

TABLE OF CONTENTS

CHAPTER 2
TRAVEL AUTHORITY AND PREPARATION OF TRAVEL AUTHORIZATIONS

SECTION 1. GENERAL

2-0101. PURPOSE.....	2- 1
2-0102. WHO MAY AUTHORIZE TRAVEL.....	2- 1
2-0103. POLICY.....	2- 1
2-0104. TRAVEL AUTHORIZATION FORMS.....	2- 1
2-0105. TRAVEL AUTHORITY.....	2- 1
a. Written.....	2- 1
b. Oral.....	2- 1
c. Local.....	2- 2
2-0106. GENERAL REQUIREMENTS FOR TRAVEL AUTHORIZATIONS.....	2- 2
a. Temporary Duty Authorizations.....	2- 2
b. Permanent Change of Station Authorizations.....	2- 2
2-0107. TEMPORARY DUTY TRAVEL AUTHORIZATIONS.....	2- 3
a. General Travel Authorizations.....	2- 3
b. Unlimited Open Authorizations.....	2- 3
c. Limited Open Authorizations.....	2- 3
d. Trip-by-Trip Authorizations.....	2- 4
2-0108. NUMBERING TRAVEL AUTHORIZATIONS.....	2- 6
2-0109. ALTERNATIVES TO TRAVEL.....	2- 6
2-0110. TRAVEL AUTHORIZATION AMENDMENTS.....	2- 6
a. General.....	2- 6
b. Limitation on Amendments.....	2- 6
c. Effective Date of Amendments.....	2- 6
2-0111. CANCELLATION OF TRAVEL AUTHORIZATIONS.....	2- 7
2-0112. REVIEW OF AUTHORIZATIONS.....	2- 7

SECTION 2. DELEGATION OF TRAVEL AUTHORITY

2-0201. PURPOSE..... 2- 9

2-0202. TRAVEL AUTHORITY LIMITATION..... 2- 9

 a. Employee Travel Authority..... 2- 9

 b. Non-Employee Travel Authority..... 2- 9

2-0203. DELEGATION OF AUTHORITY..... 2- 9

 a. General..... 2- 9

 b. Employee Travel..... 2- 9

 c. Non-Employee - Invitational Travel..... 2-10

SECTION 3. PREPARATION OF TRAVEL AUTHORIZATION -
TEMPORARY DUTY

2-0301. PURPOSE..... 2-13

2-0302. OPEN AUTHORIZATIONS..... 2-13

2-0303. PREPARATION OF AUTHORIZATIONS (TDY)..... 2-13

 Figure 2-2. Form DOT F 1500.3, Travel Authorization for
 Temporary Duty..... 2-19

SECTION 4. PREPARATION OF TRAVEL AUTHORIZATION FOR
PERMANENT CHANGE OF STATION

2-0401. PURPOSE..... 2-21

2-0402. PREPARATION OF AUTHORIZATION (PCS)..... 2-21

 Figure 2-3. Form DOT F 1500.4, Travel Authorization for
 Permanent Change of Station..... 2-26

11/5/91

SUBJ: TRAVEL MANUAL

1. PURPOSE. This supplement requires the travel authorizing official to make prudent permanent change-of-station (PCS) decisions and ensure an adequate timeframe for each transfer by issuing, whenever possible, the PCS travel order at least 60 days before the employee's reporting date.

2. DISTRIBUTION. This supplement is distributed to the branch level and above in the Washington headquarters and regions; to the section level and above 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.

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

PAGE CONTROL CHART

Remove pages	Dated	Insert pages	Dated
		(2-1-S1 and) 2-1-S2 (between Order DOT 1500.6A pages 2-ii and 2-1)	11/5/91

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

11/5/91

FA SUPPLEMENTAL PAGE

2-0103-S1. POLICY.

a. Prudent PCS Decisionmaking. The FAA relies on the travel authorizing official to be knowledgeable of the requirements of this order and his/her dedication to manage permanent change-of-station (PCS) costs. Therefore, the travel authorizing official is administratively accountable for prudent PCS decisionmaking, such as authorizing only PCS moves required in the Government's interest according to this order and ensuring the timeframe for each PCS move is adequate.

b. Early Issuance of PCS Orders. The travel authorizing official is responsible for issuing Form DOT F 1500.4, Travel Authorization for Permanent Change of Station, whenever possible, at least 60 days before the employee's reporting date. This is intended to give the employee sufficient time to substantially complete the processes of selling or settling the lease of the home at the old duty station and purchasing or renting a home at the new location, and provide for a more cost-effective move.

THE FRONT OF THIS SHEET INTENTIONALLY LEFT BLANK

2/3/95

SUBJ: TRAVEL MANUAL

1. PURPOSE. This supplement provides policies for the Internal Revenue Service (IRS) Revenue Ruling 93-86 on taxability of long-term temporary duty travel (TDY). This ruling is based on changes to section 162(a)(2) of the IRS Code as amended by the Energy Policy Act of 1992 (P.L. 102-486). The Revenue Ruling and the IRS Code amendment apply to travel costs paid or incurred after December 31, 1992.
2. DISTRIBUTION. This supplement is distributed to branch level and above in FAA headquarters, regions, centers, and area offices; limited distribution to all field offices and facilities.
3. FILING INSTRUCTIONS. After filing this supplement, the transmittal should be retained.

