



POLICY STATEMENT

Policy Statement: 5203

Policy Area: Financial Management

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Approved:


Adrienne Poteat, Deputy Director

TEMPORARY DUTY TRAVEL POLICY

I. COVERAGE

This Policy Statement applies to all Court Services and Offender Supervision Agency (CSOSA) employees who need to travel in connection with their official duties. It applies to consultants, experts and individuals not employed by CSOSA who need to travel when they are acting in a capacity that is directly related to, or in connection with, official activities of the agency. This Policy does not apply to the Pretrial Services Agency (PSA).

II. BACKGROUND

The Administrator of General Services implements statutory requirements and policies for travel by federal civilian employees and others authorized to travel at government expense in the form of the Federal Travel Regulation (FTR). This policy implements and prescribes agency travel policies required by the FTR. This policy does not apply to agency local travel or relocation travel. Administration of the Government Travel Credit Card is established under the CSOSA Official Government Travel Credit Card Policy (PS 5201). Administration of Government Owned Vehicles is established under the CSOSA Use of Agency Vehicles Policy (PS 5401). Administration of Privately Owned Vehicles is established under the CSOSA Use of Privately-Owned Vehicles Policy (PS 5402).

III. POLICY

Temporary Duty (TDY) travel is authorized travel to a place at least 35 miles away, one-way, from the employee's residence from which they normally commute to their official duty station. In limited, specific circumstances, the required 35 mile distance TDY threshold may be waived in advance by the Agency Director if TDY travel is deemed advantageous to the agency. TDY travel can't be authorized for the location of an employee's official duty station, which for persons employed by CSOSA is the District of Columbia.

All TDY travel must be authorized with a properly approved written or electronically generated Travel Authorization, prior to travel. The Travel Authorization specifies who is to travel, what expenses are reimbursable, when the travel is to occur and where the employee may go. An approved Travel Authorization is necessary even in cases where there are no agency or employee costs associated with the TDY travel or if travel costs are funded all or in part by another entity. TDY travel must only be authorized to complete official agency business or training that is

necessary to achieve the agency's mission effectively and economically. TDY travel must only be authorized to complete official agency business that is not available or possible at the employee's official duty station. Agency employees must follow FTR rules and regulations while on TDY travel. In all cases, employees are expected to exercise extreme care in spending public funds in keeping with the principles of integrity and ethics set forth in the CSOSA Standards of Employee Conduct policy.

The employee must make all common carrier airline reservations through the agency's Travel Management Center (TMC). CSOSA will reimburse employees for properly authorized and allowable expenses incurred while performing official business on authorized TDY travel in accordance with federal law, rule or regulation. Employees must submit a Travel Voucher for reimbursement within five working days after returning to work status following approved TDY travel. Violation of this policy may result in administrative action, including temporary or permanent suspension from future official TDY travel. CSOSA must reimburse employees for authorized expenses within 30 calendar days after receipt of a properly prepared and valid reimbursement request. Employees who knowingly and willfully attempt to defraud the Government through improper travel vouchers may face criminal prosecution under 18 U.S.C. § 287 (False, fictitious or fraudulent claims) and 18 U.S.C. § 1001 (False claims and statements).

IV. AUTHORITIES AND ATTACHMENTS

A. Authorities

Section 11233 of the National Capital Revitalization and Self-Government Improvement Act of 1997, Pub. Law 105-33, 111 Stat. 748, codified at D.C. Official Code § 24-133.

5 U.S.C. § 5707 (2005), Government Organization and Employees.

18 U.S.C. § 287 (False, fictitious or fraudulent claims)

18 U.S.C. § 1001 (1996), Fraud and False Statements.

U.S.C. Title 31

§ 1353, (2004) Acceptance of travel and related expenses from non-Federal sources.

§ 3726, (2004) Payment for Transportation.

U.S.C. Title 40

§ 121, (2005), Administrative.

§ 486, (2004), Policies, Regulations, and Delegations.

49 U.S.C § 40118 (2004), Government-Financed Air Transportation.

Federal Travel Regulations

41 C.F.R. § 300 (2005), *General*.

41 C.F.R. § 301 (2005), *Temporary Duty Travel Allowances*.

41 C.F.R. § 304 (2005), *Payment of Travel Expenses from a Non-federal Source*.

CSOSA Use of Agency Vehicles Policy (PS 5401)

CSOSA Use of Privately-Owned Vehicles Policy (PS 5402)

CSOSA Official Government Travel Credit Card Policy (PS 5201)

CSOSA Standards of Employee Conduct Policy

Hotel and Motel Fire Safety Act of 1990 (P.L. 101-391)

B. Attachments

Appendix A: Definitions

Appendix B: General Procedures

APPENDIX A DEFINITIONS

Actual Expense Allowance - A method for computing per diem allowances while on official travel. Payment of authorized actual expenses incurred during official travel, limited to a maximum of 300 percent of the applicable per diem rate, as appropriate.

Accountable Officer – An individual who, by reason of his or her employment, is responsible for the custody of government funds. Accountable Officers may be held personally liable or subject to disciplinary action for the loss or improper payment of the funds for which they are accountable.

Agency Employee – For purposes of temporary duty (TDY) travel, an agency employee is:

- a. An individual employed by CSOSA, regardless of status or rank; or
- b. An individual employed intermittently in Government service as a paid expert or consultant; or
- c. An individual serving without pay or at \$1 a year (i.e., Invitational Traveler)

Authorized Travel – Agency travel to perform Official Agency Business that is supported via an approved Travel Authorization.

