



Travel Policy Handbook

U.S. Department of Commerce

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**Office of Financial Management
Office of Administrative Programs
Travel Management Division, 202-482-1818**

Version History

Version Number	Date	Description of Changes
1.0	June 2008	Cancelling 1.0 and all other Travel Bulletins
2.0	October 2016	Reissuing Handbook as Version 2.0

Disclaimer: This Travel Policy Handbook (Handbook) is intended to supplement, not replace the Federal Travel Regulation (FTR), and the sections do not align with the FTR.

This Handbook is designed to help effectively manage the Travel Program across the Department of Commerce (DOC). It provides detailed information on the Department’s policies as they pertain to the compliance, oversight, execution, and maintenance of official Government Travel. To that end, beginning in Fiscal Year 2017, the Department requires all travelers, travel preparers, and travel approvers to complete annual travel training. This training can be completed through the Department’s Learning Management System (Basic Travel Training) or through classes offered by the Department’s Travel Management Division, the General Services Administration (<http://www.gsa.gov/portal/content/104478>), the Graduate School (<http://www.graduateschool.edu/courses/FINC7104D001>), or another commercial vendor that focuses on Federal travel regulations and policies. Each Bureau will be responsible for ensuring that travel training is completed by a certification from the Deputy Under Secretary (or equivalent) to the Senior Travel Official (OFM-DOCSTOCTIONS@doc.gov) no later than October 31 for the previous fiscal year.

Questions about the Department’s travel policy can be sent to OFM-DOCTravelPolicyHelpdesk.gov.

In addition, you can find answers to [frequently asked questions \(FAQ\)](#) on the OFM Webpage. This Handbook will be reviewed for updates on an annual basis and in conjunction with the Federal Travel Regulation (FTR) or other legislation policy changes. Any changes made to the Handbook are effective on the date the change was published or notification issued.

This PDF meets Section 508 compliance.

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SECTION 1 – BACKGROUND

The Department of Commerce (DOC) Travel Policy Handbook is the single authoritative reference for the management of the Department's travel program. It outlines the policies and procedures governing official travel for all Departmental employees. Employees, managers, and supervisors must consult with their servicing labor relations specialist for the appropriate guidance.

The Travel Policy Handbook contains Departmental policy and procedures for the management of all aspects of official travel by Department personnel and invitational travelers. The Travel Policy Handbook implements and supplements those portions of the [Federal Travel Regulation \(FTR\)](#) that pertain to temporary and permanent change of station travel. The content is based on existing laws, Executive Orders, and mandatory regulations for executive agencies.

1.1 Purpose

The purpose of this Handbook is to implement and provide the Department Bureau/Operating Units with policies and procedures for the management of official Government travel as required by the FTR and [41 Code of Federal Regulations \(CFR\) Chapter 301-51](#).

1.2 Scope

The Travel Policy Handbook is presented in terms of its authority, applicability, implementation, and supplementation of the current FTR, and describes the relationship between the Travel Policy Handbook and the FTR guidance issued by GSA.

The content applies to all Department employees and invitational travelers executing official travel on behalf of the Department. This Handbook does not apply to the U.S. Patent and Trademark Office or contractors employed by the Department.

According to [Department Administrative Order \(DAO\) 200-0: Department of Commerce Handbooks and Manuals](#), this Handbook has the status and effect of a DAO.

1.3 Personnel Policies

Personnel policies, including when employees are in travel status, are outside the scope of the DOC Travel Policy Handbook. DOC managers and employees should seek the guidance of their servicing personnel office for policies pertaining to pay, compensatory time off for travel, other compensatory time, and other personnel actions involving employees in travel status.

1.4 Interpretation of Regulations and Laws

The Department will rely on a variety of sources for guidance in situations or cases that require decisions not clearly stated in the Handbook. These sources include the Government-wide regulations of the General Services Administration (GSA), the Federal Travel Regulations (FTR), applicable decisions of the Civilian Board of Contract Appeals (CBCA) and the Government Accountability Office (GAO), the Office of General Counsel and the Senior Travel Official Council (STOC). The Heads of Bureau/Operating Units, authorizing or approving officials do not have the authority to supersede or implement any additional allowances or reimbursements that are not allowable in this Handbook or the FTR. Refer to [Section 1](#).

1.5 Rescission

This Handbook rescinds all previously issued versions of the Department Travel Policy Handbook and all bulletins.

1.6 Authorities and References

The complete list of authorities and references is located at [Appendix A](#).

1.7 Acronyms and Definitions

The complete list of acronyms and definitions is located at [Appendix B](#).

1.8 Link to Travel Policy Handbook and Associated Documents and Forms

The Handbook and associated documents and forms can be found at [Travel Management Handbooks](#).

SECTION 2 – ROLES AND RESPONSIBILITIES

This section provides guidance on the roles and responsibilities of key personnel involved with the administration of official travel within the Department. These responsibilities include delegation of authority to authorize travel and approve travel vouchers.

2.1 Chief Financial Officer/Assistant Secretary for Administration (CFO/ASA)

[Department Organizational Order \(DOO\) 10-5](#) authorizes the Chief Financial Officer and Assistant Secretary for Administration (CFO/ASA) to serve as "agency head" under the authorities in 5 U.S.C., Chapter 57 regarding official travel, transportation, and subsistence of the Department employees and other individuals traveling on official business for the Department.

2.2 Office of the Secretary (OS) Chief of Staff (COS) or Deputy Chief of Staff (DCOS)

The Chief of Staff is responsible for approving travel authorizations and vouchers for the CFO/ASA, Secretarial Officers, Heads of Departmental Offices, and Heads of Operating Units reporting directly to the Secretary. When the COS is not available, the DCOS is also responsible for approving travel authorizations and vouchers for above-mentioned individuals who report directly to the Secretary.

2.3 Secretarial Officers and Heads of Bureaus/Operating Units

This authority is delegated to Secretarial Officers and heads of Bureaus/Operating Units (as defined in [DOO 1-1](#)), to authorize travel for personnel under their supervision. Under Secretaries, Assistant Secretaries, Directors, Chief Financial Officers, Chief Administrative Officers, and other designated key senior management officials are responsible for ensuring compliance with the policies and procedures contained in this Handbook and subsequent internal guidance.

Bureau Heads must establish internal procedures to promote good stewardship of travel spending and to monitor fraud, waste, misuse, and delinquency of the travel card. Bureaus must ensure their employees receive information on how the travel program operates and how the policies affect their travel decisions. Bureaus/Operating Units will conduct their travel programs in accordance with the Department Travel Policy Handbook, FTR, Foreign Affairs Manual (FAM), Joint Travel Regulations (JTR), and the GSA SmartPay contract by understanding the rules/regulations and applying the policies effectively. If supplemental, more restrictive guidance is issued by the Bureaus, they must ensure that internal guidance does not conflict with the mandatory policies and procedures contained in this Handbook.

2.4 Office of Financial Management (OFM)

The Office of the Secretary (OS), Office of Financial Management (OFM) has oversight responsibilities for providing travel policy, guidance, and management of the Travel Charge Card Program for the Department.

2.5 Office of Administrative Programs (OAP)

OAP provides Department-wide policies and guidance on travel. As required by [Executive Order 13589, Section 3\(b\)](#) and [FTR Bulletin 14-08](#), the Department has appointed the Director of OAP to serve as the Senior Travel Official (STO) for the Department. Refer to [Section 1 – Background](#).

The STO responsibilities regarding travel policies include:

- Interpreting and disseminating GSA policies on official Government travel;
- Conducting oversight and ensuring compliance with guidelines and procedures set forth in this Handbook within the Bureau/Operating Units;
- Acting as a liaison with GSA and attending advisory board meetings;
- Reviewing and recommending approval for other than coach-class accommodations requests for the Office of the Secretary (OS);
- Ensuring Departmental reporting is filed timely;
- Implementing and administering the E-Gov Travel Service 2 (ETS2);
- Developing and delivering travel training classes;
- Conducting internal control reviews;
- Promoting standardization and automation of travel processes throughout the Department;
- Designating a Departmental Agency Program Coordinator (DAPC);
- Designating a Lead Federal Agency Travel Administrator (FATA); and
- Ensuring timely updates to this Handbook.

2.5.1 Travel Management Division (TMD)

TMD is a component of OAP and has the oversight of the Department's travel management responsibilities. The Director of TMD is responsible for collaborating with Bureau travel SMEs including:

- Updating the travel policy handbook;
- Updating TMD travel website;
- Promoting compliance and clarifying travel policies;
- Administering the visa/passport program;
- Managing the Department's travel card program;
- Supporting OS operational travel support; and
- Compiling and reporting travel data to GSA.

Questions or clarifications regarding this Handbook should be addressed to the Director of TMD through the [OFM-DOCTravelPolicyHelpdesk](#).

2.6 Office of Acquisition Management (OAM)

OAM has oversight of the Department's Charge Card Program for all lines of business (LOB). The Charge Card Program Coordinator serves as a liaison between GSA and the charge card vendor. This Office is also responsible for the annual update to the Department's Charge Card Management Plan and for consolidating the required OMB reporting.

2.7 Servicing Human Resources Office (SHRO)

The Servicing Human Resources Office (SHRO) or Workforce Management Office (WFMO) will consult with the supervisor/ manager and the Office of General Counsel (OGC) to assist the manager/supervisor to determine the appropriate disciplinary or adverse actions involving fraud, misuse, or delinquency made by employees on the travel charge card and official travel vouchers ([Reference to DAO 202-751, Discipline](#)).

2.8 Office of Inspector General (OIG)

The OIG is responsible for conducting audits, evaluations, and investigations of the Department's programs and operations. Key program participants should report any suspicious or fraudulent activity (abuse, illegal acts, or misconduct) to the OIG in a timely manner. The OIG retains all audit and investigation authorities.

2.9 Finance Office

The servicing finance office will process travel vouchers, travel advances, perform centrally billed accounts (CBA) reconciliation processes, and assist with determining the late fees that may be payable to a traveler.

2.10 Authorizing Official (AU/O) ([Appendix C](#))

The AU/O reviews travel, trip arrangements, travel expenses, and travel funds obligations. These individuals must be knowledgeable of the Department's travel policies. The AU/O will limit the authorization and payment of official travel expenses to only those expenses that are necessary and most cost effective. An AU/O shall not authorize his or her own travel. The following elements must be considered when approving travel:

- a. Is travel necessary and required to meet the agency's mission?
- b. Can mission be accomplished by an alternative method such as teleconferencing or videoconferencing?
- c. Is the most cost effective routing and mode of transportation being used to accomplish travel?
- d. Could the location or accommodations be seen as serving a personal purpose, extravagant or otherwise embarrassing to the agency in comparison to available alternatives?
- e. Do the travel plans include plans to take leave in conjunction with travel? Are vouchers properly prepared?
- f. Are amounts claimed accurate (e.g., supported by receipts)?
- g. Are expenses claimed authorized and allowable expenses per this Handbook or FTR?
- h. Are supporting documentation and receipts included with the travel claim?

2.11 Approving Officials (AO)

The AO is typically the supervisor who is responsible for following and enforcing the current travel policy. AO/supervisor responsibilities are detailed in ([Appendix D](#)). The approving official cannot approve his or her own travel. All AOs and their acting designees must be designated in writing. Under no circumstances can an AO or their designee be junior in position to the traveler unless a justification has been provided to and approved by the STO. Each Bureau/Operating Unit must submit a list of its AOs to the STO annually on October 1.

2.12 Funds Certifying Officials (FCO) ([Appendix D](#))

The certifying financial official's signature will serve as validation that funds are available in the account at the time the certification is made. Certifying officials are required to verify that commitments and obligations are valid and have the required documents to support the funded travel. The appropriate finance office reviews obligations and requests de-obligation of funds, depending on the transaction or policy. All FCOs and their acting designees must be designated in writing. Each Bureau/Operating Unit must submit a list of its FCOs to the STO annually on October 1.

Finance Office Certifying Officials are bound by [31 U.S.C. 3528](#) and are responsible for:

- a. Illegal, improper or incorrect payments made by inaccurate or misleading certifications;
- b. Complete and accurate certified documents for payment;
- c. Errors in certified payments; and
- d. Payments made that are prohibited by law and illegal under the appropriation or funds involved.

2.13 Travelers

Travelers are responsible for understanding the rules and regulations associated with official travel and are expected to understand all of items listed below. The traveler must:

- a. Be fiscally responsible when incurring official travel expenses;
- b. Ensure a travel authorization is approved prior to travel;
- c. Ensure all allowable expenses are authorized;
- d. Ensure the Trip Purpose code is accurate;
- e. Ensure the conference name is annotated on Travel Authorization (TA), if attending a conference;
- f. Ensure justifications are included in TA prior to AU/O approving the authorization;
- g. Use the designated Travel Management Center (TMC) or the E-Gov Travel Service 2 (ETS2) to make all authorized travel arrangements;
- h. Use the E-Gov Travel Service 2 (ETS2) when available;
- i. Ensure travel arrangements are made as soon as practicable after plans are known and to seek to obtain the best cost;
- j. Ensure any requests for reasonable accommodation are vetted through the Reasonable Accommodation Coordinator (RAC) for the Bureau;
- k. Ensure the accuracy of the TA, itinerary and voucher;
- l. Ensure all cancellations are made as soon as practicable after travel plans have been cancelled;
- m. Submit a properly executed travel voucher within five working days after completion of travel or 30 days if on a long-term TDY assignment;
- n. Obtain and submit proper receipts for all lodging, air, rail, rental cars and any travel related expense that exceeds \$75;
- o. Use the Contract City Pair fares, unless an exception applies;
- p. Obtain a Government-issued Travel Card if travel is more than five times per year;
- q. Use the Government-issued Travel Card for all official expenses, unless exempted;
- r. Ensure travel charge card bill is paid on time (regardless if reimbursed); and
- s. Take required travel training.

SECTION 3 – DEPARTMENTAL GENERAL POLICY

3.1 Applicability ([FTR Part 301-1](#))

The FTR and the Department Travel Policy Handbook are applicable to employees and entities of the Department. Travelers are responsible for understanding applicable travel regulations and related requirements. If the employee is a:

- a. Department employee on loan or detail to another Department, the paying agency's regulations will govern.
- b. National Oceanic and Atmospheric Administration (NOAA) Commissioned Officer, the Joint Travel Regulations (JTR) will govern.
- c. Foreign Service Officer, Volume 14 of the Department of State's (DOS) Foreign Affairs Manual (FAM) will govern Department employees who are in the Foreign Service.

3.2 General Rules

3.2.1 Fundamental Travel Principles

Travel must be conducted in the most effective and efficient manner possible and only when necessary to accomplish the mission of the Government. This usually means, at a minimum, traveling by a direct route on a common carrier in coach-class accommodations.

3.2.2 Traveling Hours Timeframe

In terms of incurring or authorizing transportation expenses, the Department considers “normal working hours” as Monday through Friday, 7 a.m. to 6 p.m. (traveler's local time).

3.3 Mandatory Requirements

3.3.1 Mandatory Use of Travel Management Center (TMC) ([FTR §301-50.3](#))

All Department employees conducting official travel must use the TMC for their travel arrangements (air, train, ship, lodging, and rental cars). For overseas lodging and common carrier transportation (primarily rail), travelers must first attempt to utilize the TMC, but may use other methods of booking (e.g., through the applicable Embassy) if the TMC is unable to book the lodging or transportation and its use is required for mission or security reasons (requires justification).

3.3.1.1 Issuing Tickets

Per the Department's contract with the TMC, tickets will be issued three business days in advance provided the TMC has the traveler's travel authorization and other required documentation to fulfill the reservation. For travelers who have appropriate justification to use a non-contract carrier, many airlines will only hold a non-contract carrier reservation for 24 hours before the airlines will cancel the booking. Approving officials may authorize the issuing of these tickets within the 24-hour timeframe providing the trip is certain to occur and no changes to the trip tickets will be made.

3.3.1.2 Transaction Fees

Transaction fees are incurred each time a ticket is issued or reissued. The Government is responsible for ticket fees for official travel only. All other additional ticket fees will be the responsibility of the traveler. The best practice for reducing transaction fees is to minimize flight changes.

3.3.1.3 Travel Itinerary

The traveler will receive a detailed travel itinerary for each reservation. The itinerary will include travel arrangements for air, car, hotel reservations, dates, costs, and confirmation numbers, where applicable. The itinerary contains other useful information such as a TMC toll-free number for assistance while on travel.

3.3.1.4 Changes to Itinerary ([FTR §301-10.113](#))

Changes to a planned itinerary should be made directly with the TMC to comply with Government rules and regulations and avoid unnecessary charges for guaranteed hotel reservations and airline cancellation fees.

3.3.1.5 Cancellations ([FTR §301-10.113](#))

If the employee's trip is cancelled, the traveler should call the Department's TMC to cancel travel arrangements as soon as he/she learns the trip is cancelled or changed. If the employee does not cancel accordingly, he/she will be liable for the value of tickets issued. Travelers must also notify their financial services provider to request a de-obligation of funds.

3.3.1.6 Unused Transportation ([FTR §301-10.114](#))

The employee must provide the airline receipt showing a credit to the Department and ensure that the unused portion of the exchanged ticket coupon is credited to the centrally billed account.

3.3.1.7 Emergency Reservations

When emergency reservations or changes are needed outside of normal working hours, the employee must call the 24-hour TMC reservations number, 1-866-789-3443.

3.3.1.8 Reporting Problems

When the employee has a service problem or complaint, please contact the TMD at 202-482-1818 or e-mail at [OFM-DOC ETS2 Travel Helpdesk](#). The TMD or Bureau/Operating Unit travel POC can also assist employees with DOC travel policy and procedures.

3.3.2 U.S. Flag Air Carrier ([FTR §301-10.133](#))

Under the Fly America Act (FAA) ([49 U.S.C. 40118](#)), anyone whose air travel is financed by U.S. Government funds must use U.S. flag air carrier service for all air travel into and out of CONUS. Additionally, the Department requires travelers to complete a Foreign Flag Authorization form ([Appendix E](#)) for travelers who utilize foreign airlines while traveling overseas.

3.3.3 Common Carrier ([FTR §301-10.100](#)) ([FTR §301-10.106](#) through [§301-10.110](#))

The Department is a mandatory user of the GSA city-pair contract. The FTR states that federal travelers must utilize the lowest cost city-pair airfares available. The city-pair contract offers DOC travelers flexibility when arranging official travel. The City Pair Program (CPP) provides many benefits that non-contract fares do not, such as:

- a. No advance purchases required;
- b. No minimum or maximum length of stay required;
- c. Fully refundable tickets and no charge for cancellations or changes;
- d. No blackout dates;
- e. Locked-in fares to facilitate travel budgeting;

- f. Significant discounts over regular walk-up fares; and
- g. Fair pricing on one-way routes that permits agencies to plan multiple destinations.

There are two types of city pair fares, the _CA (capacity controlled fare) and the YCA fare (highly discounted unrestricted fare). _CA fares are the most cost effective Government fares but they sell out quickly and are not always available. Travelers are encouraged to book their flights early in order to utilize _CA fares. YCA fares are not as cost effective, but they are a Government fare that must be used when _CA fares are not available.

The Department may permit the purchase of non-refundable air tickets for official travel with a justification stated on the TA for not using contract city-pair fares, along with a complete cost comparison worksheet that clearly explains and demonstrates efficiencies gained by utilizing a non-contract airfare. The Cost Comparison Worksheet ([Appendix F](#) and [Appendix G](#)) must be prepared by the traveler and approved by the traveler's approving official/supervisor. Utilizing non-contract carriers should be rare and is never appropriate for travelers to request for personal reasons such as for mileage programs or to upgrade seats. If a traveler is approved to utilize a non-contract fare, airlines require ticket purchase within 24 hours of booking or the airline automatically cancels the reservation. This is one reason it is not advisable to use non-contracted carriers. Exceptions governing the uses of non-contract fares are listed below:

- a. Space on a scheduled contract flight is not available in time to accomplish the purpose of travel or use of contract carrier would require the traveler to incur unnecessary overnight lodging costs which would increase the total cost of the trip;
- b. The contractor's flight schedule is inconsistent with explicit policies of the Department with regard to scheduling travel during normal working hours;
- c. A non-contract carrier offers a lower fare to the general public that, if used, will result in a lower total trip cost to the Government (the combined costs of transportation, lodging, meals, and related expenses considered); (**NOTE:** This exception does not apply if the contract carrier offers the same or lower fare and has seats available at that fare, or if the fare offered by the non-contract carrier is restricted to Government and military travelers performing official business and may be purchased only with a contractor-issued charge card or a centrally billed account where the two previous options are not available); or
- d. Cost effective rail service is available and is consistent with mission requirements.

Use of non-refundable fares by travelers who do not meet one of the above exceptions is considered unauthorized and all associated costs, fees, and penalties associated with non-work related changes and cancellations are the responsibility of the traveler and will not be reimbursed by the Department.

Costs, fees, and penalties associated with cancellations or changes made for the convenience of the Government resulting from work exigencies or necessitated by circumstances of an emergency nature affecting the traveler, changes, cancellations, and other penalties incurred will be borne by the Department as authorized by the approving official.

Uniformed members of NOAA Corps and Foreign Service Officers are exempt from using contract city-pair carriers; however, these travelers are encouraged to use them whenever possible.

3.3.3.1 Other Than Coach-Class Travel ([FTR §301-10.121](#))

There are two basic classes of travel available to travelers:

- a. **Coach-Class.** The basic class of accommodation by airlines that is normally the lowest fare offered regardless of airline terminology used. For reference purposes only, coach-class may also be referred to by airlines as “tourist class”, “economy class”, or as “single class” when the airline offers only one class of accommodations to all travelers. (**NOTE:** Coach-Plus or Coach-Elite is a class of accommodation between business class and coach class. Use of this class of fare is limited to overseas flights and may be used only when a traveler is approved for business or first class travel)
- b. **Other than coach-class.** Any class of accommodations above coach class:
 - i. **First-Class.** The highest class of accommodations offered by the airlines in terms of cost and amenities. This is generally termed “first-class” by airlines and reservation systems.
 - ii. **Business-Class.** A class of accommodation offered by airlines that is higher than coach and lower than first-class in both cost and amenities. This class of accommodations is generally referred to as “business, business elite, business first, world business, connoisseur, or envoy” depending on the airline. Usually business class accommodations are offered on OCONUS flights.

When making official travel arrangements, Government travelers are required to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business. Travelers should consider the least expensive class of travel that meets their needs. For official business travel both domestic and international, travelers must use coach-class accommodations to the maximum extent possible.

A paper (hard-copy) CD-334, Request for Approval of Other Than Coach-Class Accommodations, is required for all DOC travelers utilizing other than coach-class travel. For every trip wherein the traveler is requesting a class of service above coach (regardless of the justification), the CD-334 must accompany a completed TA and must mirror all costs and flights associated with the travel. Additionally, a travel itinerary must accompany the CD-334 when routing for approval. The travel authorization must include a justification for Coach-Elite or other than coach-class.

NOTE: A CD-334 is not required if a traveler is utilizing an upgrade through the use of frequent flyer benefits, is paying for the upgrade with personal funds, or when the travel is an approved travel gift.

The CFO/ASA (or designee) must authorize and approve other than coach-class air and train accommodations for all Office of the Secretary employees, Secretarial Officers, and Heads of Operating Units that report directly to the Secretary. The request for other than coach-class travel, along with the travel authorization and travel itinerary from CWTSato must be sent (at least 10 days prior to departure) to OFM-DOCPremiumTravelHelpdesk@doc.gov so that an approval package can be prepared and routed to the CFO/ASA for approval.

Within the Bureaus, the Senior Executive Officer at the SES-level responsible for travel-related functions, with no authority to delegate further, must pre-approve the CD-334s for his/her Bureau employees. Under no circumstances are white out or pen/ink changes acceptable on a TA or a CD-334 at any time.