PAGE CONTROL CHART

<u>Remove Pages</u>	<u>Dated</u>	<u>Insert Pages</u>	<u>Dated</u>
		(2-1-S2 and) 2-1-S3, 3-1-S2 and 3-1-S3 Following DOT 1500.6A 2-ii)	2/3/95

E. M. Keeling
 E. M. Keeling
 Program Director for Accounting, AAA-1

FA SUPPLEMENTAL PAGE

2-0103-S2. POLICY. Internal Revenue Service (IRS) Revenue Ruling 93-86 amplifying prior IRS Notice 93-29, contains guidelines for determining whether long-term temporary duty travel (TDY) assignments are "indefinite" for income tax purposes. TDY travel of employees who are (or have been) assigned to a single location with the realistic expectation that the assignment will be for more than one year is considered as indefinite travel effective with the 1993 tax year. However, the IRS and the courts will be the final arbiter of whether an assignment was temporary or not, and what the tax consequences will be. The travel reimbursements for indefinite travel are reportable as taxable income on the employees IRS Wage and Tax Statement (W-2).

a. For 1993 and 1994, income tax reporting is a responsibility of each employee. For 1995, the travel reimbursements for indefinite travel are reportable as taxable income on the employees' IRS Wage and Tax Statement (W-2), effective with the 1995 tax year.

b. How to treat a single assignment involving multiple locations. The Energy Policy Act of 1992 applies to any period of employment in a single location if such period exceeds one year; consequently, a temporary assignment to multiple locations that is not expected to and does not exceed one year does not fall under the restrictions of this Act. An employee while on temporary assignment to a location who occasionally has to spend time at a different temporary location will not be considered to have been assigned to multiple locations if the time at the different temporary location is not close to evenly split with the temporary assignment location. For example, someone from Chicago on TDY to New York who occasionally has to travel to Washington for a few days every month will not be considered by the IRS as having been assigned to multiple locations.

c. How long must a break in an assignment be before an employee can be returned to the same location without creating a tax liability. Any break in an assignment must be bona fide and not done for purposes of aiding an employee in avoiding tax liability. In fairness to employees and to the extent feasible, travel authorizing officials are to make assignments of definite duration, since even an assignment of less than a year may result in tax liability for an employee where the employee did not have a realistic expectation concerning the assignment's duration. Such information will allow the employee to anticipate and plan for possible tax consequences.

FA SUPPLEMENTAL PAGE

2-0105-S2. TRAVEL AUTHORITY.

a. Travel authorizing officials have the responsibility to review the ruling and determine whether an employee's assignment meets the ruling guidelines for taxation purposes.

b. Travel authorizing officials shall:

(1) Inform these employees that their travel reimbursements are subject to taxation, and the impact on the employee's taxable income from such travel. Travel authorization officials shall inform employees that they are to annotate the submitted SF 1012, Travel Voucher, with the statement "reimbursements are subject to taxation".

(2) Insert a statement on the employee's TDY travel authorization that:

(a) "The employee performing the TDY travel authorized on this travel order is aware of his/her tax responsibilities regarding this extended long-term TDY assignment. Further,

(b) The employee is aware that this TDY assignment, with the realistic expectation of lasting one year or more, is to a single location,

(c) The employee is aware that the assignment reimbursement(s) is subject to taxation, and

(d) The employee should be advised that reimbursements will appear on his/her DOT F 2740.1, Statement of Earnings and Leave as "GRS-PCS-Taxable."

(3) Provide the names of these employees to the servicing accounting offices.

c. Servicing accounting offices shall be responsible for:

(1) Withholding appropriate Federal, Federal Insurance Contribution Act (FICA), and Medicare taxes according to taxing authority regulations from the taxable TDY voucher amounts beginning with calendar year 1995 for employees' whose TDY travel meets the IRS guidelines on long-term (indefinite) TDY assignments,

(2) Reporting the income and tax withholdings to the Payroll Office through the Permanent Change of Station (PCS) System. Each office should create records utilizing option 1, Detail File Maintenance Inquiry, and transmit this data to CUPS.

(3) By the end of the calendar year, the cumulative file data shall be deleted so that it does not generate a Form 4782, (in lieu of the Internal Revenue Service Form 4782), Employee Moving Expense Information-Payments Made During Calendar Year (current year), or be reported on a different form. Presently, there is no requirement to report this information other than on the employee's Form W-2, Wage and Tax Statement.

d. CUPS payroll offices shall be responsible for:

(1) Incorporating the transmitted data in the employee's Form DOT F 2740.1, Statement of Earnings and Leave (SEL), which will be reflected as change of station data on the SEL until the PCS system and CUPS can be upgraded, and,

(2) Reporting the transmitted data in the employee's W-2 form.

e. Employees meeting the guidelines should, for calendar year 1993 and 1994, consult with their tax advisor for advice on tax filing and tax liability guidance.

SUPPLEMENT

DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION

1500.14A AF SUP 1
(DOT 1500.6A)

11/1/89

SUBJ: TRAVEL MANUAL

1. PURPOSE. This supplement authorizes the regional Airway Facilities division manager to approve travel orders, travel advances, and vouchers for themselves.
2. DISTRIBUTION. This supplement is distributed to branch level in the Office of the Associate Administrator for Airway Facilities, the Systems Maintenance Service, and the Program Engineering Service and to director level in the Office of Accounting in Washington headquarters; to the branch level in the regional Airway Facilities divisions; and to all Airway Facilities field offices.
3. DISPOSITION OF TRANSMITTAL. This transmittal shall be retained.

