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CHAPTER 4. TEMPORARY DUTY

SECTION 1. GENERAL

- 4-0101. GENERAL. Per diem allowances will be paid for official travel except when actual subsistence expenses are authorized. This chapter prescribes policies and procedures [both within and outside the continental United States (CONUS)] for reimbursement of per diem allowances, actual subsistence expense allowances, miscellaneous expenses and communication services which may be reimbursable while on official travel.
- 4-0102. RESPONSIBILITIES. Employees and authorizing officials must observe the following principles as applicable:
- a. Employee Responsibility. An employee traveling on official business is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Excess costs, circuitous routes, delays, or luxury accommodations and services unnecessary or unjustified in the performance of official business are not acceptable under this standard. Employees will be responsible for excess costs and any additional expenses incurred for personal preference or convenience.
 - b. Responsibilities for Authorizing/Approving Rates. It is the responsibility of the travel authorizing official to authorize or approve only those allowances that are justified by the circumstances affecting the travel and are allowable under the rules of this chapter. However, the per diem and actual expense rates provided for under these rules represent the maximums allowable. To prevent authorization or approval of allowances in excess of amounts required to meet the necessary subsistence expenses of official travel, consideration shall be given to factors such as those listed below that reduce the necessary expenses of employees.
 - (1) Known arrangements or established cost experience at temporary duty locations showing that lodging and/or meals can be obtained without cost or at reduced cost to the employee;
 - (2) Situations in which special rates for accommodations have been made available for a particular meeting, conference, training or other temporary duty assignment;

- (3) Traveler's familiarity with establishments providing lodging and meals at a lower cost in certain localities, particularly where repetitive travel or extended stays are involved;
- (4) Modes of transportation where accommodations are provided as part of the transportation cost; and
- (5) Situations in which the Government furnishes lodging, such as Government quarters or other lodging procured for the employee by means of an agency purchase order.

4-0103. DEFINITIONS. For purposes of this chapter, the following definitions are provided. Definitions and explanations are given in alphabetical order according to the key word or term used.

- a. Calendar Day. Calendar day means the 24-hour period from one midnight to the next midnight. For purposes of these regulations, the calendar day technically begins one second after midnight (reflected herein as 12:01 a.m.) and ends at 12:00 midnight.
- b. Continental United States (CONUS). The continental United States refers to the 48 contiguous States and the District of Columbia.
- c. Locality Rates. Locality rates are maximum per diem rates prescribed for specific localities within CONUS. Rates are listed in Appendix B by State and key city.
- d. Other Miscellaneous Travel Expenses. Other miscellaneous travel expenses are those that are directly attributable and necessary to the travel and temporary duty as authorized and performed. When authorized or approved, these expenses are reimbursable in addition to the per diem allowance and transportation expenses.
- e. Per Diem Allowance. The per diem allowance is a daily payment (in lieu of actual expense reimbursement) for lodging, meals and related incidental expenses. The per diem allowance is distinguished from transportation expense and other miscellaneous travel expense reimbursements as described below.
- f. Place of Abode. The place of abode is the residence from which the employee commutes daily to the official station.

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- g. Standard CONUS Rate. Generally, the standard CONUS rate is prescribed for any location within CONUS that is not included in one of the defined localities or areas for which a specific rate is prescribed in Appendix B. The standard CONUS rate is also prescribed in certain specified circumstances as provided herein (e.g., change of station travel) for all locations within CONUS, including the separately defined localities.
- h. Subsistence Allowance. Subsistence allowance includes amounts for lodging, meals and incidental expenses.
- i. Transportation Expenses. Transportation expenses include commercial bus, air, rail, or vessel/steamship fares and are reimbursable in addition to the per diem allowance. Transportation expenses also include taxi and local transit system fares; cost of commercial rental cars and other special conveyances; and mileage and other allowances for use of privately owned conveyances, including fees for parking, ferries, etc. See chapter 3.

4-0104. TYPES OF EXPENSES COVERED BY PER DIEM. The per diem allowance covers all charges, including taxes and service charges where applicable, for the following types of subsistence expenses:

a. Lodging.

- (1) The term "lodging" includes expenses for overnight sleeping facilities; baths; personal use of the room during daytime; and service charges for fans, air conditioners, heaters, and fires furnished in rooms when such charges are not included in the room rate.
- (2) The term "lodging" does not include accommodations on airplanes, trains, buses, or vessels. The cost of accommodations furnished aboard common carriers is included in the transportation cost and is not considered a subsistence expense. However, in determining the overall cost to the Government when authorizing the mode of transportation to be used, the availability of these accommodations shall be considered.

- b. Meal Costs. Meal costs include expenses for breakfast, lunch, and dinner (specifically excluded are alcoholic beverage and entertainment expenses and any expenses incurred for other persons).

c. Incidental Expenses Related to Subsistence.

- (1) Fees and tips to waiters, porters, baggage carriers, bellhops, hotel maids, dining room stewards and others on vessels, and hotel servants in foreign countries.
- (2) Laundry, cleaning and pressing of clothing.
- (3) Transportation between places of lodging or business and places where meals are taken.
- (4) Telegrams and telephone calls necessary to reserve lodging accommodations.

4-0105. EMPLOYEE'S LEAVE CANCELED OR INTERRUPTED.

- a. Temporary Duty Required at Place of Leave. An employee who is required to perform temporary duty at a place where the employee had traveled (away from the permanent duty station) for personal reasons is entitled to per diem for the period of temporary duty and to traveling expenses on the return trip which exceed those which the employee normally would have incurred if the employee had not been required to perform the temporary duty en route (31 Comp. Gen. 509).
- 7 b. Temporary Duty at Various Places, Including Return to Permanent Station. An employee while in authorized leave status away from the permanent station, who is required to interrupt leave to perform official temporary duty at various places, including return to the permanent station and then resume leave status upon completion of the temporary duty assignment, is allowed per diem and transportation expenses from the place where leave was interrupted to the places of temporary duty (except no per diem is authorized while at the official duty station) and return to the place where leave was interrupted (25 Comp. Gen. 347; 28 id. 237; 39 id. 611).
- c. Temporary Duty at Various Places Not Involving Return to the Permanent Station. In a situation not involving temporary return to the permanent station, but otherwise similar to subparagraph b, an employee upon completion of temporary duty is allowed per diem and transportation expenses to return to leave status at a point more distant from the place of temporary duty than the point where leave was interrupted, provided the round trip

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distance and expense are not greater than the distances and constructive travel expenses between the employee's permanent duty station and the place of temporary duty (27 Comp. Gen. 648).

- d. Authorized Leave of Five Days or More Canceled Within 24 Hours and Leave Temporarily Interrupted Due to Recall to the Permanent Station. When an employee departs from the permanent station for the purpose of taking an authorized leave of absence for five days or more and, because of an urgent unforeseen circumstance, it is necessary to cancel the authorized leave and recall the employee to duty at the permanent station within 24 hours after departure therefrom, the return travel may be authorized at Government expense. If authorized leave away from the permanent station is temporarily interrupted by a recall to duty at the permanent station or temporary duty at another place, and the employee wishes to resume leave immediately after completion of the duty at the place from which the leave of absence was interrupted or at another place, travel expenses not to exceed the cost of travel from the place where the leave of absence was interrupted to the place where the duty was performed and return may be authorized at Government expense. The one way or round trip costs, as appropriate, will not be allowed at Government expense unless a statement is included in the travel authorization that clearly provides that, because of the personal expense incurred by the employee in traveling to the place of taking leave, an administrative determination was made that it would be unreasonable to require the employee to assume the additional travel expense to comply with either the recall order or the temporary duty order providing for return to the place of leave (39 Comp. Gen. 611).
- e. Leave Interrupted for Performance of Temporary Duty, Not Allowed to Resume Leave Status. An employee on authorized leave away from the permanent station, who is required to perform temporary duty at places other than the permanent duty station and upon completion of the temporary duty assignment is not allowed to resume authorized leave, but is directed to return to the permanent station, will be allowed per diem and travel expense for the temporary duty performed. However, for return to the permanent station from the place where the temporary duty assignment is completed, travel expenses will be allowed only to the extent that it exceeds the constructive travel expense for return direct from the place of leave to the permanent duty station (11 Comp. Gen. 336; 16 id. 481; 30 id. 443).