3.3.3.1.1 Minimum Standards for Approval ([FTR §301-10.123](#))

The authorization and approval for the use of other than coach-class air accommodations must:

- a. Ensure that no first-class travel is authorized, paid for, or reimbursed to Department employees, including non-Government travelers whose travel costs are being paid by the Department, except in the following circumstances:
 - i. The traveler has a disability or is otherwise physically impaired such that regular coach-class accommodations cannot be used, and this condition is substantiated in writing by competent medical authority and recertified annually (except for a lifelong conditions);
 - ii. No other commercial service is reasonably available to meet the traveler's departure and/or arrival requirement within a 24-hour period, unless the traveler demonstrates via his/her work schedule attached to the TA that extraordinary circumstances require a shorter period to fulfill effectively the agency requirement; or,
 - iii. Exceptional security circumstances require such travel such as travel by agents in charge of protective details accompanying first-class travelers.
- b. Ensure that the use of business-class air accommodations is authorized and approved only under the following circumstances:
 - i. Space is not available in coach-class or equivalent accommodations on any scheduled flight in time to accomplish the purpose of the official travel that is so urgent that it cannot be postponed;
 - ii. Use of the 14-hour rule for OCONUS travel is considered an exception not a rule and the TA as well as the CD-334 must contain a thorough explanation on why a traveler is requesting to use the 14-hour rule for official travel. Travelers should utilize rest stops instead of incurring the additional costs associated with the 14-hour rule (see iii below); ([FTR §301-10.125](#))
 - iii. Travelers can utilize "coach-plus," "preferred-coach," or "Coach-Elite" in lieu of other than coach-class seating when the origin and/or destination are OCONUS and the traveler's original intent was to fly other than coach-class (e.g., medical accommodation). Coach-Plus or Economy-Plus seating is not allowable for domestic flights. Travelers must arrange for this upgrade directly with the airline once a standard coach class ticket has been issued (the Department's TMC must not purchase this upgrade for the traveler). If approved, the traveler can use his/her Government credit card for this transaction and should expense the cost on their travel voucher;
 - iv. Business-class accommodations are necessary because the employee is disabled or is otherwise physically impaired such that other accommodations cannot be used and this condition is substantiated in writing by competent medical authority and recertified every year (except for lifelong conditions);
 - v. Exceptional security circumstances require such travel such as travel by agents in charge of protective details accompanying business class travelers

- vi. Less than business-class accommodations on foreign carriers do not provide adequate sanitation or health standards;
 - vii. The use of business-class accommodations would result in an overall savings to the Government based on economic considerations; or,
 - viii. Business-class accommodations are obtained through the redemption of frequent flyer benefits.
- c. Ensure internal performance measures by Bureaus are reflective of the approval of other than coach-class air accommodations, including but not limited to documentation signed by the SES with oversight of travel who holds approval authority. Bureaus shall maintain reports of approvals of all first/business-class travel paid with Government funds in order to respond to requests received from the Department and/or GSA. These reports will include the name of each person for whom first/business-class travel was paid, the purpose of the travel, the basis on which first/business-class travel was justified, the cost of the first/business-class travel, and the cost of the alternative coach level of service.

Travelers are required to return to their duty stations via coach-class transportation if the traveler's return is not critical and the traveler can rest before reporting back to work (especially those travelers who arrive at their duty station on a Friday or a Saturday). Travelers may be authorized a rest stop en route to their duty station or may be granted excused absence to rest after returning home from travel for more than 14 hours using coach class accommodations. See also [3.18.1](#) for more guidance on rest stops.

3.3.3.2 Traveling between Multiple Airports

If the traveler lives within commuting distance of two airports that have city-pair contract airline service, the traveler should use the airport that will be most advantageous to the Government considering cost and other factors. Exceptions to using the lowest cost airport in a multiple airport area include:

- a. Time constraints;
- b. Weather;
- c. Cost, including loss of productive time; and
- d. Safety

3.3.3.3 Paying for Common Carrier Transportation ([FTR Part 301-51, Subpart B](#))

The Bureau may authorize the use of the CBA or IBA to pay for common carrier transportation and associated TMC fees. The traveler is required to use the centrally-billed travel account to pay for common carrier transportation. If the employee receives an exemption from using the travel charge card, personal funds or a personal charge card may be used for the remaining travel expenses.

3.4 Per Diem Expenses

Refer to Appendix M ([Authorized Expenses](#)) and FTR ([Per Diem Rates](#)).

3.4.1 General Rules

Per Diem and other travel expenses will be discontinued for any day in which a traveler's leave status exceeds more than half of their normal workday (e.g., for an employee who typically works 8 hours per day, per diem in this instance would be discontinued if the traveler took

personal leave, for more than 4 hours while on official travel). Exception: This rule does not apply to sick leave while on official travel.

3.4.2 Booking Hotels/Car Reservations

All DOC travelers and individuals traveling on behalf of the Department must use CWTSato for their travel needs, including air/rail ticketing, all hotel rooms' reservations and all rental car reservations. Travel authorizations must be provided to CWTSato in order to make any travel reservations. Exceptions to this guidance include some overseas travelers who may require Post's assistance in making hotel reservations, and conference attendees who obtain special conference hotel rates.

3.5 FedRooms ([FTR §301-11.11](#))

FedRooms is a GSA program that provides hotel rooms for Federal Government travelers while on official business. FedRooms leverages the Government buying power to offer safe, economical, and compliant hotel lodging at per diem or better rates at hotels globally. FedRooms offers specially negotiated Federal Government hotel rates with FEMA certified hotels, simplifying hotel selections for Federal travelers.

When selecting lodging, first consideration should be given to a FedRooms lodging facility.

3.5.1 Use of FedRooms

All lodging reservations must be booked through the TMC and the TMC has been instructed to give first consideration to FedRooms lodging facilities. The TMC has access to multiple FedRoom hotels and will be able to help a traveler identify hotels that are at or below per diem.

Travelers with an OCONUS destination must use the TMC to book hotel rooms unless the TMC is unable to book lodging in an overseas location. In that instance, travelers should contact the American Embassy and work with Embassy staff to identify appropriate lodging.

Travelers can also perform comparative shopping and searches for FedRooms lodging and pricing at [FedRooms.com](#), but the room must be booked through the TMC.

3.6 Travel Authorizations ([FTR Part 301-71, Subpart B](#))

Except in emergencies, every traveler must have an approved paper CD-29 or an electronic TA to travel on official business. The authorization must include the purpose(s), place(s), dates, conditions, limitations, and estimated costs of the travel, as well as accounting information. The TA provides permission for a Department employee or representative to travel on official Government business.

3.6.1 Types of Authorizations ([FTR Part 300-3](#)) Glossary of Terms

There are three basic types of travel authorizations:

- a. *Unlimited open (Blanket unlimited) for Domestic Travel only.* **THIS IS RESERVED FOR THE SECRETARY AND DEPUTY SECRETARY ONLY.** Unlimited open must be reviewed semi-annually for any changes (i.e., change in approving official) and must be reissued annually.
- b. *Limited open (Blanket limited) for Domestic Travel only.* This authorization is reserved for frequent travelers or COOP designees. Each trip requires oral/written approval by the traveler's approving official. Limited open authorizations must be reviewed and

documented quarterly with appropriate documentation showing the name of the CFO or Deputy CFO reviewing them indicating on the existing blanket that the travel authorization was extended through the next quarter. These authorizations must be reissued annually. If the original approving official changes, then a new travel authorization is required.

- c. *Trip-by-trip*. The following types of travel must be authorized on a trip-by-trip basis: conference travel, foreign travel, travel received from a non-Federal source (gift of travel), training-related travel, and invitational travel.

3.6.2 Travel Arrangements that Require Additional Written Approval ([FTR §301-2.5](#))

The following travel arrangements require a separate written authorization in addition to the Limited Open Travel Authorization (LOTA). Approving officials must ensure that a copy of the written authorization is attached to the travel voucher, along with copies of other required documentation. For these purposes, an e-mail is considered written authorization for:

- a. Use of a foreign air carrier (excluding to/from United States);
- b. Use of reduced fares for group or charter arrangements;
- c. Travel by ship;
- d. Use of a rental vehicle;
- e. Payment of a reduced per diem rate or actual expenses; and
- f. Travel expenses related to emergency travel.

3.6.3 Emergency Travel Authorizations

In the event of emergency travel without prior approval, the requesting Bureau/Operating Unit must prepare a “Confirmatory” travel authorization the next business day. A justification statement explaining why the TA is being prepared after the fact must be entered in the remarks/comments section. The TA must be signed by the appropriate AU/O and AO.

3.6.4 Approving Travel

The OS COS or DCOS will approve all travel (including both foreign and domestic) for the CFO/ASA, Secretarial Officers, Heads of Departmental Offices, and Heads of Operating Units reporting directly to the Secretary.

Only officials acting for the AU/O or AO can sign when the designated official is not available to approve travel authorizations. Acting authorizing/approving officials must be designated in writing annually by the Bureau/Operating Unit CFO or Deputy CFO; the STO shall receive and keep all delegations on file. Authorizing/approving officials will be ultimately responsible for travel authorizations approved in their absence.

The following circumstances must be approved and signed by the requesting Bureau CFO and submitted to the STO for approval by the CFO/ASA:

- a. Exemptions from the mandatory use of the Government-issued travel card, if an employee travels more than five times per year;
- b. Waivers for \$700,000 house value cap for relocations;
- c. Acceptance of an in-kind donation for travel which exceeds, by \$500, the value of an expenditure (i.e., for accommodations or transportation) available under the FTR.

- (“Exceeds by \$500” is defined as an in-kind donation which exceeds maximum per diem allowances for official travel by at least \$500 per day); and
- d. Acceptance of payment from a non-Federal source for travel expenses over \$25,000.

3.6.5 Amending Travel Authorizations

When it is necessary to postpone official travel, new authorizations or amendments will not be required unless the delay in the official travel exceeds 30 days. (Note: For travelers deployed on E2, the amendment process will be based on the configuration of the E2 solution.) Handwritten changes may not be made to a travel authorization request for other than coach-class travel. The travel authorization must match the exact dates on the Request for Approval of Other Than Coach-Class Accommodations, CD-334 request. Travel Authorization numbers and Foreign Travel Briefing information is the only information that may be handwritten on the authorizations. Travel Authorizations must be amended when the material increase of funds exceeds \$250.

3.7 Government Travel Card

- a. Individually Billed Account
 - i. An Individually Billed Account (IBA) is a Government contractor-issued charge card also known as a travel card, used by authorized individuals to pay for official travel and travel-related expenses such as meals, lodging, and rental vehicles. The Government reimburses the employee for authorized official travel-related expenses. The employee is responsible for paying the bank upon receipt of the travel card statement whether or not the employee has been reimbursed for travel expenses. The travel card cannot be used for local expenses.
 - ii. The [DOC Travel Card Handbook](#) contains policies and procedures for the management of the Department’s travel card program and is the single authoritative reference for the management of the Department’s travel card program.
 - iii. If an employee loses his/her travel charge card privileges (through either suspension or cancellation) due to account delinquency or misuse, the employee must promptly resolve any outstanding balance on the travel charge card and use personal funds to finance all travel expenses (except transportation tickets) on official travel until travel charge card privileges are restored. A convenience check or electronic funds transfer will not be authorized.
- b. Centrally Billed Account
 - i. A Centrally Billed Account (CBA) is a card/account established by the Government contractor-issued charge card vendor at the request of the Department for the direct procurement of travel/mode of travel-related services by Department travelers.
 - ii. Each Bureau and Operating/Unit may issue a centrally-billed account to pay for travel and transportation-related services arranged through the TMC. Payments are made directly to the vendor by the Department.

3.7.1 Travel Advances

- a. DOC travelers with a Government issued travel card must use their travel card to obtain travel advances at an ATM. An ATM cash withdrawal may not be made more than three days in advance of the departure date and no later than the last day of the official travel.

Receipts are required for all cash withdrawal expenses. For travel card ATM cash advances, see the [DOC Travel Card Policy Handbook](#), Sections 4.5.3.1.2 and 4.5.3.1.2.1.

- b. Travel advances can be issued to employees who do not have a Government travel charge card (e.g., he/she travel less than 5 times per year).
- c. Advances are limited to 80% of the anticipated out-of-pocket costs for a trip.
- d. If an employee loses his/her travel charge card privileges (through either suspension or cancellation) due to account delinquency or misuse, he/she will not be authorized a travel advance and will need to use personal funds until reimbursed by the Government.
- e. Travel advances for invitational travelers can be authorized. The authorizing official must ensure that the amount advanced is reasonable under the circumstances and that a travel voucher is submitted in a timely manner.

3.8 Transportation Expenses

3.8.1 Rental Cars ([FTR §301-10.450](#))

DOC travelers must book rental cars through the TMC to take advantage of Government pricing which ensures they are covered by insurance. Employees are encouraged to take advantage of complimentary shuttle service offered by many hotels before renting a car while on official business.

Rental cars while on official travel should be used only when it is more cost effective than other forms of local transportation or when a rental car is required to perform official duties. The employee should not use a rental car unless the cost of commuting by taxi would exceed the cost of the rental car. Automobile rentals should be limited to situations where other means of transportation are not practical, economical, or available, or in emergency situations. Whenever practical, the most economical means of transportation to and from hotels and terminals should be used.

3.8.1.1 Type of Car Authorized

The traveler must rent the least expensive compact-sized car available unless transporting a large amount of Government property that requires a larger car or the traveler is providing transportation for more than two additional employees who are also on official travel. The car selection must be in the best interest of the Government and must demonstrate prudent use of appropriated dollars.

3.8.1.2 Upgrades

An employee may accept a free upgrade to a larger car or use a free coupon to upgrade to a larger vehicle as long as the Government does not incur any additional costs for the upgrade.

3.8.1.3 Rental Car Agreement

The companies covered by the agreement must provide current model cars and insurance as part of the rental fee. In addition, the companies may not charge for authorizing additional Government drivers. Only a Government employee performing official travel may operate the rental car. Click on the link for a copy of the current [rental car agreement](#).

Individual rental car agreements covered under the U.S. Government Rental Car Agreement will show a “Government Administrative Rate Supplement” or “GARS,” a \$5.00 per day fee, listed on the rental contract at the time of pick-up. The GARS is intended to address those costs incurred by the rental car company that is familiar with doing business with the Government.

NOTE: If GARS is not listed on the rental car contract, the Government traveler should ask the rental car company to change the rate to an official Government rate and charge the GARS. Under the program, participating rental car companies must change the rate at the request of the traveler at any time prior to picking up the vehicle.

3.8.1.4 Authority to Use

If the employee is attending a conference at or in the immediate vicinity of the conference hotel, a rental car is only authorized when the cost of commuting by taxi would exceed the cost of the rental car for the period, the employee has excess Government equipment/baggage needed at the conference, the employee has a disability or other medical need (documented), or there are multiple Department attendees and renting a vehicle would be a cost savings to the Department.

A rental car is only to be used for official transportation similar to using a GOV for official transportation. ([FTR §301-10.201](#))

The Department of Defense Travel Management Office (DTMO) manages the United States Government rental car program. A vehicle rented by a Government employee who is on official travel cannot be utilized for personal reasons if the employee takes personal leave in conjunction with official travel. The employee must utilize personal funds to rent a vehicle while on leave. Under no circumstances can a non-DOC employee (including contractors or invitational travelers) operate a vehicle rented using Government funds.

3.8.1.5 Refueling ([FTR §301-10.450](#))

Travelers must refuel rental vehicles prior to returning them using personal funds or their IBA. Prepaid refueling is not economical and this reimbursement is not allowed.

3.8.1.6 Global Positioning System (GPS)

When the AO determines that a GPS is required to meet the mission, advance authorization is required and must be justified on the TA.

3.8.1.7 Insurance in a Foreign Area ([FTR §301-10.451](#))

The employee may purchase accident insurance for a rental vehicle that is used for official business in a foreign country if the insurance is deemed necessary or required by the laws of that country. This is a reimbursable expense, if authorized.

3.9 Lodging Expenses ([FTR §301-11.12](#))

Refer to Section 3.5 for mandatory use of FedRooms.

3.9.1 Actual Expenses ([FTR §301-11.300](#) and [FTR §301-70.201](#))

The Department is limiting actual expenses to lodging costs only, which should be considered an exception rather than a rule. Actual expense reimbursement requests should only be authorized for travel when the locality lodging per diem rate is insufficient for the travel assignment and must be fully justified with one of the exceptions listed below on the traveler's TA:

- a. Lodging and/or meals are procured at a prearranged place such as a hotel where a meeting, conference or training session is held;
- b. Costs have escalated because of special events (e.g., missile launching periods, sporting events, World's Fair, conventions, natural or manmade disasters); lodging expenses within prescribed allowances cannot be obtained nearby and costs to commute to/from

the nearby location consume most or all of the savings achieved from occupying less expensive lodging;

- c. The TDY location is subject to a Presidentially-Declared Disaster and the agency had issued a blanket actual expense authorization for the location; or
- d. Because of mission requirements.

Personal preference or convenience is never a condition for which actual expenses can be authorized.

3.9.1.1 Authorization Limited Open

Actual expenses cannot be authorized on limited open travel authorizations (LOTA). If a traveler has an open LOTA and he/she requests actual lodging expenses for a trip, a separate TA must be prepared and approved including a justification for actual lodging expenses. However, in emergency situations, actual expenses on a limited open travel authorization can be post-approved in the remarks section on the travel voucher.

3.9.1.2 Delegation Authority for Actual Lodging Expenses

Within the Bureaus, the Senior Executive Officer at the SES-level responsible for travel-related functions can approve actual lodging expenses with no authority to delegate further with the following exceptions:

- a. For NOAA only: Assistant Administrators or higher with no authority to delegate further
- b. For NIST only: CFO or higher with no authority to delegate further

3.9.1.3 Maximum Lodging Allowance ([FTR §301-11.303](#))

The Department has determined that actual lodging expense reimbursement may be authorized up to 300 percent, plus the prescribed M&IE rate. However, the authorized amount must be limited to the minimum amount required to cover the traveler's anticipated lodging expenses.

Example: If a traveler is approved for actual lodging expenses, the maximum allowable lodging expense is determined by multiplying the lodging portion of the locality per diem rate by 3.

If the lodging rate is \$70, the maximum actual lodging rate that can be approved is \$210 (3 x \$70 = \$210).

3.9.1.4 Adjacent Lodging

If, for reasons beyond the employee's control, he/she must obtain lodging in an adjacent city where the prescribed per diem rate is higher than the rate prescribed for the TDY location, the employee must justify this on an amended travel authorization.

3.9.1.5 Post Approval

If the employee requests post-approval, he/she must include a justification on his/her travel voucher explaining the circumstances for requesting actual subsistence.

3.10 Transportation

3.10.1 Other Modes of Travel

If the traveler prefers to use the train as a mode of travel for personal preference, the traveler's reimbursement will be limited to the lesser of the actual expenses or the constructive travel cost of traveling by air using the lowest available city-pair airline fare.

3.10.1.1 Train ([FTR §301-10.162](#))

AMTRAK Acela offers two classes of service, business and first class. DOC considers business class travel on AMTRAK Acela equivalent to coach class because it is the lowest cost fare on that train; it can be approved only when it is determined that it is advantageous to the Government or is required for security reasons. First class accommodations on AMTRAK Acela are considered to be premium class or other than coach-class travel and requires the completion and approval of a CD-334.

The use of an extra-fare train service must be approved by the traveler's approving official on the travel authorization. The authorization must indicate that the use of extra-fare train service has been determined to be advantageous to the Government or is for security reasons.

Authorizations must include specific justification to support the determination. Approving officials must ensure authorizations without supporting justification do not get approved.

Travelers are financially responsible for excess costs incurred for using an extra-fare train if not specifically authorized or approved on their travel authorization or when used for personal preference or convenience.

3.10.1.2 Automobiles

3.10.1.2.1 Use of Government-furnished Automobiles for Official Travel ([FTR §301-10.201](#))

Each Bureau or Operating/Unit with access to Government-furnished automobiles (GOV) is responsible for issuing the governing policies necessary to ensure proper care and use of Government automobiles for use on official travel and transportation that includes:

- a. Transportation between places of official business;
- b. Transportation between places of temporary lodging when public transportation is unavailable or its use is not feasible;
- c. Transportation between places of official business/temporary lodging and restaurants, drug stores, barbershops, places of worship, cleaning establishments, or mobile device service centers.
- d. Travel to places necessary for the sustenance, comfort or health of the employee to conduct official business must not exceed 60 minutes each way, per trip; or
- e. Transportation that is authorized by your AO under [31 U.S.C. 1344](#) or travel to places necessary for the sustenance, comfort, or health of the employee to conduct official business must not exceed 60 minutes, each way, per trip.
- f. A vehicle rented by a Government employee who is on official travel cannot be utilized for personal reasons if the employee takes personal leave in conjunction with official travel. The employee must utilize personal funds to rent a vehicle while on leave. Under no circumstances can a non-DOC employee (including contractors or invitational travelers) operate a vehicle rented using Government funds.

The employee is responsible for any violation committed while driving a Government vehicle in the performance of official duties. There is no authority to make payment from appropriated monies. See COMP GEN Decision [B-107081](#).

3.10.1.2.2 Use of Privately Owned Vehicle (POV) ([FTR Part 301-10 Subpart D](#))

An employee cannot be required to use a POV to perform official travel. An employee will be reimbursed round trip mileage (between the employee residence and the transportation terminal) and parking to the extent it does not exceed the cost of a taxicab fare and tip when going on official travel.

A cost comparison is required whenever a traveler chooses to use a POV as his/her main mode of transportation. If the traveler chooses to use a POV instead, reimbursement will be limited to the applicable POV rate up to the constructive cost of the authorized mode of transportation plus per diem.

3.11 Miscellaneous Expenses ([FTR Part 301-12](#))

3.11.1 Baggage

3.11.1.1 Baggage Fees ([FTR §301-12.2](#))

A traveler may be reimbursed for the following baggage fees:

- a. Transportation charges for authorized excess and/or overweight baggage;
- b. Necessary charges for transferring baggage;
- c. Necessary charges for storage of baggage when such charges are the result of official business;
- d. All fees pertaining to the first checked bag;
- e. Additional baggage may be reimbursed when the agency determines those expenses necessary and in the interest of the Government; and
- f. Charges or tips at transportation terminals for handling Government property.

3.11.2 Telephone Calls

The employee may make a brief daily personal call home while performing official travel that requires an overnight stay. The call must be made using the least-cost-to-the-Government method available. The employee may be reimbursed for calls made home and charged to the hotel room. This reimbursement will be limited to not more than \$5.00 per day for each day of domestic travel, and for foreign travel not more than \$15.00 daily amount based on actual location.

Calls made using wireless services may be reimbursed if it increases the overall cost of the traveler's normal wireless service charges and when it is authorized by the approving official as cost effective to the Government.

3.11.3 Registration Fees

Registration fees are reimbursable as a miscellaneous expense and may be claimed on the travel voucher. Whenever meals are included in the registration fee, the M&IE rate should be reduced accordingly. Registration fees incurred with or without meals while in a local status will be charged to the office purchase card based on guidance from OAP and OGC.

3.11.4 Unauthorized Miscellaneous Expenses

Travelers must have written or electronic authorization prior to incurring any travel expenses. If a traveler incurs miscellaneous expenses in the performance of official Government travel that are mission required and were not originally approved on the travel order/authorization, the expenses and the applicable amounts must be properly recorded on the travel voucher/expense report. The Approving Officer's signature on the voucher will signify that the expenses were necessary and are approved.

3.11.5 Internet Fees

Internet usage expenses must be pre-approved on the TA. A justification is required as to why the internet fee is not included in the cost of the hotel room as the majority of FedRooms properties provide free internet access. This requirement for approval applies also to:

- a. Wireless access (internet fees) during a conference;
- b. While at the airport waiting for a flight (whether origination or connection); or
- c. Airplane internet fees.

Internet fees may be approved after the fact at the discretion of the AU/O with proper justification. The justification must include the need for the internet service including why it was not requested in advance on the TA.

3.11.6 Laundry Services CONUS ([FTR §301-11.31](#))

Within the CONUS, laundry, cleaning and pressing of clothing at a temporary duty location are reimbursable as a miscellaneous expense item based on the following restrictions:

- a. The employee must incur a minimum of four consecutive nights lodging on official travel;
- b. The reimbursement should be limited to \$5.00/day; and
- c. Receipts are required for all laundry/dry cleaning expenses claimed for reimbursement over \$75.00 except coin-operated machine usage where receipts are not available.

3.11.7 Laundry Services for OCONUS ([FTR §301-11.31](#))

For OCONUS locations, laundry, dry cleaning, and pressing of clothing expenses are covered under the incidental expenses (M&IE) of the per diem allowances issued by the DOD and DOS. These costs may not be authorized, claimed, or approved as a separate miscellaneous expense item.

3.11.8 Medical Evacuation Insurance

Per the DOS, Office of Medical Services (MED) guidelines, effective April 1, 2013, all United States Government (USG) employees, contractors eligible for Embassy medical services, and employees on international Temporary Duty (TDY) assignments, are required to have medical evacuation (medevac) coverage either through their sponsoring agency or via personally obtained medical evacuation insurance. The Department, pursuant to the Foreign Assistance Act, 22 U.S.C. § 2392, may reimburse its foreign employees and program participants for the costs of personally obtained medevac insurance, but it may not reimburse domestic employees or participants for such expenses. Rather, the Department will provide medevac "coverage" for domestic employees by paying for the medical evacuation of those employees, as needed. Contractors may be reimbursed for medevac insurance costs depending on the terms of

their contract. The AU/O must make the determination if the Department will reimburse the traveler for the expense. This expense must be approved on the TA.

3.11.9 Travel and Transportation Expenses Connected with the Death of Employees and Immediate Family Members under Certain Circumstances ([FTR Part 303-70](#))

Some allowances pertain to invitational, award recipient, and employment interviewees, while other allowances only pertain to employees (and their immediate families) who are stationed outside of CONUS. Some allowances may be subject to time limits. The Department of Commerce must provide assistance in arranging for preparation and transportation of the employee's remains.

