DC metropolitan area. Central Office employees physically located in regional offices (other than National Capital Region) but organizationally assigned to Central Office shall use the local travel area established by the appropriate Regional Administrator in b, below.

b. Regional employees. Regional Administrators shall administratively determine the area to be covered by local travel in their region. The corporate limits of the city or town and the usual commuting area of the official station should be considered in establishing boundaries for local travel. The usual commuting area for local travel purposes should be that served by local transportation facilities such as buses, streetcars, subways, taxicabs, boats and trains.

2. Local transportation expense.

a. Bus, subway, or streetcar. Transportation by bus, subway or streetcar between places of business at the official duty station shall be allowed as a transportation expense.

b. Motor pool vehicles. Vehicles or transportation services available from a Fleet Management Center must be used for performing local travel whenever their use is advantageous to the Government.

c. Use of privately owned vehicles. Privately owned vehicles may be used to perform local travel on a mileage basis at rates not to exceed those specified in app. D. Reimbursement for local travel by privately owned vehicles will be based on odometer readings for the actual distance traveled incident to conducting official business. Reimbursement may also include the actual cost of automobile parking fees; ferry fares; and bridge, road, and tunnel fees in accordance with ch. 4-22.

d. Use of taxicabs.

(1) When an employee is on official business within the local travel area, the use of taxicabs between the office and places of business or between places of business shall be allowed if authorized or approved as advantageous to the Government.

(2) Incident to the conduct of official business at the employee's designated post of duty, reimbursement for the usual taxicab fare, plus tip, paid by an employee for travel between his/her office and home may be authorized or approved if he/she is dependent on public transportation for travel incident to officially ordered work outside of his regular work-hours and his travel is during hours of infrequently scheduled public transportation or darkness.

(3) Receipts are required in accordance with ch. 4-21b(4).

3. Subsistence expenses. Entitlement to per diem or actual subsistence reimbursement in accordance with chs. 3 and 6 is contingent upon the employee's assignment to temporary duty outside the local travel area as defined in par. 1.

4. Travel authorization. A GSA Form 87 is not necessary for travel solely within the local travel area. Travel outside the local travel area must be authorized on a GSA Form 87.

5. Tokens, tickets and passes. In localities where mass transit services are available and it is advantageous to use these modes of transportation, arrangements should be made to use tokens, tickets or passes obtained in advance. This procedure eliminates the preparation and processing of small claims for reimbursement.

6. Payment of mileage costs from residence to duty site. When an employee is authorized to use a privately owned vehicle for official business, it is within the administrative discretion of the approving official to allow the employee mileage from whatever point he/she begins his/her journey with no

deduction from that mileage for the distance that the employee would normally travel between his home and his office.

7. Use of inexpensive modes of transportation. Employees shall be encouraged to use inexpensive modes of transportation for local travel whenever possible. Travel costs from residence to temporary duty station within the local area shall be carefully reviewed prior to approval. Distance involved and the additional cost to the employee compared with the normal cost of commuting from residence to the official duty station on a daily basis are factors which should influence the administrative decision.

8. Preparation of reimbursement claims.

a. Reimbursement for allowable transportation expenses incurred in performing local travel by all modes of transportation shall be claimed on SF 1164, Claim for Reimbursement for Expenditures on Official Business. The signature of the approving official on SF 1164 shall indicate that the mode of transportation used to perform the local travel was more advantageous to the Government than other available modes of transportation. The signature of the approving official should be typed, stamped or legibly printed in block 8 of the SF 1164.

b. Employees who perform local travel regularly should maintain, on the original only of SF 1164, a running record of all expenses incurred for each trip. When reimbursement is required, but generally not more frequently than once a month, the form shall be signed by the employee and submitted through channels to the approving officer. After approval, the claim shall be submitted to an imprest fund cashier if one has been authorized and the expense is within payment authority, or through regular disbursing channels for payment by check. It is appropriate for one traveler to pay and claim reimbursement for an entire expense (taxicab fare, bridge toll, etc.) when local travel involves two or more employees engaged on official GSA business. The names of the travelers accompanying the claimant should be shown on SF 1164.

c. Reimbursement claims on SF 1164 for use of a taxicab under conditions described in par. 2d(2) shall include a complete explanation of the circumstances which justified use of a taxicab between an employees office and home, including the hour of departure from the office. The justification must show (1) that the employee is dependent upon public transportation for the travel incident to officially ordered work outside of his regular work-hours and (2) that the travel was performed during hours of infrequently scheduled public transportation or darkness. The claims shall be approved in the Central Office at no lower than the assistant commissioner, office director, or equivalent; in Central Office activities outside Washington, DC, by the head of the field activity; and in regional offices by the Head of a Regional Service or Staff Office or the manager of a regional field activity.

9 and 10. Reserved.

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Figure 8-1. Link Example of Package contracts for conference arrangements

CHAPTER 8. OBTAINING TRAVEL RESERVATIONS

PART 1. OBTAINING COMMON CARRIER ACCOMMODATIONS

1. Procurement of tickets.

a. Government Travel Account. GSA travelers are required to charge all common carrier tickets to the Government Travel Account (GTA) maintained by

the servicing Travel Management Center (TMC). In cases of emergency, travelers may charge common carrier tickets to their Government contractor-issued travel charge cards. (Emergency is defined as any situation where due to constraints of time, location, special transportation services, or other considerations, it is impossible or impracticable for a traveler to go through a TMC for ticketing and use the GTA account).

b. Federal Travel Management Centers (TMC). GSA has contracted with a commercial travel agent to operate Federal Travel Management Centers. The guidelines for use of this TMC are in app. E. This is the only travel agent which may be used, except as described in c, below, and their services must be used except in emergency situations (see par. a, above).

c. Group or charter arrangements. Group or charter arrangements available through travel agents may be utilized when the use will not interfere with the performance of official business. In that instance, if payment for transportation cannot be made to a carrier, but must be made to the travel agent except as described in b, above, the $100 limitation may be disregarded, and the traveler shall pay for the transportation from his own funds or from a travel advance and shall obtain a receipt for the cost of the transportation necessary in the performance of official business which shall accompany his voucher. Justification is required in block 22 of the GSA Form 87, Official Travel Authorization when group or charter arrangements are procured with cash.

d. Cash payment.

(1) All travelers shall pay cash and claim reimbursement on their travel vouchers for common carrier fares of $10 or less exclusive of Federal transportation tax and for excess baggage charges of $15 or less for each leg of a trip unless special circumstances are justified.

(2) GSA travelers (except for travelers required to use the travel services described in app. E) are required to procure for cash or with a Government contractor-issued travel charge card directly from the common carrier, transportation services costing more than $10, but less than $100, exclusive of Federal transportation tax. If the carrier is a contract carrier as described in app. C, a Government contractor-issued travel charge card may be used in lieu of cash for tickets costing under $100 in order to obtain the contract fare.

(3) Unless a travel office as described in app. E has Amtrak ticket stock or purchases tickets in bulk, cash or a Government contractor-issued travel charge card shall be used to purchase Amtrak tickets costing less than $100.

(4) If an employee purchases a ticket costing in excess of $100 with cash or personal credit card in lieu of a Government contractor-issued travel charge card, approval must be obtained from the official granted authority in ch. 2. Travelers must certify on their travel vouchers the reason for their use of cash in excess of $100 for the procurement of passenger transportation services.

(5) Travelers using cash to purchase individual passenger transportation services shall procure such services directly from the carrier

and shall account for those expenses on their travel voucher furnishing passenger coupons to support the claim. The travelers shall assign to the Government the right to recover any excess payments involving carriers use of improper rates. That assignment is preprinted in block 12 of SF 1012 and shall be initialed by the traveler.

e. Prepaid ticket advice. A prepaid ticket advice (PTA) is a carrier-provided service where a TMC reserves an airline ticket but the air carrier issues the ticket to the traveler at the airport before takeoff. This service is available only to travelers located in remote areas or who do not otherwise have immediate access to a ticket-issuing facility. Employees are charged $25 to $45 for this service, except under very limited circumstances, and will be reimbursed when claimed on the SF 1012, Travel Voucher, or through TMR.

2. Releasing reservations.

a. Canceling reservation. It is the responsibility of the traveler to arrange for release or cancellation of reservations for all types of common carrier travel procured by the travel facilities listed in app. E or directly with the carrier, as appropriate. Failure to do so within the time limits specified by the carrier will make the traveler financially liable for any resulting penalty.

b. Unused or downgraded tickets. When the transportation accommodation is different or of a lesser value than is authorized on the ticket issued or the trip is terminated short of the specific destination shown on the ticket, the traveler shall state fully the circumstances for the change of the accommodation on the SF 1012, Travel Voucher or attach a statement to the voucher. The disposition of unused tickets, coupons, exchange orders, refund slips, notice of fare adjustments, etc. is as follows:

(1) Tickets purchased with Government contractor-issued travel charge cards. The coupons shall be returned to the TMC or airline representative and a refund credit receipt obtained. A credit slip should be processed by the airline against the employee's Government contractor-issued travel charge card at the time the downgraded accommodations are accepted by the employee. The unused tickets are not to be submitted with SF 1012, Travel Voucher.

(2) Tickets purchased using the Government Travel Account (GTA). The unused coupons may be returned to the TMC or airline representative, if possible, and a refund credit receipt obtained. Also, the unused tickets from a canceled trip may be returned to the travel facility from which it was obtained, provided that it is within the same billing period that it was issued. Care should be taken to ensure that the tickets or credit documents are forwarded by a secure means to the appropriate travel facility since unused tickets or credit documents are negotiable.

3. Safeguarding tickets.

a. Common carrier tickets are negotiable items that should be safeguarded like cash. Common carriers do not assume any responsibility for determining that the person using a ticket is actually the one whose name is on the ticket. Tickets should not be left in hotel rooms or offices.

b. After being issued a ticket, the traveler should check the ticket to

make sure that there is a coupon for each leg of the flight. The ticket should also be checked whenever the common carrier's agent removes ticket coupons to ensure that an incorrect coupon has not been removed.

4. Ticket accountability.

a. Travelers or other accountable persons are responsible for the custody of tickets and other transportation documents they received in exchange for other procuring instruments. Failure to safeguard these documents may result in personal liability on the part of a traveler or other accountable person if the tickets or documents are used by unauthorized persons.

b. Travelers who have lost or had tickets stolen must obtain and complete a refund application from the appropriate carrier. The refund application shall be processed in accordance with par. 2b. Employees without Government contractor-issued travel charge cards will be reimbursed for the cost of a replacement ticket when a refund is received from the carrier. The traveler is personally liable for any charges that the carrier makes to process the application and for the value of the lost or stolen ticket coupons if the carrier does not make a refund.

c. If a ticket itinerary is changed or canceled after tickets for official travel are issued from one of the travel facilities listed in app. E or by the common carrier, the traveler is liable for the value of the tickets issued until all ticket coupons have been used for official purposes and/or all unused tickets or coupons are properly accounted for on the SF 1012.

5. Denied boarding compensation.

a. If a carrier denies a confirmed reserved seat on a plane to a person performing official travel, that person may be eligible for denied-boarding compensation. Travelers should consult the carrier to determine their policy regarding denied boarding.

b. Any payments received for denied boarding must be given to GSA.

(1) Checks received from carriers must be made payable to the "Treasurer of the United States." In no case will the traveler accept a check showing him/her as the payee.

(2) The check will be forwarded to the appropriate Finance Division for deposit.

6. Voluntarily vacating reserved airline seats. Airlines are required to ask for volunteers to give up their reserved seats before the airline denies boarding (see par. 5, above) to any passengers with a reservation. GSA employees who voluntarily give up their seats may retain any compensation offered, provided:

a. It will not interfere with performing official duties;

b. Any additional expenses incurred as a result of vacating a seat are borne by the employee without reimbursement, and;

c. The employee will be charged annual leave to the extent the employee's

travel is delayed during official duty hours.

7 and 8. Reserved.

PART 2. OBTAINING HOTEL ACCOMMODATIONS

9. Making Hotel accommodations. The responsibility for obtaining hotel accommodations rests with the traveler. Assistance with hotel/motel accommodations may be obtained from your servicing Travel Management Center. Information about accommodations is also available in the Federal Travel Directory published monthly and distributed on Special Purchase Distribution List 1010. Travelers or the individual making reservations with the hotel/motel listed in the directory should specifically request a Government rate. At time of registration, the traveler may be required to produce proof that he/she is a Federal Government employee.

10. Tax exemption. Many states, cities and local municipalities offer tax exemption on rooms to travelers on official business. Current information on obtaining and using the tax exemption certificates is published in the monthly Federal Travel Directory distributed on Special Purpose Distribution List 1010.

11. Responsibility for releasing. It is the responsibility of the traveler to cancel hotel reservations. The traveler will be personally responsible for any charges made by the hotel due to failure to cancel reservations. Request a cancellation number and the agent's name and note the time and date the cancellation was made.

PART 2.1. CONTRACTING FOR HOTEL AND MEAL ACCOMMODATIONS

12. General policy.

a. Normally, an employee on temporary duty travel is responsible for paying for his/her own lodging and meals. This is the usual method of incurring and paying for travel expenses.

b. There is no express prohibition on Government contracting officers entering into a contractual arrangement (i.e. contract, purchase order, certified invoice) with a commercial concern for rooms and/or meals, for employees traveling on official business. However, the amounts contracted for may not exceed the amounts available to an employee based on the regulatory limitations on per diem or actual expense rates. As a practical matter, a contractual arrangement should not be used unless there is an

advantage to GSA by using this method (elimination of room tax, guarantee for a large block of rooms etc.).

c. When making conference, training session, or meeting arrangements, the location chosen should be one which minimizes the travel costs associated with them. Every effort should be made to hold them within commuting distance of a majority of the attendees. Factors to be considered shall include the total cost, overall logistical convenience, removal from distractions, adequate facilities (space, equipment, and supplies), and public perception. Also, authorizing officials should consider the options, in holding conferences in areas with variable season lodging rates, especially during the off-season. The location selected should be justified by an analysis of costs and benefits to determine that the session will accomplish its purpose at reasonable cost to the Government, all factors considered.

d. Comptroller General decision B-195133 dated January 19, 1981, requires that a hotel properly itemize its billing so that a clear review can be made of all items being billed to the Government to determine if they are properly payable from appropriated funds. A lump sum billing for all services does not meet this requirement. However, an exception to the Comptroller General decision is the use of package contracts. The package contract provides for all subsistence items to be included in one quoted price, without an individual breakout for each room and meal. This exception applies in situations where hotels offer an attractively priced conference package but are unwilling or unable to provide an itemized billing. (See ch. 8-13 for the agency's policy on package contracts.)

12.1. Contracting guidelines.

a. The expense limitations in this handbook apply to all lodgings, meals, and incidental expenses incurred while in travel status, including those listed as part of a contract for a conference, meeting or training session. This constraint applies whether these items have been "prepaid" as part of a registration fee charged by GSA to attend the program or will be included on the participant's travel voucher. These rules apply whether some or all of the participants are from other agencies.

b. Allowable amounts for lodging, meals, and incidental expenses are normally determined by the maximum per diem rates under the lodgings-plus reimbursement method (see ch. 3-1 thru 18). App. A contains the per diem rate for each area within CONUS. It is critical to select the correct rate from this appendix based on the city, town, or county where the activity will be held. The per diem rate is broken down into two components:

(1) Lodging maximum. The lodging maximum listed in app. A is the maximum amount that may be contracted for. Therefore, if this cost is part of a registration fee, it must stay within the maximum allowed and the conference coordinator must supply the cost information on a daily rate basis to all participants.

(2) Meals and incidental expenses maximum.

(a) The meal and incidental expenses (M&IE) portion of the per diem allowance is paid as a flat rate of $26, $30, $34 or $38 (depending on

the location). The allowance is prorated on the first and last day of travel by the number of quarters the traveler is in travel status. The M&IE rate covers all meals, both those prepaid as part of the activity and those paid for by the traveler; laundry or dry cleaning; transportation to and from eating places; calls for lodging accommodations; and tips to porters, bellboys etc.

(b) The M&IE rate was established based on the following location breakout:

	$26	$30	$34	$38
Breakfast	5	6	7	8
Lunch	5	6	7	8
Dinner	14	16	18	20
Incidental Expenses	2	2	2	2

It is important to remember that when contracting for meals, that the total spent for all meals may not exceed the $26, $30, $34 or $38 maximum. Any additional expenses will not be reimbursed to the traveler. If all meals are provided as prepaid items, the total cost should not exceed $24, $28, $32, or $36 to allow $2 per day per participant for incidental expenses. If only some meals are provided, the maximum applies to the sum of the cost of provided meals and any meals purchased by the participant. Itemized costs for contracted or prepaid meals should be provided to the participants.

c. Under certain unusual circumstances, the participants may be authorized to use the actual subsistence expense method of reimbursement. Ch. 3-19 gives examples of circumstances that may warrant the use of this reimbursement method. It should be noted that actual subsistence expense reimbursement may not be authorized when only the M&IE expenses exceed applicable limitations; the lodging expenses must exceed-applicable limitations and are the determining factor. This reimbursement method should be used sparingly since GSA as the sponsoring agency chooses the location to hold a meeting versus attending a meeting sponsored by a private organization that selected the meeting site. There are two different ways that actual expenses may be authorized:

(1) Full itemization. The total claimed for lodging, meals, and incidental expenses may not exceed 150 percent of the prescribed maximum per diem rate (total of lodging and M&IE rate) for the location under the lodgings-plus per diem method determined in b, above. Meals and incidental expenses in excess of 150 percent of the applicable M&IE rate will not be reimbursed. Under the actual expenses method, the traveler may spend some of his/her M&IE dollars on lodging where extraordinary high lodging costs are unavoidable, but the reverse is not true.

(2) No itemization. This method allows a traveler to be reimbursed a higher amount for lodging for a calendar day than under the lodgings-plus per diem method. The M&IE portion of the rate is calculated in the same manner as the lodgings-plus method described in b, above. To determine the maximum lodging amount, take the maximum per diem rate obtained in b, above,

and multiply it by 150 percent (rounded to the next whole dollar) and subtract the applicable M&IE rate.

d. A comparison of the amounts that may be paid using the various reimbursement methods is as follows:

Method	M&IE +	Lodging =	Total
Lodgings-plus	$34.00	$ 87.00	$121.00
Actual expense-full itemization	51.00	131.00	182.00
Actual expense-no itemization	34.00	148.00	182.00

e. On any given day (midnight to midnight), a traveler may use only one reimbursement method, although more than one method may be used during a trip. As a general rule, the reimbursement method should be the same for all days of a meeting/conference.

f. Regardless of the method used, the traveler may claim all non-subsistence expenses that have been authorized. Examples of such items include taxi/limousine fares (except to and from restaurants), long distance and local telephone calls for official purposes, car rental and common carrier tickets.

g. The furnishing of coffee, soft drinks and similar refreshments are considered in the nature of entertainment and are not payable from appropriated funds in the absence of specific statutory authority. This rule also applies to free meals provided to Government employees at their official duty stations. One exception to this rule is the purchase of food and beverages incident to the conduct of training. For this to apply, the training must meet the definition in 5 U.S.C. 4101(4). In addition, justification must be made that the interchange during the serving of meals or "coffee breaks" is an important and necessary element of the design of the training, and that the discontinuity that would otherwise occur would be detrimental to the goals of the training. The funds, however, may not be used to provide these amenities to non-Government employees unless they are speakers or other active participants whose expenses can be considered a part of the cost of providing training.

12.2. Preparation of a contractual fact sheet.

a. The Central Office Head of Service or Staff office or Regional Administrator should designate a coordinator for any rooms or meals that are obtained thru contractual means.

b. The coordinator must prepare a written fact sheet which shall be sent to the Regional Directors, Finance Division, 6BC and 7BC prior to the start of the conference. The fact sheet should include the following items:

(1) Name and location of the facility being contracted with;

(2) ACT number assigned to the purchase order, contract etc.;

(3) Listing of GSA employees who will be using the facilities contracted for including their name, service, office symbol, and dates they will be attending;

(4) Dates covered by the travel arrangements;

(5) Itemized daily breakdown of all expenses contracted for by item, unit cost and total cost (i.e. 25 breakfasts at $5.80 per person totaling $145.00 on 6/7/93);

(6) Subsistence method used each day along with the maximum rates authorized; and

(7) Copy of the participant fact sheet.

c. The coordinator is responsible for preparing the participant sheet to be given to all participants fulfilling the requirements of 12.3, below.

12.3. Preparation of a participant fact sheet.

a. Each participant must be given information regarding the meals, lodgings and other expenses that have been contracted for by GSA in the following format, The information will vary by the type of reimbursement method used (lodgings-plus per diem, actual expense--no itemization, or actual expense- full itemization).

Dates of conference _____
Reimbursement method _____

Justification: (not required for lodgings-plus method)

Maximum M&IE rate: (required for lodgings-plus and actual expense-no itemization)

Maximum lodging rate: (required for lodgings-plus and actual expense-no itemization)

Maximum actual expense rate: (required for actual expense-full itemization)

Maximum itemized meals and incidental expense: (required for actual expense-full
itemization)

Breakdown of lodgings, meals and incidental expenses contracted for:

	DAY 1	DAY 2	DAY 3	DAY 4
Breakfast				
Lunch				
Dinner				
Incidental expenses				
TOTAL	_____	_____	_____	_____
Lodging				

b. GSA employees must also be given the following instructions regarding preparation of their GSA Form 87, depending on the reimbursement method used (you must complete the blocks):

Lodgings-plus per diem

Blocks 13 d,e, and f: Enter *s

Block 22: Enter the following statement Employee will be provided lodging/meals via Government contract-number (provide ACT number) at (name of facility). A special flat rate per diem for Day 1 of ____*_____ Day 2 of *_____Day 3 of ____*____and Day 4 of ____*____ is authorized."

* If both meals and lodging are provided by contract, fill in the blank for the M&IE rate by taking the applicable M&IE rate of $26 or $34 and subtracting the costs of the meals and incidental expenses provided by the contract. If only the lodging is provided, then block 13d should show the applicable M&IE rate, and no statement about a special flat rate M&IE rate should be shown in block 22.

Actual expense-no itemization

Block 13d: Enter

Block 13g: Enter the maximum lodging rate

Block 18: Check "yes"

Block 22: Enter the justification for actual expense

Block 22: Enter the following statement "Employee will be provided lodging/meals via Government contract-number (provide ACT number) at (name of facility). A special flat rate per diem for Day 1 of ____*_____ Day 2 of *_____Day 3 of ____*____and Day 4 of ____*____ is authorized."

* If both meals and lodgings are provided by contract, fill in the blank for the M&IE rate by taking the applicable M&IE rate of $26 or $34 and subtracting the costs of the meals and incidental expenses provided by the contract. If only the lodging is provided, then block 13d should show the applicable M&IE rate, and no statement about a special flat M&IE rate should be shown in block 22.

Block 27: Signature of Central Office Head of Service and Staff Office or Regional Administrator.

Actual expense-full itemization

Block 13g: Enter the maximum actual expense rate

Block 18: Check "yes"

Block 22: Enter the justification for actual expense

Block 22: Enter the following statement "Employee will be provided lodging/meals via Government contract-number (provide ACT number) at (name of facility). Itemized meal and incidental expenses for Day 1 of ____*_____ Day 2 of *_____Day 3 of ____*____and Day 4 of ____*____ is authorized."

* Fill in the blank by taking the applicable maximum actual expense rate allowed for meals and incidental expense of $39 or $51 and subtracting the cost of the meals and incidental expenses provided by the contract.

You also must check to see that the total of meals, incidental expenses and lodgings provided by GSA do not exceed the maximum actual expense rate. If they do then the maximum rate for meals available to the travelers must be reduced.

Block 27: Signature of Central Office Heads of Services and Staff Offices or Regional Administrators

13. Package contracts for Conference Arrangements. In situations where hotels offer an attractively priced conference package but are unwilling or unable to provide an itemized billing, conference planners may negotiate a package contract where all subsistence items are included in one quoted price without an individual breakout for each room and meal. However, the hotel must provide a total cost for subsistence items, apart from the cost for meeting rooms, audio/video, and other charges. This will allow a determination to be made that the maximum per diem rates have not been exceeded.

a. When negotiating a package contract, the maximum per diem rates contained in the Federal Travel Directory or the Federal Travel Regulation (FTR) shall apply. However, conference travel is to take place not under lodgings plus rules but under the provisions for a reduced flat rate. The reduced flat rate authorized will apply to travel by an employee on any day covered by the contract.

(1) The flat rates authorized shall be payable to the traveler without itemization or attached receipts.

(2) The maximum amount contracted for meals and rooms shall be determined by using the FTR M&IE allocation (see ch. 8-12.1b(2) and the FTR maximum lodging amount for the particular services being provided.

(3) The incidental expense allocation (currently $2) shall not be added to the contract ceiling or given to the hotel. Also the incidental expense allocation shall not be added to the contract ceiling on partial days of travel.

(4) The authorized amount payable to the traveler for whole days of travel shall be computed by taking the applicable M&IE rate and deducting the FTR M&IE allocation (see ch. 8-12. 1B (2) (b) for meals and incidental expenses furnished by the contract.

(5) The authorized amount payable to the traveler for partial days of travel shall be computed by prorating the applicable M&IE rate (using lodging

plus proration rules) and deducting the FTR M&IE allocation for any meals furnished by the contract.

b. Package contracts must be negotiated within the limits of the maximum per diem rate for the conference locality. Actual expense rates are not to be authorized either in advance or retroactively for this particular type of contract.

13.1. Maximum Contract Subsistence Amounts.

a. Computations made by the contracting officer and conference planner before negotiating/signing the contract.

(1) Check the maximum lodging amount and M&IE rate for the conference locality.

(2) For each meal that is to be furnished by the contract, make note of the FTR M&IE allocation. Add the allocations for each furnished meal to arrive at a daily meal total.

(3) If the contract includes lodging, add the maximum lodging amount to the total computed in (3) above, to arrive at a maximum subsistence total for the day. Repeat this computation for each day of the conference.

(4) Add all the daily maximum subsistence totals and the result will be the maximum per person amount that may be negotiated with the hotel for the particular subsistence items being furnished by the contract.

(5) Multiply the maximum per person amount computed in (5) above times the number of conference participants to arrive at a bottom line subsistence total.

b. Documentation.

(1) The purchase order/contract and the billing from the hotel must reference a total subsistence charge (without any other fees included) so that the regional Finance Divisions can perform a proper audit and make payment to the hotel. The total subsistence charge must be referenced in one of the two formats discussed above in 4 and 5. If the invoice does not contain the necessary breakout, then the regional Finance Division will be unable to make payment until the billing is corrected.

(2) A contractual fact sheet is to be prepared and submitted to the servicing regional Finance Division in accordance with ch. 8-12.2. The total subsistence amount is to be substituted for the itemized daily breakdown required in ch. 8-12.2b(5).

(3) A participant fact sheet is to be prepared and a copy provided to all participants in accordance with ch. 8-12.3. A copy of the participant fact sheet must also be sent to the servicing regional Finance Division.

13.2 Computing authorized flat rate amounts payable to the traveler.

a. Partial days of travel.

(1) Prorate the M&IE locality rate for any partial days of travel using the normal lodgings plus proration rules.

(2) For any meals that are furnished by the contract, deduct the FTR M&IE allocation from the amount computed above. The result will be the flat rate that is to be authorized and payable to the traveler for the partial day (unless the first day lodging is not being furnished). The total deductions shall not cause the traveler to receive less than the amount allocated for incidental expenses (if the result is less than $2 then the traveler receives $2).

