
FINANCIAL MANAGEMENT
Travel Regulations

TABLE OF CONTENTS

4.1 BASIC PRINCIPLES

A. APPLICABILITY AND GENERAL RULES

1. Authority
2. Applicability
3. General Rules
4. Definitions
5. Abbreviations
6. Itineraries
7. Authority for travel
8. Pre-employment interviews
9. Use of authorized form
10. Types of travel authorizations
11. Authorizing officials and scope of authority
12. Responsibilities
13. Delegations of authority
14. Attendance at meetings
15. Permanent change of station
16. Witnesses on behalf of the United States
17. Acceptance of contributions, awards and payments
from non-Government organizations

B. TRANSPORTATION ALLOWABLE

1. Expenses payable as transportation
2. Methods of transportation
3. Local transportation
4. Return to official station due to illness or injury
5. Routing of travel
6. Use of Government furnished vehicles
7. Fines

C. USE OF COMMERCIAL TRANSPORTATION

1. Taxicabs
2. Rental automobiles and special conveyances
3. Travel policy, class of service authorized, and reports
4. Special fares
5. Unused tickets or reservations
6. Use of United States flag carriers
7. Promotional material offered by carriers

B I A M REISSUE
FEBRUARY 1984

FINANCIAL MANAGEMENT
Travel Regulations

TABLE OF CONTENTS, (cont.)

- D. REIMBURSEMENT FOR USE OF PRIVATELY OWNED CONVEYANCES
 - 1. Basic rules
 - 2. When use of a privately owned conveyance is advantageous to the Government
 - 3. When use of privately owned conveyance is in lieu of common carrier transportation
 - 4. When use of a privately owned conveyance is in lieu of a Government-furnished automobile
 - 5. More than one person in conveyance
 - 6. Actual expense basis

- E. BAGGAGE
 - 1. Definitions
 - 2. Authorization for excess baggage
 - 3. Payment of costs for baggage
 - 4. Stoppage in transit
 - 5. Requirement for use of least costly means of shipment

- F. COMMUNICATION SERVICES
 - 1. Authorization
 - 2. Type of service used
 - 3. Requirement for written messages
 - 4. Official purpose and personal business
 - 5. Supporting statement
 - 6. Charges for telegraph, cable and radio services
 - 7. Priority of official messages

- G. PER DIEM IN LIEU OF ACTUAL SUBSISTENCE
 - 1. Coverage
 - 2. Maximum locality rates
 - 3. Agency responsibility for authorizing individual rates
 - 4. Rates en route outside conterminous United States
 - 5. Interruptions of per diem entitlement
 - 6. Per diem computation rules

**BIAM REISSUE
FEBRUARY 1984**

FINANCIAL MANAGEMENT
Travel Regulations

TABLE OF CONTENTS, (cont.)

- H. REIMBURSEMENT OF ACTUAL SUBSISTENCE EXPENSES
 - 1. Authorization or approval
 - 2. Authorized reimbursement
 - 3. Agency responsibilities, review, and administrative controls
 - 4. Interruption of subsistence status
 - 5. Evidence of actual expenses
 - 6. Designated high rate geographical areas (HRGA)
 - 7. Request for designation of HRGA's

- I. MISCELLANEOUS EXPENSES
 - 1. Expenses allowable
 - 2. Payment to Government employees
 - 3. Payment and reimbursements

- J. SOURCES OF FUNDS
 - 1. Employee to provide funds
 - 2. Procurement of common carrier transportation
 - 3. Advance of funds
 - 4. Use of foreign currencies

- K. CLAIMS FOR REIMBURSEMENT
 - 1. Fraudulent claims
 - 2. Records of travel and expenses
 - 3. Travel vouchers and attachments
 - 4. Submission of voucher
 - 5. Preparation of voucher
 - 6. Administrative approvals
 - 7. Suspension of charges

ILLUSTRATIONS 1 - 4

B I A M REISSUE
FEBRUARY 1984

FINANCIAL MANAGEMENT
Travel Regulations

4.1 BASIC PRINCIPLES. Travel shall be authorized only when necessary to accomplish the mission of the Bureau, including travel of experts, consultants, tribal officials, and others whose travel expenses are directly reflected in costs paid by the Bureau. Travel should not be permitted when the matter in question can be handled by mail, telephone, or other less expensive means of communication. The number of people traveling for a single purpose shall not exceed the number necessary to accomplish the purpose of the travel. Travel distances shall be minimized by locating travel destinations as close as possible to the official stations of the travelers where possible, or by selecting employees qualified to accomplish the purpose of the travel who are in closest proximity to the travel destination. Attendance at meetings, conferences, seminars, and other necessary gatherings of travelers shall be limited to employees whose participation is essential. To the extent possible, travel shall be performed for more than a single purpose; visits to more than one location should be made in series without return to the home station. Local training courses shall be used whenever possible. Travelers must be kept aware that travel is to be conducted in a prudent manner, and that unreasonable costs are not reimbursable even though the expenses may be within the limitations provided by law, regulation, and this Handbook.

FINANCIAL MANAGEMENT
Travel Regulations

4.1A APPLICABILITY AND GENERAL RULES

(1) Authority. Subchapter I of Chapter 57 of Title 5, United States Code (5 U.S.C. §§ 5701-5709) provides the authority to allow employees of the Government travel and subsistence expenses and mileage. The regulations implementing 5 U.S.C. §§ 5701-5708 are issued by the General Services Administration pursuant to Executive Order No. 11609, 36 Fed. Reg. 13747, July 22, 1971, as amended, and are found at Chapter 1, Travel Allowances, of the Federal Travel Regulations (FTR) (FPMR 101-7) May 1973. The Federal Travel Regulations have been amended by various FPMR Temporary Regulations, the latest of which is Supplement 11, effective October 5, 1980.

As statutory regulations the FTRs have the force and effect of law and may not be waived or modified by the employing agency or the General Accounting Office regardless of the existence of any extenuating circumstances. These Bureau Travel Regulations are a restatement, clarification, implementation, and supplement to the FTR. Amendments of the FTR changing entitlements have the force and effect of law and are applicable from the stated effective date. The rule is applicable not only to cases where the individual employee has not received notice of the increase or decrease in the allowance but also to cases in which the installation responsible for the employee's temporary duty assignment is not on actual notice of the amendment. Further information regarding travel entitlements may be found in the Federal Personnel Manual, the Departmental Manual, General Accounting Office Regulations, and in decisions of the Comptroller General.

(2) Applicability.

a. The provisions of this chapter apply to official travel of employees of the Bureau of Indian Affairs.

b. The provisions of this chapter also apply to official travel of individuals employed intermittently as consultants or experts and paid on a daily when-actually-employed (WAE) basis and of individuals serving without pay or at \$1 a year. These individuals are not considered to have a "permanent duty station" within the general meaning of that term; however, they may be allowed travel or transportation expenses under this chapter while traveling on official business for the Bureau away from their homes or regular places of business and while at places of Bureau employment or service. Maximum rates prescribed herein are applicable unless a higher rate is specifically authorized in an appropriation or other statute.

B I A M REISSUE
FEBRUARY 1984

FINANCIAL MANAGEMENT
Travel Regulations

(3) General rules.

a. Employee's obligation. An employee traveling on official business is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business.

b. Reimbursable expenses. Traveling expenses which will be reimbursed are confined to those expenses essential to the transacting of the official business. Authorizing and approving officials, reviewing officers, and travelers must determine that reimbursable expenses are so limited.

(4) Definitions.

a. Official station and post of duty. Designated post of duty and official station mean the same. The limits of the official station will be the corporate limits of the city or town in which the officer or employee is stationed. If the employee is not stationed in an incorporated city or town, the official station is the reservation, station, or established area, or, in the case of large reservations, the established subdivision thereof having definite boundaries within which the designated post of duty is located.

b. Conterminous United States. Conterminous United States means the 48 contiguous States and the District of Columbia. It does not include Alaska or Hawaii.

c. Government-furnished automobile. The term Government-furnished automobile includes an automobile which is owned by the Bureau, assigned or dispatched to the Bureau on a rental basis from a GSA interagency motor pool, or leased by the Bureau for a period of 30 days or longer from a commercial firm.

d. Government-contract rental automobile. A Government-contract rental automobile is an automobile obtained from a commercial firm under the provisions of an appropriate General Services Administration (GSA) Federal Supply Schedule contract.

e. Special conveyance. Special conveyance is any method of transportation other than common carrier, Government-furnished or privately owned, and requires specific authorization or approval for the use thereof. Such transportation generally includes conveyances obtained through commercial rental means for less than 30 days.

FINANCIAL MANAGEMENT
Travel Regulations

f. Employee. As used in this chapter, "employee" means the head of an agency, an agency official, or any other individual employed in or under an agency. This definition also includes an individual employed intermittently in the Government service as an expert or consultant and paid on a daily when-actually-employed (WAE) basis and an individual serving without pay or at \$1 a year (5 U.S.C. 5701 (2)).

g. Government. Government means the Government of the United States and the Government of the District of Columbia.

h. Agency. Agency means a geographical, tribal, or administrative district within the jurisdiction of an area office. Such divisions are also known as area field offices, non-reservation schools, and irrigation projects. Those units not designated as agencies are referred to as local facilities. Each agency is under the direction of a superintendent or other officer-in-charge who is responsible for the operation of its activities and who reports to the Area Director.

i. Appropriation chargeable. The travel expenses are properly chargeable to the appropriation current at the time such expenses are incurred by the employee in the absence of a specific statutory provision to the contrary.

Where travel expenses are incurred near the end of one fiscal year, and travel extends into the next fiscal year, the total costs are chargeable in part to both fiscal year appropriations.

When a transportation request is exchanged for a ticket near the close of one fiscal year for travel to begin in the next fiscal year, the appropriation chargeable is that available at the time the travel is commenced. The material factor in determining the appropriation properly chargeable with the expense is not the need for the ticket but the need for the travel.

j. Residence. An employee's residence is the place of abode from which the employee commutes daily to his/her official station.

k. Foreign travel. Foreign travel is that travel of an employee on official business to a point or points outside the 50 states of the United States and the area under the jurisdiction of the Office of Territories, which travel is not in connection with strictly local matters.

B I A M REISSUE
FEBRUARY 1984

FINANCIAL MANAGEMENT
Travel Regulations

l. Foreign meeting or conference. A foreign meeting or conference is any gathering conducted within a specified time limit under a formal agenda and which is held at a specific location in any foreign country, and where the purpose of the meeting is concerned with (1) the general exchange of scientific or technical information, or (2) the discussion of problems shared by more than one nation where such problems are directly related to a program of the Department of the Interior or the Bureau of Indian Affairs.

m. Across-the-border travel. Any travel of an employee into Canada or Mexico in connection with strictly local matters is defined as across-the-border travel.

n. Authorization or authorized. When used in connection with official travel and/or transportation, these terms mean the granting of authority to incur travel and/or transportation expenses before the actual incurrence. Generally, the terms mean that a written record of the authority granted has been made.

o. Approval or approved. These terms mean that official sanction was granted for payment of travel and/or transportation expenses incurred without advance authorization or after the actual incurrence of the expenses. Specific approval involves more than administrative approval of the voucher. This type of approval can be made only by an official who has travel authorizing authority, and the approval must specifically state the item(s) being approved.

p. Conveyance. As used in relation to travel, a conveyance is any type of vehicle or common carrier.

q. Privately owned conveyance. A privately owned conveyance is a conveyance that is not owned by the Government and which is in the possession of the employee for the primary purpose of providing personal transportation. Such a conveyance includes motor vehicles such as passenger automobiles, station wagons, small trucks, and airplanes.

r. Stopover. A stopover is any period of time between flights that exceeds 4 hours. Ref. GSA Bulletin, FPMR, A-34, June 9, 1972.

s. Area Office. Area Offices have jurisdiction over field installations in designated geographical locations. They are headed by Area Directors who are appointed by and are responsible to the Assistant Secretary. Superintendents and Officers in Charge are directly responsible for the administration of field installations under the supervision of the respective Area Directors.

FINANCIAL MANAGEMENT
Travel Regulations

t. Bureau. The Bureau consists of a headquarters or central office in Washington, D.C., a number of Area Offices located throughout the United States including Alaska, and many field installations which include Indian Agencies, non-reservation boarding schools, and large irrigation projects. The Assistant Secretary, Bureau of Indian Affairs, who is appointed by the President and is responsible to the Secretary of the Interior, directs all Bureau activities from the Washington Office.

(5) Abbreviations.

- a. GAO. - General Accounting Office
- b. OPM. - Office of Personnel Management
- c. FPM. - Federal Personnel Manual
- d. CFR. - Code of Federal Regulations
- e. USC. - United States Code
- f. FTR. - Federal Travel Regulations
- g. FPMR. - Federal Property Management Regulations
- h. TDY. - Temporary Duty
- i. POV. - Privately Owned Vehicle

(6) Itineraries. Itineraries shall be planned as far as possible in advance of the actual travel so that official business may be transacted with a minimum of travel and expense. Considering all factors, the method of transportation and other factors relevant to the travel should be determined to be to the greatest advantage to the Government.

(7) Authority for travel. Except as otherwise provided by law, all travel shall be either authorized or approved by the Assistant Secretary, his designees, or Bureau officials to whom such authority has been delegated. Ordinarily, an authorization shall be issued prior to the incurrence of the expenses. The authorization shall be as specific as possible in the circumstances as to the travel to be performed.

Authorizations for travel shall be limited to that travel which is essential to the transaction of official business. Expenditures therefor must be authorized by an appropriation or other statute. All authorizing and approving officers, as well as individual travelers, shall exercise prudent judgment in (1) determining whether travel is essential, and (2) selecting the mode of travel.

FINANCIAL MANAGEMENT
Travel Regulations

(8) Pre-employment interviews. Payment of expenses of pre-employment interview travel may be allowed when the position to be filled is at GS-14 and above. For positions at GS-13, 12, 11, and 10 the travel expenses of pre-employment interviews may be paid only when authorized by the Commissioner of Indian Affairs. For positions at GS-9 and below, the Bureau may pay travel expenses for pre-employment interviews only with prior approval of the Office of Personnel Management. The authority to pay these expenses is to be used judiciously and sparingly, and is subject to various restrictions and requirements as contained in Chapter 571 of the Federal Personnel Manual.

(9) Use of authorized form. Travel authorizations shall be issued on Form DI-1020, Travel Authorization. This form serves as a request for a travel authorization and constitutes the official travel authorization when signed by an authorizing officer. The form is assembled in sets of four copies: Traveler's Copy, Accounting Office Copy, Voucher Copy, and File Copy. Illustration 1 at the back of this release shows a sample of the traveler's copy of the DI-1020. Proper preparation of the DI-1020 requires:

- a. All applicable block items shall be completed,
- b. The travel authorization must bear a serial number (a new series will be initiated by each issuing office for each fiscal year, starting with number one), and
- c. Travel authorizations issued for travel within one fiscal year are not valid during the next fiscal year, except that a traveler in travel status on the last day of a fiscal year may complete his journey. A new travel authorization need not be issued because of a travel overlap into a new fiscal year.

(10) Types of Travel Authorizations. The three types of travel authorizations prescribed for use in the Bureau are described in the following paragraphs:

- a. Specific trip authorization. This authorization covers travel to specific cities, towns, or geographical points or areas and return to the traveler's headquarters or other specific point or temporary duty station. Travel expenses shall be authorized on the basis of a usually traveled route for the trip. Additional cost caused by deviation from the shortest and most direct route for personal convenience shall not be allowed.

FINANCIAL MANAGEMENT
Travel Regulations

b. Area authorization. This authorization covers travel within a specified area as may be necessary, such as the boundaries of a certain geographical region, a reservation, or such points within a specified state or states. It may be used to cover travel of employees whose duties require prompt action and the exercise of individual discretion in the event of an emergency, frequent travel on short notice within a specified area, or where it is impractical to issue specific travel authorizations. An area authorization shall be issued for a specific period of time not to extend beyond the fiscal year in which it is issued.

c. General authorization. This authorization covers travel throughout the 50 United States, its territories and possessions. It is issued for a specific period of time which shall not extend beyond the fiscal year in which it is issued. It includes no designation as to specific points or geographical areas to be visited. This authorization may be issued to officials whose duties require frequent or somewhat continuous travel, travel which is performed within the discretion of the official performing the travel, and those officials whose duties are of a nature which make it impractical to issue area or specific authorizations. General authorizations shall not be issued to officials who travel only a few times a year. The number and scope of these authorizations shall be kept to an essential minimum.

(11) Authorizing officials and scope of authority. All Bureau officials, or those acting in their stead, to whom authority to authorize or approve travel has been delegated may exercise the specific authorizations or approvals required in this Travel Regulations Handbook within the limitations stated herein.

The following paragraphs describe the authorities granted to and the limitations of authority imposed upon certain officials:

a. Commissioner and Deputy Commissioner. These officials may perform all authorizations and/or approvals provided for in this handbook with the exception of:

1. Issuance of travel authorizations for people reporting directly to, or who are a part of, the Office of the Assistant Secretary-Indian Affairs.

FINANCIAL MANAGEMENT
Travel Regulations

2. Authorization or approval of use of first-class air accommodations.

b. Central Office Directors, Area Directors, Project Officer Flagstaff Administrative Office. These officials may perform all the authorizations and/or approvals provided in 4.1A(11)a above, with the additional exceptions of:

1. Approval of the issuance of travel authorizations covering employee travel to the Central Office (except when such travel is requested by a tribe),

2. Authorization or approval of an employee's written request for an extension of time to complete a sale or purchase of a residence or a lease termination transaction,

3. Issuance of travel authorizations for travel to, from, between and within territories and foreign countries, (except in connection with across the border travel),

4. Authorization or approval of payment of actual subsistence expense travel in other than designated high rate geographical areas.

5. Issuance of general travel authorizations to employees reporting to them. These officials may, however, issue general travel authorizations to themselves.

c. Other Bureau officials. Other Bureau offices may issue travel authorizations in accordance with specific delegations made to them by the officials listed in a and b above.

d. Bureau Finance Officers. These officials may approve applications for advances of funds in accordance with 4.1J(3) not to exceed the amount expected to be reimbursable to the traveler for the specific trip.

(12) Responsibilities.

a. Bureau level. The Director, Office of Administration has general responsibility for coordinating and implementing the policies, regulations, procedures, reports, and other matters within the Bureau which are related to travel activities. Bureau offices or units finding a need to issue supplements setting forth local information and procedures for guidance of these employees shall do so on an individual basis. Heads of offices must submit such supplements to the Director, Office of Administration, for review and approval prior to issuance by the initiating office.

b. Area level. Area Directors shall be responsible for the administration and implementation of travel policies, regulations, procedures and directives for all travel related matters within their jurisdictions.

FINANCIAL MANAGEMENT
Travel Regulations

c. Authorizing officials. Each authorizing official, at frequent intervals, shall review and reconsider existing policies and practices in connection with the control of travel and take such action as the circumstances warrant; determine the propriety of the trip and expenses; insure that a proper per diem rate is paid; determine when travel by a privately owned conveyance is to the advantage of the Government; restrict use of taxicab to and from carrier terminals (See 4.1B(3)c.); provide signed justification for use of taxicab between residence and office in cases of necessity (See 4.1B(3)e.).

d. Heads of individual offices. The head of each office shall maintain complete information on travel regulations; advise and assist travelers in connection with all travel matters; maintain information pertinent to preparing travel vouchers and supporting statements or documents; and advise travelers on travel voucher preparation. Offices issuing Government Transportation Requests shall designate an employee to be responsible for maintaining accountable records for such requests.

e. Travelers. In addition to knowing the regulations and requirements governing travel, the employee is responsible for safeguarding Government transportation requests, travel advances, assuring that authorization to travel has been made, and securing transportation at the least cost consistent with proper accomplishment of the mission.

The prudent person rules stated in 4.1A(3) require travelers to accomplish travel as expeditiously as possible and that all expenses necessarily incurred are reasonable in amount. Therefore, additional costs caused by unjustified early departures, delays or deviations en route, delayed returns, or unreasonable expenses (even though such expenses may be within authorized maximums), are not reimbursable to the traveler.

(13) Delegations of authority.

a. Issuance of delegations. Any official or employee to whom authority is delegated may, in writing, redelegate such authority, unless re delegation of authority is specifically prohibited or is limited. (Ref. 200 DM 2.2.) Redelegations of authority shall be in writing and shall be prepared in terms of position titles rather than named individuals. Authority shall be delegated and redelegated through the line of command. Copies of all redelegations shall be furnished to the Director of Administration and to the Chief, Division of Accounting Management in Albuquerque, New Mexico.

FINANCIAL MANAGEMENT
Travel Regulations

b. Exercise of authority. An officer or employee who is delegated or redelegated authority must exercise such authority in conformance with any requirements which the person making the delegation would be called upon to observe. Delegated authority must be exercised in accordance with relevant policies, standards, programs, organization, budget limitations, and administrative instructions prescribed by Bureau officials. Ref. 200 DM 1.8. An officer who delegates or redelegates authority does not abrogate his power to exercise that authority nor does such action relieve him of the responsibility for action taken pursuant to the delegation. Ref. 200 DM 1.9. The authority to authorize or approve travel shall be exercised only by persons having proper authority pursuant to delegations from the Assistant Secretary or his designees, or an officer in whom authority is vested by statute or regulations.