Automated -Teller-Machine (ATM) Services - Bank/Financial Institution-provided ATM services that allow cash withdrawals from participating ATMs to be charged to a government-issued travel charge card.

Approving Official - Agency employee designated as an Accountable Officer with specific, delegated authority to authorize TDY travel and the disbursement of agency funds related to approved TDY travel.

Common Carrier - Private sector suppliers of airline, rail, bus or local transit system transportation.

Contract City-Pair Carriers - U.S. certificated air carriers, which are under contract with the General Services Administration (GSA) to furnish Federal employees and other persons authorized to travel at government expense with passenger transportation service.

Domestic Travel - Travel within the United States and its possessions. Daily expenses within the continental United States are reimbursed in accordance with the rates set by the General Service Administration.

Emergency Travel - Travel which results from:

- a. The employee becoming incapacitated by illness or injury not due to his/her own misconduct; or
- b. The death or serious illness of a member of the employee's immediate family; or
- c. A catastrophic occurrence or impending disaster, such as fire, flood, or act of God, which directly affects the employee's home.

Employee Residence – The primary residence location from which the employee commutes to his/her Official Duty Station.

Federal Travel Regulation (FTR) - The FTR is the regulation contained in Title 41 Code of Federal Regulations (CFR), Chapters 300 through 304, which implements statutory requirements and Executive branch policies for travel by Federal civilian employees and others authorized to travel at Government expense. The Administrator of General Services promulgates the FTR.

FedRooms – FTR compliant hotel rooms for Federal government travelers while on official business. When selecting a commercial lodging facility, the first consideration must be given to the commercial lodging facilities provided under FedRooms.

Foreign Travel - Travel from the United States to a foreign country, including Canada and Mexico; from a foreign country to the United States; and between foreign countries.

Government Travel Credit Card - A Government-issued travel charge card used by authorized individuals to pay for official travel and transportation-related expenses for which the bank/financial institution bills the employee.

Government-Owned Vehicle (GOV) - An automobile, or light truck/van, which is owned or leased by the agency for use by employees for official business.

Interviewee - An individual who is being considered for employment by an agency. The individual may currently be a Government employee.

Invitational Travel—Authorized travel of individuals either not employed or employed 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.

Local Travel—Authorized travel within 35 miles (one-way) from the employee's residence or official duty station.

Lodgings Plus Per Diem - A method for computing per diem allowances while on official travel. Per diem allowances for each day of official travel are based on the actual amount an employee pays for their lodging plus an allowance for meals and incidental expenses (M&IE), the total of which may not exceed the applicable maximum per diem rate for the location and date concerned.

Meals and Incidental Expenses (M&IE) -Meal and incidental expense (M&IE) allowances are used when the employee is in TDY travel status for a time period greater than 12 hours. The M&IE allowance is to cover the cost of meals and necessary incidental expenses including meal tips, etc. M&IE allowances are specific to the TDY location(s) and dates traveled.

Miscellaneous Travel Expenses - Other reimbursable travel expenses are those that are directly attributable and necessary to the travel and temporary duty as authorized and performed.

Non-Federal Source - Any entity other than the Federal Government, including any organization, association, corporation, individual, or any state or local government unit, including the government of the District of Columbia.

Official Agency Business –Activities performed that primarily benefit the mission of the agency.

Official Duty Station - The location of the employee's or invitational traveler's permanent work assignment. The Official Duty Station for persons employed by CSOSA is the District of Columbia.

Official Passport – A travel document issued by the Department of State to employees traveling on official agency business that identifies the bearer as a United States national and requests that the bearer be permitted to enter and pass through other countries.

Per Diem Allowance - Per diem allowance is also referred to as "subsistence allowance." The per diem allowance is a daily payment instead of reimbursement for actual expenses for lodging, meals, and related incidental expenses. Per diem is separate from transportation expenses and other miscellaneous expenses.

Personal Travel – Travel that is arranged for the benefit or convenience of the employee.

Privately-Owned Vehicle (POV) - Any vehicle (such as an automobile, motorcycle or aircraft), 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, used in connection with official Government business.

Rental Vehicle - An automobile or other vehicle leased or rented from a commercial firm in connection with official Government business. A commercial firm within the U.S. Government Car Rental Agreement must be used for all vehicles rented for travel in the contiguous U.S. states and the District of Columbia.

Special Needs Employee – An employee with a documented physical or mental impairment that substantially limits one or more major life activities. Determination of a special needs accommodation will be made by the Office of Human Resources, in consultation with the Office of Equal Employment Opportunity, in accordance with established CSOSA policy.

Temporary Duty (TDY) Travel – Properly authorized travel to conduct official agency business at a place at least 35 miles away (one-way) from the employee's residence. TDY travel can't be authorized for the location of an employee's official duty station. In limited, specific circumstances, the required 35 mile distance threshold may be waived in advance by the Agency Director if it is deemed advantageous to the agency.

Travel Authorization - Permission in advance from the agency to perform TDY travel. It includes specific purposes, methods, itinerary and estimated costs for the travel.

Travel Voucher - A written request, supported by documentation and receipts where applicable, for reimbursement of allowable, authorized expenses incurred in the performance of official TDY travel.