- f. Temporary Duty Directed at Termination of Leave Status. An employee on authorized leave away from the permanent station who is directed, at the termination of leave, to proceed to a place of temporary duty and upon completion of the temporary duty assignment to return to the permanent station, will be allowed per diem and travel expenses only to the extent that travel relating to the temporary duty assignment exceeds the constructive cost of direct route travel from the place of leave to the permanent station (19 Comp. Gen. 977). If, in relation to the place where the employee is on leave, the place of temporary duty is located in a routing direction through and beyond the employee's permanent station, the allowable per diem and travel expense will be limited to that for round trip travel between the permanent station and the place of temporary duty (24 Comp. Gen. 443).
- g. Cancellation of Temporary Duty Travel Authorization After Commencement of Travel and While on Authorized Leave. When an employee is on leave en route to a temporary duty station and the travel authorization for the temporary duty is canceled, he or she is entitled to travel and transportation allowances for travel performed, provided that the authorization is canceled on or after the date travel was required to be performed. In such case, the allowances payable will not exceed the constructive allowances that would have been payable for travel from the permanent duty station to the temporary duty station and return over a usually traveled direct route, provided that official travel to the temporary duty station was authorized prior to departure on annual leave.

4-0106. TRAVEL DURING NON-DUTY TIME.

- a. Supervisors will schedule travel so that, to the maximum extent practicable, employees perform official travel during normal duty hours. However, departure on travel should be arranged to permit arrival at the temporary duty location not earlier than the day preceding the date required to report for temporary duty. Also, supervisors will assure that trips are completed within an optimum period of time, depending upon the variables of destination, method of travel, scheduling, length of trip, travel time, purpose and other similar factors.
- b. Employees may be required to travel outside duty hours (e.g., for travel in connection with training courses, meetings, accident investigations, emergency situations

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or other activities) when the starting and ending dates and times of the duty would preclude travel during duty hours. On some trips, employees may be required to perform a reasonable amount of travel during non-duty hours, while on other trips, non-duty travel can be completely avoided.

- c. When an employee is required to travel outside his/her regularly scheduled tour of duty and cannot be paid overtime for travel time under any of the conditions cited in 5 C.F.R. 610.123, Travel on Official Time, the supervisor shall record the reasons for ordering travel during non-duty hours and, when requested by the employee, furnish him/her a statement of the reasons.
- d. Employees may be scheduled to travel one day early or stay overnight upon completion of an assignment in order to avoid travel during non-duty hours. However, employees may not stay over a weekend or a holiday merely to avoid non-duty time travel. For example, where it is not practicable to start a work or training assignment other than on a Monday morning, employees may not be scheduled to depart on the previous Friday.

4-0107. OCCUPANCY TAX. Travelers are encouraged to seek exemptions from occupancy taxes where granted and where exemption forms are made available by the taxing jurisdiction or lodging establishment. (The procedure for seeking an exemption varies among jurisdictions and establishments.) There is no standard form available for this purpose and makeshift or local forms will not be used. The Federal Travel Directory issued monthly by the General Services Administration contains current information on tax exemptions by location and should be used by travelers for guidance.

4-0108. CONTRACTUAL ARRANGEMENTS.

a. General Rules.

- (1) Employees may not be furnished meals and lodging, under contract, which cost in excess of their reimbursement entitlements under statute or regulation (60 Comp. Gen. 181).
- (2) It is Department policy that employees who are furnished meals and lodgings be entitled to an incidental expense allowance. Therefore, when the items are contractually furnished, an appropriate incidental expense allowance (paragraph 4-0503) for

the travel will be authorized unless another amount or no allowance is authorized by an official at or above the level of Deputy Assistant Secretary or Deputy Administrator.

- b. Unusual Circumstances. Under extraordinary conditions where commercial lodgings are unavailable or unsuitable, the Government may be required to purchase or lease quarters for rent-free use by employees on temporary duty. In these instances, the Government's acquisition expenses should not be a consideration in determining if the total entitlement exceeds the lawful maximum. Per diem rates will be established using the meal and incidental expense rate applicable to the area in accordance with section 5. (See Comp. Gen. decision B-200750, August 4, 1981.)

SECTION 2. PER DIEM RATES

- 4-0201. MAXIMUM PER DIEM RATES. Per diem allowances for official travel will be at daily rates not in excess of the maximum per diem rates established herein.
- a. CONUS. The per diem allowances payable for official travel within CONUS will not exceed the maximum per diem rates established by the General Services Administrator and listed in Appendix B of this Manual.
 - b. Nonforeign Areas Outside CONUS. The per diem allowances payable for official travel in nonforeign areas will not exceed the maximum per diem rates established by the Secretary of Defense and listed in Civilian Personnel Per Diem Bulletins published periodically in the Federal Register. The term "nonforeign areas" includes the States of Alaska and Hawaii, the Commonwealth of Puerto Rico, and the possessions of the United States.
 - c. Foreign Areas. Per diem allowances payable for official travel in foreign areas will not exceed the maximum per diem rates established by the Secretary of State and published in the Per Diem Supplement to the Standardized Regulations (Government Civilians, Foreign Areas). The term "foreign areas" includes any area (including the Trust Territory of the Pacific Islands) situated both outside CONUS and the nonforeign areas.
- 4-0202. RATE ADJUSTMENT REQUESTS FOR TRAVEL WITHIN CONUS.
- a. Requests for Rate Adjustment. Operating Administrations and the Office of the Secretary may request a review of subsistence costs in a particular city or area where the standard CONUS rate applies when travel to that location is repetitive or on a continuing basis and travelers' experiences indicate that the prescribed standard CONUS per diem rate is inadequate. Requests will be submitted in writing to the Assistant Secretary for Administration, attention M-80, for transmittal to the General Services Administration (GSA). Per diem localities listed in Appendix B are reviewed for adequacy annually by GSA.
 - b. Documentation. Requests for rate adjustments will include a city designation, a description of the surrounding location involved (county or other defined area), and a recommended rate supported by a statement explaining the circumstances that cause the existing rate to be inadequate. The request also must contain an estimate of the annual number of trips to the location, the average duration of such trips, and the primary purpose of travel to the locations.

4-0203. GENERAL RULES AFFECTING ENTITLEMENT TO PER DIEM.

- a. No Allowance at Official Station. A per diem allowance will not be allowed within the limits of the official station or at, or within the vicinity of, the place of abode (home) from which the employee commutes daily to the official station.
- b. Travel of 10 Hours or Less (10-Hour Rule). A per diem allowance will not be allowed when the period of official travel is 10 hours or less except as provided in 4-0403. (Also, see 4-0303.)
- c. Travel of 10 Hours or More but Less Than 24 Hours. Subsistence allowances for travel of 24 hours or less (but more than 10 hours) must be authorized or approved for specific travel situations. Such payments are not automatic. Subsistence allowances should be permitted only when the traveler clearly incurs or is expected to incur additional subsistence expenses because of the required travel (Comp. Gen. decisions B-185932, May 27, 1976, and B-185195, May 28, 1976). For example, travelers can be expected to obtain lunch at their own expense on one-day trips. However, when they are required to work up to or through their evening meal time, subsistence reimbursement at the appropriate rate should be authorized.
- d. Beginning and Ending of Entitlement. For computing per diem allowances, official travel begins at the time an employee leaves home, office, or other authorized point of departure and ends when the employee concludes travel at home, office, or other authorized point.
- e. Deductions for Meals and/or Lodgings Furnished. Where meals and/or lodging are furnished without charge or at a nominal cost by a Federal agency at a temporary duty station, an appropriate deduction will be made from the authorized per diem rate. See section 5.

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SECTION 3. PER DIEM WITHIN CONUS

- 4-0301. LODGINGS-PLUS PER DIEM COMPUTATION FOR TRAVEL WITHIN CONUS. Except in exceptional instances when a flat rate per diem is authorized, the per diem allowances authorized or approved for official travel within CONUS, including travel incident to a change of official station, shall be computed under the lodgings-plus per diem system. Under this system, the per diem allowance for each travel day is established on the basis of the actual amount the traveler pays for lodgings plus an allowance for meals and incidental expenses (M&IE). The total lodging and M&IE may not exceed the applicable maximum per diem rate.
- 4-0302. MAXIMUM CONUS PER DIEM RATES. Maximum per diem rates prescribed for travel within CONUS are listed in Appendix B for specific localities. For all locations in CONUS which are not specifically listed or encompassed by the defined boundaries of a listed location, a standard maximum per diem rate is prescribed. For all locations in CONUS, (whether or not they are specifically listed in Appendix B), the standard rate applies for subsistence allowances incident to a change of official station. The following elements comprise the per diem allowance:
- a. Maximum Lodging Expense Allowance. The per diem rates include a maximum amount for lodging expenses. The employee will be reimbursed for actual lodging costs incurred up to the applicable maximum amounts listed in Appendix B. Receipts for lodging are required.
 - b. M&IE Allowance. The maximum per diem rates include a fixed allowance for meals and for incidental expenses related to subsistence. This allowance is reflected in Appendix B as the M&IE rate. When the M&IE rate, or fraction thereof, is authorized or approved as provided herein, it is payable to the traveler without itemization of expenses or receipts. For partial days of travel, the M&IE rate shall be prorated as provided in paragraph 4-0303. The meals and incidental expenses allowance will be allocated as shown below when making necessary deductions from the per diem for meals furnished to the employee without charge by the Federal Government. The total amount of deductions made on partial days shall not cause the employee to receive less than the amount allocated for incidental expenses.

