

APPENDIX A. DEFINITIONS

This Appendix provides definitions and explanations of abbreviations and terms used in this Manual. Definitions and explanations are given in alphabetical order according to the key word used in the term.

ACCOMMODATIONS. Seat space, berths, roomettes, bedrooms, or state-rooms on transportation facilities.

- (a) Air Coach or Air Tourist. A type of accommodation available on commercial aircraft at rates lower than first class or premium-class accommodations.
- (b) Coach or Chair Car (Rail). A type of accommodation, not affording sleeping facilities, at a lesser rate than first class accommodations.
- (c) Lowest First Class. The lowest cost accommodations offered by commercial carriers to the general public as first class.
- (d) Security (Enclosed). Any private room space that can be locked for security purposes.
- (e) Class of Aircraft (as defined in the Official Airline Guide):

First class - Code F (jet)  
Code A (propeller)  
Less-than-first class - All classes coded other than A or F.

ACTUAL EXPENSE ALLOWANCE. Also referred to as actual subsistence expense allowance. A variable allowance which is intended to provide reimbursement up to an established maximum for items of subsistence expense incurred during official travel. Specific reimbursable expenses are those for which a per diem allowance is authorized.

ADMINISTRATIVE REVIEW. The review of a travel voucher conducted AFTER completion of travel to determine that the traveler made the trip to perform the official duties expected of him/her.

AGREEMENT. A written document signed by a person selected for appointment, or by an employee pursuant to an official change of station or an overseas tour renewal, whereby the employee agrees to remain in the service of the Government for a specified period.

APPROVAL. See "Administrative Review."

AUTHORIZATION. The direction to an employee in advance of travel by an appropriate authority to perform official travel and incur specific costs associated with the travel.

AUTHORIZING OFFICIAL. The Head of an Operating Administration or Secretarial Office, or the delegated official under his/her jurisdiction, who is authorized to direct or approve the travel of employees on official Government business and at Government Expense.

BAGGAGE. Personal effects of a traveler that are needed in connection with official travel and immediately upon arrival at point of assignment. Material belonging to the Government may be included. Baggage may accompany a traveler or be transported separately. Baggage in excess of the weight, size, or number of pieces that is carried free by transportation companies shall be classed as EXCESS BAGGAGE.

CHANGE OF STATION. See "Permanent Change of Station."

CHARGE CARD. A GSA contractor issued charge card for use by travelers to cover major travel and transportation items such as passenger transportation tickets, rental vehicles, lodging, and meals in connection with official travel. The term does not include personal credit cards issued to employees based upon their own financial merit by any credit card or other company.

COMMON CARRIER. See "transportation."

COMMUTED RATE. A predetermined rate or allowance for reimbursement in lieu of actual expenses incurred used principally in connection with reimbursement for transportation and temporary storage of household goods and personal effects.

CONSTRUCTIVE COST. Cost of travel by common carrier which would have been incurred had travel been performed as authorized by the travel authorizing official and this Manual.

CONSULTANT. A person who serves in an advisory capacity, giving his/her opinions regarding problems or questions to officials of the Department. See DOT 3300.2C.

CONTINENTAL UNITED STATES (CONUS). The 48 contiguous States and the District of Columbia. (Hawaii and Alaska are excluded.)

CONTRACTOR. When used in conjunction with the travel Charge Card Program, "contractor" means Citicorp Diners Club.

DEPENDENT. See "Immediate Family."

GATEWAY AIRPORT IN THE UNITED STATES. The last airport in the United States from which the traveler's flight departs for a gateway airport abroad, or the first airport in the United States at which the traveler's flight arrives from a gateway airport abroad.

GATEWAY AIRPORT ABROAD. The airport outside the United States from which the traveler last embarks en route to the United States or at which the traveler first debarks incident to travel from the United States.

HOUSEHOLD GOODS AND PERSONAL EFFECTS. Personal property which may be transported legally by an authorized commercial carrier and which belongs to an employee and his/her immediate family at the time shipment or storage begins. The term includes household furnishings, equipment and appliances, furniture, clothing, books, and similar property. Snowmobiles and vehicles with two or three wheels; e.g., motorcycles, mopeds, and golf carts, may be shipped as household goods. It does not include property which is for resale, disposal, or commercial use rather than for use by the employee or members of his/her immediate family; nor does it include such items as automobiles, station wagons, motorcycles, and similar motor vehicles, airplanes, mobile homes, camper trailers, boats, birds, pets, livestock, cordwood, building materials, property belonging to any persons other than the employee or his/her immediate family, or any property acquired during a move or intended for use in conducting a business or other commercial enterprise.

HOUSE TRAILER. See "Mobile Home."

IMMEDIATE FAMILY:

- (a) Any of the following named members of the employee's household at the time he/she reports for duty at his/her new permanent duty station or performs authorized or approved overseas tour renewal agreement travel or separation travel:
- (1) Spouse;
  - (2) Children of the employee or employee's spouse who are unmarried and under 21 years of age or who, regardless of age, are physically or mentally incapable of self-support. (The term "children" shall include natural offspring; stepchildren; adopted children; grandchildren, legal minor wards, or other dependent children who are under legal guardianship of the employee or employee's spouse; and a child born after the employee's effective date of transfer when the travel of the employee's expectant spouse to the new official station is prevented at the time of the transfer because of advanced stage of pregnancy, or other reasons acceptable to the agency concerned; e.g., awaiting completion of the school year by other children.);

MANPOWER SHORTAGE POSITIONS. Positions within the United States, excluding territories and possessions, for which the Office of Personnel Management or the Department has determined there is a manpower shortage (see Federal Personnel Manual 571-A) and positions for which higher salary rates have been established by the Office of Personnel Management (see Federal Personnel Manual 530-A). No position filled by Presidential appointment is considered a manpower shortage position.

MILEAGE ALLOWANCE. The rate allowed per mile in lieu of actual expenses for operation of a privately owned conveyance or in connection with towing a mobile home. Mileage rates can be found in Appendix C.

MOBILE HOME. All types of house trailers and dwellings constructed for use as residences and designed to be moved overland (either self-propelled or towed).

NONTEMPORARY STORAGE. See "Storage."

OFFICIAL STATION OR POST OF DUTY. Designated post of duty and official station mean one and the same, the limits of which will be the corporate limits of the city or town in which the officer or employee is stationed, but if not stationed in an incorporated city or town, the official station is the reservation, station, or established area, or in the case of large reservations, the established subdivision thereof having definite boundaries within which the designated post of duty is located. With respect to entitlement under these regulations relating to the residence and the household goods and personal effects of an employee, official station or post of duty also means the residence or other quarters from which the employee regularly commutes to and from work, except that where the official station or post of duty is in a remote area where adequate family housing is not available within reasonable daily commuting distance, then residence includes the dwelling where the family of the employee resides or will reside, but only if such residence reasonably relates to the official station as determined by an appropriate administrative official.

OVERSEAS. Areas outside the continental United States. However, with respect to Alaska, Hawaii, and the territories and possessions of the United States, or foreign countries and similar geographic localities, the term, for travel purposes, means an overseas place of employment outside the area in which the place of residence is located.

PASSPORT. As used in this Manual, the term refers to the official identification issued by the Department of State to employees to enable them to perform official travel to, from and between foreign countries.

SUBSISTENCE ALLOWANCE. See "Actual Expense Allowance" and "Per Diem."

STORAGE.

- (a) Temporary Storage. Storage of household goods for a limited period of time at origin, destination, or en route in connection with transportation to, from, or between official stations or posts of duty or authorized alternate points.
- (b) Nontemporary Storage. Storage of household goods while an employee is assigned to an official station or post of duty to which the employee will not or cannot transport such household goods.

TEMPORARY STORAGE. See "Storage."

TEMPORARY DUTY TRAVEL (TDY). Travel to one or more places away from an official station to perform a temporary assignment and, upon completion thereof, return to the official station or be reassigned to another official station.

TERMINAL. A depot, airport, dock, garage or other designated place determined by the mode of transportation authorized for the pickup and discharge of passengers.

TRAINING. A formally planned and systematically conducted routine of instruction and practice as distinguished from a meeting which is for the purpose of exchanging information and discussing problems with others inside or outside the agency (5 U.S.C. 4101).

TRANSFER. See "Permanent Change of Station Travel."

TRANSPORTATION. All modes of travel, such as train, aircraft, ship, bus, streetcar, taxicab, and privately owned conveyance. The following are the major categories of transportation:

- (a) Commercial Rental Vehicle. A vehicle rented by an employee from a commercial company which is regularly engaged in renting vehicles. Normally, such rentals must be authorized in the travel authorization. This category does not include "Government-contract rental automobiles."
- (b) Common Carrier. Any transportation furnished by a firm which provides mass commercial transportation as a public service under rates prescribed by lawful authority. This includes train, bus, airplane, or ship. (Taxicabs and airport limousines are not common carriers.)

TRAVEL, OFFICIAL. Authorized travel solely in connection with business of the Department. Official travel may be performed within the vicinity of a permanent duty station; to or from a place of actual residence; to, from, or between permanent duty stations; and to, from, at and between places of temporary assignment. The term "travel" relates not only to movement from place to place but also includes entitlement to the use of quarters facilities, allowances, and certain transportation and reimbursable expenses incident to travel, subject to conditions and limitations in this Manual.

TRAVEL AUTHORIZATION, TRAVEL ORDER. Authorization in writing for official travel by a designated official. Travel authorizations include authorizations, approvals, limitations, instructions, and special conditions relating to travel and assignments.

TRAVEL MANAGEMENT CENTER (TMC). A commercial travel office operated by a travel agent under contract with the General Services Administration (GSA) or by a Scheduled Airlines Traffic Office (SATO) under an agreement or contract with GSA.

TRAVEL STATUS. The elapsed period of time from the beginning to the ending of official travel in compliance with the authority in a travel authorization. This includes incidental waiting time en route for transportation connections and delays en route beyond the control of the traveler.

TEMPORARY QUARTERS. Any lodgings obtained from private or commercial sources to be occupied temporarily by the employee or members of his/her immediate family who have vacated the residence quarters in which they were residing at the time a transfer was authorized.

U.S. FLAG CARRIER. A commercial air carrier holding certification under 49 U.S.C. 1371 (but excluding foreign carriers operating under permits) or a ship registered under the laws of the United States.

UNSCHEDULED MEANS OF TRANSPORTATION. The use of a privately owned conveyance, including a privately owned aircraft.

UNITED STATES. When used in a geographical sense, "United States" means the 50 States and the District of Columbia except as provided in 3-0203.

VISA. An endorsement on a passport indicating that the passport has been examined and travel within a foreign country has been approved by officials of that country.

APPENDIX B - PRESCRIBED MAXIMUM PER DIEM RATES FOR CONUS

The maximum rates listed below are prescribed for reimbursement of subsistence expenses incurred during official travel within the continental United States (CONUS). The amount shown in column (a) is the maximum that will be reimbursed for lodging expenses including applicable taxes. The M&IE rate shown in column (b) is a fixed amount allowed for meals and incidental expenses related to subsistence. The per diem payment calculated for lodging expenses plus the M&IE rate may not exceed the maximum per diem rate shown in column (c).

<u>Per Diem Locality</u>	Maximum Lodging Amount <u>(a)</u>	+	M&IE Rate <u>(b)</u>	=	Maximum Per Diem Rate <u>(c)</u> <sup>4/</sup>	
<u>CONUS, Standard Rate</u>	\$40		\$26		\$66	
(Applies to all locations within CONUS not specifically listed below or encompassed by the boundary definition of a listed point. However, the standard CONUS rate applies to all locations within CONUS, including those defined below, under certain specified travel circumstances and for certain relocation subsistence allowances. (See chapters 4 and 5.)						
<u>Key City 1/</u>			<u>County and/or other defined location 2/ 3/</u>			
<u>ALABAMA</u>						
Anniston			Calhoun	41	26	67
Birmingham			Jefferson	50	26	76
Gulf Shores			Baldwin	42	26	68
Huntsville			Madison	48	26	74
Montgomery			Montgomery	43	26	69
Sheffield			Colbert	63	26	89
<u>ARIZONA</u>						
Chinle			Apache	44	26	70
Kayenta			Navajo	56	26	82
Page/Flagstaff			Coconino	47	26	73
Phoenix/Scottsdale			Maricopa	52	26	78
Prescott			Yavapai	48	26	74
Sierra Vista			Cochise	43	26	69
Tucson			Pima County; Davis-Monthan AFB	48	26	74
Yuma			Yuma	43	26	69
<u>ARKANSAS</u>						
Fort Smith			Sebastian	44	26	70
Helena			Phillips	47	26	73
Hot Springs			Garland	45	26	71
Little Rock			Pulaski	48	26	74

Vertical line denotes change.

<u>Per Diem Locality</u>	<u>County and/or other defined location 2/ 3/</u>	<u>Maximum Lodging Amount (a)</u>	<u>MBIE Rate (b)</u>	<u>Maximum Per Diem Rate (c) 4/</u>
<u>Key City 1/</u>				
<u>CALIFORNIA</u>				
Chico	Butte	46	26	72
Death Valley	Inyo	88	34	122
El Centro	Imperial	46	26	72
Fresno	Fresno	50	26	76
Los Angeles	Los Angeles, Kern, Orange & Ventura Counties; Edwards AFB; Naval Weapons Center and Ordnance Test Station, China Lake	80	34	114
Modesto	Stanislaus	50	26	76
Monterey	Monterey	66	26	92
Oakland	Alameda, Contra Costa & Marin	64	34	98
Palm Springs	Riverside	72	34	106
Redding	Shasta	51	26	77
Sacramento	Sacramento	54	34	88
San Diego	San Diego	67	34	101
San Francisco	San Francisco	78	34	112
San Jose	Santa Clara	57	34	91
San Luis Obispo	San Luis Obispo	53	34	87
San Mateo	San Mateo	66	34	100
Santa Barbara	Santa Barbara	74	34	108
Santa Cruz	Santa Cruz	66	34	100
South Lake Tahoe	Dorado	52	34	86
Stockton	San Joaquin	45	26	71
Tahoe City	Placer	46	34	80
Vallejo	Solano	47	26	73
Victorville/Barstow	San Bernardino	49	26	75
Visalia	Tulare	60	26	86
West Sacramento	Yolo	49	26	75
Yosemite National Park	Mariposa	68	34	102
<u>COLORADO</u>				
Aspen	Pitkin	75	34	109
Boulder	Boulder	60	34	94
Colorado Springs	El Paso	49	26	75
Denver	Denver, Adams, Arapahoe & Jefferson	65	34	99
Durango	La Plata	48	26	74
Glenwood Springs	Garfield	45	26	71
Gunnison	Gunnison	43	26	69
Keystone/Silverthorne	Summit	52	34	86
Pagosa Springs	Archuleta	45	26	71
Steamboat Springs	Routt	48	26	74
Vail	Eagle	80	34	114
<u>CONNECTICUT</u>				
Bridgeport/Danbury	Fairfield	71	26	97
Hartford	Hartford & Middlesex	52	34	86
New Haven	New Haven	67	26	93
New London/Groton	New London	50	26	76
Putnam/Danielson	Windham	58	26	84
Salisbury	Litchfield	49	34	83

Vertical line denotes change.