Travel Management Center (TMC) - Contractor that arranges travel services for agency employees on official travel, including reservation of accommodations and ticketing.

Transportation Expenses – Reimbursable travel expenses incurred for commercial bus, air or rail fares. Transportation expenses also include local transit system and taxi fares, cost of commercial rental and other special conveyances, mileage and other allowances for use of privately owned vehicles, including fees for parking and tolls.

U.S. Government Car Rental Agreement – Certified rental vehicle vendors, which are under contract with the Department of Defense, Surface Deployment and Distribution Command (SDDC), to furnish Federal employees with all vehicle rental transportation service within the contiguous U.S. states and the District of Columbia.

**APPENDIX B
GENERAL PROCEDURES**

A. Introduction

1. Applicability

Temporary Duty (TDY) travel is allowable for:

- a. Agency employees traveling on official agency business;
- b. Interviewees performing pre-employment interview travel;
- c. Agency employees who must interrupt official business travel to perform emergency travel as a result of an incapacitating illness or injury or a personal emergency situation.

2. General Rules

A. Travel Authorization

All employees who travel on TDY must have a properly completed and approved Travel Authorization prior to travel. A properly completed Travel Authorization must include the following information:

1. The name of the employee;
2. Address of employee's residence;
3. Purpose of travel;
4. Conference or training itinerary (if applicable);
5. Travel dates;
6. Mode(s) of transportation;
7. Estimate of transportation, per diem and/or miscellaneous travel costs;
8. Personal travel in conjunction with official travel (if applicable);
9. Supervisory approval; and
10. The approval of an Office of Financial Management Approving Official.

Agency employees are expected to exercise extreme care in spending public funds in keeping with the principles of integrity and ethics set forth in the CSOSA Standards of Employee Conduct policy.

The agency will authorize only those expenses essential to the transaction of official business, which may include:

1. Transportation expenses;
2. Per diem expenses;

3. Miscellaneous expenses; and
4. Travel expenses of an employee with special needs.

Employees must have specific authorization and prior approval for:

1. Use of first-class or business-class service on common carrier transportation;
2. Use of a foreign air carrier;
3. Use of government-owned vehicle or privately-owned vehicle;
4. Use of a rental vehicle;
5. Payment of actual expenses;
6. Travel expenses related to travel to a foreign area;
7. Acceptance of payment from a non-Federal source for travel expenses; and
8. Miscellaneous purchases (books, CDs, DVDs) while on official travel.

Employees may be personally responsible for expenses incurred which exceed the specific reimbursement items and limits established in the approved Travel Authorization. The duration and location(s) of approved official travel must coincide as closely as possible with those of the approved travel purpose. The agency will not pay for excess costs resulting from personal travel or preferences, personal belongings, circuitous routes, delays, extended duration, luxury accommodations or services unnecessary or unjustified in the performance of official business.

B. Travel Authorization Approvals

All TDY travel requests must be submitted to the Office of Financial Management for final approval and processing. All TDY travel requests must be first approved by the employee's supervisor prior to submission to the Office of Financial Management. Any additional reviews and approvals required by the respective Associate Director/General Counsel/Chief Information Officer must be obtained prior to the submission of the travel request to the Office of Financial Management.

After receiving appropriate managerial approval, all Travel Authorizations must be approved by an Office of Financial Management Accountable Officer designated as an Approving Official.

When reviewing TDY Travel requests, supervisors and Office of Financial Management Approving Officials must consider the following factors prior to approval/disapproval:

1. The need for the travel;
2. The use of travel substitutes (e.g., email, teleconferencing, etc.);
3. The most cost effective routing and means of accomplishing travel; and
4. The employee's travel plans, including plans to take leave in conjunction with travel;
5. Funds availability; and
6. Supervisory/Managerial approvals.

The Office of Financial Management will inform employees when their Travel Authorization is approved.

Employees who perform TDY travel without an approved Travel Authorization risk not receiving reimbursement for expenses incurred during travel and/or incurring agency disciplinary action. In cases where unauthorized TDY travel occurs, written justification by the respective Associate Director/General Counsel/Chief Information Officer is required to be submitted to the Director, Office of Financial Management, prior to employee reimbursement for travel expenses.

C. Travel Funded by Non-Federal Source

Employees may accept unsolicited offers from non-Federal sources for reimbursement of TDY travel expenses to attend conferences, seminars, speaking engagements, symposiums, or training only in accordance with the agency's Standards of Employee Conduct policy. However, travel to carry out the agency's statutory function of offender supervision may not be funded by a non-Federal source.

A Travel Authorization must be prepared and approved in advance of TDY travel funded all or in part by non-Federal sources. Employees must follow CSOSA travel policies while on travel supported by non-Federal sources. Allowable expenses that can be paid by a non-federal source include transportation, food, lodging or other travel-related services. Employees may not receive non-Federal funding for business or first-class service airline travel. The employee also may not accept non-travel related expenses from the non-Federal source, such as gifts, entertainment tickets or other personal items.

The CSOSA Office of General Counsel must approve, in advance, all employee travel funded by non-Federal sources. Employees must include an Office of General Counsel-approved Request for Travel Through Outside Source Funding Form, with the Travel Authorization submitted to the Office of Financial Management.