PAGE CONTROL CHART

Remove Pages	Dated	Insert Pages	Dated
None		Page 2-8-S2-AF2 (facing page 2-9)	11/1/89


Edwin S. Harris
Associate Administrator
for Airway Facilities

Done
6/6/90

Distribution: A-W(AF/SM/PS)-3; A-W(AA)-1;
A-X(AF)-3; A-FAF-0 (LTD)

Initiated By: ASM-12

AF SUPPLEMENTAL PAGE.

2-0203-AF1. DELEGATION OF AUTHORITY. The regional Airway Facilities division managers are authorized to approve travel orders, travel advances, and vouchers for themselves.

THE FRONT OF THIS SHEET INTENTIONALLY LEFT BLANK

1-2-85

CHAPTER 2.
TRAVEL AUTHORITY AND PREPARATION OF TRAVEL AUTHORIZATIONS

SECTION 1. GENERAL

- 2-0101. PURPOSE. This chapter prescribes regulations and criteria relating to travel authority. It covers the requirements for the preparation of travel authorizations.
- 2-0102. WHO MAY AUTHORIZE TRAVEL. Section 2 designates officials who may authorize/approve travel and establishes limitations on the redelegation of this authority. Generally, the authority is limited to officials whose responsibilities require them to direct personnel under their supervision to travel in order to perform official duty.
- 2-0103. POLICY. Travel authorizing and approving officials will permit only that travel necessary to accomplish the purposes of the Department effectively and economically. The requirements of this order are to be clearly understood and closely followed by personnel at all levels. Good travel management is an essential responsibility of each agency official who exercises travel approval authority, and each such official should be accountable for the effectiveness with which he or she carries out this responsibility.
- 2-0104. TRAVEL AUTHORIZATION FORMS. Authorizations for TDY will be on DOT F 1500.3, "Travel Authorization for Temporary Duty." Authorizations for PCS travel will be on DOT F 1500.4, "Travel Authorization for Permanent Change of Station."
- 2-0105. TRAVEL AUTHORITY.
- a. Written. Except as otherwise provided herein, travel will be performed pursuant to advance written authorization. A travel authorization is not valid unless signed by an official who has been delegated or redelegated the authority to authorize the type of travel required.
 - b. Oral. Under emergency conditions and in situations where it is impossible or impractical to issue written travel authorizations in advance, travel may be performed on the basis of oral authorization by an official having authority to authorize travel. Under these circumstances, the authorization must be confirmed by issuance of a confirming travel authorization which should include a statement regarding the reason for non-issuance of an advance travel authorization. The confirmation should be issued not later than the work day immediately following the date of the oral authorization and will be signed by the authorizing official.

- c. Local. Local travel is travel confined generally to an area, in the vicinity of a duty point, defined by an official delegated authority to so define local travel areas and where no per diem is involved. Written authorizations will not be issued for local travel, and the travel will be accomplished pursuant to oral authorization by properly designated officials. Approval of the travel will be signified by approval of the reimbursement voucher or other payment document. For more information on local travel, see section 8 of chapter 3.

2-0106. GENERAL REQUIREMENTS FOR TRAVEL AUTHORIZATIONS. Travel authorizations serve as the authority for the employee to perform travel, incur expenses and be reimbursed. In order to avoid misunderstanding and possible suspensions of expense items, authorizations must specify as definitely as possible the travel itinerary, allowances and conditions under which the travel is to be performed. There are two classes of travel requiring travel authorizations, temporary duty (TDY) travel and permanent change of station (PCS) travel.

- a. Temporary Duty Authorizations. Normally, temporary duty authorizations (trip-by-trip or open authorizations) will be issued by the organizational element which employs the individual and which will be charged with the travel expenses. Travel authorizations needed in connection with the detail of an employee to an element other than the one employing him/her may be prepared by either organizational element as they may agree to. As a general rule, it is preferable for such authorizations to be prepared and paid by the organization which will be charged with the travel cost.
- b. Permanent Change of Station Authorizations. It is the responsibility of the gaining activity to prepare a permanent change of station travel authorization. Proper preparation of the authorization may require a great deal of detailed information relative to dependents, household goods, mode of travel, and residence transactions. This information is most readily available at the duty station from which the employee is departing (losing activity). The losing and gaining activities should arrange for a mutual exchange of pertinent information as needed for preparing travel authorizations. If mutually agreeable, the losing activity should prepare the change of station travel authorization and forward the original and all copies to the gaining activity for completion of the accounting classification, assigning the travel authorization number, date and signature of the authorizing official.

1-2-85

2-0107. TEMPORARY DUTY TRAVEL AUTHORIZATIONS.