<u>Per Diem Locality</u>	<u>County and/or other defined location 2/ 3/</u>	<u>Maximum Lodging Amount (a)</u>	<u>M&amp;IE Rate (b)</u>	<u>Maximum Per Diem Rate (c) 4/</u>
<u>Key City 1/</u>				
<u>DELAWARE</u>				
Dover	Kent	44	26	70
Lewes	Sussex	46	26	72
Wilmington	New Castle	63	26	89
<u>DISTRICT OF COLUMBIA</u>				
Washington, D.C.		87	34	121
(Also the cities of Alexandria, Falls Church, and Fairfax, and the counties of Arlington, Loudoun, and Fairfax in Virginia; and the counties of Montgomery and Prince Georges in Maryland.) (See also, Maryland and Virginia.)				
<u>FLORIDA</u>				
Altamonte Springs	Seminole	62	26	88
Bradenton	Manatee	60	26	86
Cocoa Beach	Brevard	50	26	76
Daytona Beach/Ormond Beach/New Smyrna	Volusia	41	26	67
Fort Lauderdale	Broward	57	26	83
Fort Myers	Lee	58	26	84
Fort Pierce	Saint Lucie	47	26	73
Fort Walton Beach	Okaloosa	50	26	76
Gainesville	Alachua	48	26	74
Jacksonville	Duval County; Naval Station Mayport	46	26	72
Kissimmee	Osceola	46	26	72
Lakeland	Polk	41	26	67
Miami	Dade & Monroe	55	34	89
Naples	Collier	62	26	88
Orlando	Orange	54	26	80
Panama City	Bay	50	26	76
Pensacola	Escambia	44	26	70
Punta Gorda	Charlotte	57	26	83
Saint Augustine	Saint Johns	49	26	75
Sarasota	Sarasota	54	26	80
Stuart	Martin	62	26	88
Tallahassee	Leon	45	26	71
Tampa/St. Petersburg	Hillsborough & Pinellas	52	26	78
West Palm Beach	Palm Beach	62	34	96
<u>GEORGIA</u>				
Albany	Dougherty	48	26	74
Athens	Clarke	41	26	67
Atlanta	Clayton, De Kalb, Fulton & Cobb	72	34	106
Augusta	Richmond	44	26	70
Brunswick	Glynn	43	26	69
Columbus	Muscogee County	42	26	68

Vertical line denotes change.

<u>Per Diem Locality</u>		Maximum Lodging Amount (a)	+	M&IE Rate (b)	=	Maximum Per Diem Rate (c) 4/
<u>Key City 1/</u>	<u>County and/or other defined location 2/ 3/</u>					
<u>GEORGIA (cont'd)</u>						
Lawrenceville	Gwinnett	46		26		72
Savannah	Chatham	42		26		68
St. Marys	Camden County; The Naval Submarine Base, Kings Bay	46		26		72
Waycross	Ware	43		26		69
<u>IDAHO</u>						
Boise	Ada	46		26		72
Coeur d'Alene	Kootenai	43		26		69
Ketchum/Sun Valley	Blaine	51		26		77
Pocatello	Bannock	45		26		71
<u>ILLINOIS</u>						
Alton	Madison	48		26		74
Champaign/Urbana	Champaign	43		26		69
Chicago	Du Page, Cook & Lake	83		34		117
Danville	Vermilion	43		26		69
Dixon	Lee	43		26		69
Macomb	McDonough	41		26		67
Mattoon	Coles	46		26		72
Peoria	Peoria	55		26		81
Rockford	Winnebago	48		26		74
Rock Island/Moline	Rock Island	50		26		76
Springfield	Sangamon	48		26		74
<u>INDIANA</u>						
Anderson	Madison	48		26		74
Bloomington	Monroe	45		26		71
Charlestown/Jeffersonville	Clark County; Indiana Army Ammunition Plant	47		26		73
Columbus	Bartholomew	41		26		67
Elkhart	Elkhart	52		26		78
Evansville	Vanderburgh	43		26		69
Fort Wayne	Allen	54		26		80
Gary	Lake	42		26		68
Indianapolis	Marion County; Fort Benjamin Harrison	57		26		83
Jasper	Dubois	41		26		67
Lafayette	Tippecanoe	49		26		75
Muncie	Delaware	50		26		76
Nashville	Brown	52		26		78
Terre Haute	Vigo	44		26		70
South Bend	St. Joseph	50		26		76

Vertical line denotes change.

<u>Per Diem Locality</u>	<u>County and/or other defined location 2/ 3/</u>	<u>Maximum Lodging Amount (a)</u>	<u>M&amp;IE Rate (b)</u>	<u>Maximum Per Diem Rate (c) 4/</u>
<u>Key City 1/</u>				
<u>IOWA</u>				
Bettendorf/Davenport	Scott	44	26	70
Cedar Rapids	Linn	41	26	67
Des Moines	Polk	50	26	76
Iowa City	Johnson	41	26	67
Sioux City	Woodbury	41	26	67
<u>KANSAS</u>				
Kansas City	Johnson & Wyandotte (See also Kansas City, MO)	60	26	86
Manhattan	Riley	44	26	70
Topeka	Shawnee	43	26	69
Wichita	Sedgwick	54	26	80
<u>KENTUCKY</u>				
Covington	Kenton	46	26	72
Frankfort	Franklin	43	26	69
Hopkinsville	Christian County; Fort Campbell	45	26	71
Lexington	Fayette	52	26	78
Louisville	Jefferson	47	26	73
<u>LOUISIANA</u>				
Alexandria	Rapides Parish	43	26	69
Baton Rouge	East Baton Rouge Parish	50	26	76
Bossier City	Bossier Parish	57	26	83
Gonzales	Ascension Parish	51	26	77
Lafayette	Lafayette Parish	41	26	67
Lake Charles	Calcasieu Parish	42	26	68
Monroe	Ouachita Parish	41	26	67
New Orleans	Parishes of Jefferson, Orleans, Plaquemines and St. Bernard	52	34	86
Shreveport	Caddo Parish	51	26	77
Slideell	St. Tammany Parish	42	26	68
<u>MAINE</u>				
Auburn	Androscoggin	56	26	82
Augusta	Kennebec	45	26	71
Bangor	Penobscot	48	26	74
Bar Harbor	Hancock	60	26	86
Bath	Sagadahoc	64	26	90
Kittery	Portsmouth Naval Shipyard (See also Portsmouth, NH)	56	26	82
Portland	Cumberland	63	26	89
Rockport	Knox	62	26	88
Wiscasset	Lincoln	42	26	68

Vertical line denotes change.

<u>Per Diem Locality</u>		Maximum Lodging Amount (a)	+	M&IE Rate (b)	=	Maximum Per Diem Rate (c) 4/
<u>Key City 1/</u>	<u>County and/or other defined location 2/ 3/</u>					
<b>MARYLAND</b>						
(For the counties of Montgomery and Prince Georges, see District of Columbia.)						
Annapolis	Anne Arundel	70		34		104
Baltimore	Baltimore & Harford	59		34		93
Columbia	Howard	87		34		121
Cumberland	Allegany	45		26		71
Easton	Talbot	48		26		74
Frederick	Frederick	54		26		80
Hagerstown	Washington	48		26		74
Lexington Park/St, Inigoes/Leonardtwn	St. Marys	51		26		77
Lusby	Calvert	51		26		77
Ocean City	Worcester	85		34		119
Salisbury	Wicomico	47		26		73
Waldorf	Charles	51		26		77
<b>MASSACHUSETTS</b>						
Andover	Essex	81		34		115
Boston	Middlesex, Norfolk & Suffolk	81		34		115
Greenfield	Franklin	51		26		77
Hyannis	Barnstable	56		26		82
Martha's Vineyard/ Nantucket	Dukes & Nantucket	96		34		130
New Bedford	Bristol	46		26		72
Northampton	Hampshire	52		26		78
Pittsfield	Berkshire	48		26		74
Plymouth	Plymouth	86		26		112
Springfield	Hampden	57		26		83
Worcester	Worcester	57		26		83
<b>MICHIGAN</b>						
Ann Arbor	Washtenaw	63		26		89
Battle Creek	Calhoun	42		26		68
Bay City	Bay	42		26		68
Boyer City	Charlevoix	62		26		88
Cadillac	Wexford	48		26		74
Detroit	Wayne	66		34		100
Gaylord	Otsego	53		26		79
Grand Rapids	Kent	48		26		74
Houghton Lake	Roscommon	54		26		80
Jackson	Jackson	49		26		75
Kalamazoo	Kalamazoo	57		26		83
Lansing/East Lansing	Ingham	48		26		74
Mackinac Island	Mackinac	54		26		80
Midland	Midland	51		26		77
Mount Pleasant	Isabella	43		26		69
Pontiac	Oakland	48		26		74

Vertical line denotes change.

<u>Per Diem Locality</u>		Maximum Lodging Amount (a)	+	M&IE Rate (b)	=	Maximum Per Diem Rate (c) 4/
<u>Key City 1/</u>	<u>County and/or other defined location 2/ 3/</u>					
<b><u>MICHIGAN</u></b>						
Port Huron	St. Clair	42		26		68
Saginaw	Saginaw	46		26		72
St. Joseph/Benton Harbor/Niles	Berrien	45		26		71
Traverse City	Grand Traverse	55		26		81
Warren	Macomb	43		26		69
<b><u>MINNESOTA</u></b>						
Bemidji	Beltrami	42		26		68
Brainerd	Crow Wing	42		26		68
Duluth	St. Louis	44		26		70
Minneapolis/St. Paul	Anoka, Hennepin & Ramsey Counties; Fort Snelling Military Reservation & Navy Astronautics Group (Det. BRAVO), Rosemount	54		26		80
Rochester	Olmsted	53		26		79
<b><u>MISSISSIPPI</u></b>						
Jackson	Hinds	50		26		76
Natchez	Adams	47		26		73
Vicksburg	Warren	41		26		67
<b><u>MISSOURI</u></b>						
Cape Girardeau	Cape Girardeau	43		26		69
Columbia	Boone	49		26		75
Jefferson City	Cole	46		26		72
Kansas City	Clay, Jackson & Platte (See also Kansas City, KS)	60		26		86
Osage Beach	Camden	64		26		90
Springfield	Greene	51		26		77
St. Louis	St. Charles & St. Louis	59		26		85
<b><u>MONTANA</u></b>						
Great Falls	Cascade	41		26		67
<b><u>NEBRASKA</u></b>						
Lincoln	Lancaster	41		26		67
Omaha	Douglass	50		26		76
<b><u>NEVADA</u></b>						
Elko	Elko	46		26		72
Las Vegas	Clark County; Nellis AFB	69		34		103
Reno	Washoe	44		26		70
<b><u>NEW HAMPSHIRE</u></b>						
Concord	Merrimack	51		26		77
Conway	Carroll	81		26		107
Durham	Strafford	67		26		93

Vertical line denotes change.

<u>Per Diem Locality</u>		Maximum Lodging Amount (a)	+	M&IE Rate (b)	-	Maximum Per Diem Rate (c) 4/
<u>Key City 1/</u>	<u>County and/or other defined location 2/ 3/</u>					
<u>NEW HAMPSHIRE (Cont'd)</u>						
Laconia	Belknap	64		26		90
Manchester	Hillsborough	59		26		85
Portsmouth/Newington	Rockingham County; Pease AFB (See also Kittery, ME)	56		26		82
<u>NEW JERSEY</u>						
Atlantic City	Atlantic	104		34		138
Belle Mead	Somerset	62		26		88
Camden	Camden	52		26		78
Dover	Morris County; Picatinny Arsenal	62		26		88
Eatontown	Monmouth County; Fort Monmouth	50		34		84
Edison	Middlesex	50		34		84
Millville	Cumberland	45		26		71
Moorestown	Burlington	68		26		94
Newark	Bergen, Essex, Hudson, Passaic & Union	78		34		112
Ocean City/Cape May	Cape May	90		34		124
Princeton/Trenton	Mercer	80		34		114
Salem	Salem	59		26		85
Tom's River	Ocean	77		26		103
<u>NEW MEXICO</u>						
Albuquerque	Bernalillo	59		26		85
Cloudcroft	Otero	64		34		98
Farmington	San Juan	49		26		75
Gallup	McKinley	47		26		73
Grants	Cibola	41		26		67
Las Cruces/White Sands	Dona Ana	43		26		69
Las Vegas	San Miguel	44		26		70
Los Alamos	Los Alamos	46		26		72
Raton	Colfax	52		26		78
Sante Fe	Santa Fe	64		34		98
Taos	Taos	49		26		75
Tucumcari	Quay	46		26		72
<u>NEW YORK</u>						
Albany	Albany	61		26		87
Batavia	Genesee	55		26		81
Binghamton	Broom	55		26		81
Buffalo	Erie	50		26		76
Canton	St. Lawrence	48		26		74
Corning	Steuben	58		26		84
Elmira	Chemung	49		26		75
Glens Falls	Warren	45		26		71
Ithaca	Tompkins	59		26		85
Jamestown	Chautauqua	41		26		67
Kingston	Ulster	56		26		82
Lake Placid	Essex	72		26		98

Vertical line denotes change.

<u>Per Diem Locality</u>	<u>County and/or other defined location 2/ 3/</u>	<u>Maximum Lodging Amount (a)</u>	<u>M&amp;IE Rate (b)</u>	<u>Maximum Per Diem Rate (c) 4/</u>
<u>Key City 1/</u>			+	=
<u>NEW YORK (Cont'd)</u>				
Monticello	Sullivan	54	34	88
New York City	The boroughs of Bronx, Brooklyn, Manhattan, Queens & Staten Island; Nassau & Suffolk Counties	107	34	141
Niagara Falls	Niagara	57	26	83
Poughkeepsie	Dutchess	68	26	94
Rochester	Monroe	63	26	89
Saratoga Springs	Saratoga	45	34	79
Schenectady	Schenectady	55	26	81
Syracuse	Onondaga	57	26	83
Troy	Rensselaer	57	26	83
Utica	Oneida	56	26	82
Watertown	Jefferson	49	26	75
Watkins Glen	Schuyler	72	26	98
West Point	Orange	44	26	70
White Plains	Westchester	87	34	121
<u>NORTH CAROLINA</u>				
Asheville	Buncombe	45	26	71
Charlotte	Mecklenburg	58	26	84
Duck	Dare	57	26	83
Elizabeth City	Pasquotank	53	26	79
Greenville	Pitt	59	26	85
Havelock	Craven	43	26	69
High Point/Greensboro	Guilford	54	26	80
Jacksonville	Onslow	42	26	68
Kinston	Lenoir	46	26	72
Morehead City	Carteret	53	26	79
Raleigh/Durham/Chapel Hill	Wake, Durham & Orange	56	26	82
Wilmington	New Hanover	45	26	71
Winston-Salem	Forsyth	49	26	75
<u>NORTH DAKOTA</u>				
Bismarck	Burleigh	44	26	70
Fargo	Cass	52	26	78
Grand Forks	Grand Forks	46	26	72
Minot	Ward	48	26	74
<u>OHIO</u>				
Akron	Summit	54	26	80
Bellevue/Norwalk	Huron	55	26	81
Chillicothe	Ross	44	26	70
Cincinnati/Evendale	Hamilton & Warren	50	26	76
Cleveland	Cuyahoga	59	34	93
Columbus	Franklin	56	26	82
Dayton	Montgomery County; Wright-Patterson AFB	61	26	87

Vertical line denotes change.