(14) Attendance at Meetings. Travel for attendance at meetings may be approved only in accordance with the provisions of Chapter 410, Subchapter 8 of Part 370 of the Departmental Manual. Employees may be authorized to attend meetings held by organizations outside the Bureau or national Bureau meetings only after receipt of approval from the Commissioner of Indian Affairs. Requests for attendance at such meetings shall be forwarded through the appropriate program director for review and recommendation. (This requirement does not apply to meetings and contacts with Tribal, local, county, and state personnel which are frequently required to carry out the functions and programs of the Bureau.)

a. Field Personnel. Requests for the approval of field employees of the Bureau to attend meetings shall be made in writing to the Commissioner, through the appropriate program director and shall state specifically the name and type of organization sponsoring or holding the meeting, the nature of the subjects to be considered, and the approximate cost of the trip. Except in unusual circumstances, such requests shall be submitted to the Central Office at least 30 days in advance of such meetings. Attendance shall be limited to such meetings as are necessary for the efficient conduct of the official business of the Bureau, and the expenses kept to a minimum. Upon receipt of the Commissioner's communication approving the attendance at the meeting, Department of the Interior Form No. DI 1020, Travel Authorization, shall be issued in the usual manner by an authorized official. The Commissioner's approval shall be referenced on the travel authorization.

b. Central office personnel. For employees of the Central Office, the travel authorization, Form DI 1020, approved by the Commissioner, may serve as authorization for the above purpose in lieu of the approved letter.

(15) Permanent Change of Station. Officials who have been delegated appointment authority may issue authorization of travel and transportation expenses of all Bureau employees, or employees of other Government agencies, who are being transferred to the Bureau.

FINANCIAL MANAGEMENT
Travel Regulations

(16) Witnesses on Behalf of the United States. Central Office and Area Directors may approve the travel of employees or issue travel authorizations to employees requested or ordered to appear as witnesses on behalf of the United States.

a. If the case being tried is not connected with official duties, the witness' traveling expenses are payable by the Department of Justice from the judiciary appropriation "Fees of witnesses, United States Courts". See Section 2 of the Act of December 24, 1942 (Public Law 845, 56 Stat. 1088), which amends Section 850 of the Revised Statutes.

b. If the case being tried does involve the activity in connection with which such person was or is employed, the traveling expenses and per diem allowance shall be payable from the appropriation otherwise available for the traveling expenses of such employees, even though the employee may be currently employed by another office.

(17) Acceptance of contributions, awards, and payments from non-Government organizations. Bureau employees may accept contributions, awards, or payments from non-Government organizations only in accordance with the provisions of Chapter 410, Subchapter 7, of the Federal Personnel Manual, and with Chapter 2 of Part 205 of the Departmental Manual.

FINANCIAL MANAGEMENT
Travel Regulations

4.1B TRANSPORTATION ALLOWABLE

(1) Expenses payable as transportation. Transportation expenses which the Bureau may pay either direct or by reimbursement include fares, rental fees, mileage payments, and any expenses incident to transportation such as baggage transfer; official telegraph, telephone, radio, and cable messages in connection with items classed as transportation; steamer chairs, steamer cushions, and steamer rugs at customary rates actually charged; staterooms on steamers; and other expenses set forth herein.

(2) Methods of transportation.

a. Authorized methods. Methods of transportation authorized for official travel include railroads, airlines, helicopter service, ships, buses, streetcars, subways, taxicabs; Government-furnished and contract rental automobiles and airplanes; privately owned and rented automobiles and airplanes; and any other necessary means of conveyance.

b. Selecting method of transportation to be used. Travel on official business shall be by the method of transportation which will result in the greatest advantage to the Government, cost and other factors considered. In selecting a particular method of transportation to be used, consideration shall be given to the following factors:

1. The advantages resulting from the more expeditious transaction of public business.

2. Energy conservation. Authorizing officials must ensure that only essential travel is approved, and that specific determinations for the use of high energy consuming methods of travel are valid and appropriate. High energy consuming methods of travel include travel by Government-furnished vehicles, rental vehicles, privately owned vehicles, and taxicabs. A specific determination that use of common carrier transportation - including buses and local transit systems - is not advantageous to the Government must be made.

3. Extent of trip (number of points to be visited and total distance of travel).

4. Availability of commercial transportation on schedules that permit effective use of traveler's time.

FINANCIAL MANAGEMENT
Travel Regulations

5. Need for a vehicle for official use at destination or intermediate stops.

6. Need for a vehicle, if common carrier is not available, to transport equipment or supplies.

7. Possibility of combining trips of several employees traveling together in government-furnished, rental, or privately owned vehicles.

8. Total cost to the government, including per diem, overtime, lost work time, and actual transportation costs.

9. Alternate modes of travel by common carrier. For example, in some travel situations, especially between points in the northeast corridor (Washington, D.C. - New York - Boston), Amtrak Metroliner service may be the most advantageous way to travel when the total downtown-to-downtown travel costs are considered.

c. Presumptions as to most advantageous method of transportation.

1. Common carrier.

(a) General. Since travel by common carrier (air, rail, or bus) will generally result in the most efficient use of energy resources and in the least costly and most expeditious performance of travel, this method shall be used whenever it is reasonably available. Other methods of transportation may be authorized as advantageous only when the use of common carrier transportation would seriously interfere with the performance of official business or impose an undue hardship upon the traveler, or when the total cost by common carrier would exceed the cost by some other method of transportation. The determination that another method of transportation would be more advantageous to the Government than common carrier transportation shall not be made on the basis of personal preference or minor inconvenience to the traveler resulting from common carrier scheduling. The advantages of using common carrier transportation must be fully considered before it is determined that some other method of transportation should be used.

(b) Determination of advantage to the Government. It has been determined that use of the National Railroad Passenger Corporation (AMTRAK) Metroliner coach service in the Northeast Corridor between Washington, D.C. and New York, NY, including intermediate points, is advantageous to the Government. Therefore, the Metroliner coach service shall be used for all travel between the points listed above, except as provided in (c) and (d), below. (See paragraph 4.1C(3)b4 for use of official Federal travel discount fare on Metroliner coach service.)

FINANCIAL MANAGEMENT
Travel Regulations

(c) Use of conventional (regular) rail service and bus service instead of Metroliner coach service. Conventional (regular) rail service or bus service in the Northeast Corridor between Washington, D.C. and New York, NY, and intermediate points, may be used when determined by the agency to be advantageous to the Government, cost, energy and other factors considered and when compatible with the requirements of the official travel.

(d) Use of air service instead of Metroliner coach service. Heads of agencies may delegate authority for authorizing and approving the use of air service instead of the discounted Metroliner coach service in the Northeast Corridor when justified under circumstances listed below. This authority shall be held to as high an administrative level as practicable to ensure adequate consideration and review of the circumstances involved in the travel assignment and to prevent abuse of this authority. Advance authorization and the justification for the use of air service under these provisions shall be shown on the travel order, or other form of travel authorization, prior to the actual travel unless extenuating circumstances or emergency situations make advance authorization impossible. In this event, the employee shall obtain written approval from the appropriate agency official at the earliest possible time after the travel is completed and the reasons for the approval shall be stated on or attached to the travel voucher. In the absence of specific authorization or approval stated on or attached to the travel authorization or the travel voucher, the employee shall be responsible for any additional cost resulting from the use of air service. The additional costs shall be the difference between the air service used and the discount fare which AMTRAK would otherwise have charged the Government. Justifications for the use of air service are limited to when:

The travel assignment requires round trip travel within the Northeast Corridor during one calendar day and the use of the Metroliner becomes disadvantageous when the factors in 4.1B(2)b are applied;

Space is not available on Metroliner coach service or is available too late to accomplish the purpose of the official travel, and the travel is so urgent it cannot be postponed;

Air service is required for security purposes, or because of exceptional circumstances prescribed by the agency, air service is essential to the successful performance of an agency's mission;

FINANCIAL MANAGEMENT
Travel Regulations

Air service is more advantageous to the Government as determined by a comparison made on an individual case basis of the total cost to the Government (including costs of actual transportation, subsistence, allowable overtime, lost productive time, etc.) of air service versus Metroliner coach service; and

The use of train service would cause undue hardship to an employee who is handicapped or physically impaired.

2. Government-furnished automobiles. When it is determined that common carrier transportation is not advantageous to the Government and that an automobile is required for official travel, a Government-furnished automobile shall be used whenever it is reasonably available.

3. Privately owned conveyance. Except as provided in 4.1B(2)d, the use of a privately owned conveyance shall be authorized only when such use is advantageous to the Government. A determination that the use of a privately owned conveyance would be advantageous to the Government shall be preceded by a determination that common carrier transportation or Government-furnished vehicle transportation is not available or would not be advantageous to the Government. This determination and the reasons therefor must be documented on the travel authorization. These determinations and the authorization to use a privately owned conveyance shall be made before the performance of travel. Annual leave shall be charged to the traveler for all travel time in excess of the time required for the trip on the basis of the continuous travel averaging at least 350 miles per day. Any exception to this requirement shall be adequately justified on the travel reimbursement voucher or an attachment thereto. The justification must be approved by the authorizing official.

4. Special conveyance. Commercially rented vehicles and other special conveyances shall be used only when it is determined that use of other methods of transportation discussed in 4.1B(2)c would not be more advantageous to the Government. The use of this form of transportation is, in most instances, the most expensive means of transportation which may be utilized when automobile travel is required. It shall be used only when it is determined that use of other methods of transportation, such as Bureau-owned vehicles, interagency motor pool vehicles, and privately owned vehicles will not be more advantageous to the government, or when it is not feasible to use Government-owned vehicles or privately

FINANCIAL MANAGEMENT
Travel Regulations

owned vehicles due to certain justifiable circumstances. Under no circumstances shall this type of transportation be authorized because of traveler's personal preference. Bureau employees on official travel requiring the use of commercial rented cars shall rent only compact cars, unless this type of vehicle is unavailable or will not meet the needs of the trip in which case a statement concerning the facts shall accompany the voucher. Travelers must pay cash or use personal credit cards when renting motor vehicles. When a claim is made for such rental, the travel voucher shall be accompanied by a justification for non-use of GSA motor pool vehicles.

In the selection of commercially rented vehicles, first consideration shall be given to Government-contract rental vehicles available under an appropriate GSA Federal Supply Schedule contract. GSA has available a "TRAVELER'S POCKET GUIDE" to assist travelers in the identification and selection of vendors under GSA commercial car rental contracts.

d. Permissive use of a privately-owned conveyance. When an employee uses a privately-owned conveyance as a matter of personal preference and such use is compatible with the performance of official business, although not determined to be advantageous to the Government under 4.1B(2)c4, such use may be authorized or approved provided that reimbursement is limited in accordance with the provisions of 4.1D. Under these circumstances an employee shall be charged leave for the travel time which exceeds the travel time that would have been involved if he had traveled by common carrier.

e. Travel by ocean vessel. Except for travel between points served by ferries, travel by ocean vessel shall not be regarded as advantageous to the Government in the absence of sufficient justification that the advantages accruing from the use of ocean transportation offset the higher costs associated with this method of transportation; i.e., per diem, transportation, and lost worktime. Authority to authorize or approve travel by ocean vessel shall be retained at the level of the Assistant Secretary and his Deputy, and may not be redelegated.

FINANCIAL MANAGEMENT
Travel Regulations

(3) Local transportation.

a. To, from, and between places of work. Transportation by bus, streetcar, or other local mass transit facilities between places of business at an official station or a temporary duty station and between places of lodging and place of business at a temporary duty station is allowed as a transportation expense. (Concerning transportation by taxicab between such places, see 4.1B(1).)

b. To places where meals are obtained. Where the nature and location of the work at a temporary duty station are such that suitable meals cannot be obtained there, the expense of daily travel required to obtain meals at the nearest available place may be approved as necessary transportation not incidental to subsistence. A statement of the necessity for such daily travel shall accompany the travel voucher. Specific authorization or approval by the authorizing official who approved the travel authorization or voucher is required.

c. To and from carrier terminals. Reimbursement will be allowed for the usual taxicab and airport limousine fares, 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. However, the authorizing official shall, when appropriate, restrict the use of taxicabs hereunder or place a monetary limit on the amount of taxicab reimbursement when suitable Government or common carrier transportation service, including airport limousine service, is available for all or a part of the distance involved.

d. Between residence and office on day travel is performed. Reimbursement may be authorized or approved for the usual taxicab fares, plus tip, from the employee's home to his office on the day he departs from his office on an official trip requiring at least 1 night's lodging and from his office to his home on the day he returns to his office from the trip, in addition to taxi fares for travel between office and carrier terminal. Specific authorization or approval by the authorizing official is required.

FINANCIAL MANAGEMENT
Travel Regulations

e. Between residence and office in cases of necessity. Reimbursement for the usual taxicab fares paid by an employee for travel between office and home may be authorized or approved incident to the conduct of official business at an employee's designated post of duty when the employee is dependent on public transportation for such travel incident to officially ordered work outside of regular working hours and when the travel is during hours of infrequently scheduled public transportation or darkness. Reimbursement is authorized only when justifiable and when all circumstances set forth herein are met. Specific authorization or approval from the Director, Office of Administration is required.

Reports shall be furnished on each individual use of this authority. Such reports must show that all required circumstances were present. The reports shall be furnished to the Director, Office of Administration through the appropriate line official.

Illustration 2 of this release shows Form BIA-4328 which must be used in requesting use of a Government vehicle between an employee's domicile and place of official permanent duty. (See 43 BIAM Supp. 2; 205 DM 9.1B(3) and 41 CFR 114-38.5005).

(4) Return to official station due to illness or injury. Transportation expenses to an employee's designated post of duty may be authorized or approved whenever the employee becomes incapacitated due to illness or injury not due to his own misconduct while en route to or while at a temporary duty station prior to completion of the temporary duty assignment. (See also 4.1G(5)b4). Administrative approval of the voucher by the authorizing official is required.

(5) Routing of travel.

a. Official necessity. All travel shall be by a usually traveled route. Travel by other routes may be allowed when the official necessity therefor is satisfactorily established. Documentation supporting such official necessity must be furnished with the reimbursement voucher.

b. Indirect-route or interrupted travel. When a person for his own convenience travels by an indirect route or interrupts travel by direct route, the extra expense shall be borne by him. Reimbursement for expenses shall be based only on such charges as would have been incurred by a usually traveled route. When transportation requests are used, they shall be issued only for that portion of the expense properly chargeable to the Government, and the

B I A M REISSUE
FEBRUARY 1984

FINANCIAL MANAGEMENT
Travel Regulations

employee shall pay the additional personal expense, including the Federal transportation tax. (See 4.1K(5)a3.) The traveler must itemize the expenses actually incurred which are properly chargeable to the government, and show the hour of departure from the duty post and the hour of arrival at the destination place of duty. If leave has been taken during either direct-route or indirect route travel, the date and time that leave began and terminated shall be shown. Expenses incurred in excess of those which would have been incurred on uninterrupted travel by a direct route are not properly chargeable to the Government.

When transportation requests are used, they shall be issued only for that portion of the expense properly chargeable to the government, and the employee shall pay the additional personal expense, including the federal transportation tax.

(6) Use of Government furnished vehicles.

a. Use limited to official purposes. When a Government-furnished vehicle is used by an employee for official travel, its use shall be limited to official purposes (31 U.S.C. 638a) which include transportation between places where the employee's presence is required incident to official business; between such places and places of temporary lodging when public transportation is unavailable or its use is impractical; and between either of the above places and suitable eating places, drugstores, barber shops, places of worship, cleaning establishments, and similar places necessary for the sustenance, comfort, or health of the employee to foster the continued efficient performance of Government business. Employees should arrange their itineraries wherever possible to share use of the same vehicle. The traveler may be reimbursed for necessary parking fees, and the cost of picking up and returning the vehicle.

b. Government driver's identification card. Regulations governing the authorization of civilian employees to operate Government-furnished automobiles are contained in Chapter 930 of the Federal Personnel Manual and 394 DM. Normally an employee who drives a Government-furnished vehicle must possess a U.S. Government motor vehicle operator's identification card (SF-46). However, under instructions prescribed by the U.S. Civil Service Commission, a Federal employee who must occasionally use a Government-furnished vehicle for official business while on temporary duty away from his official station need not possess a Standard Form 46, if he holds a valid State, District of Columbia, or territorial motor vehicle operator's license and presents travel orders specifically authorizing the temporary use of a Government-furnished vehicle.

FINANCIAL MANAGEMENT
Travel Regulations

c. Vehicle not available. If a Government-furnished vehicle is not available as a first resource, a commercially rented vehicle may be used provided such use is consistent with the provisions of 4.1B(2)c.

(7) Fines. Fines imposed on Bureau employees for traffic violations while operating vehicles in performance of (but not as part of) official business, as well as attorney fees for defending against them, are personal to the employee and not payable by the Government.

FINANCIAL MANAGEMENT
Travel Regulations

4.1C USE OF COMMERCIAL TRANSPORTATION(1) Taxicabs.

a. Approval requirement. For local travel authorized under 4.1B(3)a and b, the use of taxicabs may be allowed if authorized or approved as advantageous to the Government. General authorization for use of taxicabs for local travel in certain situations is contained in 4.1B(3)c, d, and e. Specific authorization or approval by the authorizing official is required.

b. Tips. In addition to reimbursement of taxi fares the employee will be allowed reimbursement of tips in the amount of 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 5, the reimbursable tip may be increased to the next multiple of 5. Travel vouchers must itemize tips separately from the fare.

(2) Rental automobiles and special conveyances.

a. Approval requirement. The hire of boat, automobile, taxicab (other than for use under 4.1B(3)c, d, or e), aircraft, livery, or other conveyance will be allowed if authorized or approved as advantageous to the Government whenever the employee is engaged in official business within or outside his designated post of duty. Specific authorization or approval by the authorizing official is required. Travelers are encouraged to pay cash or use personal credit cards when renting motor vehicles, except for emergency situations. When claim is made on travel voucher for such rental, voucher shall be accompanied by a justification for non-use of GSA motor pool vehicles. See 4.1B(2)c4 for instructions on the use of rental automobiles and special conveyances.

b. Incidental charges. If the hire of a special conveyance does not include costs of the incidental expenses of gasoline or oil, feeding and stabling horses, rent of garage, hangar, or boathouse, subsistence of operator, ferriage, tolls, etc., the same should be first paid, if practicable, by the person furnishing the accommodation or by his operator, and should be itemized in the bill. (See 4.1K(3)c5 and 4.1K(5)c2.)

FINANCIAL MANAGEMENT
Travel Regulations

c. Damage waiver or insurance costs. Commercial vehicle rental contracts customarily include full insurance coverage for property damage or injury or death to third parties resulting from the rentee's (Government employee's) use of the vehicle. Damage to the rented vehicle (collision damage), however, is often covered only above a deductible amount specified in the rental contract, the rentee being responsible for the cost of damage below that amount. In such instances, additional insurance (collision damage waiver or collision damage insurance) to relieve the rentee from liability for damage to the vehicle up to a deductible amount is available in the rental contract for an extra fee.

1. Employees may not be paid or reimbursed for the cost of collision damage waiver or collision damage insurance when official travel in the rental vehicle is performed wholly within the conterminous United States, Alaska, Hawaii, the Commonwealth of Puerto Rico, the Canal Zone, or the United States territories and possessions. However, the Bureau may pay for damage to the rented vehicle up to the deductible amount contained in the rental contract if the damage occurs while the vehicle is being used for official business.

If the employee is not acting within the scope of his employment, he is, of course, personally liable for the damage to the rented vehicle up to the amount of the collision damage waiver. If the accident occurred because of the negligence of the employee while acting within the scope of his employment, the claim up to the amount of the collision damage waiver can be presented by the rental agency under the Federal Tort Claims Act. However, if the claim of the rental agency arose because of the negligence of a third party (for example, the parked rental car was struck by an unknown vehicle) the claim supported by proper proof is paid by the Bureau out of its funds up to the amount of the collision damage waiver. In the event that the lessor collects from a third party, a claim will be made against the rental agency for the amount the Government paid as a result of declining the collision damage waiver. Since in most cases of this nature the Bureau would not have knowledge of such a collection, it is recommended that the Government check covering payment for damages to the rental vehicle be transmitted by official letter with a demand that the rental agency refund the payment if they collect from a third party.

2. Employees may be paid or reimbursed for the cost of additional insurance (collision damage waiver or collision damage insurance) when the vehicle is rented or leased for official travel in foreign areas (areas other than those listed in 1., above).

FINANCIAL MANAGEMENT
Travel Regulations

3. The cost of personal accident insurance is a personal expense and is not reimbursable.

d. Hire from another employee or member of an employee's family. Charges for the hire of a conveyance of another Government employee, or a member of the traveler's family, or a member of the family of another Government employee shall not be allowed in the absence of a satisfactory explanation showing that the conveyance was not procured because of such personal or official relationship and that the member of the family so furnishing was not dependent upon the traveler for support. The material facts shall be reported in the account. (See 4.1D(5) and 4.1K(5).) Specific authorization or approval by the authorizing official is required.

e. Persons traveling together. When two or more persons travel together by means of a rented vehicle or special conveyance, that fact, together with the name of each traveler and the name of his employing agency, must be stated by each traveler on his travel voucher. (See 4.1D(5).)

f. Rental of animals. The hire of saddle and pack animals will be allowed if authorized or approved as advantageous to the Government. Requirements for rates, terms, receipts, etc., are contained in 4.1K(3)c5.

(3) Travel policy, class of service authorized, and reports.

a. General policy. Less-than-first-class accommodations shall be used for all modes of passenger transportation. Common carrier accommodations shall be as specifically provided in b, c, and d, below, and shall apply to both domestic and international travel of employees while on official business for the Bureau.

b. Train accommodations.

1. Sleeping car accommodations. When overnight travel is involved, the lowest first-class sleeping accommodations available shall be allowed. Higher cost accommodations may be authorized or approved upon the employee's certification on the travel voucher that lowest first-class accommodations were not available or that use of superior accommodations were authorized or approved by the head of the agency or the agency head's designee, as being required for security purposes. When practicable, through sleeping accommodations shall be obtained if they are more economical to the Government.

FINANCIAL MANAGEMENT
Travel Regulations

2. Parlor car and reserved coach accommodations.

When adequate reserved coach accommodations are available, officials authorizing travel shall require that those accommodations be used to the maximum extent possible. However, use of a parlor car seat may be allowed when the duration of the train travel exceeds 4 hours.