- a. General Travel Authorizations. General travel authorizations (GTA's) are intended to cover most travel situations during a fiscal year for a group of employees (usually an entire organization). The use of GTA's is not authorized within the Department.
- b. Unlimited Open Authorizations. This type of authorization permits an individual to travel for any purpose during the fiscal year in which it is issued. The Secretary and Deputy Secretary may travel under unlimited open authorizations. In addition, senior principal assistants to the Secretary and the Deputy Secretary may be issued unlimited open authorizations under the signature of the Secretary or the Deputy Secretary since these officials travel with or at the direct request of the Secretary or Deputy Secretary. The authorization will contain an estimate by quarter of the travel costs expected to be incurred for the entire period of coverage of the authorization. This estimate will be used for fund obligation purposes on a quarterly basis.
- c. Limited Open Authorizations. This type of authorization permits travel without further authorization under the limited conditions specified in the authorization. The limiting conditions may involve geographic area, purpose, trip duration, cost, consultation period, or other reasonable factor(s). For example, an Assistant Secretary, Head of an Operating Administration, Associate Administrator, or Regional Director may be issued a limited open travel authorization which is restrictive only in that it does not authorize foreign travel. Another example could be an authorization issued to an employee for all domestic travel up to a total cost of \$5,000. Still another authorization may be issued only for trips between two or three designated points.
 - (1) Travel not specifically permitted under a limited open authorization must be authorized on a trip-by-trip authorization.
 - (2) All limited open authorizations will be reviewed for appropriateness at least quarterly and canceled if not needed, or revised if appropriate.
 - (3) Each limited open authorization will contain an estimate of the cost of the travel to be performed for the entire period of the authorization. If the authorization is expected to be revalidated for the entire year, estimates should be by fiscal year quarters. The estimate will be used for fund obligation purposes.

- (4) Limited open authorizations may be issued by officials presently designated to authorize travel. This authority may be further restricted under guidelines established by the individual Heads of Operating Administrations, and within the Office of the Secretary, by the Assistant Secretary for Administration.
- d. Trip-by-Trip Authorizations. This type of authorization permits travel for an identified purpose or purposes on a specific itinerary. Generally, trip authorizations may be issued by the individuals indicated in paragraph 2-0203. However, approval of a particular category of travel will be by individuals in positions indicated for the category of travel listed. If a position is not specified following the category of travel, approval at the Assistant Secretary and Associate Administrator level and above will be required unless this authority is redelegated. Redelegation of approval is limited to heads of major organizational elements. The following special purpose travel will be authorized on a trip-by-trip basis.
- (1) Meeting and Conference Travel. Additional guidance on policies involving attendance at meetings and conferences may be found in chapter 8.
 - (2) Training Travel.
 - (3) Relocation Travel (PCS).
 - (4) Non-foreign Overseas Travel.
 - (5) Foreign Travel. In general, the requirements and guidelines in chapter 7 for routine operational foreign travel and for other foreign travel will continue to apply. However, individual foreign trip approval, when required, may not be made below the Associate Administrator level within the Operating Administrations. Limited open authorizations may be used for employees who have extensive routine operational foreign travel requirements. All trip authorizations and the associated travel voucher(s) will provide a specific purpose for the travel in consonance with the categories of "purposes" in figure 2-1.

FIGURE 2-1
TRAVEL PURPOSE CATEGORIES

PURPOSE CATEGORY

DEFINITION

Site visit	Visit to a particular site in order to personally perform operational or managerial activities; e.g., oversee programs, grant operations, or management activities for internal control purposes; carry out an audit, inspection, or repair activity; conduct negotiations; provide instructions; or provide technical assistance.
Information meeting	Attend a meeting to discuss general agency operations, review status reports or discuss topics of general interest. If a site visit was conducted as part of the same trip, consider the entire trip to be site visit.
Training attendance	To receive training.
Speech or presentation	To give a speech, present a paper, or otherwise take part in a formal program other than instructing at a training course (which is a site visit).
Conference attendance	To attend a conference, convention, seminar or symposium for purposes of observation or information only with no formal role in the proceedings.
Relocation	To move from one official duty station to another (same as a permanent change of station move).
Entitlement travel	Travel to which an employee (or member of the immediate family) is entitled as a result of an assignment; e.g., official vacation or home leave; medical, emergency, and education travel.
Special mission travel	To carry out a special agency mission; e.g., noncombat military unit movements; escort and courier requirements; witness movements between residences and other locations; Federal beneficiaries and other non-employee travel.
Other travel, be specific as to purpose	To travel for reasons (purposes) which are not shown in one of the other eight categories. Even though stated as "other travel," the authorization and voucher will detail the specific purpose of each trip.

1-2-85

- 2-0108. NUMBERING TRAVEL AUTHORIZATIONS. Each accounting office will prescribe a system of numbering travel authorizations and amendments to enable the issuing and the accounting offices to account for all authorizations issued each fiscal year and to determine upon receipt of an authorization or amendment that all earlier authorizations or amendments issued by the same organization have been received.
- 2-0109. ALTERNATIVES TO TRAVEL. Travel authorizing and approving officials should always examine alternatives to travel before they authorize expenditures for travel. The use of written correspondence and the telephone must be given serious consideration before a travel authorization is approved. Also, the use of teleconferencing should be reviewed for both its efficiency and effectiveness particularly when several persons are involved in a potential travel situation. The General Services Administration has published the "Executive Guide to Teleconferencing" to expand Federal agencies' awareness of teleconferencing as an effective way to conduct meetings without travel.
- 2-0110. TRAVEL AUTHORIZATION AMENDMENTS.
- a. General. Authorizations may be amended by issuing an amended travel authorization. The numbering system used for amended authorizations should relate the amendment to the original authorization and to prior amendments. The word "AMENDMENT" will be typed above the title of the "TRAVEL AUTHORIZATION."
 - b. Limitation on Amendments. There is a well established rule governing the modification of travel authorizations. The rule states that legal rights and liabilities in regard to travel allowances vest as and when the travel is performed under the travel authorization. Such authorizations may not be revoked or modified retroactively so as to increase or decrease the rights which have become fixed under the applicable statutes or regulations unless error is apparent on the face of the authorizations or all facts and circumstances clearly demonstrate that some provisions previously determined and definitely intended had been omitted through error or inadvertence in preparing the authorizations.
 - c. Effective Date of Amendments. Amended authorizations become effective on the date of issuance of the amendment unless a later date is specified in the amendment.