3.11.10 Payment of Travel Expenses from a Non-Federal Source ([FTR Chapter 304](#))

Refer to [DAO 203-9](#) and [DAO 202-739](#).

3.12 Travel Claims for Reimbursement ([FTR §301-71.200](#))

3.12.1 Proper Voucher

A proper voucher is one that is substantially complete in every material respect (documentation and receipts) and has been signed and dated by the traveler. The trip must have been authorized and performed, the appropriate receipts/ticket stubs and other required documentation must be legible and accurate, and the traveler has signed and dated the travel voucher certifying to its correctness. In addition, the voucher must be approved by the appropriate authorizing official.

3.12.2 Timely Submission of Travel Expenses ([FTR §301-52.7](#))

Travelers are required to submit travel vouchers within five business days after the completion of TDY travel and every 30 days for extended TDY travel as follows:

- a. All travel claims must be submitted to the Bureau's Finance Office to be processed.
- b. A travel voucher must be submitted within five working days after the completion date of travel.
- c. A travel voucher must be submitted every 30 days when on continuous travel or long-term TDY.
- d. A receipt is required for lodging and rental car expenses and all authorized expenses \$75 or more.
- e. All travel vouchers must be retained by the agency for six years (hard copies) and provided upon request during an internal or external audit.

3.12.3 Dispute of Claim Limitation ([FTR §301-52.8](#) and [FTR §301-52-9](#))

In order for a travel claim to be considered, it must meet the time limitation of the [Barring Act](#). Travelers and agencies have six years from the date the travel began to resolve any disputed claims. Every claim against the United States is barred unless a claim is submitted within six years after the date the claim first accrued. See [Comptroller General Decision B-224811](#), citing the Barring Act of October 9, 1940, as amended.

3.12.4 Adjudication of Disputed Claims ([FTR §301-52.11](#))

If a travel claim is disputed, the traveler must first seek redress through his/her Bureau/Operating Unit internal process or the appropriate negotiated grievance procedure (NGP), if applicable. The traveler's Bureau/Operating Unit must initially adjudicate the claim. If the traveler

disagrees with the Bureau/Operating Unit's determination, he/she may request review of the claim by the STO. If the traveler is not satisfied with the STO decision, then the traveler may request a review by the Civilian Board of Contract Appeals (CBCA). For instructions on filing a case visit the [CBCA website](#). The CBCA will not hear appeals from bargaining unit employees unless the applicable collective bargaining agreement explicitly and clearly excludes a travel/relocation matter from the negotiated grievance process; refer to [GSBCA 16117-TRAV](#).

3.13 Temporary Duty (TDY)

3.13.1 Per Diem 12 hours or More ([FTR §301-11.1](#))

To determine whether the employee has met the 12-hour requirement, the clock starts when the employee departs his/her residence or duty station, whichever is later, performs the mission at hand, and returns back to his/her residence or duty station. That entire span of time must exceed 12 hours in order to be eligible for per diem.

3.13.2 Per Diem for Extreme Emergency

When an employee is needed to perform work in an extreme emergency involving imminent danger to human life or Government property (e.g., a COOP incident), the payment of lodging and meal expenses at the duty station may be authorized. In this situation, approval must be granted only by the STO (or the Director of OFM if the STO is not available).

3.13.3 M&IE for Travel Conditions with a Limited Time Frame ([FTR §301-11.101](#))

When travel is more than 12 hours but less than 24 hours and spans no more than two calendar days, travelers are to be reimbursed 75 percent of the applicable M&IE rate for both calendar days of travel.

3.13.4 Reduced Per Diem ([FTR §301-11.200](#)) (Extended Travel/Training Assignment)

Bureaus may reduce a traveler's per diem rate for any TDY trip when the approving official can determine in advance that lodging or meal costs will be lower than the prescribed per diem rate. When establishing a reduced per diem rate, the lowest authorized per diem rate **must** be clearly stated on the travel authorization. Approving officials may not include reduced per diem rates on blanket authorizations (e.g., Limited Open travel authorization).

When a traveler is on an extended TDY assignment and can obtain a reduced lodging rate or prepare meals in extended-stay lodging, the per diem rate will be automatically reduced to 55 percent of the locality rate, unless a higher rate is justified. A pre-authorized reduced per diem rate is applicable through the entire duration of the TDY trip. The per diem should not be further reduced on the first or last day of travel.

When TDY assignments with an expected duration of less than 30 days are extended beyond 30 days (i.e., becomes an extended TDY), the Bureau must establish a reduced per diem rate for the remaining days of the assignment. The approving official must ensure that the traveler's travel authorization is immediately amended as soon as it is known that the assignment will surpass 30 days; the travel authorization must include the lowest authorized reduced per diem rate. The approving official must also ensure that the traveler has been notified of the change in per diem. The established rate must be shown on the travel authorization.

A reduced per diem rate may not be established to provide:

- a. A lodging allowance for staying with friends and/or relatives, or for lodging at his/her abode (home);
- b. A full meals and incidentals expenses allowance because lodging is obtained with friends or relatives (a reduction should be made to the locality M&IE allowance);
- c. A payment that will, based on the data available, knowingly allow the employee to receive more than the full M&IE allowance;
- d. The full locality per diem rate; or,
- e. A payment sufficient to cover periods where per diem is lost due to annual leave or expenses of family members.

3.13.5 Additional Travel while already on TDY Travel

When an employee on extended temporary duty is required to go to another temporary duty location for a short period and return to the original TDY location, dual lodging may be authorized to defray the lodging expenses that may be incurred at both locations. Receipts are required for dual lodging claims and the TA amended to reflect the additional travel authorization.

3.13.6 Authorized Returns ([FTR §301-11.23](#))

When on a long term TDY, returning to your official duty station on the weekends because it is more cost effective does not preclude the use of either extended stay or long-term lodging facilities. The employee may be authorized to return to his/her official duty station in accordance with Bureau policy but only at intervals of not less than two weeks. Approval authority for periodic weekend returns must be approved by the AO to ensure adequate consideration and review of the circumstances necessitating the return. Lodging accommodations at the original TDY location may continue; however, M&IE will not be paid until the employee returns to a travel status.

3.13.7 Group Travel

3.13.7.1 Group Travel Approvals

Requests for approval of groups of employees from the same Bureau, to include non-Government persons (invitational travelers) whose travel expenses are being paid for by the Department, traveling to the same location or event must be submitted to and approved by the appropriate designated official (at least at the SES level) within the sponsoring Bureau, as follows:

- a. Domestic group travel: Memoranda of request for groups of 15 or more employees; and
- b. Foreign and non-foreign group travel: Memoranda of request for groups of eight or more employees.

3.13.7.2 Documentation

To authorize group travel, Bureaus/Operating/Units must maintain documentation, signed by an appropriate designated official (SES-level) that demonstrates compliance with the following minimum standards:

- a. Ensure that travel is essential;
- b. Limit attendance to the minimum participants necessary to accomplish the mission;

- c. Consider costs in selecting attendees and meeting locations. Such expenses include travel to and from the site, ground transportation, lodging, meals and incidental costs, registration fees, meeting room rentals, and other related costs, including employees' time away from the official duty station; and
- d. Contemplate alternatives (i.e., VTC, conference calls, or delegating field personnel to accomplish the proposed mission).

3.13.8 Travel in Conjunction with Leave

3.13.8.1 Annual Leave ([FTR §301-11.21](#))

If an employee chooses to use annual leave during a period of official travel, the leave must be pre-approved and the signed TA should reflect the dates of planned leave. The number of days of leave must not exceed the total number of days of the TDY travel (e.g., if the length of the official Government trip is 5 days, the traveler can take up to a maximum of 5 days of personal leave during the official travel). Travelers will not receive M&IE for days during which the total hours of leave is more than half of the traveler's normal work hours (e.g., if the traveler normally works 8 hour days and takes 5 hours of leave one day, he/she will not receive M&IE for that entire day). If annual leave was taken without authorization on the TA, an amended TA must be prepared and approved prior to preparation of the travel voucher.

3.13.8.2 Combining Personal Travel

A traveler who wishes to perform personal travel in conjunction with official travel must prepare a cost estimate clearly depicting the costs of the two separate portions of the trip. The traveler must then submit the cost breakdown to the approving official to document the intent to combine official and personal travel.

Travelers may work directly with the airlines to make their personal arrangements or they may choose to work with the Department's TMC. Travelers may not utilize contract city-pair fares for personal travel under any circumstances. When calling the Department's TMC to make personal travel reservations, the traveler must inform the TMC that the travel is personal. The traveler must bear all charges and fees associated with the personal travel and use a personal credit card to pay all charges and fees associated with the personal travel.

3.13.8.3 Traveling To or From an Alternate Location

DOC has determined that travel may be routed to or from alternate locations only if there are cost savings for doing so and it is in the best interest of the Government. The total costs for traveling to or from an alternate location must be equal to or less than the total costs for travel from the official duty station to the TDY location (Total costs include cost of airfare (transportation), lodging, per diem, car rental and taxis/shuttles, etc.). If it is determined that it is in the best interest of the Government to travel to or from an alternate location, it is incumbent upon the traveler or travel arranger to complete and provide a thorough cost analysis and justification as part of the travel authorization.

If it is determined that it is not more cost effective or is not in the best interest of the Government to travel to or from an alternate location, the TMC must route the employee's travel to/from his or her official duty station. A traveler can work directly with the airlines to exchange his/her official ticket to go to or from an alternate location; however, the traveler must incur all additional expenses resulting from changing his/her ticket.

If an employee is on personal leave and is called back to work and required to report to an alternate location immediately, the traveler should call the TMC to make travel arrangements as well as coordinate with his/her travel arranger to ensure an appropriate TA is prepared justifying the emergency travel.

Within the Bureaus, the Senior Executive Officer at the SES-level responsible for travel-related functions can approve travel to and from an alternate location with no authority to delegate further. For NOAA only: Line Office CFOs or SES equivalent with no authority to delegate further.

3.14 Compensatory Time Off for Travel (CTT)

Employees must be credited with CTT status if the employee is required to travel away from the official duty station and the travel time is not otherwise compensable under other legal authority. SES members are not eligible to earn CTT. For information related to CTT, please refer to DOC HR Practitioners [Compensation and Leave](#) webpage or contact the appropriate Servicing Human Resources Office.

There is no limit on the number of CTT hours an employee may accrue. Earned CTT should be used within the prescribed limits, normally within 52 weeks or by the end of the 26th pay period. The CTT is subject to forfeiture if not used within the time limits. CTT is not eligible for leave restoration. Please consult your timekeeper for the internal policy. Any leave implications should be addressed to the local HR or WFM offices.

3.15 International Travel Requirements

3.15.1 Chief of Mission (COM)

The Chief of Mission (COM) of an American Embassy has the responsibility for U.S. citizens abroad. COM's authority at the U.S. Embassy or Mission includes security directives. Travelers that require emergency evacuations must refer to the [Foreign Affairs Manual](#) (7 FAM 1800 Consular Crisis Management). The scope of the COM's responsibility does not cover activities outside of the host country such as the travel of Federal civilian employees to and from the country.

3.15.2 Authorizations

When all information necessary to complete travel arrangements is available in advance, the Department recommends that authorizations and foreign travel arrangements are completed no less than 30 calendar days prior to the departure date. This will allow time for processing passports, visas, country clearances, and other travel requirements.

3.15.3 Briefing/Debriefing Training

Foreign travelers must complete the required briefings and debriefings offered by OSY prior to traveling. This training must be annotated on the TA. Travelers with security clearances must adhere to national security policies and procedures and must be aware of travel requirements and risks associated with terrorism. Employees traveling with the Secretary, Deputy Secretary, or Bureau/Operating Unit Head will be required to attend a debriefing by OSY or internal security office.

3.15.4 Passports

Employees must use an official passport for all official international travel. Personal passports cannot be used for official travel; however, personal passports may be used to apply for an official/diplomatic passport. The State Department determines who will be issued a Diplomatic (Black) or Official (Burgundy) passport. Official passports are the property of the State Department and must be surrendered upon request.

Employees should, if eligible, obtain a valid official (maroon) or diplomatic (black) passport and visa(s), if required by the country or countries visited. The employee should submit his/her application request through the Bureau/Operating Unit's travel office. The request for an official passport should be done 60 days prior to travel and 45 days for an expedited passport. The official passport must be used unless the country visiting requires a tourist (blue) passport to be used for security reasons (e.g., Taiwan). Travelers may travel with both an official and tourist passport but should only use the official passport for official Government travel. All official passports must be kept in a secure location within the Bureau/Operating Units designated office.

3.15.5 Visas

Visas will be obtained based upon the urgency and nature of the mission. The traveler will coordinate with their Bureau/Operating Unit travel POC. The POCs will coordinate the process with the State Department and Embassies to obtain clearance as expeditiously as possible. The visa process should be done 21 days prior to traveling. Passports should have at least six months of validity prior to requesting a Visa. If the passport has less than six months validity, then the traveler should request a new passport.

3.15.6 Country Clearances

Ensure the employee obtains [Department of State e-Country Clearance](#) (eCC) through the eCC processing system prior to travel.

3.16 Local Travel

3.16.1 Entitlement

Local Travel is travel that is performed for official purposes in and around the employee's duty station and does not entitle the employee to per diem or other subsistence allowances.

3.16.2 Distinguishing Local Travel from Temporary Duty (TDY) Travel

Local travel can be distinguished from TDY based on the mileage (50 miles or more) incurred from the employee's official duty station or residence to the travel destination or if the employee is working more than 12 hours in a day. This distinction between local travel and TDY should not be based solely on whether the employee seeks overnight accommodations or is in travel status for consecutive days.

When traveling to a reoccurring worksite that is greater than 50 miles, it can be treated as local travel as long as the travel status (from point A to point B back to point A) **does not require:**

- a. Travel status that exceeds 12 hours (in this case meals and incidentals are authorized);
- b. Lodging; and
- c. Use of a rental vehicle

The reoccurring local travel to alternate worksites claim for reimbursement can be submitted on a SF1164 every 30 days.

If the reoccurring travel to alternate worksites meets the above criteria (a, b, c), an authorization type of Limited Open (Blanket Limited) for Domestic Travel only can be utilized because this is now considered TDY. If there are any travel related expenses incurred such as lodging or rental vehicle, and/or if per diem has been authorized for this travel status, then the traveler must submit a travel voucher within 5 days of travel completion. (See Section 3.13)

3.16.3 Per Diem within 50 Miles ([FTR §301-11.1](#) and [FTR §301-11.2](#))

The employee will not receive per diem if the official travel is within 50 miles of the employee's permanent duty station or residence, unless the travel conditions are so severe that returning to his/her residence would endanger the employee's health or safety. If the employee's travel involves severe conditions or the employee is attending training or a conference, the employee's approving official may authorize per diem for official duty in excess of 12 hours when the official travel location is at least 50 miles from the residence or permanent duty station. A travel authorization is required whenever per diem is authorized, a rental car is needed, or a common carrier ticket is authorized (e.g., train). When per diem is not authorized, an employee is considered to be in a local travel status and a travel authorization is not authorized. Local travel claims are submitted on Standard Form 1164, Claim for Reimbursement for Expenditures on Official Business or if using an e-system, in accordance with Bureau/Operating Unit's policy.

3.16.4 50-Mile Radius

If the employee performs official business at or near the employee's permanent duty station or residence, the employee will not receive per diem if the official business is within 50-miles of the employee's duty station or residence. Mileage claims for local travel, within a 50-mile radius of the employee's residence or official duty station, should be submitted on form SF-1164 or Bureau equivalent. This travel should be performed within one calendar day and should not involve an overnight stopover or a per diem claim.

3.16.5 Reimbursable Local Expenses

If an employee performs official local travel during the regular workday, only the transportation costs exceeding the normal daily commuting costs will be reimbursed. The reimbursable amount is determined by subtracting the employee's normal daily commuting cost (e.g., metro fare, bus fare, car pool expenses) from the employee's total travel costs for the day.

Alternatively, he/she should use a courier service or taxi if it is more cost effective for the Government. If an employee normally commutes using transportation such as a vanpool and must pay regardless of whether he/she rides, the employee is not required to deduct this expense from the total travel costs for the day and may be fully reimbursed for his/her travel expenses.

3.16.6 Approval for Use of POV ([FTR §301-10.300](#))

If the traveler has approval to use a personally owned vehicle (POV) to travel to an alternate work site near the employee's duty station, the employee will be reimbursed the increased cost incurred not to exceed the mileage allowance for the additional miles driven, plus the increased tolls and parking fees incurred.

For example, if the employee duty station is 10 miles from the employee's home, and he/she must travel to an alternate worksite 15 miles from home, the traveler would only be reimbursed for 5 miles (15 – 10 = 5).

3.16.7 Mileage from Residence/Destination ([FTR §301-10.306](#))

The employee may be reimbursed for mileage from his/her residence to the office or a designated location to pick up a Government vehicle to be used for travel not requiring overnight lodging, if the travel to the designated location exceeds the normal commuting cost to the office. When the cost exceeds the normal commuting cost, reimbursement will be limited to the increased cost incurred, not to exceed the mileage allowance for the miles driven, plus increased tolls and parking fees incurred.

3.16.8 Transporting Others ([FTR §301-10.305](#))

The employee may not be directed to provide transportation for other employees using a POV.

3.16.9 Mileage Incurred during Overtime

Mileage reimbursement will not be authorized for travel between the employee's residence and actual work site for overtime on regular and non-regular work days or when the employee is called back from his/her residence for overtime on regular work days.

3.16.10 Limited Reimbursement

Taxi fares, not mileage costs, may be reimbursed in limited circumstances for travel incident to work that has been ordered outside of normal working hours; however, the employee must have received notification of unscheduled overtime after reporting to duty. When emergency overtime is required, taxi fares may be authorized only when the use of public transportation would subject the employee to substantial personal hazard or safety, and there is no other means of transportation available.

3.16.11 Non-work day Local Travel

If the employee performs official local travel on a non-work day to an alternate work site, total travel costs will be reimbursed on a mileage basis without any deductions for regular commuting costs. An example would be attending a local weekend conference for which authority has been granted to use a POV.

3.16.12 Approving Local Travel Expenses

Approving officials must ensure that employees are promptly reimbursed for reasonable, out-of-pocket expenses incurred for official local travel in or around the duty station. Approving reimbursement for local travel expenses incurred must be made on a case-by-case basis.

3.17 Special Circumstance Travel

3.17.1 Invitational Travel ([FTR §301.1.2](#))

Invitational travel is the authorized travel of individuals that are either a Government (from another Federal agency) or non-Government employee (as defined under 5 U.S.C. 5703) as consultants or experts, paid on a daily when-actually-employed basis and for individuals serving without pay (or at \$1 a year) when he/she is 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.

Invitational travelers are authorized to travel as Department employees. The invitational traveler must be conferring on official business or performing a direct service to the Government. Travel preparers are required to procure common carrier transportation through the Department's servicing TMC. When travel for any non-Federal employee is authorized, a note must be entered on the travel authorization indicating that the traveler is an Invitational Traveler. Before signing an invitational travel authorization, the AU/O should confirm that steps are being taken to prevent the invitational traveler's unauthorized purchase of transportation costs with personal funds. Travel advances can be made available to invitational travelers, but the authorizing official (AU/O) must ensure that the amount advanced is reasonable under the circumstances and that a travel voucher is submitted in a timely manner. Travel costs for persons other than Federal employees may be approved only by the Bureau CFO or Deputy CFO.

3.17.2 Award Recipient Travel

Travel and per diem expenses may be provided to a Departmental award recipient to attend a major award ceremony (e.g., Presidential award ceremony, the Department's or Bureau's annual award ceremony, or a prestigious honorary award ceremony sponsored by a non-Federal organization). The travel must be directly to and from the site of the ceremony and must be performed in accordance with the policies contained in the FTR and this Handbook.

Bureaus may provide reimbursement of travel and per diem expenses for a recipient's family member for a federal award ceremony. In addition, at the Bureau's discretion, travel reimbursement for more than one individual may be considered in instances where the award recipient may require assistance because of a disability or other medical need.

One travel authorization shall be issued that covers both the employee and the additional person. The employee will be responsible for submitting a travel voucher to obtain reimbursement for his/her travel costs and the additional person.

Honoraria offered in connection with official travel may not be accepted either as a personal payment to an employee or by the Department as a payment to the Government.

3.17.3 Acceptance of Gift or Bequest for Travel Expenses ([FTR §304-5.1](#))

Before a gift or bequest for travel expenses may be accepted from a non-Federal source, the designated approving authority must make the determination of acceptance and confirm that:

- a. The gift is for attendance at a meeting or similar function. The event need not be "widely attended."
- b. Travel payment is related to the employee's official duties.
- c. The travel is primarily for the benefit of the Department or Government.
- d. The donor is not disqualified due to a conflict of interest.
- e. The gift is unsolicited.

Staff should consult the Office of the General Counsel (OGC), Ethics Law and Programs Division (EthicsDivision@doc.gov), prior to gift acceptance to verify that the gift may be accepted.

Form CD-210, [Record of Gift or Bequest](#), must be completed to authorize acceptance of payment from a non-Federal source for travel expenses. Form SF-326, [Semiannual Report of Payments from a Non-Federal Source](#), must accompany the CD-210 whenever the payment exceeds \$250.

Under no circumstances should an employee solicit gifts on behalf of the Department for travel payments authorized by the FTR. The acceptance of travel benefits must be approved in advance by the proper acceptance authority.

3.17.4 Payment of Travel Expenses from a Non-Federal Source ([FTR Part 304-6](#))

Payment of travel expenses from a non-Federal source to a traveler may be accepted for all or part of such travel in accordance with [DAO-203-9](#). In all instances, including where services in-kind (transportation, hotel accommodations, meals, or training) are furnished in connection with official travel, these procedures must be followed:

- a. Under no circumstances will a Department traveler or authorizing official accept cash for official travel expenses. Checks should be made payable to the U.S. Treasury, Department of Commerce, or as specified within the Bureau/Operating Unit, not to the traveler. The donor, when payment is received in person, must turn in the check to the appropriate finance office or authorizing official for processing. Normally, expenses incurred or accepted in-kind should not exceed what would be allowable under this Handbook.
- b. Services in-kind may be accepted from a donor organization. However, accepting lavish in-kind donations significantly in excess of expenses payable under the FTR, the FAM, and the JTR for transportation, food, lodging, or other travel-related services for official travel must be avoided. In this case, the traveler's per diem or actual subsistence expense rate shall be reduced or eliminated as appropriate.
- c. Employees shall obtain receipts from the donor for all travel gifts received (except meals), e.g., a hotel bill or copy of an airline ticket, whether paid by check or in-kind as evidence of the nature and correct value of travel gifts received. As further documentary evidence, employees are also required to complete and file a travel voucher after a trip that involves a travel gift even if the trip involved no cost to the Department. A no-cost voucher must be filed. Refer to [DAO-203-9](#), [Appendix A](#) for administrative responsibilities and internal operating procedures or the traveler may contact their respective Gifts and Bequests Manager.

3.17.5 Pre-Employment Interview Travel ([FTR Part 301-75](#))

Pre-employment interview travel costs will only be paid to help recruit highly qualified individuals. Bureau officials should contact their servicing human resources office for a determination as to which applicants qualify for the payment of pre-employment interview travel and transportation expenses. Generally, a vacancy announcement or other official notification will be issued stating the organization's intent to authorize travel. The travel authorization must indicate that potential employees are considered to be invitational travelers. Any reimbursement limitations must be specifically stated on the interviewee's travel authorization.

Responsibilities prior to pre-employment interview travel:

- a. Provide interviewee with an approved travel authorization;
- b. Provide common carrier transportation;
- c. Provide interviewee with per diem rates for the locality and a hotel confirmation number (booked by the TMC);

- d. Inform the interviewee that he/she is responsible for excess costs and any additional expenses that he/she incurs for personal preference or convenience; and
- e. Inform the interviewee that the Government will not pay for excess costs resulting from circuitous routes, delays, or luxury accommodations or services unnecessary or unjustified in the performance of official business.

Responsibilities after pre-employment interview travel:

- a. Assist the interviewee in preparing the travel claim;
- b. Provide the interviewee with instructions on how to submit the claim including receipts over \$75; and
- c. Inform the interviewee that he/she may subject himself/ herself to criminal penalties if he or she knowingly presents a false, fictitious, or fraudulent travel claim, [18 U.S.C. 287](#) and 1001.

3.18 Miscellaneous

3.18.1 Rest Stop ([FTR §301-11.20](#))

The FTR requires agencies to strengthen the management and accountability measures related to the use of other than coach-class accommodations by Federal employees while on official business travel. Instead of authorizing other than coach-class travel, the Department will authorize a rest period for travelers if ALL of the below are met:

- The traveler's destination is OCONUS;
- Scheduled flight time including stopovers exceeds 14 hours;
- Travel is direct or by usually traveled route; and
- Travel is via coach-class service

Agencies are required to define what constitutes a rest period. DOC defines a rest period as a duration of rest not to exceed 24 hours at either an intermediate point en route or at the official TDY location. The rest period starts at arrival at rest period location and ends at departure from the approved rest period location. DOC travelers are prohibited from taking personal leave at a rest stop under all circumstances.

