

# INDIAN AFFAIRS MANUAL

Part 27  
Chapter 7

Financial Management  
Temporary Duty Travel

Page 1

- 1.1 Purpose.** This chapter provides policy, authorities, and responsibilities for Temporary Duty Travel (TDY) management within Indian Affairs (IA).
- 1.2 Scope.** This policy applies to all IA personnel who travel including Assistant Secretary-Indian Affairs (AS-IA), Bureau of Indian Affairs (BIA), and Bureau of Indian Education (BIE) employees. All personnel are referred to as "IA."
- 1.3 Policy.** All travel must comply with Federal Travel Regulations (FTR), 41 C.F.R. chapters 301 – 304, Department of the Interior (DOI) TDY Travel Policy, and IA travel policy and guidance.
- 1.4 Authority.**
  - A. Statutes and Regulations.**
    - 1) 5 U.S.C. §§ 5701-5711, Travel and Subsistence Expenses; Mileage Allowances
    - 2) 31 U.S.C. § 1353, Acceptance of travel and related expenses from non-Federal sources
    - 3) 31 U.S.C. § 3726, Payment for transportation
    - 4) 41 CFR, Subtitle F - FTR System
    - 5) 49 U.S.C. § 40118, Government-financed air transportation
  - B. Guidance.**
    - 1) 205 Departmental Manual (DM) Chapter 15, Travel and Transportation
    - 2) 209 DM 8, Assistant Secretary-Indian Affairs
    - 3) 230 DM 1, Director, BIA and Director, BIE
    - 4) 347 DM 1, Travel Policy Issuance System
    - 5) DOI Financial Management Memorandum (FMM) 2015-10 (Vol. VI.B): Revised Authorization and Reporting Guidance on Conference-Related Activities and Spending, March 12, 2015

#17-12, Issued: 12/20/16

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## INDIAN AFFAIRS MANUAL

### C. Handbooks.

- 1) DOI TDY Policy, February 1, 2015, which can be found on the DOI Travel website listed as “Attachment - Amended DOI TDY Travel Policy” here: <http://www.doi.gov/pfm/travel/index.cfm>
- 2) 347 DM DOI FTR Implementing Instructions, which can be found on the DOI Travel website here: <http://www.doi.gov/pfm/travel/index.cfm>
- 3) IA Charge Card Policy Manual, June 2010, which can be found on the IA Travel intranet website here: <http://iamabqzucmw01p.ia.doi.net:16200/inside.indianaffairs/Employee/Travel/TravelPolicy/index.htm>  
The IA Charge Card Policy Manual, June 2010, can be found on the BIE Travel intranet website here: <http://inside.bie.edu/Finance/Pages/CHARGE%20CARD/CHARGE-CARD.aspx>

### 1.5 Responsibilities.

*Note: All references to “days” within the Responsibilities section are referring to calendar days, not business days, unless noted otherwise.*

#### A. **AS-IA (or designee)** is responsible for:

- 1) Authorizing international travel and the use of first class travel.
- 2) Reviewing and approving TDY for the Principal Deputy Assistant Secretary (PDAS), as appropriate.

#### B. **Principal Deputy Assistant Secretary (PDAS) (or designee)** is responsible for authorizing the following for his/her direct reports and staff:

- 1) *Actual* subsistence expenses of Extended TDY (also known as Long Term TDY, which is 30 days or more and is reimbursed at the *actual* expenses incurred with appropriate approvals).
- 2) Extended TDY authorizations and expenses (also known as Long Term TDY, which is 30 days or more and is reimbursed at only a 55% locality rate for lodging and Meals and Incidental Expenses (MI&E)).