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Meals and Incidental Expenses Rate

	<u>\$26</u>	<u>\$34</u>
Breakfast	5	7
Lunch	5	7
Dinner	14	18
Incidentals	2	2

4-0303. PER DIEM ALLOWANCE COMPUTATIONS.a. Travel of 24 Hours or Less.

- (1) Ten Hours or Less. Per diem shall not be allowed for travel of 10 hours or less. This prohibition is applicable also to travel incident to a change of official station within CONUS.
- (2) More than 10 Hours. When the travel period (entire trip) for which per diem has been authorized is 24 hours or less, the travel period will be divided into six-hour periods starting from the actual time travel begins and ending with the traveler's arrival at home, office, or other authorized point, upon conclusion of the trip. The per diem allowance for the trip will be calculated as follows:
 - (a) Lodging Not Required. If lodging is not required, one-fourth of the M&IE rate applicable to the location of the temporary duty assignment will be allowed for each six-hour period or fraction thereof. If more than one temporary duty point is involved, the per diem allowance will be calculated using the M&IE rate prescribed for the location where the majority of the time is spent performing official business. See paragraph 4-0203c.
 - (b) Lodging Required. If lodging is required, the rules for travel of more than 24 hours apply.
- (3) Exception to 10-Hour Rule. Per diem shall not be allowed for employees who qualify for per diem solely on the basis of working a non-standard workday (e.g., four 10-hour days or other compressed or flexible schedule). In such instances, per diem shall not be allowed for travel periods less than or equal to the employee's workday hours plus two hours.

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- b. Travel of More Than 24 Hours. The applicable maximum per diem rate (standard CONUS or locality rate from Appendix B) for each calendar day of travel shall be determined by the travel status and location of the employee at 12:00 midnight and whether lodging is required at such location. When lodging is required, the applicable maximum per diem rate shall be the maximum rate prescribed for the temporary duty location or a stopover point where lodging is obtained while en route to, from, or between temporary duty locations (see subparagraphs c and d, below, for rules on lodging location and travel incident to a change of official station). Only one maximum rate will be applicable to a calendar day or fraction thereof. The following rules shall be applied in calculating the allowable per diem for travel of more than 24 hours:

(1) Day Travel Begins.

- (a) Lodging Required. When lodging is required on the day travel begins (day of departure from the official station or other authorized point), the per diem allowable shall be the actual cost of lodging incurred by the employee, limited to the maximum applicable lodging allowance for the location, plus the applicable M&IE rate prorated as provided in (c) below.
- (b) Lodging Not Required. When lodging is not required on the day travel begins, the per diem allowable shall be the standard CONUS M&IE rate prorated as provided in (c) below.
- (c) Method of Prorating M&IE Rate. The M&IE rate shall be prorated by dividing the day of departure into six-hour periods starting from the actual time travel begins and running through 12:00 midnight. For each six-hour period, or fraction thereof, one-fourth of the applicable M&IE rate shall be allowed.

(2) Full Calendar Days of Travel.

- (a) Lodging Required. For each full calendar day that the employee is in a travel status and lodging is required (whether en route or at a temporary duty location), the actual cost of lodging incurred by the traveler will be added

to the applicable M&IE rate. The resulting amount, limited to the maximum per diem rate prescribed for the location in Appendix B, will be the allowable per diem for the full calendar day.

(b) Lodging Not Required. For any full calendar day of travel when lodging is not required (such as when employee is en route overnight returning to the official station), the maximum per diem rate shall be the M&IE rate applicable to the preceding calendar day.

(3) Day Travel Ends.

(a) Determining Applicable Rate. For the day travel ends (when employee returns to the official station or other authorized point or arrives at the new official station incident to a change of official station), the per diem allowable shall be the M&IE rate applicable to the preceding calendar day prorated as provided in (b) below.

(b) Method of Prorating M&IE Rate. The M&IE rate shall be prorated by dividing the day travel ends into six-hour periods beginning at 12:01 A.M. and running until the employee arrives at home, office, or other authorized point at the conclusion of the trip. For each six-hour period, or fraction thereof, one-fourth of the applicable M&IE rate shall be allowed.

(4) Lodging Obtained After Midnight. Although per diem generally is based on the employee's location at midnight, there will be instances in which the employee is en route and does not arrive at the lodging location (either temporary duty location or en route stopover point) until after midnight. In such cases, the lodging will be claimed for the preceding calendar day and the applicable maximum per diem for the preceding day will be determined as if the employee had been at the lodging location at 12:00 midnight of that day.

c. Lodging Location Rules.

(1) Lodging at Temporary Duty Location. It is presumed that the employee will obtain lodging at the temporary duty location. However, if the employee obtains lodging away from or outside the temporary duty location because of personal preference or

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convenience, the allowable per diem will be limited to the maximum per diem rate prescribed for the temporary duty location.

- (2) Lodging Not Available at Temporary Duty Location. In certain circumstances, lodging accommodations may not be available at the temporary duty location, and the employee must obtain lodging in an adjacent locality where the prescribed maximum per diem rate is higher than the maximum per diem rate for the location of the temporary duty point. In such instances, the authorizing official may make an administrative determination on an individual case basis to authorize or approve the higher maximum per diem rate. If the higher maximum rate is not justified and authorized in advance, the employee must furnish a statement with the travel voucher satisfactorily explaining the circumstances which required the use of lodging in an area other than that of the temporary duty point designated in the travel authorization.

- d. Maximum Rate Applicable to Change of Official Station Travel. The standard CONUS rate will be the applicable maximum per diem rate for en route travel performed incident to a change of station.

4-0304. RECEIPT REQUIREMENTS AND ALLOWABLE LODGING EXPENSES.

- a. Lodging Receipt Requirements. Receipts shall be required to support all lodging costs for which an allowance is claimed under the lodgings-plus per diem system except that a written statement instead of a receipt may be accepted for the fee or service charge incurred for the use of Government quarters. Receipts are not required when a specific or reduced rate has been authorized in advance of the travel.

- (1) Double Occupancy. If the lodging receipt shows a charge for double occupancy, such fact shall be shown on the travel voucher with the name and employing agency or office of the person sharing the room if such person is a Government employee on official travel. One-half of the double occupancy charge will be allowable for each employee. If the person sharing the room is not another Government employee on official travel, identification of the person sharing the room is not required and the employee may be allowed the single room rate.

- (2) Receipts Lost or Impractical to Obtain. If receipts have been lost or destroyed or are impractical to obtain, a statement fully explaining the circumstances will be furnished with the travel voucher, including the name and address of the lodging facility, the dates the lodging was obtained, and the cost incurred. Travel approving officials must require employees to attempt to obtain copies of lost or destroyed receipts from lodging establishments.
- b. Allowable Lodging Expenses. The traveler will be reimbursed only for the necessary actual cost of lodging up to the maximum amount. No minimum amount is authorized for lodging under the lodgings-plus per diem system since reimbursement is based on the actual cost. Expenses incurred in the situations described below will be allowed as lodging expenses.
- (1) Conventional Lodging. Unless double occupancy is used, when an employee uses conventional lodging facilities (hotels, motels, boarding houses, etc.), the allowable lodging expense will be based on the single room rate for the lodging used.
- (2) Government Quarters. A fee or service charge paid for the use of Government quarters is an allowable lodging expense.
- (3) Lodging with Friends or Relatives. When an employee obtains lodging from friends or relatives (including members of the immediate family) with or without charge, no part of the per diem allowance will be allowed for lodging unless the host actually incurs additional costs in accommodating the traveler and these costs are substantiated. Costs may include rental of a bed or sleep sofa and increased utility expenses. These costs need to be supported by rental receipts and, if appropriate, copies of utility bills for periods before, during and after a visit which document the increased costs. The additional documented costs may be allowed as a lodging expense when determined to be reasonable by approving officials. Neither costs based on room rates for comparable conventional lodging in the area nor flat "token" amounts will be considered reasonable.
- (4) Lodging in Nonconventional Facilities. When no conventional lodging facilities are present (e.g., in remote areas) or when there is a shortage of rooms because of an influx of attendees at special

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events (e.g., world fairs or Olympics), costs of lodging obtained in nonconventional facilities may be allowed. Such facilities may include college dormitories or similar facilities as well as rooms made available to the public by area residents in their homes. In such cases, the traveler must provide a written explanation of the circumstances which is acceptable to the approving official and the certifying officer.

(5) Meeting Rooms Used as Lodging.