3.18.2 Frequent Traveler Programs

3.18.2.1 Frequent Flyer Miles ([FTR §301-53.3](#))

A traveler may use frequent flyer miles for personal travel or official travel upgrades. However, choosing not to use the contract carrier because of frequent flyer programs is a violation of the city-pair contract unless one of the exception requirements listed in the FTR applies and the travel authorization shows approval to use a non-contract fare. Any expenses/fees involved with frequent flyer incentive programs are the responsibility of the traveler, not the Department.

3.18.2.2 Frequent Flyer Awards

The Government allows Federal travelers to use frequent flyer award upgrades earned on personal travel or official trips as long as it does not increase the cost to the Government. Check with the airline for questions regarding the use of frequent flyer awards/upgrades.

3.18.2.3 Upgrades ([FTR §301-53.3](#))

Approval by the employee's approving official is not necessary if an upgrade to other than coach-class for official Government travel is made by using earned frequent flyer miles. The Government-issued travel card cannot be used to purchase upgrades.

3.18.2.4 Ancillary Fees

The Department will not reimburse ancillary fees. Ancillary fees include, but are not limited to: priority boarding, airport club lounge, headsets, and pillows/blankets.

3.18.3 Charter Transportation

The Bureau CFO must submit a memorandum of request for charter arrangements to the STO 30 days prior to scheduled departure date. The memorandum must include a compelling justification for use and a detailed cost analysis. If these arrangements require assistance from OAM, the TMC, or OGC, collaboration should be completed prior to submitting request to the STO for approval. Failure to comply with any of the above-mentioned requirements may result in denial of reimbursement.

STO approval is not required to charter helicopters or other small aircraft for short flights to move personnel or equipment during the course of normal field activities.

3.18.4 Use of Personal Funds ([FTR §301-72.201](#))

A memorandum of request for the use of personal funds to pay for common carrier transportation exceeding \$100 must be submitted to the appropriate Bureau CFO or Deputy CFO. The memorandum of request must be submitted by the AO and include a justification, a copy of the travel authorization, the passenger's ticket receipt showing form of payment, and the original travel voucher or reclaim travel voucher.

3.18.5 Voluntarily Vacating Airline Seats

Employees who voluntarily vacate their airline seats may keep the payment only if the traveler meets the following conditions:

- If voluntarily vacating the seat will not interfere with the employee performing his/her official duties; and
- If additional travel expenses, incurred as a result of vacating the seat, are borne by the employee and are not reimbursed; but
- If volunteering delays the employee's travel during duty hours, the Department may charge you with annual leave for the additional hours.

3.19 Reporting

The required travel reports may be found in ([Appendix H](#)).

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SECTION 4 – RELOCATION ALLOWANCES

NOTE: Minimal changes have been made to the Department relocation policy at this time. This section will be updated in conjunction with new relocation processes currently in the testing phase.

4.1 Applicability

Relocation allowances may only be authorized and reimbursed under the following circumstances:

- a. To help recruit highly qualified individuals for hard-to-fill positions; or
- b. When the move is advantageous to and in the best interest of the Government; or
- c. When relocation is being authorized as part of an Intergovernmental Personnel Act (IPA).

4.2 General Rules

The governing policies for relocation allowances are implemented based on existing laws, Executive Orders, and mandatory regulations of control agencies. This section of the Department Travel Handbook supplements those portions of the FTR, which pertain to the temporary and permanent change of station travel. The Handbook does not cover all the expenses that may be involved in relocation. All Department employees must adhere to the policies and procedures set forth in this Handbook when executing relocation travel on behalf of the Department.

4.3 Qualifications

Bureau/Operating Unit authorizing officials must contact their servicing Human Resources Office to determine which applicants qualify for relocation allowances. Once it has been determined that an individual qualifies for relocation allowances, the hiring official must decide what expenses will be paid based on the requirements and entitlements in the FTR. When an employee transfers between Federal agencies, it is the responsibility of the gaining agency to pay for the relocation expenses unless there is a specific agreement in place between the agencies that states otherwise.

4.4 Eligibility ([FTR §302-1.1](#))

Foreign Service Officers or Federal employees transferred under the rules of the Foreign Service Act of 1980 (as amended) are not eligible for relocation expense allowances covered in this section. Any employees whose pay and allowances are covered under title 37 U.S.C. are not covered.

The employees listed below are eligible for subsistence and transportation allowances for permanent change of station (PCS) travel:

- a. A new appointee appointed to your first official station (as discussed in this chapter);
- b. An employee transferring in the interest of the Government from one agency or duty station to another for permanent duty, and your new duty station is at least 50 miles distant from your old duty station (refer to ([FTR §302-2.6](#)) of this chapter);
- c. An employee performing travel in accordance with your overseas tour renewal agreement (refer to ([FTR §302-3.209](#) through [FTR §302-3.224](#)) of this chapter);

- d. An employee returning to his/her place of residence after completion of a prescribed tour of duty for the purposes of separation from Government service or separation from the overseas assignment to the same or different Government agency;
- e. A student trainee assigned to any position upon completion of college work;
- f. An employee eligible for a “last move home” benefit upon separation from the Government (and your immediate family in the event of your death prior to separation or after separation but prior to relocation);
- g. A career appointee to the Senior Executive Service (SES) as defined in 5 U.S.C. 3132(a)(4), and a prior SES appointee who is returning to your official residence for separation and who will be retaining SES retirement benefits; or
- h. An employee that is being assigned to a temporary duty station in connection with long-term assignment.

NOTE: The following eligible employee examples per ([FTR §302-1.1](#)) are **not applicable** to Department of Commerce:

- a. An employee of the United States Postal Service transferred for permanent duty, under 39 U.S.C. 1006, from the Postal Service to an agency as defined in 5 U.S.C. 5721; and
- b. A Department of Defense overseas dependents school system teacher.

4.5 Delegation

Secretarial Officers, Heads of Departmental Offices, and Heads of Bureaus/Operating Units reporting directly to the Secretary can approve and/or re-delegate the authority to approve. This delegation must be appointed in writing, reviewed/updated annually and a consolidated list sent to the STO. Authorizing Officials responsibilities are listed in the following table:

Topic	Responsibilities
Extension	Designees must ensure that an extension of the one-year time limitation for completing residence transactions does not exceed two years.
Waiver Limitations	Designees must approve a waiver of limitations for employees relocating to/from isolated areas when it’s determined that the limitation would cause an undue hardship on the employee. Designees must approve and ensure the respective CFO approves any waiver request to relieve an employee of debt for relocation expenses when an employee does not remain in Government service for twelve months following the date of appointment. Designees must approve any waiver request for cases of extreme hardship in meeting the 90-day waiting period in which an employee must independently market their home.
Expenses	Designees must authorized payment of relocation expenses.
New ODS is less than 50 miles from old ODS	Designees must authorized relocation expenses when the new official station is less than 50 miles from the old official duty station and it’s determined to be in the best interest of the Government.

Higher OCONUS Mileage Rate	Designees must authorize higher mileage rates, but it must not exceed the maximum rate prescribed by the GSA.
Daily Driving Distance	An exception to the daily minimum driving distance when there is a delay beyond the employee’s control such as acts of nature, restrictions by Government authorities, or reasonable accommodations. The Department’s minimum driving distance is set at an average of 300 miles per day. Refer to FTR §302-4.704 .
Extensions	Extensions of Temporary Quarters Subsistence Expense (TQSE) beyond 60 days. If it is determined that there is a compelling reason for the employee to continue occupying temporary quarters beyond 60 consecutive days, an extension of up to 60 additional days in intervals determined by bureau policy. There is no authority to exceed 120 days. Extensions of temporary storage beyond 90 days NTE 150 days may be authorized in intervals determined by your bureau, when justified in accordance with FTR Part 302-7 .
POV	Transportation of a POV to a post of duty OCONUS subsequent to the time of assignment. Transportation of a POV within the CONUS when it is determined to be advantageous to the Government.
This authority cannot be re-delegated.	
Remote/Isolated Areas	The Department may consider waiving limitation for employees relocating to/from remote or isolated areas when the employee can prove the limitation poses an undue hardship and as long as approval has been granted by the Secretarial Officer, Heads of Departmental Offices, or Heads of Operating Units reporting directly to the Secretary (or their designees)
Extension	Designees must ensure that an extension of the one-year time limitation for completing residence transactions does not exceed two years.

4.6 Approvals

The Department, Bureau/Operating Unit head or his/her designee must approve relocation expenses, and must ensure that all TAs are properly prepared and in accordance with applicable FTR, JTR, FAM, the Department, and internal regulations.

4.7 Relocation Travel Authorizations

A signed service agreement, approved CD-29, Travel Authorization and a [CD-150](#), Request for Authorization of Travel and Moving Expenses must be issued to the relocating employee prior to incurring any expenses. The CD-29 and CD-150 should be completed, approved, and issued at least six weeks prior to the enter-on-duty date (EOD). This requirement covers all relocation authorizations with the exception of a Temporary Change of Station (TCS).

4.8 Relocation TA Amendments

As a general rule, after an employee travels, the Bureau/Operating Unit cannot retroactively amend an employee’s travel authorizations to increase or decrease an employee’s entitlement unless the TAs were clearly erroneous due to administrative error. Those circumstances are:

- a. There is an error on the face of the authorizations; and
- b. The authorizations do not conform to applicable statutes and regulations.

4.9 Service Agreement ([FTR§302-2.13](#))

Relocation candidates are required to sign a service agreement (CD-150). The employee will also be required to sign a disclosure statement, which is included on the CD-150 acknowledging whether the employee or domestic partner will receive relocation expenses paid by another Government agency or a private source. Temporary change of station (TCS) and SES last move home are not required to sign a service agreement.

If an employee violates his/her service agreement for reasons within the employee’s control, there will be no reimbursement of relocation expenses. Any reimbursements that have already been made to the employee or on behalf of the employee become a debt due to the Government and must be repaid immediately. If it is determined that the violation of the service agreement occurred for reasons beyond the employee’s control, the agency may waive any relocation debt incurred on the employee’s behalf. To request a waiver of debt for relocation expenses, a memorandum specifying the reasons beyond the employee’s control that are acceptable to the Bureau/Operating Unit must be submitted by the authorizing official through the Bureau/Operating Unit approval chain, and submitted to the Bureau CFO for approval.

4.10 Authorized Expenses

Relocation expense reimbursement may be offered when it is in the best interest of the Government to fill a job vacancy, especially for a critical shortage position, that will enable the Government to hire a highly qualified individual for a hard-to-fill position. Relocation expenses that are not authorized or are allowable will not be reimbursed. Discretionary allowances should be authorized when they benefit the Government. A request for authorization of relocation expenses must be approved on a TA before any expenses are incurred. The following types of discretionary expenses must be specifically authorized on the relocation travel authorization and include specific time limitations:

Table 1a: New Appointees: Entitlements Relocation Allowance	CONUS	OCONUS
Transportation for employee and immediate family members (FTR §302-4.100)	X	X
Per Diem employee only (FTR §302-4.200)	X	X
Transportation and temporary storage of household goods (FTR §302-7)	X	X
Extended storage of household goods (Allowed for isolated duty station only) (FTR §302-8)	X	X
Transportation of a mobile home or boat used as primary residence in lieu of the transportation of household goods (FTR §302-10.1)		X

Table 1b: New Appointees: Discretionary Relocation Allowance	CONUS	OCONUS
Shipment of Privately Owned Vehicle (POV)	X	X
Temporary Quarters Subsistence Expense (TQSE)		X

Temporary Quarters Subsistence Allowance (TQSA)		X
House-hunting Trip		X
Foreign Transfer Allowance (FTA)		X
Miscellaneous Expense Portion of FTA		X
Use of Relocation Service Companies		X
Home Marketing Incentives		X

Table 2a: <u>Transfer Employees:</u> Entitlements Relocation Allowance	BETWEEN CONUS	BETWEEN OCONUS	FROM CONUS TO OCONS	FROM OCONUS TO CONUS
Extended storage of household goods		X		
Extended storage of household goods (only to a designated isolated duty station) (FTR §302-8.100)	X		X	X
Miscellaneous expenses		X	X	X
Miscellaneous moving expenses	X			
Relocation Income Tax Allowance (RITA) (FTR Part 302-17)	X	X	X	X
Sell or buy residence transaction or lease termination expense	X		X	X
Temporary Quarter Subsistence Expense (TQSE)		X	X	X
Transportation and per diem for employee and immediate family members (FTR §302-4.100)	X	X	X	X
Transportation and temporary storage of household goods	X	X	X	X
Transportation of a mobile home or boat used as primary residence in lieu of the transportation of household goods (FTR Part 302-10)	X			

Table 2b: <u>Transfer Employees: Discretionary Relocation Allowance</u>	BETWEEN CONUS	BETWEEN OCONUS	FROM CONUS TO OCONUS	FROM OCONUS TO CONUS
Foreign Transfer Allowance (FTA)			X	
Home Marketing Incentives (FTR Part 302-14) *When transfer is to Alaska or Hawaii.	X		X*	
House-hunting per diem and transportation for employee and spouse only (FTR Part 302-5)	X			
Miscellaneous Expense Portion of FTA				
Shipment of Privately Owned Vehicle (POV) (FTR Part 302-9)	X	X	X	X
Temporary Quarters Subsistence Allowance (TQSA) (FTR Part 302-6)	X		X	
Temporary Quarters Subsistence Expense (TQSE) (FTR Part 302-6) *Not authorized in a foreign area, check DSSR for eligibility. **When transfer is to Alaska, Hawaii or a U.S. territory TQSE may be allowed.			X	
Use of Relocation Service Companies *Authorized when transfer to Alaska or Hawaii.	X		X*	
Property Management Services		X	X	

Table 3a. Entitlement Relocation Allowance	Return from OCONUS to Residence Separation	Last Move Home Separation - SES	Tour Renewal Agreement
Per Diem employee only (FTR Part 302-4)	X	X	X
Transportation and temporary storage of household goods (FTR Part 302-7)	X	X	
Transportation of a mobile home or boat used as primary residence in lieu of the transportation of household goods (FTR Part 302-10)		X	X
Transportation for employee and immediate family members (FTR §302-4.100)	X	X	
Table 3b. Discretionary Relocation Allowance			
Shipment of Privately Owned Vehicle (POV) (FTR Part 302-9)	X	X	

4.11 Time Limits ([FTR §302-2.110](#))

Employees must complete all aspects of relocation within one year from the effective date of their appointment. An [extension](#) of up to one additional year may be granted for residence transactions for reasons beyond the employee's control and are acceptable to the agency. Acceptable reasons would include but are not limited to the inability to locate adequate housing due to the real estate market, acts of Nature, delays of overseas shipments, or active military duty or furlough. Employees who are granted an extension must complete all aspects of their relocation travel within two years.

4.12 Travel Advances

Travel advances will be allowed based on the entitlements as listed in the FTR. If it becomes necessary to issue travel advances, the Bureaus/Operating Units are responsible for establishing internal policies and procedures for the disbursement of relocation travel advances in accordance with the FTR.

4.13 Temporary Change Station (TCS) ([FTR §302-3.400](#))

A TCS will be authorized as necessary to accomplish the Department's mission effectively and economically when an employee is directed to perform an assignment at an alternate duty station for a period of not less than six months and no more than 30 months. A cost savings must be realized for a temporary change of station in lieu of a long term TDY. A cost comparison is required that would compare the total cost of long-term TDY travel versus the TCS. The cost comparison must be submitted in writing with the TA. A temporary change of station will not be authorized for any distances less than 50 miles from the employee's official duty station.

4.13.1 TCS HHG

Extended storage of household goods (HHG) may be allowed to assist the employee in protecting their personal items during a TCS. Extended storage of HHG for a TCS may be authorized when the employee cannot take their personal effects to the temporary duty station location or they cannot be used at the temporary duty station. For OCONUS only: AU/Os may approve extended storage of HHG for a temporary change of station when it is more economical than transporting the HHG to the temporary duty station or if it is in the best interest of the Government.

4.13.2 TCS Exceeding 30 Months

If an employee is permanently assigned to a temporary duty station (assignments exceeding 30 months) the Department must either permanently assign the employee to the temporary duty station or return them to the official station. The Department must pay the expenses for returning the employee to the official station unless the determination has been made to permanently assign the employee to the temporary duty station. There will be no reimbursement for extended storage of household goods or property management services beyond 30 months. Refer to [FTR §302-3.426](#) and [FTR §302-3.427](#) regarding the payment of TCS expenses when an employee is permanently assigned to a temporary duty station.

4.13.3 TCS for Long-Term Assignment

A TCS may be authorized for a long-term assignment after considering the following factors:

- a. Cost considerations – the total cost of per diem, transportation, and miscellaneous expenses for a long-term assignment as compared to the total cost of paying allowable expenses for a TCS; and
- b. Employee concerns – when an employee has been directed to report to a long-term assignment, there can be issues with morale and job performance because the employee is away from their family. A TCS could allow for the family members to accompany the employee to the TCS.

4.14 Allowances for Subsistence and Transportation

4.14.1 Per Diem ([FTR §302-4.200 Subpart C-Per Diem](#))

For travel Outside the Continental United States (OCONUS), per diem allowances for en route relocation travel between the old (CONUS or OCONUS) and new (OCONUS) official stations will be at the applicable locality rate. En route travel follows the same rules as temporary duty travel. When lodging is not required, the M&IE standard CONUS rates apply; however, lodging costs will not be paid.

4.14.2 Transferred Employees ([FTR §302-4.204](#))

The employee's spouse or domestic partner may receive three-fourths of the employee's daily per diem during the PCS travel. If traveling in one or more POV, and the same route and day, the spouse/domestic partner is considered accompanied for per diem purposes.

Eligibility	Rate of Pay
Immediate Family Age 12 or older	Three-fourths the Traveler's per diem rate
Children under 12	One-half the Traveler's per diem rate

4.15 Transportation

4.15.1 POV Driving Distance ([FTR §302-4.400](#))

Employees performing relocation travel must adhere to a reasonable minimum driving distance when traveling by a POV. The employee must drive an average of 300 miles per day. When a POV is authorized, the distance between the old and new duty stations must be less than 250 miles.

In order to determine how many per diem days to authorize for en route travel, divide the average number of miles 300 each day by the total number of miles from the old duty station to the new duty station. Exceptions to the minimum daily driving requirements include but are not limited to reasonable accommodations, an incapacitating illness, weather-related delays, acts of Nature, or other delays that are beyond the employee's control.

4.15.2 Exceptions to Driving Distance ([FTR §302-4.401](#))

Authorizing Officials must approve all exceptions to the minimum daily driving requirements. Exceptions to the minimum driving distance must be specifically authorized and justified on the travel authorization or post approved on the travel voucher.

4.15.3 Use of More Than One Privately Owned Vehicle (POV)

4.15.3.1 One or More POV Used ([FTR §302-4.500](#) and [FTR §302-4.501](#))

One POV is authorized as being advantageous to the Government. Use of no more than two POVs may be approved when authorized on the TA under one of the following exceptions:

- a. Immediate family and luggage cannot reasonably fit in one vehicle;
- b. Age, physical condition, or other medical need requires reasonable accommodations;
- c. The employee is required to report to new official station before the immediate family, whose delay is acceptable such as completion of school term, sale of property, settlement of personal business affairs, disposal or shipment of household goods, and temporary unavailability of adequate housing at the new official station;
- d. A member of the immediate family performs unaccompanied travel between authorized points other than those for the employee's travel; or,
- e. Immediate family members must be at the new official station, for acceptable reasons such as school enrollment, prior to employee reporting date.

4.16 Allowance for House Hunting Trip (HHT) Expenses ([FTR 302-5 Subpart A](#))

4.16.1 HHT ([FTR §302-5.1](#))

House hunting trips are discouraged. However, when it is determined to be in the best interest of the Government, a HHT may be authorized. Expenses for child/pet care services are not reimbursable. House hunting trips should not begin until the employee has a current appraisal of the residence to be sold at the old official duty station and they have an approved signed travel authorization and service agreement. HHT must not exceed 10 calendar days. New appointees are not eligible for HHT expenses allowance.

4.16.1.1 Rent Back Option

If an employee sells his/her residence, he/she may not lease it back from the new owner and claim TQSE for the period occupied. The employee must vacate the residence before claiming TQSE.

4.16.2 Use of Common Carrier or POV ([FTR §302-5.14](#))

When using common carrier transportation, a compact rental car may be authorized. Taxi fare reimbursement is limited to transportation between the common carrier terminals and the residence at the old duty station or place of lodging at the new duty station. This is limited to one round trip. Common carrier must be used for any trip with a distance greater than 250 miles. Mileage reimbursement to the airport or in conjunction with authorized POV use will be at the current IRS/GSA mileage rate.

4.17 Allowance for Temporary Quarters Subsistence Expenses (TQSE) ([FTR Part 302-6](#))

4.17.1 General Rules ([FTR §302-6.303](#))

The Department will abide by FTR in regards to factors to consider in determining whether the TQSE allowance is actually necessary. All Department employees must adhere to the policies and procedures set forth in this Handbook when executing relocation travel on behalf of the Department. TQSE is applicable to transferees only.

4.17.2 Approvals

The authorizing official shall make the final determination as to whether the payment of Temporary Quarters Subsistence expenses is appropriate and in the best interest of the Government. Each Bureau/Operating Unit has the option of determining whether they will offer the option of a lump sum amount for Temporary Quarters Subsistence. An offer of a lump sum amount in lieu of the actual TQSE reimbursement method should only be made when it is in the best interest of the Government. Justification for allowing payment of TQSE at other than the old and/or new official duty station must be shown on the travel authorization.

4.17.3 Length of Time

The authorizing official will determine the appropriate length of time for TQSE. Initially, TQSE may be authorized for up to 60 consecutive days (30 day increments). If it is determined that there is a compelling reason for the employee to continue occupying temporary quarters beyond 60 consecutive days, an extension of up to 60 additional days in intervals determined by your Bureau may be authorized not to exceed 120 days. TQSE will not be paid for a period exceeding 120 days. Whenever a house-hunting trip is taken, the length of time for TQSE will be reduced to 30 days maximum, unless there are extenuating circumstances. In extenuating cases, an additional 15 days may be requested. The authorizing official will determine whether quarters are temporary.

4.17.4 Lease Agreement ([FTR §302-11.320](#))

If an employee signs a long-term lease on an apartment or house, he/she cannot claim occupancy of the leased property as temporary quarters for the period authorized for TQSE. The quarters must be rented on a temporary basis to qualify for TQSE. By signing the CD-150, employees are attesting that quarters are temporary and will not become their permanent residence. If it is determined that temporary quarters (TQ) become the employee's permanent residence, any money advanced to the employee for TQ must be returned to the agency.

4.17.5 Other Lodging Arrangements

Payments of lodging to relatives and/or friends are not reimbursable unless there is proof that housing the employee and/or family members resulted in an increased cost in utilities or other measurable expenses to the relative or friend. It is not reasonable for employees to agree to pay relatives the same amounts they would have to pay for lodging in a commercial establishment.

4.18 Actual TQSE Method of Reimbursement

4.18.1 TQSE Claims ([FTR §302-6.100](#))

To claim actual TQSE, employees must itemize expenses on Form CD-372, Expense Record for Temporary Quarters. The form must be attached to the CD-370, Travel Voucher, to support the temporary quarter's expenses being claimed. Receipts are required for all lodging, laundry, and dry cleaning expenses, except when coin-operated facilities are used.

4.18.2 Authorized ([FTR §302-6.104](#))

TQSE is authorized as follows:

- a. Initial period of TQSE: The authorization for TQSE and the length of time for occupancy shall be authorized in advance on the employee's travel authorization.

All breaks in TQSE must be explained on the travel voucher or on the CD-372, Expense Record for Temporary Quarters;

- b. Additional time of TQSE: Extensions are not automatic. Travel authorizations must be amended to indicate extensions of TQSE. Authorizations to extend TQSE and the number of days authorized must not exceed 15-day increments. Additional time will be authorized only in circumstances where there are compelling reasons beyond the employee's control.

4.18.3 Extensions ([FTR §302-6.105](#))

Compelling reasons for an extension of TQSE can be found in the FTR. The following are NOT considered compelling reasons to extend TQSE:

- a. Poor housing market (as opposed to inadequate housing conditions);
- b. General economic conditions of the old or new official duty station;
- c. Personal financial concerns of the employee, e.g., a desire to receive a reimbursement or capital gain in a different tax year;
- d. Inability, for whatever reason, to sell residence;
- e. The spouse's continued employment in the old area, which delays the movement of the family to the new area;
- f. The children's continued attendance at school(s) in the old duty location, which delays the family's move;
- g. Inability to locate permanent quarters (rental, lease, or purchase) in an area of moderate housing, due to personal preferences and decisions;
- h. Acceptance of an extended possession date at the time the contract for permanent quarters was signed.