(3) For the first day of travel, if the lodging is just prearranged and is to be paid directly by the traveler to the hotel, then add in the actual lodging charge (include taxes and service fees) to the amount obtained in (2) above. The result will be the flat rate to be authorized and payable to the traveler. Under no circumstance, may the actual lodging charge used exceed the FTR maximum lodging amount for the particular locality. If it does, the lodging must be renegotiated or travelers will be out of pocket.

b. Full days of travel.

(1) Take the full M&IE locality rate and deduct the FTR M&IE allocation for any meals that are furnished by the contract.

(2) If the lodging is just prearranged and is to be paid directly by the traveler to the hotel, then add in the actual lodging charge (include taxes and service fees) to the amount obtained in (2) above. The result will be the flat rate to be authorized to the traveler for the particular day of travel. Under no circumstance may the actual lodging charge used in this step exceed the FTR maximum lodging amount for the particular locality. If it does, then the lodging must be renegotiated or travelers will be out of pocket.

c. Documentation on GSA Form 87, Official TDY Travel Authorization. The GSA Form 87 must contain the following statement in the Remarks area (Block 22):

"Employee will be provided lodging/meals via Government contract number (provide Act number) at (name of facility). A special flat rate per diem for (date of Day 1) of ($ amount), date of Day 2) of ($ amount), (date of Day 3) of ($ amount), and (date of Day 4) of ($ amount) is authorized."

PART 3. OBTAINING COMMERCIAL RENTAL CARS

14. Ordering arrangements.

a. Source. Nationwide DOD car rental agreements, the primary source to obtain car rentals for official Government travel, may be found in the printed version of the Official Airline Guide (OAG). Copies are distributed

semi-annually to GSA offices under Special Purpose Distribution List 1010.

b. Placing the order. When use of a commercial rental vehicle is properly authorized, the using GSA activity (or traveler) shall place the order for the car rental service directly with the contractor or the servicing Travel Management Center. Small compact vehicles shall be requested in all cases where these vehicles meet the requirements of the travel assignment. Otherwise, the least costly standard vehicle shall be requested.

c. Information required for reservation. Whenever possible, advance reservations for car rental service should be made. At the time the reservation is made, the contractor shall be advised of the following:

(1) Rental/reservation is made under the DOD rental agreement;

(2) Name of Government traveler and agency;

(3) Type of vehicle requested;

(4) Date and time service is required, including traveler's inbound carrier and flight number, or other such information; and

(5) Method of payment (see par. 16).

15. Insurance. In connection with the rental of automobiles from commercial sources, the Government will not pay nor will it reimburse employees for the cost of the collision damage waiver (CDW) or theft insurance available on commercial rental contracts for an extra fee. The waiver of insurance referred to is the type offered a renter to release the renter from liability for damage to rented automobile in amounts up to the amount deductible on the insurance included as part of the rental contract without additional charge. Under decisions of the Comptroller General, the agency in appropriate circumstances is authorized to pay for damage to the rented automobile, including the deductible amount, as contained in the rental contract should the rented automobile be damaged while being used for official business.

16. Payment. All travelers are required to pay rental vehicle contractors in cash, Government contractor-issued travel charge card or personal credit card. Reimbursement shall be claimed on the SF 1012, Travel Voucher, or TMR supported by a receipt.

17. Direct billing program. The Office of the Chief Financial Officer has established an agreement with several car rental agencies to provide direct billing for car rental expenses on a nationwide basis to all GSA emplyees who have been authorized the use of a rental car for offcial business.

a. Particpation in the program is optional, but all employees are encouraged to use it since state and local taxes will not be paid and eliminates the need to claim them on the travel voucher.

b. Employees using the program must make arrangements through the travel management center (TMC) contractor. The TMC will reserve the rental car and provide a confirmation number to the employee on the printed travel itinerary.

c. Emplyees must provide identification (driver license) when picking up the car.

d. Emloyees must review the information on the rental agreement, ensure that insurance was declined, and sign the agreement.

e. Employees must review billing expense information on the agreement for accuracy when the car is returned. Any taxes appearing on the bill should be ignored since these will be deducted before the bill is sent to GSA for payment.

f. If a trip is canceled, the employee must notify the car rental company directly.

g. This program cannot be used when official and personal travel is combined.

Figure 8-1 Example of package contracts for conference arrangements Link.

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CHAPTER 9. TRAVEL MANAGEMENT PROGRAMS

PART 1. RESERVED

1 thru 16. Reserved.

PART 2. RESERVED

17 thru 25. Reserved.

PART 3. GOVERNMENT TRAVEL ACCOUNT (GTA)

26. Government Travel Account (GTA). The Government Travel Account (GTA) is a centrally billed charge account set up by GSA and maintained by the contract Travel Management Center (TMC). GTA accounts are to be used to charge all common carrier tickets (air and rail) for all employees traveling on official government business. Common carrier tickets are charged to the GTA account to take advantage of the rebate provisions contained in the travel charge card contract and to keep individual charge card balances to a manageable level. Under this policy, travelers may charge common carrier tickets to individual travel charge cards only in cases of emergency. Emergency may be defined as any situation where due to constraints of time, location, or other considerations, it is impossible or impracticable for a traveler to go through a TMC for ticketing and use the GTA account.

27 thru 30. Reserved.

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CHAPTER 10. TRAVEL AUTHORIZATIONS

PART 1. PURPOSE OF TRAVEL AUTHORIZATIONS

1. General. A travel authorization must be prepared for each individual traveler. For detailed instructions for preparing a travel authorization using the FEDdesk's Travel and Miscellaneous Reimbursement (TMR), you may visit the GSA web site at http://feddesk.gsa.gov and click on travel authorization or "need assistance." Also, instructions for preparing a paper copy of this form and sample forms are in pars. 3 thru 9 and figs. 10-1.1 thru 10-1.9.4. Both a travel authorization and travel authorization supplement must be prepared when authorizing permanent change of station travel. Detailed instructions for preparing these forms are in pars. 10 thru 12 and figs. 10-1.10 thru 10-1.11.

2. Types of authorizations. The following types of travel authorizations (TA's) may be issued:

a. Single trip. Travel under a single trip authorization is limited to a single trip from the traveler's official station to one or more specific points and return, and for the

b. No-cost Limited Open Authorizations. A no-cost limited open authorization may be issued under the following guidelines:

(1) A no-cost LOA may be issued to any associate at the discretion of the employing organization.

(2) Travel can be performed at no cost (except for fleet management center's rentals) and in less than 12 hours.

(3) Travel covers a specific geographic area (e.g., field office boundaries).

(4) Purpose of travel is to perform normal, routine duties. A no-cost LOA may not be used for conference attendance, training, entitlement or relocation travel.

(5) Authorization authority may be redelegated by the same authorizing official as designated in subpar. c(1), above.

(6) A no-cost LOA may be issued for a period of up to one full fiscal year, but must be reviewed and revalidated on a quarterly basis.

c. Permanent change of station. This type of authorization covers allowable travel, transportation, and related moving expenses of an associate and members of the associate's immediate family incident to transfer of official station or appointment for permanent duty at a new official station. Permanent change of station travel may be authorized by officials delegated such travel authority in ch. 2.

d. Renewal agreement. A renewal agreement travel authorization provides for roundtrip travel of an eligible associate and his/her immediate family from a post of duty outside the conterminous United States and to the associate's place of actual residence at time of the associate's appointment or transfer to an overseas post of duty. Such travel is for the purpose of taking leave prior to serving another tour of duty at the same or another overseas post under a new written service agreement.

e. Emergency. In an emergency or other situation where it is impossible or impractical to issue a written travel authorization in advance, travel may be performed on the basis of properly designated approving or authorizing official's verbal authorization. The verbal authorization of emergency travel must be confirmed by issuance of a written travel authorization within 2 workdays of the completion of travel. The written authorization must include an explanation of the condition(s) that precluded issuance of the written authorization prior to travel. To the extent emergency travel is not in conformity with applicable Governmentwide regulations, Comptroller General decisions, and/or agency instructions, such travel is at the associate's own financial risk.

PART 2. PREPARATION OF TEMPORARY DUTYTRAVEL AUTHORIZATIONS

3. Instructions for preparation. A GSA Form 87, Official TDY Travel Authorization (8/86), shall be prepared for all official temporary duty travel of GSA employees and others traveling at GSA request. A GSA Form 87 shall not be used for travel of GSA contractors. The GSA Form 87 shall be initiated by the supervisor of the employee who is directed to travel other person having full knowledge of the proposed travel. The GSA Form 87 is a six part form which is completed as follows:

a. Block 1. This block is reserved for the eight digit Accounting Control Transaction (ACT) Number for this authorization. This number is entered by or supplied to you by your budget office or fund obligation office.

b. Block 2. Enter the first name, middle initial and last name of the traveler as shown on the Payroll. No nicknames!

c. Block 3. Enter the traveler's job title.

d. Block 4. Enter the traveler's Social Security Number.

e. Block 5. Enter the traveler's personal mailing address (residence or post office box) where any reimbursement checks are to be mailed. An office address may not be used unless the employee has obtained written approval from the Director of Finance (BC). An employee can make a written request to the Director of Finance to use and office address only if use of the employee's personal mailing address could result in loss of the employee's reimbursement check.

f. Block 6a. Enter the name of the traveler's office/service and division.

g. Block 6b. Enter the traveler's correspondence symbol.

h. Block 7. Enter the traveler's official duty station location.

i. Block 8. Enter the traveler's FTS office phone number.

j. Block 9. Check whether this is the original authorization or an amendment to the original. See par. 4 for circumstances requiring an amendment.

k. Block 10. Check whether this authorization is a single trip authorization or a limited open authorization (LOA). If it is an LOA, then check whether it is a cost or no cost LOA. Par. 2 gives additional guidelines on LOA requirements.

l. Block 11. Check the purpose for which the travel is being performed. The travel purposes are defined as follows:

(1) Site Visit. Visit to a particular site in order to personally perform operational or managerial activities; e.g., oversee programs, grant operations, or management activities for internal control purposes; carry out an audit, inspection, or repair activity; conduct negotiations; provide

instructions; provide technical assistance;

(2) Information meeting. Attend a meeting to discuss general agency operations, review status reports or discuss topics of general interest. If a site visit was conducted as part of the same trip, consider the entire trip to be a site visit;

(3) Training attendance. To receive training;

(4) Speech or presentation. To make a speech or a presentation, deliver a paper, or otherwise take part in a formal program other than a training course;

(5) Conference attendance. To attend a conference, convention, seminar, or symposium for purposes of observation or education only, with no formal role in the proceedings;

(6) Entitlement travel. Travel to which an employee (or dependent) is entitled as a result of an assignment; e.g. official vacation or home leave; medical, emergency, and education travel;

(7) Special mission travel. To carry out a special agency mission; e.g., non-combat military unit movement provide security to a person or a shipment (such as a diplomatic pouch); move witnesses from residence to other locations; cover travel by Federal beneficiaries and other nonemployees; or

(8) Other travel. To travel for reasons (purposes) which are not shown in one of the other seven categories.

m. Block 12. Describe the specific reason why the travel is being performed, e.g., "To attend the Association of Government Accountant's Professional Development Conference". Generalizations such as "Official Business" or similar phrases are not acceptable.

n. Block 13. Enter the authorized official itinerary in this block. The authorized itinerary starts at the traveler's official duty station, continues with all points where official business will be conducted and ends with the traveler's return to his/her official duty station. If there is insufficient space to list all the itinerary points, you should annotate this block with the words "see attached itinerary" and continue the itinerary on bond paper labeled with the traveler's name and ACT number.

(1) Do NOT show any of the following:

(a) A starting or ending point other than the traveler's official station;

(b) Any destination where official business will not be conducted;

(c) Airport connection points;

(d) Any excess travel time such as going out earlier or returning later for personal reasons; or

(e) Any mode (i.e., air, rail, POV) of travel that is not the most

advantageous way to the Government for the travel to be performed.

(2) The columns should be completed as follows:

(a) Date. Enter the month, day and year of the start of the trip, date of visit to each itinerary point, and the date of return to the official station. The date of return should be entered on the bottom line.

(b) Weekday. Enter the weekday - Sun., Mon., Tues., Wed., Thurs., Fri., or Sat.

(c) Itinerary point. Enter the city and state for each itinerary point where official business will be performed.

(d) Per diem rate.

(i) Lodgings Plus Method. You should look up the per diem rate for the applicable itinerary point. The meals and incidental expense (M&IE)) rate is entered is col. d, the maximum lodging rate in col. e, and the total maximum is entered in col. f for each itinerary point. (See app. A for CONUS per diem rates and ch. 6-13 thru 15 for per diem rates outside CONUS.)

(ii) Special per diem rate. If a special per diem rate has been established for a particular travel assignment, the rate shall be entered in col. f and explained in block 22.

(e) Actual expense rate. If travel is authorized on an actual expense basis, the rate is shown as follows:

(i) Full itemization. The maximum rate authorized is shown in block 13g. Columns d, e, and f are left blank.

(ii) No itemization. The applicable M&IE rate is shown is block 13d and the lodging maximum is shown in block 13g. Columns e and f are left blank. The following statement must be shown in block 22: "No itemization of meal and incidental expenses is required. No receipts for meals are required."

(f) Mode of transportation between itinerary points. Enter the authorized mode of transportation between itinerary points in this column. These are:

(i) Air

(ii) Rail

(iii) Bus

(iv) POV (privately owned vehicle)

(v) GOV (Government owned vehicle)

(vi) CRV (commercial rental vehicle)

(vii) PAS - passenger in a vehicle driven by another Government employee.

(g) Mode of local transportation. Enter the mode of local transportation to be used at each itinerary point. These include:

(i) GOV (Government owned vehicle)

(ii) POV (privately owned vehicle)

(iii) CRV (commercial rental vehicle)

(iv) Public - Bus, subway, streetcar, limo, shuttle and courtesy transportation. Use of taxicabs must be justified on the travel voucher and are subject to the approval of the authorizing official.

(v) Taxi - Use of taxicabs is authorized in advance of travel as advantageous. Bus, subway, streetcar, limo, shuttles and courtesy transportation should be used when practicable.

(vi) PAS - passenger in a vehicle driven by another Government employee.

o. Block 14. Check "yes" or "no" as to whether the traveler is making any deviations from the authorized itinerary, taking any annual leave or using a different mode of transportation for personal convenience. GSA's policy on taking annual leave in connection with travel is in ch. 2-8g. If "yes," explain in block 22.

p. Block 15. Check "yes" or "no" as to whether all air transportation is being performed on the lowest priced contract carrier from the selected airport. If "no" is checked, justify in block 22. The Federal Travel Directory published and distributed monthly by GSA contains the schedules for the contract carriers. The Federal Travel Directory provides the accepted justifications for use of noncontract carrier or a contract carrier other than the primary contractor. They are listed in the front of the directory under "Transportation Guidelines." A retroactive justification may be provided on an amended travel authorization or travel voucher signed by authorizing official. If travel is via any mode other than air, enter "N/A" in the yes/no columns. (Note: The city-pair and other discount air fares available for official travel may only be used from the traveler's official station to points where official business will be conducted and return to the traveler's official station.)

q. Block 16. Check "yes" or "no" as to whether extra fare air or rail transportation is authorized in accordance with ch. 4-8 thru 9. If "yes," justify in block 22. If travel is via any mode other than air or rail, enter "N/A" in the yes/no columns.

r. Block 17. Check "yes" or "no" as to whether a privately owned vehicle (POV) will be used between itinerary points. If "yes," check whether or not the POV use is advantageous to the Government. The authorized mileage rate

should be entered in 17b from app. D. The use of POV in lieu of taxi between the office, home and common carrier terminals is not authorized in this block.

s. Block 18. Check "yes" or "no" as to whether actual expense unusually circumstances is authorized. If "yes" is checked, justify in block 22 in accordance with ch. 3-13.

t. Block 19. Check the traveler's Government charge card status, which is defined as follows:

(1) Government charge card holder. This category is checked for employees holding GSA-issued travel charge card.

(2) Government charge card declinee. This category is for non-bargaining unit employees who met the criteria for card issuance and were offered GSA-issued travel charge card and for personal reasons elected not to accept the GSA-issued travel charge card. This category is also used for employees whose card privileges were suspended or cancelled due to nonpayment of their GSA-issued travel charge card bills or improper use of the card. If the employee is a member of a bargaining unit which under the terms of their labor management agreement provide for voluntary participation in the card program, and they decline the card, they will be considered infrequent travelers as described in (3), below.

(3) Infrequent traveler. This category is used for travelers who do not meet the criteria for card issuance. Employees who are members of a bargaining unit which under the terms of their labor management agreements provide for voluntary participation in the card program and who elect to decline the card will be considered infrequent travelers.

u. Block 20. Check the method of obtaining common carrier tickets, which is described as follows:

(1) Individual Government charge card. Check this block if the employee is obtaining tickets using individual GSA-issued travel charge card. Tickets required to be purchased by the airlines 30 or more days in advance to obtain a discount fare may be obtained by (2) or (3), below.

(2) Blanket Government charge card. This is a charge account established at a Travel Management Center office to charge tickets for GSA employees who do not have an individual GSA-issued travel charge card.

(3) Government Transportation Request. This is a procurement document used to purchase tickets for GSA travelers.

(4) Other. If tickets will be obtained from a source other than described in (1) thru (3), above, such as free tickets obtained as a result of an employee's participation in an airline's frequent flyer program, an explanation should be provided on the travel authorization.

v. Block 21. The official responsible for obligating funds should initial and date this block to certify that funds are available for the travel.

w. Block 22. Enter any remarks or required justifications in this block.

x. Block 23. Estimate the cost of the travel to the Government as follow:

(1) Block A. Enter the cost of common carrier tickets.

(2) Block B. Enter the cost of per diem and other expenses. The cost of per diem is calculated by multiplying the days on travel by the maximum per diem rate for each day. Since no lodging expense is incurred on the last day of travel, only the M&IE rate should be used in the estimate for the last day of travel. To estimate the commercial rental vehicle cost if you do not know the daily rate, multiply the number of days of expected car usage times $30 per day. If POV use is authorized as advantageous to the Government, include the estimated mileage reimbursement in this block. An estimate of local transportation expenses should also be included.

(3) Block C. Add together blocks A and B.

y. Block 24. Check the appropriate box on how the travel advance will be obtained.

z. Block 25. Enter the amount of travel advance authorized. Guidelines for issuing and determining the amount of travel advance allowed are in ch. 11-4 thru 8. This amount must be in multiples of $50 with a minimum of $100.

aa. Block 16. Enter the NEAR accounting classification.

bb. Block 27.

(1) Block A. Enter the name and title of the authorizing official.

(2) Block B. The authorizing official shall sign this block. The authorizing official must be delegated the authority to sign travel authorizations thru the GSA Delegations of Authority. The authorizing official is responsible for fulfilling the responsibilities cited in ch. 2-8.

(3) Block C. Enter the date that the authorizing official signed the authorization.

4. Amendments. Travel amendments are necessary when changes occur in the original travel plans after the original GSA Form, 87 is signed. Pen and ink changes, erasures and alterations to the original and carbon copies of the GSA Form 87 are not permitted. The amendments should be issued as soon as a change in the travel plans is known. An amendment may not be used to change an employee name when the employee originally scheduled to take the trip is replaced by another employee; instead, a new set of travel orders must be prepared. The following are examples of when amendments are necessary:

a. Travel to points not originally authorized for a trip;

b. Change in the dates of travel of more than 3 calendar days beyond the dates originally authorized. (Note: Extensions of travel at the beginning or end of a trip or both where the total number of extra days does not exceed 3 calendar days does not require an amendment);

c. Change in the mode of transportation for other than personal convenience or emergency circumstances (i.e., airport closed due to bad weather and

traveler had to rent a car and drive to destination);

d. Authorization of additional allowances not originally authorized because of administrative error;

e. The amount of advance required is more than the amount reflected in block 25;

f. Major change in accounting codes (i.e. change in fund, organizational code or budget activity); and

g. When the original travel authorization number is changed because of a lost ACT number label.

5. Rate changes. The per diem, actual subsistence, and mileage rates in effect at the time of travel will determine the reimbursement that the traveler is entitled to receive. When a rate change occurs after the GSA Form 87 is signed, the new rates are applicable without amending the GSA Form 87.

6. Administrative control. Under GSA's system of administrative control of funds, allottees (or their designees have the authority and responsibility for incurring obligations against the allotments issued to them. For limitation travel, each allottee is responsible for providing the internal controls necessary to ensure the availability of funds prior to the authorization of travel on GSA Form 87.

7. Restrictive clauses. The Comptroller General of the United States has ruled that travel authorizations may not be modified retroactively as to increase or decrease allowances and rights thereunder. Accordingly, the General Accounting Office, in the final audit of claims for payment of travel expenses, considers any written or checked restrictive clauses appearing on the applicable GSA Form 87 to be specific administrative limitations. Therefore, information governing modes of transportation and all other allowances should be carefully entered.

8. Fiscal year funding. Travel costs are charged to the fiscal year in which the travel expense was incurred except for common carrier tickets, which are charged to the fiscal year in which the travel began. When travel covers more than one fiscal year, one GSA Form 87 shall be prepared citing the multiple fiscal year funding.

9. Reserved.

PART 3. PREPARATION OF PERMANENT CHANGEOF STATION AUTHORIZATIONS

10. Forms to be prepared. A GSA Form 87, Official Travel Authorization (8/86 version), and GSA Form 87A, Supplement to Official Travel Authorization, shall be prepared when GSA will pay for travel, transportation and other moving allowances provided for in ch. 13. In addition to the information required on the GSA Form 87A, the covering GSA Form 87 shall show the following:

a. Block 1. This block is reserved for the eight-digit Accounting

Control Transaction (Act) Number for this authorization.

b. Blocks 2, 3, 4, and 5. The individual's name, Social Security Number, address to which travel expense check is to be mailed, and title of position from which the employee is transferring.

c. Blocks 6a, 6b, 7 and 8. Enter the employee's office/service, division, correspondence symbol, phone number and official station or location from which the employee is transferring or reporting.

d. Block 9. Check whether this is the original authorization or an amendment to the original.

e. Block 10. Check this authorization as a single trip authorization.

f. Block 11. Check the purpose of the trip "other" and specify--Relocation.

g. Block 12. A statement shall be furnished that the transfer or appointment to a new official station is being made for permanent duty and, for a transfer, that the action is in the interest of the Government and is not for the convenience or benefit of the employee or at his or her request. For a new appointee, the statement shall include the applicable citation from this handbook authorizing payment of moving expenses.

h. Block 13. The following information shall be furnished:

(1) The scheduled dates of travel and the locations from old to new post of duty.

(2) Per diem rates for employee and members of the employee's immediate family are shown on GSA Form 87A.

(3) The mode(s) of transportation for the employee as well as members of the employee's immediate family. If use of more that one privately owned vehicle is authorized, explain in item 22.

i. Block 14. Check "yes" or "no" as to whether the traveler is making any deviations from the authorized itinerary, taking any annual leave or using a different mode of transportation for personal convenience. (For GSA's policy on taking annual leave in connection with travel, see ch. 2-8g.) If "yes," explain in block 22.

j. Block 15. Check "yes" or "no" as to whether all air transportation is being performed on the lowest price contract carrier for the selected airport. If "no" is checked, justify in block 22.

k. Block 16. Check "yes" or "no" as to whether extra fare air or rail transportation is authorized in accordance with ch. 4-8 and 9. If "yes," justify in block 22. If travel is by any mode other than air or rail, enter "N/A" in the yes/no columns.

l. Block 17. Check "yes" or "no" as to whether a privately owned

vehicle (POV) will be used between itinerary points. If "yes," check whether or not the POV use is advantageous to the Government. The authorized mileage rate should be entered in 17b from app. D. The use of POV in lieu of taxi between the office, home and common carrier terminals is not authorized in this block.

m. Block 18. Check "yes" or "no" as to whether actual expense unusual circumstances is authorized. If "yes" is checked, justify in block 22 in accordance with ch. 3-19.

n. Blocks 19 and 20. Check the traveler's Government charge card status.

o. Block 22. Enter the estimated costs for each applicable cost account, authorization for use of rental car while on round trip to seek residence, and other justifications or explanations as needed. (If additional space is needed, use an attached sheet.)

p. Block 23. Enter the estimated costs for all allowances authorized on GSA Forms 87 and 87A.

q. Block 24. Check the appropriate box on how the travel advance will be obtained.

r. Block 25. Enter the amount of advance authorized. This amount must be in multiples of $50 with a minimum of $100.

s. Block 26. Enter the remark "see above."

t. Block 27. Enter the name and title of the authorizing official. Also, enter the date that the authorizing official signed the authorization.

11. Preparing official. The Relocation Management and Travel policy Branch (BCAP) has responsibility for preparation of all GSA Forms 87 and 87A.

12. Fiscal year funding. Permanent change of station allowances are changed to the fiscal year in which the transfer was ordered and the GSA Form 87 was signed.

13. Temporary duty en route. If an employee is required to perform temporary duty en route to the new duty station, a statement shall be placed on the GSA Form 87 authorizing the temporary duty. The excess transportation and subsistence cost resulting from the temporary duty shall be paid in accordance with chs. 3 and 4.

14. Reserved.

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Figure 11-4.1. Worksheet for estimating a travel advance for a Government-issued travel charge cardholder/declinee

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CHAPTER 11. TRAVEL ADVANCES

PART I. ISSUANCE OF ADVANCES

1. General. A travel advance may be issued in the form of a US Treasury check or an Electronic Funds Transfer (EFT), or through the use of an Automated Teller Machine. Depending on the type and purpose of the advance issued, the advance will be obtained with a charge slip against an associate's Government contractor-issued travel charge card or an SF 1038, Advance of Funds Application and Account.

2. Eligibility for obtaining a travel advance. An associate authorized to travel on temporary duty at GSA expense may obtain an advance of funds to defray necessary travel expenses. An associate transferred in under ch. 13-21 also may obtain a travel advance to defray various moving expenses. A travel advance may not be issued to a Government contractor or to a person

who is not an employee of the U.S. Government except for a staff member of a former U.S. President traveling under a GSA travel authorization.

3. Types of travel advances.

a. One-time advance. A one-time advance is one made for a specific official travel action such as a temporary duty trip, temporary quarters subsistence expenses, or other authorized purposes.

4. Amount of advance.

a. Associates who have a Government contractor-issued travel charge card.

(1) Normal circumstances. An associate on a temporary duty assignment may be given a travel advance for their estimated out-of-pocket expenses (i.e. M&IE allowance, tolls, parking, taxis, privately owned vehicle mileage, registration fees) rounded to the next $50 increment with a $100 minimum, except for ATM transactions, which will be rounded to the next $20 increment. The Government contractor-issued travel charge card may be used to pay for hotel charges, rental car fees, and common carrier tickets. The worksheet shown in fig. 11-4.1 will assist you in calculating the amount of the traveler's advance. For travel in excess of 45 days see par. e, below.

(2) Unusual circumstances. Under unusual circumstances an associate may be given a travel advance in addition to the amount allowed under normal circumstances as described in (1), above. Under no circumstances, however, may the amount authorized for a Government contractor-issued travel charge cardholder, or an individual who has declined the contractor-issued charge card, exceed the amount an infrequent traveler would be authorized as described in c, below. Approval authority is limited to officials granted such authority in ch. 2-7. This authority may be used only when denial of an additional advance would impose a hardship on an associate such as in the following instances:

(a) Travel is to a remote area where lodging establishments' acceptance of the Government contractor-issued travel charge card is limited. If the travel advance approving official observes a repeat pattern of official travel to a remote area, he/she must request that Government contractor initiate an establishment coverage request program.