(a) Approval. Travelers who obtain the use of meeting or conference rooms for conducting official business will need to obtain high-level approval or authorization for such expenditures when the rooms also are used for lodging (e.g., hotel suites). The authorization and approval authority is limited to Secretarial Officers and their deputies and Administrators and their deputies.

(b) Per Diem Rate. When meeting or conference rooms are used for lodging, the traveler will be authorized any additional charge over the single room rate as a miscellaneous expense under section 11. (See decision of the Comptroller General B-206720, June 23, 1982.)

(6) Use of Travel Trailer or Camping Vehicle for Lodging. A per diem allowance for lodging may be allowed when the traveler uses a travel trailer or camping vehicle while on temporary duty assignments away from the employee's official station. See paragraph 4-0603 for per diem computations.

4-0305. DEVIATION FROM LODGINGS-PLUS PER DIEM SYSTEM. The travel authorizing official may determine that the lodgings-plus per diem system is not appropriate for certain travel assignment situations, such as when quarters or meals, or both, are provided at no cost or at a nominal cost by the Government, or when for some other reason the subsistence costs to be incurred by the employee can be determined in advance. For example, see situations described in sections 5 and 6 of this chapter. In such instances, a specific (flat rate) per diem may be established within the maximum per diem otherwise applicable to the travel situation and any appropriate reductions made, provided, the exception from the lodgings-plus per diem system and the specific per diem rate are authorized in advance. Such specific per diem rate authorized on the travel authorization shall be the per diem rate payable on the travel voucher without receipts and/or itemization by the employee.

SECTION 4. PER DIEM OUTSIDE CONUS

- 4-0401. PER DIEM COMPUTATION RULES FOR TRAVEL TO, FROM, BETWEEN, OR WITHIN LOCATIONS OUTSIDE CONUS. Per diem allowances authorized or approved for official travel to, from, between, or within locations outside CONUS (including travel incident to a change of official station) will be computed under the quarter-day system as provided in this section.
- 4-0402. MAXIMUM PER DIEM ALLOWABLE. Per diem allowances for official travel within localities outside CONUS will be at rates not to exceed the maximum per diem rate established for the locality in which the travel is performed. Per diem allowances for en route travel to, from, or between localities outside CONUS will be determined as provided in paragraph 4-0404 and Appendix D. Whenever lodging expenses are not incurred during a calendar day of official travel, the applicable maximum rate shall be reduced (see paragraph 4-0502).
- 4-0403. COMPUTATION OF BASIC PER DIEM ENTITLEMENTS.
- a. Travel of 10 Hours or Less. Per diem will not be allowed when the travel period is 10 hours or less during the same calendar day (or employee's workday hours plus two hours for employees who would otherwise qualify for per diem solely on the basis of working a nonstandard workday; e.g., four 10-hour days or other compressed or flexible schedule), except when the travel period is six hours or more and either begins before 6:00 a.m. or ends after 8:00 p.m. (This rule does not apply for en route travel incident to a change of official station.)
 - b. Methods of Prorating Travel Days. Basic per diem entitlements will be calculated on a calendar day basis. When a change in travel status requires a change in the applicable rate during a calendar day or a per diem allowance must be calculated for partial days of travel, the travel day will be prorated as follows:
 - (1) Travel of 24 Hours or Less. For continuous travel of 24 hours or less, the travel period will be divided into six-hour periods starting from the actual time travel begins and ending with its completion at home, office, or other authorized point. For each six-hour period, or fraction thereof, one-fourth of the applicable per diem rate for a calendar day will be allowed. See paragraph 4-0502 for determining the per diem rate when no lodging expenses are incurred.

(2) Travel of More than 24 Hours. In computing per diem allowances for travel periods covering more than 24 hours, the calendar day (midnight to midnight) will be the unit. The calendar day shall be divided into four six-hour periods (quarter days) and one-fourth of the applicable per diem rate shall be allowed for each quarter day. The per diem rate in effect at the beginning of a quarter day will continue to the end of that quarter. When the per diem rate is changed during a calendar day, such rate will take effect at the beginning of the next quarter day immediately following the quarter day in which the rate change occurred. For a partial day at the beginning or ending of a travel period, one-fourth of the applicable per diem rate for the calendar day will be allowed for each quarter day, or fraction thereof, that the employee is in a travel status during the partial day.

(3) Thirty-Minute Rule. When the time of departure from home, office, or other authorized point at the beginning of the trip or the time of return thereto at the end of the trip involves only a 30-minute fraction of a quarter day, per diem will not be allowed for either such quarter day unless the traveler provides a written statement with the travel voucher explaining the necessity for the specific time of departure or return that is acceptable to the travel approving official. This 30-minute rule does not apply to the beginning of continuous travel of 24 hours or less; however, it is applicable to the end of such travel.

c. International Date Line. In computing per diem in cases where the traveler crosses the International Date Line (180th meridian), the actual elapsed time shall be used to compute per diem rather than calendar days.

4-0404. COMPUTATION OF PER DIEM RATES FOR EN ROUTE TRAVEL TO, FROM, OR BETWEEN LOCATIONS OUTSIDE CONUS. The maximum per diem rate for en route travel to, from, or between locations outside CONUS is based on the traveler's travel time (including time spent at rest stop locations or stopovers at intermediate points) as prescribed below:

a. Duty Point. As used herein, the term "duty point" means the official station outside CONUS, any other place outside CONUS at which official travel begins or ends, or the point of exit or entry within CONUS.

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- b. Rates and Conditions. For en route travel beyond the limits of CONUS by airplane, train, or boat (regardless of whether commercially or Government-owned), whether en route between a duty point within CONUS and a locality beyond or between localities outside CONUS, including stopovers of less than six hours, the maximum per diem that may be authorized or approved is as follows: (For travel of 10 hours or less, see paragraph 4-0403a.)
- (1) Same Day Return. When the traveler departs from a duty point within CONUS or a locality outside CONUS and returns during the same calendar day to a duty point within CONUS or the locality outside CONUS, respectively, the maximum per diem rate allowable for the trip will be that of the duty point at which the trip began. Since lodging is not required in this instance, the per diem rate applicable to any duty point within CONUS will be the standard CONUS M&IE rate prescribed in Appendix B. For the same reason, the maximum per diem rate for the origin locality outside CONUS will be reduced to an appropriate amount to reflect no lodging costs.
 - (2) En Route Travel Less than Six Hours. For travel other than that described in (1), above, when the en route travel time is less than six hours between a duty point within CONUS and a duty point in a locality outside CONUS or between two duty points outside CONUS, the maximum per diem rate allowable between duty points shall be that of the destination duty point. When the destination duty point is within CONUS, the maximum per diem rate shall be the standard CONUS rate prescribed in Appendix B, except when a higher rate for travel time at the duty point is authorized or approved under subparagraph d(2) below.
 - (3) En Route Travel Six Hours or More. When the en route travel time is six hours or more between the duty points described in (2), above, the per diem rate applicable for travel between the duty points is \$6, except:
 - (a) For vessel travel of more than nine successive calendar days, in addition to the fractional days of embarkation and debarkation, the per diem rate for the succeeding calendar days and for the fractional day of debarkation is \$2; and

- (b) When either the \$6 or \$2 per diem rate prescribed herein is not commensurate with a traveler's subsistence expenses, a different per diem rate may be authorized or approved not in excess of the maximum per diem rate applicable to the destination duty point or, with respect to vessel travel, not in excess of \$9, except that the rate for travel by the Alaska Ferry System shall not exceed the standard M&IE rate for CONUS.
- c. Stopovers of Six Hours or More. When the en route travel period between origin and destination duty points involves a stopover at an intermediate point and the time spent at the stopover point is six hours or more, the per diem rate for the travel period at the stopover point shall be the rate applicable to the locality in which the stopover takes place. The applicable per diem rate shall take effect at the beginning of the quarter day following the actual time of arrival at the intermediate stopover point. For the purposes of determining per diem rates for en route travel, the length of time at an intermediate stopover point is controlling regardless of whether the stopover is necessary because of official duty, common carrier scheduling, or an authorized rest stop. Stopovers of less than six hours are considered part of the en route travel.
- d. Travel Beginning or Ending in CONUS. When the en route travel covered by this paragraph begins or ends at a place within CONUS other than the duty point, the maximum per diem applicable to the travel between such place and the duty point (place of entry or exit) within CONUS including time in a travel status at the duty point or an intermediate location, shall be the standard CONUS per diem rate prescribed in Appendix B, except that such maximum rate shall be determined as provided in (1) through (3), below:
- (1) Generally, the applicable maximum per diem rate shall be the standard CONUS maximum per diem rate prescribed in Appendix B, except that such maximum rate shall be limited to the M&IE portion of the standard CONUS rate in the following travel circumstances:
- (a) For the day travel begins when the traveler is in an en route travel status at 12:00 midnight and no lodging is required that day because of the en route travel status; or