<u>Per Diem Locality</u>		Maximum Lodging Amount (a)	+	M&IE Rate (b)	=	Maximum Per Diem Rate (c) 4/
<u>Key City 1/</u>	<u>County and/or other defined location 2/ 3/</u>					
<u>OHIO (Cont'd)</u>						
Defiance	Defiance	42		26		68
East Liverpool	Columbiana	47		26		73
Elyria	Lorain	51		26		77
Findlay	Hancock	43		26		69
Geneva	Ashtabula	52		26		78
Hamilton/Fairfield	Butler	47		26		73
Lancaster	Fairfield	41		26		67
Lima	Allen	43		26		69
Port Clinton	Ottawa	54		26		80
Portsmouth	Scioto	44		26		70
Sandusky	Erie	57		26		83
Springfield	Clark	43		26		69
Tinney/Fremont	Sandusky	44		26		70
Toledo	Lucas	50		26		76
Wapakoneta	Auglaize	45		26		71
<u>OKLAHOMA</u>						
Norman	Cleveland	44		26		70
Oklahoma City	Oklahoma	47		26		73
Stillwater	Payne	44		26		70
Tulsa/Bartlesville	Osage, Tulsa & Washington	45		26		71
<u>OREGON</u>						
Beaverton	Washington	46		26		72
Clackamas	Clackamas	48		26		74
Coos Bay	Coos	45		26		71
Lincoln City	Lincoln	45		26		71
Portland	Multnomah	50		26		76
Seaside	Clatsop	66		26		92
<u>PENNSYLVANIA</u>						
Allentown	Lehigh	50		26		76
Altoona	Blair	44		26		70
Chester	Delaware	46		34		80
Du Bois	Clearfield	51		26		77
Easton	Northampton	64		26		90
Erie	Erie	41		26		67
Gettysburg	Adams	49		26		75
Harrisburg	Dauphin	62		26		88
Johnstown	Cambria	55		26		81
King of Prussia/ Ft. Washington	Montgomery County, except Bala Cynwyd (See also Philadelphia, PA)	68		34		102
Lancaster	Lancaster	63		26		89
Lebanon	Lebanon County; Indian Town Gap Military Reservation	47		26		73

Vertical line denotes change.

<u>Per Diem Locality</u>	<u>County and/or other defined location 2/ 3/</u>	<u>Maximum Lodging Amount (a)</u>	<u>M&amp;IE Rate (b)</u>	<u>Maximum Per Diem Rate (c) 4/</u>
<u>Key City 1/</u>			+	=
<u>PENNSYLVANIA (Cont'd)</u>				
Mansfield	Tioga	49	26	75
Mercer	Mercer	54	26	80
Philadelphia	Philadelphia County; City of Bala Cynwyd in Montgomery County	77	34	111
Pittsburgh/Monroeville	Allegheny	60	26	86
Reading	Berks	49	26	75
Scranton	Lackawanna	52	26	78
Shippingport	Beaver	44	26	70
Somerset	Somerset	58	26	84
State College	Centre	46	26	72
Uniontown	Fayette	73	26	99
Valley Forge	Chester	68	34	102
Warminster	Bucks County; Naval Air Development Center	53	26	79
Wilkes-Barre	Luzerne	54	26	80
York	York	52	26	78
<u>RHODE ISLAND</u>				
East Greenwich	Kent County; Naval Construction Battalion Center, Davisville	56	26	82
Newport	Newport	83	34	117
Providence	Providence	74	26	100
Quonset Point	Washington	44	26	70
<u>SOUTH CAROLINA</u>				
Charleston	Charleston & Berkeley	51	26	77
Columbia	Richland	48	26	74
Greenville	Greenville	42	26	68
Hilton Head	Beaufort	86	34	120
Myrtle Beach	Horry County; Myrtle Beach AFB	73	26	99
Rock Hill	York	45	26	71
Spartanburg	Spartanburg	44	26	70
<u>SOUTH DAKOTA</u>				
Rapid City	Pennington	51	26	77
Sioux Falls	Minnehaha	45	26	71
<u>TENNESSEE</u>				
Chattanooga	Hamilton	41	26	67
Columbia	Mauy	49	26	75
Gatlinburg	Sevier	61	26	87
Johnson City	Washington	54	26	80
Kingsport/Bristol	Sullivan	44	26	70
Knoxville	Knox County; City of Oak Ridge	49	26	75
Memphis	Shelby	50	26	76
Nashville	Davidson	52	26	78
Shelbyville	Bedford	52	26	78

Vertical line denotes change.

<u>Per Diem Locality</u>		Maximum Lodging Amount (a)	+	M&IE Rate (b)	=	Maximum Per Diem Rate (c) 4/
<u>Key City 1/</u>	<u>County and/or other defined location 2/ 3/</u>					
<u>TEXAS</u>						
Abilene	Taylor	41		26		67
Amarillo	Potter	46		26		72
Austin	Travis	55		26		81
Bay City	Matagorda	41		26		67
Brownsville	Cameron	41		26		67
Brownwood	Brown	42		26		68
College Station/Bryan	Brazos	43		26		69
Corpus Christi	Nueces	54		26		80
Dallas/Fort Worth	Dallas & Tarrant	74		34		108
Denton	Denton	47		26		73
El Paso	El Paso	49		26		75
Galveston	Galveston	53		26		79
Granbury	Hood	57		26		83
Houston	Harris County; L.B. Johnson Space Center and Ellington AFB	62		34		96
Lajitas	Brewster	56		26		82
Laredo	Webb	48		26		74
Longview	Gregg	42		26		68
Lubbock	Lubbock	48		26		74
McAllen	Hidalgo	49		26		75
Midland/Odessa	Ector & Midland	48		26		74
Nacogdoches	Nacogdoches	43		26		69
Plainview	Hale	45		26		71
Plano	Collin	74		26		100
San Antonio	Bexar	50		26		76
Temple	Bell	42		26		68
Waco	McLennan	45		26		71
Wichita Falls	Wichita	41		26		67
<u>UTAH</u>						
Bullfrog	Garfield	69		26		95
Salt Lake City/Ogden	Salt Lake, Weber & Davis Counties; Dugway Proving Ground & Tooele Army Depot	60		26		86
<u>VERMONT</u>						
Burlington	Chittenden	43		26		69
Rutland	Rutland	50		26		76
White River Junction	Windsor	56		26		82
<u>VIRGINIA</u>						
(For the cities of Alexandria, Fairfax, and Falls Church, and the counties of Arlington, Fairfax, and Loudoun, see District of Columbia.)						
Blacksburg	Montgomery	57		26		83
Bristol*		45		26		71
Charlottesville*		52		26		78
Manassas/Manassas Park*	Prince William County	52		26		78

Vertical line denotes change.

Per Diem Locality		Maximum Lodging Amount (a)	+	M&IE Rate (b)	=	Maximum Per Diem Rate (c) 4/
Key City 1/	County and/or other defined location 2/ 3/					
<u>VIRGINIA</u>						
Norfolk* (Also Virginia Beach, Portsmouth, Hampton, Newport News & Chesapeake*)	York County; Naval Weapons Station, Yorktown	55		26		81
Petersburg*	Fort Lee	44		26		70
Richmond*	Chesterfield & Henrico Counties; also Defense Supply Center	56		26		82
Roanoke*	Roanoke County	49		26		75
Wallops Island	Accomack	51		26		77
Williamsburg*		62		34		96
* Denotes independent cities.						
<u>WASHINGTON</u>						
Everett	Snohomish	55		26		81
Kelso/Longview	Cowlitz	46		26		72
Seattle	King	60		34		94
Spokane	Spokane	47		26		73
Tacoma	Pierce	41		26		67
Tumwater/Olympia	Thurston	48		26		74
Vancouver	Clark	49		26		75
<u>WEST VIRGINIA</u>						
Beckley	Raleigh	43		26		69
Charleston	Kanawha	49		26		75
Harpers Ferry	Jefferson	48		26		74
Huntington	Cabell	43		26		69
Morgantown	Monongalia	46		26		72
Wheeling	Ohio	41		26		67
<u>WISCONSIN</u>						
Brookfield	Waukesha	50		26		76
Eau Claire	Eau Claire	46		26		74
Green Bay	Brown	45		26		71
Kewaunee	Kewaunee	58		26		84
La Crosse	La Crosse	48		26		74
Lake Geneva	Walworth	75		26		101
Madison	Dane	56		26		82
Milwaukee	Milwaukee	55		26		81
Minocqua/Rhinelander	Oneida	45		26		71
Mishicot	Manitowoc	55		26		81
Oshkosh	Winnebago	53		26		79
Sturgeon Bay	Door	46		26		72
Wausau	Marathon	48		26		74
Wautoma	Waushara	46		26		72
Wisconsin Dells	Columbia	45		26		71

Vertical line denotes change.

<u>Per Diem Locality</u>		Maximum Lodging Amount <u>(a)</u>	+	M&IE Rate <u>(b)</u>	=	Maximum Per Diem Rate <u>(c)</u> <sup>4/</sup>
<u>Key City</u> <sup>1/</sup>	<u>County and/or other defined location</u> <sup>2/ 3/</sup>					
<b>WYOMING</b>						
Cheyenne	Laramie	43		26		69
Cody	Park	42		26		68
Gillette	Campbell	42		26		68
Jackson	Teton	57		26		83
Thermopolis	Hot Springs	41		26		67

- <sup>1/</sup> Unless otherwise specified, the per diem locality is defined as "all locations within, or entirely surrounded by, the corporate limits of the key city, including independent entities located within those boundaries."
- <sup>2/</sup> Per diem localities with county definitions shall include "all locations within, or entirely surrounded by, the corporate limits of the key city as well as the boundaries of the listed counties, including independent entities located within the boundaries of the key city and the listed counties."
- <sup>3/</sup> Military installations or Government-related facilities (whether or not specifically named) that are located partially within the city or county boundary shall include "all locations that are geographically part of the military installation or Government-related facility, even though part(s) of such activities may be located outside the defined per diem locality."
- <sup>4/</sup> See paragraph 4-0202 for guidance on requesting a review of per diem rates for locations where the standard CONUS rates apply.

Vertical line denotes change.

APPENDIX C. MILEAGE ALLOWANCE RATES

When employees and others rendering service to the Government use privately owned conveyances in the conduct of official business within or outside their designated posts of duty or places of service, and such use is approved as advantageous to the Government or is an authorized exercise of the employee's preference, payment shall be made on a mileage basis as set out in this Appendix. Following each rate is an appropriate paragraph reference and a brief statement of the conditions applicable to the rate.

TEMPORARY DUTY

<u>Rate</u>	<u>Par. Ref.</u>	<u>Conditions</u>
1. 9-1/2 cents*	3-0610	Employee committed to use a Government-furnished automobile and occasionally elects to use a privately owned automobile or privately owned aircraft.
*Parking fees, tolls, etc., are not authorized.		
2. 20 cents	3-0608, 3-0609	Use of motorcycle advantageous to the Government or in lieu of common carrier.
3. 18 cents	3-0610	Privately owned automobile used in lieu of available Government-furnished automobile (no employee commitment).
4. 22.5 cents	3-0608, 3-0609	Privately owned automobile advantageous to Government. Such use in lieu of common carrier and Government-furnished automobile NOT available.
5. 22.5 cents	3-0702, 3-0703	Privately owned automobile at temporary duty station. Government-furnished auto not available, or if available, its use is not feasible for justifiable reasons.
6. 22.5 cents	3-0611	Privately owned automobile in lieu of taxicab to and from terminals (with limitations).
7. 45 cents	3-0608, 3-0609	Use of privately owned aircraft as advantageous to the Government or as a matter of personal preference in lieu of common carrier.

Vertical line denotes change.

APPENDIX C. MILEAGE ALLOWANCE RATES (cont'd)

PERMANENT CHANGE OF STATION

	<u>Rate</u>	<u>Par. Ref.</u>	<u>Conditions</u>
	8. 15 cents	5-0310c	Privately owned automobile travel by employee or by one family member.
	9. 17 cents	5-0310c	Privately owned automobile travel by employee and one family member or by two family members.
	10. 19 cents	5-0310c	Privately owned automobile travel by employee and two family members or by three family members.
	11. 20 cents	5-0310c	Privately owned automobile travel by employee and three family members or by four or more family members.
	12. 20 cents	3-0608, 3-0609	Motorcycle travel by employee with or without family members.
	13. 45 cents	3-0608, 3-0609	Privately owned aircraft travel by employee with or without family members.
	14. 11 cents	5-0503b	Transportation of mobile home by means other than common carrier.

NOTE: If a privately owned automobile is authorized for a trip to seek residence quarters, the mileage rate for local travel at the location of the new official station will be at rate 4.

Vertical line denotes change.

APPENDIX D. TABLE OF TRAVEL SUBSISTENCE ALLOWANCES

This table is to be used as a guide for computing travel subsistence allowances. Per diem is determined by the temporary duty location and generally is based on the employee's location at midnight. However, you must refer to the main text for complete entitlement information.

<u>TRAVEL SITUATION</u>	<u>RATE (\$)</u>		<u>PARAGRAPH</u>
1. <u>TEMPORARY DUTY - CONUS.</u>			
a. <u>Standard Maximum CONUS CONUS Per Diem Rate (Lodgings-Plus).....</u>	66.00		4-0302
b. <u>Meal and Incidental Expense (M&amp;IE) Rate.....</u>	26.00	34.00	4-0302b
(1) Breakfast.....	5.00	7.00	
(2) Lunch.....	5.00	7.00	
(3) Dinner.....	14.00	18.00	
(4) Incidentals.....	2.00	2.00	
c. <u>Travel Over 24 Hours.</u>			4-0303b
(1) Day travel begins.			4-0303b(1)
(a) Lodging required....	Lodging Cost Plus M&IE Rate Prorated by 6-Hour Periods Starting With Departure		
(b) Lodging not required.....	M&IE Rate Prorated by 6-Hour Periods Starting With Departure		
(2) Full calendar day of travel.			4-0303b(2)
(a) Lodging required....	Lodging Cost Plus M&IE Rate		
(b) Lodging not required.....	M&IE Rate of Previous Day		

Vertical line denotes change.

APPENDIX D. TABLE OF TRAVEL SUBSISTENCE ALLOWANCES  
(continued)

<u>TRAVEL SITUATION</u>	<u>RATE (\$)</u>	<u>PARAGRAPH</u>
(3) Day travel ends.....	M&IE Rate of Previous Day Prorated for 6-Hour Periods Beginning at 12:01 Midnight and Ending Upon Return	4-0303b(3)
(4) Lodging obtained after midnight.....	Claim Lodging for Previous Day	4-0303b(4)
d. <u>Travel of 24 Hours or Less but More Than 10 Hours.</u>		4-0303a(3)
(1) Lodging required.....	Lodging Cost Plus M&IE Rate Prorated by 6-Hour Periods Starting With Departure and Ending With Return	
(2) Lodging not required....	1/4 M&IE Rate for Each 6-Hour Period of Travel When Justified for Meal Costs	
e. <u>Meals and Lodgings Furnished by Federal Agency.....</u>	\$2.00 or Other Specifically Prescribed Rate	4-0503
f. <u>FAA Aeronautical Center - Over 10 Class Days.....</u>	40.00	
2. <u>TEMPORARY DUTY - OUTSIDE CONUS.</u>		
a. <u>Per Diem Rate.....</u>	Locality Rate	4-0201a & b
b. <u>Percent Amts Established for Lodging and Meal Deductions.</u>		4-0406 & 4-0503
(1) Lodging.....	55%	
(2) Dinner.....	20%	
(3) Lunch.....	10%	
(4) Breakfast.....	10%	

Vertical line denotes change.

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FA SUPPLEMENTAL PAGE

Appendix D, paragraph F. FAA Academy - Long-Term Training.

The per diem rate at the Mike Monroney Aeronautical Center, Oklahoma City, Oklahoma, shall be reduced when training courses are more than 15 class days.