(b) Lodging is provided in military Bachelor Officers Quarters (BOQ) or other housing facilities operated by a Government agency that does not accept the Government contractor-issued travel charge card.

(c) Travel is to an area where lodging is limited or the cost of accommodations is inflated because of a convention, sporting event, natural disaster, peak recreation season or special occurrence in the area, and the associate cannot locate lodging that will accept the Government contractor-issued travel charge card. In this circumstance, the associates attempt to locate lodging should be documented on the travel authorization or attachment.

(d) Lodging is obtained from a nonconventional

facility such as an apartment, college dormitory or similar facility that does not accept the Government contractor-issued travel charge card.

(e) An associate attending a conference and the conference hotel requires a deposit equal to one night's lodging payable in advance, the associate may be authorized an advance rather than wait until the travel voucher is filed upon return from the conference.
An associate who wishes to receive an advance under these circumstances must adhere to the following procedures:

(i) A single trip travel authorization for attending the conference must be issued through Feddesk. A request for an advance for the amount of the deposit must be included in the authorization.

(ii) Upon return from the conference, the associate must file a travel voucher for the total cost lodging incurred at the conference including the first night's cost and links this to the single trip travel authorization. Feddesk will deduct the amount of the advance from the amount to be reimbursed to the associate.

b. Government contractor-issued travel charge card declines. An associate who has declined a Government contractor-issued travel charge card is eligible for an advance in the same amount as an associate with a Government contractor-issued travel charge card.

c. Infrequent travelers. An associate who is classified as an infrequent traveler may be given a travel advance in an amount of 80 percent of the associate's estimated out-of-pocket expenses (i.e., hotels costs, M&IE allowance, tolls, parking, rental car charges, and registration fees) rounded up to the next $50 increment with a minimum of $100. The worksheet shown in fig. 11-4.2 should assist you in determining the amount of the traveler's advance. For travel in excess of 45 calendar days see par. e, below.

d. Associates authorized permanent change of station travel. An associate who is authorized a permanent change of duty station at GSA expense, including a Government contractor-issued travel charge cardholder, may be authorized an advance of 80 percent of the estimated cost of the allowances specified in ch. 13-21, rounded up to the next $50 increment with a minimum of $100.

e. Travel in excess of 45 calendar days. An associate in temporary duty travel status for more than 45 calendar days may be issued an initial advance for up to 45 days estimated travel expenses only as specified in pars. a, b, or c, above.

(1) Travel in excess of 45 days but less than 90 days. For travel over 45 days but less than 90 days, a second advance may be issued for the balance of the traveler's estimated out-of-pocket expenses after the traveler submits the travel voucher(s) for the first 30 calendar days.

(2) Travel in excess of 90 days. For travel over 90 days, the traveler will be issued the initial 45 days' travel advance but no subsequent advances. The associate is required to submit a travel voucher at least every 30 calendar days but may submit vouchers more often if desired. The Regional Finance Center will process a payment for the full amount

claimed on the travel voucher and will not liquidate the travel advance until the final travel voucher(s) for the last 45 days of the trip has been submitted.

5. Obtaining a travel advance.

a. Automatic Teller Machine Program. A Government contractor-issued travel charge cardholder may use their contractor-issued travel charge card to obtain travel advances through the Automatic Teller Machine Program (ATM) solely for official Government travel. The traveler may obtain funds from any participating ATM that is convenient to his/her duty station, temporary duty station, or while en route. The advance may be obtained no earlier than 3 days prior to departure and no later than the last day of travel. The advance amount must be a minimum of $20.

b. SF 1038, Advance of Funds Application and Account. This process may be used when a and b, above, were not performed and under emergency circumstances. The traveler must prepare and submit an original SF 1038 along with the travel authorization to the Heartland Finance Center for processing. The travel authorization must include a justification and explanation why the travel advance was not obtained using procedures specified in pars. a or b above. A traveler who obtains a travel advance using this method must prepare and submit a paper copy of the travel voucher to the Heartland Region upon return from the trip.

6. Payment of a travel advance.

a. Government contractor-issued travel charge cardholders. A Government contractor-issued travel charge cardholder may use his/her travel charge card to obtain a travel advance at any participating ATM. An SF 1038 will not be prepared. ATM transactions will appear on the associate's travel charge card bill. The associate's travel voucher will reflect that the associate has no outstanding travel advance and the associate will be reimbursed in full for allowable travel expenses. The associate is responsible for reimbursing the Government charge card contractor for the advance within the appropriate timeframe. The Government charge card contractor will bill the associate a transaction fee of 1.25 percent of the amount of each withdrawal. In addition, the organization whose ATM machine the associate uses may levy an ATM fee.These fees are a reimbursable travel expense and should be claimed on he travel voucher. (ATM fees for advances in excess of the authorized amount are not reimbursable.) A traveler may submit a supplemental voucher for reimbursement of an ATM fee.

b. Government contractor-issued travel charge card declinees and infrequent travelers. A Government contractor-issued travel charge card declinee and an infrequent traveler may obtain a travel advance using the SF 1038 and through TMR as stated in pars. 5 b and c. Travel advances obtained through TMR will be processed for payment once the associate requests the advance in TMR. These advances will be paid via EFT or U. S. Treasury check depending on the associate’s vendor type in the accounting system.

c. Associates authorized permanent change of station travel. An associate transferred in the interest of the Government normally will be given an advance in the form of EFT calculated under subpar. 4d. The carbonized number 3 copy of the travel authorization, and Xeroxed copies of

the supplement to travel authorization and the GSA Form 2255, Service Agreement, along with an original and one copy of the SF 1038 must be presented to obtain the advance. The associate's travel voucher must show an outstanding advance and the advance must be liquidated when the voucher is submitted. The Government contractor-issued travel charge card may not be used to obtain an advance for relocation expenses.

d. Extended temporary duty travel. An associate who has a Government contractor-issued travel charge card and who will be on extended temporary duty travel lasting more than 30 calendar days, instead of using his/her contractor-issued charge card, must obtain the travel advance calculated under par. 4 by presenting the carbonized number 3 copy of the travel authorization and an original and one copy of the SF 1038.

7. Approval of advances. Any request for a travel advance not issued against a Government contractor-issued travel charge card must be approved by an official delegated such approval authority under ch. 2-7. Block 10 of the SF 1038 must show the typed, legibly printed, or stamped name of the approving official along with his/her signature and title. A properly authorized travel authorization is necessary to obtain a travel advance with a Government contractor-issued travel charge card in accordance with par. 4.

8. Timing of request for advance. When a travel advance is to be paid by check through the Treasury Disbursing Office, the SF 1038 must be sent to the applicable Finance Division at least 2 weeks in advance to permit processing and return of the check to the traveler before travel expenses are incurred. Travelers obtaining an advance through EFT should submit travel documents to the Finance Division at least 10 days prior to the trip. Under normal circumstances, the associate should have funds credited to his/her account within 6 days following Finance Division processing. TMR advances are generally processed for payment within 3 days of requesting the advance in the TMR system. Travel advances will not be issued after travel has been completed.

9 and 10. Reserved.

PART 2. REPAYMENT OF ADVANCES

11. Refund of unused advances.

a. Advances obtained through TMR or with an SF 1038. An associate who has obtained a travel advance is responsible for promptly refunding as specified in subpar. b, below, any unused advance funds when:

(1) A proposed trip (or other action for which a one-time advance was made) is canceled;

(2) There is a balance due upon completion of the travel action for which the onetime advance was issued; or

(3) The amount of a permanent advance is excessive for current needs.

b. Methods of repayment. All refund payments must be mailed to the following address: GSA—6BCP, Attn: Travel Section, Room 1011, 1500 East Bannister Road, Kansas City, MO 64131. A copy of the travel voucher where the overpayment occurred must be attached with the refund payment. An unused advance must be refunded using one of the following repayment methods:

(1) Cash;

(2) Check or money order payable to the General Services Administration; or

(3) A charge authorization for the associate's personal Mastercard or Visa credit card using GSA Form 3602, Credit Card Collection - Excess Travel Advances.

c. Advances obtained with a Government contractor-issued travel charge card. An unused advance obtained with a Government contractor-issued travel charge card must promptly be repaid to the Government contractor upon receipt of the contractor’s bill.

12. Liquidation of a one-time advance.

a. Advances obtained through TMR.

(1) Timely submission of reimbursement claims. An associate who has received a one-time travel advance must submit his/her claim for reimbursement through TMR to the voucher-approving official within 5 workdays following completion of the travel action for which the advance was issued. The paper vouchers must be mailed to the following address for processing: GSA—6BCP, Attn: Travel Section, Room 1011, 1500 East Bannister Road, Kansas City, MO 64131.

(2) Applying claim against advances. TMR will automatically deduct the amount of the advance from the voucher payment that is owed to the associate.

(3) Refund or unused balances. If the amount claimed on the travel voucher is less than the outstanding advance, the unliquidated amount shall be refunded in full by the associate by one of the methods shown in subpar. 11b.

b. Advances obtained with an SF 1038.

(1) Timely submission of reimbursement claims. An associate who has received a onetime travel advance must submit to the voucher approving official within 5 workdays following completion of the travel action for which the advance was issued, his/her reimbursement claim on a paper copy travel voucher.

(2) Applying claim against advances. The entire amount claimed on the reimbursement voucher must be applied against the outstanding travel advance, notwithstanding any instructions to the contrary indicated by the traveler on the travel voucher.

(3) Refund of unused balances. If the amount claimed on the travel voucher is less than the outstanding advance, the associate must refund the unliquidated amount in full using one of the methods specified in subpar. 11b. If the remittance does not accompany the travel voucher, the servicing Regional Finance Division must take immediate collection action.

c. Advances obtained with a Government contractor-issued travel charge card. An advance obtained with a Government contractor-issued travel charge card must be promptly repaid to the Government contractor upon receipt of the contractor's bill.

13. Liquidation of permanent advance obtained with an SF 1038.

a. Timely submission of reimbursement claim. An associate who has received a permanent travel advance and who is in constant travel status must submit a travel voucher claiming reimbursement to the voucher- approving official within 5 workdays after the conclusion of each 30-calendar day period. If travel under a permanent advance is sporadic, a reimbursement claim must be submitted to the voucher- approving official within 5 workdays following the completion of a trip.

b. Applying a claim against advance. Normally, an associate traveling under a permanent travel advance will be fully reimbursed for all allowable expenses claimed on each travel voucher unless he/she specifically requests that reimbursement be applied partially or in full against an outstanding advance. Application of the reimbursement (in part or in full, as applicable) against an outstanding travel advance must be made notwithstanding any instructions the associate may indicate to the contrary on the travel voucher when a change occurs in the associate's recurring travel status, which eliminates the need for an advance or makes a lesser amount adequate. If the advance must be liquidated in full and the reimbursement claim is insufficient, the unliquidated amount must be refunded in full by the associate under subpar. 11b.

14. Carryover of permanent advances to a new fiscal year.

a. Fund carryover. When travel advances are carried over from one fiscal year to the next, the total balance of all such advances must be carried forward in the revolving funds or transferred from the expiring appropriation to the next year's appropriation. These transfers should be made as soon as possible after September 30th of each year.

b. Documenting individual advances. When permanent advances are carried over at the end of a fiscal year, a new SF 1038 must be prepared and sent to the servicing Finance Division to support the outstanding advance amount.

15. Finance responsibility for collection of outstanding travel vouchers and/or advances.

a. The Office of Finance is responsible for taking collection action on outstanding travel advances and any outstanding travel vouchers.

b. The Regional Finance Division must prepare an electronic

message and send it directly to the associate with an information copy to the travel authorizing official, when:

(1) Fifteen workdays have elapsed since the actual or contemplated completion of the authorized travel action; or

(2) The amount claimed on the travel voucher is less than the amount of the travel advance received and the associate did not submit a check, money order, cash or GSA Form 3602 to liquidate the remaining amount of the advance.

c. If the associate's voucher, cash, check, money order or GSA Form 3602 is not received by the Regional Finance Division within 15 workdays from the date of issuance of the first electronic message, the associate will be sent a final electronic message and a copy to the travel authorizing official. The final electronic message will advise the associate that if the matter is not resolved within 10 workdays, a deduction will be made from his/her next available paycheck(s), under applicable law, in order to repay any outstanding travel advance in full.

d. If the Regional Finance Division does not receive the associate's voucher and/or check, money order, cash or GSA Form 3602 within 10 workdays from the date of the final electronic message, the following actions must be taken:

(1) If a travel advance is outstanding, the Regional Finance Division will send the National Payroll Center (NPC) a GSA Form 3586, Notice of Non-Federal Claims Receivable. The NPC will be instructed to deduct the amount of any outstanding travel advances from the associate's next available paycheck(s). Once the Regional Finance Division sends notification to the NPC for this deduction, the deduction process cannot be stopped or reversed. When the Regional Finance Division receives a voucher on which a payroll deduction has been initiated, the associate will be reimbursed for the amount of the advance deducted from his/her payroll check as part of his/her travel reimbursement check.

(2) For assistance in obtaining the voucher and determining the validity of the outstanding obligation, the Regional Finance Division will notify the appropriate funds manager by letter on a quarterly basis, of all outstanding authorizations for which no voucher has been received. The notification will include outstanding authorizations for which the travel advance has been recovered through payroll deduction.

16. Lost or stolen travel advance. An advance of funds is considered a loan. The traveler, therefore, is indebted to the Government for the loan and either must show that it was expended for travel and/or must refund any unexpended amount. If the advance is obtained using a Government contractor-issued travel charge card, the associate is indebted to the Government contractor for repayment of the advance.

17 and 18. Reserved.

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CHAPTER 12. TRAVEL VOUCHERS

PART 1. GENERAL PROVISIONS

1. Forms prescribed. If the Travel and Miscellaneous Reimbursement System (TMR) (see Part 3) cannot process a reimbursement claim, then all claims for reimbursement of travel expenses (except local transportation expenses covered by ch. 7) shall be prepared on Standard Form 1012, Travel Voucher. Vouchers should be handwritten legibly in ink. Sample Standard Forms 1012 are contained in figs. 12-1.1 thru 12-1.9. The rates in these samples are current for the dates shown on the voucher. Other chapters of this handbook should be consulted for the current rates in effect on the date of actual travel.

2. Copy requirements. The original SF 1012 must be submitted to the Office of Finance for processing. A copy of the SF 1012 shall be retained by the traveler. Additional copies of the SF 1012 may be prescribed to meet local administrative requirements.

3. Time of submission. Travel vouchers shall be submitted promptly.

Vouchers covering trip travel shall be submitted to the voucher approving official within 5 workdays after the travel is completed. Vouchers for travelers whose official stations are located outside the 50 States, District of Columbia and the territories and possessions of the United States shall submit their vouchers to the voucher approving official within 15 workdays after the travel is completed. Voucher approving officials shall ensure that the travel voucher is submitted to the appropriate Finance Division within 5 workdays after receipt or returned to the traveler for revision. When travel is continuing, vouchers shall be submitted to the voucher approving official within 5 workdays after the conclusion of each 30 calendar day period (vouchers may be submitted on a weekly basis; however, they must clearly indicate that the voucher is a partial or final voucher for the 30-day period). If all reimbursable expenses, except those covering real estate transactions related to a permanent change of official station, occur within a 30-day period, a single travel voucher shall be submitted for the entire claim. Otherwise, vouchers, including those claiming reimbursement of real estate expenses (see ch. 13), shall be submitted in installments within 5 workdays after reimbursable expenses were incurred. (See ch. 11-12 regarding liquidation of onetime travel advances.)

4. Approval. After signature by the traveler (payee), all travel vouchers shall be forwarded to the voucher approving official to determine that travel was performed in accordance with the authorization, travel regulations and internal procedures. Voucher approving officials must also ensure that all common carrier tickets charged to the GSA Government Travel Account (GTA) have been accounted for and that any unused ticket legs have been returned to the Travel Management Center for credit. Where a credit has been applied for, it must be reflected on the front of the voucher. Real estate vouchers shall be reviewed as required by ch. 13-68. In addition to their signature, the travel voucher approving official's name should be typed, stamped or legibly printed in block 14 of the SF 1012. Voucher approving officials shall ensure the travel voucher is forwarded to the appropriate Finance Division within 5 workdays of receipt or returned to the traveler for revision. Signature of the authorizing official indicating post-approval of allowances not authorized on the original GSA Form 87 and amendments thereto shall be obtained, when applicable.

5. Payment. The SF 1012 shall be sent to the applicable Finance Division for processing along with a GSA Form 2951, NEAR Input Transmittal. Under no circumstances may an SF 1012 be processed by an imprest fund cashier.

6. Fraudulent claims. A claim against the United States is forfeited if the claimant attempts to defraud the Government in connection therewith (28 U.S.C. 2514). In addition, there are two criminal provisions under which severe penalties may be imposed on a traveler who knowingly presents a false, fictitious, or fraudulent claim against the United States (18 U.S.C. 287 and 1001). Traveler's claims for reimbursement should accurately reflect the facts involved in every instance so that any violation or apparent violation of those provisions may be avoided.

7. Records of travel and expenses. All persons authorized to travel on official business for the Government should keep a list of expenditures properly chargeable to the Government, noting each item at the time the expense is incurred and the date. The information accumulated will be available for the timely and proper preparation of travel vouchers. See subpars. 35b and c, below, for retention policy.

8. Authority for reimbursements. The travel authorization is the basic document which authorizes a traveler to incur travel expenses for which he/she will later be reimbursed. Various subparagraphs of this handbook provide administrative and regulatory guidelines on reimbursable allowances, entitlements, and restrictions. Travelers (when preparing travel vouchers) and designated officials (when reviewing and approving the vouchers) shall ensure that all claims are completely stated, but not overstated, in accordance with the travel authorization and applicable Government-wide and agency instructions.

9. Record voucher. Where transportation for official travel by common carrier is obtained through a Government travel charge card GTA Account which is used at a TMC, but there are no other reimbursable expenses (taxicab fares, per diem instead of subsistence, etc.), the traveler shall submit SF travel voucher as prescribed in par. 1. The form shall contain on the front a record of the transportation request issued or that the ticket was purchased through the GTA Account. In the amount claimed and approved columns on travel voucher, the word "none" shall be entered. After approval, travel voucher shall be sent to the Finance Division in the appropriate region.

10. Supporting documentation.

a. Travel authorization. Each travel voucher must be supported by a properly executed travel authorization before it can be paid. While the travel authorization, is no longer treated as a financial document for obligating purposes, all GSA organizations must continue to issue them to document the official need for travel, provide for other administrative processes, and ensure adequate managerial and supervisory control of official travel.

(1) Trip-by-trip authorizations must be used.

(2) The TDY travel authorization will not be attached to a travel voucher when it is submitted for payment. The approved travel voucher will be sufficient authority to reimburse the traveler via certified invoice procedures.

(3) Travel accruals may be necessary for some travel taken at fiscal year end when vouchers will not be reimbursed until the following fiscal year. This can be accomplished by memo and will be covered in year-end closing instructions issued by the Office of Finance to all GSA organizations.

b. Receipts for transportation. If common carrier fares were paid by an individual GSA-issued travel charge card, a Government travel GTA Account used at a TMC, or in cash, a receipt or the passenger's copy of the ticket shall be retained at the office site.

c. Unused tickets.

(1) Unused or partially unused common carrier tickets purchased with an individual Government travel charge card shall be returned to the TMC, SATOor airline representative and a refund credit receipt

obtained. Unused airline tickets that have been prepaid to the airport by a TMC must be refunded by the airline whose ticket stock the ticket was issued on. The unused tickets are not to be submitted with the travel voucher.

(2) Unused or partially unused common carrier tickets purchased with a Government travel GTA Account used at a TMC must be returned to the TMC for a refund.

11. Retroactive justification. When travel is performed by a non-contract carrier or a contract carrier other than the primary contractor and the travel authorization does not contain a justification in block 22, a retroactive justification is needed on the travel voucher or the travel authorization. The justification must be signed by the authorizing official with the authority to sign travel authorization. Vouchers will not be processed until a justification is provided.

PART 2. GUIDELINES FOR PREPARATION OF SF 1012

12. Order of entries. All entries shall be made in chronological order.

13. Itinerary. The following shall be shown on the voucher:

a. The complete travel itinerary indicating time spent at each duty point in chronological order;

b. Times of departure and arrival (local standard time,) including stopover points for travel outside CONUS when they affect the allowance for subsistence expenses;

c. Any portion of the trip which is personal rather than official travel;

d. Any portion of the travel period which the traveler spent on annual leave.

14. Period covered by per diem or actual subsistence expense . For computing the per diem or actual subsistence allowances, official travel begins at the time the traveler leaves his home, office, or other point of departure and ends when the traveler returns to his/her home, office, or other point at the conclusion of the trip.

15. Rate to be used. See ch. 3 for the per diem or actual subsistence rate to be used.

16. Claim for actual subsistence expenses. When the voucher covers travel on an actual subsistence expense basis, daily reimbursable expenses shall be calculated in accordance with ch. 3-21.

17. Comparative cost.

a. A cost comparison (actual costs incurred compared to the costs the traveler would have incurred if travel had been performed by the authorized itinerary) must be shown on the SF 1012 whenever a traveler:

(1) Uses a different mode of transportation for his/her own convenience rather than the mode selected as the most advantageous to the Government;

(2) Travels by an indirect route for his/her personal convenience; or

(3) Departs or returns at a time other than the period covered by the official portion of the trip.

b. The traveler will be reimbursed for his/her actual costs incurred not to exceed the costs that would have been incurred if he/she had traveled by the authorized itinerary except as described in c, below.

c. Whenever a POV is used for official travel for personal preference instead of common carrier, the traveler may not include the cost of a Government furnished vehicle, rental car or taxis (except to and from the common carrier terminals) in the costs that the traveler would have incurred if travel had been performed by the authorized common carrier.

18. Lodging receipts. Lodging receipts must be submitted with the travel voucher when traveling on lodgings-plus per diem or an actual subsistence basis, regardless of amount.

19. Official telephone calls.

a. Local. Local telephone calls may be entered on the voucher as a lump-sum expense, indicating the number of calls and the total cost.

b. Long-distance. Long-distance telephone calls shall be shown point to point unless the call is of a confidential nature.

20. Local transportation expense. Local transportation expenses (except taxi fares) may be entered as a lump sum expense, indicating the number of trips and total cost. All taxicab fares (or trips by a privately owned vehicle instead of taxicabs) shall be separately listed.

21. Traveler’s checks, money orders, or certified checks. Reimbursement for the cost of traveler’s checks, money orders, or certified checks purchased in connection with official travel may be allowed. The amount of the checks or money orders may not exceed the amount of funds necessary to cover the estimated reimbursable expenses.

22. Other expenses.

a. General. Other expenses (for example, taxi, telephone call, or other expense not normally covered by per diem) will be listed under "Other" on the travel voucher.

b. Receipts. Receipts are required for any type of miscellaneous expense over $75, plus any applicable tax. When receipts are not available or are impracticable to obtain, the failure to obtain a receipt must be fully explained on the travel voucher. Mere inconvenience shall not be considered

as a valid reason for not producing a receipt.

Receipts for an expenses of $75 or less incurred by a traveler are not required to be obtained. No receipts of any type will be attached to a travel voucher, regardless of amount.

Travelers are still required to obtain certain receipts which must be maintained in an official file at the traveler's work site for a period of six years and three months:

(1) An expense over $75;

(2) All lodging receipts, regardless of amount;

(3) All receipts for shipping by mail, freight, or express of Government property or personal effects, regardless of amount; and

(4) Cash payments for transportation service s (common carrier tickets), regardless of amount.

23. Expenses not originally authorized. When required, justifications of expenses not originally authorized shall indicate the official necessity for incurring the expenses.

24. Mixed travel (per diem and actual expense). Per diem and actual expense reimbursement may be claimed on the same voucher but not on the same day.

25. Erasures and alterations. Erasures and alterations in totals on travel vouchers must be initialed by the traveler.

26. Suspended items. Items suspended from a travel voucher may be reclaimed on a supplemental voucher. Full itemization is required for all suspended items which are reclaimed and charges must be supported by the original suspension notice or a copy of the notice.

27. Liquidation of advance.

a. Advance obtaind with a Government contractor-issued travel charge card. A travel advance obtained with a Government contractor-issued travel charge card shall not be reflected anywhere on the travel voucher. The employee shall reimburse the card issuer for the advance upon receipt of a bill from them.

b. Advance obtained with an SF 1038. A travel advance obtained with an SF 1038 shall be liquidated in accordance with chs. 11-6b thru 6e.

c. No advance was obtained. The traveler is required to provide a written statement on the voucher that no advance was obtained when the SF 1012, Travel Voucher, and the GSA Form 87, Travel Authorization are not in agreement. An example of this situation is when, the SF 1012 shows that there is no outstanding travel advance; and the GSA Form 87 shows that an advance was authorized, either an amount indicated in block 25 and the SF 1038 is checked in block 24 on the GSA Form 87 or an amount in block 25 and nothing is checked in block 24 on the GSA Form 87.

28. Ticket charges.

a. Tickets purchased with Government contractor-issued travel charge card. Tickets purchased with a Government contractor-issued travel charge card are charged directly to the employee on his/her monthly statement. Block 12 of the SF 1012 should show the statement "tickets purchased with an individual Government travel charge card." The value of all the ticket coupons should be claimed on the back of the SF 1012. Unused coupons or refund applications shall be returned by the employee to the travel agent, SATO or airline to obtain a credit for the value of the unused accommodations. Employees must initial the statement "I hereby assign to the United States any right I may have against any parties in connection with reimbursable transportation charges described below, purchased under any cash payment procedures (FPMR 101-7)" which is preprinted on the SF 1012.

b. Tickets purchased with GTA account. Tickets purchased with a Government contractor GTA Account are charged directly to the Government. Block 12 of the SF 1012 should show the statement "tickets purchased with the GTA account."

PART 3. TRAVEL AND MISCELLANEOUS REIMBURSEMENT SYSTEM (TMR)

29. General. The T ravel and Miscellaneous Reimbursement System (TMR) is the preferred method of vouchering for official travel expenses. It allows a user to quickly and efficiently input travel voucher information for reimbursement. TMR is accessed through FEDdesk (The Federal Desktop) via the intranet. TMR may not be used if the following conditions exist:

a. An SF 1038, Cash Advance, was used.

b. Relocation expenses are involved.

30. Security. TMR security is controlled through the FEDdesk log-on process. User identifications (id’s) indicate which FEDdesk applications a user may access. Each person who edits, submits or approves a voucher has their name, time and date electronically appended to the voucher.

31. Voucher input. TMR automatically creates a unique voucher number. An Accounting Transaction Control (ACT) number is also required for travel vouchers.

a. Continental United States per diem rates are loaded into the system along with various on-line edits to ensure accuracy.

b. Common items (M&IE, lodging, mileage, etc.) may be entered by using the Travel Wizard. Users may enter all or part of these items manually.

c. Items under the Direct Billing program must be entered. Marking an item as direct billed will not affect the total of the voucher.

d. Comments may be entered for each line of input and for the

overall voucher.

e. Users may allow a "Designated Assistant" to create a voucher under the user's name. Only the user for which the voucher was created may submit it. This ensures the electronic "signature" and responsibility of the voucher.

f. The "Remarks" and/or "Comments" sections may be used, when needed, to indicate that a cost comparison (see par. 17, above) has been completed and the documentation is maintained in the administrative file.