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- (b) For the day(s) of return (or the day travel ends) when lodging is not required because of en route status at 12:00 midnight or arrival at home or official station.
 - (2) When either the standard CONUS maximum per diem rate, or the M&IE portion thereof, is not commensurate with a traveler's subsistence expenses (such as when lodging is required at the duty point or an intermediate location), a different rate may be authorized or approved not in excess of the maximum per diem rate applicable for the locality involved; or
 - (3) When the travel described above involves temporary duty within CONUS and lodging is required within CONUS, per diem shall be computed under the lodgings-plus per diem system as provided in paragraph 4-0407. In such instances, the provisions of this paragraph apply only to travel days prior to or immediately following the travel days for which the lodgings-plus per diem system is applicable.
- e. Travel Beginning or Ending Outside CONUS. When en route travel outside CONUS is required between a home, official station or some other location and the common carrier or other terminal or between localities outside CONUS, and such travel is by a mode of transportation other than airplane, train, or boat, per diem for the quarter days involved will be based on the locality rate where the traveler is located at the beginning of each quarter. Per diem for the first quarter day of the travel will be at the origin rate.
- f. Rest Stops.
- (1) When travel is direct between duty points which are separated by several time zones and at least one duty point is outside CONUS, a rest period not in excess of 24 hours may be authorized or approved when air travel between the duty points is by less-than-first-class accommodations and the scheduled flight time (including stopovers of less than eight hours) exceeds 14 hours by a direct or usually traveled route.
 - (2) The rest stop may be authorized at any intermediate point, including points within CONUS, provided the point is midway in the journey or as near to midway as requirements for use of U.S. flag air carriers and carrier scheduling permit.

- (3) A rest stop shall not be authorized when an employee, for personal convenience, elects to travel by an indirect route resulting in excess travel time.
- (4) The per diem rate for the rest stop shall be the rate applicable for the rest stop location.
- (5) When carrier schedules or the requirements for use of U.S. flag air carriers preclude an intermediate rest stop, or a rest stop is not authorized, it is recommended that the employee be scheduled to arrive at the temporary duty point with sufficient time to allow a reasonable rest period before reporting for duty.

4-0405. WHEN LODGING IS NOT LOCATED AT THE DUTY POINT OUTSIDE CONUS. When suitable lodging is not available at the place of temporary duty in a locality outside CONUS and the employee is required to obtain lodging in a different locality, the maximum applicable per diem rate shall be that of the locality in which the lodging is obtained.

4-0406. DEDUCTIONS FOR MEALS AND/OR LODGING FURNISHED. Where meals and/or lodging are furnished without charge or at a nominal cost by a Federal Government agency at a temporary duty station, an appropriate deduction will be made from the authorized locality per diem rate. See section 5.

4-0407. TRAVEL INVOLVING TEMPORARY DUTY WITHIN CONUS. As a general rule, when travel covered under this section involves temporary duty within CONUS and lodging is required within CONUS incident to such temporary duty at the temporary duty location, the entry or exit duty point within CONUS, or an intermediate stopover point within CONUS, the lodgings-plus per diem system is applicable to the travel time within CONUS.

- a. Round-Trip Travel Beginning Outside CONUS. When round-trip travel is from a duty point outside CONUS for temporary duty within CONUS, the lodgings-plus per diem system takes effect at 12:01 a.m. on the first day lodging is required within CONUS and extends through 12:00 midnight of the last calendar day that lodging is required within CONUS.
- b. Travel Beginning Within CONUS. When travel begins within CONUS and temporary duty is performed within CONUS prior to departure from the CONUS exit duty point, the lodgings-plus per diem system will be in effect

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beginning on the day of departure from home, office, or other authorized point within CONUS through 12:00 midnight of the last calendar day that lodging is required within CONUS.

- c. Travel Ending Within CONUS. When travel ends within CONUS and temporary duty is performed within CONUS prior to conclusion of the travel, the lodgings-plus per diem system will be in effect beginning at 12:01 a.m. on the first day lodging is required within CONUS through the time of arrival at home, office, or other authorized point within CONUS upon completion of the travel.

SECTION 5. REDUCTIONS IN MAXIMUM PER DIEM RATES

- 4-0501. REDUCTIONS IN MAXIMUM PER DIEM RATES WHEN APPROPRIATE (WORLDWIDE). Reduced per diem rates must be established in individual cases or situations under certain circumstances, such as when lodgings and/or meals are obtained by the employee at a reduced cost or furnished to the employee at no cost or at a nominal cost by the Government; or when for some other reason the subsistence costs to be incurred by the employee can be determined in advance. The travel authorizing official should consider any known factors that will cause the traveler's subsistence expenses in a specific situation to be less than the applicable maximum rates prescribed. If it can be determined in advance of the travel that such factors are present, a reduced rate (flat rate) that is commensurate with the known expense levels should be authorized. Such reduced rate authorized on the travel authorization will be the per diem rate payable on the travel voucher without receipts and/or itemization by the employee. Specific guidelines for reducing rates and situations where reduced rates may be appropriate are contained in this section.
- 4-0502. WHEN NO LODGING EXPENSES ARE INCURRED. For travel within or outside CONUS which is less than 24 hours (see paragraph 4-0105), the day of return to the official station, or in any other travel situation where lodging expenses will not be incurred, including instances where lodging is furnished by the Government without charge, the maximum per diem rate will be reduced accordingly. For travel within CONUS, the lodgings-plus per diem system automatically reduces the maximum per diem rate to the M&IE rate (or fraction thereof). Outside CONUS, the applicable locality per diem rate will be reduced by 55 percent. When lodging is furnished at no cost to the employee through use of a purchase order, a per diem allowance for other subsistence expenses will not be authorized that will, when combined with the cost of lodging furnished, exceed the applicable maximum per diem rate prescribed.
- 4-0503. WHEN MEALS/LODGING ARE FURNISHED BY THE GOVERNMENT. When some meals and/or lodging are furnished at no cost or at a nominal cost to the employee by the Federal Government, the applicable maximum per diem rate or the M&IE rate, as appropriate, shall be reduced to a daily amount commensurate with the remaining expenses expected to be incurred by the employee. If a reduced per diem rate was not authorized in advance of the travel, an appropriate deduction from per diem will be made on the travel voucher as follows:

- a. For CONUS travel, the per diem is automatically reduced to the M&IE under the lodgings-plus system. The meal rates in paragraph 4-0302b for the appropriate M&IE allowance will be used. The M&IE rate will not be reduced below \$2.00 except as allowed under paragraph 4-0109 when a contract is used to obtain subsistence.
- b. For travel outside CONUS, 55 percent is deducted from the locality per diem rate for lodging, 20 percent for each dinner meal, 10 percent for each lunch, and 10 percent for each breakfast.
- c. When all meals and lodging are furnished and no other predetermined rate is prescribed, the per diem rate will be \$2.00 within CONUS and 5 percent of the locality per diem rate outside CONUS.

4-0504. EXTENDED STAYS. When travel assignments involve extended periods of more than 30 calendar days at temporary duty locations and travelers are able to secure lodging and/or meals at lower costs, the per diem rate must be reduced accordingly. Similar treatment may be accorded for periods of less than 30 calendar days when justified in writing.

4-0505. MEETINGS AND CONVENTIONS. In the interest of uniform treatment of employees, whenever a meeting or conference is arranged which will involve the travel of attendees from other agencies or components of this Department, and reduced cost lodging accommodations have been prearranged at the meeting or conference site, the agency or component sponsoring the meeting or conference will recommend to the other participating agencies or components a per diem allowance that would be reasonable.

4-0506. SUBSISTENCE PAYMENTS FOR EXTENDED TRAINING ASSIGNMENTS.

- a. The Government Employees Training Act (5 U.S.C. 4101-4118) authorizes agencies to pay all or a part of the subsistence expenses of an employee assigned to training at a temporary duty station. Implementing regulations prescribed by the Office of Personnel Management (OPM) in part 410-603 of title 5, Code of Federal Regulations (5 CFR 410-603), provide specific guidelines for payment of subsistence expenses for employees on extended training assignments of more than 30 calendar days at temporary duty locations.
- b. Generally, the OPM guidelines require a reduced subsistence payment of not more than 55 percent of the applicable maximum per diem rate prescribed for the

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locality. Subsistence payments above these levels (not to exceed the maximum per diem rates) must be justified. Authorizing officials will refer to the OPM guidelines at 5 CFR 410-603 for specific criteria to determine the appropriate subsistence payments. Guidelines also are published by OPM in the Federal Personnel Manual, Chapter 410, Section 6-3.

- c. When training is sponsored by another agency, the per diem rate will be the rate recommended by the sponsoring agency. If no rate is recommended, an appropriate rate will be determined under this chapter.