APPENDIX D. TABLE OF TRAVEL SUBSISTENCE ALLOWANCES  
(continued)

<u>TRAVEL SITUATION</u>	<u>RATE (\$)</u>	<u>PARAGRAPH</u>
c. <u>En Route Overseas Travel.</u>		4-0404
(1) Travel time of six hours or more.....	6.00	
(2) Boat travel of more than nine consecutive days...	2.00	
(3) Maximum that can be authorized when (1) or (2) is insufficient.....	9.00	
(4) Maximum for travel by Alaska Ferry System.....	25.00	
3. <u>CHANGE OF STATION</u>		4-0301
a. <u>Maximums for Travel in CONUS.</u>		
(1) <u>Advance trip.</u>		
(a) Employee.....	66.00 See paragraph 1.	
(b) Spouse traveling separately.....	66.00*/ See paragraph 1.	
(c) Employee and spouse traveling together..	109.50	
(2) <u>En route 10 hours             or more.</u>		
(a) Employee.....	66.00 See paragraph 1.	
(b) Spouse traveling separately.....	66.00 See paragraph 1.	

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\*/ A separate round trip by the employee and the spouse may be allowed provided the overall cost to the Government is limited to the cost of one round trip for the employee and spouse traveling together.

Vertical line denotes change.

APPENDIX D. TABLE OF TRAVEL SUBSISTENCE ALLOWANCES  
(continued)

<u>TRAVEL SITUATION</u>	<u>RATE (\$)</u>	<u>PARAGRAPH</u>
(c) Spouse traveling with employee (75% of \$60).....	49.50	5-0202
(d) Each family member 12 years or older (75% of \$60).....	45.50	5-0202
(e) Each family member under 12 years (50% of \$60).....	33.00	5-0202
<b>b. <u>En Route Travel Outside CONUS.</u></b>		
(1) Employee.....	Locality Rate	
(2) Spouse traveling separately.....	Locality Rate	
(3) Spouse traveling with employee.....	75% of the Locality Rate	
(4) Each family member 12 years or older.....	75% of the Locality Rate	
(5) Each family member under 12 years.....	50% of the Locality Rate	
<b>4. <u>MAXIMUM TEMPORARY QUARTERS ALLOWANCE.</u></b>		
		4-0203
<b>a. <u>First 30-day Period.</u></b>		
(1) Employee.....	66.00 (Standard CONUS Per Diem Rate)	
(2) Spouse unaccompanied by employee.....	66.00	
(3) Spouse accompanied by employee (2/3 of \$66.00).....	44.00	

Vertical line denotes change.

APPENDIX D. TABLE OF TRAVEL SUBSISTENCE ALLOWANCES  
(continued)

<u>TRAVEL SITUATION</u>	<u>RATE (\$)</u>	<u>PARAGRAPH</u>
(4) Each family member 12 years or older (2/3 of \$66.00).....	44.00	
(5) Each family member under 12 years (1/2 of \$66.00).....	33.00	
b. <u>Second 30-day Period and Additional 60 Days if Authorized.</u> (Reduced to 75% of first 30-day period.)		
(1) Employee.....	49.50	
(2) Spouse unaccompanied....	49.50	
(3) Spouse with employee....	33.00	
(4) Each family member 12 years or older.....	33.00	
(5) Each family member under 12 years.....	24.75	

Vertical line denotes change.

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APPENDIX E. SUMMARY OF MAXIMUM RELOCATION ALLOWANCESTABLE 1. Relocation Allowances for Certain New Appointees to their First Official Station within the Continental U.S. 1/ 2/


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<u>Maximum Allowance in Effect if Reporting Date is:</u>			
Type of Allowance	On or before	Oct. 1, 1982 Thru	On or after
	Sept. 30, 1982	Nov. 13, 1983	Nov. 14, 1983 <u>1/</u>

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EN ROUTE TRAVEL EXPENSES

Transportation Expenses: Transportation expenses for appointee and family from appointee's residence to the first official station by common carrier; or A mileage allowance when a privately owned automobile is used for allowable en route travel as follows:

Number of Occupants in Auto:

Employee (or one family member)	8 cents	15 cents	15 cents
Employee + 1 (or 2 family members)	10 cents	17 cents	17 cents
Employee + 2 (or 3 family members)	12 cents	19 cents	19 cents
Employee + 3 (or 4 or more family members)	15 cents	20 cents	20 cents

En Route Per Diem:

A per diem allowance for allowable en route travel time not to exceed (NTE) the following maximum rates:

Employee only	\$50.00	\$50.00	\$50.00
Family members (5-0104d)	None	None	None

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See footnotes on page 3.

TABLE 1. (cont'd)

HOUSEHOLD GOODS (HHG)

Transportation Expenses: Expenses of shipping HHG from appointee's residence to the first official station NTE the following net weight allowances:

Maximum Net Weight Allowances:

Employee with family	11,000 lbs.	11,000 lbs.	18,000 lbs.
Employee without family	7,500 lbs.	11,000 lbs.	18,000 lbs.
<u>Temporary storage incident to transportation:</u>	60 days	90 days An additional 90-day period may be authorized under certain conditions.	90 days An additional 90-day period may be authorized under certain conditions.

Nontemporary storage: HHG may be placed in nontemporary storage for up to three years when assigned to an isolated duty station within the continental U.S. Weight of HHG stored combined with weight shipped may not exceed the maximum weight allowances shown above.

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MOBILE HOME: If used as a residence, mobile home may be moved in lieu of HHG shipment.

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See footnotes on page 3.

TABLE 1 (cont'd)

- 1/ Specifically included are individuals appointed to designated shortage-category positions (including student trainees upon completion of college work) and to Senior Executive Service positions. Also, any person appointed by the President, by and with the advice and consent of the Senate, to a position the rate of pay for which is equal to or higher than the minimum rate of pay prescribed for GS-16, and whose effective date of appointment (date reporting to first official station) is on or after November 14, 1983, is eligible for the allowances listed. New appointees must agree in writing to remain in Government service for 12 months after the effective date of appointment.
- 2/ The allowances shown in Table 1 are the maximum allowances in effect on the dates shown in the right-hand columns and are to be used ONLY for reference or cost estimating purposes. Actual payment of these allowances must be in accordance with the governing provisions of the regulations which were in effect on the new appointee's effective date of appointment (date of reporting to first official station).

TABLE 2. Relocation Allowances for Employees Transferred within the continental U.S. 1/ 2/

Maximum Allowance in Effect if Reporting Date is:

Type of Allowance	On or before Sept. 30, 1982	Oct. 1, 1982 Thru Nov. 13, 1983	On or after Nov. 14, 1983
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EN ROUTE TRAVEL EXPENSES

Transportation Expenses: Transportation expenses for employee and family from the old to the new official station by common carrier;  
or  
A mileage allowance when a privately owned automobile is used for en route travel as follows:

Number of Occupants in auto:

Employee (or one family member)	8 cents	15 cents	15 cents
Employee + 1 (or 2 family members)	10 cents	17 cents	17 cents
Employee + 2 (or 3 family members)	12 cents	19 cents	19 cents
Employee + 3 (or 4 or more family members)	15 cents	20 cents	20 cents

En Route Per Diem: A per diem allowance for allowable en route travel time between the employee's old and new official stations not to exceed (NTE) the following rates:

Employee, or spouse unaccompanied by employee	\$50.00	\$50.00	\$50.00
Spouse accompanied by employee	\$37.50	\$37.50	\$37.50
Each other family member 12 years or older	\$37.50	\$37.50	\$37.50
Each family member under 12 years	\$25.00	\$25.00	\$25.00

(See footnotes applicable to Table 2 at the end of the Table.)



TABLE 2. (cont'd)

Per Diem:

A per diem allowance not to exceed the following maximum rates:

Employee, or spouse unaccompanied by employee	\$50.00	\$50.00	\$50.00
Spouse accompanied by employee	\$37.50	\$37.50	\$37.50

TEMPORARY QUARTERS

Maximum time allowable for occupancy of temporary quarters at Government expense is summarized on the following page.

Subsistence Expenses  
Covered:

Lodging, meals, and laundry and dry cleaning expenses.

Reimbursement Limitations in Effect Before Nov. 14, 1983:

Actual amount of allowable expenses incurred for each 10-day period, NTE an amount based on rates as shown below: (Rates shown are maximum rates applicable for temporary quarters located in continental U.S.)

1st 10-day period:

N/A

Employee (Before Oct. 1, 1982, a daily rate NTE 75% of applicable maximum per diem rate; thereafter NTE full maximum per diem rate.)

\$37.50      \$50.00

Each family member (2/3 of employee's rate)

\$25.00      \$33.33

2nd 10-day period:

N/A

Employee (2/3 of first 10-day rate)

\$25.00      \$33.33

Each family member (2/3 of first 10-day rate)

\$16.67      \$22.22

TABLE 2. (cont'd)

3rd 10-day period and second  
30-day period if authorized:

N/A

Employee (1/2 of first 10-day rate)	\$18.75	\$25.00
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Each family member (1/2 of first 10-day rate)	\$12.50	\$16.67
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## Reimbursement Limitations in Effect on/or After Nov. 14, 1983:

1st 30-day period:

N/A

N/A

Employee, or spouse unaccompanied by employee		\$50.00
---	--	---------

Accompanying spouse (2/3 of employee's daily rate)		\$33.33
--	--	---------

Each other family member 12 years or older (2/3 of employee/unaccompanied spouse rate)		\$33.33
--	--	---------

Each family member under 12 years (1/2 of employee/unaccompanied spouse rate)		\$25.00
---	--	---------

2nd 30-day period and additional  
60 days, if authorized:Reduced to 75%  
of first 30-day  
rate

Employee, or spouse unaccompanied by employee		\$37.50
---	--	---------

Accompanying spouse		\$25.00
---------------------	--	---------

Each other family member 12 years or older		\$25.00
--	--	---------

Each family member under 12 years		\$18.75
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TABLE 2. (cont'd)

TEMPORARY QUARTERS (continued)

New official station must be located in the continental U.S., or non-foreign areas:

Maximum Time Allowable:

30 days. An additional 30 days for transfers to/ from Hawaii, Alaska, and other non- foreign areas.	30 days. An additional 30 days for transfers to/ from Hawaii, Alaska, and other non- foreign areas.	60 days. An additional period NTE 60 days may be authorized for compelling reasons.
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REAL ESTATE EXPENSES

Both the old and new official station must be located within the 50 States, the District of Columbia, the territories and possessions of the United States, the Commonwealth of Puerto Rico or the areas and installations in the Republic of Panama made available under the Panama Canal Treaty of 1977.

Settlement date for sale or purchase of residence must be within the following time limitations beginning from effective date of transfer:

Time Limitation:

1 year. An additional period NTE 1 year may be authorized upon employee's written request.	2 years. An additional period NTE 1 year may be authorized upon employee's written request.	2 years. An additional period NTE 1 year may be authorized upon employees's written request.
--	---	--

Sale Expenses:

10% of sale price or \$8,000, which- ever is less.	10% of sale price or \$15,000, which- whichever is less.	10% of sale price or \$15,525, which- ever is less.
---	--	--

Purchase Expenses:

5% of purchase price or \$4,000, whichever is less.	5% of purchase price or \$5,000, whichever is less.	5% of purchase price or \$7,763, whichever is less.
--	--	--

TABLE 2. (cont'd)

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MOBILE HOME

If used as a residence, a mobile home may be moved at Government expense in lieu of the expense of a HHG's shipment.

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HOUSEHOLD GOODS (HHG)

Transportation Expenses:

Expenses of shipping HHG from employee's old official station to the new official station NTE the following net weight allowances:

Maximum Net Weight Allowances:

Employee with family	11,000 lbs.	11,000 lbs.	18,000 lbs.
Employee without family	7,500 lbs.	11,000 lbs.	18,000 lbs.

Temporary storage:

60 days.	90 days. An additional 90-day period may be autho- rized under certain conditions.	90 days. An additional 90-day period may be autho- rized under certain conditions.
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Nontemporary storage:

HHG may be placed in nontemporary storage for up to three years when assigned to isolated duty station within the continental U.S. Weight of HHG stored combined with weight shipped may not exceed the maximum weight allowances shown above.

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- 1/ Specifically included are those employees whose transfers have been determined by the gaining agency to be in the interest of the Government and not primarily for the employee's convenience or benefit, or at his/her request. Employee must agree in writing to remain in Government service for 12 months after the effective date of the transfer.
  - 2/ The allowances shown in Table 2 are the maximum allowances in effect on the dates shown in the right-hand columns and are to be used ONLY for reference or cost-estimating purposes. Actual payment of these allowances must be in accordance with the governing provisions of the regulations which were in effect on the employee's effective date of transfer (date of reporting to new official station).

APPENDIX F. GENERAL SERVICES ADMINISTRATION REGIONAL OFFICES

CUSTOMER SERVICE BUREAU  
TRAFFIC AND TRAVEL SERVICES BRANCHES

REGION 1

Connecticut, Maine, Vermont  
Massachusetts, New Hampshire,  
Rhode Island

General Services Administration (1FBT)  
J.W. McCormack Post Office and  
Court House (Room 820)  
Boston, MA 02109  
FTS 223-2735  
COML 617-223-2735

REGION 2

New Jersey, New York,  
Puerto Rico, Virgin Islands

General Services Administration (2FBT)  
26 Federal Plaza  
New York, NY 10007  
FTS 264-1286  
COML 212-264-1286

REGION 3

Delaware, Maryland (except  
Prince Georges and Montgomery  
County), Pennsylvania, Virginia  
(except the city of Alexandria  
and the counties of Arlington,  
Fairfax, Loudoun, and  
Prince William)

General Services Administration (3FBT)  
9th & Market Streets  
Philadelphia, PA 19107  
FTS 597-1356  
COML 215-597-1356

REGION 4

Alabama, Florida, Georgia,  
Kentucky, Mississippi, North  
Carolina, South Carolina,  
Tennessee

General Services Administration (4FBT)  
75 Spring Street, SW  
Atlanta, GA 30303  
FTS 424-5121  
COML 404-242-5121

REGION 5

Illinois, Indiana, Michigan,  
Minnesota, Ohio, Wisconsin

General Services Administration (5FBT)  
230 S. Dearborn Street  
Chicago, IL 60604  
FTS 353-5375  
COML 312-353-5375

REGION 6

Iowa, Kansas, Missouri,  
Nebraska

General Services Administration (6FBT)  
1500 E. Bannister Road  
Kansas City, MO 64131  
FTS 926-7519  
COML 816-926-7519

REGION 7

Arkansas, Louisiana,  
New Mexico, Oklahoma  
Texas

General Services Administration (7FBT)  
819 Taylor Street  
Fort Worth, TX 76102  
FTS 334-2737  
COML 817-334-2727

REGION 8

Colorado, Montana, North  
Dakota, South Dakota, Utah,  
Wyoming

General Services Administration (8FBT)  
Building 41, Denver Federal Center  
Denver, CO 80225  
FTS 234-2626  
COML 303-234-2626

REGION 9

American Samoa, Arizona,  
California, Guam, Hawaii,  
Nevada, Northern Mariana  
Islands, Pacific Trust  
Territories

General Services Administration (9FBT)  
525 Market Street (MS42)  
San Francisco, CA 94105  
FTS 454-9293  
COML 415-974-9293

REGION 10

Alaska, Idaho, Oregon,  
Washington

General Services Administration (10FBT)  
GSA Center  
Auburn, WA 98002  
FTS 396-7455  
COML 206-931-7455

NATIONAL CAPITAL REGION

District of Columbia,  
Maryland (Prince Georges  
and Montgomery Counties),  
Virginia (City of  
Alexandria and the counties  
of Arlington, Fairfax,  
Loudoun, and Prince William).