3. Extra-fare trains.

Travel by extra-fare trains may be authorized or approved whenever their use is administratively determined to be more advantageous to the Government or is required for reasons of security. The use of National Railroad Passenger Corporation (AMTRAK) Metroliner coach service is considered to be advantageous to the Government. (See subparagraph 4. below.) (Note: Metroliner Club Service is considered to be first-class service.)

4. National Railroad Passenger Corporation (AMTRAK)

Metroliner coach service. The National Railroad Passenger Corporation (AMTRAK) offers a 20-percent discount for official Government travel on Metroliner coach service in the Northeast Corridor between Washington, D.C. and New York, NY, and intermediate points. Metroliner coach service between these points shall be used to the maximum extent possible as provided in paragraph 4.1B(2)c1(b).

(a) Reservations.

Reservations for Metroliner coach service shall be made in advance.

(b) Ticket purchase.

The discount provided by AMTRAK on Metroliner coach service is applicable for official Government travel only. Tickets must be obtained before boarding the Metroliner. Employees purchasing tickets directly from AMTRAK will need to present their Government identification card and will be required to certify on the back of the ticket that "Travel is for official Government business."

Cash payment.

The procedures in paragraph 4.1J(2)b for the use of cash shall apply. AMTRAK will accept personal checks as a form of cash payment provided proper identification is shown. Credit cards shall not be used for purchasing discount fare tickets for Metroliner coach service.

Use of U.S. Government transportation request

(GTR). The GTR and procedures for its use are prescribed in paragraph 4.1J(2) and 41 CFR 101-41.207.

FINANCIAL MANAGEMENT
Travel Regulations

Bulk ticket purchases. Agencies may consider bulk ticket purchases. When purchasing tickets in bulk from AMTRAK, the fare on the ticket will remain in effect for 6 months from the date of purchase. Procedures for bulk ticket purchases are provided in 41 CFR 101-41.203.

c. Steamer accommodations. The minimum first-class accommodation will be allowed when a stateroom is included in the cost of passage or is a separate charge. Higher cost accommodations may be allowed upon certification by the employee on the travel voucher that lowest first-class accommodations were not available or that use of higher cost accommodations were authorized or approved by the Assistant Secretary, or his designee, as being required for security purposes. (See 4.1C(6) for use of U.S.-flag ships.) The travel order or other administrative determination may, however, specify the use of an accommodation less costly than the minimum first-class accommodations when suitable for a particular voyage. The term "minimum first-class accommodation" as used in this paragraph means one which provides direct access from within the stateroom to a washbasin, shower or bath, and toilet.

d. Airline accommodations.

1. Policy. Employees who use commercial air carriers for domestic and international travel on official business shall use less-than-first-class accommodations. (See 4.1C(6)b for use of U.S.-flag air carriers.) Only limited exceptions to this policy may be permitted as set forth in 4.1C(3)d3, below. See paragraph 4.1C(4)b for additional requirements regarding the use of special lower fares.

2. Authorization and approval of the use of first-class air accommodations. The use of first-class air accommodations by any Bureau official, expert or consultant, individual employed in the Bureau, or any other person whose travel is paid for out of Bureau funds (e.g., Congressional travel), must be approved, in writing, by the Secretary, Under Secretary, an Assistant Secretary or a Deputy Assistant Secretary of the Interior. Failure to secure such approval will result in the traveler being responsible for all additional costs resulting from the use of first-class air accommodations. (However, use of first-class air accommodations by a member or the staff of a congressional committee having jurisdiction over authorizing appropriations for the Department, under the authority of section 1314 of the Supplemental Appropriations Act, 1954-31 U.S.C. 22a- does not require approval.)

B I A M REISSUE
FEBRUARY 1984

FINANCIAL MANAGEMENT
Travel Regulations

Each Area Finance Officer has the responsibility for enforcing these regulations and for taking appropriate collection actions. The Division of Accounting Management in Albuquerque will maintain a file on all first-class travel and approval or collection documentation. Copies of all approvals of first-class air accommodations and collection documents for additional costs resulting from first-class air accommodations are to be sent to the Division of Accounting Management, P.O. Box 127, Albuquerque, New Mexico 87103.

3. Request Procedures. Authorization for the use of first-class air accommodations shall be made in advance of the actual travel unless extenuating circumstances or emergency situations make advance authorization impossible. If advance authorization cannot be obtained, the employee shall obtain written approval at the earliest possible time. Requests to use first-class air accommodations are to be submitted by the Commissioner to the Secretary, through the Director of Budget, and shall contain a recommendation for approval by the respective Assistant Secretary. Requests for approval shall be submitted in triplicate and shall contain the following information:

(a) Name, grade, and position or title of employee for whom use of first-class air accommodations is being requested.

(b) Origin and destination or segments on which first-class air accommodations are to be used, and dates travel is to be performed.

(c) Additional cost resulting from the difference between the first-class air accommodations and the next lower class accommodations below first-class.

(d) Explanation of circumstances justifying the use of the first-class air accommodations, and if a foreign air carrier is to be used the name of the foreign carrier.

(e) Name and address of person to whom the request for approval to use first-class air accommodations is to be returned after Secretarial action.

BIAM REISSUE
FEBRUARY 1984

FINANCIAL MANAGEMENT
Travel Regulations

4. Employee responsibility and documentation. The employee shall certify on the travel voucher the reasons for the use of first-class air accommodations. Specific authorization or approval shall be attached to, or stated on, the travel voucher and retained for the record. In the absence of specific authorization or approval, the employee shall be responsible for all additional costs resulting from the use of first-class air accommodations. The additional costs shall be the difference between the first-class accommodations used and the next lower class below first-class.

5. Use of first-class air accommodations. Circumstances justifying the use of first-class air accommodations are limited to those listed in (a) and (b), below.

(a) Employee certification required. First-class accommodations may be used when regularly scheduled flights between the authorized origin and destination points (including connection points) provide only first-class accommodations, and the employee certifies this circumstance on the travel voucher. Note: The use of first-class accommodations in this instance need not be reported under the provisions of 4.1C(3)d5 below.

(b) Approval required. The officials named in Paragraph 4.1C(3)d2 above may authorize or approve the use of first-class air accommodations when:

Space is not available in less-than-first-class accommodations on any scheduled flights in time to accomplish the purpose of the official travel, which is so urgent that it cannot be postponed. An explanation will be required as to why the matter is so urgent that it cannot be postponed.

First-class accommodations are necessary because the employee is so handicapped or otherwise physically impaired that other accommodations cannot be used, and such condition is substantiated by competent medical authority. Obesity or a person's stature does not constitute a physical handicap warranting an exception allowing use of first-class air accommodations. A request for an exception based on physical handicap must be supported by a current statement by a competent medical authority.

FINANCIAL MANAGEMENT
Travel Regulations

First-class accommodations are required for security purposes or because exceptional circumstances, as determined by the Secretary or Under Secretary, make their use essential to the successful performance of an agency mission. Travel by first-class accommodations for security purposes relates primarily to law enforcement officers or agents assigned to protect non-Federal Government officials who are traveling first class. It is not anticipated that Bureau of Indian Affairs activities will result in this exception.

Less-than-first-class accommodations on foreign carriers do not provide adequate sanitation or health standards. Use of this exception is virtually eliminated by the International Air Transportation Fair Competitive Practices Act of 1974, which provides that to the extent that service is available, only United States air carriers shall be used to transport persons or property by air between a place in the United States and a place outside thereof, or between two places both of which are outside the United States. Lack of adequate sanitation or health standards should not exist on American Flag aircraft.

The use of first-class accommodations would result in an overall savings to the Government based on economic considerations, such as the avoidance of additional subsistence costs, overtime, or lost productive time that would be incurred while awaiting availability of less-than-first-class accommodations.

First-class air accommodations report. The Office of Budget, Office of Assistant Secretary - Policy, Budget and Administration shall submit semiannual reports on the use of first-class air accommodations to the Administrator of General Services (A), Washington, D.C. 20405, within 60 calendar days after the periods ending September 30 and March 31 of each fiscal year. Negative reports are required. Interagency Report Control Number 0167-GSA-SA has been assigned to this report in accordance with FPMR 101-11.11. The reports shall indicate the total number of employees whose use of first-class air accommodations was authorized or approved, the total additional cost to the Government, and the information listed below, for each trip in the order shown. Information on the use of first-class air travel for security purposes need be shown only by the total number of employees, the total number of trips, and the total additional costs incurred.

B I A M REISSUE
FEBRUARY 1984

FINANCIAL MANAGEMENT
Travel Regulations

Name, grade, and position or title of each employee whose use of first-class air accommodations was authorized or approved;

Origin and destination or segments on which first-class accommodations were used;

Additional cost to the Government resulting from the difference between the first-class accommodations used and the next lower class accommodations below first-class; and

Explanation of circumstances justifying the use of the first-class air accommodations, the name and title of the authorizing or approving official, and, if a foreign air carrier was used, the name of the carrier.

Travel by first-class accommodations, when such use is essential to the successful mission of this Bureau, will be considered for approval only upon an affirmative showing by the employee or authorizing official. It is anticipated that approval under this exception will be granted very infrequently.

6. Charter service. Use of charter service must be determined to be advantageous to the Government and certified as such on the Charter Agreement by the authorizing official. When charter services are ordered, the terms of the charter must be reduced to writing and signed by both the representative of the Government and the representative of the carrier. Such charter services shall be procured by the use of Government Transportation Requests, SF-1169, and billed on public voucher for transportation of passengers, SF-1171. The original of each charter order must accompany the related transportation request when it is billed.

(a) The terms of the charter must include (1) the type of aircraft or other carrier; (2) the starting, intermediate, and ending points; and (3) the rate per mile or per hour. If standby time is required and is to be paid for, the number of hours and hourly rate must be shown. A copy of the trip should be obtained for the Bureau files.

(b) If individuals such as the "Bush Pilots" in Alaska will not accept transportation requests (SF-1169) for charter service, Standard Form 44, Purchase Order-Invoice-Voucher, may be used to procure the desired service where commercial plane service is not obtainable.

FINANCIAL MANAGEMENT
Travel Regulations

(4) Special Fares. To the fullest extent possible, arrangements for official travel by air shall be made so as to take advantage of the lowest discount fares offered by the carrier industry. Whenever feasible, such arrangements are to be made by travel office personnel who are generally more knowledgeable about all available discounts. See paragraph 4.1K(5)c5 regarding voucher certifications required in enforcement of this policy.

a. Reserved.

b. Reduced rates.

1. Use of special lower fares.

(a) Through fares, special fares, commutation fares, excursion, and reduced-rate round trip fares shall be used for official travel when it can be determined before the start of a trip that this type of service is practical and economical to the Government. Round trip tickets shall be secured only when, on the basis of the journey as planned, it is known or can be reasonably anticipated that these tickets will be used.

(b) The Bureau shall follow the policies, procedures, and requirements established in FPMR Temporary Regulation A-15 for the use of contract air carriers for official air travel between certain cities (city-pairs).

2. Group or charter arrangements. Group or charter arrangements available through travel agents may be used when such use will not interfere with the performance of official business. In such instances, if payment for transportation cannot be made to a carrier with a Government transportation request but must be made to the travel agent, 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. (See also Subchapter 4.1J which requires the use of a Government transportation request for purchase of passenger transportation services costing in excess of \$100.) Reimbursement shall not exceed the cost of accommodations authorized under 4.1C(3).

c. Unequal fares available. Except as provided in FPMR Temporary Regulation A-15, when common carriers furnish the same method of travel at different fares between the same points for the same type of accommodations, the lowest cost service shall be used unless use of a higher cost service is administratively determined to be more advantageous to the Government. When such a determination is made, specific authorization or approval by the authorizing official is required. If first class service is used, authorization or approval from Secretary, Under Secretary, or designee is required.

FINANCIAL MANAGEMENT
Travel Regulations

(5) Unused tickets or reservations.

a. Unused accommodations. When a traveler finds he will not use accommodations which have been reserved for him, he shall release them within the time limits specified by the carriers. Likewise, where transportation service furnished is inferior to that called for by a ticket or where a journey is terminated short of the destination specified on the transportation request, the traveler shall report the facts to the administrative office. Failure of travelers to take such action may subject them to liability for any resulting losses. The report concerning a journey which is short of destination or inferior in service furnished as set forth above, shall be submitted to the appropriate finance office through the traveler's administrative office, and must contain full particulars of the destination or services requested but not provided. The Finance Officer will request adjustment from the carrier. A notation shall be made on the travel voucher whenever a refund of an unused portion of a ticket is requested.

b. Unused or oversold reserved accommodations. Space must be canceled as soon as the employee learns that space reserved will not be used. Penalty payments made by air carriers under certain provisions of their tariffs for failing to furnish accommodations for confirmed reserved space are due the Government and not the traveler when they result from travel on official business. Travelers shall turn in any such payments to the appropriate Bureau Finance Office. Claims for failure to provide accommodations will be made by the Finance Office. A full report of the circumstances will be made by the traveler through his administrative office to his finance office. A notation shall be made on the travel voucher whenever a refund of an unused portion of a ticket is requested.

(6) Use of United States flag carriers.

a. Travel by United States flag ships. Section 901 of the Merchant Marine Act of 1936 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."

FINANCIAL MANAGEMENT
Travel Regulations

b. Use of United States flag air carriers.

1. Definition. The term "U.S. flag air carrier" as used in this regulation means an air carrier holding a certificate under section 401 of the Federal Aviation Act of 1958 but excludes foreign air carriers operating under permits.

2. General requirements.

(a) Section 5 of the International Air Transportation Fair Competitive Practices Act of 1974 requires any executive department or other agency or instrumentality of the United States which finances transportation of persons (and their personal effects) or property by air between the United States and a place outside thereof, or between two places both of which are outside of the United States, to take such steps as may be necessary (including disallowance of payment) to ensure that only U.S. flag air carriers are used whenever service by these carriers is available.

(b) The act cited in (a), above, also requires the Comptroller General of the United States to disallow any expenditures from appropriated funds for payment of travel on foreign flag air carriers in the absence of satisfactory proof of the necessity therefor.

(c) Employees shall use U.S. flag air carriers when travel is performed by commercial air transportation between the United States and a foreign country or between locations outside the United States to the extent such service is available under the guidelines set forth in 4.1C(6)b3 and 4 below. This requirement also applies to other persons such as employee dependents, consultants, contractors, grantees, or other travelers whose travel is paid from funds appropriated, owned, controlled, granted, or otherwise established for the account of the United States. The requirement to use U.S. flag air carriers to the maximum extent possible shall not be influenced by factors of cost, convenience, or personal travel preference of the traveler. Excess and near excess foreign currencies will be used for paying the expenses of such travel as provided in 4.1J(4).

FINANCIAL MANAGEMENT
Travel Regulations

3. Guidelines for determining "available" service.

The Comptroller General of the United States has issued specific guidelines (Decision B-138942, March 12, 1976) for determining "available" U.S. flag air carrier service. Under those guidelines, a U.S. flag air carrier which can provide the commercial air transportation needed to accomplish an agency's mission is considered "available" even though:

(a) Comparable or a different kind of service by a foreign flag air carrier costs less;

(b) Service by a foreign flag air carrier can be paid for in excess foreign currency (However, see 4.1C(6)b4(e), below, regarding certain programs and activities funded solely with excess foreign currency.);

(c) Service by a foreign flag air carrier is preferred by the agency or traveler needing air transportation; or

(d) Service by a foreign flag air carrier is more convenient for the agency or traveler needing air transportation.

4. Guidelines for determining "unavailable" service.

The decision of the Comptroller General cited in above, and Comptroller General Decision B-184136, August 17, 1976, state that passenger service by a U.S. flag air carrier is considered "unavailable" when:

(a) The traveler, while en route, would have to wait 6 hours or more to transfer to a U.S. flag air carrier to proceed to the intended destination;

(b) Any flight by a U.S. flag air carrier is interrupted by a stop anticipated to be 6 hours or more for refueling, reloading, repairs, or other cause, and no other flight by a U.S. flag air carrier is available during the 6-hour period;

(c) Service by a U.S. flag air carrier, or by a combination of U.S. flag and foreign flag air carriers (if U.S. flag carriers are "unavailable"), would take 12 or more hours longer, from the origin airport to the destination airport, to accomplish the agency's mission than would service by a foreign flag air carrier or carriers;

FINANCIAL MANAGEMENT
Travel Regulations

(d) The elapsed travel time on a scheduled flight from the origin airport to the destination airport by foreign flag air carrier(s) is 3 hours or less, and service by U.S. flag air carrier(s) would involve twice that scheduled travel time; or

(e) U. S. flag air carriers render themselves "unavailable" by declining to accept payment in foreign currencies for transportation services required by certain programs or activities of the Government which, under legislative authority, are financed solely with excess foreign currencies which may not be converted to U.S. dollars. In these instances, and notwithstanding the provisions of 4.1C(6)b3(b), foreign flag air carriers that will accept the required foreign currency may be used to the extent necessary to accomplish the mission of the particular program or activity. The statement of justification required under 4.1C(6)c below must indicate that the transportation service needed can be paid for only in excess foreign currencies and that otherwise "available" U.S. flag air carriers declined to accept payment in the foreign currencies.

c. Use of foreign flag air carriers. The use of foreign flag air carriers may be authorized or approved only when U.S. flag air carrier service is "unavailable" as determined under the guidelines in b, above. Specific authorization or approval by the authorizing official is required. Service by a U.S. flag air carrier should be used from the origin airport to the furthest practicable interchange point on a usually traveled route to the extent such service, including appropriate connections, is "available". When the origin airport or an interchange point on a usually traveled route is not serviced by a U.S. flag carrier, a foreign flag air carrier should be used only to the nearest practicable interchange point to connect with "available" U.S. flag air carrier service. A statement executed by the traveler or the Bureau justifying the use of a foreign flag air carrier for any part of foreign travel must be entered on or attached to the travel voucher, transportation request, or other payment document. Each request for a change in route or schedule which involves the use of a foreign flag air carrier must be accompanied by a statement justifying such use. Expenditures for transportation on a foreign flag air carrier shall be disallowed in the absence of a justification statement. See Illustration 3 (Form BIA-4254), "Justification Statement for Use of Foreign Flag Air Carriers".

FINANCIAL MANAGEMENT
Travel Regulations

(7) Promotional material offered by carriers. Any and all material (discount coupons, cash, merchandise, etc.) received by personnel while on official Government business becomes the property of the United States Government. Any items received must be relinquished to the employee's servicing finance office for proper disposition.

**BIAM REISSUE
FEBRUARY 1984**

FINANCIAL MANAGEMENT
Travel Regulations

4.1D REIMBURSEMENT FOR USE OF PRIVATELY OWNED CONVEYANCES(1) Basic rules

a. Mileage payments. When employees and others rendering service to the Bureau use privately owned motor vehicles or airplanes in the conduct of official business within or outside their designated posts of duty or places of service and such use is authorized or approved as advantageous to the Government or as an authorized or approved exercise of the employee's preference, payment shall be made on a mileage basis unless payment on an actual expense basis is specifically authorized by law.

b. Distance measurements.

1. Automobile and motorcycle travel. When transportation is authorized or approved by privately owned motorcycles or automobiles, distances between points traveled shall be as shown in standard highway mileage guides or by speedometer readings. Any deviations from distances shown in the standard highway mileage guides that exceed 10% shall be explained. Mileages in excess of 10% over that shown in standard highway mileage guides shall not be allowed in the absence of such explanation. The mileage rate as authorized or approved may be paid from whatever point the employee or other person rendering service to the Bureau begins his journey.

2. Airplane travel. The air mileage between the origin and destination airports, as determined from airways charts issued by the National Oceanic and Atmospheric Administration, Department of Commerce, shall be reported on the reimbursement voucher and shall be used in computing payment for the use of a privately owned airplane. If a detour was necessary because of adverse weather, mechanical difficulty, or other unusual conditions, the additional air mileage may be included in the mileage reported on the reimbursement voucher and, if included, it must be explained. When an official requirement for deviation from direct route travel is such that airway mileage charts are not adequate to determine mileage, the formula of flight time multiplied by cruising speed of the airplane may be the basis for mileage determinations. Mileage is to be in statute (not nautical) miles.

FINANCIAL MANAGEMENT
Travel Regulations

c. Other allowable costs. Reimbursement for parking fees; ferry fees; bridge, road, and tunnel costs; and airplane parking, landing, and tiedown fees shall be allowed in addition to the mileage allowance unless the travel orders or other administrative determinations restrict such allowance. The auto parking fee plus round-trip mileage reimbursement paid by the traveler while he is away from his official station will be allowed only to the extent it does not exceed the estimated cost for use of a taxicab. Travelers are not expected to make an extensive search for free parking facilities, but must use free parking facilities whenever possible.

(2) When use of a privately owned conveyance is advantageous to the Government.

a. Authorized mileage rates. When the use of a privately owned conveyance is authorized or approved as advantageous to the Government for the performance of official travel as provided in 4.1B(2)c3, reimbursement to the traveler shall be at the mileage rates prescribed in (1) through (3), below.

1. For use of a privately owned motorcycle: 20 cents per mile.
2. For use of a privately owned automobile: 22.5 cents per mile.
3. For use of a privately owned airplane: 45 cents per mile.

The determination of advantage to the Government and the reasons therefor must be documented on the travel authorization. When the use of a privately owned conveyance is authorized, item 16(a) on the travel authorization must be checked and the appropriate mileage rate cited.

FINANCIAL MANAGEMENT
Travel Regulations

b. Mileage rates outside the conterminous United States. Generally, the mileage rates prescribed in a, above, are applicable outside as well as within the conterminous United States. However, if any mileage rate which is below the statutory maximum (1. below) is inadequate compensation for use of a privately owned conveyance in a particular area outside the conterminous United States, the Assistant Secretary may submit a request to GSA for the establishment of a higher mileage rate for the area. Any new mileage rate approved by GSA for a particular area shall be the uniform rate payable to all Federal Employees in that area. The request to establish a higher rate shall be forwarded to the General Services Administration (TTT), Washington, DC 20406, and shall include the following information:

1. A recommended mileage rate not exceeding the following statutory maximums:

(a) For use of a privately owned motorcycle: 20 cents per mile.