4.18.4 Lump Sum Reimbursement for TQSE ([FTR §302-6.201](#))

The TQSE lump sum calculation is 30 days. The following factors should be considered before offering an employee a lump sum reimbursement option for TQSE:

- Overall cost of the lump sum reimbursement options as compared to the estimated expenses that would be incurred for the actual amount;
- Expected length of TQSE;
- Ease of administration; and
- Treatment of the employee.

If the employee is offered a lump sum amount for TQ, the employee may choose between the actual and lump sum amount reimbursement. The employee's decision must be indicated on the travel authorization and may not be changed at a later date. Lump sum amount TQSE is limited to 30 days, but may be authorized for less than 30 days. No extensions are allowed under the lump sum reimbursement option. No extensions are authorized under this payment option.

4.19 Fixed Amount Reimbursement

4.19.1 Fixed Amounts

There are several advantages under the fixed amount reimbursement method:

- a. The employee can be reimbursed for the full amount as soon as the residence is vacated;
- b. No receipts are required;
- c. The employee does not have to incur the expense to be reimbursed; and
- d. The employee will be reimbursed even if he/she does not occupy temporary quarters for the full period.

4.19.2 Number of Days

The traveler authorizing official negotiates with the employee to determine the number of days of TQSE received under the fixed amount reimbursement method, providing the number of days does not exceed 30 days.

4.19.3 Method Used

The employee may be authorized TQSE under the fixed amount reimbursement method, if the employee is moving to a location where there are assigned Government furnished quarters, as long as the number of days are reduced to the number of days that Government quarters are not provided.

4.19.4 Old/New Duty Station

If the employee's family remains at the old residence and the employee relocates to the new duty station, the employee will not be paid TQSE for his/her family until the family vacates the old residence; thus, the entitlement will be limited to only the employee.

If the employee is offered a fixed amount for TQSE, he/she may choose between the actual and fixed amount reimbursement. The employee's decision must be indicated on his/her travel authorization and may not be changed at a later date. Fixed amount TQSE is limited to 30 days, but may be authorized for less than 30 days. No extensions are allowed under this method.

4.20 Transportation and Temporary Storage of Household Goods, Professional Books, Papers, and Equipment (PBP&E) and Baggage Allowance ([FTR Part 302-7](#))

4.20.1 Expense Method

The Department uses the Actual Expense Method whenever the GSA cost comparison indicates a \$100 or more cost savings. The responsibility for the shipment of household goods will be determined by the Bureau/Operating Unit Point of Contact (POC).

4.20.2 Approvals

The table below outlines the authorizing officials' responsibilities for approving Shipment and Storage of Household Goods (HHG):

Topic	Responsibilities
Transportation and Payment	AU/O will approve the use of a commuted rate or actual expense for the transportation and payment of HHG, Professional Books Papers, and Equipment (PBP&E), and temporary storage.

Topic	Responsibilities
	<p>AU/O may authorize any temporary storage in excess of the initial 60-day limit NTE 150 days. The initial 60 days of temporary storage may be extended for an additional period of up to 90 days or a portion thereof if warranted. An extension may be requested by sending a memo to the bureau-designated individual. Refer to FTR §302.7.10 for circumstances that could justify an extension.</p>
Shipment	<p>AU/O will determine whether the shipment of PBP&E will be shipped as an agency administrative expense and must be specially authorized on the TA.</p> <p>AU/O shall determine whether the shipment of HHG should be performed under the actual expense method (through a Commercial Bill of Lading) or the commuted rate (employee handles the shipment). The method chosen must be in the best interest of the Government. Factors to consider when choosing the method of shipment would include the cost of each method, the ease of administration for the method chosen, and the increased liability that is assumed by the employee under the commuted rate method.</p> <p>When authorized, shipping PBP&E should be included as part of the HHG shipment. The combined weight of the HHG in combination with the PBP&E may not exceed 20,000 pounds net weight (which allows for up to 2,000 pounds for packing materials). PBP&E may be shipped as an administrative expense.</p>
Unaccompanied Air Baggage (UAB)	<p>AU/O may approve the shipment of UAB when in connection with a permanent change of station for OCONUS transfers, renewal agreement travel, and temporary change of station. An UAB shipment may be authorized prior to transferring from a CONUS location to an OCONUS location, between OCONUS locations, or from an OCONUS location to a CONUS location. UAB for CONUS to CONUS shipments is not allowed.</p> <p>The method chosen must be in the best interest of the Government. Factors to consider when choosing the method of shipment would include the cost of each method, the ease of administration for the method chosen, and the increased liability that is assumed by the employee under the commuted rate method.</p>

4.20.3 Excessive Cost

The employee is responsible for any excess costs or charges relating to the shipment or storage of HHG. The Bureau/Operating Unit Finance Office receives an invoice from the shipping company, which undergoes a mandatory audit by a third party. The audit may reveal excess charges that were not allowable or authorized. The Finance Office will pay the invoice in full and bill the employee for any overages through customary Bureau/Operating Unit billing procedures.

4.20.4 Assembly

The employee must disassemble and reassemble, before and after moving, the following items: ice maker, swing sets, outdoor playground equipment, television and radio antennas, satellite dishes, storage sheds, gas dryers, pool tables, hot tubs, water beds, and dog kennel/dog run. If the employee is not qualified to complete this task, a certified technician may be hired and the charge may be claimed as part of the miscellaneous expenses on the travel voucher.

4.21 Claims for Lost or Damaged Household Goods ([FTR §302-7.12](#))

4.21.1 Lost/Damaged HHG

For lost or damaged household goods, the employee must first submit a claim to the carrier by certified mail, return receipt requested. This can be accomplished by contacting the delivering carrier to acquire claim forms and a visit from the carrier's representative to inspect and verify loss or damage. Additionally, the employee should mail a follow-up letter to the carrier. If loss or damage is observed as the carrier unloads and unpacks, the letter must be postmarked within five working days after delivery of the employee's household goods. If loss or damage is discovered by the employee while unpacking or after the carrier has completed delivery, the letter must be postmarked within 15 calendar days after the delivery of the household goods.

4.21.2 Claims

The responsibility for advising employees on the Government's liability for any lost or damage claims under 31 U.S.C. 3721-3723 shall be determined at the Bureau/Operating Unit level. If the employee determines loss or damage upon delivery, he/she must note the incident on the inventory and have the carrier's driver also sign. If the driver refuses, or if the loss or damage is discovered later, the employee should immediately call the carrier's destination agent and request a representative to verify the loss and/or damage. Further the employee must promptly prepare a list of the lost or damaged items with the following information for each:

- a. Carrier's inventory number;
- b. Description of item(s);
- c. Description of damage or statement of loss;
- d. Estimated purchase date and cost of the lost or damaged article(s);
- e. Repair or replacement costs; and
- f. Estimated weight.

4.21.3 Settlement

If the employee is not satisfied with the carrier settlement, a claim can be filed with the Government under the Military Personnel and Civilian Employees Claims Act of 1964 (31 3721). The employee must complete Form CD-224, Employee Claim for Loss of or Damage to Personal Property. Follow the procedures established in [DAO 203-17](#) for filing claims.

Employees should also refer to the General Services Administration (GSA) pamphlet entitled "[Shipping Your Household Goods](#)," Part 7: Claims and Complaints, for further information on filing claims. Also refer to Handbook for [Relocating Federal Employees](#).

4.21.4 Shipment via CBL

If the employee's shipment was made via the commercial bill of lading (CBL) method, the carrier is required to acknowledge claims within 10 days after receipt. If shipment was made via the commuted rate system, the carrier is required to acknowledge claims within 30 days after receipt. The carrier is required to pay, decline, or offer a compromise settlement within 120 days after receipt unless there are reasons beyond its control, which prevent settlement.

4.21.5 Authority

Bureau/Operating Unit claims officers have the authority to process claims and submit vouchers for payment. All claims equal to or exceeding \$5,000 will be forwarded to the Department's Assistant General Counsel for Administration and Transactions for final review. Upon notification of the Office of General Counsel's approval, the claims officer will submit a voucher for payment.

4.22 Household Goods and Personal Effects Transported Within CONUS

4.22.1 HHG and Personal Effects

Household goods and personal effects allowable for transport at the Government's expense include household furnishings, equipment and appliances, furniture, clothing, books, snowmobiles and vehicles with two or three wheels (not to exceed 18,000 pounds).

4.22.2 Employee Responsibilities

The employee must carefully watch the carrier pack, inventory, and load his/her household goods. The employee will receive a complete copy of the carrier's inventory form. Notations should be made on the inventory form regarding any disagreement with the carrier's evaluation of the condition of the household goods before the employee signs the inventory form. If the employee is claiming full valuation and there are any items of exceptional value, he/she should make certain that a copy of a bona fide, current appraisal is attached to the inventory copy being retained.

The moving company will unpack household goods upon request. This consists of unpacking the items and placing them on counter top, or tabletops, etc. The moving company is only required to place furniture one time. Damage or loss should be noted on the delivery receipt before the employee signs. The carrier's driver should co-sign the notation. The carrier is also responsible for removing all the debris from unpacking.

Do not include the following in the household good shipment:

- a. Automobiles, trucks, vans, and similar motor vehicles; large boats; airplanes; gliders; mobile homes; camper trailers; and farming vehicles; outboard motors; major vehicle parts such as engines;
- b. Live animals, birds, fowls, and reptiles;
- c. Cord wood and building materials;

- d. Property for resale, disposal, or commercial use rather than for use by the employee or the immediate family;
- e. Property liable to impregnate or otherwise damage equipment or other property (e.g. hazardous articles including explosives, flammable and corrosive materials, poisons, etc.);
- f. Articles that cannot be taken from the premises without damage to the article or premises; and
- g. Perishable articles including frozen foods, articles requiring refrigeration, or perishable plants unless:
 - i. Shipment is to be transported not more than 150 miles and/or delivery accomplished within 24 hours from the time of loading;
 - ii. No storage of shipment is required; or,
 - iii. No preliminary or en route servicing or watering or other preservative method is required of the carrier.

4.23 Shipment of Household Goods To and From OCONUS

4.23.1 Common Carrier Rates

If door-to-door common carrier rates are not applicable, allowable costs include the actual costs of drayage, to and from the common carrier, for goods not in excess of the authorized weight.

4.23.2 Allowable Expenses

Packing, crating, and transportation allowable expenses include expenses incurred in hiring, transporting, and packing lifting vans when shipments are made in whole or in part by water, but do not include charges in connection with any shipment or storage of empty lift vans or import duties on lift vans.

4.23.3 Valuation

The valuation of property, as declared for shipping, will not exceed that to which the lowest freight rates apply. An employee may declare excess valuation, above the minimum permitted, if he/she assumes all additional expenses as a result of the excess valuation including the cost of insurance needed to protect the higher valuation.

4.23.4 Allowable Transportation

The allowable transportation and related services may be obtained from any available commercial carrier, except, all shipments of property by water shall be made on ships registered under the laws of the United States whenever such ships are available.

4.23.5 Shipments

Commercial shipments will be made on bills of lading or purchase authorizations whenever possible; otherwise, reimbursement shall be made to the employee for transportation expenses actually and necessarily incurred within the limitations prescribed by this section. If the services rendered cover, in addition to transportation, other services such as packing, crating, drayage, unpacking, and temporary storage, the total charge for the services shall be itemized to show the specific charge for each service.

4.24 Allowances for Extended Storage of Household Goods (HHG) ([FTR Part 302-8](#))

4.24.1 Temporary Storage ([FTR §302-8.1](#))

The maximum number of temporary storage days the Government will pay for is 150. If a shipment is in storage past 150 days, it will be converted to commercial storage and the insurance coverage, under the Government contract, will terminate. The employee is still entitled to a delivery out of storage at the Government's expense even if the time in storage exceeds 150 days, as long as the delivery is prior to the ending date of the one-year period allowed for completion of a PCS. The only exception to this time limit is if an extension is granted for the relocation.

4.24.2 Storage Beyond 30 days

Storage of household goods beyond 30 days is treated as a taxable income item and is reportable. This is reported as taxable income paid to a 3rd party.

4.24.3 Storage 90 days Extended

The initial 90 days of temporary storage may be extended for an additional 90 days, or a portion of, if warranted, in 15-day intervals. The employee may request an additional 90 days by sending a memo to the designated authorizing official. Examples of circumstances that could justify the additional 90 days are:

- a. An intervening temporary duty assignment or long-term training agreement;
- b. Non-availability of suitable housing at the new duty location;
- c. Serious illness of employee or illness/death of dependent;
- d. Delays in construction work on a new or renovated residence; and
- e. Strikes, acts of Nature or other circumstances beyond the employee's control.

4.25 Allowances for Transportation and Emergency or Temporary Storage of a Privately Owned Vehicle (POV) ([FTR Part 302-9](#))

4.25.1 General Rules

4.25.1.1 POV Shipment ([FTR §302-9.4](#))

Shipment of a POV must be stated on the approved travel authorization, must be advantageous to the Government and meet the minimum 600 miles distance test. If the employee ships a POV without authorization, reimbursement will not be made. The employee's POV must meet the environmental and safety standards of the United States, to be eligible for shipment. The employee may not ship a leased vehicle as a POV at the Government's expense; and, there is no reimbursement for expenses associated with breaking a leased vehicle. Cost to ship a POV must not exceed the value of the POV.

4.25.2 Outside CONUS

4.25.2.1 Transfer Post

If the employee is authorized to transfer to a post of duty OCONUS, he/she may be approved to ship only one POV to the actual post of duty and not to an alternate location.

4.25.3 Transportation of a POV Within the Continental United States (CONUS) ([FTR Part 302-9 Subpart D](#))

4.25.3.1 Shipping Multiple POVs

The employee is authorized to ship one POV. If the employee must report to the new official station several weeks before the immediate family can join him/her, one POV may be shipped and the family may drive the other, if they meet the exceptions listed at C302.4.501.

4.25.3.2 Additional Cost for Shipping a POV

If the employee ships a POV to the new official station, the Government will not pay for shipping additional personal items by airfreight nor pay excess baggage charges. If the employee ships a POV, reimbursement for a car rental or taxi cab at the new official station, until the POV arrives, is not permitted. The Government cannot provide a Government vehicle for the purpose of commuting to and from work while waiting for the arrival of a POV that has been shipped. The employee POV cannot be considered as part of household goods. A POV must be shipped on a separate bill of lading. Authorization of this expense will be reviewed on a case-by-case basis and approved by the Bureau/Operating Unit CFO/Deputy CFO.

4.25.3.3 POV Insurance

The employee's POV insurance may or may not continue to cover the vehicle while it is being transported to the new duty station, because coverage varies between different insurance companies. The employee should consult his/her insurance company regarding the coverage his/her policy offers during shipment. The Government does provide insurance on a POV while it is being shipped, because the carrier is required to provide insurance, if it is shipped on a bill of lading.

4.26 Allowances for Transportation of Mobile Homes and Boats Used as a Primary Residence

4.26.1 Eligibility

Eligibility for this allowance requires written certification, on the employee's travel voucher, that the mobile home is for use as a primary residence for him/her and/or his/her immediate family at the new duty station.

4.26.2 Transporting Mobile Home

When transporting a mobile home, partly by commercial carrier and partly by private means, the allowances apply for each respective portion.

4.26.2.1 Allowance for TQ

Allowances for temporary quarters for the employee and his/her immediate family may be authorized only while awaiting arrival of a mobile home is being shipped by a commercial carrier.

4.27 Allowances for Expenses Incurred in Connection with Residence Transactions

4.27.1 Preferred Method

The employee may select a preferred method of reimbursement for the sale of his/her residence:

- a. Direct Sale Method: The employee markets and sells the residence at the old official duty station within 60 days. The employee will file for direct reimbursement of the allowable costs incurred; or,
- b. Relocation Services Program: The employee will enroll in the relocation services program (Refer to [FTR Part 302-12](#)).

4.27.2 Time Limitations

4.27.2.1 Settlement Dates

Settlement dates for the sale, purchase and/or lease termination transactions, for which reimbursement is requested, must happen not later than one year, after the date, which the employee reports for duty at the new official station. However, upon written request, before the one-year period is completed, an additional one-year period may be authorized if warranted. (Refer to [FTR §302-11.22](#))

4.28 Use of a Relocation Services Company ([FTR Part 302-12](#))

All Bureaus/Operating Units do not offer use of a relocation services company.

4.28.1 Home Value

4.28.1.1 Maximum Home Value

The maximum home value the Department will pay for home sale services is \$700,000. The STO will review the requests to waive the \$700,000 maximum home value for home sale services prior to approval by the CFO/ASA.

4.28.1.2 Waiver

A memorandum of request for a waiver of the maximum home value, in which a bureau will pay for home sale services, along with a copy of the listing agreement and a signed travel authorization, should be submitted by the approving official, through the Bureau/Operating Units/Line Office CFO, and submitted through the STO for recommendation for approval by the CFO/ASA.

4.28.2 Buyer Value Option (BVO) Process

4.28.2.1 BVO

The “buyer value option” is considered the most cost effective method when using third party services. Employees must market their residence under BVO program. The relocation vendor will provide the employee with a list of qualified, certified ERC appraisers to conduct an appraisal. The employee will select two appraisers and one alternate in authorization of preference.

NOTE: The employee may choose an appraiser who is not on the list; however, the appraiser must be ERC certified. Upon receipt of the disclosure statement and notification of the transferee's choice of appraisers, the vendor authorizations two independent appraisals, a title search, and any required inspections.

4.28.2.2 Appraisal

The appraisal is made in an "as is" condition using an "Employee Relocation Council" appraisal form, and will be based on a market time of 120 days or the average time for the particular area (from the date of listing to the date of sale). A third party appraisal is required, if there is a five percent or greater variance between the two appraised values. The employee is allowed to submit comparable sales for the appraisers' consideration.

After the appraisal process is completed; the company will make the employee a verbal offer. This offer will be the average of the two values or, in the case of a third appraisal, the average of the two closest appraisals.

4.28.2.3 Accept or Reject Offer

The employee has 60 days from the date of the verbal offer to accept or reject the company's appraised value offer or utilize the amended value offer option.

The employee has 30 calendar days from receipt of the written offer to request a reevaluation of the written appraised value offer. Reevaluation should be completed within the 60-day acceptance period.

Once an offer is accepted, the employee signs the contract of sale, has it notarized, and returns it to the company.

4.28.3 The Amended Value Sale (AVO)

4.28.3.1 AVO

The "amended value sale" requires the employee to coordinate an offer from an outside party; however, the employee may not sign a third party offer or binder, accept earnest money, or accept a down payment on a home. In addition, the exclusion clause must be in the listing agreement.

The Company determines if all contingencies are acceptable, and whether or not the offer will net a greater return than the company's offer. If acceptable, the company will:

- a. Instruct the employee to change the company's contract of sale to the higher offer price; and
- b. Instruct the employee to send the company a properly executed amended contract of sale, unsigned third party offer, and other necessary documents.

Following receipt of the amended contract of sale, the relocation company will calculate and pay the equity to the employee, based on the amended value. The employee bears no risk if the sale falls through or if the original terms change. If the sale falls through, it will revert to an appraised value sale and be filed accordingly.

The employee must vacate the property 45 days after the day of acceptance, maintain the property in the same condition as when it was appraised, carry costs until the vacate date; and, transfer the title directly to the vendor at the time of acceptance or the vacating date, whichever is later.

4.29 Other Services

4.29.1 Types of Services

Other services offered at no cost to the employee or the Government includes:

- a. Marketing assistance -- at old duty station;
- b. Renter assistance -- at new duty station;
- c. Buyer assistance -- at new duty station; and
- d. Mortgage counseling -- at new duty station.

4.29.2 Home Marketing Incentive Payments ([FTR Part 302-14](#))

4.29.2.1 Marketing Incentive

The Home Marketing Incentive Payment is designed to reduce the Government's relocation costs by encouraging transferred employees to independently market and find a bona fide buyer for their residence. Bureaus/Operating Units who authorizes home marketing incentive allowance should ensure that the cost associated with this payment does not increase the overall cost to the Bureau/Operating Unit. Employees who earn the home marketing incentive allowance will generally produce a net savings to the Bureau/Operating Unit by reducing the fees paid to the relocation service company, reducing the time in temporary quarters and reductions of other administrative costs. The Bureau/Operating Units CFO/Deputy CFO must approve this incentive based on a cost savings and the employee's effort in marketing the residence.

4.29.2.2 Maximum Incentive

The maximum home marketing incentive an employee may receive is five percent of the amended value sale price of the employee's residence or the savings realized by the bureau. The savings to the Bureau will be calculated by subtracting the fees paid on the amended value sale from the fees that would have been paid on an appraised value sale of the residence. The employee will not be reimbursed for marketing expenses necessary to obtain an amended value sale. Marketing expenses are reimbursed on direct sales only.

4.29.2.3 Home Sale Enrollment

If the employee requested enrollment in the home sale program within ten (10) days of being notified of the transfer and obtained an amended value sale for the residence, the Bureau may pay a home marketing incentive allowance.

4.29.2.4 TQ for more than 60 days

If the employee is reimbursed for occupying temporary quarters for more than 60 days, he/she will not be entitled to a home sale incentive allowance.

4.29.2.5 Use of a Realtor

The employee is encouraged to use a real estate agent within the third party network when marketing their residence, because they understand the Government relocation program. When an acceptable offer is received, the offer should be immediately transmitted to the Relocation Services Company, prior to signing an acceptance. The employee must include an exclusion clause in the contract with the real estate agent so the residence can be sold to the Relocation Services Company without obligating the employee to pay a commission. If the employee receives an offer from a buyer, the employee should not sign the contract between him/her and the new buyer. The employee will sell the property to the Relocation Services Company. The Relocation Services Company will sell the property to the new buyer and is responsible for all closing costs.

The employee's real estate agent will receive the appropriate commission from the Relocation Services Company if the offer is accepted.

4.29.2.6 Use of the Home Sale Program

The employee must participate in the home sale program and use the Relocation Services Company to receive a home sale incentive allowance. The program purpose is to encourage employee to actively market their home and to bring an amended sale. The employee cannot sell the house on his/her own, but can aggressively market the residence and find a bona fide buyer.

4.29.2.7 Use of a Relocation Services

The employee must obtain an offer that is acceptable to the Relocation Services Company to receive the home sale incentive allowance. If the offer contains contingencies, the borrower cannot qualify financially, or the sale does not meet other terms of the contract, the Relocation Services Company is not obligated to accept the offer.

4.29.2.8 Claims

To claim the employee home sale incentive allowance, the employee must file a travel voucher supported by a copy of the appraised value offer, and a copy of the signed amended sales contract to transfer the residence to the Relocation Services Company. The employee's servicing finance office will determine the amount of the incentive allowance upon receipt of claims showing the residence was sold.

4.29.2.9 Withholding Taxes

The employee's Bureau will withhold Federal, State, local income, and the applicable social security taxes from the Home Marketing Incentive Payment. This withholding will be an estimated amount and will be reported to the payroll office for final calculation.

4.29.2.10 Method Used for Withholdings

The employee's Bureau may use either of the following methods for determining the estimated tax to withhold:

- a. A predetermined percentage that closely estimates the tax liability for all employees may be applied, with the payroll system making any necessary adjustments;

- b. A calculation that withholds 28 percent for Federal Withholding Tax, 7.65 percent for FICA tax (1.45 percent if the employee is covered by the Civil Service Retirement System (CSRS)), and state and local taxes based on published withholding rates. The payroll system will make adjustments when necessary.

4.30 Allowance for Property Management Services

4.30.1 Property Management

The Department does not provide property management service benefits to employees.

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Appendix A - Authorities and References

Authority/Reference	Comments
Federal Travel Regulation (FTR), 41 Code of Federal Regulations (C.F.R.), Chapters 301-304	The Federal Travel Regulation (FTR) enumerates the travel and relocation policy for all Title 5 Executive Agency employees
5 CFR Chapter 57 – Travel, Transportation, and Subsistence, §§5701-5709	Authorizes the General Services Administration (GSA) to promulgate the FTR and establishes maximum allowances for travel within the Continental United States. All individuals traveling on behalf of the Federal Government and persons on invitational travel authorizations must comply with these regulations and maximum allowances.
31 U.S. Code § 3521 - Audits by Agencies	Provides policy and guidance on auditing of vouchers of the agency.
29 U.S.C. 16 §§701-797b	Rehabilitation Act of 1973, as amended. Address employees with a disability.
Barring Act, 31 U.S.C. §3702 (b)(1) – Authority to Settle Claims	States employees and agencies have six years from the date the travel begun to resolve any disputed claims. (Refer to Comptroller General decision B-224811, September 25, 1987)
31 U.S.C. §3702 (a)(3) – GSA Authority to Settle Claims	Authorizes GSA to settle claims involving expenses incurred by Federal civilian employees for official travel and transportation, and for relocation expenses incident to transfers of official duty station. GSA has assigned this authority to the Civilian Board of Contract Appeals (CBCA). Prior to 2007, the General Services Board of Contract Appeals (GSBCA) held this authority, before the GSBCA was consolidated with other boards into the newly established CBCA. Decisions made by the GSBCA may still be valid.
Government Accountability Office, Comptroller General	Issues legal decisions and opinions on appropriation law related to FTR issues.
5 U.S.C. 5702, Per Diem; Employees Traveling on Official Business	Explains the requirement for per diem on official business.
Chief Financial Officers Act of 1990 – November 15, 1990	Requires a comprehensive reform of Federal financial management.