General Services Administration (WFBT)  
7th & D Streets, SW  
Washington, D.C. 20407  
FTS 472-2003 (other than  
COML 202-472-2003 household goods)  
FTS 472-1944 (household  
COML 202-472-1944 goods)

NOTE: State Department will provide assistance with shipments of household goods moving from, to, and between foreign areas. The assistance will include carrier cost comparisons, carrier selection, and quality control assistance.

APPENDIX G. TABLES OF MARGINAL TAX RATES BY EARNED INCOME LEVEL

Table 1. Federal Tax Rates by Filing Status for Years 1983-84

Marginal Tax Rate	Single Taxpayer		Heads of Household		Married Filing Jointly/Qualifying Widows & Widowers		Married Filing Separately	
	Over	But not over	Over	But not over	Over	But not over	Over	But not over
11 %	\$3,519	\$4,692	\$5,742	\$7,845	\$8,265	\$10,356	\$4,017	\$5,220
12 %	4,692	5,812	7,845	9,830	10,356	12,587	5,220	6,514
14 %	5,812	8,010	9,830	11,979	12,587	17,415	6,514	8,215
15 %	8,010	10,102	N/A	N/A	N/A	N/A	N/A	N/A
16 %	10,102	12,586	N/A	N/A	17,415	22,090	8,215	10,524
17 %	N/A	N/A	11,979	15,480	N/A	N/A	N/A	N/A
18 %	12,586	14,953	15,480	19,216	22,090	26,915	10,524	13,105
20 %	14,953	17,340	19,216	23,330	N/A	N/A	N/A	N/A
22 %	N/A	N/A	N/A	N/A	26,915	32,198	13,105	15,068
23 %	17,340	21,186	N/A	N/A	N/A	N/A	N/A	N/A
24 %	N/A	N/A	23,330	29,738	N/A	N/A	N/A	N/A
25 %	N/A	N/A	N/A	N/A	32,198	38,335	15,068	18,748
26 %	21,186	27,362	N/A	N/A	N/A	N/A	N/A	N/A
28 %	N/A	N/A	29,738	35,682	38,335	45,082	18,748	21,934
30 %	27,362	34,022	N/A	N/A	N/A	N/A	N/A	N/A
32 %	N/A	N/A	35,682	43,397	N/A	N/A	N/A	N/A
33 %	N/A	N/A	N/A	N/A	45,082	58,888	21,934	27,415
34 %	34,022	41,150	N/A	N/A	N/A	N/A	N/A	N/A
35 %	N/A	N/A	43,397	59,143	N/A	N/A	N/A	N/A
38 %	41,150	49,875	N/A	N/A	58,888	78,203	27,415	35,991
42 %	49,875	64,832	59,143	78,622	78,203	107,463	35,991	49,858
45 %	N/A	N/A	78,622	101,019	107,463	132,836	49,858	62,195
48 %	64,832	92,257	101,019	128,517	N/A	N/A	N/A	N/A
49 %	N/A	N/A	N/A	N/A	132,836	186,961	62,195	89,006
50 %	92,257	---	128,517	---	186,961	---	89,006	---

Vertical line denotes change.

APPENDIX G. TABLES OF MARGINAL TAX RATES BY EARNED INCOME LEVEL  
(continued)

Table 2. State Tax Rates for Years 1983-84

Marginal tax rates (stated in percents) for the earned income amounts specified in each column. 1/ 2/

<u>State (or district)</u>	<u>\$20,000-24,999</u>	<u>\$25,000-49,999</u>	<u>\$50,000-74,999</u>	<u>\$75,000 &amp; OVER</u>
1. Alabama	5	5	5	5
2. Alaska	0	0	0	0
3. Arizona	8	8	8	8
4. Arkansas	6	7	7	7
5. California	3	7	11	11
if single status <u>3/</u>	8	11	11	11
6. Colorado	8	8	8	8
7. Connecticut	0	0	0	0
8. Delaware	8.4	11	13.5	13.5
if single status <u>3/</u>	8.8	12.2	13.5	13.5
9. District of Columbia	10	11	11	11
10. Florida	0	0	0	0
11. Georgia	6	6	6	6
12. Hawaii	8.5	10	10.5	11
if single status <u>3/</u>	10.5	11	11	11
13. Idaho	7.5	7.5	7.5	7.5
14. Illinois	2.5	2.5	2.5	2.5
15. Indiana	3	3	3	3
16. Iowa	8	11	12	13
17. Kansas	7.5	9	9	9
18. Kentucky	6	6	6	6
19. Louisiana	4	4	6	6
20. Maine	8	9.2	10	10
if single status <u>3/</u>	9.2	10	10	10
21. Maryland	5	5	5	5
22. Massachusetts	5.375	5.375	5.375	5.375

Vertical line denotes change.  
App. G Table 2

APPENDIX G. TABLES OF MARGINAL TAX RATES BY EARNED INCOME LEVEL  
(continued)

Table 2. State Tax Rates for Years 1983-84 (continued)

State (or district)	Marginal tax rates (stated in percents) for the earned income amounts specified in each column. 1/ 2/			
	\$20,000-24,999	\$25,000-49,999	\$50,000-74,999	\$75,000 & OVER
23. Michigan	5.35	5.35	5.35	5.35
24. Minnesota	14	16	16	16
25. Mississippi	5	5	5	5
26. Missouri	6	6	6	6
27. Montana	9	10	11	11
28. Nebraska	* 19 percent of Federal income tax liability. 4/			
29. Nevada	0	0	0	0
30. New Hampshire	0	0	0	0
31. New Jersey	2	2.5	3.5	3.5
32. New Mexico if single status 3/	3.9 6.1	5.6 6.9	6.5 7.4	7.8 7.8
33. New York if single status 3/	11 13	14 14	14 14	14 14
34. North Carolina	7	7	7	7
35. North Dakota	6	8	9	9
36. Ohio	4.75	5.7	6.65	9.5
37. Oklahoma	6	6	6	6
38. Oregon	10.8	10.8	10.8	10.8
39. Pennsylvania	2.35	2.35	2.35	2.35
40. Rhode Island	* 25.5 percent of Federal income tax liability. 4/			
41. South Carolina	7	7	7	7
42. South Dakota	0	0	0	0
43. Tennessee	0	0	0	0
44. Texas	0	0	0	0
45. Utah	7.75	7.75	7.75	7.75
46. Vermont	* 26 percent of Federal income tax liability. 4/			

Vertical line denotes change.

App. G Table 2

APPENDIX G. TABLES OF MARGINAL TAX RATES BY EARNED INCOME LEVEL  
(continued)

Table 2. State Tax Rates for Years 1983-84 (continued)

Marginal tax rates (stated in percents) for the earned income amounts specified in each column. 1/ 2/

<u>State (or district)</u>	<u>\$20,000-24,999</u>	<u>\$25,000-49,999</u>	<u>\$50,000-74,999</u>	<u>\$75,000 &amp; OVER</u>
47. Virginia	5.75	5.75	5.75	5.75
48. Washington	0	0	0	0
49. West Virginia	3.5	7.4	10.5	13
if single status <u>3/</u>	8.2	12.6	13	13
50. Wisconsin	8.7	9.5	10	10
51. Wyoming	0	0	0	0

1/ Earned income amounts that fall between the income brackets shown in this table (e.g., \$24,999.45, \$49,999.75, etc.) should be rounded to the nearest dollar to determine the marginal tax rate to be used in calculating the RIT allowance.

2/ If the earned income amount is less than the lowest income bracket shown in this table, see par. 5-1208e(b).

3/ This rate applies only to those individuals certifying that they will file under a single status within the States where they will pay income taxes. All other taxpayers, regardless of filing status, will use the other rate shown.

4/ Rates shown as a percent of Federal income tax liability must be converted to a percent of income.

Vertical line denotes change.

APPENDIX G. TABLES OF MARGINAL TAX RATES BY EARNED INCOME LEVEL  
(continued)

Table 3. Federal Tax Rates by Filing Status for Year 1985

Marginal Tax Rate	Single Taxpayer		Heads of Household		Married Filing Jointly/Qualifying Widows & Widowers		Married Filing Separately	
	Over	But not over	Over	But not over	Over	But not over	Over	But not over
11 %	\$3,455	\$4,668	\$4,834	\$7,245	\$7,770	\$ 9,566	\$3,329	\$4,460
12 %	4,668	5,865	7,245	9,726	9,566	12,134	4,460	5,767
14 %	5,865	8,209	9,726	12,174	12,134	17,001	5,767	8,384
15 %	8,209	10,420	N/A	N/A	N/A	N/A	N/A	N/A
16 %	10,420	12,957	N/A	N/A	17,001	21,757	8,384	10,689
17 %	N/A	N/A	12,174	15,623	N/A	N/A	N/A	N/A
18 %	12,957	15,242	15,623	19,303	21,757	26,795	10,689	13,161
20 %	15,242	17,601	19,303	23,250	N/A	N/A	N/A	N/A
22 %	N/A	N/A	N/A	N/A	26,795	32,275	13,161	15,569
23 %	17,601	21,513	N/A	N/A	N/A	N/A	N/A	N/A
24 %	N/A	N/A	23,250	29,995	N/A	N/A	N/A	N/A
25 %	N/A	N/A	N/A	N/A	32,275	39,016	15,569	18,966
26 %	21,513	28,102	N/A	N/A	N/A	N/A	N/A	N/A
28 %	N/A	N/A	29,995	37,075	39,016	46,428	18,966	22,953
30 %	28,102	35,112	N/A	N/A	N/A	N/A	N/A	N/A
32 %	N/A	N/A	37,075	44,145	N/A	N/A	N/A	N/A
33 %	N/A	N/A	N/A	N/A	46,428	60,694	22,953	29,565
34 %	35,112	42,507	N/A	N/A	N/A	N/A	N/A	N/A
35 %	N/A	N/A	44,145	59,644	N/A	N/A	N/A	N/A
38 %	42,507	53,394	N/A	N/A	60,694	80,537	29,565	39,359
42 %	53,394	72,157	59,644	83,982	80,537	114,119	39,359	54,702
45 %	N/A	N/A	83,982	113,966	114,119	147,522	54,702	75,409
48 %	72,157	101,995	113,966	145,359	N/A	N/A	N/A	N/A
49 %	N/A	N/A	N/A	N/A	147,522	207,441	75,409	110,906
50 %	101,995	---	145,359	---	207,441	---	110,906	---

Vertical line denotes change.

APPENDIX G. TABLES OF MARGINAL TAX RATES BY EARNED INCOME LEVEL  
(continued)

Table 4. State Tax Rates for Year 1985

Marginal tax rates (stated in percents) for the earned income amounts specified in each column. 1/ 2/

State (or district)	\$20,000-24,999	\$25,000-49,999	\$50,000-74,999	\$75,000 & OVER
1. Alabama	5	5	5	5
2. Alaska	0	0	0	0
3. Arizona	8	8	8	8
4. Arkansas	6	7	7	7
5. California	3	7	11	11
if single status <u>3/</u>	8	11	11	11
6. Colorado	8	8	8	8
7. Connecticut	0	0	0	0
8. Delaware	7.6	9.9	10.7	10.7
9. District of Columbia	10	11	11	11
10. Florida	0	0	0	0
11. Georgia	6	6	6	6
12. Hawaii	8.5	10	10.5	11
if single status <u>3/</u>	10.5	11	11	11
13. Idaho	7.5	7.5	7.5	7.5
14. Illinois	2.5	2.5	2.5	2.5
15. Indiana	3	3	3	3
16. Iowa	8	11	12	13
17. Kansas	7.5	9	9	9
18. Kentucky	6	6	6	6
19. Louisiana	4	4	6	6
20. Maine	7	9.2	10	10
if single status <u>3/</u>	9.2	10	10	10
21. Maryland	5	5	5	5
22. Massachusetts	5.375	5.375	5.375	5.375

APPENDIX G. TABLES OF MARGINAL TAX RATES BY EARNED INCOME LEVEL  
(continued)

Table 4. State Tax Rates for Year 1985 (continued)

Marginal tax rates (stated in percents) for the earned income amounts specified in each column. 1/ 2/

State (or district)	<u>\$20,000-24,999</u>	<u>\$25,000-49,999</u>	<u>\$50,000-74,999</u>	<u>\$75,000 &amp; OVER</u>
23. Michigan	5.35	5.35	5.35	5.35
24. Minnesota	14	16	16	16
25. Mississippi	5	5	5	5
26. Missouri	6	6	6	6
27. Montana	9	10	11	11
28. Nebraska	* 19 percent of Federal income tax liability. 4/			
29. Nevada	0	0	0	0
30. New Hampshire	0	0	0	0
31. New Jersey	2	2.5	3.5	3.5
32. New Mexico if single status 3/	3.5 6.1	5.6 6.9	6.5 7.4	7.8 7.8
33. New York if single status 3/	11 13	14 14	14 14	14 14
34. North Carolina	7	7	7	7
35. North Dakota	6	8	9	9
36. Ohio	4.75	5.7	6.65	9.5
37. Oklahoma	6	6	6	6
38. Oregon	10.8	10.8	10.8	10.8
39. Pennsylvania	2.35	2.35	2.35	2.35
40. Rhode Island	* 23.15 percent of Federal income tax liability. 4/			
41. South Carolina	7	7	7	7
42. South Dakota	0	0	0	0
43. Tennessee	0	0	0	0
44. Texas	0	0	0	0
45. Utah	7.75	7.75	7.75	7.75
46. Vermont	* 26.5 percent of Federal income tax liability. 4/			

Vertical line denotes change.

APPENDIX G. TABLES OF MARGINAL TAX RATES BY EARNED INCOME LEVEL  
(continued)

Table 4. State Tax Rates for Year 1985 (continued)

Marginal tax rates (stated in percents) for the earned income amounts specified in each column. 1/ 2/

State (or district)	<u>\$20,000-24,999</u>	<u>\$25,000-49,999</u>	<u>\$50,000-74,999</u>	<u>\$75,000 &amp; OVER</u>
47. Virginia	5.75	5.75	5.75	5.75
48. Washington	0	0	0	0
49. West Virginia	3.5	7.4	10.5	13
if single status <u>3/</u>	8.2	12.6	13	13
50. Wisconsin	8.7	9.5	10	10
51. Wyoming	0	0	0	0

1/ Earned income amounts that fall between the income brackets shown in this table (e.g., \$24,999.45, \$49,999.75, etc.) should be rounded to the nearest dollar to determine the marginal tax rate to be used in calculating the RIT allowance.

2/ If the earned income amount is less than the lowest income bracket shown in this table, see par. 5-1208e(2)(b).

3/ This rate applies only to those individuals certifying that they will file under a single status within the States where they will pay income taxes. All other taxpayers, regardless of filing status, will use the other rate shown.

4/ Rates shown as a percent of Federal income tax liability must be converted to a percent of income.