(b) For use of a privately owned automobile: 25 cents per mile.

(c) For use of a privately owned airplane: 45 cents per mile.

2. An analysis of the cost per mile of operating the privately owned conveyance in the particular area involved which shall include the data listed below. (Expenses which are reimbursable as separate allowances under 4.1D(1)c, such as parking or toll fees, shall not be included as cost factors in this analysis.)

(a) Size/type of conveyance to which the cost data apply.

(b) Fixed operating costs: vehicle depreciation, insurance, taxes, and registration fees.

(c) Variable operating costs: gasoline, motor oil, maintenance, repairs, and tires.

(d) Other related cost factors affecting vehicle operating costs which are peculiar to the area involved.

B I A M REISSUE
FEBRUARY 1984

FINANCIAL MANAGEMENT
Travel Regulations

c. Special rule when permanent duty travel is involved. The regulations contained in Chapter 4.2 shall apply when privately owned automobiles are used in connection with employee's permanent changes of station, when the appointees or student trainees described therein travel to their first permanent duty stations, or when employees return from posts of duty outside the conterminous United States to places of actual residence for separation.

d. To and from common carrier terminals and office.

1. Round trip when in lieu of taxicab to carrier terminals. In lieu of the use of a taxicab under 4.1B(3)c, payment on a mileage basis at the rate of 22.5 cents per mile and other allowable costs as set forth in 4.1D(1)c shall be allowed for the round-trip mileage of a privately owned automobile used by an employee going from either the employee's home or place of business to a terminal or from a terminal to either the employee's home or place of business. However, the amount of reimbursement for the round trip shall not in either instance exceed the taxicab fare, including tip, allowable under 4.1B(3)c for a one-way trip between the applicable points.

2. Round trip when in lieu of taxicab between residence and office on day of travel. In lieu of the use of a taxicab under 4.1B(3)d, payment on a mileage basis at the of 22.5 cents per mile and other allowable costs as set forth in 4.1D(1)c shall be allowed for round-trip mileage of a privately owned automobile used by an employee going from the employee's residence to the employee's place of business or returning from place of business to residence on a day travel is performed. However, the amount of reimbursement for the round trip shall not in either instance exceed the taxicab fare, including tip, allowable under 4.1B(3)d for a one-way trip between the points involved.

3. Parking when automobile is left at terminal. The fee for parking an 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 reimbursement to and from the terminal or other parking area does not exceed the estimated costs for use of a taxicab to and from the terminal under the provisions of 4.1B(3)c.

FINANCIAL MANAGEMENT
Travel Regulations

(3) When use of privately owned conveyance is in lieu of common carrier transportation. Whenever a privately owned conveyance is used for official purposes as a matter of personal preference in lieu of common carrier transportation under 4.1B(2)d, payment for such travel shall be made on the basis of the actual travel performed, computed under 4.1D(1) at the mileage rate prescribed in 4.1D(2)a plus the per diem allowable for the actual travel. The total allowable shall be limited to the total constructive cost of appropriate common carrier transportation including constructive per diem by that method of transportation.

The computation of both the actual costs and the costs by common carrier must be furnished on the travel voucher so that the necessary comparison may be made in performing the voucher audit. Failure to comply will result in delay in reimbursement to the traveler.

Item 16(c) on the travel authorization must be checked when reimbursement is to be limited to a constructive cost. Specific authorization by the authorizing official is required.

Constructive cost of transportation and per diem by common carrier shall be determined under the following rules:

a. Mode of travel to be used for comparison.

1. Airplane. The mileage payment shall not exceed the constructive cost of coach accommodations (or tourist or economy accommodations if a carrier uses this term instead of "coach accommodations") on airplanes when such service is provided by a carrier. If it is not provided, the comparison will be made with standard class accommodations if provided; otherwise, with first-class accommodations. When accommodations are provided on both jet and propeller-driven planes the comparison shall be made with the jet planes. (For the purpose of this provision, a class of service is considered to be provided by a carrier when it is scheduled on flights serving origin and destination points, regardless of whether space would have been available had the traveler used air transportation for the official travel.)

FINANCIAL MANAGEMENT
Travel Regulations

2. Train. When none of the accommodations described above are provided by an air carrier, the mileage payment shall be limited to the constructive cost of first-class rail transportation or coach accommodations when the elapsed time of the rail journey is 4 hours or less. The constructive cost comparison may also be made with rail transportation, even though air transportation is provided, when an administrative determination is made that such comparison, including related per diem, is more economical, and the travel order or other administrative directive so provides.

3. Bus. When neither air nor rail accommodations are provided, the mileage payment shall be limited to the constructive cost of bus transportation.

b. Transportation costs to be considered in addition to fares. In determining the constructive common carrier cost there shall also be included the usual transportation costs to and from the common carrier terminals. In addition, the cost of excess baggage shall be included when it would have been allowed had the traveler used the carrier upon which the constructive transportation costs are determined, provided the traveler certifies as to the weight of the baggage or presents other acceptable evidence to its weight. Mass transit costs at temporary duty station may be included as part of constructive costs. Taxicabs (other than for use to and from terminal) and rental vehicles may not be included in constructive costs.

Reimbursement for use of privately owned conveyance for local travel at temporary duty station when approved as advantageous to the Government may be included in computing the cost comparison.

c. Per diem allowance. The constructive per diem shall be the amount which would have been allowable if the traveler had used the carrier upon which the constructive transportation costs are determined. Employees shall be charged leave for travel time in excess of that which would have been required by common carrier.

FINANCIAL MANAGEMENT
Travel Regulations

d. Use of actual and reasonable schedules. In making the foregoing constructive cost comparisons of transportation, scheduled departures and arrivals of planes, trains, and buses at unreasonable hours shall be disregarded. (For this purpose, "unreasonable hours" means those which would unduly inconvenience the traveler or adversely affect his safety, or which would result in unduly increasing the constructive per diem.)

(4) When use of a privately owned conveyance is in lieu of a Government-furnished automobile.

a. Planning for use of Government-owned automobiles. When use of a privately owned conveyance is authorized or approved under 4.1B(2)d even though use of a Government-owned automobile would be more advantageous to the Government, reimbursement to the employee shall be limited to the cost which would be incurred for use of a Government-owned automobile. The normal rate of reimbursement shall be that provided in 4.1D(4)b; however, commitments should be obtained from employees who are expected to perform extensive automobile travel on official business whether they will use Government-owned automobiles or whether they will elect to use privately owned conveyances. Such commitments will be for periods of time which warrant the making of arrangements for supply of Government-owned automobiles, and commitment changes shall be made in sufficient time in advance of their effective dates to permit arrangements to be made for acquisition or disposal of Government-owned automobiles as required. An employee who is committed to use a Government-owned automobile shall not be authorized reimbursement for use of his privately owned conveyance in lieu of a Government-owned automobile; except that, if such an employee occasionally uses his privately owned conveyance when a Government-owned automobile is available, mileage reimbursement limited to the cost of operating a Government-owned vehicle fixed costs excluded as provided in 4.1D(4)c may be authorized or approved by the authorizing official.

FINANCIAL MANAGEMENT
Travel Regulations

b. Reimbursement based on Government costs. Based upon average rental rates which agencies pay for GSA motor pool automobiles and the administrative cost to the user agency, it has been determined that the average mileage cost for use of a Government-furnished automobile for travel in the conterminous United States is 16.5 cents. Therefore, the mileage rate for authorized use of a privately owned conveyance when use of a Government-furnished automobile would be most advantageous to the Government shall be 16.5 cents. Exceptions to the above limitation may be authorized if it is determined by the authorizing official, because of unusual circumstances, the cost of providing a Government-furnished automobile would be higher than 16.5 cents. In such instances reimbursement may be allowed at such higher rate within the maximum (see paragraph 4.1D(2)) that will most nearly equal the cost of providing a Government-furnished automobile in those circumstances. A mileage rate of less than 16.5 cents under the above circumstances shall not be authorized or approved in the absence of a statement by the authorizing official justifying the payment of a lower rate.

When a mileage rate of 16.5 cents for the use of a privately owned conveyance is authorized, even though a Government furnished automobile would be most advantageous to the Government, the following statement shall be typed on the travel authorization: "Employee is not committed to the use of a Government-furnished automobile." See 4.1D(4)d.

In addition to mileage for the distance allowed under 4.1D(1)b, the employee may be reimbursed for expenses authorized under 4.1D(1)c which would have been incurred if a Government-furnished vehicle had been used.

c. Partial reimbursement when Government automobile is available. When an employee who is committed to using a Government-furnished automobile, or who because of the availability of Government-furnished automobiles, would not ordinarily be authorized to use a privately owned conveyance in lieu of a Government-furnished automobile nevertheless requests use of a privately owned conveyance, reimbursement may be authorized or approved. The rate of reimbursement shall be 7.5 cents per mile, which is the approximate cost of operating a Government-furnished automobile, fixed costs excluded.

FINANCIAL MANAGEMENT
Travel Regulations

When use of a privately owned conveyance is authorized under the above circumstances, one of the following statements, appropriate to the situation shall be typed on the travel authorization. "Employee is committed to using a Government-furnished automobile." or, "Government-furnished automobile available -- Employee requests use of privately owned conveyance."

d. Commitment to use Government-furnished automobile. An installation of the Bureau which has its own vehicles or GSA-assigned vehicles on which it is incurring a fixed rental charge should utilize such vehicles in preference to paying the employee the higher rate for use of a privately owned conveyance in lieu of a Government-owned automobile as a matter of personal preference. It is therefore incumbent on authorizing officials, in consultation with employees concerned, to determine which employees are committed to using Government-owned vehicles. This does not mean, however, that the office must obtain additional vehicle(s) to cover occasional travel in these circumstances.

e. Reimbursement claims. When claiming mileage at the 16.5 cent rate, the employee shall state on his voucher that he had not made a commitment to use a Government-furnished automobile and that reimbursement for use of a privately owned automobile was not limited under 4.1D(4)c.

(5) More than one person in conveyance. Mileage shall be payable to only one of two or more employees traveling together on the same trip and in the same conveyance, but no deduction shall be made from the mileage otherwise payable to the employee entitled thereto by reason of the fact that other passengers (whether or not Government employees) may travel with him and contribute to defraying the operating expenses. The names of employees and their employing agencies are to be stated on the travel authorization.

(6) Actual expense basis.

a. Used only when authorized by law. Reimbursement on an actual expense basis applies to reimbursement for use of a privately owned motorcycle, automobile, or airplane only where such method of reimbursement is authorized by law; otherwise, reimbursement is to be made under the provisions of 4.1A through 4.1E.

FINANCIAL MANAGEMENT
Travel Regulations

b. Comparative cost requirement. The use of a privately owned conveyance on an actual expense basis as distinguished from a mileage basis under 4.1A through 4.1E may be authorized or approved by the authorizing official: Provided, that the aggregate of allowable expenses plus any increased subsistence expenses through increased travel time or less subsistence savings through reduced travel time, as the case may be, does not exceed the cost of transportation available by common carrier.

c. Reimbursable costs. For such travel on an actual expense basis the employee shall be entitled to reimbursement of the cost of gasoline, oil, feed of horses, garage or hangar rent and stabling of horses while officially detained en route, and bridge, ferry, and other tolls. For the purpose of determining the amount of increased subsistence expenses or subsistence savings for a given period of time, the per diem rate of subsistence named in the travel order shall be used. Charges for repairs, depreciation, replacements, grease, antifreeze, towage, and similar speculative expenses shall not be allowed. Exemption from payment of tax on gasoline in States providing such exemption shall be claimed. The standard Federal forms shall be used for that purpose. When exemption is refused, receipts shall be obtained in duplicate. (See 4.1K(3)c7 and 4.1K(5)c2 regarding receipts and voucher preparation.)

FINANCIAL MANAGEMENT
Travel Regulations

4.1E BAGGAGE(1) Definitions.

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

b. Excess baggage. Baggage in excess of the weight or size that is carried free by transportation companies is classed as excess baggage.

(2) Authorization for excess baggage. Excess baggage charges shall be allowed only when authorized or approved except where air-coach or air-tourist accommodations are used. Transportation of baggage up to the weight carried free on first-class service shall be allowed at Government expense.

(3) Payment of costs for baggage.

a. Transportation charges for excess baggage. As a general rule, travelers shall make cash payment of domestic airline excess baggage charges that do not exceed \$15. Where excess baggage services are specifically authorized, the travel order shall clearly state whether such charges are to be paid for in cash by the traveler or to be authorized on the Government transportation request. If the authorization for excess baggage is not included on the transportation request, the traveler's claim for reimbursement shall be included on the travel voucher. A receipt is required, regardless of the amount claimed, and shall show the weight of the baggage, and the points between which the baggage was moved.

b. Transfer of baggage. Necessary charges for the transfer of baggage shall be allowed. A receipt is required, regardless of the amount claimed.

c. Storage of baggage. Charges for the storage of baggage shall be allowed when it is shown that such storage was solely on account of official business. An explanatory statement shall be furnished on the travel voucher. A receipt is required, regardless of the amount claimed.

FINANCIAL MANAGEMENT
Travel Regulations

d. Checking and handling of baggage. Charges for checking baggage shall be allowed. Charges or tips at transportation terminals shall be allowed for handling Government property carried by the traveler. A receipt is required, regardless of the amount claimed.

(4) 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 original destination on the unused portion of the ticket, full explanation of the facts shall be made to the administrative office at the time the unused ticket is forwarded for redemption, or the explanation shall be shown on the voucher. Failure to observe this rule shall result in any excess cost being charged to the employee.

(5) 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 shall be shipped by parcel post, where practical, 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 must be 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 shall be made on Government bills of lading unless such handling will interfere with the official purposes of the trip or unless it 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 shall be made. A report of the circumstances shall be sent to the traveler's 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 are necessary to support the charge.

FINANCIAL MANAGEMENT
Travel Regulations

4.1F COMMUNICATIONS SERVICES

(1) Authorization.

a. Necessary use. Telephone, teletype, telegraph, cable, and radio service may be used on official business when necessary. The travel voucher must include an explanation of the official need.

b. Official local calls. Charges for local telephone calls on official business shall be allowed as a transportation expense. (See 4.1K(5)a1 regarding entry of such calls in travel vouchers as a transportation expense.)

(2) Type of service used.

a. Government equipment. As a general rule, official long distance telephone calls and other communications services shall be through the use of Government-owned or -leased equipment.

b. Use of commercial services. If Government services are not available, the least expensive practicable type and class of commercial service shall be used. The time required to transmit and deliver telegrams, cablegrams, and radiograms, the difference in time between points, and the probable closing time of offices shall be considered in determining the method of communication. Long distance calls made on commercial lines from a coin box telephone or other telephone where a cash payment is required and reimbursement is claimed on the travel voucher must be certified as necessary in the interest to the Government by an officer authorized by 31 U.S.C. 680 a. to so certify. The necessity for use of commercial telephone service must be fully explained on the travel voucher.

(3) Requirement for written messages.

a. Language and form. Care shall be exercised in preparing messages to omit words, figures, and punctuation unnecessary to the meaning of the message. Initials and titles in the text and signature shall be used only when needed for identification. Numbers and dates in the text of telegrams, cablegrams, and radiograms shall be expressed in figures, except where impracticable in code messages. Every message shall show the place and date of transmission.

FINANCIAL MANAGEMENT
Travel Regulations

b. Messages to be coded. When practicable, cablegrams and radiograms shall be coded in conformity with a departmental or standard code.

(4) Official purpose and personal business.

a. Reservation of accommodations. Charges for telegrams reserving airplane, train, or steamer accommodations are transportation expenses and may be allowed when supported by a satisfactory explanation showing the necessity therefor.

b. Personal business. Telephone calls, telegrams, cablegrams, and radiograms relating to leave of absence or extension thereof, or to payment of salary or expense vouchers and answers thereto, or those containing other matter of a purely personal nature, must not be made or sent at Government expense, and charges therefor shall not be allowed.

(5) Supporting statement. Charges for official telephone calls, telegrams, cablegrams, or radiograms on official business shall be allowed provided a statement is furnished showing the points between which service was rendered, the date, the amount paid for each telegram, cablegram, or radiogram, and that they were required on official business. When the public interest so requires, the points between which telephone service was rendered need not be stated in the official travel voucher, but may be stated in confidence to the administrative official. See Section 4.1F(2)b regarding certification required when payment is made for long distance telephone calls.

(6) Charges for telegraph, cable, and radio services.

a. Collect service. Official telegrams, cablegrams, and radiograms sent to Government offices having authorized charge accounts shall be sent "Official Business-Collect" unless otherwise directed by competent authority. All others shall be prepaid.

b. Cash payment. When "collect" service is refused, payment of the amount demanded shall be made. A report of the circumstances and a receipted copy of the message shall be sent to the traveler's administrative office.

FINANCIAL MANAGEMENT
Travel Regulations

c. Words chargeable. All messages shall be subject in all respects to the prevailing commercial count of chargeable words.

d. Fractional charges. In cases where the charge for a Government message, determined as herein provided, includes a fraction of a cent, that fraction, if less than one-half, is to be disregarded; if one-half or more, it is to be counted as 1 cent.

(7) Priority of official messages. All Government communications by telegraph, cable, or radio shall have priority over all other business, except radio communications or signals which are given absolute priority under the Communications Act of 1934, as amended, and shall be subject to the prevailing classifications, practices, and regulations applicable to the corresponding commercial communications. Employees sending such telegrams shall endorse thereon the words "official business" and shall report to the Federal Communications Commission through their administrative offices any failure to transmit them in such priority and any charge made in excess of the rate prescribed.

FINANCIAL MANAGEMENT
Travel Regulations

4.1G PER DIEM IN LIEU OF ACTUAL SUBSISTENCE

(1) Coverage.

a. Travel for which per diem shall be paid. Per diem allowances under 4.1G shall be paid for official travel except when it is determined that reimbursement should be on the basis of actual subsistence expenses as provided in 4.1H.

b. Expenses covered by per diem. The per diem in lieu of subsistence expenses includes all charges for meals; lodging; personal use of room during daytime; baths; all fees and tips to waiters, porters, baggagemen, bellboys, hotel maids, dining room stewards, and others on vessels, hotel servants in foreign countries; telegrams and telephone calls reserving hotel accommodations; laundry, cleaning and pressing of clothing; fans and fires in rooms; and transportation between places of lodging or business and places where meals are taken except as otherwise provided in 4.1B(3)b. The term "lodging" does not include accommodations on airplanes, trains, or steamers, and these expenses are not subsistence expenses. However, availability of such accommodations shall be considered in connection with the establishment of per diem payment rules and the fixing of per diem rates.

(2) Maximum locality rates. A per diem allowance in lieu of actual subsistence expenses for travel on official business shall be authorized or approved within the following maximum rates:

a. Conterminous United States. Reimbursement for official travel within the limits of the conterminous United States shall be a daily rate not in excess of \$50 except when actual subsistence expense travel is authorized or approved due to the unusual circumstances of the travel assignment or for travel to a designated high rate geographical area as provided in 4.1H(1).

b. United States other than conterminous. For travel in localities in Alaska, Hawaii, the Commonwealth of Puerto Rico, the Canal Zone, and possessions of the United States, at a rate not in excess of the rate prescribed by the Secretary of Defense and published in Civilian Personnel Per Diem Bulletins.

FINANCIAL MANAGEMENT
Travel Regulations

c. Foreign areas. For travel in localities in any area (including the Trust Territory for the Pacific Islands) situated outside the United State, the Commonwealth of Puerto Rico, the Canal Zone, and the possessions of the United States, at a rate not in excess of the rate prescribed by the Secretary of State and published in the Standardized Regulations (Government Civilians, Foreign Areas).

(3) Agency responsibility for authorizing individual rates.

a. General. It is the responsibility of each department and agency to authorize only such per diem allowances as are justified by the circumstances affecting the travel. Care should be exercised to prevent fixing per diem rates in excess of those required to meet the necessary authorized subsistence expenses. To this end, consideration should be given to factors which reduce the expenses of the employee such as: Known arrangements at temporary duty locations where lodging and meals may be obtained without cost or at prices advantageous to the traveler; established cost experience in the localities where lodging and meals are required; situations where special rates for accommodations have been made available for a particular meeting or conference; the extent to which the traveler is familiar with establishments providing lodging and meals at a lower cost in certain localities, particularly where repeated travel is involved; and the use of methods of travel where sleeping accommodations are provided as part of the transportation expenses. The specific rules contained in b through e below, shall be applied in the situations covered. A per diem allowance is intended to reasonably cover a traveler's expected lodging and subsistence expenses while traveling on official business. Authorizing officials, within their respective areas of authority and within the established maximum rates, shall prescribe lesser rates where warranted. Such rates shall be established at amounts which represent neither an inadequate nor excessive reimbursement, but which will fairly and adequately reimburse travelers on official business for the necessary attendant expenses of such travel.

b. When lodgings are not required. For travel of less than 24 hours when a night's lodging is not required, the per diem rate shall be adjusted downward to reflect the fact the traveler does not incur costs for lodging. For such travel, the per diem rate shall be the meals and miscellaneous expense factor (\$23), unless a lesser rate is authorized.

 FINANCIAL MANAGEMENT
 Travel Regulations

c. When lodging is required.

1. For travel in the conterminous United States when lodging away from the official duty station is required, the per diem rate shall be established on the basis of the average amount the traveler pays for lodging, plus an allowance of \$23 for meals and miscellaneous subsistence expenses. Calculation shall be as follows:

(a) To determine the average cost of lodging, divide the total amount paid for lodgings during the period covered by the voucher by number of nights for which lodgings were or would have been required while away from the official station. Exclude from this computation the night of the employee's return to his residence or official station. The total amount paid for lodgings shall include local taxes, but exclude tips, porter's fees, etc. When lodging is shared by other official travelers, only a pro rata share of the cost will be used in determining the average daily rate. When the lodging is shared by unofficial travelers, the single room occupancy rate of the room occupied will be used to determine the average daily rate.