D. Foreign Travel

The Agency Director or Deputy Director must approve all foreign travel in advance. Approved foreign travelers must obtain an Official Passport from the Department of State, prior to travel. Employee Personal Passports may not be accepted by foreign countries for official government travel. The Office of Financial Management is responsible for coordinating all agency Official Passport requests to the Department of State.

E. Changes to Travel Authorizations

Employees are responsible for ensuring that their Travel Authorizations and reservations are updated, prior to travel, if travel arrangements change or if the travel is cancelled after the original Travel Authorization has been submitted. The employee must immediately contact his/her supervisor, the Office of Financial Management and/or the Travel Management Center and travel vendor(s) to update/cancel the Travel Authorization and/or any travel reservations in a timely manner to prevent losses to the Government. Employees are accountable and liable for all reservations issued in their name. Employees who do not update/cancel reservations in a timely manner may be held personally responsible for charges or penalties incurred.

F. Travel Training

Employees must receive agency travel training prior to traveling for the first time. It is highly recommended that all employees take a refresher course every year. The Office of Financial Management provides regular travel training in conjunction with the Agency's Training and Career Development Center.

B. Allowable Travel Expenses

1. Transportation Expenses

Employees are eligible for reimbursement of authorized transportation expenses incurred while performing official travel. Travel expenses incurred while performing personal travel are not reimbursable. Reimbursable expenses include fares, rental fees, mileage payments, and other expenses related to transportation. The agency may authorize the following transportation methods:

- a. Common carrier transportation (e.g., aircraft, train, bus, or local transit system);
- b. Government owned vehicle;
- c. Privately-owned vehicle;
- d. Special conveyance (e.g., taxi, shuttle or rental vehicle)

The employee must select the transportation methods most advantageous to the agency, when total cost and other factors, such as time, are considered. If employees do not use the method of transportation most advantageous to the government or travel by an indirect route or method for personal travel or convenience, any additional expenses incurred will be borne solely by the employee.

A. Common Carrier Transportation

Travel by common carrier (airline, train, bus, or local transit system) is presumed by the agency to be the most advantageous method of transportation because it generally results in the most efficient, least costly, most expeditious means of transportation. Transportation methods other than common carrier may only be utilized when it:

1. Would interfere with the performance of official business;
2. Would impose an undue hardship upon the employee; or
3. When the total cost by common carrier would exceed the cost of the other method of transportation.

Employees must use coach-class accommodations for both domestic and foreign common carrier travel. The use of business or first-class service may be authorized by the Director, Office of Financial Management, in advance, only if one or more of the following conditions exist(s):

1. Coach-class service is not reasonably available. Reasonably available means available on a common carrier that is scheduled to leave within 24 hours of your proposed departure time, or scheduled to arrive within 24 hours of your proposed arrival time; or
2. When use of business or first-class service is necessary to accommodate a disability or other documented, verifiable special physical need.

Employees with lost, stolen or destroyed common carrier transportation tickets prior to or during travel must contact the transportation provider and/or Travel Management Center immediately.

a. Airlines

All employee (including interviewees and invitational travelers) reservations for airline transportation must be made through the agency's Travel Management Center.

Airline transportation should be used for all long-distance travel since it typically results in the lowest overall cost to the agency. However, the agency may allow for other modes of transportation for long-distance TDY travel where employees have a documented aversion to air travel. Requests to use modes of transportation other than air travel for long-distance travel must be approved in advance by the Director, Office of Financial Management. If an employee is approved to use another mode of transportation for long-distance travel, reimbursement for the other type of transportation plus per diem must not exceed the cost of the authorized airline plus per diem. Any additional costs are the responsibility of the employee.

There are general employee requirements related to TDY airline travel:

1. Make all purchases from the agency's Travel Management Center;
2. Purchase airline travel using a Government Travel Credit Card;
3. Use General Services Administration (GSA) contract city-pair carriers/fares, when available and deemed most efficient;
4. Use coach-class service for both domestic and foreign travel;
5. Use U.S. flagged air carrier service, unless use of a foreign air carrier is authorized. Employees will not be reimbursed for non-authorized foreign air carrier service.

All airline transportation reservations must be made through CSOSA's Travel Management Center (TMC). It is highly recommended that employees use a GSA contract city-pair fare, offered by the TMC, for scheduled airline transportation service. Contract city-pair fares are refundable if not used, there are no charges or fees for itinerary changes made after ticket purchase, and charges will not be posted to the Government Travel Credit Card on which it is purchased until approximately three days before scheduled travel. However, the use of a non-contract city-pair fare, purchased from the TMC, may be authorized by the agency, in advance, if one or more of the following conditions exist(s):

1. Space on a scheduled contract flight is not available in time to accomplish the purpose of travel, or use of GSA contract city-pair service would require the employee to incur unnecessary overnight lodging costs which would increase the total cost of the trip; or
2. A non-contract carrier offers a lower fare available to the general public, the use of which will result in a lower total trip cost to the Government, to include the combined costs of transportation, lodging, meals, and related expenses. If the non-contract fare is non-refundable, restricted, has specific eligibility requirements, or posts immediately to the employee's Government Travel Credit Card, the employee is responsible for adhering to these restrictions.