APPENDIX G. TABLES OF MARGINAL TAX RATES BY EARNED INCOME LEVEL  
(continued)

Table 5. Federal Tax Rates by Filing Status for Year 1986

Marginal Tax Rate	Single Taxpayer		Heads of Household		Married Filing Jointly/Qualifying Widows & Widowers		Married Filing Separately	
	Over	But not over	Over	But not over	Over	But not over	Over	But not over
11%	\$6,180	\$7,370	\$6,782	\$9,533	\$9,670	\$11,795	\$5,840	\$7,879
12%	7,370	8,450	9,533	10,523	11,795	13,739	7,879	9,665
14%	8,450	10,710	10,523	12,705	13,739	18,356	9,665	11,000
15%	10,710	11,775	N/A	N/A	N/A	N/A	N/A	N/A
16%	11,775	13,197	N/A	N/A	18,356	23,068	11,000	11,600
17%	N/A	N/A	12,705	16,050	N/A	N/A	N/A	N/A
18%	13,197	15,648	16,050	19,764	23,068	27,963	11,600	13,947
20%	15,648	18,108	19,764	23,841	N/A	N/A	N/A	N/A
22%	N/A	N/A	N/A	N/A	27,963	33,533	13,947	16,843
23%	18,108	22,040	N/A	N/A	N/A	N/A	N/A	N/A
24%	N/A	N/A	23,841	29,849	N/A	N/A	N/A	N/A
25%	N/A	N/A	N/A	N/A	33,533	40,202	16,843	20,297
26%	22,040	28,198	N/A	N/A	N/A	N/A	N/A	N/A
28%	N/A	N/A	29,849	35,320	40,202	46,870	20,297	22,659
30%	28,198	33,918	N/A	N/A	N/A	N/A	N/A	N/A
32%	N/A	N/A	35,320	41,715	N/A	N/A	N/A	N/A
33%	N/A	N/A	N/A	N/A	46,870	59,477	22,659	30,364
34%	33,918	40,741	N/A	N/A	N/A	N/A	N/A	N/A
35%	N/A	N/A	41,715	54,643	N/A	N/A	N/A	N/A
38%	40,741	47,419	N/A	N/A	59,477	76,132	30,364	44,795
42%	47,419	64,468	54,643	74,430	76,132	104,120	44,795	55,653
45%	N/A	N/A	74,430	112,442	104,120	128,224	55,653	69,383
48%	64,468	96,172	112,442	129,934	N/A	N/A	N/A	N/A
49%	N/A	N/A	N/A	N/A	128,224	183,988	69,383	106,160
50%	96,172	---	129,934	---	183,988	---	106,160	---

N/A means tax rate not applicable for filing status.

Vertical line denotes change.

APPENDIX G. TABLES OF MARGINAL TAX RATES BY EARNED INCOME LEVEL  
(continued)

Table 6. State Tax Rates for Year 1986

Marginal tax rates (stated in percents) for the earned income amounts specified in each column. 1/ 2/

State (or district)	\$20,000-24,999	\$25,000-49,999	\$50,000-74,999	\$75,000 & OVER
1. Alabama	5%	5%	5%	5%
2. Alaska	0	0	0	0
3. Arizona	8	8	8	8
4. Arkansas	6	7	7	7
5. California	3	7	11	11
if single status 3/	8	11	11	11
6. Colorado	8	8	8	8
7. Connecticut	0	0	0	0
8. Delaware	6.9	9.0	9.7	9.7
9. District of Columbia	10	11	11	11
10. Florida	0	0	0	0
11. Georgia	6	6	6	6
12. Hawaii	8.5	10.0	10.5	11
if single status 3/	10.5	11	11	11
13. Idaho	7.5	7.5	7.5	7.5
14. Illinois	2.5	2.5	2.5	2.5
15. Indiana	3	3	3	3
16. Iowa	8	11	12	13
17. Kansas	7.5	9	9	9
18. Kentucky	6	6	6	6
19. Louisiana	4	4	6	6
20. Maine	7	9.2	10	10
if single status 3/	9.2	10	10	10
21. Maryland	5%	5%	5%	5%
22. Massachusetts	5.19	5.19	5.19	5.19
23. Michigan	4.725	4.725	4.725	4.725
24. Minnesota	11	14	14	14
if single status 3/	14	14	14	14

Vertical line denotes change.

APPENDIX G. TABLES OF MARGINAL TAX RATES BY EARNED INCOME LEVEL  
(continued)

Table 6. State Tax Rates for Year 1986 (continued)

Marginal tax rates (stated in percents) for the earned income amounts specified in each column. 1/ 2/

State (or district)	\$20,000-\$24,999	\$25,000-49,999	\$50,000-74,999	\$75,000 & OVER
25. Mississippi	5	5	5	5
26. Missouri	6	6	6	6
27. Montana	9	10	11	11
28. Nebraska	*tax 19% of Federal income tax liability <u>4/</u>			
29. Nevada	0	0	0	0
30. New Hampshire	0	0	0	0
31. New Jersey	2	2.5	3.5	3.5
32. New Mexico	4.8	6.9	7.7	8.5
33. New York	11	13.5	13.5	13.5
34. North Carolina	7	7	7	7
35. North Dakota	6	8	9	9
36. Ohio	4.513	5.415	6.318	9.025
37. Oklahoma	6	6	6	6
38. Oregon	9.75	9.75	9.75	9.75
39. Pennsylvania	2.167	2.167	2.167	2.167
40. Rhode Island	*tax 22.21% of Federal income tax liability <u>4/</u>			
41. South Carolina	7	7	7	7
42. South Dakota	0	0	0	0
43. Tennessee	0	0	0	0
44. Texas	0	0	0	0
45. Utah	7.75	7.75	7.75	7.75
46. Vermont	*tax 26.5% of Federal income tax liability <u>4/</u>			
47. Virginia	5.75	5.75	5.75	5.75
48. Washington	0	0	0	0

APPENDIX G. TABLES OF MARGINAL TAX RATES BY EARNED INCOME LEVEL  
(continued)

Table 6. State Tax Rates for Year 1986 (continued)

Marginal tax rates (stated in percents) for the earned income amounts specified in each column. 1/ 2/

State (or district)	\$20,000-24,999	\$25,000-49,999	\$50,000-74,999	\$75,000 & OVER
49. West Virginia	3.5	7.4	10.5	13
if single status <u>3/</u>	8.2	12.6	12.9	13
50. Wisconsin	9.1	9.5	10	10
51. Wyoming	0	0	0	0

- 1/ Earned income amounts that fall between the income brackets shown in this table (e.g., \$24,999.45, \$49,999.75, etc.) should be rounded to the nearest dollar to determine the marginal tax rate to be used in calculating the RIT allowance.
- 2/ If the earned income amount is less than the lowest income bracket shown in this table, see par. 5-1208e(2)(b).
- 3/ This rate applies only to those individuals certifying that they will file under a single status within the States where they will pay income taxes. All other taxpayers, regardless of filing status, will use the other rate shown.
- 4/ Rates shown as a percent of Federal income tax liability must be converted to a percent of income.

APPENDIX G. TABLES OF MARGINAL TAX RATES BY EARNED INCOME LEVEL  
(continued)

Table 7. Federal Tax Rates by Filing Status for Year 1987

The following table is to be used to determine the Federal marginal tax rate for Year 2 for computation of the RIT allowance as prescribed in par. 5-1208e(1). It is to be used for employees whose Year 1 occurred during calendar years 1983, 1984, 1985, and 1986.

Marginal Tax Rate	Single Taxpayer		Heads of Household		Married Filing Jointly/Qualifying Widows & Widowers		Married Filing Separately	
	Over	But Not over	Over	But Not over	Over	But Not over	Over	But Not over
11%	\$4,650	\$6,481	\$7,763	\$10,309	\$10,400	\$13,719	\$5,811	\$7,081
15%	6,481	21,979	10,309	31,379	13,719	40,020	7,081	19,602
28%	21,979	33,433	31,379	47,903	40,020	58,705	19,602	31,572
35%	33,433	58,810	47,903	88,015	58,705	101,432	31,572	54,120
38.5%	58,810	---	88,015	---	101,432	---	54,120	---

**CHANGE**

DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION

1500.14A CHG 6

2/7/90

SUBJ: TRAVEL MANUAL

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1. PURPOSE. This change transmits Order DOT 1500.6A, Change 6, Travel Manual, as appendix 1.
2. DISTRIBUTION. This change is distributed to the branch level and above in FAA headquarters and regions; to the section level and above at the FAA Technical Center and Aeronautical Center; and to resident directors. A limited distribution is made to all field offices and facilities; and copies are furnished to addressees on the ZAA-388 distribution list.
3. DISPOSITION OF TRANSMITTAL. Filing instructions for this change are provided in the DOT Change 6, paragraph 3.

  
E. M. Keeling  
Director of Accounting

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Distribution: A-WX-3; A-E-1; A-YZ-4; A-FOF-0(LTD); ZAA-388; Initiated By: AAA-300  
M-80(2); GAO-1(3); FAA-15



**U.S. Department of  
Transportation**  
Office of the Secretary  
of Transportation

FAA Order 1500.14A CHG 6  
Appendix 1  
2/7/90

**PAGE CHANGE**

DOT 1500.6A  
Chg 6

11-17-89

**Subject:** TRAVEL MANUAL - CHANGE

1. PURPOSE. This Page Change transmits a change to DOT 1500.6A, Travel Manual, of 1-2-85.
2. EXPLANATION OF CHANGE. This change updates section 11 of chapter 5 to reflect provisions of the Department's new relocation services contract with PHH Homequity. Specifically, authority for property management and spouse counseling services has been deleted and provisions have been added which permit assigned sale transactions under limited circumstances.

3. FILING INSTRUCTIONS.

<u>Remove Pages</u>	<u>Dated</u>	<u>Insert Pages</u>	<u>Dated</u>
5-ix	7-29-87		11-17-89 ✓
5-x	11-6-87	5-ix and 5-x	11-17-89 ✓
5-xi (and 5-xii)	11-6-87	5-xi and 5-xii	11-6-87 ✓
5-101 thru 5-112	7-29-87	5-101 thru 5-112	11-17-89 ✓
		5-112.1 (thru 5-112.2)	7-29-87 ✓

b. This transmittal sheet should be filed with the Travel Manual for reference purposes.

FOR THE SECRETARY OF TRANSPORTATION:



Melissa J. Allen  
For the Assistant Secretary  
for Administration

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**U.S. Department of  
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FAA Order 1500.14A CHG 5  
Appendix 1  
11/20/89

**PAGE CHANGE**

DOT 1500.6A  
Chg 5

8-23-89

Subject: TRAVEL MANUAL - CHANGE

1. PURPOSE. This Page Change transmits a change to DOT 1500.6A, Travel Manual, of 1-2-85.
2. EXPLANATION OF CHANGE. This change updates the Department's travel advance policies and voucher submission requirements in accordance with recent changes to the Federal Travel Regulation (Federal Property Management Regulations, Temporary Regulation A-34, March 21, 1989). Specific major changes are:
  - a. All employees who are expected to travel will be offered the travel charge card and will be entitled to advances to help cover their anticipated cash transaction expenses.
  - b. Employees who are not authorized the charge card or who are exempted from using the card will be permitted advances to cover up to 80 percent of their anticipated expenses in most instances.
  - c. Current and overdue advances are redefined for clarity.
  - d. Mandatory salary offset procedures for overdue advances are established.
  - e. The voucher submission time periods in chapters 6 and 9 have been standardized.
3. FILING INSTRUCTIONS.
  - a.
 

<u>Remove Pages</u>	<u>Dated</u>	<u>Insert Pages</u>	<u>Dated</u>
6-i and 6-ii	3-13-87	6-i and 6-ii ✓	8-23-89
6-1 thru 6-16	3-13-87	6-1 thru 6-18 ✓	8-23-89
9-i (and 9-ii)	1-2-85	9-i (and 9-ii) ✓	8-23-89
9-1 thru 9-6	1-2-85	9-1 thru 9-6 ✓	8-23-89
  - b. This transmittal sheet should be filed with the Travel Manual for reference purposes.

FOR THE SECRETARY OF TRANSPORTATION:



Melissa J. Allen  
For the Assistant Secretary  
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PAGE CHANGE

DOT 1500.6A Chg 4

FAA Order 1500.14A CHG 4  
Appendix 1  
4/14/89

2-15-89

Subject: TRAVEL MANUAL - CHANGE

1. PURPOSE. This Page Change transmits a change to DOT 1500.6A, Travel Manual, of 1-2-85.
2. BACKGROUND.
  - a. Public Law 99-234, January 2, 1986, removed the statutory ceilings on per diem allowances and actual subsistence expense reimbursements for Federal civilian employees on official travel within the continental United States (CONUS) and authorized the General Services Administrator to establish maximum rates. The law also allowed the Administrator to establish the type of reimbursement system to be used by Federal agencies. Subsequently, the lodgings-plus per diem system was established as the predominant reimbursement system for travel within CONUS. Reimbursement is based on the amount the traveler pays for lodging plus a fixed allowance for meals and incidental expenses, the total not to exceed a maximum daily rate set by locality.
  - b. On September 27, 1988, the General Services Administration published new lodgings-plus rates for CONUS effective for travel on and after October 9, 1988.
3. EXPLANATION OF CHANGE. The following major changes have been made to chapter 4:
  - a. Provisions have been included which provide for an employee's travel entitlements when leave is canceled or interrupted for official reasons.
  - b. The lodgings-plus per diem system is included for travel within CONUS.
  - c. A standard maximum per diem rate of \$66 has been established for CONUS with fixed amounts for meals and incidental expenses of either \$26 or \$34 for various per diem localities. Separate, higher per diem rates have been established for higher cost localities within CONUS.
  - d. A quarter day computation procedure for the meal and miscellaneous expense allowance has been established for determining per diem entitlement for partial days of travel.
  - e. Standard amounts have been established for deductions from per diem on days meals and/or lodgings are furnished.

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2-15-89

- f. New methods of computing actual subsistence expense allowances for travel within and outside CONUS have been established. The high rate geographical area actual expense reimbursement system has been eliminated.
  - g. A summary chart of per diem entitlements and examples of per diem computations have been added.
  - h. Appendices B and D have been revised to show the new per diem areas and rates, respectively.
  - i. Appendix C has been revised to show an increase in the mileage rate for privately owned automobile travel.
4. EFFECTIVE DATE. The entitlements under this change are effective for travel performed on or after October 9, 1988. Application of the provisions of this change must be accomplished in accordance with the requirements of 5 U.S.C., chapter 71.

5. FILING INSTRUCTIONS.

<u>Remove Pages</u>	<u>Dated</u>	<u>Insert Pages</u>	<u>Dated</u>
4-i thru 4-iv	1-2-85	4-i thru 4-viii	2-15-89
4-1 thru 4-32	1-2-85	4-1 thru 4-56	2-15-89
		4-57 and 4-58	1-2-85
		4-59 thru 4-68	2-15-89
Appendix B	1-2-85	Appendix B	2-15-89
Appendix C	1-2-85	Appendix C	2-15-89
Appendix D	1-2-85	Appendix D	2-15-89

- b. This transmittal sheet should be filed with the Travel Manual for reference purposes.

FOR THE SECRETARY OF TRANSPORTATION:



Melissa J. Allen  
 For the Assistant Secretary  
 for Administration



**U.S. Department of  
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Office of the Secretary  
of Transportation

**PAGE CHANGE**

DOT 1500.6A  
Chg 7

6-19-90

Subject: TRAVEL MANUAL - CHANGE

1. PURPOSE. This Page Change transmits a change to DOT 1500.6A, Travel Manual, of 1-2-85.
2. EXPLANATION OF CHANGES.
  - a. The change to section 10, chapter 3, Procurement of Common Carrier Transportation, revises Department policy to conform to guidance published by the General Services Administration.
    - (1) The travel charge card has been included as a form of payment for transportation.
    - (2) Requirements for cash purchases of transportation and revised mandatory audit procedures have been added.
    - (3) Contract transportation service provisions have been updated, including information on the Federal Travel Directory and Amtrak.
    - (4) Sample copies of the revised U.S. Government Transportation Request have replaced the previous samples.
  - b. Section 12, chapter 4, Communication Services, has been amended to allow reimbursable calls to family from overseas.
  - c. Paragraph 11-0106 has been revised to properly state the level of approving official for authorizing reimbursable travel incident to a personal emergency situation.