(b) To the average cost of lodging add the \$23 allowance for meals and miscellaneous expenses. The resulting amount shall then be rounded to the next whole dollar, and subject to the \$50 maximum is the rate to be used in computing the traveler's reimbursement. Example:

<u>DAY</u>	<u>LODGING COST</u>
TUES.	\$12.60
WED.	13.00
THUR.	.00 (stayed with relatives)
FRI.	14.00
SAT.	.00 (returned to official station)
TOTAL	<u>\$39.60</u>

\$39.60 divided by 4 nights = \$9.90 (average daily lodging cost) \$9.90 + \$23 for meals and miscellaneous expenses = \$32.90

\$32.90 rounded to \$33 = the per diem rate for computing reimbursement.

BIAM REISSUE
 FEBRUARY 1984

FINANCIAL MANAGEMENT
Travel Regulations

2. No minimum allowance is authorized for lodging since those allowances are based on actual lodging costs. However, under no circumstances may the per diem rate exceed \$50. The Bureau requires that original receipts for lodging costs be attached to the voucher. When the lodging-plus system is used, employees are required to furnish the following certification on their vouchers: "I certify that per diem claimed herein is based on the average cost for lodging as prescribed by GSA while on official travel."

3. It may be determined that the lodging-plus method as prescribed herein is not appropriate in certain circumstances - such as when quarters or meals, or both, are provided at no cost or at a nominal cost by the Government or when for some other reason the subsistence costs to be incurred by the employee can be determined in advance. In such instances a specific per diem should be established and reductions made in accordance with this part, provided the exception from the lodging-plus method is authorized in writing by an appropriate official. Refer to 4.1K(6)b15. Under no circumstances shall an authorizing official depart from the lodging-plus basis of determining per diem rates as a general policy.

d. Extended stays. For travel assignments involving duty for extended periods at temporary duty stations where travelers are able to secure lodging and meals at lower costs, the per diem rate shall be adjusted downward. If work assignments are of prolonged duration at a particular temporary duty station, the appropriateness of the prescribed per diem rate shall be reviewed after 30 days and again after more than 60 days at the same location and adjusted as appropriate.

e. Meetings and conventions. In the interest of uniform treatment of employees, whenever a meeting or conference is arranged which will involve the travel of attendees from other agencies or components of the same agency, the agency or agencies sponsoring the meeting or conference shall recommend to the other participating agencies or components a per diem allowance that would be reasonable in view of the circumstances of the particular meeting or conference. In the case of meetings sponsored by other Government agencies, the Bureau authorizing officials shall prescribe the per diem recommendations made by the sponsoring agency, unless circumstances justify otherwise. (See 4.1A(14) for approval requirements for attendance at meetings.)

B I A M REISSUE
FEBRUARY 1984

FINANCIAL MANAGEMENT

Travel Regulations

(4) Rates en route outside conterminous United States.

a. Duty point. As applicable to per diem rates en route outside the conterminous United States, the term "duty point" means the official station outside the conterminous United States, any other place outside the conterminous United States at which official travel begins or ends, or the point of exit from or entry into the conterminous United States.

b. Rates and conditions. For travel on official business beyond the limits of the conterminous United States by airplane, train, or boat (regardless of whether commercially or Government-owned), whether en route between the conterminous United States and a locality beyond or between separate locations beyond the limits of the conterminous United States, including stopovers of less than 6 hours, the maximum per diem that may be authorized or approved (except for the provision in 4.1G(6)d1 is as follows:

1. Same day return. When the traveler departs from a duty point in the conterminous United States and returns during the same calendar day to a duty point within the conterminous United States, the maximum per diem rate allowable for the trip shall be that of the duty point at which the trip began. When the traveler departs from a duty point in a locality beyond the limits of the conterminous United States and returns during the same calendar day to the locality, the maximum per diem rate allowable for the trip shall be that of the duty point at which the trip began.

2. En route less than 6 hours. For trips other than those described in 1, above, the maximum per diem rate allowable between duty points shall be that of the destination duty point when the travel time between a duty point in the conterminous United States and a duty point in a locality beyond the limits of the conterminous United States is less than 6 hours. This rule also applies for travel from a duty point in a locality beyond the limits of the conterminous United States to another duty point in a different locality beyond the limits of the conterminous United States.

3. En route 6 hours or more. When, in instances described in 2, above, the travel time between the duty points is 6 hours or more, the per diem rate applicable outside the conterminous United States is \$6; provided:

FINANCIAL MANAGEMENT
Travel Regulations

(a) For boat travel of more than 9 successive days, in addition to the fractional days of embarkation and debarkation, the per diem rate for the succeeding calendar days and for the fractional day debarkation is \$2; and

(b) When either of such rates prescribed herein will not be commensurate with a traveler's subsistence expenses, a different rate may be authorized in an amount not in excess of the maximum rate applicable to the destination duty point or, with respect to boat travel, not in excess of \$9, except that the rate for travel by the Alaska Ferry System shall not exceed \$16.

c. Travel beginning or ending in the United States. When travel covered by 4.1G(4) begins or ends at a place in the conterminous United States, the maximum per diem rate allowable for the portion of the travel between such place and the place of entry or exit in the conterminous United States shall be the maximum per diem rate applicable within the conterminous United States.

d. When lodging is not located at duty point. When suitable lodging is not available at place of temporary duty in a locality beyond the limits of the conterminous United States and the employee is required to obtain lodging at a place in a different locality, the applicable per diem rate shall be that of the locality in which the lodging is obtained.

(5) Interruptions of per diem entitlement.

a. Leave and nonworkdays.

1. General. Except as provided in 2 and 3 below, if the time that leave of absence begins is within the traveler's prescribed hours of duty, per diem shall terminate at the beginning of the next quarter day; if the time that leave of absence terminates is within the traveler's prescribed hours of duty, per diem shall begin with the quarter day during which the leave of absence terminates. If leave of absence does not begin or terminate within the traveler's prescribed hours of duty, the traveler shall be entitled to per diem in lieu of subsistence expenses until midnight of the last day preceding the leave of absence and from 12:01 a.m. of the day following the leave of absence. When taking any leave during a travel period, the exact date and time of departure from and return to duty status must be shown on the travel voucher.

FINANCIAL MANAGEMENT
Travel Regulations

2. Nonworkdays. A traveler is considered to be in subsistence status on nonworkdays unless he returns to his official station or place of abode from which he commutes daily to his official station. A traveler is not considered to be in a subsistence status on nonworkdays if he is in a leave status both at the end of the workday preceding the nonworkday(s), and at the beginning of the workday following the nonworkday(s) and the period of leave on either of those days exceeds one half of the prescribed working hours for that day. In no case, however, may subsistence be paid for more than 2 nonworkdays where the leave of absence is immediately preceded and followed by nonworkday(s). If an employee's workweek is Monday through Friday, nonworkdays are Saturday and Sunday. Nonworkdays do not include paid holidays. When a traveler is in a subsistence status for a period of time that includes nonworkdays, he is in a subsistence status for the nonworkdays also, except that a traveler is not in a subsistence status on nonworkdays if he returns to his official duty station or residence. When such return is authorized or specifically approved, his per diem ends at the end of the quarter day in which he arrives at his official duty station or residence. Date and time of arrival at his official duty station or residence must be shown on the travel voucher. When he returns to the temporary duty station, his per diem begins at the beginning of the quarter day in which he departs from his official duty station or residence. Date and time of departure from the official duty station and residence must be shown on the travel voucher. When such return is voluntary, reimbursement for the round trip and per diem en route may not exceed the per diem and any travel expenses which would have been allowed at the temporary duty station. Comparison of costs must be furnished on the related travel voucher.

3. Leave within 1 day. Leave of absence for part of a workday not extending into the next workday, where for one-half of the prescribed working hours or less, shall be disregarded for subsistence purposes. Where such leave exceeds one-half of prescribed working hours, only one-half of the subsistence for that day shall be allowed. The exact date and times of departure from and return to duty status, and number of hours of leave taken, must be shown on travel voucher.

FINANCIAL MANAGEMENT
Travel Regulations

4. Part-day leave extending between successive work-days. Leave of absence for the last part of a workday which extends into leave of absence at the beginning of the next workday shall be disregarded for subsistence purposes if the leave of absence on both days combined does not exceed one-half of the prescribed working hours for one day. The exact dates and times of departure from and return to duty status must be shown on travel voucher.

b. Illness or injury.

1. Continuation of per diem. Whenever a traveler takes leave of absence of any kind because of being incapacitated due to his illness or injury not due to his own misconduct, the prescribed per diem in lieu of subsistence, if any, shall be continued for periods not to exceed 14 calendar days (including fractional days) in any one period of absence unless, under the circumstances in a particular case, a longer period is approved. Exact dates and times of departure from and return to duty status must be shown on the voucher.

2. Evidence of illness or injury required. No additional evidence of the illness or injury need be submitted with the travel voucher, but the type of leave and its duration must be shown on the voucher. The evidence filed with the Bureau, as required by leave regulations of the Office of Personnel Management, shall suffice.

3. Receipt of insurance payments. If, while in travel status, the traveler receives hospitalization (or is reimbursed for hospital expenses) under any Federal statute, other than 5 U.S.C. 8901-8913, the per diem allowance shall not be paid for the period involved or, if paid, shall be collected from the traveler.

4. Return to official station due to illness or injury. Per diem may be authorized or approved whenever an employee is returning to his official station because of illness or injury not due to his misconduct which occurred while en route to or while at temporary duty station prior to completion of temporary duty assignment. (See also 4.1B(4) regarding transportation expenses.)

FINANCIAL MANAGEMENT
Travel Regulations

c. Return to official station on nonworkdays. At the discretion of administrative officials, a traveler may be required to return to his official station for nonworkdays. In cases of voluntary return of a traveler for nonworkdays to his official station or his place of abode from which he commutes daily to his official station, the reimbursement allowable for the roundtrip transportation and per diem en route may not exceed the per diem and any travel expense which would have been allowable had the traveler remained at his temporary duty station. However, if it is administratively determined that the traveler is required to return to his official duty station for nonworkdays and it is so authorized, the limitation shall not apply.

d. Indirect-route or interrupted travel. Where for a traveler's personal convenience or through the taking of leave there is interruption of travel or deviation from the direct route, the per diem allowed may not exceed that which would have been incurred on uninterrupted travel by a usually traveled route. (See 4.1B(5) and 4.1K(5)a3.) Exact date and time of departure from and arrival at duty post, and the beginning and ending of leave must be shown on the travel voucher. Details of reimbursable expenses actually incurred must be shown on the voucher.

e. Time changes during air travel. When an individual travels direct between duty points which are separated by several time zones and at least one of the duty points is outside the conterminous United States, per diem entitlement is not interrupted by reason of a rest period allowed the individual en route or at destination. This authority is to be used judiciously, and should be authorized in accordance with the principles stated in 57 Comp. Gen. 76.

(6) Per diem computation rules.

a. No allowance at permanent duty station. Per diem in lieu of subsistence may not be allowed an employee either at his permanent duty station or at his place of abode from which he commutes daily to his official station. If a temporary assignment at a particular place is prolonged beyond a period of 30 days, travel vouchers submitted before return shall state the approximate period to be covered by the duty assignment at such place, or the approximate date of return to official headquarters, or both, as well as any other facts which will tend to show that duty at such place is of a temporary nature. (See 48 Comp. Gen. 313, which permits designation of an employee's permanent duty station during extended periods of training to be that of the training site under certain circumstances.)

BIAM REISSUE
FEBRUARY 1984

FINANCIAL MANAGEMENT
Travel Regulations

b. Use of travel trailer or camping vehicle. Per diem may be allowed when the traveler uses a travel trailer or camping vehicle while on temporary assignment away from his official station. Per diem in such instances should be established on a flat rate basis, taking into account the costs of lodging and meals as follows -- space rental, vehicle depreciation, connect/disconnect fees, reduced need for use of commercial dining facilities, etc. The maximum flat rate which may be authorized is \$25.

c. Time determinations.

1. Duty to record pertinent times. The exact date and time of departure from and arrival at the official station or any other place at which official travel begins or ends and points at which temporary duty is performed shall be shown on the travel voucher when such arrival or departure affects the per diem in lieu of subsistence allowance or other travel expenses. Other points visited should also be shown but the time of arrival and departure need not be entered.

2. Use of standard time. The times of departure and arrival recorded shall be those of the standard time (whether standard or daylight saving) then currently in effect at the place involved. (See 15 U.S.C. 262.)

3. International dateline. In computing per diem in cases where the traveler crosses the international dateline (180th meridian), the actual elapsed time shall be used rather than calendar days.

d. Computation of basic entitlement.

1. Travel of 24 hours or less. For continuous travel of 24 hours or less, the travel period shall be regarded as commencing with the beginning of the travel and ending with its completion.

(a) In no instance is per diem earned for travel periods of less than 6 hours.

(b) Per diem is earned for travel periods of 10 hours or less (6 hours minimum) only when the travel period begins before 6:00 a.m. or ends after 8:00 p.m.

FINANCIAL MANAGEMENT
Travel Regulations

(c) Per diem is always earned when the travel period is more than 10 hours.

(d) When per diem is earned, one-fourth of the per diem rate for a calendar day shall be allowed for each 6-hour portion of the period, or a fraction of such portion.

(e) In case of travel incident to a change of station, per diem is earned even though the travel period is less than 6 hours.

2. Travel of more than 24 hours.

(a) In computing the per diem in lieu of subsistence for continuous travel of more than 24 hours, the calendar day (midnight to midnight) shall be the unit.

(b) For fractional parts of a day at the commencement or ending of such continuous travel constituting a travel period, one-fourth of the rate for a calendar day shall be allowed for each period of 6 hours or fraction thereof.

The calendar day is broken into quarter days as follows:

Midnight	-	6:00 A.M.	First Quarter
6:00 A.M.	-	Noon	Second Quarter
Noon	-	6:00 P.M.	Third Quarter
6:00 P.M.	-	Midnight	Fourth Quarter

(c) When change in per diem rate is made during a travel period, the rate of per diem in effect at the beginning of the quarter in which the change occurs shall continue to the end of that quarter.

e. Beginning and ending of entitlement. For computing per diem 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 home, office or other point at the conclusion of his trip. However, when the time of departure is within 30 minutes prior to the end of a quarter day, or the time of return is within 30 minutes after the beginning of a quarter day, per diem for either such quarter day shall not be allowed in the absence of a statement with the travel voucher explaining the official necessity for the time of departure or return.

FINANCIAL MANAGEMENT
Travel Regulations

f. Deductions for meals and/or lodging furnished. Where meals and/or lodging are furnished without charge or at a nominal cost by a Federal Government agency at a temporary duty station, deductions shall be made from the authorized per diem rate as follows:

1. When subsistence is furnished by the Government to an employee traveling on the basis of average daily lodging cost, plus the \$23 factor for meals and miscellaneous expenses, a deduction of 20 percent of the plus factor (\$4.60) shall be made for each breakfast and each lunch; 40 percent of the plus factor (\$9.20) shall be deducted for each dinner.

2. When a flat rate of per diem is authorized, (instead of using the average daily lodging cost plus factor), and lodging is furnished at Government expense, a deduction of 50 percent of the authorized per diem rate shall be made for each lodging furnished. If meals are furnished at Government expense on the flat rate per diem basis, 10 percent of the authorized per diem rate shall be deducted for each breakfast and each lunch, and 20 percent of the per diem rate shall be deducted for each dinner.

If both subsistence and lodging are furnished at Government expense to a traveler, both deductions indicated herein will apply.

3. No deduction is necessary for Government-furnished lodgings when travel is performed under the sliding scale method, but such night's lodgings are to be included (at zero cost to the traveler) in computing the average lodging cost.

4. These prescribed deductions shall not be made if Government subsistence and/or lodgings furnished without cost to the traveler were taken into consideration in prescribing a reduced flat rate per diem for the travel involved. The travel authorization shall state whenever Government subsistence and/or lodgings are to be furnished.

B I A M REISSUE
FEBRUARY 1984

FINANCIAL MANAGEMENT
Travel Regulations

4.1H REIMBURSEMENT OF ACTUAL SUBSISTENCE EXPENSES

(1) Authorization or approval.

a. General.

1. Authority for reimbursement of actual and necessary subsistence expenses incurred during official travel is normally contingent upon the entitlement to per diem (see 4.1G) and the determination that the authorized maximum per diem allowance would be inadequate to cover the actual and necessary expenses of the traveler. A traveler may be reimbursed for the actual and necessary expenses of the official travel when the maximum per diem allowance otherwise allowable is determined to be inadequate due to the unusual circumstances of the travel assignment, or for travel to high rate geographical areas. The Commissioner and Deputy Commissioner shall authorize or approve reimbursement for the actual and necessary subsistence expenses of a traveler incurred during official travel due to unusual circumstances.

2. Since authority for reimbursement of subsistence expenses is contingent upon the entitlement to per diem, subsistence expenses are not reimbursable for travel periods of less than 6 hours, and are reimbursable for periods of 10 hours or less (6 hours minimum) only when the travel period begins before 6:00 a.m. or ends after 8:00 p.m. (see 4.1G(6)d).

b. Travel to high rate geographical areas. Actual subsistence expense reimbursement shall normally be authorized or approved whenever temporary duty travel is performed to or in a location designated as a high rate geographical area (see 4.1H(6)), except when the high rate geographical area is only an enroute or intermediate stopover point at which no official duty is performed. The Bureau may, however, authorize other appropriate and necessary reimbursement as follows:

1. A per diem allowance under 4.1G(3) if the factors cited therein would reduce the travel expenses of an employee; provided the Commissioner or Deputy Commissioner determines the existence of such factors in a particular travel assignment and authorizes an appropriate per diem rate; or

2. Actual subsistence expense reimbursement under paragraph c, below, and 4.1H(2)a2 if the travel to a high rate geographical area also involves unusual circumstances of the travel assignment.

FINANCIAL MANAGEMENT
Travel Regulations

c. Unusual circumstances of the travel assignment.
approved for specific travel assignments within and outside the conterminous United States when it is determined that maximum per diem allowance (see 4.1G(2)) would be inadequate due to the unusual circumstances of the travel assignment.

1. The actual subsistence expense basis of reimbursement shall not be authorized or approved in instances in which the actual and necessary subsistence expenses exceed the maximum per diem allowable only by a small amount. The actual subsistence expense basis may appropriately be authorized or approved for travel assignments which otherwise meet conditions prescribed herein and by the head of the agency if, due to unusual circumstances:

(a) The actual and necessary subsistence expenses exceed the maximum per diem allowance (see 4.1G(2)) by 10 percent or more, or

(b) The traveler has no alternative but to incur hotel costs which absorb all or nearly all of the maximum per diem allowance (see 4.1G(2)), since hotel accommodations constitute the major portion of necessary subsistence expenses.

2. Notwithstanding the criteria outlined above, actual subsistence expense reimbursement shall not be authorized or approved solely on the basis of inflated lodging and/or meal costs since inflated costs are common to all travelers; some unusual circumstances of the travel assignment must be involved to cause the lodging and/or meal costs to be higher than those which normally would be incurred at a particular location.

3. Travel which involves unusual circumstances may include, but is not limited to, the following situations:

(a) The traveler attends a meeting, conference, or training session away from his 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, absorb all or practically all of the maximum per diem allowance. Officials attending meetings should not automatically justify actual subsistence expense based on the high cost of hotel reservations in the hotel where the meeting is conducted. Other convenient hotels where reservations may be obtained at savings must be considered and justification must be furnished showing necessity for staying in hotel where meeting is held, if savings would result from the use of alternate convenient accommodations. Such situations may also be encountered by officials on a regular travel assignment

FINANCIAL MANAGEMENT
Travel Regulations

which takes them to a particular city at a time when conventions of private associations or industry concerned with work of interest or benefit to the Bureau and which are held in high-cost locations might create conditions which would warrant authorization on an actual subsistence expense basis, but every effort must be made to plan travel in a manner that will avoid the incurring excessive subsistence expenses requiring the use of this authority.

(b) The traveler, by reason 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 would normally have to pay for accommodations. There are certain officials of the Bureau who, by the very nature of their official responsibility, must meet with high-level officials of Federal and State Governments and private industry, as well as with representatives of foreign governments. In discharging their duties under these circumstances these officials ordinarily travel under conditions which cause them to incur excessive travel subsistence expenses. Accordingly, they may on occasion be justified in seeking reimbursement for travel on an actual subsistence expense basis.

(c) The traveler necessarily incurs unusually high expenses incident to his assignment to accompany another traveler in a situation as described above.

(d) The temporary duty point is located in an area adjacent to a designated HRGA and the subsistence costs at available facilities are commensurate with those in the HRGA or the employee must of necessity obtain lodging in the HRGA.

(e) The above-mentioned circumstances of travel are not intended to be exhaustive as there will undoubtedly be other travel situations which justify travel on an actual subsistence expense basis. The authority to travel on such a basis is available to any employee of the Bureau upon the showing of an adequate justification. One of the most important means of accomplishing the limited use of the special authority and one which is controllable within the Bureau, is in planning intra-Bureau meetings and conferences of Bureau officials so that such meetings and conferences are not held in known high living cost areas such as popular resort areas, or scheduled at a time when it can be anticipated that lodgings will be extremely difficult to obtain except at excessively high cost. An example would be a meeting or conference scheduled in a popular vacation or resort area, particularly during certain winter months.

FINANCIAL MANAGEMENT
Travel Regulations

d. Maximum to be stated in travel authorization. The amount per calendar day authorized by the agency or as prescribed herein for high rate geographical areas shall be stated in the travel authorization for a specific travel assignment.

e. Conditions warranting approval. If travel is performed without prior authorization or is authorized on a per diem basis and otherwise conforms to the provisions of this part, the actual and necessary subsistence expenses incurred may be approved within the authorized maximum rates as stated herein.