1-2-85

- 2-0111. CANCELLATION OF TRAVEL AUTHORIZATIONS. When travel is authorized and it is later determined that the travel will not be accomplished, the issuing office must promptly notify the accounting office by memorandum or other acceptable means of the cancellation of the travel authorization. This is necessary in order that obligated funds may be released for other use and to assure that no payment of travel expenses will be made under the authorization.
- 2-0112. REVIEW OF AUTHORIZATIONS. Preparation of authorizations in accordance with the criteria outlined in this Manual should result in understanding by employees of entitlements for travel reimbursements. When the authorizations are clear and specific with respect to the employee's travel entitlements and reimbursements, vouchers are simpler to prepare and require a minimum of explanatory narrative, and then only for expenses which vary from the authorization. This results in a speed-up in the review and payment process. On the other hand, when the authorizations are general and offer various alternatives for the traveler, he/she must explain and justify individual items and frequently must provide reviewers with additional clarifying information with consequent delays in the review and payment process and possible disallowances. In order to avoid any misunderstanding, employees should be advised to carefully review travel authorizations upon receipt to ensure accuracy and that all anticipated expenses are authorized. Issuing officers will assure that travelers under their jurisdiction are familiar with travel requirements and entitlement prior to travel.

SECTION 2. DELEGATION OF TRAVEL AUTHORITY

2-0201. PURPOSE. This section designates the officials (including military personnel) of the Department who may authorize or approve civilian travel and administratively review travelers' reimbursement vouchers. The responsibility vested in those officials delegated or redelegated authority to authorize travel is prescribed in paragraph 1-0202.

2-0202. TRAVEL AUTHORITY LIMITATION.

- a. Employee Travel Authority. All employee travel must be authorized by an official designated within the provisions of paragraph 2-0203. The redelegation of employee travel authority must be restricted to permit maximum control over travel and to carry out the policy expressed in paragraphs 1-0102 and 2-0103 and in this section.
- b. Non-Employee Travel Authority. The delegation of authority to authorize travel of persons who do not have an employer/employee relationship with the DOT is contained in paragraph 2-0203.

2-0203. DELEGATION OF AUTHORITY.

- a. General. Heads of Operating Administrations and Secretarial Officers are designated to authorize non-foreign travel for themselves, their subordinates, and others performing services for the Operating Administration or Secretarial Office. This authority may be redelegated by the Head of each Operating Administration or by a Secretarial Officer to subordinate officials who may further redelegate the authority within the limitations of this section. The Deputy Secretary has redelegated foreign travel approval authority to the Assistant Secretary for Administration for periods when the Deputy Secretary is absent and to other officials in circumstances specified below. The Department's policy and procedures relating to foreign travel are stated in chapter 7. Each delegated authority shall be specific as to its intent and will include any limitations on the authority. A copy of each delegation of authority will be furnished to the servicing accounting office.
- b. Employee Travel.
 - (1) Foreign Travel. The authority to approve routine operational foreign travel (see definition in Appendix A) is delegated by the Deputy Secretary to Heads of Operating Administrations. All other foreign travel will be authorized by the Deputy Secretary or his/her designee.

- (2) Permanent Change of Station Travel. The Deputy Secretary has delegated authority for change of station travel approval to Heads of Operating Administrations for travel to, from and between foreign areas. Generally the authority for all change of station travel should be redelegated only to heads of substantial organizational elements and appropriate high level officials at field installations.
 - (3) First Class Air Travel. The authority to authorize and approve use of first class air accommodations is limited to Secretarial Officers and their deputies and Administrators and their deputies (see section 2, chapter 3 for the subject of transportation by air).
 - (4) Actual Subsistence Expense. The authority to authorize travel on an actual subsistence expense basis may be redelegated to an official who has authority and responsibility to act for the head of a substantial organizational element, such as a deputy head or executive officer, but it may not be redelegated below such level. This restriction does not apply to actual expense travel required in connection with travel to high rate geographic areas (see section 3, chapter 4).
 - (5) Meeting Rooms Used for Lodging. The authority to authorize or approve reimbursement for the hire of a meeting room which is also used for lodging (e.g.; hotel suite) as a miscellaneous expense is limited to Secretarial Officers and their deputies and Administrators and their deputies (see 4-0203f(5)).
- c. Non-Employee - Invitational Travel. Secretarial Officers and Heads of Operating Administrations are authorized to approve travel of persons who do not have an employer/employee relationship with the Government. This type of travel is authorized by 5 U.S.C. 5703. This authority may not be redelegated without the approval of the Deputy Secretary, except for pre-employment interview travel (item (2) below) which may be redelegated to the lowest level within the Department where appointing authority exists. Redelegation approved by the Deputy Secretary will be limited to specific travel situations. Approval of foreign travel for non-employees is limited by the same restrictions which apply to employee travel. Examples of invitational travel include:

- (1) Travel of private persons to confer upon Government matters.
- (2) Pre-employment interview travel when authorized under chapter 571 of the Federal Personnel Manual.
- (3) Visits of college faculty members and staff as an aid to college recruitment.