3. FILING INSTRUCTIONS.

<u>Remove Pages</u>	<u>Dated</u>	<u>Insert Pages</u>	<u>Dated</u>	
3-v and 3-vi	1-2-85	3-v and 3-vi	6-19-90	✓
3-51 thru 3-68	1-2-85	3-51 thru 3-70	6-19-90	✓
4-65 and 4-66	2-15-89	4-65	2-15-89	✓
		4-66	6-19-90	✓
11-5 and 11-6	11-6-87	11-5	6-19-90	✓
		11-6	11-6-87	✓

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FOR THE SECRETARY OF TRANSPORTATION:



Melissa J. Allen  
For the Assistant Secretary  
for Administration



U.S. Department of  
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PAGE CHANGE

DOT 1500.6A  
Chg 3

11-6-87

Subject: TRAVEL MANUAL - CHANGE

1. PURPOSE. This Page Change transmits a change to DOT 1500.6A, Travel Manual, of 1-2-85.
2. EXPLANATION OF CHANGE. This change provides Departmental policies and procedures on the following employee entitlements:
  - a. Relocation Income Tax (RIT) Allowance (Section 12, Chapter 5). This allowance is intended to cover employees' additional income tax liabilities resulting from reimbursements and benefits received incident to their official changes of station. The authority for payment of the RIT allowance is contained in 5 U.S.C. 5724b and the Federal Travel Regulations.
  - b. Emergency Travel (Chapter 11). Provisions have been included in the Manual to permit the reimbursement of travel expenses to employees on official travel who experience personal emergencies. The authority for this entitlement is 5 U.S.C. 5702(b) and the Federal Travel Regulations.
  - c. Travel Expenses for Threatened Law Enforcement Personnel (Chapter 12). A chapter has been added to provide for the payment of subsistence and transportation expenses for law enforcement/investigative employees who are threatened incident to their Federal service. The authority for this change is 5 U.S.C. 5706a and the Federal Travel Regulations.
3. FILING INSTRUCTIONS.

<u>Remove Pages</u>	<u>Dated</u>	<u>Insert Pages</u>	<u>Dated</u>
i (and ii)	1-2-85	i (and ii)	11-6-87 ✓
5-ix and 5-x	7-29-87	<del>5-ix</del>	7-29-87 ✓
5-101 thru 5-104	1-2-85*	<del>5-x thru 5-xii</del>	11-6-87 ✓
		5-113 thru 5-142	11-6-87 ✓
		11-i (and 11-ii)	11-6-87 ✓
		11-1 thru 11-6	11-6-87 ✓
		12-i (and 12-ii)	11-6-87 ✓
		12-1 thru 12-4	11-6-87 ✓
		Appendix G	11-6-87 ✓

\*Do not remove pages 5-101 thru 5-104, dated 7-29-87.

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- b. This transmittal sheet should be filed with the Travel Manual for reference purposes.

FOR THE SECRETARY OF TRANSPORTATION:



Melissa J. Allen  
For the Assistant Secretary  
for Administration



**U.S. Department of  
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# PAGE CHANGE

DOT 1500.6A  
Chg 2

7-29-87

**Subject:** TRAVEL MANUAL - CHANGE

1. PURPOSE. This Page Change transmits a change to DOT 1500.6A, Travel Manual, of 1-2-85.
2. EXPLANATION OF CHANGE. This change incorporates the Department's Relocation Services Program into the Travel Manual. The Program provides contractual services, including guaranteed home sale and property management, for employees incident to their permanent changes of station. The authority for the Program is contained in the Federal Travel Regulations.
3. FILING INSTRUCTIONS.
  - a.

<u>Remove Pages</u>	<u>Dated</u>	<u>Insert Pages</u>	<u>Dated</u>
5-ix (and 5-x)	1-2-85	5-ix and 5-x 5-101 thru 5-112	7-29-87 ✓ 7-29-87 ✓
  - b. This transmittal sheet should be filed with the Travel Manual for reference purposes.

**FOR THE SECRETARY OF TRANSPORTATION:**



Melissa J. Allen  
For the Assistant Secretary for  
Administration

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PAGE CHANGE

DOT 1500.6A  
Chg 1

3-13-87

Subject: TRAVEL MANUAL - CHANGE

1. PURPOSE. This Page Change transmits a change to DOT 1500.6A, Travel Manual, of 1-2-85.
2. EXPLANATION OF CHANGE. Chapter 6, Advance of Funds for Travel, has been revised to reflect significant changes to the Department's travel advance policies. Additionally, changes to chapter 10, Travel Charge Card Program, involving the issuance of charge cards have been made. These changes are the result of aggressive cash management improvements mandated by the Office of Management and Budget and the Department of the Treasury as well as the establishment of an alternative travel payment system (charge cards) by the General Services Administration. Specific changes to improve our travel advance/cash management posture are as follows:
  - a. Requirements for continuing advances have been revised.
  - b. Advances for employees authorized charge cards (including those employees who decline charge cards) are permitted for up to \$25 per day for temporary duty assignments. Advances for employees not authorized charge cards are authorized for up to 70 percent of the anticipated travel expenses. "Employees not authorized charge cards" has been defined.
  - c. Uniform time periods for obtaining and settling advances have been established.
  - d. The responsibilities of authorizing officials and travelers pertaining to travel advance payments have been clarified.
  - e. The use of the charge card by employees transferring to or between Departmental elements is authorized and encouraged.
  - f. New and revised instructions on use of the Government Travel System (GTS) have been added.
  - g. Other editorial and procedural changes have been made for clarity and to improve both the control and efficiency of the travel advance payment and liquidation processes.

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3. FILING INSTRUCTIONS.

a.	<u>Remove Pages</u>	<u>Dated</u>	<u>Insert Pages</u>	<u>Dated</u>
	6-i and 6-ii	1-2-85	6-i and 6-ii	3-13-87 ✓
	6-1 thru 6-14	1-2-85	6-1 thru 6-16	3-13-87 ✓
	10-i and 10-ii	1-2-85	10-i and 10-ii	3-13-87 ✓
	10-1 thru 10-22	1-2-85	10-1 thru 10-7	3-13-87 ✓
			10-8	3-13-87 ✓
			10-9	1-2-85 ✓
			10-10 thru 10-13	3-13-87 ✓
			10-14	1-2-85 ✓
			10-15	3-13-87 ✓
			10-16	1-2-85 ✓
			10-17 thru 10-20	3-13-87 ✓
			10-21 and 10-22	1-2-85 ✓

- b. This transmittal sheet should be filed with the Travel Manual for reference purposes.

FOR THE SECRETARY OF TRANSPORTATION:

Jon H. Seymour  
Assistant Secretary for  
Administration

**SUPPLEMENT****DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION**

1500.14A WA SUP 1

11/4/86

SUBJ: TRAVEL MANUAL

1. PURPOSE. This supplement prescribes travel procedures for travelers serviced by the Accounting Operations Division, AAA-200, which are unique to the FAA headquarters.
2. DISTRIBUTION. This supplement is distributed to the branch level and above in FAA headquarters.

## PAGE CONTROL CHART

Remove Pages	Dated	Insert Pages	Dated
		(3-36-S1 and) 3-36-S2 [between DOT 1500.6A pages 3-36 and 3-37]	11/4/86
		(3-42-S1 and) 3-42-S2 [facing DOT 1500.6A page 3-43]	11/4/86
		<u>WA APPENDIX 1</u> WA1 and WA2 [following last page of DOT 1500.6A]	11/4/86

*E. M. Keeling*  
E. M. Keeling  
Director of Accounting

# SUPPLEMENT

## DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION

1500.14A FA SUP 4  
(DOT 1500.6A)

8/8/86

SUBJ: TRAVEL MANUAL

- PURPOSE.** This supplement provides policy on the authorization of temporary quarters. It is intended to limit the time spent in temporary quarters to that which is absolutely necessary.
- DISTRIBUTION.** This supplement is distributed to branch level in the FAA headquarters, Metropolitan Washington Airports, and regions; to section levels at the centers; and to resident directors. A limited distribution is made to all field offices and facilities; and copies are furnished to addresses on the ZAA-388 special distribution list.

### PAGE CONTROL CHART

Remove Pages	Dated	Insert Pages	Dated
		(5-76-S1 and) 5-76-S2 (between DOT 1500.6A) pages 5-75 (and 5-76) and 5-77)	8/8/86

*E. M. Keeling*  
F. M. Keeling  
Director of Accounting

NOTE: 1500.14A FA SUP 3 will be  
printed and distributed subsequently.

Distribution: A-WX-3; A-YZ-4; A-P-1; A-FOF-0(I,TD);  
ZAA-388; M-80(2); GAO-1(3); FAA-15

Initiated By: AAA-300

**SUPPLEMENT****DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION**1500.14A  
FA SUP 5

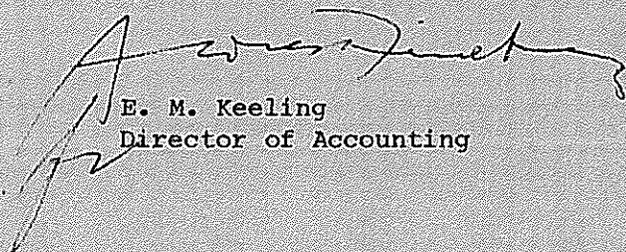
11/4/86

SUBJ: TRAVEL MANUAL

1. PURPOSE. This supplement provides the authority for not including permanent change-of-station benefits in W-2 income for moves to and from foreign areas.
2. DISTRIBUTION. This supplement is distributed to the branch level in the FAA headquarters, Metropolitan Washington Airports, and regions; to section level at the centers; and to resident directors. A limited distribution is made to all field offices and facilities; and copies are furnished to addressees on the ZAA-388 special distribution list.

## PAGE CONTROL CHART

Remove Pages	Dated	Insert Pages	Dated
		5-8-S1 (and 5-8-S2) [between Order DOT 1500.6A pages 5-8 and 5-9]	11/4/86



E. M. Keeling  
Director of Accounting

Distribution: A-WX-3; A-YZ-4; A-E-1; A-FOF-0(LTD);  
ZAA-388; M-80(2); GAO-1(3); FAA-15

Initiated By: AAA-300

**SUPPLEMENT**

**DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION**

1500.14A  
FA SUP 6

03/29/90

**SUBJ: TRAVEL MANUAL**

1. PURPOSE. This transmits Supplement 6 to FAA Order 1500.14A (Order DOT 1500.6A), Travel Manual.
2. DISTRIBUTION. This supplement is distributed to the branch level and above in FAA headquarters and regions; to the section level and above at the FAA Technical Center and the Aeronautical Center; and to resident directors. A limited distribution is made to field offices and facilities; and copies are furnished to addressees on the ZAA-388 distribution list.
3. EXPLANATION. This supplement provides guidance in determining the reasonableness of expenditures for meals and incidental expenses claimed by employees while occupying temporary quarters.
4. FILING INSTRUCTIONS. After filing this supplement, the transmittal should be retained.

**PAGE CONTROL CHART**

Remove Pages	Dated	Insert Pages	Dated
		5-82-S1 (and 5-82-S2) (Following page 5-82 of Order DOT 1500.6A)	

*E. M. Keeling*  
E. M. Keeling  
Director of Accounting

*DM*  
*4/6/90*

10/30/90

SUBJ: TRAVEL MANUAL

*ASM-12*

1. PURPOSE. This transmits Supplement 7 to FAA Order 1500.14A (Order DOT 1500.6A), Travel Manual.
2. DISTRIBUTION. This supplement is distributed to branch level and above in FAA headquarters and regions; to section level and above at the FAA Technical Center and the Aeronautical Center; and to resident directors. A limited distribution is made to all field offices and facilities; and copies are furnished to addressees on the ZAA-388 distribution list.
3. EXPLANATION: This supplement provides guidelines for approving officials to determine what method to use for collecting outstanding travel advances.
4. FILING INSTRUCTIONS. After filing this supplement, the transmittal should be retained.

## PAGE CONTROL CHART

	Insert Page	Dated
	6-14-S1 (6-14-S2) (following DOT 1500.6A page 6-14)	

*E. M. Keeling*  
E. M. Keeling  
Director of Accounting

# SUPPLEMENT

## DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION

1500.14A FA SUP 9

7/1/92

ASM-10

DK  
8/5

SUBJ: TRAVEL MANUAL

- PURPOSE.** This transmits Supplement 9 to FAA Order 1500.14A (Order DOT 1500.6A), Travel Manual.
- DISTRIBUTION.** This supplement is distributed to the branch level and above in FAA headquarters and regions; to the section level and above at the FAA Technical Center and the Aeronautical Center; and to resident directors. A limited distribution is made to field offices and facilities; and copies are furnished to addressees on the ZAA-388 distribution list.
- EXPLANATION.** This supplement implements several policies affecting permanent change-of-station moves, which were approved by the Administrator on September 3, 1991. The policies are intended to make agency moves more efficient and cost effective.
- FILING INSTRUCTIONS.** After filing this supplement, the transmittal should be retained.

### PAGE CONTROL CHART

Remove Pages	Dated	Insert Pages	Dated
		(5-xii-S1 and) 5-xii-S2 (Following DOT 1500.6A page 5-xii)	7/1/92
		(5-76-S3 and) 5-76-S4 (Following DOT 1500.6A page (5-76-S1 and) 5-76-S2)	7/1/92
		5-78-S1 (and 5-78-S2) (Following DOT 1500.6A page 5-78)	7/1/92
		(5-104-S1 and) 5-104-S2 (Following DOT 1500.6A page 5-104)	7/1/92

Distribution: A-WX-3; A-YZ-4; A-E-1; A-FOF-O(LTD);  
ZAA-388; M-80 (2); GAO-1 (3); FAA-15

Initiated By: AAA-300

**SUPPLEMENT**DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION1500.14A FA SUP 10  
(DOT 1500.6A)

7/2/92

D.H.  
8/5

SUBJ: TRAVEL MANUAL

1. **PURPOSE.** This supplement provides guidance in determining relocation of residence entitlements when making close proximity moves within the same city or area resulting from an official change-of-duty station.

2. **DISTRIBUTION.** This supplement is distributed to the branch level and above in FAA headquarters and regions; to the section level and above at the FAA Technical Center and the Aeronautical Center; and to resident directors. A limited distribution is made to field offices and facilities; and copies are furnished to addressees on the ZAA-388 distribution list.

3. **FILING INSTRUCTIONS.** After filing this supplement, the transmittal should be retained.