FINANCIAL MANAGEMENT
Travel Regulations

(2) Authorized reimbursement.

a. Maximum daily reimbursement. 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. The daily rate shall not be pro-rated 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 by the authorizing official concerned. The maximum amount of reimbursement for actual subsistence expense travel which may be authorized or approved for each calendar day or fraction thereof, is limited as follows:

1. For travel within the conterminous United States to designated high rate geographical areas, under the general provisions of 4.1H(1)b, the maximum authorized rates have been set administratively as provided in 4.1H(6). These are uniform maximum actual subsistence expense rates and are not subject to change by the Bureau except as provided in 4.1H(1)b1 and 2.

2. For travel within the conterminous United States involving unusual circumstances, the statutory maximum daily rate is \$75. Travel authorizations must indicate a specific appropriate and necessary daily rate not in excess of maximum.

3. For travel outside the conterminous United States involving unusual circumstances, the statutory maximum daily rate is \$33 per day plus the maximum per diem allowance officially established for the overseas locality in which the travel is performed (see 4.1G(2)). Travel authorizations must indicate a specific appropriate and necessary daily rate which does not exceed the maximum.

4. Each travel assignment on an actual subsistence expense basis due to unusual circumstances must be authorized or approved by the Commissioner or Deputy Commissioner. The authority will be exercised judiciously as it is intended to have limited application. Requests for approval of this type of travel must be supported by an adequate explanation of the necessity for actual subsistence expense travel at the time the request is forwarded for approval. The explanation shall include an estimate of the average daily actual subsistence expenses broken down by (1) lodging (2) meals, and (3) other subsistence expenses. All items in the last category must be explained.

Authorization or approval to travel on an actual subsistence expense basis involving unusual circumstances shall be limited to specific travel assignments. Such travel cannot be authorized in general or area travel authorizations. As a general rule, requests to travel on an actual subsistence expense basis involving unusual circumstances will not be approved unless the estimated daily subsistence expenses exceed the statutory maximum per diem allowance by at least 10 percent or more.

FINANCIAL MANAGEMENT
Travel Regulations

5. Daily reimbursement for meal expenses may not exceed either 45 percent of the daily maximum subsistence rate authorized or \$30, whichever is lesser.

b. Allowable expenses. Actual subsistence expense reimbursement shall be allowed for the same type of expenses normally covered by the per diem allowance under the provisions of 4.1G(1)b.

c. Special rules for mixed travel (per diem and actual subsistence expense). Travel may be authorized or approved on both a per diem basis and an actual subsistence expense basis during a single trip when travel is performed in several locations including high rate geographical areas; however; only one method of reimbursement (per diem or actual subsistence expense) shall be authorized within the same day.

1. Rate and method of reimbursement determined by location of temporary duty assignment. In instances of mixed travel involving both per diem and actual subsistence expense, or several high rate geographical areas, the method of reimbursement and authorized maximum rate for a calendar day (beginning at midnight) shall be the method and rate applicable for the temporary duty point where the traveler is located at the end of the day. The location of lodgings does not affect this determination. For example, when a traveler performs travel in a per diem area for a part of a day and completes that day's travel in a high rate geographical area where he performs official duty (either that day or the following workday) and obtains lodging, the traveler shall be reimbursed under the actual subsistence expense method for the entire day not to exceed the maximum rate prescribed for the high rate geographical area.

2. Reimbursement for day of return. The method of reimbursement for the day of return to home or official station (where lodgings are not involved) shall be the same method of reimbursement authorized for the first day of travel.

(a) If a traveler is authorized actual subsistence expense reimbursement for the first day of travel, reimbursement for the day or return to home or official station shall also be on an actual subsistence expense basis.

FINANCIAL MANAGEMENT
Travel Regulations

(b) If per diem is authorized for the first day of travel, per diem shall also be authorized for the day of return to home or official station.

3. Reimbursement computation. A traveler's claim for reimbursement may include different rates depending upon the location(s) in which travel is performed.

(3) Agency responsibilities, review, and administrative controls.

a. Delegation of authority. Only the Commissioner and Deputy Commissioner may authorize or approve travel on an actual subsistence expense basis due to unusual circumstances of the travel assignment.

1. Travel to designated high rate geographical areas is automatically on an actual subsistence expense basis and does not require the Commissioner's approval.

b. Review and administrative controls. The Commissioner requires an appropriate review of the expenses claimed by a traveler to determine whether they are allowable subsistence expenses and were necessarily incurred in connection with the specific travel assignment. All travel officials shall ensure that travel on an actual subsistence expense basis is properly administered and shall take necessary action to prevent abuses. To provide an appropriate review of the justification for travel on the actual subsistence expense basis and of the expenses claimed by a traveler, and to insure that they are proper subsistence expenses, are reasonable in amount, and were necessarily incurred in connection with travel, each travel voucher shall be administratively approved before payment by an official having a knowledge of the employee's work assignment. Each Bureau Finance Office will maintain a record of actual subsistence expenses incurred, containing the following information: name of traveler, dates of travel, places visited, the amount of subsistence paid and for what purpose (lodging, meals, and miscellaneous, such as fees and tips to waiters, laundry, cleaning, etc.), stated separately according to the three major categories of (1) lodging, (2) meals, and (3) all other subsistence expenses. Based upon this record a report in the detail specified will be submitted to the Office of Budget, Office of Assistant Secretary -- Program Development and Budget, semiannually as of June 30, and December 31, not later than 30 days after the close of the reporting period. The report as of June 30 will show the information for the period January 1 to June 30, and also the cumulative cost for the fiscal year.

FINANCIAL MANAGEMENT
Travel Regulations

The Office of Budget will review these reports, and where necessary or advisable, arrange for audits to review the practices and authority as exercised for authorization of actual subsistence expenses travel by the Bureaus and Offices.

(4) Interruption of subsistence status.

a. Beginning and ending of leave. Except as stated below, if the time that leave of absence begins or terminates is within the traveler's prescribed hours of duty, subsistence allowance shall terminate or begin at such time. If leave of absence does not begin or terminate within the traveler's prescribed hours of duty, the traveler shall be regarded as being in subsistence status until midnight of the last day preceding the leave of absence and from 12:01 a.m. of the day following the leave of absence: Provided, That if after such leave of absence the traveler returns to a duty status at the same or different temporary duty station, lodging will be allowed only for the night preceding his first day's leave of absence or the night preceding his return to duty status.

b. Illness or injury. The provisions of 4.1G(5)b applicable to per diem in lieu of subsistence shall also apply to the allowance of subsistence expenses.

c. Fractional days of leave. Fractional leave of absence wholly within a day for half of the prescribed working hours or less shall be disregarded for subsistence purposes; where it exceeds half of the prescribed working hours, no subsistence shall be allowed.

d. Nonworkdays. A traveler shall be considered to be in subsistence status on nonworkdays under the same rules as are applied in 4.1G(5)a2 with respect to the payment of per diem.

e. Indirect-route or interrupted travel. Where for the traveler's convenience or through the taking of leave there is interruption of travel or deviation from the direct route, the subsistence allowed shall not exceed that which would have been incurred on uninterrupted travel by a usually traveled route. (see 4.1B(5) and 4.1K(5)a3.)

FINANCIAL MANAGEMENT
Travel Regulations

f. Return to official station for nonworkdays. At the discretion of the administrative officials, a traveler may be required to return to his official station for nonworkdays. In cases of voluntary return of a traveler for nonworkdays to his official station or his place of abode from which he commutes daily to his official station, the maximum reimbursement allowable for the roundtrip transportation and actual subsistence enroute shall be the necessary travel and subsistence expense which would have been allowable had the traveler remained at this temporary duty station. The limitation relative to voluntary returns does not apply to required returns.

(5) Evidence of actual expenses. Actual and necessary subsistence expenses incurred on a travel assignment for which reimbursement is claimed by a traveler shall be itemized in a manner which will permit a review of the amounts spent daily for lodging, meals, and all other items of subsistence expenses. Receipts shall be required for lodging. Expenditures for items such as newspapers, candy, pop, coffee and rolls (not consumed as part of regular meal) are not reimbursable expenses. Travelers may occasionally encounter situations where two nights' lodgings would appear on the same daily itemization due to accounting practices in certain hotels. In such situations the traveler should furnish an appropriate explanation in the travel voucher.

(6) Designated high rate geographical areas (HRGA). Under the provisions of 4.1H(1)b and 4.1H(2)a1, for temporary duty travel to or within the cities designated as high-rate geographical areas below, a traveler automatically shall be placed in an actual subsistence expense status and shall be reimbursed for the actual and necessary subsistence expenses incurred not to exceed the maximum rate prescribed for the particular geographical area involved. Daily reimbursement for meal expenses may not exceed either 45 percent of the maximum daily rate for the HRGA involved or \$30, whichever is lesser. (Note: The following rates are not to be construed as per diem rates.)

 FINANCIAL MANAGEMENT
 Travel Regulations

	<u>Prescribed Maximum Daily Rates</u>
<u>Designated HRGA's 1/ 2/</u> (See end of listing for footnote explanations)	
<u>Arizona</u>	
** Tucson (all locations within the corporate limits of Tucson, including Davis Monthan AFB)	\$61
<u>California</u>	
** Fresno	\$57
** Los Angeles (all locations within Los Angeles, Orange, and Ventura Countys, including Edwards AFB)	\$70
** Sacramento (all locations within Sacramento County)	\$62
San Diego (all locations within San Diego County)	\$70
** San Francisco/Oakland (all locations within San Francisco, Alameda, and Contra Costa Countys)	\$75
** San Jose (all locations within Santa Clara County)	\$64
** Santa Barbara (All locations within Santa Barbara County)	\$68
<u>Colorado</u>	
** Denver (all locations within Denver, Adams, Arapahoe, and Jefferson Countys)	\$67
** Vail	\$69
<u>Connecticut</u>	
** Hartford (all locations within Hartford County)	\$56
** New Haven	\$63
<u>Delaware</u>	
** Wilmington	\$62

FINANCIAL MANAGEMENT
Travel Regulations

District of Columbia

- ** Washington, DC, area (all locations within the corporate limits of the District of Columbia; the cities of Alexandria, Falls Church, and Fairfax, and the counties of Arlington, Loudoun, and Fairfax in Virginia; and the counties of Montgomery and Prince Georges in Maryland). (See also Maryland and Virginia.) \$75

Florida

- ** Miami (all locations within Dade, Broward, Palm Beach, and Monroe Countys) \$64
- ** Tampa/St. Petersburg (all locations within Hillsboro and Pinellas Countys) \$62

Georgia

- ** Atlanta \$56

Illinois

- ** Chicago (all locations within Lake and Cook Countys) \$74

Indiana

- ** Ft. Wayne \$62
- ** Indianapolis (all locations within corporate limits of Indianapolis, including Fort Benjamin Harrison) \$62

Kansas

- ** Kansas City (See also Kansas City, MO.) \$68
- ** Wichita \$59

Kentucky

- ** Lexington-Fayette (all locations within Lexington-Fayette Urban County) \$58
- ** Louisville \$59

 FINANCIAL MANAGEMENT
 Travel Regulations

Louisiana

New Orleans (all locations within Jefferson, Orleans, Plaquemines, and St. Bernard Parishes) \$75

Maryland

** Baltimore (all locations within Baltimore City and Baltimore County) \$59

** Montgomery County (See also Washington, DC, area) \$75

Prince Georges County (See also Washington, DC, area) \$75

Massachusetts

** Boston (all locations within the counties of Middlesex, Norfolk, and Suffolk) \$66

** Springfield \$58

** Worcester \$58

Michigan

** Detroit (all locations within Wayne County) \$75

** Kalamazoo \$57

Minnesota

** Minneapolis/St. Paul (all locations within Anoka, Hennepin, and Ramsey Countys, including the Fort Snelling Military Reservation) \$61

Missouri

** Kansas City (See also Kansas City, KS.) \$68

** St. Louis (all locations within St. Louis and St. Charles Countys) \$67

Nevada

** Las Vegas (all locations within the corporate limits of Las Vegas, including Nellis AFB) \$75

FINANCIAL MANAGEMENT
Travel Regulations

New Jersey

*	Atlantic City (all locations within Atlantic County)	\$63
**	Eatontown (all locations within Monmouth County)	\$56
**	Newark (all locations within Bergen, Essex, Hudson, Passaic, and Union Countys)	\$67

New Mexico

**	Los Alamos	\$58
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New York

**	Lake Placid	\$56
**	New York (all locations within the Boroughs of the Bronx, Brooklyn, Manhattan, Queens and Staten Island and the counties of Nassau and Suffolk)	\$75
**	Rochester	\$63
**	Syracuse	\$59

Ohio

**	Cleveland	\$71
**	Toledo	\$59

Oregon

**	Portland	\$56
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Pennsylvania

*	Coatesville	\$59
**	Harrisburg	\$58
**	Monroeville	\$64
**	Philadelphia/Bala Cynwyd	\$75
**	Pittsburgh	\$65
**	Valley Forge/King of Prussia	\$58

 FINANCIAL MANAGEMENT
 Travel Regulations

Tennessee

** Memphis \$61

Texas

** Dallas/Ft. Worth (all locations within Dallas and Tarrant Countys) \$71

** El Paso \$58

** Houston (all locations within the corporate limits of Houston, including the L. B. Johnson Space Center and Ellington AFB) \$74

** San Antonio \$61

Vermont

** Burlington (all locations within the corporate limits of Burlington, South Burlington, and Essex Junction) \$56

Virginia (See also Washington, DC, area)

** Alexandria \$75

** Fairfax \$75

** Falls Church \$75

** Arlington County \$75

** Fairfax County \$75

** Loudoun County \$75

Washington

** Seattle (all locations within King County) \$72

** Spokane \$60

West Virginia

** Charleston \$59

Wisconsin

** Milwaukee \$61

FINANCIAL MANAGEMENT
Travel Regulations

Wyoming

** Cheyenne \$58

1/ The HRGA boundary is defined as "all locations within the corporate limits or entirely surrounded by the boundaries thereof, including independent entities located within the boundaries" unless otherwise specified.

2/ HRGA's with county definitions shall include "all locations entirely surrounded by the boundaries thereof, including independent entities located within the boundaries."

* Newly designated HRGA.

** Increased maximum rate or redefined boundary for previously designated HRGA.

FINANCIAL MANAGEMENT
Travel Regulations

(7) Request for designation of HRGA's.

a. On the basis of a determination that the maximum per diem rate is inadequate for travel to a specific city or area, the Director of Administration may submit a request to GSA for review and designation of the location as an HRGA. These requests shall be submitted to the General Services Administration (TTT), Washington, DC 20406, for approval and designation, if justified.

b. The requests to GSA for designation of an HRGA may be for a new HRGA or increased rates and/or expansion of an existing HRGA and shall include the following information and cost data:

1. Lodging costs for a wide range of hotel/motel facilities within proximity of the temporary duty point location(s). (Hotel/motel brochures will suffice);

2. Meal costs for breakfast, lunch, and dinner for several eating facilities in the area. (Restaurant menus are preferred, if available);

3. Number of Bureau travelers and frequency of the travel to the particular area;

4. Type or purpose of travel (inspections, conduct investigations or audits, visits to contractor facilities, training, administrative travel; e.g., conferences or meetings, etc.);

5. Name and location of activity visited (Government and non-Government). Also show other Federal activities located in or near the area that is being requested for designation as an HRGA; and

6. Recommended boundary line (city, corporate limits, country, etc.) and maximum rate.

FINANCIAL MANAGEMENT
Travel Regulations

4.1I MISCELLANEOUS EXPENSES(1) Expenses allowable.

a. Miscellaneous expenses. Charges for necessary stenographic or typing services or rental of typewriters in connection with the preparation of reports or correspondence, clerical assistance, services of guides, interpreters, packers, drivers of vehicles, and storage of property used on official business shall be allowed when authorized or approved. Specific authorization or approval is required.

b. Hire of a room. When necessary to engage a room at a hotel or other place to transact official business, a separate charge therefor shall be allowed when authorized or approved. Special authorization or approval is required.

Appropriations of the Bureau are not available for the cost of serving coffee or other refreshments at meeting.

1. Traveler's checks, money orders, or certified checks. Reimbursement for cost of traveler's checks, money orders, or certified checks purchased in connection with official travel may be allowed. When specifically authorized or approved, the amount of the checks or money orders may not exceed the amount of funds necessary to cover the estimated reimbursable expenses.

c. Fees relating to travel outside the conterminous United States. Reimbursement for the following items of expense may be allowed when specifically authorized or approved:

1. Conversion of currency. Commissions for conversion of currency in foreign countries. (See 4.1K(5)e.)

2. Check cashing costs. Charges covering exchange fees for cashing United States Government checks or drafts issued for the reimbursement of expenses incurred for travel in foreign countries. (See 4.1K(5)e.) Exchange fees incurred in cashing checks or drafts issued in payment of salary shall not be allowed in travel expense accounts.

FINANCIAL MANAGEMENT
Travel Regulations

3. Trip insurance. Cost of trip insurance purchased by employees for use of a Government-furnished or privately owned vehicle during official business for specific or individual trips into a foreign country. Trip insurance covers potential liability for property damage or personal injury or death to third parties. Reimbursement is limited to instances in which the purchase of such insurance is required by foreign statute or is a practical necessity due to the legal procedures of a foreign country which, in the event of an accident, could result in detainment of the driver and impoundment of the vehicle. The amount of reimbursement is limited to the cost of the minimum amount of insurance required for the use of a foreign country's roads or the minimum amount required to be purchased by industrial custom.

4. Travel document costs. 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 inoculation which cannot be obtained through a Federal dispensary.

d. Other expenses. Miscellaneous expenditures not enumerated herein, when necessarily incurred by the traveler in connection with the transaction of official business, shall be allowed when approved.

Registration or conference fees are allowable when specifically authorized or approved. An original receipt is required to support claim. Also, a statement is needed on the voucher as to whether or not meals are included in fee. If meals are included, it must be stated what kind - breakfast, lunch, or dinner, and the proper deduction must be made for each meal furnished in accordance with the rules for meals furnished at Government expense.

(2) Payment to Government employees. Neither payment nor reimbursement shall be allowed under any agreement made by the traveler with an employee of the Government for personal services.

FINANCIAL MANAGEMENT
Travel Regulations

(3) Payment and reimbursements. Where cash payment is made for services covered by 4.1I, reimbursement for the charges actually made may be allowed provided the voucher shows the quantity, unit, and unit price. (See 4.1K(3).) If cash payment is not made, the account shall be approved by the traveler, certified by the payee, and forwarded to the administrative office for approval and payment direct to the person who rendered the service. The account must show the dates of service, quantity, unit, unit price, and any other particulars that may be needed for a clear understanding of the charge. If a Government voucher form is not used, care should be taken that each account is submitted in duplicate, the original of which shall bear the approval of the traveler and the following certificate by the payee: "I certify that the foregoing account is correct and just and that payment therefor has not been received."

When payment is made in cash, an original receipt for each expenditure shall be attached to the travel voucher in accordance with requirements under 4.1K(3)c.

If cash payment is not made, an itemized invoice for the service or materials furnished shall be approved by the traveler. The invoice and approval shall be forwarded to the traveler's finance office for administrative approval and direct payment to the vendor.

FINANCIAL MANAGEMENT
Travel Regulations

4.1J SOURCES OF FUNDS

(1) Employee to provide funds. Employees traveling on official business shall provide themselves with funds for all current expenses, except for passenger transportation services costing in excess of \$100. (See 4.1J(2)b.) However, transportation request forms and travel advances as authorized by (2) and (3), below, should be used to reduce the need of travelers to use their own money.

(2) Procurement of common carrier transportation.

a. U. S. Government transportation requests. All passenger transportation services by common carrier must be procured through the use of Standard Form 1169, U.S. Government Transportation Request (GTR), unless otherwise specifically provided herein and in 41 CFR 101-41.203.

1. Regulations governing use. The GTR and procedures for its use are prescribed by the Administrator of General Services in 41 CFR 101-41.

2. Use of the GTR. The GTR shall be issued only to common carriers (i.e., air, bus, rail, or vessel), and used only to procure officially authorized passenger transportation, passenger transportation services or accommodations. The GTR shall not be issued and used in the following instances:

(a) For personal transportation services or privileges which increase or exceed the cost of those authorized. When an indirect route or accommodations superior to those authorized are requested or used by the traveler, the additional cost, including the applicable share of the Federal transportation tax, shall be at personal expense and paid to the carrier;

(b) For individually procured taxicab, airport limousine, intracity transit, rental automobiles, or other for-hire automobile services;

(c) For payment of toll road or toll bridge charges; or

(d) For passenger transportation services costing \$10 or less, excluding Federal transportation tax, or excess baggage services costing \$15 or less for each leg of a trip (unless special circumstances justify use of a GTR).

FINANCIAL MANAGEMENT
Travel Regulations

3. Lost or stolen GTR. When a GTR in the possession of a traveler or other accountable person is lost or stolen, an immediate written report shall be made to the traveler's administrative office as prescribed below. If the lost or stolen GTR shows the carrier, service desired, and point of origin, the named carrier and other local initial carriers shall be promptly notified by the traveler. A GTR which is recovered subsequent to having been reported lost shall not be used but shall be sent to the administrative office. A traveler shall be held liable for any expenditure by the Government caused through negligence on his part in safeguarding GTR's or tickets received in exchange for a GTR. (See 4.1J(2)e).

b. Cash payments for transportation. Travelers shall use cash to procure all passenger transportation services costing \$100 or less (excluding Federal transportation tax), and also to pay excess baggage charges costing \$15 or less for each leg of a trip, unless special circumstances justify the use of a GTR.

1. The Bureau requires travelers to use cash to procure passenger transportation services within the United States (50 States and the District of Columbia) when the cost does not exceed \$100 (excluding Federal transportation tax), for each trip as authorized on the official travel authorization.

2. A GTR must be used to procure passenger transportation services costing in excess of \$100, excluding Federal transportation tax, unless otherwise approved in writing by the Secretary or Under Secretary of Interior. Illustration 4 describes the procedure to follow to request cash to procure domestic passenger transportation costing more than \$100.