## INDIAN AFFAIRS MANUAL

- C. **Deputy Assistant Secretary – Policy and Economic Development (DAS-PED) (or designee)** is responsible for authorizing the following for his/her direct reports and staff:
- 1) Actual subsistence expenses of Extended TDY.
  - 2) Extended TDY authorizations and expenses.
- D. **Deputy Assistant Secretary – Indian Affairs (Management) (DAS-M) or designee** is responsible for authorizing the following for his/her direct reports and staff:
- 1) Actual subsistence expenses of Extended TDY.
  - 2) Extended TDY authorizations and expenses.
  - 3) Conferences of \$40,000 or less.
- E. **Directors, PDAS** are responsible for authorizing the following for their respective staff:
- 1) TDY authorizations and expenses of 10 to 29 days.
  - 2) Actual subsistence expenses of TDY travel of one (1) to 29 days.
  - 3) Rooms used for other than lodging.
  - 4) Additional travel expenses incurred by an employee with a disability.
- In some cases the PDAS Directors may also be the ‘Immediate Supervisor’ for staff, and therefore would also be responsible for authorizing TDY authorizations and expenses for one (1) to nine (9) days.
- F. **Directors, DAS-PED** are responsible for authorizing the following for their respective staff:
- 1) TDY authorizations and expenses of 10 to 29 days.
  - 2) Actual subsistence expenses of TDY travel of one (1) to 29 days.
  - 3) Rooms used for other than lodging.
  - 4) Additional travel expenses incurred by an employee with a disability.

In some cases the DAS-PED Directors may also be the ‘Immediate Supervisor’ for staff, and therefore would also be responsible for authorizing TDY authorizations and expenses for one (1) to nine (9) days.

## INDIAN AFFAIRS MANUAL

Part 27  
Chapter 7

Financial Management  
Temporary Duty Travel

Page 4

**G. Office of Indian Energy and Economic Development (IEED), the Division Directors** are responsible for authorizing TDY authorizations and expenses for one (1) to nine (9) days.

**H. Directors, DAS-M** are responsible for authorizing the following for their respective staff:

- 1) TDY authorizations and expenses of 10 to 29 days.
- 2) Actual subsistence expenses of TDY travel of one (1) to 29 days.
- 3) Rooms used for other than lodging.
- 4) Additional travel expenses incurred by an employee with a disability.

In some cases the DAS-M Directors may also be the 'Immediate Supervisor' for staff, and therefore would also be responsible for authorizing TDY authorizations and expenses for one (1) to nine (9) days.

**I. Division Chiefs and Deputy Directors (Office of Human Capital Management), DAS-M** are responsible for approving TDY authorizations and expenses for one (1) to nine (9) days.

**J. Director, BIA** is responsible for authorizing:

- 1) Actual subsistence expenses of Extended TDY.
- 2) Extended TDY authorizations and expenses.
- 3) Conferences of \$40,000 or less.

The BIA Director may re-delegate authorities per 3 IAM 4, 3 IAM 5, and 3 IAM 6.

**K. Deputy Bureau Directors (BIA)** are responsible for authorizing:

- 1) TDY authorizations and expenses of 10 to 29 days.
- 2) Actual subsistence expenses of TDY travel of one (1) to 29 days.
- 3) Rooms used for other than lodging.
- 4) Additional travel expenses incurred by an employee with a disability.

Deputy Bureau Directors may re-delegate authorities per 3 IAM 4, 3 IAM 5, and 3 IAM 6.

## INDIAN AFFAIRS MANUAL

**L. Regional Directors (BIA) are responsible for authorizing:**

- 1) TDY authorizations and expenses of 10 to 29 days.
- 2) Actual subsistence expenses for TDY of one (1) to 10 days.\*
- 3) Rooms used for other than lodging.
- 4) Additional travel expenses incurred by an employee with a disability.

Regional Directors may re-delegate authorities per 3 IAM 4.

\*Note: Actual subsistence expenses for TDY over 10 days must be authorized by the DBD, Field Operations.

**M. Director, BIE is responsible for authorizing:**

- 1) Actual subsistence expenses of Extended TDY.
- 2) Extended TDY authorizations and expenses.
- 3) Conferences of \$40,000 or less.