## PAGE CONTROL CHART

Remove Pages	Dated	Insert Pages	Dated
		5-2-S1 thru 5-2-S3 (Following page 5-2 of Order DOT 1500.6A)	7/2/92

*E. M. Keeling*  
E. M. Keeling  
Director of Accounting

**SUPPLEMENT**

DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION

1500.14A FA SUP 12  
(DOT 1500.6A)

ASM-10

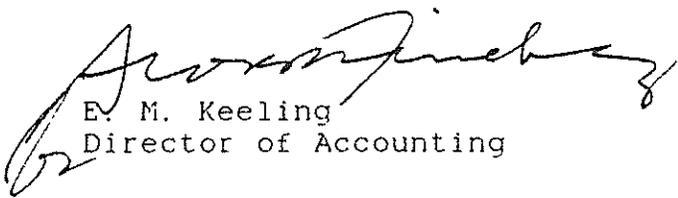
filed 7/22/93  
closed  
3/22/93

SUBJ: TRAVEL MANUAL

1. PURPOSE. This supplement provides for reduced per diem for long-term training which exceeds 15 class days at the FAA Academy and allows an employee attending a course or consecutive courses of more than 30 actual class days to one round trip to his or her home station during that period.
2. DISTRIBUTION. This supplement is distributed to the branch level and above in Washington headquarters and regions; to the section level and above at the centers; the Associate Administrator for the Aeronautical Center; and to resident directors. A limited distribution is made to all field offices and facilities; and copies are furnished to addressees on the ZAA-388 special distribution list.
3. FILING INSTRUCTIONS. After filing this supplement, the transmittal should be retained.

PAGE CONTROL CHART

Remove Pages	Dated	Insert Pages	Dated
		(4-28-S1 (and 4-28-S2) (following DOT 1500.6A pages 4-28)	3/22/93
		<u>Appendix D</u> Appendix D, Page 2-S1 (and 2-S2) (following DOT 1500.6A, Appendix D, Page 2)	3/22/93

  
E. M. Keeling  
Director of Accounting

Distribution: A-WX-3; A-YZ-4; A-E-1; A-FOF-O(LTD);  
ZAA-388; M-80(2); GAO-1(3); FAA-15

Initiated By: AFA-300

**SUPPLEMENT**

DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION

*Dee*

1500.14A FA SUP 13  
DOT 1500.6A

1/31/94

SUBJ: TRAVEL MANUAL

1. PURPOSE. This supplement further explains the definition of local travel.
2. DISTRIBUTION. This supplement is distributed to the branch level and above in FAA headquarters and regions; to the section level and above at the FAA Technical Center and the Aeronautical Center; and to resident directors. A limited distribution is made to field offices and facilities; and copies are furnished to addressees on the ZAA-388 distribution list.
3. FILING INSTRUCTIONS. After filing this supplement, the transmittal should be retained.

PAGE CONTROL CHART

Remove Pages	Dated	Insert Pages	Dated
(3-42-S1 and) 3-42-S2	11/4/86	3-42-S1 and 3-42-S2	1/31/94 1/31/94

*E. M. Keeling*  
E. M. Keeling  
Director of Accounting

WA SUPPLEMENTAL PAGE

- 3-0801-S1. THE FOLLOWING POLICIES APPLY TO FEDERAL AVIATION ADMINISTRATION (FAA) PERSONNEL PERMANENTLY EMPLOYED AT ANY FAA WASHINGTON HEADQUARTERS DUTY LOCATION (FEDERAL OFFICE BUILDING (FOB)10A, THE NASSIF BUILDING, OR OTHER VICINITY LOCATIONS COMMUTED TO DAILY).
- a. Reimbursement for subsistence expense (lodging, meals, and incidental expenses) for temporary duty (TDY) assignments will only be authorized when both:
    1. The one way distance between the TDY location and the permanent duty location is more than 25 miles; and
    2. The one way distance between the TDY location and the residence from which the employee commutes daily to the permanent duty location is also more than 25 miles.
  - b. Reimbursement for local transportation expenses (mileage and parking expense, or public transportation charges) for TDY assignments where the one way mileage is 25 miles or less from the permanent duty location or residence will be authorized to the extent that the transportation expense exceeds that which the employee would normally have incurred.
  - c. For TDY assignments where the one way mileage exceeds 25 miles but is 50 miles or less from the permanent duty location and the residence, the authorizing official may approve reimbursement for either subsistence and transportation expenses or only local transportation expenses. Approval will be based on the circumstances of the assignment. (Regardless of the reimbursement approved, subsistence expenses will only be reimbursed if the TDY assignment requires 10 hours or longer).
  - d. Generally, reimbursement for both subsistence and transportation expenses will be authorized for TDY assignments where the one way mileage is greater than 50 miles from the permanent duty location and the residence unless the authorizing official justifies in writing the approval of reimbursement for only local transportation expenses. (Subsistence expenses will only be reimbursed if the TDY assignment requires 10 hours or longer.)

1/31/94

- e. Reimbursement for only local transportation expenses may be authorized without justification to locations to which short-term TDY assignments are common. These locations are: Martinsburg, WV; Dulles International Airport; Baltimore Washington International Airport; and the Leesburg Air Route Traffic Control Center.

3-0801-S2. FOR FAA PERSONNEL PERMANENTLY EMPLOYED AT THE RECORDS CENTER IN MARTINSBURG, WV, REIMBURSEMENT FOR SUBSISTENCE EXPENSES (LODGING, MEALS, AND INCIDENTAL EXPENSES) FOR TDY ASSIGNMENTS WILL ONLY BE AUTHORIZED WHEN BOTH:

- a. The one way distance between the temporary duty location and the permanent duty location is more than 50 miles; and
- b. The one way distance between the temporary duty location and the residence from which the employee commutes daily to the permanent duty location is also more than 50 miles.

**SUPPLEMENT**

**DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION**

1500.14A FA SUP 14  
(DOT 1500.6A)

2/8/94

SUBJ: TRAVEL MANUAL

1. PURPOSE. This supplement provides for reduced per diem for long-term training which exceeds 15 class days at the FAA Academy and allows an employee attending a course or consecutive courses of more than 30 actual class days to one round trip to his or her home station during that period.
2. DISTRIBUTION. This supplement is distributed to the branch level and above in Washington headquarters and regions; to the section level and above at the centers; the Associate Administrator for the Aeronautical Center; and to resident directors. A limited distribution is made to all field offices and facilities; and copies are furnished to addressees on the ZAA-388 special distribution list.
3. FILING INSTRUCTIONS. After filing this supplement, the transmittal should be retained.

PAGE CONTROL CHART

Remove Pages	Dated	Insert Pages	Dated
		(4-28-S1 (and 4-28-S2) (following DOT 1500.6A pages 4-28)	2/8/94

*E. M. Keeling*  
E. M. Keeling  
Director of Accounting

FA SUPPLEMENTAL PAGE

4-0506a-S1. Subsistence Payments for Extended Training Assignments at the FAA Academy. Per diem shall be reduced for long-term training courses that are more than 15 class days.

4-0506a-S2. Round Trip Home or to the Permanent Duty Station for Employees on Extended Technical Training Assignments. Where it has been determined that an employee's efficiency and productivity will be enhanced if permitted to return to his/her home or permanent duty station during extended FAA Academy or out-of-agency technical training, a round trip(s) shall be authorized.

a. To qualify, the course or consecutive courses must total more than thirty (30) class days. One round trip shall be authorized in the same fashion for each additional 30 day class days of the same training assignment. The computation of class days shall include holidays.

b. The travel must be accomplished during the employee's regularly scheduled non-duty time and shall not be taken in conjunction with annual leave or sick leave.

**SUPPLEMENT****DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION**1500.14A  
FA SUP 15

AFZ-1

copies:1

8/16/94

**SUBJ: TRAVEL MANUAL**

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1. PURPOSE. This transmits Supplement 15 to FAA Order 1500.14A (Order DOT 1500.6A), Travel Manual.
2. DISTRIBUTION. This supplement is distributed to the branch level and above in FAA headquarters and regions; to the section level and above at the FAA Technical Center and the Aeronautical Center; and to resident directors. A limited distribution is made to field offices and facilities; and copies are furnished to addressees on the ZAA-#388 distribution list.
3. EXPLANATION. This supplement clarifies the guidelines in determining the reasonableness of expenditures for meals and incidental expenses claimed by employees. Further, it provides specific guidelines for determining the reasonableness of these expenditures in nonforeign areas, i.e., separate areas of the United States located outside of the continental United States.
4. FILING INSTRUCTIONS. Insert Supplement 15 pages. Also, retain Supplement 6, dated March 29, 1990, to paragraph 5-0804a, of FAA Order 1500.14A, Travel Manual, until negotiations with the cited bargaining units are complete. An additional supplement to specifically remove Supplement 6 will be issued after Supplement 15 is implemented for the cited bargaining units.

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Distribution:AWX-3; A-E-1; A-YZ-4; A-FOF-0(LTD); ZAA-388;  
B-30(2); GAO-1(3); FAA-15

Initiated By: AAA-300

After filing this supplement, retain the transmittal sheet.

PAGE CONTROL CHART

Remove Pages	Date	Insert Pages	Date
		5-82-S1 thru 5-82-S3 Following page 5-82 of Order DOT 1500.6A)	8/16/94

  
E. M. Keeling  
Director of Accounting

## FA SUPPLEMENTAL PAGE

5-0804a-S1. ACTUAL EXPENSES ALLOWED. Reimbursement SHALL ONLY be claimed for reasonable amounts ACTUALLY expended for meals and incidental expenses as defined in this Order. All employees and their family members shall be prudent in incurring these expenses. The 46 percent rate for meals and incidental expenses as defined below is NOT an entitlement. Receipts are not generally required for claims meeting the 46 percent guideline. Claims over 46 percent will require receipts.

a. Definitions.

(1) Continental United States (CONUS). As defined in the Federal Travel Regulation (FTR), continental United States (or CONUS) means the 48 contiguous States and the District of Columbia.

(2) Nonforeign Areas. As defined in the FTR, nonforeign areas are separate areas of the United States located outside the continental United States, i.e., Alaska, Hawaii, the Commonwealth of Puerto Rico or the Commonwealth of the Northern Mariana Islands, or a United States territory or possession.

b. Permanent Change-of-Station Transfers Within the Continental United States (CONUS).

Daily expenses incurred for meals and incidental expenses will generally be considered reasonable without receipts when they do not exceed 46 percent of the maximum daily subsistence allowance (Standard CONUS per diem rate). Employees must submit receipts with claims for meals and incidental expenses that exceed this guideline.

c. Permanent Change-of-Station Transfers to Nonforeign Areas.

Daily expenses incurred for meals and incidental expenses at nonforeign localities will generally be considered reasonable without receipts when they do not exceed 46 percent of the standard CONUS per diem rate plus the cost of living allowance (COLA) for the nonforeign locality in which temporary quarters are occupied. Employees must submit receipts with claims for meals and incidental expenses that exceed this guideline. For example, the reasonable daily amount for meals and incidental expenses in a location where the COLA is 10 percent is computed as follows:

SAMPLE COMPUTATION FOR AN EMPLOYEE AND SPOUSE

\$66.00 (CONUS Rate) + \$6.60 (\$66 X 10 percent (COLA)) = \$72.60

Computation for first 30 days:

Employee	\$72.60
Spouse \$72.60 X 2/3	<u>\$48.40</u>

Total daily amount for family	\$121.00
Limitation of 46 percent	<u>X .46</u>

Daily amount considered reasonable	<u>\$55.66</u>
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Additional 90 days if required  
(in 30-day increments):

Daily amount for first 30 days	\$55.66
75 percent of first 30 days (Note)	<u>X .75</u>

Daily amount considered reasonable	<u>\$41.75</u>
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Note: Temporary quarters beyond the first 30 days is limited to 75 percent of the amount for the first 30 days per the FTR paragraph 302-5.4(c)(3)(4).

d. Responsibilities.

(1) Travel Authorizing or Approving officials. A travel authorizing or approving official has the responsibility to authorize or approve only those allowances that are justified by the circumstances affecting the travel and are allowable as defined in this Order. A travel authorizing or approving official shall counsel the relocating employee on the availability of known local lodging and eating facilities providing economical services to ensure that the relocating employee exercises prudent judgment when incurring permanent change-of-station expenses, including temporary quarters expenses. Authorizing or approving officials are to be accountable for counseling employees to ensure that they fully understand the rules and guidelines related to incurring expenses while occupying temporary quarters.

8/16/94

1500.14A FA SUP 15  
(DOT 1500.6A)

(2) Employee Responsibility. An employee on official travel shall exercise the same care in incurring expenses that a prudent person would exercise if expending personal funds. Excess cost for meals, luxury accommodations, and unnecessary services is not acceptable under this standard. The employee shall be responsible for excess costs and any additional expenses incurred for personal convenience or preference.

This supplement will not be applied to employees in the bargaining units represented by NATCA, NAATS, PASS, and PASS-Flight Standards until negotiations on this supplement are completed.

Until negotiations with the above bargaining units are complete, the existing Supplement 6 dated March 29, 1990, to paragraph 5-0804a, of FAA Order 1500.14A, Travel Manual, remains in effect for the bargaining units.

**SUPPLEMENT**DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION1500.14A  
FA SUP 16

AFZ-600

copies:4

1/25/95

SUBJ: TRAVEL MANUAL

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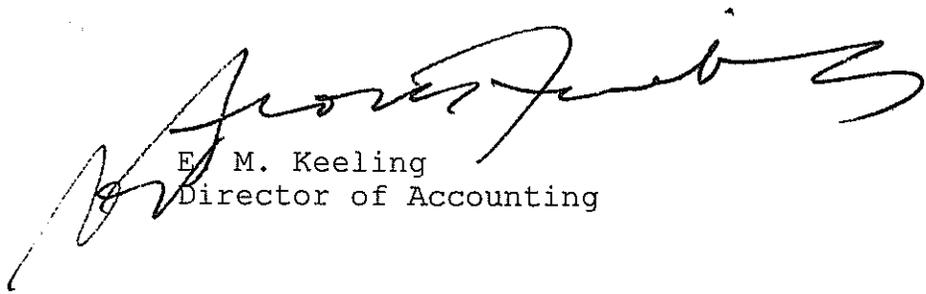
1. PURPOSE. This transmits Supplement 16 to FAA Order 1500.14A, (Order DOT 1500.6A), Travel Manual.
2. DISTRIBUTION. This supplement is distributed to the branch level and above in FAA headquarters and regions; to the section level and above at the Technical Center and the Aeronautical Center; and to resident directors. A limited distribution is made to field offices and facilities; and copies are furnished to addressees on the ZAA-388 distribution list.
3. CANCELLATION. FAA Supplement 6 to FAA Order 1500.14A, Travel Manual dated March 29, 1990, and Supplement 15, to FAA Order 1500.14A, Travel Manual dated August 16, 1994, are cancelled.
4. MAJOR PROVISIONS. This supplement:
  - a. Clarifies the permanent change-of-station (PCS) guidelines in determining the reasonableness of expenditures for meals and incidental expenses claimed by employees;
  - b. Provides specific PCS guidelines for determining the reasonableness of these expenditures in nonforeign areas, i.e., separate areas of the United States located outside of the continental United States, and,
  - c. Issues policy which is applicable to all employees, including bargaining unit employees.

5. FILING INSTRUCTIONS. Insert Supplement 16 pages. Remove pages applicable to Supplement 6 to FAA Order 1500.14A, Travel Manual dated March 29, 1990, and Supplement 15 to FAA Order 1500.14A, Travel Manual dated August 16, 1994.

After filing this supplement, retain the transmittal sheet.

PAGE CONTROL CHART

Remove Pages	Dated	Insert Pages	Dated
5-82-S1 (and 5-82-S2) (Following page 5-82 of Order DOT 1500.6A)	3/29/90	5-82-S1 thru 5-82-S3 (Following page 5-82 of Order DOT 1500.6A)	1/25/95
5-82-S1 thru 5-82-S3 Following page 5-82 of Order DOT 1500.6A)	8/16/94		



E. M. Keeling  
Director of Accounting