4-0507. PARTIAL DAYS OF TRAVEL. When a reduced, or flat per diem rate is payable under this section, per diem will be payable for partial days of travel in accordance with the following:

a. Within CONUS.

- (1) When lodgings are furnished, the M&IE will be prorated for partial days of travel.
- (2) When lodgings are not furnished, the lodgings-plus per diem system will be used and the M&IE prorated.
- (3) Deductions will be made for meals furnished by the Government. However, the M&IE will not be reduced for any day below the amount allocated for incidental expenses under paragraph 4-0302.

- b. Outside CONUS. Locality per diem rates will be reduced by 55 percent for lodging furnished without cost, or at nominal cost, by the Government. If a reduced per diem rate was not authorized in advance of the travel, the 55 percent deduction will be made on the travel voucher. Similarly, overseas locality per diem rates will be reduced for each Government-furnished meal. The deductions will be 20 percent for a dinner meal, 10 percent for lunch and 10 percent for breakfast.

Vertical line denotes change.

SECTION 6. SPECIAL PER DIEM COMPUTATIONS

4-0601. GENERAL. The provisions of this section apply to per diem allowance computations for special situations worldwide.

4-0602. PER DIEM FOR WEEKLY OR MONTHLY RENTALS.

- a. Types of Expenses Included in Lodging Costs. When an employee rents a room, apartment, house, or other lodging incident to a temporary duty assignment, the following expenses may be considered part of the lodging cost: the rental cost; if unfurnished, the rental cost of appropriate and necessary furniture and appliances, such as a stove, refrigerator, chairs, tables, bed, sofa, television, and vacuum cleaner; cost of connection, use, and disconnection of utilities; cost of reasonable maid fee and cleaning charges; monthly telephone use fee (does not include installation and long-distance calls); and, if ordinarily included in the price of a hotel or motel room in the area concerned, the cost of special user fees, such as cable TV charges and plug-in charges for automobile head bolt heaters.
- b. Computation of Daily Lodging Costs. When the employee obtains lodging on a weekly or monthly rental basis, the daily lodging cost will be computed by dividing the total lodging cost for the allowed expenses by the number of days the accommodations are actually occupied, provided that the employee acts prudently in renting by the week or month, and that the cost to the Government does not exceed the cost of renting conventional lodging at a daily rate. Otherwise, when the accommodations are used for the entire rental period, the daily lodging cost shall be computed by dividing by the number of days in the rental period (e.g., seven or 30 days, as appropriate).
- c. Per Diem Allowable.
 - (1) Under the lodgings-plus system for travel in CONUS, the allowable per diem consists of the daily lodging cost, plus the applicable M&IE rate not to exceed the maximum per diem rate prescribed for the location involved.
 - (2) When a reduced per diem rate is being established in advance of the travel, the daily lodging cost determined under this paragraph will be added to the amount determined to be necessary for meals and incidental expenses.

4-0603. PER DIEM ALLOWANCES FOR USE OF A RECREATIONAL VEHICLE FOR LODGING. The term "recreational vehicle" includes mobile homes, campers, camping trailers, or self-propelled mobile recreational vehicles.

a. Privately Owned.

- (1) Lodging Costs. When an employee uses a privately owned camping or recreational vehicle while on official travel, allowable expenses which may be considered as lodging costs include parking fees; fees for connection, use, and disconnection of utilities (electricity, gas, water, and sewage); bath or shower fees; and dumping fees. Depreciation will not be considered as a lodging cost.
- (2) Meals and Incidental Expenses. An appropriate amount for meals and incidental expenses will be determined based on whether the type of recreational vehicle used by the employee has meal preparation facilities. When use of the recreational vehicle is for a temporary duty assignment within CONUS, such amount shall not exceed the applicable M&IE rate.
- (3) Per Diem Computation. The daily lodging costs plus the appropriate rate for meals and incidental expenses will be the per diem rate, limited to the applicable maximum rate prescribed for the locality involved. A reduced per diem (flat rate) within the applicable maximum rate may be authorized if the actual costs expected to be incurred can be determined in advance of the travel.

b. Rented Recreational Vehicle. When the use of a rented recreational vehicle is authorized or approved as advantageous to the Government, the rental fee and lodging costs associated with the camping or recreational vehicle may be considered as lodging costs. Advantageous use might occur when the employee is on an extended temporary duty assignment in a remote area or where conventional lodging facilities are limited or not available. If use of a rented recreational vehicle is not authorized or approved as advantageous, only those lodging expenses associated with a privately owned camping or recreational vehicle may be considered as lodging costs.

4-0604. PER DIEM COMPUTATIONS WHEN TEMPORARY DUTY IS CURTAILED, CANCELED, OR INTERRUPTED FOR OFFICIAL PURPOSES. When an employee has made advance arrangements for lodging with

Vertical line denotes change.

reasonable expectation of the travel assignment being completed as ordered or directed, and subsequently the temporary duty assignment is curtailed, canceled, or interrupted for official purposes, or for other reasons beyond the employee's control that are acceptable to the authorizing official, lodging costs may be calculated and paid as follows:

- a. Travel Assignment Curtailed or Interrupted. When the temporary duty assignment is curtailed or interrupted for the benefit of the Government or for other reasons beyond the employee's control and the employee is unable to obtain a refund of prepaid rent, expenses incurred for unused lodging may be reimbursed under the following conditions:
 - (1) Determination of Reasonableness. The authorizing official must determine that the employee acted reasonably and prudently in incurring allowable lodging expenses pursuant to the temporary duty travel authorization. The authorizing official's determination should include an assessment as to whether the employee sought to obtain a refund of the prepaid lodging cost or otherwise took steps to minimize the costs once the temporary duty was officially curtailed or interrupted.
 - (2) Adjusted Calculation and Reimbursement of Lodging Cost. If the authorizing official determines that the employee acted reasonably, the unused portion of the prepaid lodging cost may be reimbursed as follows:
 - (a) The daily lodging cost for the period covered by the voucher will be calculated by dividing the total cost for the rental period by the number of days of actual occupancy. The total of the lodging cost calculated plus the appropriate daily amount authorized for meals and incidental expenses may be reimbursed not to exceed the per diem rate authorized in the employee's travel authorization for the days that the lodging was occupied.
 - (b) If the authorized per diem rate is insufficient for the days of occupancy, the daily lodging cost plus the amount authorized for meals and incidental expenses may be reimbursed on an actual expense basis not to exceed the appropriate maximum daily rates determined as provided in section 9.

- (c) The excess amount (if any) of the unrefunded lodging cost not reimbursed may be paid as a miscellaneous travel expense incident to the travel assignment, if otherwise proper.
 - (d) In instances where the travel assignment was interrupted for official purposes (e.g., when the employee is directed to perform temporary duty at another location), allowable subsistence expenses (if any) incurred during the interruption may be reimbursed separately from the adjusted calculation and reimbursement of lodging cost, if otherwise proper, and in conformance with all the per diem provisions of this chapter.
- b. Travel Assignment Canceled. When the employee incurs lodging expenses in reasonable expectation of a travel assignment being completed as ordered or directed, and due to a change in travel orders the travel assignment is canceled prior to its commencement, the prepaid lodging expenses may be reimbursed as a miscellaneous travel expense, provided the amounts are reasonable and the employee acted reasonably and prudently in incurring allowable lodging expenses pursuant to the travel authorization.
- c. Forfeited Rental Deposits. If, when a travel assignment is curtailed, interrupted or canceled, the employee was required by the terms of a lease or rental agreement to pay a rental deposit and all or part of the deposit is forfeited to cover unpaid lodging costs, the amount of the forfeited deposit may be reimbursed as a miscellaneous travel expense, provided it is determined to be reasonable. Reimbursement for deposits forfeited for damages to lodging accommodations will not be allowed.

4-0605. PER DIEM WHILE ABOARD A GOVERNMENT VESSEL. For temporary duty aboard Government vessels where meals and lodging are furnished at no cost or at a reduced cost, an appropriate per diem rate will be prescribed within the provisions of this chapter. The term "Government vessel" includes vessels owned and operated, leased and operated, or chartered by the Government.

Vertical line denotes change.

CH 4-0604 a(2)(c)

SECTION 7. INTERRUPTIONS OF PER DIEM ENTITLEMENT

4-0701. LEAVE AND NONWORKDAYS.