32. Accounting Codes. TMR allows unlimited input lines for disbursing funds to various accounting classifications. Account codes can be entered manually or chosen from a user's private list. Each user may input and retain up to five frequently used lines of account coding.

33. Voucher status. Voucher status is displayed two ways.

a. Approval status only lists the voucher's approvals.

b. Activity status lists each level of completion from the user's input to final approval. This is reported to the user via CCmail messaging.

34. Messaging.

a. The user will receive an automated message when the voucher is submitted for approval.

b. When the approver forwards the voucher, a message is sent to the next recipient and the user.

c. When final approval is given, the user will receive a message.

35. Voucher retention.

a. Voucher information is retained in the user's database and can be queried at various levels.

b. Retention of official documentation is the responsibility of the user since the Office of Finance no longer requires submission of backup documentation (travel authorizations, reimbursable receipts, etc.).

c. Regulations currently require the retention of official payment documents for six years and three months.

36. Payment.

a. TMR vouchers are paid immediately upon approval.

b. If final approval is made before 10:30am CST, the payment will be processed that business day.

c. If a user receives payments by Electronic Funds Transfer (EFT), reimbursements will normally be in their financial account the next business day.

d. Check payments are created the next business day and require mailing time.

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CHAPTER 13. TRAVEL, TRANSPORTATION, AND RELATEDMOVING EXPENSE ALLOWANCES

PART 1. GENERAL

1. Authorization. Travel and transportation expenses and other applicable moving expense allowances shall be authorized on GSA Form 87, Official Travel Authorization, and GSA Form 87A, Supplement to Official Travel Authorization.

Instructions for preparation of these forms are in ch. 10 of this handbook.

2. Personnel actions.

a. Standard Form 52. Whenever a transfer, new appointment or assignment involves payment of moving expenses by GSA, the following remark will be entered in item F on Standard Form 52, Request for Personnel Action, by the initiating (gaining) service or staff office:

"Employee has signed service and reimbursement agreement required by 5 U.S.C. 5723(b) or 5724(i), as applicable, to establish eligibility for payment of moving expenses. The employee is subject to a Service and Reimbursement Agreement (GSA Form 2255) which does not expire until _____."

b. Standard Form 50. Gaining Personnel Divisions are responsible for entering the following remark on Standard Form 50, Notification of Personnel Action, when processing actions described in a, above:

"Employee subject to service and reimbursement agreement required by 5 U.S.C. 5723(b) to 5724(i), as applicable for payment of moving expenses which does not expire until _____."

3. Place of actual residence. Authorizing officials are responsible for determining the place of actual residence of an employee at the time of his selection for transfer, assignment, or appointment to an official station outside the conterminous United States. The place of actual residence shall be entered on GSA Form 87A, Supplement to Official Travel Authorization.

4. Taxation of relocation allowances.

a. Employees other than Foreign Service employees. All relocation allowances for employees authorized to move at GSA expense, other than Foreign Service employees, paid directly to them or to a third party, such as a moving company or airline will be reported as income on their W-2, Wage and Tax Statement, in the calendar year that the Office of Finance processes the travel voucher. Internal Revenue Service (IRS) publication 521, Tax Information on Moving Expenses, covers the handling and reporting of moving expenses for Federal tax purposes. IRS requires that GSA withhold additional Federal income tax at the rate of 20 percent for all nondeductible moving expense reimbursements contained in IRS Publication 521. GSA will furnish a completed IRS Form 4782, Employee Moving Expense Information, along with the employee's W-2 at the end of the calendar year in which the employees' vouchers were processed by the Office of Finance.

b. Foreign Service employees. Relocation expense for GSA employees who are members of the Foreign Service (Foreign Compensation Pay Schedule) are taxed in accordance with IRS Publication 516, Tax Information for US Government Civilian Employees Stationed Abroad.

4.1. Reasonable Advance Notice of Reassignment or Transfer. The reassignment or transfer of any employee from the old official duty station to a new official duty station, which is outside the employee's commuting area, shall take place after the employee has been given reasonable advance notice. The authorizing official shall give as much advance notice as

possible to enable the employee to begin the necessary arrangements for relocating his/her family and residence. A reasonable period of advance notice should be at least 30 days except when:

a. The agreements of the employee and both the losing and gaining office are for a shorter period of time;

b. Statutory authority and implementing regulations stipulate a shorter period of time; or

c. Emergency circumstances that would require a shorter period of time exist.

PART 2. ELIGIBILITY

5. Reserved.

6. Eligibility for PCS allowances. When authorized by the officials delegated travel authority in ch. 2, Permanent Change of Station (PCS) allowances may be paid as provided in 41 CFR Chapter 302, this chapter and fig. 13.6 Linkin the following situations:

a. New appointees. A new appointee includes any person newly appointed to Government service, including an individual who has performed transition activities and who is appointed in the same fiscal year as the Presidential inauguration that immediately follows the transition activities. New appointee also includes an individual appointed after a break in service except that an employee separated as a result of reduction in force or transfer of function may be treated as a transferee instead of a new appointee. In addition, a new appointee includes a student trainee who is assigned upon completion of college work.

b. Government employees transferred to a new duty station. Relocation expenses for Government employees transferred from one official station to another for permanent duty provided that:

(1) A determination has been made that the transfer is in the interest of the Government and is not primarily for the convenience or benefit of the employee or at his/her request. Guidelines for making this determination are as follows:

(a) Employee request. If the employee has taken the initiative in obtaining a transfer to another location, the transfer is ordinarily considered to have been made for the convenience of the employee or at his/her request.

(b) Management directed. If GSA recruits or requests an employee to transfer (i.e., reduction-in-force, transfer of function, agency career development program, or agency directed placement); it will regard such transfer as being in the interest of the Government.

(2) The employee's former agency is one of the following:

(a) An "Executive" agency as defined in 5 U.S.C. 105

(an executive department, an independent establishment, the General Accounting Office, or a wholly owned Government corporation as defined in section 101 of the Government Corporation Control Act, as amended but excluding a Government controlled corporation (such as the Postal Service),

(b) A military department;

(c) A court of the United States;

(d) The Administrative office of the United States Courts;

(e) The Federal Judicial Center;

(f) The Library of Congress;

(g) The United States Botanic Garden;

(h) The Government Printing Office; and

(i) The District of Columbia.

(3) The employee does not have a break in service unless the employee was separated by reason of a reduction in force or transfer of function who within 1 year of the date of separation is reemployed by an agency for a nontemporary appointment at a different duty station from that where the separation occurred;

(4) The transfer is to a new official station which is at least 10 miles distance from the old official station; and

(5) A determination of eligibility is made under the provisions of pars. 11 and 12 in cases of a relatively short-distance relocation.

c. Employees transferred under the Intergovernmental Personnel Act. The Intergovernmental Personnel Act of 1970 allows GSA to pay relocation expenses of a Federal, State or local Government employee between GSA and a State or local Government or institution of higher learning. An employee may be paid per diem or actual expense allowances under temporary duty orders or PCS allowances. The cost to the Government will be the primary factor used by the authorizing official in determining which allowances will be allowed. The travel and transportation costs for an employee on assignment may be shared by the jurisdictions, or one or the other may assume the full cost.

d. Employee transferred under the Presidential Executive Interchange Program. A GSA employee who participates in the Presidential Executive Interchange Program is entitled to PCS allowances from his/her current duty station to the location of his/her private employment and upon completion of the program from the location of his/her private employment to the location where his future Government services are needed. An employee may be paid per diem or actual expenses allowances under temporary duty orders or PCS allowances. The cost to the Government will be the primary factor used by the authorizing official in determining which allowances will be allowed. The moving expenses of a participant in the Presidential Executive Interchange Program from private industry may not be paid by GSA.

e. Employees transferred under the Government EmployeesTraining Act. A GSA employee participating in a training assignment under the Government Employees Training Act may receive either per diem or actual expense allowances under temporary duty orders or PCS allowances. The cost to the Government will be the primary factor used by the authorizing official in determining which allowances will be allowed.

f. Employees transferred overseas under the Foreign Schedule. Employees transferred overseas under the Foreign Compensation Pay schedule are members of the Foreign Service and are paid relocation allowances in accordance with Volume 6 of the Foreign Affairs Manual and the Standardized Regulations (Government Civilians, Foreign Area) published by the Department of State.

g. Overseas employee renewal agreement. Certain PCS allowances may be authorized for eligible GSA employees outside the conterminous United States in connection with overseas tour renewal agreement travel.

h. Separation travel. Certain PCS allowances may be authorized for eligible GSA employees who return from posts of duty outside the conterminous United States to the place of actual residence for separation.

i. Last move home benefits for Senior Executive Service (SES) career appointees upon retirement. Certain PCS allowances may be authorized for eligible SES career appointees to the place where they will reside upon separation from Federal Service for retirement. Eligible employees must submit a written request to initiate relocation orders to the Director of Finance (BC). The request should state tentative moving dates and origin and destination locations of the planned move. All requests should normally be submitted within 6 months of separation, with all travel to be accomplished normally within 1 year. Requests submitted after 6 months or with travel plans to be accomplished after 1 year (but not more than 2 years after separation) must contain a satisfactory explanation as to the unusual circumstances causing the delay.

7. Eligible family members.

a. Any of the following members of the employees household at the time he/she reports for duty at his/her new permanent duty station or performs authorized or approved overseas tour renewal agreement travel or separation travel are eligible for relocation allowances:

(1) Spouse;

(2) Children of the employee or the employees spouse who are unmarried and under 21 years of age or who, regardless of age, are physically or mentally incapable of self support. (The term "children" shall include natural offspring, stepchildren, grandchildren, legal minor wards, or other dependent children who are under legal guardianship of the employee or employees spouse; and a child born after the employees effective date when the travel of the expectant spouse to the new permanent duty station is prevented at the time of transfer due to the advance stage of pregnancy, or for other reasons acceptable to the authorizing official, e.g., awaiting completion of the school year by other children);

(3) Dependent parents (including step and legally adoptive parents) of the employee or employees spouse (see b, below, for dependent status criteria); and

(4) Dependent brothers and sisters (including step and legally adoptive brothers and sisters) of the employee or employees spouse who are unmarried and under 21 years of age or who regardless of age, are physically or mentally incapable of self-support (see b, below, for dependent status criteria).

b. Generally, the individuals named in subpars. a(3) and a(4), above, shall be considered dependents of the employee if they receive at least 51 percent of their support from the employee or employees spouse; however, this percentage of support criteria shall not be the decisive factor in all cases. These individuals may also be considered dependents for the purposes of this chapter if they are members of the employee's household and in addition to their own income receive support (less than 51 percent) from the employee or employee's spouse, without which they would be unable to maintain a reasonable standard of living.

c. If a member of the immediate family reaches his/her 21st birthday while the employee is assigned to duty overseas, the family member may be returned to the United States at GSA expense, provided his/her last travel overseas was at Government expense as a member of the immediate family. Return of the family member is authorized in connection with the employee's next entitlement to travel to the United States but not beyond the end of the employee's current agreed tour of duty.

8. Transfer of two or more members of same family. When two or more members of the same immediate family are transferred in the interest of the Government, the employees must elect one of the following options to receive relocation allowances.

a. Each employee member is eligible for separate relocation allowances. The employee members must determine which non-employee immediate family member will receive relocation benefits on their authorization. Duplicate allowances or payment for the same expenses are not allowable.

b. If the employees elect for only one of them to be paid relocation allowances, the spouse will receive allowances solely as a member of the immediate family.

9. New duty station after notification of separation. When an employee is assigned to a new official station after having been notified of involuntary separation, not for cause, incident to the reduction, cessation, or transfer of the work at the station where he/she was employed, the transfer of the employee is deemed to be in the interest of the Government, unless there is an affirmative administrative determination in writing by the authorizing official that the transfer is primarily for the employee's convenience or benefit.

10. Documenting decisions to Ray permanent change of station expenses. Whenever a SF 52, Request for Personnel Action is initiated, the approving official (Part A, item 6) shall make a determination as to whether relocation

expenses will be paid. If relocation expenses are not being paid, the SF 52, Part D, must have a statement with the specific conditions and factors which were considered in making the determination not to pay relocation allowances. These factors may include, but are not limited to, labor market conditions and cost effectiveness. Budget constraints alone do not justify the denial of relocation allowances. If relocation allowances will be paid, the SF 52, Part D, must show the statement "relocation allowances will be paid." Failure to place a statement on the SF 52 as to whether relocation allowances will be paid will obligate the Government to pay the allowances if the employee is otherwise eligible for them.

PART 3. SHORT DISTANCE MOVES

11. General.

a. When the change of official station involves a short distance within the same general local or metropolitan area, the travel and transportation expenses and applicable allowances in connection with the employee's relocation of his residence may be authorized only when the authorizing official determines that the relocation was incident to the change of official station. Such determination should take into consideration such factors as commuting time and distance between the employee's residence at the time of notification of transfer and his old and new posts of duty as well as the commuting time and distance between a proposed new residence and the new post of duty.

b. As a general rule, a relocation of residence should not be considered as incident to a change of official station unless the one-way commuting distance from the old residence to the new official station is at least 10 miles greater than from the old residence to the old official station. Even then, circumstances surrounding a particular case; e.g., relative commuting time, may suggest that the move of residence was not incident to the change of official station.

12. Relocation of new appointees involving short distances. For new appointees (see subpars. 6b and 6c) whose place of actual residence at the time of selection for appointment and first duty station are located in the same general local or metropolitan area, and who relocate their place of residence as a result of the appointment, the applicable travel and transportation expenses may be authorized only when the authorizing official determines that the relocation of residence was incident to their appointment. To the extent applicable, the principles prescribed in par. 11 for transferred employees may be considered in making this determination.

13. Reserved.

PART 4. AGREEMENT REQUIREMENT AND LIABILITY

14. Transfers, appointments, and assignments within the conterminous United States. GSA Form 2255, Service and Reimbursement Agreement-Moving Expenses Allowances (within the conterminous United States), (see figure 13-14 Link) is prescribed for use in completing the agreement required to establish eligibility for payment of travel, transportation, and other authorized

moving expenses. The gaining service or staff office should initiate GSA Form 2255 in guadruplicate and obtain the employee's signature on the original and all copies of the form. The original of the signed GSA Form 2255 should be forwarded to the gaining Personnel Division for filing in the official personnel folder of the employee after he reports for duty. One copy of the form must accompany GSA Form 87, Official Travel Authorization, and GSA Form 87A, Supplement to Official Travel Authorization to the appropriate region for obligation of funds; one copy should be given to the employee; and the remaining copy should be retained by the initiating service or staff office.

15. Transfers, appointments, and assignments outside the conterminous United States. The required transportation agreements to establish eligibility for payment of travel, transportation, and other authorized moving expenses for transfers, and other assignments outside the conterminous United States are in figs. 13-15.1 Link, 13-15.2 Link, and 13-15.3 Link. The expenses of return travel and transportation upon separation from service shall not be allowed unless the employee transferred, appointed, or assigned to a post of duty outside the conterminous United States has completed the agreed upon minimum period of service of 1 year but not more than 3 years, unless separation is for reasons beyond the control of the individual and acceptable to GSA.

16. Violation of agreement. An employee who has signed a GSA Form 2255 or an overseas agreement described in par. 15 and fails to report for duty at his new official station or fails to meet the period of service required by the agreement will be indebted to the Federal Government for the cost of the travel, transportation, and related moving expense allowances provided at GSA's expense unless failure to comply with the agreement is for reasons beyond his control which are acceptable to the official (or his successor) who authorized the travel.

17. Period of service. The agreement binds the employee to service in the Government without regard to the agency or agencies (or regional office(s)) in which service is performed for the specified period after transfer.

18. Release from agreement.

a. Acceptable reasons for release from an agreement include the following:

(1) Illness not incurred by misconduct;

(2) Enlistment or call to active duty in the Armed Forces;

(3) Exercise of statutory reemployment rights within a time limitation which precludes completion of the required service; or

(4) Separations for the convenience of the Government because of the following conditions (excluding separations because of misconduct or illness induced by misconduct):

(a) Physically unqualified;

(b) Mentally incapacitated;

(c) Disqualified by lack of skill to perform duties for which recruited or any other duties which might be assigned; and

(d) Reduction in force.

b. The agreement to remain in the service of the Government for 12 months following the effective date of transfer is not voided by a subsequent transfer.

c. If an authorizing official (official signing block 22 of the employee's GSA Form 87) elects to release an employee from a service agreement, the authorizing official shall prepare a letter to the Director of Finance (BC) advising that he/she is releasing the employee from his/her service agreement and the reasons therefore. A copy of the letter shall also be put in the employee's Official Personnel File (OPF).

19. Time limitations. All travel, including that for the immediate family, and transportation, including that for household goods allowed under these regulations, shall be accomplished as soon as possible. Time limits pertaining to residence transactions are in par. 66 and those pertaining to beginning occupancy of temporary quarters are in par. 44. The maximum date for beginning allowable travel and transportation shall not exceed 2 years from the effective date of the employee's transfer or appointment, except that:

a. The 2-year period is exclusive of the time spent on furlough for an employee who begins active military service before the expiration of such period and who is furloughed for the duration of his assignment to the post of duty for which transportation and travel expenses are allowed;

b. The 2-year period does not include anytime during which travel and transportation is not feasible due to shipping restrictions for an employee who is transferred or appointed to or from a post of duty outside the conterminous United States; and

c. The 2-year period shall be extended for an additional period of time not to exceed 1-year when the 2-year time limitation for completion of residence transactions are extended under par. 66.

20. Reserved.

PART 5. ADVANCE OF FUNDS

21. General.

a. An advance of funds may be given for the following allowances if authorized:

(1) En route travel and subsistence costs of an employee and immediate family.

(2) Travel to seek residence quarters.

(3) Subsistence while occupying temporary quarters.

(a) The initial advance shall not exceed the maximum allowable for the first 30 days.

(b) Subsequent 30-day increments may be authorized as the allowance is used.

(4) Transportation and temporary storage of household goods if the commuted rate system is authorized.

(5) Transportation of a mobile home.

(6) Transportation and temporary storage of a privately owned vehicle (when new or old official stations are outside the conterminous United States).

b. An advance of funds may not be given for the following allowances:

(1) Miscellaneous expense.

(2) Sale of home at old duty station.

(3) Purchase of home at new duty station.

(4) Lease breaking expense at old duty station.

(5) Any transportation or shipping services obtained with a Government Transportation Request (GTR) or Government Bill of Lading (GBL).

22. Processing requests for advances. Requests for advances should be processed in accordance with the instructions in ch. 11.

23. Reserved.

PART 6. AUTHORIZED ALLOWANCES FOR EN ROUTE TRAVEL AND TRANSPORTATION

24. General. A per diem allowance shall be paid to an employee while en route between the old and new official station. Members of the employee's family are entitled to a per diem allowance when eligible according to fig. 13-6 Link.

25. Applicable per diem rates for en route travel.

a. The per diem rates applicable for en route travel when both the new and old duty stations are located in the conterminous United States are contained in app. F. The per diem rates are calculated in accordance with ch. 3 except that:

(1) The per diem rates are paid as flat rates

according to agency policy for permanent change of station travel; and

(2) The rates applicable for temporary duty travel on an actual subsistence expense basis or per diem rates other than the standard CONUS rate do not apply.

b. The per diem rates applicable for an employee when either the old or new duty station or both is outside the conterminous United States are those referred to in ch. 6. If the employee receives a per diem rate of $6 or less, the spouse and family members will receive the same rate as the employee; otherwise, the following rules apply:

(1) When the spouse accompanies the employee, the spouse is authorized three-fourths of the per diem rate to which the employee is entitled;

(2) When the spouse does not accompany the employee, the spouse is authorized the per diem rate to which the employee is entitled;

(3) A member of the employee's immediate family age 12 or older receives three-fourths of the per diem rate to which the employee is entitled; and

(4) A member of the employee's immediate family under age 12 receives one-half of the per diem rate to which the employee is entitled.

26. Mileage rates. Mileage rates for en route travel are contained in app. F. When an employee uses a privately owned automobile for permanent change of station travel, that use is deemed to be advantageous to the Government except for overseas tour renewal agreement travel.

27. Higher mileage rates under special circumstances. The authorizing official may authorize a higher mileage rate not in excess of the maximum mileage allowance in app. F. when:

a. An employee is expected to use the privately owned automobile on official business while assigned to the new duty station;

b. The common carrier rate for the facilities provided between the old and new stations, the related constructive taxicab fares to and from terminals, and the per diem allowances justify a higher mileage rate as advantageous to the Government; or

c. The costs of driving the privately owned automobile to, from or between official stations located outside the conterminous United States justify a higher mileage rate as advantageous to the Government.

28. Reasonable driving distance. Per diem allowances for permanent change of station travel by privately owned automobile shall be paid on the basis of the actual time used to complete the trip, but the allowance may not exceed the amount computed on the basis of a minimum driving distance averaging 300 miles per calendar day.

29. Use of more than one privately owned vehicle.

a. When authorized as advantageous to the Government. Use of no more than one privately owned automobile is authorized as being advantageous to the Government in connection with permanent change of station travel except under the following circumstances, when use of more than one privately owned automobile may be authorized:

(1) If there are more members of the immediate family than reasonably can be transported with luggage in one vehicle;

(2) If because of age or physical condition special accommodations are necessary in transporting a member of the immediate family in one vehicle, and a second automobile is required for travel of other members of the immediate family;

(3) If an employee must report to a new official station in advance of travel by members of the immediate who delay travel for acceptable reasons such as completion of school term, sale of property, settlement of personal business affairs, disposal or shipment of household goods, and temporary unavailability of adequate housing at the new official station;

(4) If a member of the immediate family performs unaccompanied travel between authorized points other than those for the employee's travel; or

(5) If, in advance of the employee's reporting date, immediate family members must travel to the new official station for acceptable reasons such as to enroll children in school at the beginning of the term.

b. Allowances when not justified as advantageous to the Government. If the use of more than one privately owned automobile is not justified under the circumstances described in a, above, only the allowances prescribed in app. F shall be paid, as if all persons traveled in one automobile.

30 and 31. Reserved.

PART 7. AUTHORIZED ALLOWANCES FOR TRAVEL TO SEEK RESIDENCE QUARTERS

32. General.

a. For an employee whose effective date of transfer (date the employee reports for duty at the new official station) is prior to October 1, 1982, payment of travel and transportation expenses of the employee and spouse traveling together or either one of them for one round trip (not to exceed 6 days including travel time) between the localities of the old and new duty station for the purpose of seeking residence quarters may be authorized.

b. For an employee whose effective date of transfer (date the employee reports for duty at the new official station) is on or after October 1, 1982, payment of travel and transportation expenses of the employee or

spouse traveling together or individually for one round trip (not to exceed 10 days including travel time) may be authorized between the localities of the old and new duty stations. Separate roundtrips by the employee and spouse may be allowed when circumstances warrant, provided that the overall cost to the Government does not exceed the cost of one roundtrip for the employee and spouse traveling together.

c. If the employee makes the trip (alone or with spouse) it must be made prior to reporting for duty at the new official station. If the spouse makes the trip, it must be prior to the relocation of the family to the new duty station and may not exceed the expiration of the maximum time limitation on allowable travel and transportation at the new duty station (see par. 19).

33. Eligibility. A trip to seek residence quarters may be authorized for those categories of employees listed in fig. 13-6 Linkeligible for this allowance at the discretion of the authorizing official. The trip may not be authorized under the following circumstances:

a. When an employee will be assigned to Government or other prearranged residence quarters at the new official station location;

b. When an employee has not yet formally agreed to transfer to the new station;

c. When either the old or new duty station or both are located outside the conterminous United States; and

d. When the map distance between the old and new stations is less than 75 miles via a usually traveled surface route.

34. Applicable per diem rates for travel to seek residence quarters. The per diem rates applicable for travel to seek residence quarters are contained in app. F. The per diem rates are calculated in accordance with ch. 3 except that:

a. The per diem rates are calculated according to agency policy which does not require the employee to average the lodging cost for permanent change of station travel; and

b. The rates applicable for temporary duty travel on actual subsistence expense basis or per diem rates other than the standard CONUS rate do not apply.

35. Mileage rates. Mileage rates for travel to seek residence quarters are contained in app. F.

36. Local travel expenses. The authorizing official may authorize local transportation by common carrier, local transit systems, GSA contract rental or other commercially rented automobile or privately owned automobile; however, the mode of local transportation must be consistent with the mode of transportation authorized for travel to or from the new official station. Expenses for the use of taxis shall be limited to transportation between depots, airports, or other carrier terminals and place of lodging. A GSA fleet management center or Government owned car may not be used for local transportation.

37. Status. The employee shall be carried in a duty status during the authorized trip to seek residence quarters.

38. Reserved.

PART 8. SUBSISTENCE WHILE OCCUPYING TEMPORARY QUARTERS

39. General. Subsistence expenses of an employee for whom a permanent change of station is authorized and each member of his/her immediate family may be allowed while the employee and family necessarily occupy temporary quarters and the new official station is located in the 50 States, the District of Columbia, United States territories and possessions, the Commonwealth of Puerto Rico and the areas and installations in the Republic of Panama made available to the United States under the Panama Canal Treaty of 1977 and related agreements (as described in section 3(a) of the Panama Canal Act of 1979) for a period of time as follows:

a. For the employee whose effective date of transfer (date the employee reports for duty at the new official station) is prior to November 14, 1983, to occupy temporary quarters for a period of not more than 30 consecutive days.

b. For the employee whose effective date of transfer (date the employee reports for duty at the new official station) is on or after November 14, 1983, to occupy temporary quarters for a period of not more than 60 consecutive days.

40. Additional time in certain cases.

a. For the employee whose effective date of transfer (date the employee reports for duty at the new official station) is prior to November 14, 1983, to the extent determined to be necessary, expense as provided in par. 39 may be allowed for a period not to exceed an additional 30 consecutive days while the employee and family are occupying temporary quarters if the employee is transferred either to or from Hawaii, Alaska, the territories and possessions, the Commonwealth of Puerto Rico, or the areas and installations in the Republic of Panama made available to the United States under the Panama Canal Treaty of 1977 and related agreements (as described in Section 3(a) of the Panama Canal Act of 1979).

b. For the employee whose effective date of transfer (date the employee reports for duty at the new official station) is on or after November 14, 1983, to the extent determined to be necessary, expense as provided in para. 39 may be allowed for an additional period of time not to exceed 60 consecutive days provided the authorizing official determines that there are compelling reasons for the continued occupancy of temporary quarters. The total period of time in temporary quarters shall not exceed 120 days under any circumstances. Authorizations to extend the temporary quarters period and the number of days authorized shall be held to a minimum. Extensions of the temporary quarters may be authorized only in situations where there is a demonstrated need for additional time in temporary quarters due to circumstances which have occurred during the initial 60-day period of temporary quarters occupancy and which are determined to be beyond the employee's control and acceptable to the agency. Examples of compelling reasons which could be considered as beyond the employee's control for

purposes of granting this extension may include but are not limited to the following situations:

(1) Shipment and/or delivery of household goods to new residence is delayed due to extended transit time incident to ocean transportation, strikes, customs' clearance, hazardous weather, fires, or floods or other acts of God; etc,

(2) New permanent residence cannot be occupied because of unanticipated problems (i.e., delays in settlement on new residence, short term delay in construction of a new residence, etc.),

(3) Inability to locate permanent residence which is adequate for family needs because of housing conditions at the new official station,

(4) Sudden illness, injury, or death of employee or immediate family member.