Authorization to use a non-contract city-pair fare must be received, in advance from the Director, Office of Financial Management. The Office of Financial Management will only approve the purchase of non-contract fares when it is clearly beneficial to the agency. If an employee incurs costs or penalties because they break the restrictions of an approved non-contract city-pair fare, they may be reimbursed based on the facts of the situation. Any additional costs or penalties incurred that result from unauthorized use of non-contract service are borne solely by the employee.

b. Train

Train may be used in lieu of airline travel when it is deemed most efficient and cost beneficial to the Government. Employees are encouraged, but not required, to make train reservations through the agency's Travel Management Center. Employees must use their Government Travel Credit Card to pay for train reservations.

c. Bus and Local Transit System

TDY employees are encouraged to use local transit systems (bus, subway) to travel to, from, and between their residence, duty station, common carrier terminal, lodging and TDY station while on official travel status.

Use of bus and local transit systems for personal travel, such as travel for meals, sightseeing, etc. while on official travel are not reimbursable. Where the nature and location of the work at the TDY station and lodging are such that meals cannot be obtained near there, travel to obtain meals at the nearest available place is an allowable TDY travel expense. Employees must, however, attach a statement to the Travel Voucher explaining why such travel was necessary.

B. Government-Owned Vehicle

Employees may use a government-owned vehicle (GOV) for TDY travel, if deemed advantageous to the government, when there is an available vehicle and it is approved by the Director, Office of Financial Management. Employees must possess a valid motor vehicle operator's license and have a Travel Authorization specifically authorizing the use of a Government-furnished automobile. Employees may be reimbursed for parking fees and/or tolls incurred during official travel. Employees should use lower-cost, self-service parking versus valet, when appropriate. Employees should travel together in one GOV, when possible and feasible. One day of travel status is allowed for each 400 miles traveled.

Personal use of a GOV is strictly prohibited. Employees are responsible for any additional costs resulting from unauthorized or personal use of a GOV and may be subject to administrative and/or criminal liability for misuse of Government property. Payment of traffic and parking fines are the responsibility of the employee and are not reimbursable.

Non-employees may be transported as passengers in a GOV for official business travel only.

If an employee uses a GOV versus a common carrier, reimbursement for a GOV plus per diem must not exceed the cost of the authorized common carrier plus per diem. Any additional costs are the responsibility of the employee.

C. Privately-Owned Vehicle (POV)

Employees may use their privately-owned vehicle (POV) when authorized by the agency as being most advantageous to the Government. Employees may be reimbursed for vehicle mileage, applicable parking fees and/or tolls incurred during official travel. Employee should use lower-cost, self-service parking versus valet, when appropriate. The Office of Financial Management is responsible for publishing vehicle mileage reimbursement rates. Employees who are on official business may ride as passengers in another employee's approved POV. Employees performing official business should travel together in one POV, when possible and feasible. One day of travel status is allowed for each 400 miles traveled.

Employees will not be reimbursed for POV expenses related to personal travel. Employees who use their POVs for purposes outside of official travel are liable for any resulting claims or damages. Payment of traffic and parking fines are the responsibility of the employee and are not reimbursable.

Non-employees may be transported as passengers in a POV for official business travel only.

If an employee uses a POV versus a common carrier, reimbursement for a POV plus per diem must not exceed the cost of the authorized common carrier plus per diem. Any additional costs are the responsibility of the employee.

D. Special Conveyances

a. Taxicabs, Shuttle Services, or other Courtesy Transportation

Employees should use courtesy transportation services furnished by hotels/motels, versus taxicab or shuttle services, to the maximum extent possible as the primary source of transportation between the place of lodging, TDY station and common carrier terminal. Courtesy transportation must be used regardless of personal convenience to the employee. Specific authorization is not required for courtesy transportation.

If courtesy transportation services or local transit system/bus transportation is not available, employees may use a taxicab or shuttle service to travel:

1. Between a common carrier terminal and either the employee's residence or official duty station;
2. Between a common carrier terminal and either place of lodging or the TDY station;
3. Between the place of lodging or TDY station to the nearest available place to obtain meals, when not available near the place of lodging or TDY station.

Employees are encouraged to share taxicab or shuttle service and they may be reimbursed reasonable fare. Specific authorization for taxicab or shuttle service is not required. However, employees will not be reimbursed for personal, unnecessary or inefficient use of taxicab or shuttle service.

Tips for special conveyance transportation providers are reimbursable as a miscellaneous expense. The Office of Financial Management is responsible for publishing allowable agency tip rates for special conveyance transportation providers.

b. Rental Vehicles

The agency must determine that use of a rental vehicle is advantageous to the government and must specifically authorize such use on the Travel Authorization. Employees are encouraged, but not required, to make vehicle rental reservations through the agency's Travel Management Center. Vehicle rental reservations for travel within the contiguous U.S. states and the District of Columbia must be established with a vendor that participates in the U.S. Government Car Rental Agreement. U.S. Government Car Rental Agreement vendors provide automatic unlimited mileage, collision damage insurance, and ceiling rates. The Travel Management Center or Office of Financial Management can assist with identifying U.S. Government Car Rental Agreement vendors.

Employees must use their Government Travel Credit Card to pay for the car rental and fuel. Employees may be reimbursed for vehicle rental fees, fuel, applicable parking fees and/or tolls incurred during official travel. Employees should use lower-cost, self-service parking versus valet, when appropriate. Employees must share rental vehicles with other agency employees performing official business, when possible and feasible.