- a. General. Leave of absence for one-half, or less, of the prescribed daily working hours will be disregarded for per diem purposes. Where the leave is more than one-half of the prescribed daily working hours, no per diem shall be allowed for that day.
- b. Nonworkdays. Legal Federal Government holidays and weekends or other scheduled nonworkdays are considered nonworkdays. Employees are considered to be in a per diem status on nonworkdays except when they return to their official station or place of abode, or except under the following conditions:
 - (1) Leave Before and After Nonworkdays. Per diem will not be paid for nonworkdays when:
 - (a) Employees are in a leave status at the end of the workday before the nonworkdays and at the beginning of the workday following the nonworkdays, and
 - (b) The period of leave on either of those days is more than one-half of the prescribed working hours for that day.
 - (2) Leave Between Nonworkdays. Per diem will not be paid for more than two nonworkdays in cases where a leave of absence is taken for all of the prescribed working hours between the nonworkdays.
- c. Return to Official Station for Nonworkdays.
 - (1) Authorized Return for Substantial Cost Savings. A travel authorizing official should authorize per diem and transportation expenses to an employee to return home for nonworkdays where a significant cost savings will be achieved. Travel time will be scheduled within the employee's duty hours to the extent practicable. The cost of lost productivity attributable to the duty hours involved in traveling to and from the employee's residence for nonworkdays will be considered in determining the cost savings. The authorizing official must consider:

- (a) The estimated cost of maintaining the employee at the temporary duty point for the non-workdays; and
 - (b) The estimated cost of return to the official station, including round trip transportation, per diem en route, and salary cost for any work time that would be lost because of the return. If travel is performed by Government vehicle, use rate (5), Appendix C, in determining cost.
- (2) When the cost of returning the employee is significantly less than the cost of maintaining the employee at the temporary duty site, it is in the interest of the Government for the employee to return for nonworkdays and the travel authorization should so state, provided that such return does not constitute a hardship to the employee. When the costs are approximately equal or the cost to remain at the TDY site is significantly less, the employee will not be required to return to the official station for nonworkdays. Under these circumstances if the employee returns to his/her official station at his/her own choice, he/she will be reimbursed for either the travel cost plus en route per diem or the per diem at the temporary duty station, whichever is less. When authorizations state that a traveler is to return to the official station for nonworkdays on the basis of cost, the employee may remain at the temporary duty point, but will be required to bear the excess cost.
- (3) Required Return for Official Business. An employee who is required by an authorized official to return to the official station for the nonworkdays (a) to perform official business or (b) because it is otherwise advantageous to the Government, will be allowed round-trip transportation expenses and per diem for the en route travel.
- (4) Authorized Return Incident to Extended Temporary Duty. Employees who are required routinely to perform extended periods of temporary duty may, at the authorizing official's discretion and within the limits of appropriations available for payment of travel expenses, be authorized round-trip transportation expenses and per diem en route for periodic return travel to their official stations

Vertical line denotes change.

or places of abode for nonworkdays. This authority should be used with the utmost discretion and consideration of the length and purpose of the temporary duty assignments and the distance of the return travel. (See 55 Comp. Gen. 1291 (1976).) This periodic return travel may be authorized as provided below:

- (a) The Head of the Operating Administration, or the Assistant Secretary for Administration for the Office of the Secretary, has determined, based on an appropriate cost analysis, that the costs of periodic weekend return travel (including the costs of potential overtime, if applicable) are outweighed by savings in terms of increased employee efficiency and productivity, as well as the reduced costs of recruitment and retention of employees. This cost analysis will be conducted no less frequently than every other year.
 - (b) Return travel for nonworkdays authorized under these provisions constitutes an exception to the directive on scheduling of travel contained in 5 U.S.C. 6101(b)(2) and, therefore, should be performed outside the employee's regularly scheduled duty hours or during periods of authorized leave. However, in the case of employees not exempt from the Fair Labor Standards Act overtime provisions, consideration should be given to scheduling the authorized travel to minimize payment of overtime, including scheduling of travel during regularly scheduled duty hours when necessary. (See Office of Personnel Management regulations regarding overtime during travel.)
- (5) Voluntary Return. When an employee voluntarily returns to his/her official station or place of abode for nonworkdays, the maximum reimbursement for the round-trip transportation and per diem en route shall be limited to the per diem allowance and travel expenses which would have been allowed had the employee remained at the temporary duty station. The employee shall perform any such voluntary return travel during non-duty hours or periods of authorized leave.

- d. Travel to Alternate Point on Nonworkdays. The location at which an employee chooses to spend nonworkdays while in a travel status is of no particular concern to the Government insofar as it does not interfere with the performance of assigned duties. The employee's entitlement to per diem or actual subsistence expense continues but may not exceed the entitlement had the employee remained at the TDY site. However, the employee is not entitled to reimbursement of the comparative cost of transportation incurred for personal reasons since such travel was not to the employee's headquarters or place of abode. See Comp. Gen. decision B-205696, June 15, 1982.

4-0702. INDIRECT ROUTE OR INTERRUPTED TRAVEL. If there is an interruption of travel or deviation from the direct route resulting in excess travel time because of an employee's personal preference or convenience or through the taking of leave, the per diem allowed will not exceed that which would have been allowed on uninterrupted travel by a direct or usually traveled route except as provided for situations involving illness or injury or a personal emergency.

4-0703. ILLNESS OR INJURY OR A PERSONAL EMERGENCY SITUATION. Provisions governing per diem allowable for emergency travel performed due to an employee's incapacitating illness or injury or because of a personal emergency situation, as well as the continuation of per diem due to incapacitating illness or injury of the employee, are found in chapter 11.

Vertical line denotes change.

CH 4-0701d

SECTION 8. CALCULATING PER DIEM REIMBURSEMENT

- 4-0801. GENERAL. The following examples present some of the most common travel situations and the calculation of reimbursement for them under the lodgings-plus per diem method. Figure 4-1 is a summary of the per diem reimbursement system.
- 4-0802. USE OF THE STANDARD FORM 1012, TRAVEL VOUCHER. Until the General Services Administration completes its revision of the Travel Voucher, SF 1012, the current form will be used, but you will not need to complete columns (d), (e), (f) and (g) for most travel situations. The front of the SF 1012 will be prepared as usual. Consult the appropriate sample voucher in this section for assistance in preparing the reverse of the SF 1012.
- 4-0803. EXAMPLES. Example vouchers are included for the following situations:
- a. Travel of 24 hours or less but more than 10 hours where lodging is not required, see figure 4-2.
 - b. Travel of 24 hours or less but more than 10 hours where lodging is required, see figure 4-3.
 - c. Travel of more than 24 hours to one destination where lodging is required, see figure 4-4.
 - d. Travel of more than 24 hours to two destinations where lodging is required, see figure 4-5.

Figure 4-1

SUMMARY OF PER DIEM REIMBURSEMENT SYSTEM

CONDITION	ALLOWABLE EXPENSES
1. Travel within duty station and/or residence area.	Local transportation expenses. No expenses for meals or hotel.
2. Travel of 10 hours or less.	Actual transportation expenses. No expenses for meals or hotel.
3. Travel of 24 hours or less but more than 10 hours. - lodging not required - lodging required	When justified (e.g., work required into evening), one-fourth of the M&IE applicable to the location for each six-hour period or fraction thereof computed from the start of travel. Hotel room cost, subject to ceiling, plus one-fourth of the M&IE applicable to the location for each six-hour period or fraction thereof computed from the start of travel.
4. Travel of more than 24 hours, lodging required. - day travel begins - full calendar days of travel - day travel ends	Actual hotel room cost, subject to ceiling, plus one-fourth of the M&IE for the location for each six-hour period or fraction thereof computed from the start of travel until 12:00 midnight. Actual hotel room cost, subject to ceiling, plus the full M&IE rate applicable to the location. No lodging cost. One-fourth of the M&IE applicable to the location for each six-hour period or portion thereof computed from 12:01 a.m. through arrival at return point.

Vertical line denotes change.

Figure 4-2

TRAVEL OF 24 HOURS OR LESS BUT MORE THAN 10 HOURS

LODGING NOT REQUIRED

RULE: When lodging is not required, your per diem is one-fourth of the M&IE applicable to the location for each six-hour period or fraction thereof computed from the start of travel through your return. If more than one temporary duty point is involved, your allowance will be computed using the M&IE rate prescribed for the location where the majority of the time is spent on official business.

EXAMPLE: Ella Smith is traveling from Washington, D.C., to Atlanta, Georgia, to participate in a 1:00 p.m. strategic planning meeting. She leaves her residence at 9:45 a.m. by automobile (POV) to catch a 10:30 a.m. flight to Atlanta, completes her business in Atlanta by 6:30 p.m., has dinner, and catches the 7:45 p.m. flight back to Washington. Ella picks up her car from the parking lot and arrives at her residence at 10:10 p.m. that evening.

FEATURES: No lodging required.

Travel Time: 24 hours or less; more than 10 hours.

Per Diem: One-fourth of applicable M&IE rate for each six-hour period or fraction thereof you are in a travel status, when justified. See paragraph 4-0203c.