SECTION 3. PREPARATION OF TRAVEL AUTHORIZATION - TEMPORARY DUTY

- 2-0301. PURPOSE. This section establishes procedures for the preparation of Form DOT F 1500.3, Travel Authorization for Temporary Duty. Chapter 2, section 1, outlines the general criteria relating to travel authority.
- a. Form DOT F 1500.3 will be used for the authorization of employee temporary duty (TDY) travel. It may also be used for group travel; i.e., where more than one person will travel on a single (round) trip to the same destination for the same purpose within the same period of time and on the same itinerary.
 - b. Where group travel is involved and the space (block 3) allocated for name and title of traveler(s) is insufficient, the travel authorization will be completed and a list attached thereto showing the name and title of each traveler and estimated reimbursable travel cost for each traveler. For example, if eight employees travel in two automobiles the listing will indicate the employees entitled to the mileage allowance and estimated amount. The list will be keyed to the basic travel authorization; i.e., "Attachment to and part of travel authorization no. _____." Block 3 of the travel authorization will show "Per attached listing." Sufficient copies of the travel authorization and attachments will be prepared to provide each traveler with a copy.
 - c. Travel authorizations for temporary duty travel will be prepared in accordance with these instructions. Block numbers referred to in the following paragraph correspond to the numbered items on DOT F 1500.3.
- 2-0302. OPEN AUTHORIZATIONS. The considerations and rules for trip authorizations apply as well to the preparation of open authorizations.
- 2-0303. PREPARATION OF AUTHORIZATIONS (TDY). (See figure 2-2).
- Block 1. Organization. Enter name of Operating Administration and location of traveler's duty station.
 - Block 2. Authorization No. Enter travel authorization number. (See paragraph 2-0108.)
 - Block 3. Name and Title of Traveler(s). Enter the name of employee. (For group travel, see paragraph 2-0301.)

- Block 4. Residence Address. Enter residence address of employee.
- Block 5A. Points of Travel - From-To. Enter temporary duty point(s) and routing as specifically as circumstances will permit. Example of itineraries are:
- 5B.
- a. Single duty point (trip authorization):
"Washington, D.C., to Kansas City, Missouri," and return to, "Washington, D.C."
 - b. Multiple duty points (trip authorization):
"Atlanta, Georgia, to Albany, Georgia; to Jacksonville, Florida;" and return to "Atlanta, Georgia."
 - c. Single duty point with multiple trips (trip or open authorization, as appropriate): "Kansas City, Missouri, to Chicago, Illinois, and return as often as may be necessary for completion of assignment."
 - d. Geographical area (trip or open authorization as appropriate): "Boston Massachusetts, to any points within the Boston area boundaries and return, as directed," or "Oklahoma City, Oklahoma, to any point in the United States, and return as directed," or "Atlanta, Georgia, to any points in South America and Balboa, Canal Zone, and return as directed."
 - e. Specific duty points with optional routing (trip authorization). "Washington, D.C., to Cleveland, Ohio, to Chicago, Illinois, to Little Rock, Arkansas, and return. Deviation in itinerary is authorized as necessary." Generally, the purpose of the trip and places of temporary duty assignment are known at the time that a travel authorization is to be issued. The authorization for variation in itinerary will not be substituted for inadequate advance planning of a trip itinerary.
- Block 6. Purpose of Travel. All trip authorizations must provide a specific purpose for the travel in consonance with the categories of "purpose" contained in figure 2-1 of this chapter. General statements

1-2-85

such as "conduct official business" and "carry out responsibilities of position" are not to be used. A general statement such as "To conduct essential official business" may be used on open authorizations provided the specific purpose of each trip is indicated on or attached to the reimbursement voucher.

- Block 7. Travel to Begin on or About. Enter the estimated beginning date of the travel. A 10-day variance will be permitted without requiring an amendment of the order.
- Block 8. Approximate Number of Days. Show the maximum number of days authorized to accomplish the purpose of travel including travel time. On open authorizations show only the fiscal year; e.g., "FY 85." The starting and completion times and dates for all periods of TDY under open authorizations will be indicated clearly on reimbursement vouchers. Certifying officials will return vouchers which do not show such information.
- Block 9. Mode of Travel.
- a. Only the mode(s) of transportation necessary to accomplish the travel in the most economical manner (considering travel time and transportation cost) maybe authorized. Open authorizations will not authorize all modes of transportation, instead, only the mode(s) the employee usually requires for his/her travel will be specified.
 - b. The specific type (air, rail, ship) of common carrier will be specified in the authorization, however, the class of service is determined under chapter 3 and is not shown on the authorization. In exceptional instances when first-class service is essential, the authorizations will so indicate, and the complete justification for the use of first-class in accordance with chapter 3 must be included in block 13 of the authorization. Open authorizations will not contain class of service information (essential use of superior-class service will be justified and approved on reimbursement vouchers). In addition, to protect employees from possible collection

1-2-85

action, travel service offices and travel management centers will require written complete and approved justification for requests for superior-class accommodations prior to procuring transportation for employees using open authorizations.

- c. When use of special conveyance is authorized, the notation "Cash or charge card will be used for car rental services" will be entered in block 13.

Block 10. Per Diem Rate.