Authority/Reference	Comments
Public Law 105-264, Travel and Transportation Reform Act of 1998 (TTRA) – October 19, 1998	Mandates that Federal employees use the travel charge card to pay for all expenses related to official Government travel unless exempted . Refer to Section 3.3 of the Travel Card Handbook .
5 CFR 410.404	Determining if a conference is a training activity.
31 U.S. Code § 3528, Responsibilities and Relief from Liability of Certifying Officials	Prescribes the responsibilities and liabilities of certifying officials. In addition, it lists the liabilities that a certifying official may be relieved by the Comptroller General.
5 U.S.C. § 5550b and Subpart N, Compensatory Time Off for Travel , October 30, 2004	Prescribes policies and procedures regarding compensation of time earned by an employee in a travel status. SES members are excluded from this policy. Any provisions under a negotiated agreement take precedence for those covered by the collective bargaining agreement.
Public Law 109-115, Consolidated Appropriations Act of 2006	Section 846 requires agencies to evaluate the credit worthiness of individuals before issuing a Government travel card.
OMB Circular A-123, Appendix B – January 15, 2009	Prescribes policies and procedures regarding how to maintain internal controls that reduce the risk of fraud, waste, and error in Government charge card programs and sets the requirements for participant training.
Executive Order 13513, Federal Leadership on Reducing Text Messaging While Driving - October 1, 2009	<i>Section 2 – Text Messaging While Driving by Federal Employees</i> - provides policy on engaging in text messaging while (a) when driving GOV, or when driving POV while on official Government business, or (b) when using electronic equipment supplied by the Government while driving.
Executive Order 13514, Federal Leadership in Environmental, Energy, and Economic Performance - October 5, 2009	To establish an integrated strategy towards sustainability in the Federal Government and to make reduction of greenhouse gas emissions a priority for Federal agencies. <i>Section 9 – Recommendations for Greenhouse Gas Accounting and Reporting</i>

Authority/Reference	Comments
Public Law 112-194, Government Charge Card Abuse Prevention Act of 2012 – October 5, 2012	<i>Section 3 – Management of Travel Cards</i> - requires agencies to implement safeguards and internal controls for the travel charge card program. <i>Section 4 – Management of Centrally Billed Accounts (CBAs)</i> – requires agencies to establish internal control for CBAs.
DOO 1-1, Mission and Organization of the Department of Commerce, November 9, 2012	This Order prescribes the mission, functions and organization of the Department of Commerce (DOC).
DOO 10-5, Chief Financial Officer and Assistant Secretary for Administration, January 5, 2011	This Order prescribes the authority and functions of the Chief Financial Officer and Assistant Secretary for Administration (the Assistant Secretary), and provides for the organizational structure of the office.
Improper Payments Elimination and Recovery Improvement Act of 2012 (IPERIA), January 10, 2013	This Act directs agencies to intensify and expand efforts to recover improper payments and to implement the Do Not Pay Initiative. This requires the AU/O to understand travel policy, review TA/Vouchers thoroughly and approve necessary travel expense to meet the Department’s mission.
41 C.F.R. Chapter 301 – Temporary Duty (TDY) Travel Allowances – July 2013	Provides the allowable travel polices associated with TDY and the use of the travel charge card.
OMB Memorandum M-13-21 – September 6, 2013	Supplemental guidance to OMB Circular A-123, Appendix B , specifically, to establish safeguards and internal controls for Government charge card program and requires increasing oversight by the Inspector General (IG) to conduct risk assessments and audits to identify fraud and improper use of the Government charge cards.
FTR GSA Bulletin 14-08 – May 13, 2014	Encourages agencies to designate a Senior Travel Official to oversee agency-wide travel policies and programs.
FTR GSA Bulletin 14-09 – September 19, 2014	Emphasizes the need for agencies to maximize travel cost savings through the use of the travel charge card and discusses agency discretion to issue travel charge cards to employees who travel five times or less a year. In addition, it recommends reducing card spend value to \$1.00, when not in a travel status, to alleviate risk.

Authority/Reference	Comments
Executive Order—Improving the Security of Consumer Financial Transactions – October 17, 2014	Requires Federal agencies to upgrade payment cards and systems to employ enhanced security features, including Chip and PIN technology . Refer to Section 3.7 of the Travel Card Handbook. <i>Note: This Executive Order was issued without an assigned number.</i>
Commerce Acquisition Manual (CAM), 1313.301, Purchase Card Program – February 11, 2015	Provides the Department policy on the use of the Purchase Card Program.
GSA SmartPay – SmartTax Information	Lists the 11 states and U.S. territories that exempt IBA travel card from state taxes and differentiates CBA and IBA accounts using the 6 th digit of the account number.
5 U.S.C. 5542(b)(2) – Overtime rates; computation, General Schedule employees 5 U.S.C. 5544(a)(3) – Wage-board overtime and Sunday rates; computation, Prevailing rate employees	Hours of Work for Travel

Appendix B – Acronyms and Definitions

Terms	Acronym	Definition
Abuse	N/A	Use of the travel card to purchase items that are not authorized by the employee’s travel authorization or the Department’s travel policies.
Accompanied Baggage	N/A	Government property and personal property of the traveler necessary for official travel.
Accountable Official	AO	Individuals appointed in writing responsible for conducting proper reviews to eliminate any opportunities for erroneous payments.
Actual Expense	AE	Payment of authorized actual expenses incurred, up to the limit prescribed by the Administrator of GSA or agency, as appropriate. Entitlement to reimbursement is contingent upon entitlement to per diem, and is subject to the same definitions and rules governing per diem.
Agency Location Code	ALC	A unique identifier assigned by the Treasury's Intra-Governmental Payment and Collection (IPAC) system for the Federal agencies. Maximum of 8 digits; the first two digits of the eight-digit ALC identify the department or agency, the third and fourth digits identify the particular Bureau within the department, and the remaining four digits identify the particular agency account section within that Bureau.
Agency Program Coordinator	APC	An individual appointed to serve as the focal point for management and program execution in accordance with the Department established policies and procedures. This individual serves at Level 2 and provides oversight for Level 4 Organizational Program Coordinators (OPC). The APC serves as liaison between the cardholders and the card vendor; provides on-going advice; audits card accounts as required; and keeps necessary account information current.
Agency/Organization Program Coordinator	A/OPC	The POC primary responsibility includes overseeing the travel charge card program for their agency/organization. Serve as a liaison between the cardholder, the bank, and the agency’s management.

Terms	Acronym	Definition
Amended Value Sale	N/A	Type of home sale transaction that occurs when the relocating employee receives a bona fide offer from a qualified buyer before the employee has accepted an appraised value offer from the relocation services company (RSC). The RSC amends its offer to match the outside sale price. An amended value sale is different from an amended from zero sale because an amended value sale occurs after an appraised value offer while an amended from zero sale occurs before an appraised value offer.
Ancillary Fees	N/A	Extra fees charged to the traveler associated the frequent flyer program, which may include, but are not limited to: priority boarding, airport club lounge, headsets, and pillows/blankets.
Appraised Value Sale	N/A	Type of home sale transaction that occurs when the relocating employee accepts the offer from the RSC to buy the employee's home based upon the average of a specific number of appraisals conducted by designated certified appraisers.
Approved Accommodation	N/A	Any place of public lodging that is listed on the national master list of approved accommodations. https://apps.usfa.fema.gov/hotel/
Authorizing Official	AU/O	The AU/O reviews travel, trip arrangements, travel expenses, and travel funds obligations. These individuals must be knowledgeable of the Department's travel policies. The AU/O will limit the authorization and payment of official travel expenses to only those expenses that are necessary and most cost effective. An AU/O shall not authorize his or her own travel.
Automated Teller Machine Cash Withdrawal	ATM	An authorized cash withdrawal used to meet official travel needs. Cash withdrawals should only be associated with official travel.
Approving Official	AO	Individual with the authority to authorize or approval travel authorizations/vouchers and applications to obtain travel cards. Approving officials <u>must not certify</u> vouchers that do not include required documentation or provide a justification for not having attached documents.
Billing Cycle	N/A	A specific timeframe for the billing and statement cycles. The Department IBA billing cycles start on the 4 th of the month and end on the 3 rd of following month. CBA billing cycle dates vary.

Terms	Acronym	Definition
Buyer Value Option	BVO	Type of home sale program with procedures the same as the amended value program, except that the RSC does not initially appraise the employee's home or make a guaranteed buy-out offer. The buy-out offer from the vendor is based on a bona fide offer received by the employee from a qualified buyer after marketing by the employee. Once a bona fide offer is received by the employee, the vendor offers to buy the home from the employee at a price based on the outside sale price.
Cardholder	CH	An individual that is issued a travel charge card to assist with payment of official travel expenses.
Carlson Wagonlit Travel SATO	CWTSATO	The current Travel Management Service provider.
Capacity Controlled Fare	_CA	These are fares that do not have ticketing time limits, advance purchase requirements, minimum or maximum stay requirements, travel time limits, extended calendar blackouts of more than five consecutive days duration, or flight-specific service (i.e., apply to all flights in a market), penalty, or change or cancellation fees. Restricted fares subject only to limits on seat availability are capacity controlled. These fares are offered by some City Pair Contract Carriers when making a reservation in advance. The Capacity Controlled Fare is not effective until the traveler is actually ticketed.
Centrally/Corporate Billed Account	CBA	A card or account issued to a Bureau/Operating Unit for the purchase of official transportation services arranged through a Travel Management Center (TMC) while an employee is in temporary duty (TDY) travel or relocation status. Payments are made directly to the bank by the Government. The Government is liable for all charges on CBAs. These accounts are subject to the Prompt Payment Act of 1982 as amended.
Chief Financial Officer	CFO	A senior executive with responsibility for the financial affairs of an agency or department.

Terms	Acronym	Definition
<u>Chief Financial Officer/Assistant Secretary for Administration</u>	CFO/ASA	Establishes and monitors implementation of Departmental policies and procedures for administrative functions affecting program operations in Commerce’s Operating/Units. These administrative functions include: budget and financial management, strategic planning and performance management, human resources management and civil rights, employee safety and health, procurement and small business utilization, grants management, travel and transportation of household goods, real property and facilities management, directives management, and security.
Chip and PIN	N/A	IBA cards that contain a microprocessor that requires cardholders to authenticate using a four-digit Personal Identification Number (PIN) at the point-of-sale. The microprocessor chip encrypts the transaction data protecting the cardholder’s personally identifiable information (PII) and payment data. If the card is lost or stolen, the embedded microchip makes the card extremely difficult to counterfeit. This is another tool to reduce potential fraud.
Civilian Board of Contract Appeals	CBCA	The Civilian Board of Contract Appeals (CBCA) hears and decides claims by federal employees under 31 U.S.C. § 3702 for reimbursement of expenses incurred while on official temporary duty travel or in connection with relocation to a new duty station.
<u>City Pair Program</u>	CPP	A GSA-sponsored program that offers fares considerably lower than comparable commercial fares, saving the Federal Government billions of dollars annually.
<u>Code of Federal Regulation</u>	CFR	The codification of the general and permanent rules and regulations.
Common Carrier	N/A	Private-sector supplier of air, rail, or bus transportation.
Commuted Rate	N/A	A price rate used to calculate a set amount to be paid to an employee for the transportation and temporary storage of his/her household goods. It includes cost of line-haul transportation, packing/unpacking, crating/uncrating, drayage incident to transportation and other accessorial charges and costs of temporary storage within applicable weight limit for storage including handling in/out charges and necessary drayage.

Terms	Acronym	Definition
Commuting Area	N/A	The area surrounding the official duty station within which it is practical for an employee to commute daily to perform his/her duties at a point away from the official duty station without becoming entitled to per diem. The Department has defined the distance less than 50 miles within the employee's daily commute.
Compensatory Time Off for Travel	CTT	Time spent by an employee in a travel status away from the employee's official duty station when such time is not otherwise compensable.
Conference	N/A	A meeting, retreat, seminar, symposium or event that involves attendee travel. The term "conference" also applies to training activities that are considered to be conferences under 5 CFR 410.404 .
Constructive Costs	N/A	The sum of transportation expenses the employee would reasonably have incurred for round-trip travel between the official duty station and the alternate location plus per diem calculated for the appropriate en route travel time. The calculation shows what allowable travel costs would have been if the employee had traveled in accordance with the guidelines for official travel. When the employee schedules travel according to personal preference, rather than as advantageous to the Government, the traveler will be reimbursed for the amount of the constructive costs of travel or the actual costs whichever is lower.
Continental United States	CONUS	The 48 contiguous States and the District of Columbia.
Continuity of Operations	COOP	An effort within individual executive departments and agencies to ensure that Primary Mission Essential Functions (PMEFs) continue to be performed during a wide range of emergencies, including localized acts of nature, accidents and technological or attack-related emergencies.
Contract Carriers	N/A	U.S. certificated air carriers which are under contract with the Government to furnish Federal employees and other persons authorized to travel at Government expense with passenger transportation service. This also includes GSA's scheduled airline passenger service between selected U.S. cities/airports and between selected U.S. and international cities/airports at reduced fares.
Corporate Card Account	N/A	A CBA account used by Bureaus to pay for other travel related expenses (e.g., lodging).

Terms	Acronym	Definition
Department of Commerce	DOC	Serves as the voice of U.S. business within the President’s Cabinet as part of the economic team.
Department Organization Order	DOO	Prescribe the basic management structure and organizational arrangements of the Department of Commerce. DOOs are issued for each Secretarial Officer, Departmental Office, and Operating Unit of the Department of Commerce.
Departmental Agency Program Coordinator	DAPC	An individual appointed to serve as the department-wide focal point for management, oversight, and program execution in accordance with GSA SmartPay and OMB guidance. This individual serves at Level 1 and provides oversight for Level 2 APCs. The DAPC serves as liaison between GSA, the card vendor, APCs and internal management.
Dependent	N/A	An immediate family member of the employee.
Domestic Partner	N/A	An adult in a domestic partnership with an employee of the same-sex.
E-Gov Travel Service	ETS2	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. Refer to FTR §301-73.100
Eastern Standard Time	EST	A time zone encompassing 17 U.S. states in the eastern part of the contiguous United States, parts of eastern Canada, the state of Quintana Roo in Mexico, Panama in Central America and the Caribbean Islands. Five hours behind Greenwich Mean Time.
Enhanced Federal Premier Lodging Program	FedRooms	A GSA program that provides hotel rooms for Federal Government travelers while on official business. FedRoom rate code is XVU.
Electronic Access System	EAS	The servicing bank’s web-based system which provides a collection of reports which aid in the efficient management of the Travel Charge Card Program.
Extended Storage	N/A	Storage of household goods while assigned to an official station or post of duty to which the employee is not authorized to take or unable to use the household goods or is authorized in the public interest.

Terms	Acronym	Definition
Federal Travel Regulation	FTR	This regulation implements statutory requirements and executive-branch policies for travel by Federal civilian employees and others authorized to travel at Federal Government expense; it is presented in a user-friendly question-and-answer format on the GSA Web site.
Federal Traveler	N/A	A civilian, uniform or foreign services traveler who travels on a Government aircraft.
FedRooms Rates Lodging Program	FedRooms	The official Government-wide, Government-sponsored lodging program simplifies the lodging process for Federal travelers and saves the Government money. The program provides certain benefits that have been negotiated with participating hotels. The FedRooms rate is not the same rate offered under unmanaged Government lodging rates.
Foreign Air Carrier	N/A	An air carrier who is not holding a certificate issued by the United States.
Foreign Area	N/A	Any area, including the Trust Territories of the Pacific Islands, situated both outside CONUS and the non-foreign areas.
Foreign Service National	FSN	Foreign Service National employees (often referred to as Locally Engaged Staff, LES) are citizens of the countries in which the Department maintains diplomatic posts and consulates.
Fraud	N/A	Any felonious act of corruption or attempt to cheat the Government. Use of the Government charge card to transact business that is not sanctioned, not authorized, not for the purpose for which the card was issued, nor as part of official Government business, are instances of fraud.
Frequently Asked Questions	FAQ	Listed questions and answers, all supposed to be commonly asked in some context, and pertaining to a particular topic.
Frequent Traveler	N/A	Any Department employee who travels five or more times per year is mandated to use the travel card while traveling on official Government business unless an exemption has been approved.
Full Coach Fare	N/A	The price of a coach fare available to the general public on a scheduled air carrier between the day that the travel was planned and the day the travel occurred.
Funds Certifying Officer	N/A	The accountable official who certify funds are available at the time of obligation.

Terms	Acronym	Definition
Furnished Meal	N/A	A meal provided to an employee, either directly from the Government or as a result of the Government paying a registration fee or other cost which allows the employee to attend a conference or other event. If the Government has already paid for a meal, the traveler must deduct the allocated amount when filling their travel voucher.
General Services Administration	GSA	GSA oversees the business of the U.S. Federal Government. Its policies covering travel, property, and management practices promote efficient Government operations.
Government Aircraft	N/A	An aircraft that is operated for the exclusive use of an executive agency and is a Federal aircraft owned or borrowed by the agency.
Government Travel Charge Card	GTCC	A payment vehicle used by the Federal Government to pay for official travel-related expenses.
Government-furnished Automobile	GOV	An automobile, light truck, vans, or pick trucks that is owned by agency, assigned from GSA fleet, or leased by the Government for a period of 120 days or longer from a commercial source.
Household Goods	HHG	Property, unless specifically excluded, associated with the home and all personal effects belonging to an employee and their immediate family members on the effective date of the employee's change of official station travel authorization that legally may be accepted and transported by a commercial HHG carrier. Refer to FTR Part 300-3 , Glossary of Terms for information on what is or is not included in HHG.
Human Resource Office	HRO	An organizational unit that manages the human capital functions.
Immediate Family	N/A	Named members of the employee's household at the time he/she reports for duty at the PDS or performs other authorized travel involving family members. Refer to FTR Part 300-3 , Glossary of Terms for members covered.
Individually Billed Account	IBA	An account issued to an employee to pay for the employee's official travel-related expenses such as meals, lodging, and rental vehicle while in a temporary duty (TDY) travel or relocation status.
Infrequent Traveler	N/A	Any Department employee who travels less than five times per year. This traveler is not required but may obtain a travel card. If an employee chooses to obtain a travel card, if directed by his/her supervisor to apply for a card, or is designated as a Continuity of Operations member, the card becomes mandatory use unless an exemption has been approved.

Terms	Acronym	Definition
International Date Line	IDL	Crosses time zone - When en route travel exceeds one calendar day, the Standard CONUS Rate (SCR) is used.
Interviewee	N/A	An individual who is being considered for employment by an agency. The individual may currently be a Government employee.
Invitational travel	ITO	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.
Limited Open Travel Authorization	LOTA	This authorization is reserved for frequent travelers or COOP designees. Each trip requires oral/written approval by the traveler's approving official.
Local Commuting Area	N/A	The geographic area that usually constitutes one area for employment purposes. It includes any population center (or two or more neighboring ones) and the surrounding localities in which people live and can reasonably be expected to travel back and forth daily to their usual employment.
Lodgings-plus per diem system	N/A	The method of computing per diem allowances for official travel in which the per diem allowance for each travel day is established on the basis of the actual amount the travelers pays for lodging, plus an allowance for meals and incidental expenses (M&IE), the total of which does not exceed the applicable maximum per diem rate for the location concerned.
Mandatory mobility agreement	N/A	Agreement requiring employee relocation to enhance career development and progression and/or achieve mission effectiveness.
Merchant Category Codes	MCC	A four-digit number the credit card industry uses to classify the type of business a merchant provides (e.g., gas stations, restaurants, airlines). The merchant selects its MCC with their bank based on their primary business. Some MCCs are blocked to prevent inappropriate use of the travel card. MCCs can be tailored to meet the mission and should be done during the initial account set-up.
Mission Critical Status Cardholder	N/A	A travel cardholder who has mission-related extenuating circumstances for which the account billing cycle may be extended 30 days.

Terms	Acronym	Definition
Non-Federal traveler	N/A	An individual who travels on a Government aircraft, but is not a Federal traveler. Dependents and other family members of Federal travelers who travel on Government aircraft are considered to be non-Federal travelers within this regulation.
Non-foreign area	N/A	The states of Alaska and Hawaii, the Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, the U.S. Virgin Islands, and the territories and possessions of the United States (excludes the former Trust Territories of the Pacific Islands, which are considered foreign areas for the purposes of the FTR).
Official Duty Station	ODS	An area defined by the Department that includes the location where the employee regularly performs his or her duties or an invitational traveler's home or regular place of business (see FTR §301-1.2). The area may be a mileage radius around a particular point, a geographic boundary, or any other definite domain, provided no part of the area is more than 50 miles from where the employee regularly performs his or her duties or from an invitational traveler's home or regular place of business. If the employee's work involves recurring travel or varies on a recurring basis, the location where the work activities of the employee's position of record are based is considered the regular place of work.
Official Telephone Call		Telephone calls are considered official when the employee calls because of delays due to official business or transportation; the employee and/or spouse are traveling for two or more nights at the new duty station on an approved house hunting trip and the employee calls the old duty station; the employee travels for two or more nights from the old duty station to the new duty station; or, the employee makes a brief call to immediate family members that remain at the old duty station. There are no limits on the number of official phone calls the employee can make while traveling; however, only those phone calls necessary to conduct official business should be made and within the allowance specified on the Travel Authorization.
Official Travel	N/A	Travel under an official travel authorization from an employee's official station or other authorized point of departure to a temporary duty location(s) and return, between two (or more) temporary duty locations, or relocation between official stations.

Terms	Acronym	Definition
Organization Program Coordinator	OPC	An individual serving as the local focal point for managing, establishing and maintaining accounts, and issuance and closure of accounts. This Level 4 provides oversight of the day-to-day function for the travel card program at the staff/line office, station, or unit.
Other than Coach-Class	N/A	Classes of travel accommodations that are higher than coach-class in both cost and amenities, and is generally referred to as first-class or business-class. Other-than-Coach class travel may be used with specific agency authorization only (business-class accommodations for the Amtrak Acela Express do not require specific agency authorization).
Passenger	N/A	Any person who flies onboard a Government aircraft, but who is not a crewmember or qualified non-crewmember.
Per diem allowance	N/A	A daily payment instead of reimbursement of actual expenses for lodging, meals, and related incidental expenses. It is separate from transportation expenses and other miscellaneous expenses. Lodging taxes 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.
Personally Identifiable Information	PII	PII includes information regarding an individual that identifies, relates to, is unique to, or describes the traveler's home address, date of birth, social security number (full/truncated), account numbers and so forth. Traveler's PII shall be kept in a secure location and not left out in the open or circulated to individuals not having an official need to know. Email containing PII should follow the prescribed method for transmission, such as using the secured transmission protocol of the Department.
Privately owned aircraft	N/A	An aircraft that is owned or leased by an employee for personal use. It is not owned, leased, chartered, or rented by a Government agency, nor is it rented or leased by an employee for use in carrying out official Government business.
Privately Owned Vehicle	POV	Any vehicle 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.

Terms	Acronym	Definition
Professional Books, Papers and Equipment	PBP&E	Items in the employee's possession when needed by the employee in the performance of his/her official duties. Includes, but not limited to: Reference material, instruments, tools, and equipment peculiar to technicians, mechanics, and members of the professions; specialized clothing; or communications equipment.
Quasi-Generic Card	N/A	A card that does not contain any association with the Government other than the account number. The design provides a level of protection for cardholders whose association with the Government should be protected.
Reasonable Accommodation Coordinator	RAC	A representative from the operating unit human resources office who acts as an impartial advisor and has specific responsibilities as part of the reasonable accommodation process.
Rebates	N/A	A benefit the Department receives for the use and timely payment of the travel charge card. It is based on two types of measures: sales and productivity. The rebates are computed and distributed on a quarterly basis.
Reconciliation	N/A	The process of reconciling the balances of a centrally billed account. All transactions for a billing cycle are validated against the statement balance due. This process provides the checks and balances for authorizing payments and to ensure all transactions are loaded timely in the financial system and payments are made in full.
Reduced Payment Plan	RPP	A plan offered by the bank to delinquent cardholders that allows for payment of outstanding balance over a defined time period as an alternative to entering administrative salary offset
Reduced per diem	N/A	Per diem that may be authorized 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.
Relocation service company	RSC	A third-party supplier under contract with an agency to assist a transferred employee in relocating to the new official station. (Refer to FTR Part 301-3 , Glossary of Terms for services that may be included.)
Senior Travel Official	STO	The designated individual who is responsible for developing and implementing policies and controls to ensure efficient spending on travel and conference-related activities and fulfills the responsibilities outlined in FTR Bulletin FTR 14-08 .