Employees will not be reimbursed for personal accident insurance as it is a personal expense. Employees whose official travel in the rental vehicle is performed in the contiguous U.S. states and the District of Columbia will not be reimbursed for collision damage or theft insurance as the Government is a self insurer and vehicles

rented from U.S. Government Car Rental Agreement vendors include collision insurance for damages resulting from an accident while performing official travel. However, purchase of collision damage or theft insurance for travel in a foreign or non-contiguous U.S. location is an allowable miscellaneous expense.

Employees are responsible for any additional costs resulting from the unauthorized use of a rental vehicle for other than official travel-related purposes. Employees who use rental cars for purposes outside of official travel run the risk of being held personally liable for any resulting claims or damages. Payment of traffic and parking fines are the responsibility of the employee and are not reimbursable.

Non-employees can ride as passengers in vehicles rented by agency employee travelers for official travel purposes only.

2. Per Diem Expenses

Employees on TDY travel may be eligible for per diem allowance. Per diem allowance (also referred to as a subsistence allowance) provides reimbursement of expenses for lodging, meals, tips and other related incidental expenses while on official TDY travel. Per diem amounts are separate from transportation expenses and other miscellaneous expenses incurred during official TDY travel.

The per diem allowance starts on the day the employee departs his/her residence, official duty station, or other authorized departure point and ends on the day he/she returns from the TDY station to his/her residence, official duty station or other authorized point. In general, employees will be reimbursed for per diem on non-workdays (e.g., weekends, Federal holidays) as long as the approved travel purpose requires the stay to include a non-workday. Employees are not eligible for per diem while on personal travel.

A. Per Diem Eligibility

TDY employees are eligible for per diem allowance when:

1. Official travel is performed at least 35 miles away (one-way) from the residence from which they regularly commute to their official duty station; and
2. Per diem expenses are incurred while performing official travel; and
3. TDY travel status is for a duration more than 12 hours.

In limited, specific circumstances, the required 35 mile distance threshold requirement may be waived in advance by the Agency Director if TDY travel is deemed advantageous to the agency.

B. Per Diem Allowance Components

The per diem allowance may include amounts for:

1. Meals and Incidental Expenses (M&IE), and
2. Lodging.

1. Meals and Incidental Expenses (M&IE)

M&IE expenses include meals, meal tips and other miscellaneous purchases related to official travel. The M&IE allowance amount is specific to the TDY location(s) and dates traveled. Employees do not need to specifically account for or provide receipts for M&IE expense items, unless the actual expense reimbursement method is authorized. The Office of Financial Management is responsible for publishing current M&IE allowance rates for the agency.

Other expenses, such as phone calls, lodging taxes, transportation tips and ATM fees are miscellaneous expenses and must always be reimbursed on a specific basis.

Employees, who receive free meals paid for by the agency via conference registration or training fees, must reduce M&IE accordingly. Complimentary meals offered by a common carrier or lodging establishment do not require an M&IE deduction. The Office of Financial Management is responsible for publishing M&IE deduction information for the agency.

2. Lodging

The maximum allowable lodging rate is specific to the TDY location(s) and dates traveled. The Office of Financial Management is responsible for publishing current maximum allowable lodging rates for the agency.

Employees are encouraged, but not required, to make lodging reservations through the agency's Travel Management Center. Employees are required to stay in a lodging facility designated by the Government as fire-safe when lodging is required. The agency's Travel Management Center or the Office of Financial Management can assist employees determine if a specific lodging facility is designated fire-safe. Employees should give first consideration to commercial lodging facilities participating in FedRooms, which provides only facilities that meet fire-safety requirements, rates at or below per diem and offer cancellation flexibility. Employees must use their Government Travel Credit Card to pay for lodging.

Agency employees are not exempt from paying state and local lodging taxes. Lodging taxes are not included in the maximum allowable per diem lodging rates for domestic travel. Lodging taxes are not included in M&IE allowances and should be reimbursed as a specific miscellaneous expense. However, for foreign travel, lodging taxes are included in the maximum allowable per diem lodging rates and are not reimbursable as miscellaneous expenses.

Employees are not required to share lodging arrangements with other authorized employees while on TDY travel. Reimbursement for lodging with friends or relatives is not allowable.

C. Per Diem Reimbursement Methods

Per diem expenses may be reimbursed to the employee by the agency based on one of the following three methods:

1. Lodgings plus per diem method; or
2. Reduced per diem method (Long-Term TDY); or
3. Actual expense method.

1. Lodgings Plus Per Diem

Lodgings Plus Per Diem is the standard agency per diem reimbursement method. When travel is for more than 12 hours and overnight lodging is required the employee may be reimbursed the actual lodging cost, not to exceed the maximum allowable lodging rate for the TDY location, plus an M&IE allowance.

M&IE Allowance:

When travel is:		Employee allowance is:
Less than 12 hours		No M&IE allowance.
More than 12 but less than 24 hours		75 percent of the applicable M&IE rate.
24 hours or more, on	The day of departure	75 percent of the applicable M&IE rate.
	Full days of travel	100 percent of the applicable M&IE rate.
	The last day of travel	75 percent of the applicable M&IE rate.

2. Reduced Per Diem (Long-Term TDY)

The agency may prescribe reduced per diem when the agency determines in advance that lodging and/or M&IE costs will be lower than the prevailing per diem rate for the travel location.