41. Eligibility.

a. Temporary quarters allowance may be authorized for those categories of employees listed in fig. 13-6 Linkeligible for this allowance at the discretion of the authorizing official. The period for temporary quarters shall be reduced or avoided if a round trip to seek permanent residence quarters has been made or if, as a result of extended temporary duty at the new official station or other circumstances, the employee has had adequate opportunity to complete arrangements for permanent quarters. The administrative determination as to whether the occupancy shall be made on an individual-case basis.

b. Authorizing less than maximum time. The specified time limits are maximum periods, and the normal length of necessary occupancy of temporary quarters is expected to average much less. Temporary quarters should be regarded as an expedient to be used only if, or for as long as necessary until the employee concerned can move into permanent residence quarters.

c. Transfer to foreign area. When the new official station is located in a foreign area, the employee is not eligible for temporary quarters allowance under these regulations. When temporary lodgings are obtained in a foreign area, or in the United States prior to transferring to a foreign area, the employee may be eligible for an allowance under the Standardized Regulations (Government Civilians, Foreign Areas) prescribed by the Department of State.

42. Short distance transfers. An employee or members of his immediate family shall not be eligible for temporary quarters expenses when the distance between the new official station and old residence is not more than 40 miles greater than the distance between the old residence and the old official station measured by the map distance along a usually traveled route except during the period that the employee is awaiting the arrival of his household goods shipped from the old to the new residence.

43. Authorized maximum rates.

a. The rates applicable for temporary quarters located in the conterminous United States for employees whose effective date of transfer (date employee reports for duty at new official station) is prior to November 14, 1983, in accordance with par. 39 are as follows:

(1) For the first 10 days.

(a) For the employee, whose effective date of transfer (date the employee reports for duty at the new official station) is prior to October 1, 1982, a daily rate not in excess of 75 percent of the maximum statutory per diem rate for the locality in which the temporary quarters are located;

(a.1) For the employee, whose effective date of transfer (date the employee reports for duty at the new official station), is on or after October 1, 1982, a daily rate not in excess of the maximum statutory per diem rate for the locality in which the temporary quarters are located; and

(b) For each member of the employee's immediate family, two-thirds of the daily rate established in (a) or (a.1), above.

(2) For the second 10 days.

(a) For the employee, two-thirds of the daily rate established in (1)(a) or (1)(a.1). above; and

(b) For each member of the employee's immediate family, two-thirds of the daily rate established in (1)(b), above.

(3) For the third 10 days and for any portion of an authorized additional 30-day period.

(a) For the employee, one-half of the daily rate established in (1)(a) or (1)(a.1), above; and

(b) For each member of the employee's immediate family, one-half of the daily rate established in (1)(b), above.

c. The rates applicable for temporary quarters located outside the conterminous United States for employees whose effective date of transfer is on or after November 14, 1983, in accordance with par. 39 are as follows:

(1) For the first 30 days. Reimbursement for the first 30 days will be limited as follows:

(a) For the employee, or for the unaccompanied spouse (i.e., the spouse necessarily occupies temporary quarters in a location separate from employee), the daily rate shall not exceed the maximum per diem rate for the locality in which the temporary quarters are located.

(b) For the spouse when accompanied by the employee, the daily rate shall not exceed two-thirds of the employees's daily

rate established in (a), above.

(c) For each other member of the employee's immediate family who is 12 years of age or older, the daily rate shall not exceed two-thirds of the daily rate established in (a), above , for the employee or the unaccompanied spouse, as appropriate.

(d) For each member of the employee's immediate family who is under 12 years of age, the daily rate shall not exceed one-half of the daily rate established in (a), above, for the employee or the unaccompanied spouse, as appropriate.

(2) For the second 30 days. The daily rates for the second 30-day period for the employee and each member of the immediate family shall be three-fourths of the daily rates prescribed under (1), above.

44. Time to begin occupancy. The use of temporary quarters may begin as soon as the travel authorization, GSA Forms 87 and 87A and service agreement, GSA Form 2255 are signed. The period of temporary quarters must begin not later than 30 calendar days from the date the employee reports for duty at his new official station, or if not begun during that period, not later than 30 days from the date the family vacates the residence at the old official station.

45. Computing of temporary quarters. In computing the length of time allowed for temporary quarters, the time will begin for the employee and all members of his immediate family when either the employee or any family member begins the use of such quarters for which a claim for reimbursement is made and the time shall run concurrently. The employee may occupy temporary quarters at one location while members of his immediate family occupy quarters at another location (see par. 46a.1). The period of eligibility shall terminate when the employee or any member of his immediate family occupies permanent residence quarters or when the allowable time limit expires, whichever occurs first.

46. What constitutes temporary quarters.

a. The term "temporary quarters" refers to any lodging obtained from private or commercial sources to be occupied temporarily by the employee or members of his immediate family who have vacated the residence quarters in which they were residing at the time the transfer was authorized. However, if the employee occupies temporary quarters which eventually become his permanent residence, payment of the temporary quarters allowance will not be prevented if the employee satisfies the approving official that the quarters occupied were initially intended to be only temporary. In making this determination the approving official should consider such factors as:

(1) The duration of the lease;

(2) Movement of household effects into the quarters;

(3) Type of quarters;

(4) Expression of intent;

(5) Attempts to secure a permanent residence; and

(6) The length of time the employee occupies the temporary quarters.

a.1. The location of the temporary quarters must be within reasonable proximity of the old and/or new official station. However, payment of subsistence expenses for occupancy of temporary quarters in other locations may be allowed when justified by circumstances unique to the individual employee or his/her immediate family that are reasonably related and incident to the transfer as determined by the authorizing or approving official. Occupancy of temporary quarters shall not be approved for vacation purposes or other reasons unrelated to the transfer.

b. The following guidelines apply for temporary quarters lodging obtained from noncommercial sources:

(1) If the employee or family member(s) obtain lodgings from friends or relatives, the lodging cost will be considered to be zero unless the traveler furnishes a statement detailing the actual additional expenses incurred by the host in operating the household due to the employee's and/or family members' presence (such as extra utilities and laundering of bed linen) and a receipt from the host for payment of the expenses reported is obtained.

(2) If the employee or family member(s) obtain lodging with an individual(s) in a shared apartment arrangement, the lodging cost will be allowable not to exceed the authorized maximum rates, provided in par. 43. The shared apartment arrangement normally assumes that the expenses will be shared on a prorata basis and the expense is usually in the form of monthly rent evidenced by a rental or lease agreement payable to a third party in a fixed amount. Documented proof of payment must be provided, such as the canceled check and a signed statement from the other party that the shared occupancy did occur with the stated contributed amount.

47. Interruption of temporary quarters.

a. The days of occupancy of temporary quarters run consecutively except:

(1) When the period is interrupted by official travel; or

(2) When the period is interrupted for official travel from the old to the new duty station.

b. The running of the period of temporary quarters is not interrupted when an employee interrupts the temporary quarters for personal reasons or the taking of annual leave.

48. Allowable amount.

a. Reimbursement for the temporary quarters subsistence expense incurred for employees whose effective date of transfer is prior to November 14, 1983, shall be the lesser of either:

(1) The actual amount of allowable expense incurred for each 10-day period; or

(2) The authorized maximum rates as described in par. 43 for each 10-day period.

a.1. Reimbursement for the temporary quarters subsistence expense incurred for employees whose effective date of transfer is on or after November 14, 1983, shall be the lesser of either:

(1) The actual amount of allowable expense incurred for each 30-day period; or

(2) The authorized maximum rates as described in par. 43 for each 30-day period.

b. Allowable subsistence expenses include only charges for meals, groceries consumed during occupancy of temporary quarters, lodging, fees, and tips incident to meals and lodging, laundry and cleaning and pressing of clothing.

c. Expenses must be itemized on GSA Form 2511, Claim for Reimbursement of Subsistence Expenses While Occupying Temporary Quarters (fig. 13-48 Link) and will be totaled, for each 10-day or 30-day period, whichever is applicable, to permit a comparison with the maximum allowable rates for each 10-day or 30-day period (app. F). Receipts are required for lodging, all laundry and cleaning costs (except when coin-operated facilities are used), meals over $25, and all groceries.

d. Expenses of local transportation incurred for any purpose during occupancy of temporary quarters shall be disallowed.

49. Effect of partial days.

a. The guidelines when determining the eligibility period for temporary quarters subsistence reimbursement and for computing maximum reimbursement when occupancy of temporary quarters occurs the same day that en route travel per diem ends is as follows:

(1) For en route travel of more than 24 hours, reimbursement for temporary quarters subsistence expenses shall start at the beginning of the calendar day quarter immediately following the termination of the en route travel per diem. This will be considered the first full day of the entitlement period for the purpose of computing the maximum reimbursement;

(2) For en route travel of 24 hours or less, reimbursement for temporary quarters subsistence shall start at the beginning of the same calendar day quarter in which en route travel per diem ends. This will be considered the first full day of the entitlement period for the purpose of computing the maximum reimbursement;

b. In all other cases, reimbursement for temporary quarters,

subsistence expense shall start with the first quarter of the calendar day in which expenses are claimed provided that the temporary quarters are occupied during that calendar day; and

c. The temporary quarters period shall terminate at midnight of the last day of eligibility.

PART 9. MISCELLANEOUS EXPENSE

50. General. The miscellaneous expense allowance is for the purpose of defraying various contingent costs associated with discontinuing a residence at one location and establishing a residence at a new location in connection with an authorized permanent change of station.

51. Eligibility. A miscellaneous expense allowance must be authorized for all employees listed in fig. 13-6 Linkthat are eligible for the allowance.

52. Allowable amount.

a. For the employee whose effective date of transfer (date the employee reports for duty at the new official station) is prior to October 1, 1982, allowances will be paid as follows:

(1) Employee without immediate family - choice of:

(a) Flat rate. $100 or the equivalent of one week's basic pay, whichever is the lesser amount. No support or documentation of expenses is required; or

(b) Itemized expenses. Actual expenses must be itemized and supported by acceptable statements of facts and either paid bills or other acceptable evidence justifying the amount claimed. Maximum payable is one week's basic pay for the employee up to the pay of GS-13, step 10.

(2) Employee with immediate family - choice of:

(a) Flat rate. $200 or the equivalent of two week's basic pay, whichever is the lesser amount. No support or documentation of expenses is required; or

(b) Itemized expenses. Actual expenses must be itemized and supported by acceptable evidence justifying the amount claimed. Maximum payable is two week's basic pay for the employee up to the pay of a GS-13, step 10.

b. For the employee whose effective date of transfer (date the employee reports for duty at the new official station) is on or after October 1, 1982, allowances will be paid as follows:

(1) Employee without immediate family - choice of:

(a) Flat rate. $350 or the equivalent of one week's basic pay, whichever is the lesser amount. No support or

documentation of expenses is required; or

(b) Itemized expenses. Actual expenses must be itemized and supported by acceptable statements of facts and either paid bills or other acceptable statements of facts and either paid bills or other acceptable evidence justifying the amount claimed. Maximum payable is one week's basic pay for the employee up to the pay of GS-13, step 10.

(2) Employee with immediate family - choice of:

(a) Flat rate. $700 or the equivalent of two weeks' basic pay, whichever is the lesser amount. No support or documentation of expenses is required; or

(b) Itemized expenses. Actual expenses must be itemized and supported by acceptable statements of facts and either paid bills or other acceptable evidence justifying the amount claimed. Maximum payable is two weeks' basic pay for the employee up to the pay of GS-13, step 10.

53. Types of costs covered. The allowance is related to expenses that are common to living quarters, furnishings, household appliances, and to other general types of costs inherent in relocation of a place of residence. The types of costs intended to be reimbursed under the allowance include but are not limited to the following:

a. Fees for disconnecting and connecting appliances, equipment and utilities involved in relocation and costs of converting appliances for operation on available utilities;

b. Fees for cutting and fitting rugs, draperies, and curtains moved from one residence quarters to another;

c. Fees or deposits that are not offset by eventual refunds such as:

(1) A forfeited purchase deposit made by the employee on a residence at his old duty station prior to being notified of the transfer and unable to complete the purchase by his transfer date;

(2) A forfeited lease-purchase deposit made for the right to occupy and purchase a residence;

(3) A forfeited lease deposit made by the employee on a residence at his old duty station prior to being notified of the transfer and unable to sign a lease and occupy the residence prior to transfer;

(4) Utility fees or deposits that are not offset by eventual refunds;

(5) Forfeiture losses on medical, dental, and food locker contracts that are not transferable; and

(6) Contracts for private institutional care, i.e., for handicapped or invalid dependents, which are not transferable or refundable.

d. Fees in connection with relocation of mobile homes;

e. Automobile related expenses such as:

(1) Automobile registration,

(2) Title fees,

(3) Inspection fees,

(4) Tags and license plates,

(5) Automobile use and excise taxes,

(6) Cost of obtaining drivers licenses, and

(7) Pollution control devices required by State or local law.

f. Radio and dog license fees.

54. Types of cost not covered.

a. Losses in selling or buying real and personal property and cost of items related to such transactions;

b. Costs which are reimbursed under other provisions of these regulations or under any other regulations or under provision of any statute;

c. Cost of additional insurance on household goods while in transit to new official station or costs of loss or damage to such property;

d. Additional costs of moving household goods caused by exceeding the maximum weight limitation for which the employee has eligibility as provided by law or in these regulations;

e. Costs of newly acquired items, such as the purchase or installation cost of new rugs or draperies;

f. Higher income, real estate, sales, or other taxes as the result of establishing residence in the new locality;

g. Fines imposed for traffic infractions while en route to the new official station locality;

h. Accident insurance premiums or liability costs incurred in connection with travel to the new official locality, or any other liability imposed upon the employee for uninsured damages caused by accidents for which he or a member of his immediate family is held responsible;

i. Losses as the result of the sale or disposal of items of personal property not considered convenient or practicable to move;

j. Damage or loss of clothing, luggage or other personal effects while traveling to the new official station locality;

k. Subsistence, transportation, or mileage expenses in excess of the amounts reimbursed as per diem or other allowances under these regulations;

l. Medical expenses due to illness or injury of the employee or members of immediate family while |enroute to the new official station or while living in temporary quarters at Government expense; or

m. Costs incurred in connection with structural alterations; remodeling or modernizing of living quarters, garages or other buildings to accommodate privately owned automobiles, appliances or equipment; or the costs of replacing or repairing worn-out or defective appliances, or equipment shipped to the new location.

55. Reserved.

PART 10. ALLOWANCES FOR EXPENSES INCURRED IN CONNECTION WITH REAL ESTATE TRANSACTIONS AND UNEXPIRED LEASES

56. General. To the extent allowable the Government shall reimburse an employee for expenses required to be paid by him in connection with the sale of one residence at the old duty station, for purchase (including construction) of one dwelling at his new official station or for the settlement of an unexpired lease involving his residence or a lot on which a mobile home used as his residence was located at the old official station.

57. Eligibility. Allowances for expenses incurred with real estate transactions and an unexpired lease may be authorized for those categories of employees listed in fig. 13-6 Linkeligible for the allowances. It is not necessary for an employee to sell a home at his old duty station in order to be authorized to purchase a home at the new duty station.

58. Occupancy requirement. The dwelling for which reimbursement of selling expenses or expenses of an unexpired lease is claimed must be the employee's actual residence at the time he was first definitely informed by competent authority of his transfer to the new official station. It also must be the place from which the employee regularly commutes to and from work.

59. Title requirements.

a. The title to the residence or dwelling at the old or new official station, or the interest in a cooperatively owned dwelling or in an unexpired lease must be as follows:

(1) In the name of the employee alone; or

(2) In the joint name of the employee and one or more members of his immediate family; or

(3) Solely in the name of one or more members of his immediate family.

b. If title to the property is held jointly in the name of the employee and another person or persons who are not dependents as defined in par. 7, reimbursement will be limited to the employee's pro rata share of expenses. The employee shall also be limited to pro rata reimbursement when he sells or purchases land in excess or that which reasonably relates to the residence site.

60. What constitutes a residence. The following are recognized residences for which selling and purchase expenses or expenses for settlement of unexpired lease may be claimed:

a. Single unit dwelling,

b. Condominium,

c. Cooperatively owned dwelling,

d. Mobile home,

e. Boat/houseboat, or

f. Converted rail car.

61. Overall limitations. The aggregate amount of expenses which may be reimbursed in connection with residence transactions are contained in app. F.

62. Reimbursable expenses. The following items of expense may be reimbursed in connection with residence transactions if they are customarily paid by the seller of a residence at the old official station or if customarily paid by the purchaser of a residence at the new official station to the extent they do not exceed amounts customarily charged in the locality of the residence:

a. Broker's fees and real estate agent's commission on the sale;

b. Notary fees;

c. Advertising expenses on the sale only if such services have not been paid in the form of a broker's fee or real estate agent's commission;

d. Legal fees for title opinion;

e. Appraisal fees;

f. Preparation of abstract;

g. Title search;

h. Title insurance policy on the sale;

i. Preparation of conveyances and contracts;

j. Recording fees;

k. FHA and VA loan application fee;

l. Preparation of credit reports;

m. Mortgage and transfer taxes (sales tax);

n. State revenue stamps;

o. Mortgage lender's portion of a title insurance policy on the purchase;

p. Costs of making surveys, preparing drawings or plats when required for legal or financing purposes;

q. Charges made for prepayment of a mortgage or other security instrument in connection with the sale of a residence to the extent the terms of the mortgage or other security instrument provide for such cost. This prepayment penalty is also reimbursable when the mortgage or other security instrument does not specifically provide for prepayment, provided such penalty is customarily charged by the lender, but in that case the reimbursement may not exceed 3 months prevailing interest on the loan balance;

r. Termite inspections; and

s. Loan origination fee on purchase of residence only, for an employee whose effective date of transfer (date the employee reports for duty at the new official station), is on or after October 1, 1982.

63. Nonreimbursable expenses. The following items of expense may not be reimbursed in connection with the sale or purchase of a residence:

a. Legal fees for litigation involved in the sale or purchase of a residence;

b. Any fee, cost, charge or expense determined to be a finance charge under the Truth in Lending Act. This includes interest on loans, points, mortgage discounts, loan assumption fees, VA funding fees and loan origination fees except as provided in subpar. 62s;

c. Insurance such as mortgage insurance, owners' portion of a title insurance policy and casualty insurance;

d. Any prepaid items that are normal expenses in connection with home ownership such as property taxes, insurance, condominium fees, homeowners fees etc, that are adjusted to the date of closing;

e. A home warranty contract purchased in connection with a residence transaction to protect the buyer against defects in the major systems of the home;

f. A fee for an inspection of the general physical condition of a residence not required by the lender;

g. Cost of exterminating termites; and

h. Losses due to failure to sell a residence at the old official station at the price asked, or at its original cost, or due to failure to buy a dwelling at the new official station at a price comparable to the selling price of the residence at the old official station, and any similar losses.

64. Construction of a residence. In cases involving construction of a residence, reimbursement of expenses would include those items of expense which are comparable to expenses that are reimbursable in connection with the purchase of an existing residence and will not include expenses which result from construction.

65. Expenses in connection with an unexpired lease.

a. Expenses incurred for settlement of an unexpired lease (including month-to-month rental) on residence quarters occupied by the employee at the old official station are reimbursable if the employee has a written lease and the following conditions apply:

(1) Applicable laws or the terms of the lease provide for payment of settlement expenses;

(2) Such expense cannot be avoided by sublease or other arrangement;

(3) The employee has not contributed to the expense by failing to give appropriate lease termination notice after he has definite knowledge of the transfers; and

(4) The broker's fees or advertising charges for obtaining a sublease are not in excess of those customarily charged for comparable services in that locality.

b. Reimbursable expenses. Reimbursable expenses include lost security deposits, rent paid for occupancy of the residence after employee has vacated the residence if the employee gave timely notice, broker fees for obtaining a sublease or advertising expenses for obtaining a sublease and other costs to terminate the lease.

c. Nonreimbursable. Reimbursement may not be allowed for costs of clean-up, fix-up or repair to a residence charged by the landlord.

d. Documentation required. Itemization of lease breaking expenses is required and shall be entered on the travel voucher. A copy of the lease is required and each item of expense must be supported by documentation showing that the expense was in fact incurred and paid by the employee.

66. Time Limitations.

a. Initial period. The settlement dates for the sale and purchase or lease termination transactions for which reimbursement is requested may not be later than 2 years after the date on which the employee reported for duty at the new official station.

b. Extension of time limitation. Upon an employee's written request, the time limit for completion of the sale and purchase or lease

termination transaction beyond the initial 2 year period described in a, above, may be extended by the authorizing official for an additional period of time not to exceed 1 year. The request for extension of time should be submitted to the authorizing official as soon as the employee becomes aware of the need for an extension but before expiration of the 2-year limitation, however, in no case shall the request be submitted later than 30 calendar days after the expiration date. Approval of the extension of time by the authorizing official, shall be based on the determination that extenuating circumstances have prevented the employee from completing the sale and purchase or lease termination transactions in the initial time frame and that the residence transactions are reasonably related to the transfer of official station.

c. Applicability. In addition to being applicable for those employees whose effective date of transfer (date the employee reports for duty at the new official station), is on or after October 1, 1982, the provisions for extension of the time limitations in (b), above, shall also be applicable to employees whose time limitation has not expired prior to August 23, 1982; however, relocation entitlement and allowances shall be determined by using the entitlement and allowances prescribed by the regulations in effect on the employee's effective date of transfer and not the entitlement and allowances in effect when the extension of the time limitations is approved.

67. Application for reimbursement. To be reimbursed for the expenses of a real estate transaction, the employee must prepare and submit to the supervisory official responsible for administrative approval of the voucher:

a. GSA Forms 2494, Application for Reimbursement of Closing Costs for Sale of Old Residence (fig. 13-67.1 Link), in duplicate;

b. Amounts claimed must be supported by documentation showing that the expense was in fact incurred and paid by the employee. Included in the required supporting documents (as appropriate) are copies of:

(1) The sales agreement,

(2) The purchase agreement,

(3) Property settlement documents,

(4) Loan closing statements,

(5) Invoices and receipts for other bills paid; and

c. SF 1012, Travel Voucher, in duplicate, to serve as the covering transmittal for the GSA Form 2494 and supporting documents (see a and b, above.)

68. Review and approval of claims.

a. The Regional Director, Finance Division (6BC), shall designate an official and an alternate to be solely responsible for execution of the Sale and Purchase Approval (sections D) of both GSA Form 2494, Claim for Reimbursement of Closing Costs for Sale of Old Residence, and the GSA Form

2494-A (fig. 13-67.2 Link), Claim for Reimbursement of Closing Costs for Purchase of New Residence. These sections of the GSA Form 2494 and the GSA Form 2494-A require that a determination be made as to whether the expenses claimed for sale or purchase of a residence are both reasonable in amount and customarily paid by the seller or buyer, respectively, in the particular locality. If any sale or purchase expense appears to be inflated or higher than normally imposed for similar services in the locality, the designee shall disallow any portion of such expenses determined to be excessive.

b. The Regional Director, Finance Division (6BC) , shall also designate an official and an alternate to be solely responsible for execution of the Final Administrative Approval for Payment (section E) of the GSA Form 2494 and the GSA Form 2494-A paid from GSA funds.

c. Officials designated to review and approve claims in a and b, above, may obtain technical assistance from the local insuring office of the Federal Housing Administration, Department of Housing and Urban Development.

69. Reserved.

PART 11. TRANSPORTATION AND STORAGE OF HOUSEHOLD GOODS AND PERSONAL EFFECTS

70. Eligibility. Transportation and temporary storage of household goods may be authorized for eligible employees in accordance with fig. 13-6 Link.

71. Maximum weight allowance.

a. The maximum weight of household goods which may be transported and stored at Government expense is limited to 11,000 pounds net weight for employees whose effective date of transfer (date the employee reports for duty at the new official station), is on or after October 1, 1982 and prior to November 14, 1983.

b. The maximum weight of household goods which may be transported and stored at Government expense, for employees whose effective date of transfer is prior to October 1, 1982, is limited to 11,000 pounds net weight for an employee with an immediate family and 7,500 pounds net weight for an employee without an immediate family. However, in an individual case if an employee without immediate family possesses household goods exceeding the 7,500 pound limit, the limit may be extended up to 11,000 pounds net weight, provided that:

(1) The employee acquired all or a substantial portion of the property because he had been the head of or a member of a larger household; and

(2) The authorizing official determines that a hardship would result from the application of the 7,500 pound limit.

c. The maximum weight of household goods which may be transported and stored at Government expense is limited to 18,000 pounds net weight for

employees whose effective date of transfer (date employee reports for duty at the new official station) is on or after November 14, 1983.

72. Household goods.

a. Definition. Households goods are defined as all personal property associated with the home and all personal effects belonging to an employee and the immediate family at the time shipment or storage begins, which can be legally accepted and transported as household goods by an authorized commercial carrier in accordance with the rules and regulations established or approved by an appropriate Federal or State regulatory authority. The term includes household furnishings, equipment and appliances, furniture, clothing, books, and similar property. Snowmobiles and two or three wheel vehicles such as motorcycles, mopeds, and golf carts may also be shipped as household goods. It does not include property such as automobiles, trucks, vans and similar motor vehicles, airplanes, boats, mobile homes, camper trailers, farming vehicles, live animals, birds, fowls, reptiles, cordwood, building materials, and property for resale, disposal, or commercial use rather use by the employee or immediate family.

b. Prohibited household goods. Carriers' tariffs generally prohibit household good carriers from accepting certain articles for shipment or storage. If problems should arise, review the applicable tariffs or contact the carrier involved concerning the shipment of the following prohibited articles:

(1) Property liable to impregnate or otherwise damage equipment or other property, i.e., hazardous articles such as explosives, flammable and corrosive materials, poison, and other similar articles;

(2) Articles which cannot be taken from the premises without damage to the article or the premises;

(3) Perishable articles including frozen foods, articles requiring refrigeration, or perishable plants unless:

(a) Shipment can be transported not more than 150 miles and/or delivery accomplished within 24 hours from the time of loading;

(b) No storage of shipment is required; and

(c) No preliminary or en route servicing; watering, or other preservative method is required of the carrier.

c. Articles which are irreplaceable or are of extreme value or sentiment are not provided with special security even though extra-value insurance may be purchased. Employee's and their immediate family should provide personal transportation for these types of articles.

73. Professional books, papers and equipment.

a. Professional books, papers, and equipment are those professional or specialized items and other materials which are personally owned by the employee for use in the performance of official duties. It does not include

sports equipment or office, household, or shop fixtures and furniture; e.g., bookcases, file cabinets, desks, and racks of any kind even though used in connection with the professional books, papers, and equipment.

b. There is no statutory authority to transport personally owned professional books, papers, and equipment in addition to the maximum weight allowance (par. 71) established by law for transportation of an employee's household goods and personal effects. However, there may be instances in which the weight of the professional books, papers, and equipment would cause an employee's household goods shipment to be in excess of the maximum weight allowance. In such instances, the personally owned professional books, papers, and equipment may be transported to the new permanent duty station as an administrative expense of an agency (not chargeable to travel and transportation appropriations). Shipment of these items as an administrative expense would be in lieu of shipment as an allowance of the employee. (Comp. Gen. Decision B-171677, May 13, 1971.)

c. Authority to transport professional books, papers, and equipment as an administrative expense shall be subject to the following guidelines:

(1) The employee shall furnish an itemized inventory of professional books, papers and equipment for review by the authorizing official. In addition, the employee shall furnish appropriate evidence that transportation of the itemized materials as part of the employee's household goods would result in an excess of the employee's maximum weight allowance.