Terms	Acronym	Definition
Space available travel	N/A	Travel in space available on a Government aircraft that is already scheduled for an official purpose.
Special conveyance	N/A	Commercially rented or hired vehicles other than a privately owned vehicle and other than those owned or under contract to an agency. The Uber and Lyft car services meet this definition.
Special needs	N/A	Physical characteristics of a traveler not necessarily defined under disability. Such physical characteristics could include, but are not limited to, the weight or height of the traveler.
Split Disbursement	N/A	The payment process of dividing a travel voucher reimbursement between the charge card vendor and the traveler. The balance owed to each is sent directly to the applicable party. (The Department does not have a mandatory policy for split disbursement at this time; however, when ETS2 is deployed, the system will have this capability.)
Stranded Travel Cardholder	N/A	Any cardholder who is unable to make legitimate travel purchases due to account credit limits, delinquency status, a lost or stolen card, or a merchant code misclassification.
Subsistence expenses	N/A	Expenses such as: Lodging and service charges; Meals, including taxes and tips; and Incidental expenses.
Temporary duty location	TDY	A place, away from an employee's official station, where the employee is authorized to travel.
Temporary Storage		Storage of HHG for a limited period of time at origin, destination or en route in connection with transportation to, from, or between official station or post of duty or authorized alternate points. Also referred to as storage in transit (SIT).
Transit system		A form of transportation used between authorized locations in the performance of official travel.
Transportation and Travel Reform Act	TTRA	To require Federal employees to use Federal travel charge cards for all payments of expenses of official Government travel, to amend title 31, United States Code, to establish requirements for prepayment audits of Federal agency transportation expenses, to authorize reimbursement of Federal agency employees for taxes incurred on travel or transportation reimbursements, and to authorize test programs for the payment of Federal employee travel expenses and relocation expenses.
Travel Advance	Advance	Prepayment of estimated travel expenses paid to an employee/traveler.

Terms	Acronym	Definition
Travel Authorization	TA	Written or electronic permission to travel on official business. There are three basic types: unlimited open; limited open; and trip-by-trip.
Travel Authorization and Vouchering System	TAVS	TAVS is the ETS function that automates the process for travel authorization and vouchering.
Travel Charge Card	TCC	Charge card issued by a GSA SmartPay® vendor, used to pay for official Government travel-related expenses.
Travel Claim	Voucher	A written request, supported by documentation and receipts where applicable, for reimbursement of expenses incurred in the performance of official travel, including permanent change of station (PCS) travel.
Travel Management Center	TMC	The commercial travel service used by your agency to issue airline tickets and make airline, rail, hotel, and car rental reservations.
Travel Management Division	TMD	The Division that issues Department-wide policy for travel-related programs.
Travel Management Service	TMS	A service for booking common carrier, lodging accommodations, and car rental services; fulfilling reservations; providing basic management information on those activities; and meeting other requirements as specified in FTR §301-73.106 . A TMS may include a TMC, Commercial Ticket Office (CTO), an electronically available system, other commercial methods of arranging travel, or an in-house system.
Travel Status	N/A	The period an employee is traveling on official business, <i>e.g.</i> , between the official duty station and the point of destination, between two temporary duty points, local travel, and the usual waiting time which interrupts travel, and local travel. The period begins with departure from home, official duty station, or other authorized point, and ends with return to such a point. Each hour spent by an employee in travel status away from the official duty station of the employee, that is not otherwise compensable, shall be treated as an hour of work or employment for purposes of calculating compensatory time off except for a SES.
United States	US	The 48 contiguous States, the District of Columbia and the States and areas defined under the term “Non-Foreign Area.”
Workforce Management Office	WFMO	Another name for Human Resources Offices within the Department Bureaus.

Appendix C – Checklist for Authorizing Official

Travel Authorization (TA)	
Topic	Action
Basic Information	<ul style="list-style-type: none"> • Ensure TA number is listed • Ensure the Purpose and Justification (P&J) statement aligns with the necessary requirements for travel • Ensure that the name of the conference/event is listed in the P&J statement • Ensure the correct travel, trip and Bureau codes are selected • Ensure travel dates covers: <ul style="list-style-type: none"> ○ the official travel days ○ personal leave days planned • Ensure that an Invitational Traveler is identified • Ensure the appropriate authorities signatures were obtained <ul style="list-style-type: none"> ○ Funds Certifying Officer ○ Requesting/Approving Official ○ International Clearance, if required ○ Reasonable Accommodation Coordinator (RAC), if required • Check for eligibility for Compensatory Time Off based on the itinerary <ul style="list-style-type: none"> ○ Ensure eligibility statement is included on the TA
Itinerary	<ul style="list-style-type: none"> • Review Itinerary • Ensure all requested arrangements are allowable and necessary to meet mission
Common Carrier Air Train	<ul style="list-style-type: none"> • Ensure the most prudent mode of travel is selected to meet mission • Verify that appropriate flights was selected, i.e., city pair airfare <ul style="list-style-type: none"> ○ Ensure if restricted airfares are selected because it outweighs any risk of trip cancellation or itinerary changes that the justification for such use is stated in the P&J ○ Ensure the cost comparison worksheet is completed and attached to the TA • Ensure request for other than coach-class travel is properly justified, vetted and approved • Ensure all travel arrangements are made through the designated TMC • Ensure the RAC has reviewed and recommended any allowable accommodations • Ensure any foreign flights are reviewed for the “Fly American Act” statement requirement (Refer to Section 3.3.2)
Rental Car	<ul style="list-style-type: none"> • Verify that the least expensive compact car is selected • Ensure adequate justification is provided in block 15A, Special Provision/Remarks on the CD-29 for the non-selection of a compact vehicle • Verify that a rental car is necessary to accomplish mission • Ensure the pre-paid statement for gasoline cost is listed (Refer to for

Travel Authorization (TA)	
Topic	Action
	more details)
Privately-Owned Vehicle	<ul style="list-style-type: none"> • Ensure the use is determined to be “more advantageous to the Government” • Ensure the cost comparison worksheet is attached and supports the use
Lodging	<ul style="list-style-type: none"> • Ensure “first consideration” is giving to FedRooms • Verify that lodging rates are at or below per diem for the TDY location • Authorized actual lodging amount if essential to accomplish mission (up to 300%)
Expenses	<ul style="list-style-type: none"> • Miscellaneous Expenses <ul style="list-style-type: none"> ○ Verify that estimated expenses are proper, correct, and legal ○ Verify that the item is not duplicated in any other entitlement • Mileage <ul style="list-style-type: none"> ○ Verify that estimated expenses are proper, correct, and legal ○ Verify that the item is not duplicated in any other entitlement • Per Diem Entitlements <ul style="list-style-type: none"> ○ Verify that M&IE is correct for each day ○ Verify that adjustments to meal deductions are reflected ○ Verify that M&IE was adjusted for leave days ○ Verify that International Date Line (IDL) travel is correctly reflected ○ Verify that overnight flights per diem allowances are adjusted ○ Ensure all non-ATM travel advances are reviewed and proper ○ Ensure all other expenses authorized in block 14, CD-29 are appropriate • Ensure all allowances/expenses are accurate according to local policy
Pre-audit	<ul style="list-style-type: none"> • Ensure the requesting/approving official has reviewed the accuracy and provided any feedback to questions proposed during • Ensure the appropriate accounting information is recorded • Ensure totals are correct
Signatures	<ul style="list-style-type: none"> • Review the authorization checklist prior to signing the TA to ensure the travel is in compliance with policies and procedures • Ensure all justification are adequate, prior to signing the TA • Ensure signatures are legible and a delegation letter is on file for the signer • Ensure a thorough review supporting documentation and appropriate signatures are obtained • Review the Certificate of Authorization By Designated Authorizing Officer on the CD-29

Travel Authorization (TA)	
Topic	Action
Amendments	<ul style="list-style-type: none"> • Ensure amendments are properly recorded and approved • Ensure the local policy is followed for TA amendments
Travel Vouchers/Claims	
Topic	Action
Review	<ul style="list-style-type: none"> • Review the TA and substantiating records for the claimed reimbursements • Review the Voucher for timely submission (within five days of completion of travel)
Substantiating Records	<ul style="list-style-type: none"> • Verify all required receipts are attached, legible and match the claimed amounts <ul style="list-style-type: none"> ○ Receipts required for lodging, rental car and any expense over \$75 ○ Any documentation required to support reimbursement for laundry domestic • Ensure scanned documents are legible
Expenses	<ul style="list-style-type: none"> • Verify that amounts authorized (TA) and the actual expense are within the limits • Verify that every travel expense allowance is proper, correct and legal • Verify no duplication of entitlement was claimed in any part of the voucher • Verify that the traveler used the travel card for reimbursable expenses, if required • Verify the appropriate lodging taxes were claimed for the TDY location • Ensure that the conversion rate is provided and the claim reflects the correct amounts
Mileage	<ul style="list-style-type: none"> • Ensure no gasoline is claimed for a POV • Ensure the commuting miles are deducted from the overall mileage claimed
Per Diem	<ul style="list-style-type: none"> • Ensure no entitlements that are improper or illegal are authorized • Verify that M&IE deductions are reflected, if appropriate <ul style="list-style-type: none"> ○ M&IE are not paid for leave days ○ Meals provided are not claimed ○ Excess travel days were taken as leave days
Lodging	<ul style="list-style-type: none"> • Verify the lodging rates match the receipt • Verify that lodging rates are at or below per diem • Verify that actual lodging was authorized, if applicable • Verify that no lodging was claimed during leave or excess travel days

Travel Authorization (TA)	
Topic	Action
	<ul style="list-style-type: none"> • Verify that non-reimbursable expenses are claimed on the lodging receipt • Verify that lodging was not claimed twice (i.e., included in a registration fee)
Pre-Audit	<ul style="list-style-type: none"> • Verify that the accounting data is correct • Review all totals • Review all justification for items claimed
Signature	<ul style="list-style-type: none"> • Review the voucher for proper reimbursement claims • Ensure all receipts are attached prior to signing the voucher • Ensure signatures are legible

Appendix D – Tasks and Responsibilities

Task	Approving Officials
Changes to non-ETS travel authorization	Handwritten changes on non-ETS travel authorizations: NON-ETS PROCEDURES
Changes to a travel authorization	Handwritten changes may not be made to a travel authorization/ once it has been signed by the approving official. Amendments or post approvals are the only acceptable vehicles for documenting changes to a travel authorization once it has been approved and the forms of documentation that will be accepted by the travel management center (TMC).
Amended travel authorization	Changes to approved travel authorization for which travel has not taken place must be submitted on an amended travel authorization. Amendments should be issued to include increased expenses that materially affect the amount (in excess of \$250) of anticipated expenses, or require specific approval, (e.g. destination, rental car, etc.); or, when travel is delayed by more than 30 days.
Post-approvals	After travel, expenses that were not authorized on the travel authorization must be post-approved in the remarks section of the voucher using the following statement: “Reimbursement of the (specific expense(s)) as stated on the voucher (was/were) necessary and (is/are) post-approved.”
Task	Certifying Financial Official
Validation	Travel authorizations require validation by a Certifying Financial Official. The certifying financial official’s signature will serve as validation that funds are available in the account at the time the certification is made. Furthermore, the Travel Authorization will obligate those funds when recorded in the accounting system.
Signature	All travel authorizations, manual and electronic, must contain a signature block for the certifying financial official.
Signature block	The signature block must include: Printed Name, Title, Organizational Unit and Signature of the Certifying Financial Official.

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Appendix E – Foreign Flag Authorization Form



Department of Commerce Foreign Flag Authorization Form

I certify that it is (was) necessary for: _____
Name, Title

Date(s)	
Subject	Foreign Flag Carriers
To Use Airlines	A. B. C. D.
For flight or transport (personal/freight):	Flight # On (date(s)) To Locations:
Reasons for the CD-334 Process	<ul style="list-style-type: none"> To promote use of American carriers; limit use of foreign carriers To show justification and approval for the use of a foreign carrier To provide the TMC with the foreign carrier approval
References	<ul style="list-style-type: none"> FTR requires use of American carriers unless there's an exception. FTR, Chapter 301-10.131-301-10.140 provides exceptions for the use of foreign carriers. FTR, Chapter 301-10.141 states that a certification must be provided whenever foreign carriers are used. FTR, Chapter 301-10.142 provides all of the data fields required for the foreign flag certificate DOC Travel Handbook, Chapter 301-3.6(c)

For the following reason(s):

Date

Signature of approving official

Title or position

Organization

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Appendix F – Cost Comparison Worksheet for Personal Travel



Department of Commerce Cost Comparison Worksheet for Personal Travel in Conjunction with Official Travel

ESTIMATED COST – Personal Travel	ESTIMATED COST – Travel By Common Carrier To TDY Location
1. TRAVELER'S NAME	A. TRAVELER'S NAME
2. DEPARTURE DATE (mm/dd/yyyy)	B. DEPARTURE DATE (mm/dd/yyyy)
3. RETURN DATE (mm/dd/yyyy)	C. RETURN DATE (mm/dd/yyyy)
4. PERSONAL AIRFARE DETAILS	D. COMMON CARRIER DETAILS (Air, Train, Rental Car, Bus, etc.)
5. COST OF PERSONAL AIRFARE	E. COST OF COMMON CARRIER FARE
6. TOTAL COST OF ESTIMATED EXPENSES	F. TOTAL COST OF ESTIMATED EXPENSES
BAGGAGE FEES	BAGGAGE FEES
SERVICE FEES	SERVICE FEES
TAXES	TAXES
TMC FEES	TMC FEES
NOTE: A copy of the personal ticket information must be provided.	NOTE: A copy of the Common Carrier information must be provided.
8. REMARKS:	G. REMARKS:
9. ESTIMATED GRAND TOTAL \$0.00	H. ESTIMATED GRAND TOTAL \$0.00
ESTIMATED AMOUNT TO BE REIMBURSED TO TRAVELER	
\$0.00	
THE FOLLOWING PROCEDURES SHOULD BE COMPLETED ON THE TRAVEL AUTHORIZATION OR IN ETS IF:	
1. Enter Travel Mode of the common carrier: Contract Flight, Train, Bus, etc.	
2. Enter the total amount to be reimbursed to Traveler as an Other Expense "Cost Com to Traveler"	
3. Attach this document to the Travel Authorization and Travel Voucher	

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Appendix G – Cost Comparison Worksheet for POV vs. Common Carrier



Department of Commerce Cost Comparison Worksheet for Privately Owned Vehicle (POV) Versus Common Carrier

ESTIMATED COST - TRAVEL BY POV TO TDY LOCATION	ESTIMATED COST - TRAVEL BY COMMON CARRIER TO TDY LOCATION
1. TRAVELER'S NAME	A. TRAVELER'S NAME
2. DEPARTURE DATE (mm/dd/yyyy)	B. DEPARTURE DATE (mm/dd/yyyy)
3. RETURN DATE (mm/dd/yyyy)	C. RETURN DATE (mm/dd/yyyy)
4. NUMBER OF MILES (roundtrip)	D. NOTE: A copy of the Common Carrier Information must be provided.
5. MILEAGE RATE FOR:	
6. TOTAL COST OF MILEAGE	
7. LODGING RATE (1st travel night)	E. COMMON CARRIER DETAILS (Air, Train, Rental Car, Bus, etc.)
8. LODGING RATE (2nd travel night)	
9. TOTAL COST OF LODGING \$0.00	
10. TOTAL COST OF ADDITIONAL TRAVEL M&IE	F. COST OF COMMON CARRIER
11. ESTIMATED EXPENSES	G. ESTIMATED EXPENSES
HOTEL PARKING	ROUND TRIP COST OF TAXI/SHUTTLE (home to terminal and terminal to home)
TOLLS	RENTAL CAR (include Taxes and Fees)
	GASOLINE
	BAGGAGE FEE
	EXCESS BAGGAGE FEE
	AIRPORT PARKING
12. TOTAL COST OF ESTIMATED EXPENSES \$0.00	H. TOTAL COST OF ESTIMATED EXPENSES \$0.00
13. REMARKS	I. REMARKS
14. ESTIMATED GRAND TOTAL \$0.00	J. ESTIMATED GRAND TOTAL \$0.00
ESTIMATED AMOUNT TO BE REIMBURSED TO TRAVELER	
\$0.00	
THE FOLLOWING PROCEDURES SHOULD BE COMPLETED ON THE TRAVEL AUTHORIZATION OR IN ETS IF:	
POV IS MOST ADVANTAGEOUS	COMMON CARRIER (Air, Train, Rental Car, Bus, etc.) IS MOST ADVANTAGEOUS; TRAVELER CHOOSES POV
1. Enter Travel Mode "Privately Owned Vehicle"	1. Enter Travel Mode of the common carrier "Contract Flight, Train, Bus, etc."
2. Enter POV Type (Auto/Motorcycle/Airplane)	2. Enter the total amount to be reimbursed to Traveler as an "Cost Comparison"
3. Enter total number of "Miles"	3. Attach this document to the Travel Authorization and Travel Voucher
4. Enter other expense amount to be reimbursed to Traveler under "Other Expense"	
5. Attach this document to the Travel Authorization and Travel Voucher	

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Appendix H – Reporting Requirements

Report	Due		Authority	Submitted to:			Action Officer		
	Q	A		I	D	G	I	D	STO
Agency Payments for Employee Travel and Relocation		Aug	GSA Bulletin FTR 15-04, May 1, 2015	x	x	x	x	x	x
Premium Class Travel Report (PCTR)		Oct	FTR, Part 300-70, Agency Reporting Requirements Premium Class Travel Report Guidelines	x	x	x	x	x	x
Senior Federal Traveler Report (SFTR) SFTR Reporting Tools		Apr Oct	OMB Circular A-126, Improving the Management and Use of Government Aircraft 41 CFR 300-3; 301-10.260, 301-10.266 FTR Part 301-70, Subpart J	x	x	x	x	x	x
Travel Reporting Information Profile (TRIP)		Dec		x	x	x	x	x	x
Semi-Annual Report of Payments Accepted from a Non-Federal Source		Apr Oct	31 U.S.C.1353	x	x	x	x	x	x
OMB Reports on the Travel Charge Card		Nov	OMB A-123, Appendix B, Section 5.3	x	x	x	x	x	x
Sustainability and Greenhouse Gas Emission Reduction Report 53, October 5, 2009		Dec	Executive Order 13514, Section 2 Requires each Federal agency to manage greenhouse gases.	x	x	x	x	x	x

Q – Quarterly
I – Internal (Bureaus/Operating Units)
G – General Services Administration

A – Annually
D – Department
STO – Senior Travel Official

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Appendix I - Web Links to Travel-related Forms

Form Number and Name
CD-29 – Travel Authorization
CD-29I – Instructions for Completing CD-29
CD-150 – Request for Authorization of Travel/Moving Expense
CD-210 – Record of Gift or Bequest
CD-244 – FOIA Request and Action Record
CD-334 – Request for Approval of Other than Coach-Class Accommodations
CD-342 – Record of Gifts and Decorations from Foreign Governments
CD-370 – Travel Voucher
CD-370A – Travel Voucher – Continuation Sheet
CD-371 – Instructions for Completing CD-370
SF-326 – Semiannual Report of Payments Accepted from a Non-Federal Source
SF-1164 – Claim for Reimbursement for Expenditures on Official Business

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Appendix J - Travel Purpose Identifier and Codes

Purpose Code	Purpose Identifier	Definition
1	<p>Employee Emergency</p> <ul style="list-style-type: none"> • Incapacitated • Death • Catastrophic • Medical Care • Threatened Law Enforcement 	<p>Travel related to an unexpected occurrence/event or injury/illness that affects the employee personally and/or directly that requires immediate action/attention. Examples: Traveler is incapacitated by illness or injury, death or serious illness of a family member (as defined in FTR §300-3.1 or FTR §301-30.2), or catastrophic occurrence or impending disaster that directly affects the employee's home. Emergency travel also includes travel for medical care while employee is TDY away from the official station (FTR Part 301-30), death of an employee/immediate family member when performing official duties away from the official station or home of record (FTR Part 303-70), medical attendant transportation (FTR Part 301-30), assistance travel for an employee with special needs (FTR Part 301-13), as well as travel for threatened law enforcement/investigative employees (FTR Part 301-31).</p>
2	<p>Mission (Operational)</p> <ul style="list-style-type: none"> • Site Visit • Information Meeting • Invitational Travel • Speech/Presentation • Hearings • Inspections • Audits • Investigations • Examinations • Pre-employment • Home Leave • Visitation • Rest and Recuperation 	<p>Travel to a particular site in order to perform operational or managerial activities. Travel to attend a meeting to discuss general agency operations, review status reports, or discuss topics of general interest. Examples: Employee's day-to-day operational or managerial activities, as defined by the agency.</p>
3	<p>Special Agency Mission</p> <ul style="list-style-type: none"> • Evacuation • COOP 	<p>Travel to carry out a special agency mission or perform a task outside the agency's normal course of day-to-day business activities that is unique or distinctive. These special missions are defined by the head of agency and are normally not programmed in the agency annual funding authorization. Examples:</p>

Purpose Code	Purpose Identifier	Definition
		These agency-defined special missions may include details, security missions, and agency emergency response/recovery such as civil, natural disasters, evacuation, catastrophic events, technical assistance, evaluations or assessments
4	Conference-Other Than Training <ul style="list-style-type: none"> • Award Ceremony • Instructor/Panelist • Exchange of information • Outreach 	Prearranged meeting, retreat, convention, seminar, or symposium for consultation or exchange of information or discussion. Agencies have to distinguish between conference and training attendance and use the appropriate identifier (see Training below). Examples: To participate in a planned program as a speaker/ panelist or other form of presentation, host, planner, or others designated to oversee the conference or attendance with no formal role, or as an exhibitor.
5	Training	Travel in conjunction with educational activities to become proficient or qualified in one or more areas of responsibility. 5 U.S.C. 4101(4) states that ``training' means the process of providing for and making available to an employee, and placing or enrolling the employee in a planned, prepared, and coordinated program, course, curriculum, subject, system, or routine of instruction or education, in scientific, professional, technical, mechanical, trade, clerical, fiscal, administrative, or other fields which will improve individual and organizational performance and assist in achieving the agency's mission and performance goals." The term ``conference" may also apply to training activities that are considered to be conferences under 5 CFR 410.404 , which states that ``agencies may sponsor an employee's attendance at a conference as a developmental assignment under section 4110 of title 5, United States Code, when: (a) The announced purpose of the conference is educational or instructional; (b) More than half of the time is scheduled for a planned, organized exchange of information between presenters and

Purpose Code	Purpose Identifier	Definition
		<p>audience which meets the definition of training in section 4101 of title 5, United States Code;</p> <p>(c) The content of the conference is germane to improving individual and/or organizational performance, and (d) Development benefits will be derived through the employee's attendance."</p> <p>Agencies have to distinguish between conference and training attendance and use the appropriate identifier (see Conference--Other Than Training above). Examples: Job required training, Internships, Intergovernmental Personnel Act, and forums.</p>
6	Relocation	<p>Travel performed in connection with a transfer from one official duty station to another for employees/immediate family members, as applicable. Examples: Permanent change of station (PCS) moves for domestic and international transferees/new appointees, tour renewal, temporary change of station (TCS), and last move home.</p>

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Appendix K - Travel Website Links

[A/OPC Listing](#)

[ATM Locator \(MasterCard\)](#)

[Centers for Disease Control \(CDC\) – Travelers’ Health](#)

[Civilian Board of Contract Appeals](#)

[Contractor Electronic Access System](#)

[Currency Converter](#)

[Department of State Travel, Passport, and International Travel](#)

[Department of State, Alerts and Warnings](#)

[DOC Travel Management Division](#)

[DOD Outside CONUS, Non-Foreign Overseas and Foreign Per Diem Rates](#)

[DTMO Rental Car Agreement](#)

[Federal Travel Regulation](#)

[Foreign Affairs Manual Volume 14](#)

[General Services Administration \(GSA\)](#)

[GSA City Pair Program \(CPP\)](#)

[GSA FedRooms](#)

[GSA Per Diem Rates \(CONUS\)](#)

[GSA SmartPay Program](#)

[GSA Travel Resources](#)

[GSA Tax Exempt States and Territories](#)

[Hotel-Motel Approved National Master List for Federal Travelers – U.S. Fire Administration](#)

[Joint Travel Regulations \(JTR\)](#)

[Travelers, Secure Flights, Transportation Security Administration](#)

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Appendix L – Allowable, Limited, and Prohibited Travel Expenses

The Department Travel Card can only be used for official travel and allowable travel-related expenses while in travel status away from the duty station.