- a. This item should be checked at the left margin whether a per diem allowance or actual subsistence expense allowance is authorized.
- b. Authorization for per diem for travel within the continental United States may be shown by the entry

"Per Chapter 4 of DOT 1500.6A," or the space may be left blank. Authorization for per diem for travel outside the continental United States will be shown by the entry "Per Chapter 4 of DOT 1500.6A."

- c. A specific per diem rate will be indicated only for special circumstances outlined in chapter 4. A rate specified in the authorization may not be subsequently adjusted to reflect changes in a basic rate or other circumstances which may occur after performance of travel.
- d. When actual subsistence expense reimbursement is authorized, the word "Actual", and the maximum allowable will be entered in the per diem rate space. In addition, justification for use of the actual expense method and an explanation for establishment of the particular maximum allowable will be included in block 13. Actual expense reimbursement will not be indicated in open authorizations, but will be justified and approved on reimbursement vouchers.

Block 11. Excess Baggage Allowance. Enter a check mark in the left margin block to indicate that excess baggage is authorized. (Refer to section 9, chapter 3 for guidance in determining excess baggage requirements for completion of "Weight Authorized" or "No. Pieces Authorized" section of this block.)

1-2-85

Block 12A. POV Mileage Rates. Enter a check mark in the appropriate left margin block to indicate that the use of POV is authorized. When POV is authorized, the authorization must state the specific mileage rate or mileage reference for reimbursement. When a POV is used for personal preference, the appropriate item in Appendix C will be entered in block 12A. When a POV is authorized as "Advantageous to the Government," enter a check mark in the left margin to block 12B and indicate in the space provided, the specific mileage rate as authorized in Appendix C. (See chapter 3, section 6, for information on POV mileage)

Block 12C. When "Other" means of transportation is authorized, enter a check mark in the left margin of block 12C and indicate on the description line the mode of travel. If privately owned aircraft or rental aircraft is authorized, indicate whether use is for personal preference or advantageous to the Government. In addition, the authorization must state whether reimbursement will be on an actual expense or mileage basis, and if the latter, the applicable mileage rate as provided in Appendix C must be indicated in space provided in block 12C.

Block 13. Special Provisions or Remarks. Enter in this space any data or information required in other blocks of the travel authorization when the space provided in the blocks is inadequate identifying the blocks affected. Likewise, if the space provided in block 13 is inadequate, continue on the reverse side or an attachment to the form as necessary. Examples of the type of items to be included in block 13, when applicable, are:

- a. Requirement for employee to return to his/her permanent duty station for non-work days.
- b. Authorization for delay en route to take leave.
- c. Enter the total estimated travel cost. (This will include the amount shown in block 16 plus the amount to be paid directly to the vendor by the Government.)

- Block 14. Signature and Title of Requesting Official. An official requesting the temporary duty travel will sign the original copy of the authorization unless he/she is also the authorizing official, in which case this block will be left blank. Enter requesting officer's title and date of request in spaces provided.
- Block 15. Signature and Title of Authorizing Official. An official delegated authority to authorize temporary duty travel will sign the original copy of the travel authorization and show in the space provided his/her title and date of approval.
- Block 16. Accounting Classification. Enter the prescribed accounting classification as required by the servicing accounting office. Also, enter estimated cost of travel expenses for reimbursement direct to the traveler. Do not include any amounts involving services obtained where payment is made direct to the vendor by the Government; i.e., transportation requests or Government Travel Systems account (see chapter 10). If the traveler is purchasing transportation with an employees Diners Club card, that amount should be included in this block as a separate line item.

Figure 2-2

DOT F 1500.3, Travel Authorization

(Revised Form to be included later)

1-2-85

SECTION 4. PREPARATION OF TRAVEL AUTHORIZATION FOR
PERMANENT CHANGE OF STATION

2-0401. PURPOSE. This section establishes the procedures for the preparation of DOT F 1500.4, Travel Authorization for Permanent Change of Station. Section 1 of this chapter outlines the general criteria relating to travel authority. Block numbers referred to in the following paragraph correspond to the numbered items on the travel authorization as illustrated in figure 2-3 of this section.

2-0402. PREPARATION OF AUTHORIZATION (PCS).

- Block 1. Name of Accountable Office. Self-explanatory.
- Block 2. Authorization No. Enter travel authorization number as prescribed in paragraph 2-0108.
- Block 3. Name of Traveler. Enter the payroll name of employee. Use the first name, middle initial and last name.
- Block 4. Residence Address. Enter residence address of employee at old station.
- Block 5. From. Enter city and State of official station from which travel will be authorized.
- Block 6. To. Enter city or local address and State of official station to which travel will be authorized.
- Block 7. Type of Permanent Duty Travel. Check applicable box to indicate travel is at Government expense.
- Block 8. Date Employee Signed Agreement to Remain in Government Service. Enter date from the signed agreement. (See paragraph 5-0103.)
- Block 9. Travel to Begin on or About. Enter the approximate date. (Do not include date of travel for househunting trip in this block.)
- ✂ Block 10. Maximum Number of Days. Enter the maximum number of days of authorized travel time. Fractional days should be shown.