(2) The authorizing official shall review and certify that the professional books, papers, and equipment as itemized are necessary in the proper performance of the employee's duties at the new duty station and that if these items were not transported to the new duty station, the same or similar items would have to be obtained at Government expense for the employee's use at the new duty station.

(3) When professional books, papers and equipment are certified in accordance with (1) and (2), above, and shipped for the employee as an administrative expense of an agency, shipment shall be by the actual expense method. When shipped in the same lot with the employee's household goods and other personal effects under the actual expense method, the professional books, papers and equipment shall be packed and weighed separately; the weight thereof and the administrative appropriation chargeable shall be stated as separate items on the Government bill of lading. In unusual instances in which it is impracticable or impossible to obtain separate weight, a constructive weight of 7 pounds per cubic foot may be used.

74. Temporary storage. Temporary storage of household goods may be allowed only when such storage is incident to transportation of the household goods at Government expense as follows:

a. For employees whose effective date of transfer (date the employee reports for duty at the new official station), is prior to October 1, 1982, the time allowable for temporary storage shall not exceed 60 calendar days. An additional 30 calendar days may be allowed an employee who returns to his place of actual residence for leave prior to serving a new tour of duty outside the conterminous United States either at a different post of duty or at the same post of duty if the storage is in lieu of furnished quarters or a

quarters allowance.

b. For employees whose effective date of transfer (date the employee reports for duty at the new official station), is on or after October 1, 1982, the time allowable for temporary storage shall not exceed 90 calendar days, and also applies when an employee returns to his place of actual residence before serving a new tour of duty outside the conterminous United States either at a different post of duty or at the same post of duty if storage is in lieu of furnished quarters or a quarters allowance. An extension of time not to exceed an additional 90 days with an employee's written request may be allowed, if approved by the authorizing official, under certain conditions. Acceptable reasons for an extension of time for temporary storage may include but are not limited to the following:

(1) An intervening temporary duty or long-term training assignment;

(2) Nonavailability of suitable housing;

(3) Completion of residence under construction;

(4) Serious illness of employee or illness or death of a dependent; or

(5) Strikes, acts of God, or other circumstances beyond the control of the employee.

75. Origin and destination. Cost of transportation of household goods may be paid by the Government whether the shipment originates at the employee's last official station or place of residence or at some other point, or if part of the shipment originates at the last official station and the remainder at one or more other points. Similarly, these expenses are allowable whether the point of destination is the new official station or some other point selected by the employee, or if the destination for part of the property is the new official station and the remainder is shipped to one or more other points. However, the total amount which may be paid or reimbursed by the Government shall not exceed the cost of transporting the property in one lot by the most economical route from the last official station of the transferring employee (or the place of actual residence of the new appointee at time of appointment) to the new official station. No property acquired by the employee |enroute between old and new official stations may be moved at Government expense.

76. Commuted rate schedule. The commuted rate schedule is published in GSA Bulletin FPMR A-2 and contains allowances for reimbursement to Government employees who are authorized to transport their household goods at Government expense. In addition to transportation allowances, the commuted rate schedule includes allowances for various related accessorial expenses, including packing and crating, storage-in-transit, carrier labor charges, appliance servicing, and piano/organ handling. Under the commuted rate schedule, the employee is responsible for making all arrangements with the carrier, filing loss and damage claims, if any, with the carrier and making payment to the carrier after the shipment has been completed. Under the commuted rate schedule, the shipment is moved using a commercial bill of lading (CBL). The employee must furnish weight certificates showing the actual weight of the household goods moved, the origin and destination of the

household goods and mileage shipped.

77. The actual expense method.

a. Shipments of employee household goods under a Government Bill of Lading (GBL) are classified as actual expense method shipments. Under this method, the appropriate GSA office specified in app. G, furnishes a cost comparison, specifies the name(s) of carrier(s) eligible to handle the shipment and assists in an advisory capacity in filing loss and damage claims. Under this method, the Government, not the employee, is considered as the shipper and the Government reimburses the carrier for the applicable transportation charges.

b. When the authorizing official makes the determination that the actual expense method will be used, the Government's financial obligation for shipment of the employee's household goods is established. Once the actual expense method is authorized as the most economical for shipment and the employee chooses to move all or part of the household goods by some other means, reimbursement will be limited to the cost that would have been incurred by the Government if the shipment had been made in one lot from one origin to one destination by the available lowest cost carrier on a Government bill of lading.

c. When an employee chooses, for personal reasons, to use a higher cost carrier than the carrier selected by the Government, excess costs will be paid by the Government directly to the carrier and then collected from the employee.

d. When an employee chooses to use a rental truck, trailer or private conveyance, reimbursement will be limited to the actual costs incurred (e.g., truck rental, material handling equipment, packaging materials, gasoline, tool charges, etc.) not to exceed the maximum amount authorized in b, above.

78. Cost comparisons.

a. The commuted rate system shall be used for individual employee transfers without consideration being given to the actual expense method, except that the actual expense method may be used if the actual costs to be incurred by the Government for packing and other accessorial services are predetermined (at least as to price per 100 pounds) and if that method is expected to result in a real savings to the Government of $100 or more. Cost comparisons should be requested from the appropriate regional Customer Service Bureau listed in app. G.

b. GSA Form 2485, Cost Comparison for Shipping Household Goods (Commuted Rate System vs Actual Expense Method) (see fig. 13-78 Link) should be used for obtaining cost comparisons and contain the following information:

(1) Name of employee to be moved;

(2) Origin city, county, and State;

(3) Destination city, county, and State;

(4) Anticipated or actual date household goods are to be picked up;

(5) Estimated weight of shipment;

(6) Numbers of days storage-in-transit is required (if applicable); and

(7) Other pertinent data.

c. Requests for cost comparisons shall be made as far in advance of the moving date as possible (preferably 30 calendar days). In case of an emergency or an imminent moving date (less than 10 workdays), these details may be transmitted to the appropriate regional Customer Service Bureau by phone. If information is received by phone, the response will be made by phone when requested. Regardless, all cost comparison and carrier selection information will be confirmed in writing. The authorizing official will make the final determination as to the method of shipment (actual expense method or commuted rate system) based on the results of the cost comparison furnished by the regional Customer Service Bureau.

79. Excess weight. If household goods in excess of the weight allowable under par. 71 are shipped on a Government bill of lading the employee shall reimburse the Government for the extra expenses associated with the excess weight. The reimbursement is calculated by using the following formula:

Amount due Government = Excess weight (Total charges-valuation charges) X
Total weightof shipment

80. Household goods carriers' liability.

a. When a Government employee's household goods are shipped under the commuted rate system using a CBL or under the actual expense method using a GBL, the carriers liability for loss or damage is limited to 60 cents per pound per article.

b. Employees may elect to obtain additional coverage at their own expense from the carrier. Carriers will provide additional coverage up to a valuation of $1.25 times the weight of the shipment in pounds or a higher lump sum according to the employee's valuation of the shipment. The higher valuations are generally available at 50 cents per $100 of valuation. Employees shipping household goods under the actual expense method should request in writing the additional coverage from the office issuing the GBL. The excess cost will be paid by the Government and then collected from the employee.

c. Carrier liability and increased valuation charges may differ on intrastate shipments. For these shipments, the appropriate regional Customer Service Bureau listed in app. G, should be contacted.

81. Household goods loss and damage claims.

a. Claims for loss or damage to household goods will normally be filed and processed with the destination or delivering carrier as part of the bill of lading contract between the carrier and the shipper. When shipments

are made under the commuted rate system using a CBL, the employee, as the shipper, is responsible for filing claims. When shipments are made under the actual expense method using a GBL, the issuing office, as the shipper will assist the employee in filing claims.

b. Under the Military and Civilian Employees' Claims Act of 1964, as amended (31 U.S.C. 241) employees may file claims against the United States for not more than $25,000 for damage to or loss of personal property incident to the employee's service. This applies to commuted rates moves as well as actual expense moves. The procedures for filing a claim under the Military and Civilian Employees' Claims Act of 1964 are contained in GSA Order, Claims for Personal Property Lost or Damaged Incident to GSA Service (ADM 6200.3A).

81.1. Gypsy moth inspections. An employee required to obtain a certified Outdoor Household Articles (OHA) inspection document in order to move household goods interstate from high-risk gypsy moth areas into or through any nonregulated areas may be reimbursed for the cost of the inspection. However, costs incurred for treatment when gypsy moth life forms are found in or on outdoor household articles are not reimbursable.

82. Nontemporary storage of household goods and personal effects.

a. Within the conterminous United States.

(1) Nontemporary storage of household goods and personal effects will be paid for employees transferred to isolated locations within the conterminous United States. The Administrator will designate the isolated official stations at which conditions exist for allowing nontemporary storage of household goods and personal effects at Government expense. This will be done on an individual basis upon receipt of a letter of request from a Regional Administrator setting forth the conditions justifying designation of a GSA location as an isolated official station.

(2) Authorizing officials are responsible for determining whether an employee's reasons for not establishing residence at a permanent duty station are acceptable under the following conditions:

(a) The type of quarters he is required to occupy at the isolated permanent duty station will not accommodate his household goods; or

(b) Residence quarters which would accommodate his household goods are not available within reasonable daily commuting distance of the official station.

(3) Written justification for nontemporary storage of household goods and personal effects, including designation by the Administrator of the isolated official station, must be attached to GSA Form 87A.

(4) Authorizing officials shall request the assistance of the appropriate regional Customer Service Bureau listed in app. G determining whether the property should be stored in Government-owned, commercial, or privately owned space.

b. Outside the conterminous United States.

(1) Authorizing officials may authorize nontemporary storage of household goods and personal effects in connection with transfers, assignments and appointments outside the conterminous United States for an employee if:

(a) The official station is one to which he is not authorized to take or at which he is unable to use his household goods;

(b) The storage is authorized in the public interest; or

(c) The estimated cost of storage would be less than the cost of round trip transportation (including temporary storage) of the household goods to the new official station.

(2) Authorizing officials should request the assistance of the appropriate regional Customer Service Bureau listed in app. G in determining how storage will be obtained.

(3) A written justification for such storage should be attached to the GSA Form 87A.

83. Reserved.

PART 12. RETURN TO THE UNITED STATES FROM OUTSIDE THE CONTERMINOUS UNITED STATES

84. Return for separation. When an employee is eligible for return travel and transportation to his place of actual residence upon separation after completion of the period specified in the agreement required by par. 15 or is separated for reasons beyond his control and acceptable to GSA, he may receive travel and transportation to an alternate location provided the cost to the Government shall not exceed the cost of travel and transportation to his residence at the time he was assigned to an overseas station.

85. Return of immediate family and household goods and personal effects from outside the conterminous United States prior to employee's return.

a. When employee is eligible for return transportation. Authorizing officials may authorize the payment of one-way transportation expenses for return of an employee's immediate family and his household goods and personal effects prior to the employee's return to his place of actual residence in the 50 States, the District of Columbia, the Commonwealth of Puerto Rico, or the United States territories or possessions prior to the employee's return.

b. Return for compassionate reason. One-way transportation expenses for the return of the employee's immediate family and his household goods also may be paid without regard to the employee's completion of an agreed period of service provided it has been determined by the authorizing official that the public interest requires return of the immediate family for compelling personal reasons of a humanitarian or compassionate nature, which

may involve physical or mental health, death of a member of the immediate family, or obligations imposed by authority or circumstances over which the individual has no control.

c. Limited to one return trip. Expenses allowed in a and b, above shall be paid by GSA not more than one time during each agreed period of service.

d. Part of household goods retained overseas. In connection with the prior return of his family, the employee may elect to retain a portion of his household goods with him at his post of duty and ship the remainder to his place of actual residence. In such an instance, GSA will pay for the shipment of both parts of his household goods provided the aggregate weight of both shipments does not exceed the applicable weight limits.

e. Alternate destination. If the employee's immediate family and household goods are returned to a location in the 50 States, the District of Columbia, the Commonwealth of Puerto Rico, or a United States territory or possession other than the place of actual residence, the allowable expenses shall not exceed those allowable for return over a usually traveled route between the post of duty and the place of actual residence.

f. Prior return at employee's expense - reimbursement. When an employee has returned his immediate family and his household goods and personal effects, or any part thereof, at his personal expense he may be reimbursed for all allowable expenses when he becomes eligible for transportation at Government expense. The SF 1012 must be submitted and supported by receipts and other appropriate documentation.

86. Reserved.

PART 13. OVERSEAS TOUR RENEWAL AGREEMENT TRAVEL

87. Eligibility.

a. General. Employees may be eligible to receive allowances for travel and transportation expenses between tours of duty overseas. Employees serving tours of duty in Alaska or Hawaii may be eligible for the travel and transportation expenses but only under the conditions as specified in b, below. To be eligible for these allowances, an employee prior to departure from his/her post of duty outside the conterminous United States must have:

(1) Satisfactorily completed an agreed period of service described in par. 15 for return travel entitlement;

(2) Entered into a new written agreement as described in par. 15 for another period of service at the same or another post of duty outside the conterminous United States. The agreement shall cover the costs incident to the travel to the employee's place of actual residence or alternate location and return and any additional cost paid by GSA as a result of a transfer of the employee to another official station overseas at the time of the tour renewal agreement travel, but as provided in par. 15, the agreement will be for 12 months with respect to the transfer costs; and

(3) Qualified for eligibility status under the provisions of b and/or c, below, with post of duty in Alaska or Hawaii.

b. Employees stationed in Alaska or Hawaii on September 8, 1982. An employee assigned a post of duty in Alaska or Hawaii will continue to be eligible to receive allowances for tour renewal agreement travel provided that the employee continues to serve consecutive tours of duty at posts of duty within Alaska or within Hawaii. Transfers between a post of duty in Alaska and a post of duty in Hawaii will not constitute consecutive tours of duty for continuing eligibility under the provisions of this paragraph on September 8, 1982, the employee must have been:

(1) Serving a current tour of duty in Alaska or Hawaii;

(2) En route to a post of duty in Alaska or Hawaii under a written service agreement to serve a tour of duty; or

(3) Engaged in a tour renewal agreement travel and have entered into a new written agreement to serve another tour of duty in Alaska or in Hawaii.

c. Employees assigned, appointed, or transferred to a post of duty in Alaska or Hawaii after September 8, 1982.

(1) Criteria. Except for situations described in b, above, the travel and transportation expenses allowable for tour renewal agreement travel under the provisions of par. 15 may not otherwise be authorized for employees assigned, appointed, or transferred to a post of duty in Alaska or Hawaii after September 8, 1982, unless it is determined that payment of these expenses is necessary for the purpose of recruiting or retaining an employee for service of a tour of duty at a post of duty in Alaska or Hawaii. This authority must be used sparingly and only when required to fulfill agency staffing needs to accomplish the agency's mission. These provisions are intended to ensure the availability of well qualified employees or those employees with special skills and knowledge who are not available in the local area, and to fill positions in remote areas. The guidelines for payment of tour renewal agreement allowances for employee's with a post of duty in Alaska is as follows:

(a) Remote locations.

(i) A location at least 100 highway miles from the nearest established community as defined in BOB circular A-45, dated 10-31-64; or,

(ii) Any location not connected by an automobile highway to the mainland highway system and under 5000 population.

(b) Hard to fill positions.

(i) Positions covered under manpower shortage category on the effective date of the assignment (5 USC 5723; FPM 571); or,

(ii) Positions covered under Special Pay Rates for Recruiting and Retention on the effective date of the assignment (5 USC 5303; FPM 530); or,

(iii) Positions for which GSA is unable to locally recruit at least three available highly qualified candidates from OPM certificates and/or internal vacancy announcement procedures on the first try without offering tour renewal travel.

(c) Hard to retain positions.

(i) Positions covered under manpower shortage category on the effective date of the employment agreement (5 USC 5723; FPM 571); or,

(ii) Positions covered under "special pay rates for recruiting and retention" on the effective date of the employment agreement (5 USC 5303; FPM 530); or,

(iii) Positions for which GSA has a record of unusually high turnover.

(2) Limitation. The payment of travel and transportation expenses for tour renewal agreement travel for recruiting or retention purposes is limited to two round trips beginning within 5 years after the date the employee first begins any period of consecutive tours of duty in Alaska or Hawaii. Employees shall be advised in writing of this limitation.

d. Affect on other allowances. The provisions of (b) and (c), above, do not affect the provisions of par. 6 governing overseas assignments and return for employees transferred or new appointees to posts of duty in Alaska and Hawaii.

e. Vacancy announcements for Alaska and Hawaii positions. When a SF 52, Request for Personnel Action is initiated, the approving official (Part I, Block H) shall make a determination as to whether tour renewal agreement travel allowances will be paid based on the criteria in subpar. c(1), above. If tour renewal agreement travel allowances are being paid, the SF 52, Part II Block 37 must have a statement with the specific conditions and factors, (subpar. c(1), above) which were considered in making the determination to pay the allowance. If tour renewal agreement travel allowances will not be paid, the SF 52 (Part II, Block 37) must show the statement "tour renewal agreement travel allowances will not be paid." Failure to place a statement on the SF 52 as to whether tour renewal agreement travel allowance will or will not be paid shall indicate that no allowance is authorized or allowable.

f. Period of service in Alaska. The required length of service for an employee serving a tour of duty and each subsequent tour of duty in Alaska shall be two years. All other requirements and liability for service agreement, par. 14 through 19 shall apply.

88. Allowances payable. Reimbursement of expenses is limited to per diem in lieu of subsistence and transportation costs for the employee and transportation costs but not per diem in lieu of subsistence for his

immediate family from the post of duty outside the conterminous United States to his/her place of actual residence at the time of assignment to a post of duty outside the conterminous United States. Those expenses shall also be allowed from the place of actual residence upon return to the same or another post of duty outside the conterminous United Stated except with respect to Alaska and Hawaii, the return must be to a post of duty located within the same state (Alaska or Hawaii) as the post of duty at which the employee served immediately prior to tour renewal agreement travel. If a transfer is also involved, family per diem may be paid to the extent per diem is payable incident to direct travel between posts of duty.

89. Local hires. The authorizing official may refuse eligibility for overseas tour renewal agreement travel to an employee who was hired locally and who did not sign a written agreement under par. 15, provided that the employee is notified of the authorizing official's intention before the employee has completed a period of service equal to the period generally applicable to the employees of the agency and serving at the post of duty concerned or in the same geographic area.

90. Reserved.

PART 14. TRANSPORTATION OF MOBILE HOME

91. Eligibility. Transportation of a mobile home may be authorized for eligible employees in accordance with fig. 13-6 Link. If this allowance is authorized it is in lieu of the allowance for transportation and storage of household goods.

92. Certification required. To be eligible for an allowance for the transportation of a mobile home, the employee shall certify that the mobile home is for use as a residence for himself and his immediate family at the new official station. This certificate shall be in letter form prepared in triplicate and addressed to the authorizing official. The original of the certificate shall be attached to the Office of Finance copy of the GSA Form 87A, Supplement to Official Travel Authorization, and forwarded to the appropriate region for processing. The second copy should be retained with the service or staff office copy of GSA Form 87A. The remaining copy should be given to the employee.

93. Geographic limitation. Allowances for transportation of mobile homes may be made only for transportation of such homes within the conterminous United States, within Alaska, and through Canada |enroute between Alaska and the conterminous United States.

94. Method of shipment. The regional Customer Service Bureau listed in app. G will assist the authorizing official in deciding whether to have the mobile home shipped by common carrier, private means or Government bill of lading.

95. Reserved.

PART 15. TRANSPORTATION OF PRIVATELY OWNED VEHICLE

96. Eligibility. Transportation of a privately owned vehicle may be authorized for eligible employees in accordance with fig. 13-6 Link.

97. Geographic limitations. Transportation of a privately owned vehicle may be authorized only in connection with a transfer or assignment to an official station outside the conterminous United States, including a transfer between such stations. A privately owned vehicle transported to a station outside the conterminous United States when its use is no longer required at the station or the employee is being returned to the conterminous United States for separation or reassignment may be transported back to the conterminous United States at Government expense.

98. Determination. A privately owned automobile will be transported at Government expense when all the following conditions are met.

a. Use of the privately owned vehicle will not be primarily for the convenience of the employee and his immediate family;

b. Local conditions at the official station where the privately owned vehicle is to be used makes it desirable from the Government's viewpoint for the employee to have the use of a privately owned vehicle;

c. Use of a privately owned vehicle by the employee will contribute to his effectiveness in his job;

d. Use of a privately owned vehicle of the type involved will be suitable in the local conditions of the official station;

e. The cost of transporting the privately owned vehicle to and from the official station involved will not be excessive considering the time the employee has agreed to serve at that official station; and

f. The privately owned vehicle is of United States manufacture unless the authorizing official makes one of the following determinations:

(1) Only vehicles of foreign manufacture may be used effectively at the official station concerned, to the extent that the employee is not expected to drive as prescribed under subpar. 99c, below;

(2) The privately owned vehicle to be transported was purchased by the employee before he was aware that he would be assigned to duty at an official station to which the transportation of privately owned vehicle would be authorized; or

(3) For other reasons and taking into consideration the current United States balance of payments situation it is determined that the employee should be allowed to ship a vehicle of foreign manufacture.

99. Allowable expenses.

a. Authorized destination. When an employee is authorized to transport a privately owned vehicle at Government expense to an official station outside the conterminous United States, the destination of the vehicle must be the employee's official station.

b. Alternate origins and destinations. Transportation at Government expense may be for all or part of the distance between origin and the

official station not to exceed the cost of transportation between the authorized place of origin and the official station. When an employee is authorized to return his privately owned vehicle from an official station to which it was transported at Government expense, that vehicle may be transported by the employee to the destination specified by the employee provided the cost does not exceed the cost of transportation from the official station to the authorized destination to the extent the employee is not expected to drive the privately owned vehicle as prescribed in c, below.

c. When it is feasible to drive a vehicle. When a privately owned vehicle may be driven on hard-surface, all weather highways using ferries as necessary for all or part of the distance between the allowable origin or destination, the authorizing official may determine that it is reasonable to expect the employee or a member of his family to drive the privately owned vehicle for that distance. In such a case, GSA will pay transportation charges to the extent driving the privately owned vehicle was not required. For the distance the privately owned vehicle is driven, the allowance provided in app. F is used; however, if the employee makes a separate trip to a port to deliver or pick up his privately owned vehicle, per diem is not allowable but one-way travel costs and one-way mileage cost for operating the privately owned vehicle in accordance with app. D may be allowed provided the total does not exceed the cost of shipping the privately owned vehicle to or from the port involved.

d. Commercial transportation and incidental charges. All necessary and customary expenses directly related to the transportation of a privately owned vehicle may be allowed, including crating and packing expenses, shipping charges and port charges for readying the vehicle for shipment at port of embarkation and for use at port of debarkation.

e. Size limit. Transportation at Government expense is limited to vehicles having a gross size for shipping purposes of not more that 20 measurement tons (800 cubic feet). An employee who ships a larger vehicle which otherwise qualifies for shipment at Government expense must pay all costs which result from the excess size of the vehicle.

100. Reserved.

PART 16. OVERSEAS RELOCATION

101. General. GSA has employees stationed overseas in foreign areas who are eligible for various relocation allowances. These allowances vary depending on the statutory authority under which the employee was hired. The allowances in this part are authorized on GSA Forms 87 and 87A.

102. Foreign Service employees. Employees who are members of the Foreign Service (FC pay classification) are entitled to various relocation and travel allowances in accordance with Volumes 3 and 6 of the Foreign Affairs Manual published by the Department of State. The regulations governing payment of the allowances are as follows:

a. En route travel including rest stops and temporary duty travel en route from old duty station or place of residence to new official duty station;

b. Unaccompanied baggage (6FAM 147.1);

c. Transportation and storage of household goods (6FAM 160);

d. Transportation of privately owned motor vehicles (6FAM 165);

e. Rest and recuperation travel (3FAM 698);

f. Visitation travel including travel of children of separated parents (3FAM 699);

g. Separation travel; and

h. Overseas tour renewal agreement travel.

103. GS/GM employees. GS/GM pay classification employees are entitled to overseas relocation allowances in accordance with the Federal Travel Regulations (FPMR 101-7) and this handbook. The regulations governing payment of the allowances are as follows:

a. En route travel in accordance with pars. 24 thru 31;

b. Transportation and storage of household goods and personal effects in accordance with pars. 70 thru 83;

c. Transportation of a privately owned vehicle in accordance with pars. 96 thru 100;

d. Separation travel in accordance with pars. 84 thru 86;

e. Overseas tour renewal agreement travel in accordance with pars. 87 thru 90;

f. Relocation Income Tax (RIT) allowance in accordance with FPMR 101-7, 2-11; and

g. Miscellaneous expense allowance in accordance with pars. 50 thru 55.

104. Additional allowances. Foreign Service and GS/GM employees may be eligible for additional allowances in accordance with the Standardized Regulations (Government Civilians, Foreign Areas) published by the Department of State. The regulations governing the payment of these allowances are as follows:

a. Temporary Lodging allowance (SR 120);

b. Supplementary Post allowance (SR 230);

c. Foreign Transfer allowances (SR 240) which consist of the following:

(1) Miscellaneous expense portion. GS/GM employees are not eligible for this allowance because it duplicates the miscellaneous expense allowance authorized under subpar. 103g.

(2) Wardrobe expenses portion. Most GSA employees are not eligible for this allowance.

(3) Subsistence expense portion.

d. Home Service Transfer allowances (SR 250) which consist of the following:

(1) Miscellaneous expense portion. GS/GM employees are not eligible for this allowance because it duplicates the miscellaneous expense allowance authorized under subpar. 103g.

(2) Wardrobe expense portion. Most GSA employees are not eligible for this allowance.

(3) Subsistence expense portion.

e. Education travel (SR 280).

105. Other allowances. Foreign Service and GS/GM employees may be eligible for other allowances in accordance with the Standardized Regulations (Government Civilians, Foreign Areas). These will be authorized and paid on SF 1190, Foreign Allowances Application, Grant and Report.

106 thru 110. Reserved.

CHAPTER 14. CONFERENCE PLANNING

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CHAPTER 14. CONFERENCE PLANNING

PART 1. GENERAL

1. General policy. A conference is a meeting, retreat, seminar, symposium or event that requires a majority of the attendees to travel. The term "conference" also applies to training activities that aree considered to be conferences under 5 CFR 410.404. When planning a conference, the person designated to oversee the conference is referred to as the conference planner. The conference planner must:

a. Minimize all conference costs, including administrative costs; conference attendees' travel costs, and conference attendees' time costs;

b. Use Government-owned or Government provided conference facilities as much as possible;

c. Identify opportunities to reduce costs in selecting a particular conference location and facility (e.g., through the availability of lower rates during the off-season at a site with seasonal rates); and

d. Take necessary measures to ensure these standards are met.

2. Costs of conference. When planning a conference, all direct and indirect conference costs should be considered. These costs should include cost paid by GSA, whether paid directly by GSA or reimbursed by GSA to travelers or others associated with the conference. Some examples of such costs are:

a. Authorized travel and per diem expenses;

b. Hire of rooms for official business;

c. Audiovisual and other equipment usage;

d. Computer and telephone access fees;

e. Light refreshments;

f. Printing;

g. Registration fees;

h. Ground transportation; and

i. Employees' time at the conference and on en route travel.