Expense	TDY			Local Travel			Comments/Limitations
	Allowable	Limited	Prohibited	Allowable	Limited	Prohibited	
Advertising			X			X	Unauthorized
Aircraft (Hire or chartered)			X			X	Unauthorized
Airlines Tickets	X					X	Official Government transportation must be charged to the CBA and purchased through the Travel Management Center (TMC). Travel and Transportation tickets for contractors are prohibited (with or without use of the charge card).
Ammunition			X			X	Unauthorized
Ancillary Fees			X			X	Unauthorized
ATM Cash Withdrawal (including fees)	X					X	Service and usage fees associated with allowable withdrawals are reimbursable items on travel vouchers. Refer to section 4.5.3.1.2.1 of the Travel Card Handbook.
ATM Fees		X				X	Service Fees associated with personal card use is not reimbursable.
Awards (including Non-monetary, i.e., plaques)			X			X	Unauthorized
Baggage Fees	X					X	Mandatory use (only first checked bag fee unless specifically justified otherwise)
Books (Publications)			X			X	Unauthorized
Business Cards			X			X	Unauthorized
Car Rental	X	X				X	Mandatory use. Limited to the size of car authorized. Compact is the mandatory car size authorized. If the travel card is used to rent a car for official and personal use, the personal portion should not be charged to the travel card.
Car Repairs			X			X	Unauthorized

Expense	TDY			Local Travel			Comments/Limitations
	Allowable	Limited	Prohibited	Allowable	Limited	Prohibited	
Car Washes			X			X	Unauthorized
Chemicals			X			X	Unauthorized
Clothing or Protective Clothing			X			X	Unauthorized
Common Carrier Transportation Tickets	X					X	Mandatory charge to CBA.
Computer (Equipment, Software, or Services)			X			X	Unauthorized
Conference or Registration Fees		X				X	Refer to section 4.5.3.1 of the travel card Handbook.
Dry cleaning and laundry		X				X	Refer to Travel Policy Handbook for limitation.
Emergency Purchases		X				X	Limited to allowable expenses that were not authorized prior to travel or needed during a COOP emergency.
Entertainment			X			X	Unauthorized
Expenses for other travelers			X			X	Unauthorized
Expenses related to personal or family		X	X			X	Unauthorized. Some personal items may be allowable, if expenses are associated with PCS travel.
Expenses related to U.S. Military Guard or Reserve Duty			X			X	Unauthorized. Refer to section 3.2 of the travel card handbook.
Express Mail Services			X			X	Unauthorized
Fines and Penalties			X			X	Unauthorized
First Aid Kits			X			X	Unauthorized
Gasoline (Private or GSA vehicles)			X			X	Unauthorized. Purchasing fuel for your private vehicle and Government vehicles are not allowed.
Gasoline for Rental Car	X					X	Mandatory use
Gifts			X			X	Unauthorized
Higher Education			X			X	Unauthorized
Insurance (i.e., rental car)		X				X	Insurance for rental car while traveling in a foreign area is authorized.
Leases		X				X	Apartment leases for employees on PCS or long-term TDY is permitted, but subject to

Expense	TDY			Local Travel			Comments/Limitations
	Allowable	Limited	Prohibited	Allowable	Limited	Prohibited	
							per diem limitations and travel authorization.
Lodging	X					X	Mandatory use
Local Travel Expenses						X	Refer to section 4.5.3.1 of the travel card handbook.
Maintenance (Cars)			X			X	Unauthorized
Meals (including grocery stores)	X	X				X	Operational use, but encourage to increase rebates. If you obtain an advance to cover your meals, than the Travel Card should not be used. If you are in a PCS travel status, you may be allowed to purchase meals for your family. You may not use the travel to purchase food for other people or as a group meal.
Meeting Rooms			X			X	Unauthorized
Membership or Consulting Fees			X			X	Unauthorized
Motor Oil			X			X	Unauthorized
Official Duty Station (within 50 miles)						X	Unauthorized. Refer to section 4.5.1 of the travel card handbook.
Office-Related Supplies			X			X	Unauthorized
Official Telephone Calls	X						Optional use.
Parking	X	X				X	Optional use. You may use your travel card to pay for parking at the airport terminal or at the TDY location. Use of the travel card to pay for local travel parking is prohibited.
Parking Tickets			X			X	Unauthorized
Personal items (i.e., airline tickets)			X			X	Unauthorized. Only permitted M&IE allowance can be purchased using the travel card.
Personal Expenses		X					Ensure only allowable expenses are proper,

Expense	TDY			Local Travel			Comments/Limitations
	Allowable	Limited	Prohibited	Allowable	Limited	Prohibited	
							authorized and annotated on the TA
Photocopies/Printing Services (Duplicating)			X		X	Only permitted M&IE allowance can be purchased using the travel card.	Unauthorized. Emergency printing while in travel status is permissible using the purchase card, if you have purchase card authority and there is no GPO facility available. Check the OAM Acquisition policy for further information.
Postage			X			X	Unauthorized
Premium Seat Upgrades			X			X	Unauthorized
Reserves/Guard unit members (training)			X			X	Unauthorized. Refer to Subsection 3.12.4 of travel card handbook.
Shipping			X			X	Unauthorized
Signage			X			X	Unauthorized
Surcharges	X					X	This is an optional charge by the merchant and permitted by the SmartPay contract.
Taxi and Shuttle Services	X					X	Optional use
Telecommunications			X			X	Unauthorized for procuring cellular phone services, calling cards, or video services. Telephone calls are cited under official telephone calls in this appendix. Internet is acceptable.
Tolls	X					X	Optional Use
Training			X			X	Unauthorized. Training should be procured with the SF-182 .
Vendor Acceptance	X					X	Optional Use. Only if the vendor does not accept the travel card.

Appendix M – Official Travel Reimbursable Expenses

This is a quick reference guide and does not cover all reimbursable or non-reimbursable expenses. This Handbook, FTR or your local policy will provide a more detailed list.

Official Travel Reimbursable Expenses	Type of Travel	
	TDY	PCS
Baggage curbside (disability/special need only)	√	√
Baggage storage	√	√
Baggage transfer	√	√
Biometric fees	√	√
Birth Certificate	√	√
Carrier terminal fees	√	√
Transportation to and from terminal	√	√
Internet connections	√	
Currency Conversion fees	√	√
Deposit when TDY is curtailed/canceled/interrupted	√	
Disease prevention measures	√	√
Driver services	√	
International Driver's License and photos	√	√
Early checkout Penalty due to canceled/interrupted	√	
Energy surcharge fees	√	√
Green card fees	√	√
Government conveyance costs	√	
GTCC – Chip/Pin card issue fees	√	√
GTCC surcharge fees	√	
Guide services	√	
Insurance (Driving in a foreign country only)	√	
Interpreter services	√	
Legal service fees (Check w/OGC for all that may apply.)	√	√
Lodging (dual)	√	
Lodging (daytime fees)	√	
Lodging (mandatory fees)	√	
Lodging (reimbursement while on leave, when receiving long term TDY flat rate per diem)	√	
Lodging tax (CONUS and non-foreign OCONUS only)	√	√
Medical Evacuation Insurance (Medivac)	√	
Paper ticket fees	√	√
Parking Fees (terminal)	√	
Passport fees (employee and dependents)	√	√
Photograph fees for OCONUS travel (passport, visa, or green card)	√	√
Physical Examination	√	√
Registration Fee	√	

Official Travel Reimbursable Expenses	Type of Travel	
	TDY	PCS
Rental Vehicle	√	
Resort Fees	√	√
Room Rental	√	
Special Conveyance	√	
Storage of property used on official business	√	
Tips, baggage handling (disability/special need only)	√	√
Transportation (to and from terminal)	√	
Travel and transportation related expenses	√	√
Value added tax certificate	√	
Visa Fees	√	√

Appendix N – Common Carrier Exception Codes

Link to FAQs for [Travel Exception Codes](#)

First Class – Air Travel Exception Codes	
F1	No coach-class accommodations are reasonably available.
F2	Use of first-class is necessary to accommodate a medical disability or other special need.
F3	Exceptional security circumstances require other than coach-class airline accommodations: an agent on protective detail accompanying an individual authorized to use first-class accommodations.
F4	Use of first-class is required because of agency mission, consistent with your agency's internal procedures.
Business – Air Travel Exception Codes	
B1	Use of business-class is necessary to accommodate a medical disability or other special need.
B2	Exceptional security circumstances require other than coach-class airline accommodations: an agent on protective detail accompanying an individual authorized to use other than coach-class accommodations.
B3	Coach-class accommodations on an authorized/approved foreign air carrier do not provide adequate sanitation or health standards.
B4	Regularly scheduled flights between origin/destination points (including connecting points) provide only other than coach-class accommodations and you certify on your voucher.
B5	Transportation costs are paid in full through agency acceptance of payment from a non-Federal source.
B6	Origin and/or destination is OCONUS, and the scheduled flight time, including stopovers and change of planes, is in excess of 14 hours.
B7	The use of business-class results in an overall cost saving to the Government by avoiding additional subsistence costs, overtime, or lost productive time while awaiting coach-class accommodations.
B8	No space is available in coach-class accommodations in time to accomplish the mission, which is urgent and cannot be postponed.
B9	Business-class accommodations required because of agency mission, consistent with your agency's internal procedures.
Other Than Coach-Class – Train Exception Codes	
T1	No coach-class accommodations are reasonably available on a train that is scheduled to leave within 24 hours of the traveler's proposed departure time, or no coach-class accommodations are scheduled to arrive within 24 hours of the traveler's proposed arrival time.
T2	Use of other than coach-class accommodations is necessary to accommodate a medical disability or other special need.
T3	Exceptional security circumstances require other than coach-class airline accommodations: an agent on protective detail accompanying an individual authorized to use other than coach-class accommodations.
T4	Coach-class travel on an authorized/approved foreign rail carrier does not provide adequate sanitation or health standards.
T5	When required because of agency mission, consistent with your agency's internal procedures. Exceptions for "extra fare" train travel: [Note: extra-fare train service is considered to be a class above the lowest class offered on any particular train and must be authorized/approved as provided in (FTR §301-10.162).
T6	Your agency has determined that extra-fare travel is advantageous to the Government.

T7	Your agency has determined that extra-fare travel is required for security reasons.
Other Than Lowest First-Class – Ship Exception Codes	
S1	Lowest first class travel accommodations not available on the ship.
S2	Use of other than lowest first-class accommodations is necessary to accommodate a medical disability or other special need.
S3	Exceptional security circumstances require other than coach-class airline accommodations: an agent on protective detail accompanying an individual authorized to use other than coach-class accommodations.
S4	Required because of agency mission, consistent with your agency's internal procedures.

Appendix O – Travel Program Responsibilities By Topics

Approving Officials (AOs)/Supervisors/Designees

These individuals are [appointed in writing](#) and are responsible for ensuring travelers follow all guidance and procedures for official travel. The AO is typically, but is not required to be, the traveler’s supervisor. Their responsibilities are outlined in the following table:

Responsible Official		Topic	Responsibilities
Approving	Supervisor		
X	X	Training	Ensure travelers are provided training on the use of the travel card and/or travel policies, if required.
X	X	Travel Authorizations	Ensure all official travel is approved by a TA. Ensure only allowable expenses are authorized. Ensure the proper delegation is exercised, and supporting documentation and justification are a part of the TA.
X	X	Travel Vouchers	Ensure travel vouchers are properly submitted, review and approve.
X	X	Records Retention	Records retention requirements for travel vouchers and supporting documentation in accordance with General Records Schedule 9, Travel and Transportation Records, issued by the National Archives and Records Administration (NARA). For example, travel authorization, original vouchers, and supporting documents covering transportation and per diem charges must be maintained for six years after the voucher has been paid. Use of scanned electronic images for receipts meets the six years. NARA General Record Schedule, GRS 1.1 Financial Management and Reporting Records Comply with retention guidance for IBA and CBA accounts (Section 3.7).

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Appendix P – Responsibilities by Topics

Topics	Actions	Responsible Official	Form Required
Acceptance of payment from a non-Federal source		Individuals who have been delegated authority to approve.	CD-210
Actual Daily Subsistence Expense	Authorizing officials should determine on a case-by-case basis that suitable, less costly accommodations are not available and that the nature of the mission precludes travelers from rescheduling the trip until such accommodations are available. Suitable accommodations are those that meet the prevalent standards of comfort and physical security expected by a prudent person. Ensure that a copy of the written authorization is attached to the travel voucher, along with copies of other required documentation.	Individuals who have been delegated authority to approve.	CD-29
Air Travel Accommodations	Travelers should make a conscientious effort to get air accommodations at minimum cost. Travelers should make arrangements well in advance of the travel, unless prevented by circumstances beyond their control.	Approving/ Authorizing Official	CD-29
Cancellations	Travelers must cancel all reservations as soon as they know that their travel plans has changed. The traveler bears the full responsibility of canceling reservations. If the approving official determines that the traveler could have canceled and avoided the charges, he/she will be liable for any cost assessed as a penalty or charge by a carrier/lodging facility for failure to cancel a reservation.	Traveler or Travel Preparer	CD-29
Combining Personal and Official Travel	Employees may combine personal and official travel under certain situations. If a traveler is combining personal travel with official travel containing airfare and there is no change in the mode of transportation, they should contact the TMC for assistance. Reimbursement is limited to the cost of travel by a direct route or on an uninterrupted basis. The traveler is responsible for any additional costs.	Traveler	CD-29

Topics	Actions	Responsible Official	Form Required
Compensatory Time Off for Travel	Each hour spent by an employee in travel status away from the official duty station of the employee, that is not otherwise compensable, shall be treated as an hour of work or employment for purposes of calculating compensatory time off. If eligible for CTT, the TA should be annotated with eligibility. The HRO or WFMO should be consulted for clarification or applicability.	Supervisors AOs	Premium Pay CD-29
Cost Comparison	When travelers choose to use a mode of transportation that is different from the authorized official travel mode, a cost comparison worksheet must be completed. The approving official will review the cost comparison and give authorization based on the review. The traveler will be reimbursed for the lesser of the cost comparison or the actual voucher amount once travel has been completed.	Approving/ Authorizing Official Traveler	Appendix F and/or Appendix G
Disallowed Travel Claim	AO may disallow a claim if the employee: <ul style="list-style-type: none"> • Does not properly itemize his/her expenses; • Does not provide electronic copies of required receipts or other documentation to support the claim; or • Claims an expense which is not authorized. 	Traveler Finance Office	N/A
FedRoom Lodging Program	FTR §301-50.8 requires Federal travelers to give first consideration to lodging properties that have been certified by the General Services Administration (GSA) as participants of the FedRooms program . These properties will be listed under Government Preferred Lodging.	Approving/ Authorizing Official	CD-29
Government Aircraft	Per FTR §301-10.260 , an employee may use Government aircraft for travel only if he/she has authorization from an executive agency under the rules specified in FTR.	DEPSEC CFO/ASA	CD-29
Hours of Work for Travel	The rules on travel hours of work depend on whether an employee is covered by or exempt from the Fair Labor Standards Act (FLSA). For FLSA-exempt employees, the crediting of travel time as hours of work is governed under	Approving/ Authorizing Official	CD-29

Topics	Actions	Responsible Official	Form Required
	<p>title 5 rules-in particular, 5 U.S.C. 5542(b)(2) and 5544(a)(3) and 5 CFR 550.112(g) and (j). For FLSA-covered employees, travel time is credited if it is qualifying hours of work under either the title 5 rules or under OPM's FLSA regulations-in particular, 5 CFR 551.401(h) and 551.422.</p>		
<p>Travel That is Hours of Work Under Title 5</p>	<p>Under 5 U.S.C. 5542(b)(2) and 5 CFR 550.112(g), official travel away from an employee's official duty station is hours of work if the travel is-</p> <ul style="list-style-type: none"> • within the days and hours of the employee's regularly scheduled administrative workweek, including regularly scheduled overtime hours, or • outside the hours of the employee's regularly scheduled administrative workweek, is ordered or approved, and meets one of the following four conditions- <ul style="list-style-type: none"> ○ involves the performance of work while traveling (such as driving a loaded truck); ○ is incident to travel that involves the performance of work while traveling (such as driving an empty truck back to the point of origin); ○ is carried out under arduous and unusual conditions (e.g., travel on rough terrain or under extremely severe weather conditions); or ○ results from an event that could not be scheduled or controlled administratively by any individual or agency in the executive branch of Government (such as training scheduled solely by a private firm or a job-related court appearance required by a court subpoena). 	<p>Approving/ Authorizing Official</p>	<p>CD-29</p>

Topics	Actions	Responsible Official	Form Required
International Travel Expenses	Ensure that a copy of the written authorization is attached to the travel voucher, along with copies of other required documentation.	CFO/ASA, COS, Heads, Bureaus/ Operating Units according to internal delegations	CD-29
Interview Travel	Expenses that may be approved are transportation, per diem, miscellaneous, and expenses of an individual with a disability or special need when appropriate. The costs should be charged to the office requesting interview. Ensure that a copy of the written authorization is attached to the travel voucher, along with copies of other required documentation.	Individuals who have been granted authority to approve.	CD-29
Invitational Travel	Ensure that a copy of the written authorization is attached to the travel voucher, along with copies of other required documentation.	According to internal delegations	CD-29
Lapse in Appropriations	During a lapse in appropriations, the Federal Government may enact an Emergency Furlough. During an Emergency Furlough, the Office of Personnel Management (OPM) may issue guidance related to travel for employees impacted by an administrative furlough. Guidance may be found on OPM's website under administrative furlough guidance .	According to internal delegations	CD-29
Official Representation at Funerals	The Secretary of Commerce may authorize travel at Government expense when travel is for official business essential to the purposes of the Government and for accomplishment of the agency's mission. Attendance at a funeral is not normally considered official business for which the Department pays an employee's travel expenses. However, there are circumstances where attendance by an official Department representative may be considered important to the mission. Expenses may be authorized for travel within the United States only. Ensure that a copy of the written authorization is attached to the travel voucher, along with copies of other required documentation.	Secretary of Commerce or designee	Approval Memo

Topics	Actions	Responsible Official	Form Required
<p>Other Than Coach-Class</p> <p>First-Class</p>	<p>The use of first-class transportation is not to be authorized unless:</p> <ul style="list-style-type: none"> • No other coach-class or business-class accommodations are reasonably available; • There is a need to accommodate a disability or other special need; a disability must be substantiated in writing by a competent medical authority, and be current within one year prior to travel (prior approval is required for each occurrence); a special need must be approved by the employee’s approving official in writing (see FTR §301-13.2); • Exceptional security circumstances exist; • Mission essential; • Foreign coach-class for train accommodations are inadequate; • Business-class is not available for ship accommodations. 	<p>Approving/ Authorizing Official</p> <p>STO</p>	<p>CD-334</p>
<p>Other Than Coach-Class</p> <p>Business Class</p>	<p>The Department, in accordance with FTR § 301-10.123, may authorize business-class accommodations only when:</p> <ul style="list-style-type: none"> • Regularly scheduled flights between origin/destination points (including connecting points) provide only such accommodations (employee must certify such in the comments section of the voucher); • No space is available in coach-class accommodations in time to accomplish the mission, which is urgent and cannot be postponed; • There is a need to accommodate a disability, which must be substantiated with a competent medical authority’s written statement and be current within one year prior to travel or a special need which must be approved by the 	<p>Approving/ Authorizing Official</p>	<p>CD-334</p>

Topics	Actions	Responsible Official	Form Required
	<p>employee’s manager in writing (see FTR §301-13.2);</p> <ul style="list-style-type: none"> • Security purposes or exceptional circumstances make business-class travel essential to the successful performance of the agency’s mission; • Coach-class accommodations on an authorized/approved foreign air carrier do not provide adequate sanitation or health standards; • The use results in an overall cost savings to the Government by avoiding additional subsistence costs, overtime, or lost productive time while awaiting coach-class accommodations; • Transportation costs are paid in full through agency acceptance of payment from a non-Federal source; • Origin and/or destination are OCONUS (outside CONUS), and the scheduled flight time, including stopovers and change of planes, is in excess of 14 hours (in this instance you will not be eligible for a rest stop en route or a rest period upon arrival at your duty site); or • Required because of agency mission. 		
Rail Travel	<p>The lowest class accommodation for the Amtrak Acela Express is business-class. GSA has deemed the Acela Express to be advantageous to the Government. Therefore, agencies are not required to report the use of this method of business-class accommodations. Approving officials may authorize the use of coach accommodations on extra-fare trains, as well as the use of the lowest accommodations on the Acela Express using the CD-334. First-class accommodations still require pre-authorization from the appropriate approving official.</p>	Approving/ Authorizing Official	CD-334
Special Needs Travel	<p>The FTR allows Federal agencies to provide reasonable accommodations to employees with special physical needs by paying for additional travel expenses incurred. The FTR requires that a disability or special need be clearly</p>	Approving/ Authorizing Official Travelers	CD-334

Topics	Actions	Responsible Official	Form Required
	<p>discernible or substantiated in writing by a competent medical authority. An employee's manager (special need) or RAC (disability) may determine that the employee has a disability or special need by observing that a special physical need is obvious. If the disability is not clearly discernible, the employee must provide his/her RAC with written substantiation of the disability or special need by a competent medical authority.</p> <p>The FTR defines a special need as physical characteristics of a traveler not necessarily defined under disability. Such physical characteristics could include, but are not limited to, the weight or height of the traveler.</p> <p>The Rehabilitation Act of 1973, defines disability as an individual having a physical or mental impairment that substantially limits one or more major life activities; or having a record of such impairment or being regarded as having such impairment.</p> <p>Refer to FTR §301-13.2.</p>	RAC	
Travel Authorization	<p>The Department travelers are required to have written or electronic authorization prior to incurring any travel expense unless impracticable or impossible to obtain prior to travel. The Department will pay only those expenses essential to the transaction of official business, including:</p> <ul style="list-style-type: none"> • Transportation expenses; • Per diem expenses; • Miscellaneous expenses; and • Travel expenses of an employee with special needs. <p>Travelers are responsible for expenses over the reimbursement limits.</p>	<p>Approving/ Authorizing Official</p> <p>Traveler</p>	<p>CD-29 ETA</p>
Travel by ship	<p>Employees must use the lowest class of reserved accommodations available, unless specifically authorized in advance to use a higher class of service in accordance with the provisions of FTR 301-10, Subpart B.</p>	Approving/ Authorizing Official	CD-29

Topics	Actions	Responsible Official	Form Required
Travel expenses related to attendance at a conference	The TA must reflect the travel type code as conference.	Approving/ Authorizing Official	CD-29
Travel expenses related to emergency travel	The TA must be annotated as emergency travel.	Approving/ Authorizing Official	CD-29
Travel from a Non-Federal Source	A special authorization is required prior to travel. Non-Federal source funding includes payments for travel, subsistence, and/or related expenses by check or payments in kind. Payments in-kind are the provisions for meals, lodging, or transportation at no cost to the traveler or to the Department. Non-Federal source funding providers should not make payments directly to the traveler. All payments from a non-Federal source should be made payable to the Department of Commerce/U.S. Treasury. Travelers should consult with the Office of the General Counsel (OGC), Ethics Law and Programs Division, prior to gift acceptance to verify that the traveler may accept the gift.	Approving/ Authorizing Official Traveler OGC	CD-29 CD-210
Travel Voucher	The traveler must submit a travel voucher and liquidate the entire outstanding advance within five working days after completion of travel. If the traveler is on continuous travel status, a voucher should be submitted at the end of each month or every 30 days. Travel vouchers are reviewed appropriately and timely by knowledgeable AOs	Approving/ Authorizing Official Travelers	CD-340
Unused Tickets	Travelers should return fully or partially unused tickets for common carrier transportation to the TMC and get a refund credit. The cost of any unused ticket should not be on the voucher for reimbursement.	Approving/ Authorizing Official Travelers	Memo
Use of a foreign air carrier	Ensure that a copy of the written authorization is attached to the travel voucher, along with copies of other required documentation.	Approving/ Authorizing Official	FAA (49 U.S.C. 40118) Justification Refer to 3.3.2.

Topics	Actions	Responsible Official	Form Required
Use of a Government Aircraft	The Senior Travel Official may authorize the use of a Government aircraft for travel for official purposes in accordance with 41 C.F.R. §101-37 . Ensure that a copy of the written authorization is attached to the travel voucher, along with copies of other required documentation. Approval must be reported during the data call for Senior Travel Officials.	STO	Approving Memo
Use of Non-Contract	GSA requires Federal travelers on official business to use City Pair Contract Carriers unless a specific exception applies. It is a violation of GSA’s contract with the City Pair Contract Carrier not to use a City Pair Contract Carrier because of personal preference, frequent flyer clubs, <i>etc.</i> Refer to FTR §301-10.107 . The traveler, before purchasing a non-contract fare, must know or reasonably anticipate, based on his/her planned trip, that he/she will use the ticket. Travelers are required to provide the applicable justification on the travel authorization and voucher when selecting a non-contract fare.	Approving/ Authorizing Official	Approving Memo CD-29
Use of a rental vehicle	Compact Car must be authorized.	Approving/ Authorizing Official	CD-29
Voluntarily vacating Airline Seats	<p>Employees who voluntarily vacate their airline seats may keep the payment only if the traveler meets the following conditions:</p> <ul style="list-style-type: none"> • If voluntarily vacating the seat will not interfere with the employee performing his/her official duties; and • If additional travel expenses, incurred as a result of vacating the seat, are borne by the employee and are not reimbursed; but • If volunteering delays the employee’s travel during duty hours, the Department may charge you with annual leave for the additional hours. 	Traveler	N/A