The Director may re-delegate authorities per 3 IAM 8.

**N. Deputy Directors (BIE) are responsible for authorizing:**

- 1) Actual subsistence expenses of TDY travel of 10 to 29 days.
- 2) TDY authorizations and expenses of 10 to 29 days.
- 3) Rooms used for other than lodging.
- 4) Additional travel expenses incurred by an employee with a disability.

**O. Associate Deputy Directors and Assistant Deputy Director (BIE) are responsible for authorizing:**

- 1) Actual subsistence expenses for TDY for one (1) to nine (9) days.
- 2) Rooms used for other than lodging.
- 3) Additional travel expenses incurred by an employee with a disability.

**P. Superintendents (BIA), and Education Program Administrators (BIE) are responsible for approving TDY authorizations and vouchers for one (1) to nine (9) days.**

## INDIAN AFFAIRS MANUAL

Part 27  
Chapter 7

Financial Management  
Temporary Duty Travel

Page 6

- Q. All IA Immediate Supervisors** are responsible for approving TDY authorizations and vouchers for one (1) to nine (9) days.
- R. Approving Officials (AOs)** are responsible for verifying the accuracy and compliance of travel authorizations and vouchers with the FTR, DOI, and IA travel policies and guidance, and:
- 1) Approving travel authorizations, including estimated and specified expenses.
  - 2) Verifying that all expenses authorized are allowable.
  - 3) Ensuring the travel expenses are correctly recorded and claimed when approving.
- S. Designated E-Gov Travel Service (ETS) Reviewers/Arrangers** are responsible for:
- 1) Appropriately estimating and specifying expenses.
  - 2) Verifying that any expenses claimed are allowable.
  - 3) Assisting in adjusting and amending travel authorizations to comply with applicable regulation and policy.
  - 4) Assisting in adjusting and amending travel claims before claims are submitted in order to comply with applicable regulation and policy.
- T. The Traveler** bears the ultimate responsibility for submitting proper documentation and complying with the FTR, DOI, and IA travel policies and guidance. Travelers must:
- 1) Obtain an approved travel authorization from his/her supervisor prior to starting travel.
  - 2) Ensure all expenses are allowable and related to the approved travel.
  - 3) Submit an accurate, detailed voucher, to include all required and supporting documentation, within five (5) working days after trip completion.

### 1.6 Definitions.

- A. Actual Subsistence Expense** is a form of reimbursement that reflects the true amount of the cost(s). The Administrator of the General Services Administration (GSA) has stated the reimbursement is not to exceed the 300 percent maximum per diem (lodging and meal) allowance. Approval of actual expenses is usually in advance of travel and at the discretion of the agency. An exception to this rule would be events that occur outside of the traveler's/agency's control (e.g. sporting events, World's Fair, natural or

#17-12, Issued: 12/20/16

Replaces #16-43, Updated: 9/07/16

## INDIAN AFFAIRS MANUAL

Part 27  
Chapter 7

Financial Management  
Temporary Duty Travel

Page 7

manmade disasters).

- B. **Constructive Cost** is the comparison of all travel costs that determine which method of travel is advantageous to the government.
- C. **E-Gov Travel Service (ETS)** is the Government-contracted, end-to-end travel management service that automates and consolidates the Federal travel process in a self-service web-centric environment, covering all aspects of official travel, including travel planning, authorization, reservations, ticketing, expense reimbursement, and travel management reporting.
- D. **Extended TDY** is travel wherein the traveler is in TDY status for 30 consecutive calendar days or more at one location, and the TDY location is farther than 50 miles from the residence and official duty station. Also, the travel is not to be considered as a Temporary Change of Station (TCS) but is an extended TDY. Reimbursement for extended TDY will be limited to 55% of the locality rate for lodging and MI&E, unless actuals are authorized and approved by the appropriate management official.

When the Extended TDY is more than one year or is planned for more than a year, the Extended TDY reimbursement is to be considered as taxable income to the traveler. Please see [Internal Revenue Service \(IRS\) Publication 463](#) and 41 C.F.R. § 301-11.601 for additional information.