3. Receipts, passenger coupons, or other appropriate evidence shall be required to support claims for reimbursement of cash payments for passenger transportation services in all cases except for use of local transit systems. (See 4.1K(5)c3 for voucher requirements.) Receipts are required regardless of the amount being claimed.

c. Accountability for transportation requests.

1. Books of transportation requests are stocked centrally in the Storage and Shipping Section, Branch of Supply, Division of General Services, Office of Management Operations, Office of Assistant Secretary -- Management, Department of the Interior, Washington, D.C. 20240.

FINANCIAL MANAGEMENT
Travel Regulations

2. The Storage and Shipping Section maintains stock controls and is accountable for the stocking and distribution of transportation requests to Bureaus and offices.

3. Offices shall submit requisitions to the Storage and Shipping Section for books of transportation requests. Sufficient books of transportation requests shall be maintained by Bureau offices to meet their needs and requirements. However, no more than a twelve-month supply of transportation requests shall be maintained by any one Bureau office.

4. Bureau offices shall maintain a record of and are accountable for all books of transportation requests in stock and issued. Unused transportation requests shall be returned upon the separation of an employee or reassignment to another position not part of the same accountable office or any position which does not require the employee to travel. (41 CFR 101-41.207-4 and 101-41.212.)

d. Preparation of transportation requests. Detailed instructions for the preparation of the GTR and related forms are furnished in the GSA guide "How to Prepare and Process U.S. Government Transportation Requests" (national stock number 7610-01-038-1389). Offices may obtain copies of the guide by submitting a requisition in FEDSTRIP/MILSTRIP format to the General Services Administration regional office providing support to the requesting activity. Copies also are available from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. Bureau offices are encouraged to obtain and make use of the GSA guide. However, in the absence of the guide, some of the provisions contained therein are summarized below:

1. "BILL CHARGES TO (Department/agency, bureau/-office, address including ZIP code)". Enter the exact name and complete postal address of the Finance office to which the carrier is to direct its bill for payment. (Departments and agencies should have this information preprinted on GTR stock or should enter it before the GTR, or book of GTR's, is delivered to the issuing office or traveler.

2. "FISCAL DATA (Appropriation, authorization, etc.)". Enter necessary fiscal accounting information. When payment is to be made in a currency other than U.S. dollars, enter the type of currency in the "SPECIAL ACCOMMODATIONS AND REQUIREMENTS" block.

FINANCIAL MANAGEMENT
Travel Regulations

3. "PLACE AND DATE OF ISSUE". Enter installation, point, or city; State or country; and date of issue of the GTR, NOT the date and place of ticket issue or the date when transportation is to begin.

4. "ISSUING GOVERNMENT OFFICER" (Signature and office)". The issuing officer must sign his name in this block to certify that the requested transportation is for official business. Also, enter the name of the issuing office, division or branch, and "INT-BIA".

5. "TRAVELER (Type or print)". Enter name of the traveler. Include any title or military rank when such designation is necessary to obtain special fares.

6. "OTHERS (Number)". Enter the number of persons in addition to the person named as "traveler" in item 5 for whom transportation and/or accommodations are being requested. Include infants in the number of "Others" regardless of whether seating or other accommodations are authorized. Enter the word "No" when the GTR is to cover only the person named as the traveler.

7. "DEPENDENT TRAVEL-SPOUSE; CHILDREN (Names and ages)". If spouse accompanies traveler, check box and enter name of spouse. Also, enter names and ages of any dependent children who are to accompany the traveler; e.g., "James-8; Ann-5; Joe-4; Bill-1 (Free)" or "James-8; Ann-5; Joe-4; Bill-1 (Seat)" with "(free)" or "(seat)" indicating whether a seat ticket is authorized for the child under 2 years of age. Use the ages of children as of the date of departure from the first point of travel.

Draw a horizontal line through this block if none of the travelers numbered under "Others" in item 6 are dependents of the person named as "Traveler" in item 5.

8. "SPECIAL ACCOMMODATIONS AND REQUIREMENTS (Front)", and "SERVICE REQUIRED, Continued (Back)". Enter in the "SPECIAL ACCOMMODATIONS AND REQUIREMENTS" block either the number and type of special accommodations to be furnished at an additional charge and the points between which each type of accommodations applies (abbreviations may be used) or a horizontal line if special services or accommodations are not requested. If space is insufficient, use the "SERVICE REQUIRED, Continued" block on the back.

FINANCIAL MANAGEMENT
Travel Regulations

For rail travel. Enter parlor car, metro club, roomette, bedroom, slumber coach, or other accommodation, as appropriate.

For steamship travel. Enter the name of vessel, sailing date, and number of the assigned stateroom (bed or berth where less than room capacity is involved), when known.

When use of a stateroom on a lake, river, or coastwise steamship involves a separate charge, include the charge for the authorized room in this block. If it is not known whether the desired accommodation is available at the time the GTR is issued, enter the phrase, "Lowest available accommodation." In this case, before giving the GTR to the carrier, the traveler must enter and sign the following statement in the "SERVICE REQUIRED, Continued" block on the back of the GTR:

"I certify that berth _____, stateroom No. _____, on SS _____, date of sailing _____, was furnished as the lowest available accommodation at the time reservation was made."

(Signature of traveler)

This certification must not be construed as authorizing travelers to obligate the U.S. Government to pay for accommodations in excess of those allowed by law or by pertinent administrative regulations.

For air travel. Enter any special fares and/or charges, such as group fare-commercial air movement (GF-CAM), charter, contract, Government rate tender, military recruit, youth fare, or discover America fare, followed by any pertinent movement, charter, or contract number. When a separate GTR is issued for the U.S. domestic portion of any international journey, enter "Conj./Int'l travel" to show that it is issued in conjunction with international travel. In these instances, the serial number of each GTR, if known, should be cross-referenced to the other; such as, "In Connection With GTR (insert serial number)."

FINANCIAL MANAGEMENT
Travel Regulations

9. "CARRIER OR AGENT TENDERED TO". Enter the full name of the carrier that is to honor the GTR. Enter the name of the contractor-carrier when blanket GTR's are issued under GSA master contract arrangements.

When the GTR must be presented to a carrier or agent other than the one shown in item 9, either the issuing officer or the traveler must endorse the GTR to that carrier or agent by including the following statement over his signature, in the "SERVICE FURNISHED, IF OTHER THAN REQUESTED" block on the back. "Endorsed to (carrier/agent) for ticket issuance."

10. "CITIES (FROM AND TO)". After the word "FROM", enter the origin city and State (or specific point, as appropriate) from which transportation and/or accommodations are to be furnished. After the word "TO", enter the city and State (or specific point) to which each carrier is to furnish service. Draw a horizontal line through any "TO" space not used.

For air travel. Use the city/airport codes shown in The Official Airline Guide, if available.

For other modes of travel and when The Official Airline Guide is not available. Use the city and the Postal Service two-letter State and Province abbreviations.

For example, a round trip authorized from Duluth, Minnesota, to Gulfport, Mississippi, via Chicago, Illinois, and return, should be entered as follows:

<u>CITY/AIRPORT CODE</u>	<u>POSTAL SERVICE STYLE</u>
FROM DLH	FROM Duluth, MN
TO CHI (ORD)	TO Chicago, IL
TO GPT	TO Gulfport, MS
TO CHI (ORD)	IL Chicago, IL
TO DLH	TO Duluth, MN

11. "STOPOVER AUTHORIZED". Enter "YES" opposite the appropriate city or point listed in item 10 where a stopover is authorized to conduct official business and "NO" opposite cities or points where a stopover is not authorized. Stopover does not include a stop to transfer to another carrier or another aircraft but does include a rest stop in international travel. (The duration of a rest stop in international travel is specified by agency regulations.) In case of round trip, put a dash opposite final destination.

FINANCIAL MANAGEMENT
Travel Regulations

12. "CARRIER AND CLASS OF SERVICE (First class, coach, charter, etc.)". Enter the name, initials, or code identification of each carrier, followed by the class of service authorized to each city or point listed in item 10. Standard carrier codes of air, rail, and motor coach carriers are found in The Official Airline Guide, The Official Railway Guide, and The Official Bus Guide, respectively.

Examples of codes and designations commonly used to identify classes of passenger transportation service are:

<u>AIR</u>		<u>RAIL</u>	<u>BUS</u>	<u>STEAMSHIP</u>
<u>Class of service</u>	<u>*Code</u>	<u>Class of service</u>	<u>Class of service</u>	<u>Class of service</u>
Jet first	F	Metro Coach	Coach	First
Standard	S	Metro Club		Second
Propeller first	A	First		Cabin
Jet coach	Y			Tourist
Jet economy	K			
Jet night coach	YN or FN			
Category A	Cat A			
Category Z	Cat Z			

*Subject to change; use codes in current The Official Airline Guide.

13. "EXCESS BAGGAGE AUTHORIZED". When excess baggage is not authorized, enter the word "NONE" across the "WEIGHT" and "PIECES" columns opposite the respective city or point shown in the "TO" space in item 10. When excess baggage is authorized, enter the exact number of pieces of excess baggage authorized to be transported for each leg of the trip. If the exact number is unknown, show the maximum pieces authorized.

When a GTR covers excess baggage services for two or more travelers flying on the same aircraft, show the total number of pieces or total weight authorized. In such instances, the travelers should present their baggage to the ticket agent at the same time so that it may be "pooled" to prevent extra charges. If the travelers are to fly on separate aircraft, enter "see back" and show on the back of the GTR the number of pieces or weight of excess baggage for each traveler.

FINANCIAL MANAGEMENT
Travel Regulations

When a GTR is issued to authorize excess baggage services only, complete the GTR according to the preceding instructions but enter the phrase "Excess baggage only" in the "SPECIAL ACCOMMODATIONS AND REQUIREMENTS" block and the number of the GTR previously issued for the passenger transportation service.

14. "FOR CARRIER USE ONLY (Front)", and "FOR CARRIER USE ONLY (Back)". The "FOR CARRIER USE ONLY" block is reserved for use by the billing carrier to record information pertaining to the services furnished.

15. "SERVICE FURNISHED, IF OTHER THAN REQUESTED (Back)". When the ticket furnished in exchange for the GTR is for a service of a lesser value or different from that requested, the traveler or carrier's agent must enter the type or class of service furnished, the name of the carrier providing the service if other than the carrier honoring the GTR, and the reason for the change. This notation must be signed and dated by the carrier's agent and the traveler. The traveler must enter a similar notation in the corresponding block on the memorandum card copy. If neither the original GTR nor the memorandum card copy is available, the traveler must promptly forward written notification of the circumstances to the issuing office.

16. "TRANSPORTATION AMOUNT". The traveler MUST ascertain the total cost of the transportation, exclusive of excess baggage, and enter it in this block on the memorandum copy of the GTR. This information may be obtained from the ticket agent or from the traveler's copy of the ticket.

17. GENERAL. Agents will not honor GTR's which are incomplete, unsigned, or show erasures or alterations not initialed by the issuing officer. Entries other than signatures should be typed whenever possible or printed in ink. It is essential that the carbon impressions of entries be clear and easily readable on all copies.

Prior to issuing a GTR, the issuing officer must attempt to determine the most practical and economical fare, such as through, group, special, commutation, excursion, or reduced one-way or round-trip, and must prepare the GTR to take advantage of such service whenever possible.

FINANCIAL MANAGEMENT
Travel Regulations

e. Responsibility of the traveler.

1. Each traveler to whom a book of transportation requests is issued is held personally accountable for each request and for any amounts which the United States Government may be required to pay by reasons of improper use or negligence.

2. When a transportation request is lost or stolen, the traveler or accountable employee shall transmit in writing to the appropriate Administrative Office prompt notification of such loss or theft and a complete statement of the attendant facts. If such request has been filled out to the extent of showing the carrier and service desired, the employee shall also promptly furnish a complete description of the lost or stolen document to the appropriate carrier and request that it not be honored. (41 CFR 101-41.211 and 212.)

3. When a request is spoiled in preparation, canceled for any reason, or prepared for issuance but unused, both copies shall be marked "CANCELED" across the face and forwarded immediately, through the official who furnished it, to the Administrative Office keeping accountable records. (41 CFR 101-41.107.3.)

4. Travelers are also responsible for the custody of tickets and other transportation documents received in exchange for transportation requests and failure to safeguard such documents to the extent they are used by unauthorized persons may result in personal liability to the traveler. (41 CFR 101-41.212.)

f. Refunds for unused transportation. Federal Property Management Regulation 41 CFR 101-41,210, requires control and monitoring procedures for all unused transportation refund requests (SF 1170's). Such procedures should include the recording in the accounting system of a receivable by the issuance, in addition to the SF 1170, a bill for collection, DI 1040, using an estimated refund amount.

Employees must promptly turn all unused tickets to their servicing finance office.

1. Unused transportation tickets. Travelers are required to submit unused tickets, or portions of tickets, to their servicing Finance Office promptly after the need for such tickets, or portions of tickets, is known to have ceased.

2. SF 1170. The servicing Finance Office will process SF 1170, Redemption of Unused Tickets, in accordance with 41 CFR 101-41.210.

3. Name and address. The name and address of the servicing Finance Office will be inserted in the lower right block of SF 1170.

FINANCIAL MANAGEMENT
Travel Regulations

4. Forwarding to carrier. The servicing Finance Office will forward the original and duplicate of SF 1170, together with the applicable unused tickets or portions thereof, to the carrier.

5. Amount of Refund. The servicing Finance Office will enter the actual or estimated amount of the refund due in the "Amount of Refund" block on the triplicate copy of SF 1170.

6. Bill for collection. The servicing Finance Office will prepare Form DI 1040, Bill for Collection, and enter the amount in the computer as an Account Receivable. (The original DI 1040 should not be forwarded to the carrier since SF 1170 will already have been forwarded.)

7. Forwarding to GSA. Upon receipt in the servicing Finance Office of the refund and the original SF 1170 from the carrier, the original SF 1170, together with any advice received from the carrier as to the basis of the refund, should be forwarded to the General Services Administration (FZATR).

8. Deposit of refund. The fund should be deposited and proper entries made to record the collection and reduce the account receivable. If the amount of the refund differs from the amount of the account receivable previously established, the appropriate adjustment should be made in accounts receivable.

(3) Advance of funds.

a. Authority. Funds may be advanced to any person entitled to per diem, mileage allowances, or subsistence expenses, or for the procurement of transportation by group or charter and any sums as may be deemed advisable considering the character and probable duration of the travel to be performed or the cost of the transportation to be paid by the employee. Advances shall be held to a minimum and allowed only when it is indicated that an advance is warranted. Advances may not be made for specific trip travel if the traveler has not cleared all prior specific trip advances. (Travel advances which are covered by a submitted voucher will not be considered as outstanding advances.)

FINANCIAL MANAGEMENT
Travel Regulations

Payment from imprest funds where direct cash payments will be advantageous to the Government will not exceed \$150 for any one transaction except where special authorization has been obtained from the Treasury Department. Under emergency conditions as determined by the head of the office to which the cashier is attached the amount for any one transaction may be increased to an amount not to exceed \$300. If such an advance by the imprest fund cashier is insufficient to cover the traveler's needs, an additional request for a travel advance check must be requested through normal channels.

b. Funds chargeable. Advances to travelers shall be chargeable to the appropriation or other funds available for the payment of the traveler's expenses.

c. Recovery of advances.

1. Deduction from vouchers. It shall be the responsibility of the official approving the advance to ensure that the amount advanced is deducted from the total expenses allowed or that it is otherwise recovered. In instances where the traveler is in a continuous travel status, or where periodic reimbursement vouchers are submitted on specific authorizations, the full amount of travel expenses allowed may be reimbursed to that traveler without any deduction of his advance until such time as the final voucher is submitted. If the amount advanced is less than the amount of the voucher on which the advance is deducted, the traveler shall be paid the net amount. In the event the advance exceeds the reimbursable amount, the traveler shall refund immediately the excess.

2. Direct refunds. In the event of cancellation or indefinite postponement of authorized travel, the official approving the advance shall take immediate steps to secure the refund of the advance. In applying travel vouchers to the liquidation of an advance where the voucher is insufficient to liquidate the entire advance, and where no travel is anticipated for the traveler within the following 30 days, the difference shall be recovered immediately.

Page deleted per 42 BIAM Supp. 4, Rel 14, 04/30/87

FINANCIAL MANAGEMENT
Travel Regulations

3. Other means of recovery. Outstanding advances which have not been recovered by deductions from reimbursement vouchers or voluntary refunds by the traveler shall be recovered promptly by a setoff of salary due or retirement credit or otherwise from the person to whom it was advanced, or his estate, by deduction from any amount due from the United States, or by any other legal method of recovery that may be necessary. Salary or other amounts due shall be considered before the retirement credit. In view of these protections which are specifically included in the law, travelers shall not be required to furnish bonds in order to obtain travel advances.

When travel has been performed, traveler is to file a travel voucher within 30 days after completion of the trip. If a voucher is not filed within the specified time, a bill for collection will be issued by the appropriate finance office, where upon the Department and Bureau Billing and Collection procedures become applicable. If payment is not received within 30 days from the date of issue the full amount of the outstanding advance shall be collected from the employee's next paycheck. However, if the amount of the outstanding advance exceeds 50% of the employee's net salary, only the amount equal to 50% of the employee's net salary shall be collected. Collection shall then be made from each subsequent paycheck in this manner until the full amount of the outstanding advance has been recovered.

d. Accounting for advances. The accounting for cash advances for travel purposes, recovery, and reimbursements shall be in accordance with procedures prescribed by the General Accounting Office (General Accounting Office Policy and Procedures Manual for Guidance of Federal Agency, Title 7, Fiscal Procedures).

e. Management of travel advances. To facilitate the management of travel advances the following procedures for completing Form 54236, "Code Sheet" apply to all travel advances:

1. The Document Reference number, Field 2, for all travel advances will consist of:

Nine character traveler's Social Security Number.

Three Character advance type designator

CON - Continuous travel advance

SPE - Specific trip travel advance

TRN - Transfer or relocation travel advance

Two character advance "AD" designator.

BIAM REISSUE
FEBRUARY 1984

FINANCIAL MANAGEMENT
Travel Regulations

Examples:

2														
DOCUMENT REFERENCE														
OR														
General Ledger														
Debit Credit														
2	3	4	5	6	7	8	9	10	11	12	13	14	15	
9	9	9	9	9	9	9	9	9	9	C	O	N	A	D
9	9	9	9	9	9	9	9	9	9	S	P	E	A	D
9	9	9	9	9	9	9	9	9	9	T	R	N	A	D

2. Enter the last name of traveler first in Field 13. This will allow the capability to process special reports by the traveler's name. The entry must be left justified.

Example:

13														
OTHER DATA														
59	60	61	62	63	64	65	66	67						
S	M	I	T	H	J	O	E	W						

3. Transaction Code 15F (fully coded) will be used in Field 14 depending on whether the document is on file.

4. Enter the amount of the advance being applied for in Field 15.

FINANCIAL MANAGEMENT
Travel Regulations

<u>DIGIT</u>	<u>DESCRIPTION</u>
1	Area
2-3	Agency
4-9	CONTVL
10	Fiscal Year
11-12	Serial Number
13-14	AD (Denoting Advance)

Thus, the first continuing advance made to an employee of the Central Office in Washington in Fiscal Year 1979 will be identified as: KOOCONTVL901AD. All travel advances not so identified are to be considered as "trip" or "single" advances and are to be liquidated immediately upon submission of a reimbursement voucher.

f. Limitations on advances. No advance of funds will be financial hardship by refusal of an advance, a lesser amount may be authorized. Advances of funds to employees in an extended or continuing travel status should take into account the time lag between the end of the voucher period and receipt of the reimbursement check by the traveler. Since vouchers should be submitted at least monthly, the advance should be limited to an amount required to cover expenses for a period of not more than 60 days.

1. Funds may be advanced for the following purposes:

(a) Per diem and miscellaneous expenses related to per diem (temporary duty travel);

(b) Mileage allowance for use of privately owned vehicle;

(c) Shipment and temporary storage of household goods;

(d) Transportation of house trailer and mobile homes (permanent change of station);

FINANCIAL MANAGEMENT
Travel Regulations

(e) Subsistence while occupying temporary quarters (permanent change of station);

(f) Transportation and emergency storage of privately owned motor vehicles;

(g) Transportation expenses for group or excursion tickets available through travel agents;

(h) Transportation costs.

2. Funds may not be advanced for the following purposes incident to a permanent change of station:

(a) Allowance for miscellaneous expenses;

(b) Allowances for expenses incurred in connection with residence transactions;

(c) Nontemporary storage.

(4) Use of foreign currencies. Travelers to, in, and from foreign countries will use excess and near-excess foreign currencies owned by the United States for paying expenses of official travel, including payments to carriers providing service under Government transportation requests and bills of lading and for subsistence and other local expenses. The use of such currencies is prescribed by the Office of Management and Budget (OMB) Circular A-20, and a list of excess and near-excess foreign currencies is published periodically in OMB bulletins. The Department of State also issues an informational "Foreign Currency Bulletin" series concerning the use of foreign currencies. It is essential that travelers to, in, and from foreign countries and persons authorizing such travel be familiar with the latest version of these issuances. The OMB leaflet containing general guidance for using excess and near-excess foreign currencies should be furnished to travelers prior to the time foreign travel arrangements are made.

FINANCIAL MANAGEMENTTravel Regulations

A traveler receiving a U.S. Dollar Travel Advance (by check or cash) for official travel expenses in excess currency countries should convert the U.S. dollars, plus any other funds he intends to use for personal expenses, into U.S. - owned foreign currency upon arrival in such countries. This should be accomplished through the accommodation exchange service provided by U.S. Disbursing officers at the appropriate American Embassy or by cashiers at the U.S. Consulates. U.S.-owned foreign currency purchased by accommodation exchange offers the most favorable rate legally available in the countries. Under no circumstances should any traveler representing the U.S. Government become involved in black market foreign currency transactions. Upon leaving the country, unused local currency may be reconverted to U.S. dollars at the Embassy or Consulate.