- Block 11. Mode of Travel. Indicate the mode(s) of travel authorized. Because of the varying circumstances in connection with changes of station, the following items are for consideration:
- a. When the family is authorized to travel separately from the employee and by different mode(s), this should be clearly indicated in block 15A with mileage rates, if applicable.
 - b. If the employee and family are authorized to travel in more than one POV, justification must be given in block 22. Where the use of more than one POV is not justified, the employee will be authorized mileage for one POV only even though he/she elects to use more than one POV.
 - c. If the employee is authorized to haul a trailer or to haul some of his/her household effects in a POV, these circumstances should be stated in the authorization and appropriate rates cited. (See chapter 5.)
 - d. Any other unusual conditions or authorizations with respect to transportation should be included in block 11 and block 22 as necessary.
- Block 12. Reporting Date. Enter date employee is scheduled to report to his/her new duty station. This information is obtained from the Personnel Office or by adding the number of days in block 10 to the date in block 9.
- Block 13. Mileage Rate. Insert a reference to the authorized mileage rate; i.e., "Appendix C."
- Block 14A. You and/or Spouse are Authorized One Round Trip To New Duty Station to Seek Residence Quarters.
- 14B. Indicate if a househunting trip is authorized.
- 14C. Show the maximum number of days, mode of travel and if appropriate, indicate the mileage rate authorized. NOTE: In no case may the househunting trip be authorized to exceed ten days including travel time. (See section 7, chapter 5.)

1-2-85

- Block 15A. Transportation of Immediate Family. If
15B. authorized, indicate in the left margin and designate the mode(s) of travel authorized. Insert a reference to the mileage rate applicable as indicated in Appendix C.
- a. Where a dependent is authorized to travel separate from other members of the family (see block 11), indicate the mode of travel authorized and furnish an explanation in block 22 including the mileage rate if applicable.
 - b. When "Other" is authorized, the travel authorization must specify the mode of transportation. Insert a reference to the applicable mileage rate, if appropriate.
- Block 16A. Per Diem Rate of Employee Not to Exceed.
16B. Enter "X" in left margin block. Cite the appropriate paragraph of this Manual, the Foreign Affairs Manual and/or the rate(s) in the Department of Defense's "Civilian Personnel Per Diem Bulletins." Examples of statements to be entered in the space provided for "per diem rate for employee" are:
- a. "Per FAM rate."
 - b. "Per Appendix D."
- Block 17A. Maximum Number of Days Authorized for
17B. Subsistence Expense While Occupying Temporary Quarters. Enter "X" in the left margin block provided if temporary quarters and subsistence expenses are authorized. Also indicate the maximum number of days authorized. (See section 8, chapter 5.)
- Block 18A. Transportation of Dependents, Household Goods
18B. and Personal Effects. Indicate the latest date such actions must be accomplished. (See sections 3 and 4, chapter 5.)
- Block 19A. Transportation and Storage of Household Goods
19B. and Personal Effects. Enter "X" in the left margin block provided, if shipment of household goods and personal effects is authorized. Indicate in the appropriate block to show shipment under the commuted rate system or by GBL. Also show the maximum weight authorized. (See section 4, chapter 5.)

- Block 20. Allowances for Expenses Incurred in Connection with Real Estate Transactions and Unexpired Lease Together with Miscellaneous Expense Allowance. Includes commercial relocation services as authorized in chapter 5. Enter "X" in the left margin block provided.
- Block 21. Names of Immediate Family, for Travel Purposes. If the authorization covers the travel of a family, list each dependent member of the family entitled to travel at Government expense. Give date of birth (DOB) for dependent children.
- Block 22. Special Provisions or Remarks. Enter in this space any date or information required in other blocks of the travel authorization when the space provided in the blocks is inadequate, identifying the blocks affected. Likewise, if the space provided in block 22 is inadequate, continue on the reverse side of the form or on a blank sheet of paper.

Enter the following "Total cost for this PCS move is estimated to be \$ ____." This should include the amount shown in block 25H plus the amount to be paid directly to the vendor(s) by the Government via GTR or GBL, for example.

Include in this section of the travel authorization any special provisions, conditions, comments or remarks that are necessary or desirable for clarification. (Such clarification should cover for the traveler, reviewing officials, and for accounting personnel and auditors, any restrictions, limitations or special conditions which the authorizing official wishes to establish within DOT travel regulations.)

Examples of the type of items to be included in block 22, when applicable, are:

- a. Authorization to carry excess baggage.
- b. Authorization for delay en route to take leave.
- c. Authorization to ship automobile at Government expense.
- d. Justification and authorization for use of more than one POV.

1-2-85

- Block 23. Signature and Title of Requesting Official. The official requesting the change of station will sign the original copy of the authorization. Enter requesting officer's title in space provided and date of the request. If the requesting official is also the authorizing official, leave this block blank.
- Block 24. Signature and Title of Authorizing Official. An official delegated authority to authorize travel will sign the original copy of the travel authorization and show in the space provided his/her title and date of approval.
- Block 25. Estimated Cost (show round figures). Enter in these specific items, the estimated costs subject to reimbursement direct to the employee. Do not include any amounts involving services obtained where payment is made direct to the vendor by the Government; i.e., transportation request, Government bill of lading or commercial relocation services.
- Block 26. Accounting Classification. Enter established accounting classification as required by the accounting office of the Operating Administration concerned. Also enter for each such classification the estimated cost of travel expenses for reimbursement direct to the traveler. Do not include any amount involving services obtained where payment therefor is made direct to the vendor by the Government; i.e., transportation requests, Government bills of lading or commercial relocation services.

Figure 2-3

DOT F 1500.4, Travel Authorization for Permanent Change of Station

(Revised form to be included later.)