- E. **Invitational travel** is authorized travel of individuals either not employed or employed (under 5 U.S.C. 5703) intermittently in the Government service as consultants or experts and paid on a daily when-actually-employed basis and for individuals serving without pay or at \$1 a year when they are acting in a capacity that is directly related to, or in connection with, official activities of the Government. Travel allowances authorized for such persons are the same as those normally authorized for employees in connection with TDY.
- F. **Local Travel** is travel under 50 miles from the permanent duty station and traveler is in travel status for less than 12 hours. Local travel is not considered TDY travel, and is subject to DOI and IA travel policy. Per Diem cannot be paid in connection with local travel. Claims for local travel reimbursement must be submitted on SF1164.
- G. **Long Term TDY** is also known as Extended TDY.
- H. **Meals and Incidental Expenses (M&IE)** are the meals and incidental expenses portion of per diem. This does not include lodging.

#17-12, Issued: 12/20/16

Replaces #16-43, Updated: 9/07/16

## INDIAN AFFAIRS MANUAL

- I. **Per Diem** is a daily payment (also referred to as subsistence allowance) instead of reimbursement for actual expenses for lodging, meals, and related incidental expenses. The per diem allowance is separate from transportation expenses and other miscellaneous expenses. The per diem allowance covers all charges and services, including any service charges where applicable. Lodging taxes in the United States are excluded from the per diem allowance and are reimbursed as a miscellaneous expense. In foreign locations, lodging taxes are part of the per diem allowance and are not a miscellaneous expense.
- J. **Privately Owned Vehicle (POV)** is any vehicle such as an automobile, motorcycle, aircraft, or boat operated by an individual that is not owned or leased by a Government agency, and is not commercially leased or rented by an employee under a Government rental agreement for use in connection with official Government business.
- K. **Reclaim (amount)** is a voucher submission for an item previously denied as reimbursement, for which additional justification is now provided.
- L. **Reduced per diem** can occur when your agency authorizes a reduced per diem rate when there are known reductions in lodging and meal costs, or when your subsistence costs can be determined in advance and are lower than the prescribed per diem rate.
- M. **Reimbursement** is the receipt of funds from a Government office for travel expenses.
- N. **Temporary Duty (TDY)** is a place, away from an employee's official duty station, where the employee is authorized to travel.
- O. **Travel authorization** is written permission to travel on official business.
- P. **Travel Management Service (TMS)** is a service for booking common carrier (e.g., air, rail, and bus confirmations and seat assignments), lodging accommodations, and car rental services; fulfilling reservations (i.e. ticketing); providing basic management information on those activities; and meeting other requirements as specified in the FTR at 41 C.F.R. § 301-73.100. A TMS may include a travel management center (TMC), Commercial Ticket Office (CTO), an electronically available system, other commercial methods of arranging travel, or an in-house system.
- Q. **Voucher** is a compilation of documents and receipts supporting the approved travel authorization. This is also referred to as a claim for reimbursement.



## INDIAN AFFAIRS MANUAL

Part 27  
Chapter 7

Financial Management  
Temporary Duty Travel

Page 9

### 1.7 Reports and Resources.

- A. IA will complete all mandated and requested travel reports for DOI management and GSA as detailed in the FTR, or when provided with other written requests.
- B. An electronic copy of the FTR, DOI TDY Travel Policy handbook, and other travel guidance is available to all IA employees on the IA Travel intranet website here: <http://iiaabqzucmw01p.ia.doi.net:16200/inside.indianaffairs/Employee/Travel/TravelPolicy/index.htm>.

This handbook provides the employee with rules and regulations regarding TDY travel. BIE travelers may access travel guidance on the BIE intranet website here: <http://inside.bie.edu/Finance/Pages/TRAVEL/TRAVEL.aspx>

### Approval

  
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DEC 20 2016

Date