FINANCIAL MANAGEMENT
Travel Regulations

4.1K CLAIMS FOR REIMBURSEMENT

Claims for reimbursement are limited by the provisions of this Supplement and by the references cited herein. Erroneous advice furnished travelers by Bureau officials does not in any way obligate the Bureau or create additional entitlements to travelers.

(1) Fraudulent claims. A claim against the United States is forfeited if the claimant attempts to defraud the Government in connection therewith. In addition, there are 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. Travelers' claims for reimbursement shall accurately reflect the facts involved in every instance so that any violation or apparent violation of those provisions may be avoided. See note on travel voucher.

Penalties for falsification of travel expense claims or improper use of transportation facilities are:

<u>Nature of Offense</u>	<u>Reference</u>	<u>Maximum Penalty</u>
Presenting a Fraudulent Claim	18 U.S.C. 287	\$10,000 fine, or 5 years imprisonment, or both
Presenting a Fraudulent Claim (conviction of an offense under 18 U.S.C. 287)	68 Stat. 1142	Termination of rights to a Civil Service annuity
Falsifying a Government Transportation Request knowingly	18 U.S.C. 508	\$5,000 fine, 10 years imprisonment, or both
Unofficial use of Government-owned passenger vehicle	60 Stat. 808	Removal from office (minimum penalty - suspension from duty for not less than one month)
Falsifying an item in a travel expense account	28 U.S.C. 2514	Forfeiture of entire claim
Submitting or aiding in the presentation of a false claim	31 U.S.C. 231 18 U.S.C. 1001	\$2,000 fine and double the amount of damage suffered by the Government because of the claim

FINANCIAL MANAGEMENT
Travel Regulations

(2) Records of travel and expenses. All persons authorized to travel on business for the Government (see certificate on travel voucher form) should keep a record of expenditures properly chargeable to the Government, noting each item at the time the expense is incurred and the date. The information thus accumulated will be available for the proper preparation of travel vouchers.

(3) Travel vouchers and attachments.

a. Use of authorized form. All claims for the reimbursement of traveling expenses shall be submitted on authorized reimbursement forms and must be itemized and stated in accordance with these regulations unless, for special reasons, compliance with certain provisions has been waived or modified by written determination of the Administrator of General Services. The form SF 1012, Travel Voucher, is to be used when submitting all claims for reimbursement of travel expenses. Each item must be clearly identified and explained in accordance with regulations.

b. Evidence of authorization. The travel voucher must be supported by a copy of the travel authorization. If the travel authorization has been filed or attached to a previous voucher, reference to the previous voucher shall be made. The form DI 1020, Travel Authorization, when signed by the authorizing official, becomes the official travel authorization. It is used for all travel by Bureau employees, consultants, experts, and persons serving the Bureau without compensation. In absence of a travel authorization, evidence of approval by an authorizing official must be furnished.

c. Receipts required.

1. Receipts are required for the following expenditures only when in excess of \$15:

- Local taxicab fares.
- Telephone calls unless a coin box is used and is so stated in the travel voucher.
- Laundry or cleaning unless coin-operated facilities are used and so stated in the travel voucher.
- Toll, bridge, ferry charges.
- Local short-term parking unless paid into parking meters and so stated in the travel voucher.

FINANCIAL MANAGEMENT
Travel Regulations

2. Receipts are required for the following expenditures regardless of amount:

- Excess baggage. The receipt shall indicate the weight of the baggage and the points between which the baggage was moved.

- Baggage, transfer, and checking charges.

- Clerical Assistance.

- Fees relating to travel outside the conterminous United States.

- Hire of special conveyance such as livery, boat, automobile (not taxicabs locally), aircraft, etc. Livery and other special transportation receipts must describe the service hired, the service rendered, and the rate of compensation by the day, hour, or other unit, as may have been agreed. If the subsistence of driver or team is included in the cost, that fact must be stated. A receipted bill or other form of receipt will be accepted, provided it is made out to show the period and service rendered or articles purchased and the unit price.

- Miscellaneous expenses allowable under 4.1I(1)d.

- Operating expenses of privately owned conveyance, such as gasoline, oil, garage and hangar rent, feeding and stabling of horses.

- Rental of rooms for official business.

- Rental of typewriters.

- Services, personal, such as guides, interpreters, packers, and drivers of vehicles.

- Services, stenographic and typing.

- Shipments, freight, or express.

- Steamer chairs, steamer cushions, and steamer rugs.

- Storage of baggage or property.

FINANCIAL MANAGEMENT
Travel Regulations

- Telegrams, cablegrams, radiograms.
- Telephone messages except that where a coin box telephone is used and it is so stated in the travel voucher, a receipt shall not be required.
- Copies of records, etc., furnished by State officials (clerks of courts, etc.).
- Cash payments for passenger transportation services.
- Airport parking when vehicle is left during employees period of travel and any other long-term parking.

3. Claims for lodging expenses, regardless of amount, must be supported by copies of the paid receipts for lodging in each of these instances:

- Travel is to a high-rate geographical area.
- Reimbursement is authorized on an actual expense basis.
- Per diem is authorized on a lodging plus basis.
- Permanent change of station travel claim includes temporary quarters and subsistence allowances.

Receipts for lodging expenses are not required when a flat rate per diem has been established (long-term training, temporary duty at camp sites with established rates and similar types of duty).

d. Lack of receipt.

1. Impracticable to obtain. If it is impracticable to furnish receipts in any instance as above required, the failure to do so must be fully explained in the travel voucher. Mere inconvenience in the matter of taking receipts shall not be considered. In no case shall a receipt be taken in duplicate, except as provided in 4.1D(6)c.

2. Confidential expenditure. When the duties of the traveler are of a confidential nature and the public interest so requires, the requirements for receipts may be waived by the appropriate administrative official. Specific authorization or approval is required.

FINANCIAL MANAGEMENT
Travel Regulations

e. Fees in connection with attendance at meetings. When claiming fees in connection with attendance at meetings the following statement must be included in the travel voucher: "Registration fee does not include meals", or "Registration fee includes (number) meals". (See also 4.1I(1)d.)

1. When per diem is authorized a deduction shall be made for each meal as covered in 4.1G(6)f.

2. When actual subsistence expenses are authorized the actual cost of each meal must be deducted from the amount claimed for the registration fee and claimed as part of the daily actual subsistence expenses not to exceed the maximum daily rate.

(4) Submission of voucher. Only the original of the voucher shall be signed by the traveler. The form SF 1012, Travel Voucher, is to be used to submit reimbursement claims for official travel. The original is the only copy required by the Disbursements Section of the Division of Accounting Management. A voucher generally shall cover a period of one month, regardless of the number of trips involved. If a temporary duty assignment is less than that period then the travel voucher shall be submitted at the completion of such assignment. Travel vouchers for temporary duty are due within 30 days after completion of the travel. (See also 4.1J(3)c3.)

The signed travel voucher and all necessary attachments and approvals must be submitted to the traveler's Finance Office in order that financial information be recorded. The entire package is forwarded by the Finance Office to the Disbursements Section for audit. In the event a voucher previously submitted is returned to the traveler for any reason, this same procedure must be followed. Under no circumstances shall a voucher be submitted directly to the Disbursements Section except by the appropriate finance office.

FINANCIAL MANAGEMENT
Travel Regulations

(5) Preparation of voucher.

a. Itemization.

1. Chronological order. Expenses incurred shall be itemized on travel reimbursement vouchers in chronological order. The Bureau requires day-by-day itemization for all items, including local telephone calls, fares for local mass transit facilities, and parking meter fees.

2. Leave of absence. When leave of absence of any kind is taken while an employee is in a travel status, the exact time of departure from and return to duty status must be shown on the travel voucher, whether the traveler is en route or at a temporary duty station.

3. Indirect-route travel. The travel voucher should set forth the details of the expenses actually incurred, the time of departure from post of duty, and the time of arrival at place of duty. Where leave has been taken while in travel status, the date and time that leave began and terminated must be shown. See 4.1B(5)b; 4.1G(5)d; 4.1G(6)c; and 4.1K(6).

4. Suspended items. Items suspended from previous travel vouchers and reclaimed (see 4.1K(7)) must be stated after all other items have been listed, or suspended items may be submitted on a separate voucher plainly marked, "RECLAIM" on the face of the voucher. In either instance, a copy of the previous voucher on which deductions were made must be attached.

5. Receipts attached chronologically. Receipts must be numbered consecutively, commencing with No. 1 for each account. The foregoing applies for each voucher submitted. Receipts must be attached to the voucher on which they are claimed in the same manner. The traveler shall, on the appropriate date listed on the voucher, refer to the number of the attached receipt relevant to the claim.

b. Subsistence claims.

1. Per diem. Itemization of subsistence expenses must not be made in the travel voucher where a per diem is allowed under 4.1G. The exact period for which per diem is claimed must be stated.

FINANCIAL MANAGEMENT
Travel Regulations

2. Actual subsistence expenses. When actual subsistence reimbursement is authorized under 4.1H, claims shall be submitted in accordance with requirements issued under 4.1H(5). Since travel on an actual subsistence basis is limited to a specific amount for each calendar day, it is necessary for officials traveling on this basis to maintain sufficient data to permit itemization of subsistence expenses on a daily basis in the travel voucher. The itemization will be broken down to show the amount spent daily for (1) lodging, (2) each meal, and (3) each other subsistence expense. Receipts are required for lodging. Travelers may occasionally encounter situations where two nights lodging would appear on the same daily itemization due to accounting practices in certain hotels. In such situations the traveler should furnish an appropriate explanation by a footnote in the travel voucher. Receipts shall be submitted in the manner set forth in 5 above.

c. Transportation expenses.

1. Transportation requests. The travel voucher must show in the space provided for such information on the voucher form the serial numbers of the transportation requests issued with dates of travel, the points of departure and destination, classes of service used, name of transportation company, and the value of the transportation secured.

2. Special conveyance. When a special conveyance or a privately owned conveyance is used, the travel voucher must show the dates and points of travel and the kind of conveyance used. If the distance traveled between any given points is greater than the usual route between these points, the reason for the greater distance shall be shown. When transportation is authorized by a privately owned conveyance on an actual expense basis, a statement shall also be furnished showing the make of the automobile used; the quantity of gasoline and oil consumed and places between which the travel was performed; the distance traveled and unit price per gallon or quart paid; and whether all gasoline, oil, garage rent, feed and stabling of horses, and bridge, ferry, or other tolls for which claim is made were used or occasioned by official travel.

Travel vouchers claiming use of a special conveyance shall be accompanied by a justification for non-use of GSA motor pool vehicles (see 4.1C(2)a.).

FINANCIAL MANAGEMENT
Travel Regulations

3. Cash payment for common carrier fare. A traveler using cash to purchase any authorized passenger transportation service for official travel shall account for those expenses on the travel voucher, furnishing receipts, passenger coupons, or other appropriate evidence to support the claim for reimbursement. Receipts are not required for local transit system fares. A traveler who has procured passenger transportation services with cash (whether using personal funds or a travel advance) shall assign to the Government his right to recover any excess payment involving a carrier's use of improper rates by including the following statement on the travel voucher: "I hereby assign to the United States any rights I may have against other parties in connection with any reimbursable carrier transportation charges described herein."

4. Government-furnished conveyance. If a Government-furnished conveyance is used, the travel voucher must so indicate, together with the dates and points of travel. If the distance traveled between any given points is greater than the usual route between these point, the reason for the greater distance shall be shown on the travel voucher.

5. Documentation of transportation costs. Travelers shall state on their reimbursement vouchers when common carriers have been used that "Transportation was purchased at the least available cost." Travelers shall also show on their reimbursement vouchers the dollar amount of savings resulting from use of discount fares. If discount fares were not used, the traveler shall either state that they were not available or explain why available discount fares were not used, as appropriate.

d. Reporting payments to other employees. Reimbursement shall not be allowed for payments made to other Government employees for transportation expenses, except in case of necessity, which shall be satisfactorily explained (see 4.1D(5)).

e. Foreign travel. The policies governing foreign travel are contained in paragraph 1-11.5e of the Federal Travel Regulations and Chapters 7 and 8 of Part 347 of the Departmental Manual.

f. Erasures and alterations. Erasures and alterations in totals and in the "Amount Claimed" block on travel vouchers must be initialed by the traveler. Erasures and other alterations in the totals on receipts must be initialed by the person who signed the receipt. Other erasures and alterations on travel vouchers from which the amount claimed is derived must be initialed by the traveler.

FINANCIAL MANAGEMENT
Travel Regulations

(6) Administrative approvals.

a. Administrative approval of the voucher. This approval is not intended to confirm the validity of the various expense items claimed by the traveler, but to confirm the official necessity for the travel and keep the appropriate official abreast of, and in control of, the actual travel being performed, and to verify the reasonableness of items claimed, especially actual subsistence expenses. Administrative approval consists of the proper official signing in the "Approved" block on the face of the travel voucher. The official's title must also be shown. The administrative approval of the voucher shall constitute all required approvals listed in this Handbook except those listed in paragraph b. following, which require specifically stated approvals. The Bureau requires administrative approval of all vouchers by the traveler's supervisor or other official who has knowledge of the need for the travel prior to payment of the vouchers.

b. Specific approval of the travel. Authorizations or approvals which must be specifically stated in travel orders or reimbursement vouchers include:

1. Authority for travel (4.1A(4)).
2. Travel required to places where meals are obtained
4.1 B(3)b).
3. Taxicab fares between residence and office on day
travel is performed (4.1B(3)d).
4. Taxicab fare between residence and office in cases of
necessity (4.1B(3)e).
5. Taxicab for local travel 4.1C(1)a).
6. Rental of automobile or special conveyance 4.1C(2)a).
7. Hire of a conveyance from another employee or member
of employee's family (4.1C(2)d).
8. Use of accommodations superior to those authorized 4.1
C(3)). First-class travel requires authorization or approval from Secretary, Under Secretary or designee.

FINANCIAL MANAGEMENT
Travel Regulations

9. Use of extra fare trains (4.1C(3)b3).
10. Use of higher cost service when lower cost service is available on same mode of transportation (4.1C(4)c). First class travel requires authorization or approval from Secretary or Under Secretary.
11. Use of foreign flag air carriers (4.1C(6)c).
12. Use of a privately owned conveyance when it is advantageous to the Government (4.1D(1)a).
13. Use of a privately owned vehicle when use of common carrier transportation is most advantageous to the Government (4.1D(3)).
14. Use of a privately owned vehicle when use of a Government-owned vehicle would be most advantageous to the Government (4.1D(4)a).
15. Exception from the lodgings-plus method of setting per diem (4.1G(3)e).
16. Additional per diem when travel en route is 6 hours or more (4.1G(4)b3).
17. Reimbursement of actual subsistence expense (4.1H(1)). (Unusual circumstances)
18. Maximum daily reimbursement (4.1H(2)).
19. Miscellaneous expenses (4.1I(1)a).
20. Hire of a room (4.1I(1)b).
21. Fees relating to travel outside conterminous United States (4.1I(1)c).
22. Payment of account when agency billed direct (4.1I(3)).
23. Waiver of requirements for receipts (4.1K(3)d2).

FINANCIAL MANAGEMENT
Travel Regulations

24. Waiver of itemization for local telephone calls; local metropolitan streetcar, bus, and subway fares; and parking meter fees (4.1K(5)a1). (This provision is not applicable, as the Bureau requires the itemization of the calls, fares, and parking fees claimed.)

25. All items for reimbursement not previously authorized, except where this Handbook lists administrative approval as being sufficient, or where the traveler has issued his own travel authorization.

c. Only one signature necessary. If the official giving administrative approval of the travel voucher is also an authorizing official, the same signature may cover the specific approval of previously unauthorized items which are being claimed for reimbursement. Specific mention of the previously unauthorized items shall be on the travel voucher directly above the signature of the approving official.

(7) Suspension of charges. Items in travel vouchers not stated in accordance with these regulations or not properly supported by receipts when required shall be suspended, and the notification of such action shall indicate the reasons therefor. Such items as may be subsequently allowable shall be claimed again in a subsequent regular or supplemental travel voucher with full itemization for all suspended items which are reclaimed. The original suspension notice or a copy thereof is required in support of the reclaim.

UNITED STATES
DEPARTMENT OF THE INTERIOR
Form No. 24 - 1979
Form approved by Comp. Gen. U. S.
November 8, 1979

TRAVEL AUTHORIZATION

1. No. _____
2. _____

3. _____
(Name of Office)

4. NAME _____ 5. OFFICIAL STATION _____

6. TITLE _____ 7. ACCOUNTING OFFICE _____

You are authorized to travel as indicated below and to incur necessary expenses in accordance with applicable laws and regulations.

PLACES OF TRAVEL

8. FROM:

9. TO:

10. PURPOSE AND REMARKS:

11. PER DIEM ALLOWANCE:

12. PERIOD OF TRAVEL: Beginning on or about _____ Ending on or about _____

MODE OF TRAVEL

- 13. Common carrier
- 14. Extra fare
- 15. Government-owned conveyance
- 16. Privately owned at a mileage rate of _____ cents, subject to:
 - (a) Administratively determined to be to the advantage of the Government
 - (b) A showing of advantage to the Government
 - (c) Not to exceed cost by common carrier, including consideration of Per Diem allowance

MISCELLANEOUS

- 17. Transportation immediate family
- 18. Other (specify) _____
- 19. Shipment household goods and personal effects

ESTIMATED COST	
20. Transportation _____ \$ _____	26. _____ <small>(Supervisor's signature)</small>
21. Per Diem _____	27. _____ <small>(Title)</small>
22. Other _____	
23. TOTAL _____ \$ _____	
24. CHARGED TO:	28. _____ <small>(Authorizing officer's signature)</small>
25. _____ <small>(Travel officer's signature)</small>	29. _____ <small>(Title)</small>

TRAVELER'S COPY

FORM BIA-4328
June 1981

U.S. DEPARTMENT OF THE INTERIOR
Bureau of Indian Affairs

Request for Use of Government-owned Vehicle
Between Employee's Domicile and Place of Official Duty

(Date)

To: Director, Office of Administration (BIA)
Attention: Division of Property Management
(Through: Area Director)

From: Superintendent _____
(Name and location of agency)

Subject: Request for Use of Government-owned Vehicle between Employee's
Domicile and Place of Official Duty

1. Pursuant to 43 BIAM Supp. 2, it is recommended that the employee listed below be granted authority to operate a Government vehicle as indicated on this form and in the attached justification.

Employee's Name and Title

2. _____
Location of Employee's Official Duty Station

3. _____
Location of Employee's Domicile

4. _____
Year, Make, Model and License No. of Vehicle

5. JUSTIFICATION: (Give detailed explanation of relationship between duties of employee and proposed use of the vehicle, pointing out all factors that tend to establish the best interest of the Government. The nature and frequency of possible emergencies must be demonstrable as warranting an authorization permitting the use of the vehicle between the employee's domicile and place of employment.) Justification must meet the criteria of IPMR 114-38.5005. (Attach justification to last sheet. Reference Item No. 5.)

6. Signatories certify that usage of vehicle is required as checked below (See 205 DM 9.1B(2):

_____ Protection of life and property

_____ Other. Explain (must be in best interest of Government)

This request, if approved, shall be reviewed and evaluated every three months by the Superintendent or Area Director, and if it is determined that the best interests of the Government would be served by discontinuing such use of the vehicle, this authorization shall be revoked, and a copy of the revocation forwarded to the Bureau's Division of Property Management. (ALL SIGNATORIES ARE CAUTIONED TO READ THE PROHIBITIONS AND WARNINGS CONTAINED IN 31 USC SEC. 638a (c)(2). THIS REQUEST, IF APPROVED IS NON-TRANSFERABLE).

7. _____
Employee's Signature Date

8. Requested by Superintendent or Officer in Charge:

Signature Date

Name Title

9. Area Director's Recommendation for Approval:

Signature Date

Name Title

10. BIA Approval:

Signature, Director, Office of Administration - BIA Date

11. Departmental Approval (for uses other than for protection of life or property):

Signature, Date

Assistant Secretary - Policy, Budget and Administration

U. S. DEPARTMENT OF THE INTERIOR
Bureau of Indian Affairs

Justification Statement for Use of Foreign Flag Carriers

I certify that it (is) (was) necessary for

_____ (name of traveler or agency)

to use _____
(name of foreign flag vessel(s) or foreign flag
air carrier(s))

_____ (flight identification number)

or to transport _____ (personal effects) _____ (freight)

between _____

and _____

en route from _____

to _____

on _____ (date)

for the following reasons: _____

_____ (date)

_____ (Signature of traveler or
authorizing officer)

_____ (Title or position)

_____ (Organization)

DEPARTMENT OF THE INTERIOR
BUREAU OF INDIAN AFFAIRS

REQUEST TO USE CASH TO PROCURE DOMESTIC
PASSENGER TRANSPORTATION COSTING MORE THAN \$100

Requests to use cash to procure domestic passenger transportation costing more than \$100 are to be submitted by the traveler to the Secretary of Interior, through the Assistant Secretary - Indian Affairs and the Director of Budget, and shall contain a recommendation for approval by the Assistant Secretary. Requests for approval shall be made in advance on an individual trip basis, unless emergency situations make advance authorization impossible, in which case the employee shall obtain written approval at the earliest possible time. Failure to obtain the required written approval makes the employee liable for all additional costs resulting from the procurement of transportation services exceeding \$100 on a cash basis.

Requests shall be submitted, in triplicate, and shall contain the following information:

1. Name, grade, and position or title of employee that will or has procured the transportation service.
2. Explanation of emergency circumstances justifying the use of cash to procure the service instead of a U.S. Government Transportation Request (SF 1169).
3. Name and address of person to whom the request for approval is to be returned after Secretarial action.

The traveler shall be responsible for submitting the approved request as an attachment to the travel voucher when reimbursement is claimed. Additionally, the traveler shall assign to the Government the right to recover any excess payments involving carriers' use of improper rates. The assignment is preprinted on the travel voucher and shall be initialed by the traveler.