3. Actual Expense Allowance

The agency may reimburse the employee using the actual expense incurred reimbursement method, versus a daily per diem, if:

- i. Actual travel costs have escalated above applicable per diem rates for the location because of special events; or
- ii. Lodging rates and M&IE expenses within prescribed allowances cannot be obtained nearby the TDY location; or
- iii. Costs to commute to/from lodging within the applicable per diem rate and the TDY station exceed the savings achieved from occupying lodging above the per diem rate; or
- iv. Required by the mission.

The per diem (lodging and M&IE) reimbursement amount using the actual expense method is limited to a maximum of 300 percent of the applicable maximum per diem rate. Written justification for authorization for reimbursement using the actual expense method must be submitted to the Director, Office of Financial Management, in advance of travel. The maximum daily reimbursement rate will be determined by the Office of Financial Management based on the employee's justification. The Travel Authorization must specifically approve the actual expense method and the approved daily maximum reimbursement amount.

All actual expenses, including meals and tips, must be itemized on the Travel Voucher. When actual expenses are less than the locality per diem rate or the authorized amount, reimbursement is limited to the actual expenses incurred.

3. Miscellaneous Expenses

Employees may incur costs for miscellaneous items during TDY travel which are not included within the M&IE allowance. Specific authorization for these items, prior to travel, is not required. However, there are receipt requirements and reimbursement thresholds for certain allowable miscellaneous expenses. In addition, miscellaneous expenses must be justifiable as a necessary expense incurred performing official agency business. Miscellaneous expenses that are deemed personal in nature, not allowed by regulations, not required to perform official business, or exceed published reimbursement

thresholds are not reimbursable. Examples of allowable reimbursable miscellaneous expenses may include, but are not limited to, the following:

- a. Baggage expenses (reasonable number of bags);
- b. Official telephone calls (employees are encouraged to use agency-provided phones, if applicable);
- c. Personal telephone calls;
- d. Lodging taxes (taxes for reimbursable lodging are deemed approved when lodging is authorized);
- e. Transaction fees for automated teller machines (ATMs);
- f. Tips for transportation providers (Tips related to meals are included within M&IE);
- g. Laundry and dry cleaning (requires four or more consecutive nights lodging on official travel);
- h. Other reasonable expenses deemed warranted by an Approving Official to conduct official business.

The Office of Financial Management is responsible for publishing any receipt requirements and/or specific reimbursement threshold amounts to the allowable miscellaneous expenses listed above.

4. Travel of an Employee With Special Needs

The Agency may authorize additional travel expenses necessary to accommodate an employee with a documented, verifiable special physical need. The following types of expenses may be authorized:

1. Transportation and per diem expenses incurred by a family member or other attendant who must travel to make the trip possible;
2. Specialized transportation to, from, and/or at the TDY duty location;
3. Specialized services provided by a common carrier to accommodate the employee's special need;
4. Costs for handling baggage that are a direct result of the special need;
5. Renting and/or transporting a wheelchair; and
6. First-class accommodations or business-class accommodations.

5. Emergency Travel

Emergency travel is when an employee encounters an emergency while on official TDY travel that results from:

1. Becoming incapacitated by illness or injury not due to the employee's own misconduct; or
2. The death or serious illness of a member of the employee's immediate family; or
3. A catastrophic occurrence or impending disaster, such as fire, flood, or act of God, which directly affects the employee's home.

The employee must contact his/her supervisor and/or the Office of Financial Management for instructions as soon as possible. Employees must have agency and TMC contact information with them at all times while on official travel to facilitate contact in emergency situations.

In cases of emergency travel, the agency may pay:

1. Per diem at the TDY location where the employee incurred or was treated for incapacitating illness or injury for a reasonable period of time (a maximum of 14 calendar days);
2. Transportation and per diem expense for travel to an alternate location to receive medical treatment;
3. Transportation and per diem expense to return to the official duty station.

Emergency travel expenses will not be reimbursed when the employee is treated for illness or injury within proximity to their official duty station or residence.

C. Arranging Travel Services, Paying Travel Expenses, and Claiming Reimbursement

1. Arranging Travel Services

Employees are responsible for making and confirming their travel reservations for approved TDY travel. All common carrier airline arrangements must be made by the employee using the agency's TMC. Employees are also encouraged to make other transportation (e.g., train, rental car) and lodging reservations through the TMC versus directly to the travel service provider.

Reservations made without or prior to proper authorization are the sole responsibility of the employee.

Employees are responsible for making travel reservations in a timely manner in advance of travel to ensure adequate accommodations. The agency is not responsible for any fees or costs resulting from late reservations caused solely by the employee.

Employees must provide their supervisor, or their designee, with contact information prior to departure so as to be reachable during travel status.

Employees must immediately contact the TMC and travel service provider(s) to update/cancel travel reservations in a timely manner to prevent losses to the Government. Employees are accountable and liable for all reservations issued in their name. Employees who do not update/cancel reservations in a timely manner may be held personally responsible for charges or penalties incurred.

2. Paying Travel Expenses

A. General

Employees are required to use the Government Travel Credit Card for all official travel expenses that accept the card, including meals. The Government Travel Credit Card may only be used during the period of authorized travel for official travel related expenses. The use of the Government Travel Credit Card for purposes other than official travel will result in disciplinary action.