3. Conference expenditures. The conference planner must determine conference expenditures that result in the greatest advantage and least cost to the Government. To determine conference expenditures the conference planner must:

a. Assure there is appropriate management oversight of the conference planning process;

b. Always do cost comparisons of the size, scope and location of the proposed conference;

c. Determine if a Government facility is available at a cheaper rate than a commercial facility;

d. Consider alternatives to a conference, e.g. teleconferencing; and

e. Maintain written documentation of the alternatives considered and the selection rational used.

4. Cost comparisons. Cost comparisons should include, but not be limited to a determination of adequacy of lodging rooms at the established per diem rate, convenience of the conference location, fees, availability of meeting space, equipment, and supplies, and commuting or travel distance of attendees. (See Part 2, Guidance for Conference Planning)

5. Selection of site. The term "site" refers to both the geographical location and the specific facility(ies) selected. In determining the best site, the conference planner should exercise strict fiscal responsibility to minimize costs. The actions in par. 3 above must be followed. Cost comparisons must cover factors listed in par. 4, above. As part of the cost comparison, the conference planner must use the established per diem rate for the locations for which he/she is comparing costs.

6. Finding an appropriate conference facility. If it is not possible to obtain lodging facilities within the established lodging portion of the per diem rate for the chosen locality, the conference lodging allowance may be used in negotiating lodging rates with the properties in the chosen location. (See ch. 3-32 for a description of the conference lodging allowance.))

7. Light refreshments. When sponsoring a conference, GSA may provide light refreshments to its employees and other Government agency employees attending the official conference. Light refreshments for morning, afternoon, or evening breaks are defined to include, but not limited to, coffee, tea, milk, juice, soft drinks, donuts, bagels, fruit, pretzels, cookies, chips, or muffins. They do not include alcoholic beverages. If light refreshments are

furnished, no deduction of the M&IE allowance is required.

8. Provided meals. If meals are furnished, the appropriate deduction from the M&IE rate must be made (see ch. 3-10). Also, if the conference is a part of an approved training course (as defined in the Federal Personnel Manual, ch. 410 1-12(7)) for GSA employees, and the provided meal is considered an integral part of training, the expenses for the meal of those employees not in travel status may also be paid. (see 39 Comp. Gen.119)

9. Conference registration fees.

a. Reimbursement. Conference registration fees may not be included in an employee's subsistence expenses. They must be paid separately. The preferred method of payment is by the Government purchase card. If that is not feasible, the employee may pay it usingg the Government-issued travel card and including the reimbursement of such charge on the travel voucher or, if no travel is involved, reimbursement may be made using a miscellaneous reimbursement voucher.

b. Receipt of registration fees. Registration fees received by the sponsoring organization shall be forwarded promptly to the appropriate regional Finance Division, for deposit.

(1) Federal attendees' fees received must be deposited in the General Management Administration Fund and should be reported within the same fiscal year.

(2) Non-Federal attendees must pay directly to the hotel for lodging and meals if they are not being sponsored and funded by a Federal agency. Other conference fees associated with the non-Federal attendees, will be received and deposited to the U.S. Treasury as "Miscellaneous Receipts." Also, Federal employees who are participating at their own expense are considered as non-Federal participants.

10. Requirements for sponsoring a conference at a place of public accommodation. When a conference is sponsored at a place of public accommodation in the United States, it must be a place included on FEMA's national master list of approved accommodations. The Administrator of GSA may, on an individual case basis, waive the requirement that the conference be an approved accommodation if he determines that the waiver is necessary in the public interest for a particular event. This waiver authority may be delegated to the Regional Administrators and their Deputies and the Heads of Services and Staff Offices and their Deputies.

11. Advertisement or application form. Any advertisement or application for attendance at a conference must include:

a. Notice of the prohibition against using a non-FEMA approved place of public accommodations for conferences; and

b. Notice that the conference lodging allowance applies for Federal attendees, if applicable. (See ch. 3-32)

12. Conferences held in the District of Columbia. With regard to conferences held in the District of Columbia, the conference planner:

a. May not directly procure lodging facilities in the District of Columbia without specific authorization and appropriation from Congress (see 40 U.S.C. 34); and

b. It is no longer mandatory that GSA be contacted for meeting or conference facilities in the District of Columbia. However, it iss encouraged that the GSA Public Buildings Service (PBS) of the Natioonal Capital Region be contacted to inquire about the availability of shoort-term conference and meeting facilities in the District of Columbia.. For additional information, see the Customer Desk Guide for Real Property Management, Chapter 1. The Customer Desk Guide can be found on the web at

http://www.gsa.gov/attachments/GSA--PUBLICATIONS/pub/CustomerGuidebookmarkedversion.pdf.

13. Selection of conference attendees. The conference planner should take measures that:

a. Limit GSA's representation to the minimum number of attendees determined by a senior official necessary to accomplish the GSA's mission; and

b. Provide for the consideration of travel expenses when selecting attendees.

14. Documentation for selection of conference site. For each sponsored or funded conference for 30 or more attendees, a record must be maintained of the cost of each alternative conference site considered. At least three sites must be considered. These records must be made available for inspection by the Office of the Inspector General or other interested parties.

PART 2. GUIDANCE FOR CONFERENCE PLANNING

15. Terms.

a. Conference lodging allowance. The rate that is up to 25 percent above the eestablished lodging per diem rate.

b. Milestone schedule. Deadlines, which need to be reached in a progressive and oorderly manner.

c. Planner. The person designated to oversee the conference.

d. Planning committee. Operational group significantly contributing to a cconference's overall success and able to fully reflect the needs of

both GSA and tthe attendees.

16. Getting started. DDepending on the size, type, and intended effect of the conference, start planning a mminimum of one year in advance. Designate a planner and a planning committee.

a. Planning committee. FFunctions typically include, but are not limited to:

- Establishing a set of objectives.
- Developing a theme.
- Making recommendations for location, agenda, dates, and logistics, e.g., schedule, exhibits, and speaker.
- Making suggestions as to who should attend.
- Serving as communications link between planner(s) and participants.
- Evaluation and follow-up.

b. Milestone schedule.

(1) Develop a milestone schedule, which is essential to conference planning, by working backward from the beginning date of the conference to include each major step. Examples include:

- Planning committee meetings.
- Preparation of mailing lists.
- Letters of invitation.
- Designation of speakers.
- Confirmation letters to speakers.
- Confirmation with site selection official.
- Preparation of agenda.
- Preparation of specification sheet.
- Location and date selection.
- Exhibits.
- Budget.
- Printing requirements.
- Signage.
- Conference information packages.
- Scheduling photographer (if planned).
- Use of GSA seal and conference logo.
- Handicapped requirements.
- Planning of meals and refreshments, if appropriate.

(2) Establish completion dates for each major step.

(3) Update and revise the schedule as needed.

c. Specification sheet. A detailed specification sheet is necessary to:

(1) Identify essential elements of a conference, which typically include, but are not llimited to:

- Sleeping rooms and on-site food services. It is generally best to estimate on the low side for the number of sleeping rooms and meals to be prepared. Facilities, unless there is only limited available space, are

usually prepared to increase the number of sleeping rooms; however, they discourage--and in some cases penalize--you if the sleeping room and meal guarantees are not met.

- Meeting rooms.
- Exhibit facilities.
- Audio-visual equipment and support services.
- Sleeping rooms with amenities, e.g. Internet access, data ports, conference call and voice mail.
- Miscellaneous support services.

(2) Determine costs:

(a) Procurement. Bring contracting officer into the process early. All agreements and decisions should be written and agreed to before sending documentation to the facility.

(b) Government Per Diem Rates. The Government per diem rate applies to Federal attendees. Application of it to non-Federal attendees is at the discretion of the property and conference negotiator.

(c) Registration fee. Generally, the registration fee covers all direct expenditures of agency funds for planning and organization of a conference, e.g., meeting room accommodations, meals, light refreshments (if appropriate), speaker fees, publications, and materials. Anything directly relating to the conference, except alcoholic beverages, can be included in the fee. To estimate the registration fee, divide the proposed budget by the estimated number of attendees.

17. Budgeting. Decide how the conference expenses (other than sleeping room aaccommodations and individual meals) will be paid, i.e., by the attendee from a training oor registration fee, or directly by GSA.

18. Conference site selection. Minimize total costs, all factors considered.

a. Geographic location. In determining where to locate the conference, consider:

- Targeted audience.
- Total costs, including per diem, transportation, and other.
- Accessibility by car or air.
- Whether recreational activities are necessary.
- The expense of desired facility (significant savings can be achieved in off-season periods).

b. Types of facilities.

- Federal Government. Use Government-owned or Government-provided conference facilities to the maximum extent possible.
- Convention centers. Excellent for very large meetings, large trade shows and exhibits; usually located near a large number of hotels.
- Conference centers. Dedicated meeting facilities; good for smaller meetings when numerous breakout sessions are planned.

· Colleges and universities. Many have good meeting facilities and can offer sleeping accommodations when school is not in session.

· Hotels. Commercial facilities that may be used to meet all conference needs or just the room night needs.

c. Date selection. For availability and economical reasons, the best months are April, May, September, October, and November. You should book the facility as early as possible to increase the chances of getting the date you want. However pay particular attention to commitments for September or October due to fiscal year budget considerations.

d. Considerations when choosing a site:

(1) Is the facility:

· Cost effective, e.g., are Government rates honored?
· Safe, e.g., FEMA-approved?
· Is there on-site security personnel?
· Easily reached from an airport or by car?
· Clean?
· Well run, e.g., does the staff seem to be competent and responsive?
· Laid out in a functional way?
· Large enough to supply the number of sleeping rooms required?
· Set up to provide necessary conference registration equipment?
· Handicapped accessible?

(2) Parking.

· Is it adequate?
· How close to the facility is it?
· Is it secure and safe?
· Is the cost separate?

(3) Sleeping rooms.

· Will the facility make the reservations, or are you responsible for making the reservations for participants?
· What are the facility's registration rules?
· What are the departing rules?

(4) Functionality of meeting rooms:

· Is appropriate space available?
· What costs are involved?
· Is needed equipment available (i.e., conference registration equipment, faxes, phones, computers, copiers)? Do not rent equipment unless it is absolutely unrealistic to bring your own.
· Are rooms designated for GSA use for the duration of the conference?
· Are there columns that can block views?
· Are ceilings high enough for audio-video equipment?
· Are rooms suitable for both classroom and/or theatre setups?
· Are there windows? Shades?
· Are there manually-controlled thermostats?
· Are rooms handicapped accessible?

· Where are electrical outlets?
· Can the rooms be darkened?
· Would it be more economical to bring audio-visual equipment?
· Does the facility want written meeting schedules and room layouts in advance of the conference?
· If necessary, can the rooms be entered the evening before for an early setup?
· Will the facility arrange for room setup if given a layout?
· What set-up costs are included?
· What are the departure rules?

(5) Exhibits.

· If exhibits are planned, is suitable exhibits space available?
· Are easels available at no cost?
· What are the assembly and takedown times?
· What costs are involved?
· What about pre-delivery and after-conference arrangements?
· If exhibits are shipped, know where and to whom they are to be sent.
· If you are bringing large exhibits, determine location of loading dock, appropriate entrances, and elevators. Also, you should know the Union requirements/restrictions regarding exhibit hall pick-up and deliveries and loading docks.
· Are there additional handling fees?
· Check hotel policy on posting, size and appearance of signs.

19. Food and drink.

a. Meals.

· You cannot generally use appropriated funds to pay for meals for employees at their official duty stations.
· Employees on TDY travel may be served meals but cannot be reimbursed for those provided at Government expense.
· You should clarify in advance the appropriate per diem reduction(s) of meal allowance(s) for TDY travel.
· You may pay, or reimburse an employee for meals as necessary expenses incident to an authorized training program (under the Government Employees Training Act (GETA) at 5 U.S.C. Sec. 4104(4)), if a determination has been made that essential training will be conducted during the meal.
· Work closely with the hotel to plan quality menus that fit within authorized per diem rates.
· Clarify and agree in advance to the number of meal guarantees.
· Ensure that gratuities and service charges are added to the cost of each meal, and determine the method of billing to be used (e.g., signed guarantee, collected meal tickets, or actual quantities consumed).
· Confirm menus.

b. Breaks and refreshments. Breaks should last no longer than 30 minutes and take place between meeting sessions. The following should also be considered when planning for refreshments:

· Keep in mind that not everyone drinks coffee or tea.
· You should clarify and agree in advance that coffee and pastries, if appropriate, are purchased by the gallon and dozen.

- Try to avoid a per person charge.
- Negotiate the cost into the contract.
- Be conservative in your estimates. There are seldom 100 percent of the conference participants attending any one function.

20. Account reconciliation. It is important to request that the hotel bill be prepared in a logical and chronological sequence, and that backup data accompany the bill. Request that the hotel bill be itemized for products and services provided. Generally, the hotel will complete its accounting of the conference within two weeks of the conclusion.

21. Notification.

a. Announcement and/or invitations. Announcement of the planned conference should be made as early as possible, even one year in advance; invitation letters, 8 weeks in advance. They should include, but are not limited to:

- Point of contact name and telephone number.
- Registration form, card, or Internet address (include space for identifying handicapped requirements).
- Registration instructions.
- Registration deadline date.
- Detailed area map and driving instructions.
- Information on traffic patterns to avoid rush hour delays.
- Promotional brochures from the facility.
- Layout of facility including telephone numbers.
- Breakdown of costs showing any difference from travel versus training object classes, particularly meal costs, so that proper reimbursement can be made.
- Agenda with a list of speakers and topics.
- Activity schedule for spouses and guests (all charges or costs attributed to spouses or guests must be borne by the individual attendee (not reimbursable by the Government)).
- Provide a sample travel voucher.
- Notice that conference lodging allowance applies if applicable.

b. Confirmations. You should:

- Decide on the speaker(s) and the message(s) you wish to be conveyed and obtain early commitment(s) in writing.
- Confirm conference dates/times/topics/arrival and departure times with speaker(s) and any other special guests at least 30 days in advance.
- Conduct a final planning committee meeting to confirm all plans.
- Confirm photographer's schedule.
- Confirm hotel plans at least one day in advance.

22. Facility process.

a. Check-In and -Out. Streamline the process:

- Will the facility need additional personnel?
- Is electronic one-stop processing available?
- Is luggage storage and shuttle service available?
- Arrange parking for any special guests.
- Provide signage.

b. Registration process. Registration is generally the attendees' introduction to the conference. Give it special attention by:

- Using directional signs.
- Placing especially attractive or important exhibits nearby.
- Planning for late arrivals.
- Using state-of-the-art processing.
- Checking out the registration capabilities of using GSA's electronic SmartPay System.
- Providing for handicapped attendees.

23. Conference information package. Each registrant should be given a conference information package. Used regularly during the conference, the conference information package should be accurate, beneficial, and reflect detailed information on a daily/hourly basis. You should finalize the package and send it to the printer at least 4 weeks in advance of the starting date. The program will be widely used, so you may want to print twice as many copies of the program as you have expected attendees. The information package, for example, may contain:

- A list of everything in the package.
- A "welcome" letter.
- A schedule.
- Workshop agendas.
- Discussion of exhibits.
- Panelists' information.
- Photographs and biographies of speakers/special guests.
- Facility layout and list of services available.
- Identification of designated smoking areas.
- Special events.
- Message center information.
- Area map.
- Other pertinent material.

Note: Use of the GSA seal and conference logo may be considered for the conference package. However, the decision to use such items is strictly the judgement of GSA officials.

24. Miscellaneous.

a. Suggested room coordination. Plan ahead to setup:

- Staff room to handle core of activities;
- Meal functions;
- Exhibit rooms, and
- Meeting rooms. Theatre or auditorium for lectures;
  Facing speaker when note-taking is important;
  Square or U-shaped style for discussion/interaction; and
  Banquet or roundtable for discussion.

b. Keeping in touch. Plan for:

· A message center to be set up in a central location for special aannouncements and telephone messages.
· How to reach whomever at all times--use beepers and walkie-talkies.
· Clear identification of conference staff.
· Accommodation of physically impaired attendees with sign language or oother special needs.

c. Mementos. Appropriations are not available to purchase memento items for distribution to conference attendees as a remembrance of an event. Two notable exceptions to the memento or gift prohibition are under training and awards. Work closely with appropriate GSA officials to make final determinations.

25. Resources. The following resources may be of assistance in planning a conference:

· An agency contracting officer;
· Travel Management Centers;
· Interagency Travel Management Committee (a forum of agency travel policy managers);
· State Chambers of Commerce or Visitors Bureaus;
· Local chapters of the Society of Government Meeting Professionals; and
· Private industry conference planners.

26. Conclusion. Process:

· Questionnaires, which may provide invaluable feedback about the success of your conference.
· Training certificates.
· Thank you notes to participants, facility personnel, speakers, printers, photographers, and other special contributors.
· Summary to acknowledge the accomplishments, and to convey the iinformation discussed to a wider audience, may be an excellent promotional tool.

Appendix A.

GUIDELINES FOR DETERMINING PER DIEM RATES

Listing of Per Diem Rate Areas

1. To determine the proper rate for a particular location, you should do the following:

a. Look up the state and then the key city for the locality.

b. If you are unable to find the locality, then scan the list for the entire State to make sure that the locality is not listed under another key city.

c. If you still are not able to locate the locality, then determine which county the locality is in and scan the county listing for the State. Sources to consult to determine where a locality is located are maps, atlases, the Postal Service Zip Code Directory or Webster's New Geographical Directory.

d. If you are still not able to locate the per diem rate for a particular locality after completing the procedure called for in a thru c, above, then the standard CONUS rate at the front of the per diem rate charts will apply.

e. Rates for Alaska, Hawaii, Puerto Rico, the Trust Territories and possessions of the United States and foreign countries are obtained from other sources as described in chs. 6-14 thru 15.

f. All rates for relocation travel are based on the standard CONUS rate.

2. The following definitions apply for the per diem rates found in this appendix:

a. The per diem locality is defined as "all locations within, or entirely surrounded by, the corporate limits of the key city, including independent entities located within those boundaries."

b. Per diem localities with county definitions includes "all locations within, or entirely surrounded by, the corporate limits of the key city as well as the boundaries of the listed counties, including independent entities located within the boundaries of the key city and the listed counties."

c. Military installations or Government-related facilities (whether or not specifically named) that are located partially within the city or county boundary includes "all locations that are geographically part of the military installation or Government-related facility, even though part(s) of such activities may be located outside the defined per diem locality."

Appendix B.

REGIONAL FINANCE DIVISIONS

Temporary duty travel payments for all funds associated with the Public Buildings Service (PBS) and the Information Resources Management Service (IRMS) are processed by the Region 7, Finance Division at the following address:

Mailing address

General Services Administration
Finance Division (7BCPC)
P.O. Box 17181
Fort Worth, TX 76102

Express Mail, Airborne, etc.

General Services Administration
Finance Division (7BCPC)
819 Taylor Street, 5th Floor
Ft. Worth, Texas 76102

Permanent Change of Station travel payments for all funds and Temporary Duty travel payments for the Federal Supply Service, the Federal Property Resources Service, and any GSA organization not listed above are processed by the Region 6, Finance Division at the following address:

Mailing address

General Services Administration
Finance Division (6BCPI)
P.O. Box 419590
Kansas City, MO 64141

Express Mail, Airborne, etc.

General Services Administration
Finance Division (6BCPI)
1500 East Bannister Road, Rm 1051
Kansas City, MO 64131

CONTRACT CARRIERS

1. Mandatory use of contract carriers. An associate must always use a contract city-pair flight for official travel (see *http://www.gsa.gov/citypair*

unless one or more of the following exceptions applies:

a. Space on a scheduled contract flight is not available in time to accomplish the purpose of the travel, or use of contract service would require the associate to incur unnecessary overnight lodging costs which would increase the total cost of the trip;

b. The contractor's flight schedule is inconsistent with explicit GSA policies and practices regarding the scheduling of travel during normal working hours. Refer to the HB, Time and Leave Administration (OAD P 6010.4), ch. 14-3.f for further guidance;

c. A non-contract carrier offers a lower fare available to the general public, the use of which will result in a lower total trip cost to GSA including the combined costs of transportation, lodging, meals, and

related expenses. (Note: This exception does not apply if the contract carrier offers a comparable fare and has seats available at that fare, or if the lower fare offered by a non-contract carrier is restricted to Government and military travelers on official business and may be purchased only with a GTR, contractor-issued charge card, or centrally billed account or has other restrictions e.g., YDG, MDG, ODG, VDG, or similar fares);

d. Rail service is available and such service is cost effective and consistent with mission requirements;

e. Smoking is permitted on the contract flight and the nonsmoking section of the aircraft on that flight is not acceptable to the associate.

2. A non-contract fare such as a through fare, special fare, commutation fare, excursion fare or reduced-rate round-trip fare may be used in the following circumstances:

a. GSA determines prior to the travel that this type of service is practical and economical to the Government; and

b. In the case of a fare that is restricted or has specific eligibility requirements, the associate knows or reasonably can anticipate, based on the travel as planned, that he/she will use the ticket.

3. The associate will be responsible for any additional costs or penalties he/she incurs as a result of unauthorized use of a non-contract service.

4. Associates may not use a particular flight to earn frequent flyer benefits unless it is a city-pair flight or the associate meets one of the exceptions noted in pars. 1 or 2, above, for use of non-contract flight instead of city-pair flights.

5. When no contract carrier provides service over the traveler's authorized travel route, the associate may use a direct flight. If a direct flight is not available, use of a connecting flight(s) on contract carriers should be encouraged when use of the connecting contract carrier(s) will result in lower overall costs to GSA, taking into account transportation costs, per diem, subsistence, allowable overtime, and lost productive time due to layovers.

6. When there is no contract fare, and common carriers furnish the same service at different fares between the same points for the same type of accommodations, the associate must use the lowest cost service unless it has been determined that the use of the higher cost service will result in lower overall costs, taking into account transportation costs, per diem, subsistence, allowable overtime, and lost productive time due to layovers or later departure times.

7. Class of service code. The class of service codes for contract carriers are " YCA" (unrestricted contract fare) and "_CA" (unrestricted capacity controlled fare). The "_CA" fares are less expensive than the "YCA" fares. When making reservations, an associate therefore must first request the "_CA"

fares if a "_CA" fare is available. To maximize use of dual fares, book early and consider the following:

a. If your travel plans are uncertain (e.g., last-minute ticket changes are likely), compare the differential between the "YCA" and "_CA" fare with the cost (if any) of your travel agent's transaction fee to make ticketing changes. If the differential is small, it may be more cost effective to book a "YCA" fare from the start. If the differential is large, it may be more beneficial to book "_CA" fare and make changes, if necessary.

b. If your travel plans are certain (e.g., attending a conference or training) or your travel schedule is flexible, then this is a perfect opportunity to get additional savings by asking for and booking a "_CA" fare. The average differential between "YCA" and "_CA" fares varies from market to market. Your travel agent can assist you with scheduling.

8. Ground Transportation. For transportation between a hotel and the airport, an associate should use the hotel's complementary transportation services (if the hotel provides such service) since it is cheaper than public transportation.

9. Required justifications.

a. The travel authorization must contain a justification when the following conditions exist:

(1) A contract carrier is not used on a city-pair route;

(2) A direct flight is not available on a non-city-pair route and use of a connecting city-pair route is possible but is not used;

(3) If service by more than one contract carrier is provided at different airports between the same city-pair, a cost comparison must be made based on the contract fares, lost productive time, and ground transportation costs to determine the lowest overall cost; and

(4) Service is provided by more than one carrier on a city-pair route and the least expensive carrier is not used.

b. If sufficient space is not available on the travel authorization for the justification, an additional sheet may be attached. The additional sheet must show the traveler's name, travel authorization number, and the signature of the authorizing official. For travelers using a limited open authorization, the justification must be attached to a copy of the limited open authorization.

c. A traveler who changes his/her airline reservations while in travel status and does not use a contract carrier is required to provide a justification on the travel vouchers explaining why a contract carrier was not used. Failure to use a discount city-pair fare when available, or to provide acceptable justification, will result in reimbursement being limited to the contract airfares.

MILEAGE RATES EFFECTIVE JANUARY 1, 2004

1. When use of a privately owned vehicle is advantageous to the Government, the rate shall be 28.5 cents for a privately owned motorcycle, 37.5 cents for a privately owned automobile, and 99.5 cents for a privately owned airplane.

2. Rates for use of a privately owned vehicle between residence, office, and common carrier terminals are as follows:

a. For the use of a privately owned automobile instead of a taxicab for the round trip to and from a carrier terminal, the rate shall be 37.5 cents per mile.

b. For the use of a privately owned automobile instead of a taxicab between residence and office on the day of travel, the rate shall be 37.5 cents per mile.

c. Payment under a and b, above, may be made when the use of a privately owned automobile is also used to pick up one or more additional associates traveling between residence, office, and a common carrier terminal. Associate participation is voluntary, but if used, the names of the additional associates and their offices or agencies must be stated on the travel voucher as specified in subpar. 4-15b(3).

3. When a traveler uses a privately owned automobile, instead of a common carrier, as a matter of personal preference, the rate must be 37.5 cents per mile, not to exceed the constructive cost of common carrier.

4. When a traveler uses a privately owned automobile instead of a Government-furnished automobile as a matter of personal preference and use of the Government-furnished automobile would be advantageous to the Government, the rate shall be 27 cents per mile.

5. When as a matter of personal preference a traveler uses a privately owned automobile instead of a Government-furnished automobile that has been assigned to the associate for a specified period of time for use on official business, the rate shall be 10.5 cents per mile.

6. Reimbursable expenses in addition to the mileage allowance include: parking fees; ferry fees; bridge, road and tunnel fees; and aircraft or airplane parking, landing and tie-down fees.

7. Non-reimbursable expenses include repair charges, depreciation, replacements, grease, oil, antifreeze, towage, and similar speculative expenses.

8. Parking expenses for a privately owned automobile parked at a common carrier terminal while away from an official duty station are reimbursable, not to exceed the cost of taxi fare to/from the terminal.

Appendix E

TRAVEL MANAGEMENT CENTER

CENTRAL OFFICE & NATIONAL CAPITAL REGION

Operated by: Adventure Travel Agency

Location: 4555 Southlake Parkway
Birmingham, AL 35244

Phone Numbers: Please call the number assigned to your region for travel reservations.

Regions 1-6 and San Juan, PR	1-877-472-6716
Regions 7-10 and Ft. Snelling	1-877-472-6717
Central Office and Region 11	1-877-472-6718
Fax number for all GSA employees	1-205-444-4839

Hours of operation: 24 hours a day, 7 days a week

The Travel Management Center provides the following services to GSA employees:

1. Makes common carrier reservations and obtain tickets for all official travel of GSA employees.

2. Provides each traveler a computer-generated itinerary that provides the following information:

a. Travelers name;

b. Travel Authorization (TA) number (if available);

c. Carrier name and flight, train, bus or voyage number;

d. Ticket number, cost, and date of purchase;

e. Government-issued travel charge card account number charged if the air or rail ticket is not charged to the GTA;

f. Trip itinerary - departure and arrival times for each segment of the trip;

g. Rental car reservations - including name, phone number, location, rate, size, and confirmation number;

h. Hotel/motel reservations - including name, phone number, location, rate and confirmation number;

i. Non-use of city pair justification if applicable; and

j. Travel Management Center’s emergency toll free number.

3. Provide travelers with 24 hour assistance via a toll free number with any problems or ticket changes they encounter while in travel status, if the original arrangements were made through Travel Management Center.