B. Receiving Travel Advances

The agency does not issue cash advances directly to travelers. Employees may obtain cash advances from their Government Travel Credit Card using an ATM or bank. Advance amounts must not exceed the estimated amount of cash transactions expected during the trip. ATM and banking fees related to authorized travel advances are reimbursable as a miscellaneous expense. ATM advances may be withdrawn no earlier than three days prior to authorized travel status through the final day of authorized travel.

3. Claiming Reimbursement

The employee must complete and submit to the Office of Financial Management a complete, approved Travel Voucher within five working days after returning to work status following approved TDY travel. Employees on continuous travel status must submit Travel Vouchers every 30 days.

The Travel Voucher provided to the Office of Financial Management must include the following:

- a. Approved Travel Authorization;
- b. A list of transportation, per diem or actual, and miscellaneous expenses incurred by the employee, by travel day;
- c. The date of arrival and departure from the TDY station and any non-duty points visited when travel was by an indirect route;
- d. Required receipts;
- e. Employee's signature;
- f. Supervisor's approval

Receipts are required for all TDY travel expenses greater than \$75. Receipts are also required for the following expenses, regardless of amount:

- a. Lodging;
- b. Common carrier;
- c. Cab fare and shuttle services;
- d. Rental vehicle;
- e. Parking;
- f. ATM fees;
- g. Baggage fees;
- h. Business phone calls;
- i. Miscellaneous purchases (books, CDs, DVDs) while on official travel

Lost receipts for lodging and common carrier can usually be replaced by the vendor at the request of the employee. If receipts for other expense types are lost, the employee must submit a detailed, written justification with his/her Travel Voucher outlining the expense incurred.

The employee's supervisor, or their designee, must review and approve the Travel Voucher to confirm, to the best of his/her knowledge, that the employee:

- b. Received proper authorization to travel; and
- c. Actually traveled and performed official agency business on the dates attested; and
- d. Expenses claimed appear reasonable and substantiated.

After receiving supervisory approval, an Office of Financial Management Approving Official must provide further review of the appropriateness of the Travel Voucher. The Approving Official attests that:

- a. The Travel Voucher is properly prepared in accordance with agency procedures;
- b. A copy of the Travel Authorization for travel is provided;
- c. The types of expenses claimed are authorized and allowable expenses;
- d. The amounts claimed are accurate; and

- e. The required receipts, statements, justifications, etc. are attached to the Travel Voucher.

The Office of Financial Management Approving Official who approved the employee's Travel Authorization may not approve the Travel Voucher for that trip.

The agency will reimburse employees for proper expenses within 30 calendar days after the employee submits a proper travel claim to the Office of Financial Management in accordance with federal law, rule, or regulation.. A late payment fee, in addition to the amount due the employee, must be paid for any proper Travel Voucher not reimbursed within 30 calendar days after submission to the Office of Financial Management. The Office of Financial Management must inform employees within seven workdays after receipt that a travel claim is not proper. The Office of Financial Management may disallow a claim on a Travel Voucher if the employee:

- a. Does not properly itemize his/her expenses;
- b. Does not provide required receipts or other documentation to support the claim;
- c. Claims an expense that is not authorized; or
- d. Does not completely fulfill the purpose for which such expenses were authorized.

For disallowed claims, the Office of Financial Management must:

- a. Pay the employee the amount of the Travel Voucher which is not in dispute;
- b. Notify the employee in writing that the claim was disallowed with a detailed explanation of why; and
- c. Inform the employee that appeals may be made, through the employee's supervisor, to the Director, Office of Financial Management.

The Office of Financial Management retains Travel Vouchers for 6 years and 3 months as prescribed by the National Archives and Records Administration (NARA) under General Records Schedule 6, paragraph 1.

4. Disciplinary Action for Fraudulent Travel Vouchers

Employees who knowingly and willfully attempt to defraud the Government through improper travel vouchers may face criminal prosecution under 18 U.S.C. § 287 (False, fictitious or fraudulent claims) and 18 U.S.C. § 1001 (False claims and statements). Improper travel vouchers include:

- a. Falsifying, concealing or covering up a material fact;
- b. Make materially false or fraudulent representations; or
- c. Making or using any known false document.

5. Using Promotional Materials and Frequent Traveler Programs

Employees may retain for personal use promotional or frequent traveler materials received from a travel service provider in connection with official travel, if such items are obtained under the same conditions as those offered to the general public and at no additional cost to the Government. Employees must not select a transportation service provider based on whether it provides frequent traveler benefits.

Employees may use frequent traveler benefits earned on official travel to obtain travel services for a subsequent official travel assignments or retain such benefits for personal use, including upgrading a purchased coach-class common carrier ticket to a higher class of service while on official travel.

Employees performing official travel who are denied boarding by a common carrier service provider on a confirmed, reserved seat on a plane, must provide the agency any benefit or compensation received by the service provider for liquidated damages.

Employees performing official travel who voluntarily vacate a seat on a scheduled common carrier service provider may keep any benefit or compensation received by the carrier, if:

- a. Voluntarily vacating the seat will not interfere with performing official duties; and
- b. Additional travel expenses, such as per diem or transportation, incurred as a result of vacating the seat, are borne by the employee and are not reimbursable; but
- c. If volunteering delays travel during duty hours, the employee will be charged annual leave for the additional hours.

6. Compensatory Time-Off for Official Travel

Employees may be eligible to earn compensatory time-off for performing approved, official travel outside of normal work hours. Please contact the CSOSA Office of Human Resources or the responsible payroll timekeeper for additional information.