4. Make hotel and car rental (GSA contract and commercial) reservations if this service is desired by the employee (no charge).

5. Make arrangements for seminars, conference, meetings and workshops.

6. Make personal travel arrangements for employees.

Guidelines for issuing tickets:

1. A GSA traveler will contact the Travel Management Center as soon as a travel requirement is known. It is not necessary to wait until the travel orders are prepared and signed to make the reservation. Be especially prompt near a holiday. Use of the travel agent is mandatory for all GSA employees.

2. Provide the travel agent with the travelers name (no nicknames) and the date the traveler plans to depart and return. If travel is to a city which does not have an airport, advise the travel agent which airport serves the city, if known. When making the reservation, advise the travel agent if the employee is handicapped (blind, in a wheelchair, etc.).

3. GSA employees shall be booked on the lowest priced contract carrier unless a higher priced contract carrier or noncontract carrier is authorized on the employee's travel authorization. The travel agent shall advise the employee if justifications for use of a higher priced contract carrier or noncontract carrier are necessary.

4. If personal travel is combined with official travel, Travel Management Center will ticket the traveler for the official travel that will be charged to GSA, then reissue the ticket for the official and personal travel. The employee is responsible for payment of the additional charges resulting from the personal travel with a check or personal credit card.

5. All foreign travel must comply with the Fly America Act except for GSA employee travel to Saudi Arabia and Kuwait that is reimbursed to GSA by their respective governments.

6. Tickets shall not be issued more than 2 workdays prior to the start of travel unless a discount fare (i.e., super saver) requires advance payment. This must be documented by the Travel Management Center agent on the travel authorization. If the traveler indicates they need a ticket early due to being on leave or in travel status, the agent shall make a notation to that effect on the travel authorization.

7. An itinerary will be issued with the electronic ticket number of the flights. If the traveler elected a paper ticket, the ticket will be sent over night to the traveler.

For more information on the travel management center, Adventure Travel, visit the web site http://insite.gsa.gov/travel/adtrav.htm.

REGION 2

Scheduled Airline Ticket Office (SATO)

Operated by: United Airlines

Location: Jacob J. Javits

Federal Building

26 Federal Plaza Room 1736

New York, NY 10278

Phone number: 212-732-3607, or 732-3608

Hours of

operation: 8:30 a.m. to 4:30 p.m.

Monday thru Friday

Guidelines for use:

Same as Region 1 guidelines.

REGION 3

Travel Office

Operated by: General Services Administration

Location: 9th and Market

Old Post Office and Courthouse Building

Room 5100

Philadelphia, PA 19107

Phone number: 215-597-1247

Hours of

operation: 9 a.m. to 11 a.m, 1 p.m. to 3 p.m.

Monday thru Friday

Informational materials available:

1. Hotel/motel directories and brochures.

2. Official airline guides.

3. Schedule of contract motor vehicle rentals.

Guidelines for use:

Same as Region 1 guidelines.

REGION 4

Scheduled Airline Ticket Office (SATO)

Operated by: Northwest Orient Airlines

Location: 75 Spring Street
Room 1456
Atlanta, GA 30303

Phone number: 404-524-1186

Hours of operation: 8 a.m to 4 p.m.
Monday thru Friday

Guidelines for use:

Same as Region 1 guidelines.

REGION 5

Scheduled Airline Ticket Office (SATO)

Operated by: American Airlines Incorporated

Location: 230 South Dearborn Street
Room 3215
Chicago, IL 60604

Phone number: 312-353-2793

Hours of operation: 8 a.m to 4:30 p.m.

Monday thru Friday

Guidelines for use:

1. Employee contacts SATO and makes ticket arrangements.

2. SATO will advise employee when tickets can be picked up.

3. A signed copy of the GSA Form 87, Official Travel Authorization, should be brought to the Customer Service Bureau (5FB) in Room 3760 to pick up tickets.

REGION 6

Travel Office

Operated by:	Leisure Travel and Tours, Inc.	
Location:	1500 East Bannister Road Rm. 166 Kansas City, MO 64131	601 East 12th St. First Floor Kansas City MO 64131
Phone number:	361-7700	221-5400
Hours of operation:	8:00 a.m to 4:30 p.m. Monday thru Friday	8:00 a.m to 4:30 p.m. Monday thru Friday

Services available:

1. Obtain reservations and issue tickets for air, rail, bus, and ocean carriers at the lowest available fares consistent with the applicable Federal Travel Regulations and this handbook;

2. Obtain hotel/motel accommodations;

3. Reserve commercial rental vehicles (The employee is responsible for determining whether a GSA contract rental vehicle is available);

4. Prepare comprehensive itineraries for each traveler;

5. Arrange seminars, meetings, and conferences at sites selected by the Government, including lodging for participants, conference rooms, air and ground transportation, and other required services;

6. Arrange international travel, including transportation, lodging, rental vehicles, liability insurance, advice on health requirements at destination(s), and other associated services;

7. Provide nationwide emergency travel service;

8. Issue traveler's checks and travel insurance policies;

9. Prepare a series of detailed management reports; and

10. Provide assistance to GSA employees in arranging personal travel.

Guidelines for use:

1. Furnish Government Transportation Request (GTR). The Traffic and Travel Services Branch, Transportation Division, Office of Federal Supply and Services will furnish at the beginning of each billing cycle a GTR to Leisure Travel for each group fund code to be charged.

2. Ordering Services.

a. Services shall be ordered by contacting the Leisure Travel servicing office. The ordering official will provide the following information:

(1) Name of ordering office, (e.g., GSA fund code if applicable);

(2) Name of traveler;

(3) Origin and destination;

(4) Approximate times of departure/arrival;

(5) Dates of travel;

(6) Location tickets are to be picked up and such other information as may be requested by Leisure Travel; and

(7) Travel authorization number.

b. Leisure Travel will furnish tickets for a Government contract city-pair airline, whenever available. When a non-government city-pair airline is to be ticketed, the ordering official will provide Leisure Travel with the appropriate non-use description code.

3. Pickup of tickets.

a. Tickets and related documents will be surrendered to the Government official requesting the ticket upon presentation of an Official Travel Authorization, GSA Form 87, (photocopies are not acceptable), properly completed. In addition, the requesting official shall sign a receipt upon receiving the ticket and related documents.

b. Tickets are related documents will be available for pickup at the appropriate Leisure Travel Office on day of departure or other mutually

agreeable date.

c. Emergency arrangements are those that occur when pickup of ticket(s) and related documents cannot be accomplished as provided above; when authorized, a Prepaid Ticket Advice (PTA) will be issued and available for pickup by the traveler at the originating airline's ticket counter, unless otherwise advised by Leisure Travel. Note: PTA's require the payment of a tariff charge (currently, $5.00) in addition to the ticket fare; in the event that the PTA is cancelled, the PTA charge is non-refundable.

4. Returned tickets.

a. Fully unused tickets picked up and returned to Leisure Travel within the same Monday through Friday period, will be voided by Leisure Travel without charge to GSA, except in the case of Prepaid Ticket Advices. In the event full unused tickets are not returned with same Monday through Friday period they shall not be returned to Leisure Travel, but handled in accordance with GSA internal procedures for refund.

b. Partially unused tickets shall be handled in accordance with GSA internal procedures for refund.

5. Personal Travel. Leisure Travel may provide at its option, complete travel service and support to Government employees requesting personal (unofficial) travel arrangements. Leisure Travel will specify the type of payment acceptable for this travel and the conditions surrounding acceptance of such payment. The Government shall not assume any responsibility or liability for personal travel. The cost of personal travel purchased in conjunction with official government travel will be paid by the traveler to Leisure Travel at the time the ticket(s) is picked up.

6. Traveler's Checks and Travel Insurance. Upon request, Leisure Travel shall provide traveler's checks and travel insurance at the customary fees for this service. The Government assumes no liability for these transactions.

REGION 7

Travel Office

Operated by: Viking International Travel Agency

Location: Dallas Office
Main Tower Building
1200 Main Street, Suite 1250
Dallas, Texas 75202

Phone Number: 214-363-0099

Location: Fort Worth Office
Commerce Building
307 West 7th Street, Suite 1916
Fort Worth , Texas 76102

Phone number: 817-338-1363

Hours of operation: Dallas and Fort Worth Offices
8 a.m. to 4 p.m.
Monday thru Friday

Services Provided: Consult GSA order, Official Travel (7ADM 4290.1) for procedures to obtain tickets.

Region 8

Travel Office

Operated by: Viking International Travel Service, Inc.

Location: Bldg. 41, Denver Federal Center
Denver, Colorado 80225

Phone Number: 303-233-9344

Reservations: 214-263-7312

Hours of operation: 7:30 am to 4:30 pm
Monday thru Friday

Services provided: Consult GSA Order, Travel agency services (8 OAD 4290.2) for procedures to obtain tickets.

REGION 9

Travel Office

Operation by: General Services Administration

Location: 525 Market Street
32nd floor
San Francisco, CA 94105

Phone number: FTS-454-9297
415-974-9297

Hours of operation: 9 a.m to 3 p.m.
Monday, Wednesday, Thursday, and Friday

Informational material available:

1. Official airline guides.
2. Federal Supply Schedule of motor vehicle rentals

Guidelines for use:

Employee completes regional form R9-1302 and handcarries it to the Travel Office instead of calling the Travel Office. Otherwise, the guidelines listed under Region 1 apply.

Scheduled Airline Ticket Office (SATO)

Operated by: American Airlines

Location: 450 Golden Gate
Room 12-201
San Francisco, CA 94105

Phone number: 415-556-1590

Hours of operation: 8 a.m. to 4:30 p.m.
Monday thru Friday

Guidelines for use:

Same as Region 1 guidelines.

REGION 9

SCHEDULED AIRLINE TICKET OFFICE (SATO)

Operated by: Continental Airlines

Location: Honolulu Federal Building
300 Alia Mo Ana Building, Room 6126
Honolulu, Hawaii 96850

Phone number: 546-2830
524-0075

Hours of operation: 8:30 a.m. to 4:30 p.m.
Monday thru Friday

Guidelines for use:

Same as Region 1 guidelines.

REGION 10

Travel Office

Operated by: Doug Fox Travel

Location: Tacoma Branch
805 Tacoma Mall
Tacoma, WA 98409

Phone number: 206-838-1082

Hours of Operation: 7 a.m. to 5 p.m.
Monday thru Friday

Guidelines for use:

All arrangements should be made by phone. Daily ticket delivery is made to Auburn Regional Headquarters mailroom, Seattle Business Service Center, and FARC Building on Sand Point Way.

Scheduled Airline Ticket Office (SATO)

Operation by: Northwest Airlines

Location: Federal Building
Room B-107
701 C Street
Anchorage, AK 99501

Phone number: 907-274-8609

Hours of operation: 9 a.m. to 3:30 p.m.
Monday thru Friday

Guidelines for use: GSA employees must use GTR to obtain ticket

National Capital Region

Travel Office

Operated by: Omega World Travel

Location: 600 Maryland Ave. SW
Washington, DC 20024

Phone number: 202-484-9470

Services provided and guidelines for use are the same as the Central Office guidelines. Use of the Travel Office is mandatory for all employees of the National Capital Region unless exempted by the Regional Controller.

Appendix F.

Moving Expense Allowances

1. Method of prorating per diem rates for partial days. In computing allowances for a partial day, a quarter day will be the computational unit. Determine the number of quarters in travel status based on the divisions of the calendar day given below:

First quarter. . . . . 12:01 a.m. - 06:00 a.m.
Second quarter . . . . . 06:01 a.m. - 12:00 noon
Third quarter. . . . . 12:01 p.m. - 06:00 p.m.
Fourth quarter . . . . . 06:01 p.m. - 12:00 mid-night

2. Per diem rates for en route travel. The following per diem rates apply for en route travel performed in excess of 10 hours.

EN ROUTE TRAVEL WITH LODGING COSTS

Number of quarters in travel status	Employee/ unaccomp. spouse	Accomp. Spouse/ family member over 12	Child under 12
Day of departure			
One quarter	$46.50	$34.88	$23.25
Two quarters	53.00	39.75	26.50
Three quarters	59.50	44.63	29.75
Four quarters	66.00	49.50	33.00
Full en route days	66.00	49.50	33.00
Day of arrival			
One quarter	6.50	4.88	

			3.25
Two quarters	13.00	9.75	6.50
Three quarters	19.50	14.63	9.75
Four quarters	26.00	19.50	13.00

EN ROUTE TRAVEL DAY WITH NO LODGING COSTS

Note: Use these rates for any en route travel day that no commercial lodging expense was incurred. These rates do not apply for en route travel accomplished in one day where an employee or family member is in travel status for 10 hours or less.

Number of quarters in travel status	Employee/ unaccomp. spouse	Accomp. Spouse/ family member over 12	Child under 12
One quarter	6.50	4.88	3.25
Two quarters	13.00	9.75	6.50
Three quarters	19.50	14.63	9.75
Four quarters	26.00	19.50	13.00

3. Mileage rates for en route travel. The mileage rate is based on the number of authorized occupants in the privately owned vehicle.

Number of occupants in vehicle	Mileage rate (cents)
1	15
2	17
3	19
4 or more	20

4. Per diem rates for househunting trip- The following per diem rates apply for househunting trip travel performed on or after October 9, 1988.

HOUSEHUNTING TRIP WITH LODGING COSTS

Number of quarters	Employee/	Accompanying

in travel status	unaccompanied spouse	spouse
Day of departure		
One quarter	$46.50	$34.88
Two quarters	53.00	39.75
Three quarters	59.50	44.63
Four quarters	66.00	49.50
Full househunting days	66.00	49.50
Day of return		
One quarter	6.50	4.88
Two quarters	13.00	9.75
Three quarters	19.50	14.63
Four quarters	26.00	19.50

HOUSEHUNTING TRIP WITH NO LODGING COSTS

Note: Use these rates for any househunting trip day that no commercial lodging expense was incurred

One quarter	6.50	4.88
Two quarters	13.00	9.75
Three quarters	19.50	14.63
Four quarters	26.00	19.50

5. Mileage rates for househunting trip. The mileage rate is based on the number of authorized occupants in the privately owned vehicle.

Number of occupants in vehicle	Mileage rate (cents)
1	15
2	17

6. Maximum rates for temporary quarters. The maximum rates for temporary quarters located within CONUS on or after October 9, 1988 are as follows:

Days of temporary	Employee/ unaccomp.	Accomp. spouse/ family member	Child under

quarters	spouse	over 12	12
1 through 30 days	$66.00	$44.00	$33.00
31 through 120 days	49.50	33.00	24.75

7. Maximum amount for sale of residence.

a. Employee's reporting date is on or after October 1. 1989. The maximum reimbursement amount for sale of a residence at the old official station is 10 percent of the actual sales price or $18,526, whichever is the lesser amount.

b. Employee's reporting date is on or after October 1, 1990. The maximum reimbursement amount for sale of a residence at the old official station is 10 percent of the actual sales price or $19,249, whichever is the lesser amount.

c. Employee's reporting date is on or after October 1, 1991. The maximum reimbursement amount for sale of a residence at the old official station is 10 percent of the actual sales price or $20,115 whichever is the lesser amount.

d. Employee's reporting date is on or after October 1, 1992. The maximum reimbursement amount for sale of a residence at the old official station is 10 percent of the actual sales price or $20,799 whichever is the lesser amount.

e. Future changes. The maximum rates for sale of a residence adjust each October 1, based on changes in the Consumer Price Index.

8. Maximum amount for purchase of residence.

a. Employees reporting date is on or after October 1, 1989. The maximum reimbursement amount for purchase of a residence at the new official station is 5 percent of the purchase price of the residence or $9,263, whichever is the lesser amount.

b. Employees reporting date is on or after October 1, 1990. The maximum reimbursement amount for purchase of a residence at the new official station is 5 percent of the purchase price of the residence or $9,624, whichever is the lesser amount.

c. Employees reporting date is on or after October 1, 1991. The maximum reimbursement amount for purchase of a residence at the new official station is 5 percent of the purchase price of the residence or $10,057, whichever is the lesser amount.

d. Employees reporting date is on or after October 1, 1992. The maximum amount for purchase of a residence at the new official station is 5 percent of the purchase price of the residence or $10,399, whichever is the lesser amount.

e. Future chances. The maximum rates for purchase of a residence adjust each October 1, based on changes in the Consumer Price Index.

Appendix G.

Listing of Regional Customer Service Bureaus

GSA Region	Address and Telephone No.	Areas of Jurisdiction
1	General Services Administration (1FB) John W. McCormack Post Office and Courthouse Boston, MA 02109 617-223-2735 FTS: 223-2735	Connecticut, Maine Massachusetts, New Hampshire, Rhode Island, Vermont
2	General Services Administration (2FB) 26 Federal Plaza New York, NY 10007 212-264-1286 FTS: 264-1286	New Jersey, New York, Puerto Rico, Virgin Islands
3	General Services Administration (3FB) 9th & Market Streets Philadelphia, PA 19107 215-597-1247 FTS: 597-1247	Delaware, Maryland (except Prince Georges and Montgomery counties), Pennsylvania, Virginia (except Prince William, Loudoun, Fairfax, and Arlington counties)
4	General Services Administration (4FB) 75 Spring Street S.W. Atlanta, GA 30303 404-221-5121 FTS: 242-5121	Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee
5	General Services Administration (5FB) 230 South Dearborn Street Chicago, Il 60604 312-353-5375 FTS: 353-5375	Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin

6	General Services Administration (6FB) 1500 East Bannister Road Kansas City, MO 64131 816-926-3841 FTS: 926-3841	Iowa, Kansas, Missouri, Nebraska
7	General Services Administration (7FB) 819 Taylor Street Fort Worth, TX 76102 817-334-2733 FTS: 334-2733	Arkansas, Louisiana, New Mexico, Oklahoma, Texas
8	General Services Administration (8FB) Building 41, Denver Federal Center Denver, CO 80225 303-234-2625 FTS: 334-2733	Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming
9	General Services Administration (9FB) 525 Market Street San Francisco, CA 94105 415-974-9293 FTS: 454-9293	Arizona, California, Hawaii, Nevada, Guam, American Samoa and United States Trust Territories
10	General Services Administration (10FB) GSA Center Auburn, WA 98002 206-931-7455 FTS: 396-7455	Alaska, Idaho, Oregon, Washington
11	General Services Administration (WFB) 7th & D Streets, S.W. Washington, DC 20407 202-472-2003 FTS:-472-2003	Washington, DC Maryland (Prince Georges and Montgomery counties) Virginia (Prince William, Loudoun, Fairfax, and Arlington counties)

Appendix H. Reserved.

Appendix I. Allocation of M&IE Rates

GUIDELINES FOR DEDUCTING PREPAID MEALS OUTSIDE CONUS

The M&IE rates for localities in both non-foreign and foreign areas shall be reduced by the applicable dollar amount specified for each meal as shown in the following table.

M&IE ALLOCATION FOR DEDUCTING PREPAID MEALSOUTSIDE CONUS

M&IE RATE	B	L	D	I	M&IE RATE	B	L
	D			I			
$1 . .	$0	$0	$0	$1	41	6	10
	17	8					
2	0	0	1	1	42	6	11
	17	8					
3	0	1	1	1	43	6	11
	17	9					
4	1	1	1	1	44	7	11
	17	9					
5	1	1	2	1	45	7	11
	18	9					
6	1	2	2	1	46	7	12
	18	9					
7	1	2	3	1	47	7	12
	19	9					
8	1	2	3	2	48	7	12
	19	10					
9	1	2	4	2	49	7	12
	20	10					
10	2	2	4	2	50	8	12
	20	10					
11	2	3	4	2	51	8	13
	20	10					
12	2	3	5	2	52	8	13
	21	10					
13	2	3	5	3	53	8	13
	21	11					
14	2	4	5	3	54	8	14
	21	11					
15	2	4	6	3	55	8	14
	22	11					
16	2	4	7	3	56	8	14
	23	11					
17	3	4	7	3	57	9	14
	23	11					

18	3	5	7	3	58	9	15	23	11
19	3	5	8	3	59	9	15	24	11
20	3	5	8	4	60	9	15	24	12
21	3	5	9	4	61	9	15	25	12
22	3	6	9	4	62	9	16	25	12
23	3	6	9	5	63	9	16	25	13
24	4	6	9	5	64	10	16	25	13
25	4	6	10	5	65	10	16	26	13
26	4	7	10	5	66	10	17	26	13
27	4	7	11	5	67	10	17	27	13
28	4	7	11	6	68	10	17	27	14
29	4	7	12	6	69	10	17	28	14
30	5	7	12	6	70	11	17	28	14
31	5	8	12	6	71	11	18	28	14
32	5	8	13	6	72	11	18	29	14
33	5	8	13	7	73	11	18	29	15
34	5	9	13	7	74	11	19	29	15
35	5	9	14	7	75	11	19	30	15
36	5	9	15	7	76	11	19	31	15
37	6	9	15	7	77	12	19	31	15
38	6	10	15	7	78	12	20	31	15
39	6	10	16	7	79	12	20	32	15
40	6	10	16	8	80	12	20	32	16

M&IE ALLOCATION FOR DEDUCTING PREPAID MEALSOUTSIDE CONUS

M&IE RATE	B	L	D	I	M&IE RATE	B	L	D	I

81 . . . . 12 20 33 16 120. 18
30 48 24
82 . . . . 12 21 33 16 121. 18
30 49 24
83 . . . . 12 21 33 17 122. 18
31 49 24
84 . . . . 13 21 33 17 123. 18
31 49 25
85 . . . . 13 21 34 17 124. 19
31 49 25
86 . . . . 13 22 34 17 125. 19
31 50 25
87 . . . . 13 22 35 17 126. 19
32 50 25
88 . . . . 13 22 35 18 127. 19
32 51 25
89 . . . . 13 22 36 18 128. 19
32 51 26
90 . . . . 14 22 36 18 129. 19
32 52 26
91 . . . . 14 23 36 18 130. 20
32 52 26
92 . . . . 14 23 37 18 131. 20
33 52 26
93 . . . . 14 23 37 19 132. 20
33 53 26
94 . . . . 14 24 37 19 133. 20
33 53 27
95 . . . . 14 24 38 19 134. 20
34 53 27
96 . . . . 14 24 39 19 135. 20
34 54 27
97 . . . . 15 24 39 19 136. 20
34 55 27
98 . . . . 15 25 39 19 137. 21
34 55 27
99 . . . . 15 25 40 19 138. 21
35 55 27
100. . . . 15 25 40 20 139. 21
35 56 27
101. . . . 15 25 41 20 140. 21
35 56 28
102. . . . 15 26 41 20 141. 21
35 57 28
103. . . . 15 26 41 21 142. 21
36 57 28
104. . . . 16 26 41 21 143. 21
36 57 29
105. . . . 16 26 42 21 144. 22
36 57 29
106. . . . 16 27 42 21 145. 22
36 58 29
107. . . . 16 27 43 21 146. 22
37 58 29
108. . . . 16 27 43 22 147. 22
37 59 29
109. . . . 16 27 44 22 148. 22

110. . . .	37	17	59	27	30	44	22	149. 22	
111. . . .	37	17	60	28	30	44	22	150. 23	
112. . . .	37	17	60	28	30	45	22	151. 23	
113. . . .	38	17	60	28	30	45	23	152. 23	
114. . . .	38	17	61	29	30	45	23	153. 23	
115. . . .	38	17	61	29	31	46	23	154. 23	
116. . . .	39	17	61	29	31	47	23	155. 23	
117. . . .	39	18	62	29	31	47	23	156. 23	
118. . . .	39	18	63	30	31	47	23	157. 24	
119. . . .	39	18	63	30	31	48	23	158. 24	
	40		63		31				

M&IE ALLOCATION FOR DEDUCTING PREPAID MEALSOUTSIDE CONUS

M&IE RATE	B	L	D	I	M&IE RATE	B	L	D	I
159. 24	40	64	31	78	195. 29	49	78	39	
160. 24	40	64	32	79	196. 29	49	79	39	
161. 24	40	65	32	79	197. 30	49	79	39	
162. 24	41	65	32	79	198. 30	50	79	39	
163. 24	41	65	33	80	199. 30	50	80	39	
164. 25	41	65	33	80	200. 30	50	80	40	
165. 25	41	66	33	81	201. 30	50	81	40	
166. 25	42	66	33	81	202. 30	51	81	40	
167. 25	42	67	33	81	203. 30	51	81	41	
168. 25	42	67	34	81	204. 30	51	81	41	
169. 25	42	68	34	82	205. 30	51	82	41	
170. 26	42	68	34		206. 31	52			

82 41
171. . . . .26 43 68 34 207. . . . .31 52
83 41
172. . . . .26 43 69 34 208. . . . .31 52
83 42
173. . . . .26 43 69 35 209. . . . .31 52
84 42
174. . . . .26 44 69 35 210. . . . .32 52
84 42
175. . . . .26 44 70 35 211. . . . .32 53
84 42
176. . . . .26 44 71 35 212. . . . .32 53
85 42
177. . . . .27 44 71 35 213. . . . .32 53
85 43
178. . . . .27 45 71 35 214. . . . .32 54
85 43
179. . . . .27 45 72 35 215. . . . .32 54
86 43
180. . . . .27 45 72 36 216. . . . .32 54
87 43
181. . . . .27 45 73 36 217. . . . .33 54
87 43
182. . . . .27 46 73 36 218. . . . .33 55
87 43
183. . . . .27 46 73 37 219. . . . .33 55
88 43
184. . . . .28 46 73 37 220. . . . .33 55
88 44
185. . . . .28 46 74 37 221. . . . .33 55
89 44
186. . . . .28 47 74 37 222. . . . .33 56
89 44
187. . . . .28 47 75 37 223. . . . .33 56
89 45
188. . . . .28 47 75 38 224. . . . .34 56
89 45
189. . . . .28 47 76 38 225. . . . .34 56
90 45
190. . . . .29 47 76 38 226. . . . .34 57
90 45
191. . . . .29 48 76 38 227. . . . .34 57
91 45
192. . . . .29 48 77 38 228. . . . .34 57
91 46
193. . . . .29 48 77 39 229. . . . .34 57
92 46
194. . . . .29 49 77 39 230. . . . .25 57
92 46

M&IE ALLOCATION FOR DEDUCTING PREPAID MEALSOUTSIDE CONUS

M&IE RATE	B	L	D	I
231.	.35	58	92	46
232.	.35	58	93	46
233.	.35	58	93	47
234.	.35	59	93	47
235.	.35	59	94	47
236.	.35	59	95	47
237.	.36	59	95	47
238.	.36	60	95	47
239.	.36	60	96	47
240.	.36	60	96	48
241.	.36	60	97	48
242.	.36	61	97	48
243.	.36	61	97	49
244.	.37	61	97	49
245.	.37	61	98	49
246.	.37	62	98	49
247.	.37	62	99	49
248.	.37	62	99	50
249.	.37	62	100	50
250.	.38	62	100	50
251.	.38	63	100	50
252.	.38	63	101	50
253.	.38	63	101	51
254.	.38	64	101	51
255.	.38	64	102	51
256.	.38	64	103	51
257.	.39	64	103	51
258.	.39	65	103	51
259.	.39	65	104	51
260.	.39	65	104	52
261.	.39	65	105	52
262.	.39	66	105	52
263.	.39	66	105	53
264.	.40	66	105	53
265.	.40	66	106	53

NOTE: For M&IE rates greater than $265, allocate 15%, 25%, and 40$ of the total to breakfast, lunch, and dinner, respectively. The remainder is the incidental expense allowance.