Figure 4-2 (Continued)

DATE	TIME	DESCRIPTION	MEALS				ITEMIZED SUBSISTENCE EXPENSES			MILEAGE RATE	AMOUNT CLAIMED			
			BREAK FAST (a)	LUNCH (c)	DINNER (f)	TOTAL (g)	MISCELLANEOUS SUBSIS TANCE (h)	LOGGING (j)	TOTAL SUBSISTENCE EXPENSE (i)		MILEAGE (m)	SUBSISTENCE (n)	OTHER (o)	
11/16	9:45 A.M.	Dep Residence via POV								10		2 125		
	10:30 A.M.	Dep National Airport via EA Contract Air												
	11:50 A.M.	Airline tickets on Diners Club Charge Card												270 100
	7:45 P.M.	Arr Atlanta Airport												6 100
	9:05 P.M.	Dep Atlanta Airport												6 100
	10:10 P.M.	Arr National Airport												8 100
		Airport parking charge												
		Arr residence via POV								10		2 25		
		Per Diem authorized 3/4 day @ \$34.00										25 150		25 150
SUBTOTALS											4 50	25 50	290 00	
TOTALS											30 00	320 00	320 00	

INSTRUCTIONS TO TRAVELER (Unlisted items are self explanatory)

Col (a) Show amount entered for each meal, including tax and tips, and daily total meal cost

Col (b) Show expenses, such as laundry, cleaning and pressing of clothes, tips to bellboys, valets, etc, (other than for meals)

Col (c) Complete for air, train, and bus expenses covered for actual expense travel

Col (d) Show total subsistence expense if covered for actual expense travel

Col (e) Show per diem amount entered for maximum rate, or if travel on actual expense, show the base of the amount (hours, etc.)

Col (f) Show expenses, such as telephone calls for overnight business, car rental, relocation other than subsistence, etc

Col (g) Show amount entered for each meal, including tax and tips, and daily total meal cost

Col (h) Show expenses, such as laundry, cleaning and pressing of clothes, tips to bellboys, valets, etc, (other than for meals)

Col (i) Complete for air, train, and bus expenses covered for actual expense travel

Col (j) Show total subsistence expense if covered for actual expense travel

Col (k) Show per diem amount entered for maximum rate, or if travel on actual expense, show the base of the amount (hours, etc.)

Col (l) Show expenses, such as telephone calls for overnight business, car rental, relocation other than subsistence, etc

Complete this page information if this is a continuation of TRAVEL AUTHORIZATION NO. _____

TRAVELER'S LAST NAME _____

If additional space is required, continue on another SF 1012-A BACK, leaving the front blank

In compliance with the Privacy Act of 1974, the following information is provided Solicitation of information on this form is authorized by 5 U.S.C. Chap 57 as implemented by the Federal Travel Regulations (41 CFR 101-11.6) of July 22, 1981, E.O. 11017 of March 27, 1962, 11-9397 of November 22, 1980, 5 U.S.C. 552a, and 5 U.S.C. 552a. The primary purpose of the requested information is to determine the eligibility of individuals for allowable travel and/or reimbursement under appropriate administrative authorizations and to maintain and monitor the costs of such reimbursements to the Government. The information will be used by officers and employees who have a need for the information in the performance of their official duties. The information may be disclosed to appropriate Federal, State, local, or foreign agencies, when relevant to an investigation.

U.S. GPO: 1980-341-047. 1-81

TOTAL AMOUNT CLAIMED \$320.00

STANDARD FORM 1012-A BACK (10-77)

Vertical line denotes change.

Figure 4-3 (Continued)

DATE	TIME	SCHEDULE OF EXPENSES AND AMOUNTS CLAIMED	INSTRUCTIONS TO TRAVELER (Unfilled items are self-explanatory)	ITEMIZED SUBSISTENCE EXPENSES						MILEAGE			AMOUNT CLAIMED			
				BREAK FAST (a)	LUNCH (c)	DINNER (f)	TOTAL (g)	MISCELLANEOUS SUBSISTENCE EXPENSE (h)	LOGGING (i)	TOTAL SUBSISTENCE EXPENSE (j)	MILEAGE RATE (k)	NO. OF MILES (l)	MILEAGE (m)	SUBSISTENCE (n)	OTHER (o)	
10/88			<p>INSTRUCTIONS TO TRAVELER (Unfilled items are self-explanatory)</p> <p>Col (a) If the voucher includes per diem allowances for members of employee's immediate family, show members' names, ages, and relationship to employee and marital status of children (unless information is shown on the travel authorization.)</p> <p>Col (c) (1) Show amount claimed for each meal, including tax and tips, and daily total thru (g) meal cost.</p> <p>(2) Show expenses, such as laundry, cleaning and pressing of clothes, tips to bellboys, porters, etc. (other than for meals).</p> <p>(3) Complete for car, train, and air travel.</p> <p>(4) Show total subsistence expense incurred for actual expense travel the lesser of the amount from col (g) or maximum rate.</p> <p>(5) Show expenses, such as taxicab fares, air fare (if purchased with cash), local or long distance telephone calls for Government business, car rental, relocation other than subsistence, etc.</p>													
12/14	2:30 P.M.	Dep DOT Hqs via Metro													1 00	
	3:15 P.M.	Dep National Airport via EA Contract Air													270 00	
	4:30 P.M.	Arr Atlanta Airport													6 00	
		Limo to TDY point													2 50	
		Lodging - Hyatt Hotel														
		Taxi to hotel														
		Lodging NTE \$72.00														
		M&IE 1/2 day @ \$34.00														
12/15	8:00 A.M.	Taxi to TDY point													2 50	
	12:10 P.M.	Dep Atlanta														
	1:45 P.M.	Taxi to Airport													6 50	
		Arr National Airport														
		Metro													1 00	
	2:05 P.M.	Arr DOT Hqs														
		Per Diem													25 50	
		9/4 day @ \$34.00 (\$25.50)														
											SUBTOTALS		289 50			
											TOTALS		1141 50		494 00	

Enter grand total of columns (l), (m) and (n), below and in item 13 on the front of this form.

TOTAL AMOUNT CLAIMED \$404.00

STANDARD FORM 1012-A BACK (10-77)

Vertical line denotes change.

Figure 4-4 (Continued)

- Full Calendar Days of travel Actual hotel room cost, subject to ceiling, plus full M&IE rate applicable to the location.
- Day Travel Ends No lodging cost. One-fourth of M&IE applicable to the location for each six-hour period or portion thereof computed from 12:01 a.m. through arrival at return point.

Figure 4-5

TRAVEL OF MORE THAN 24 HOURS TO MORE THAN ONE DESTINATION

LODGING REQUIRED

RULES: The maximum per diem rate for each calendar day of travel is based upon your travel status and location at 12:00 midnight and whether lodging is required.

When lodging is required on the day your travel begins, your per diem is the actual cost of lodging, limited to the maximum applicable lodging allowance, plus one-fourth of the M&IE rate applicable to the location for each six-hour period or fraction thereof computed from the start of travel until 12:00 midnight.

For each full calendar day (12:01 a.m. - 12:00 midnight) that you are in a travel status and lodging is required (whether en route or at a temporary duty location), add the actual cost of lodging to the full M&IE rate applicable to the location.

On the day of return, you are authorized one-fourth of M&IE applicable to the location for each six-hour period or portion thereof computed from 12:01 a.m. through arrival at return point.

EXAMPLE: Ella Smith left her residence on a Monday at 7:00 a.m. for an 8:15 a.m. flight to Atlanta. The next day at 4:00 p.m., she left Atlanta for Cincinnati. Upon completion of her business on the following day, she departed Cincinnati for Washington at 1:20 p.m., arriving at her office at 3:45 p.m.

FEATURES: Lodging Required.

Travel time is more than 24 hours.

Per diem is computed the same as for travel in figure 2-4 except that the maximum payable for each day is determined by the rate authorized for the traveler's location as of midnight of that day.

2-15-89

Figure 4-5 (Continued)

SCHEDULE OF EXPENSES AND AMOUNTS CLAIMED		INSTRUCTIONS TO TRAVELER (Unlisted items are self-explanatory)										AMOUNT CLAIMED	
DATE	TIME	DESCRIPTION	BREAK FAST	LUNCH	DINNER	TOTAL MEALS	MISCELLANEOUS SUBSISTENCE	LODGING	TOTAL SUBSISTENCE EXPENSE	MILEAGE RATE	MILEAGE	SUBSISTENCE	OTHER
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)
1/12	7:00 A.M.	Dep residence for National Airport via carpool and Metro.											1 00
	8:15 A.M.	Dep National Airport for Atlanta Airline Tickets charged to Diner's Club Charge Card											438 00
		Limo to hotel											
		Lodging + 3/4 day M&IE @ \$34.00 (\$25.50)						62.00	87.50		87.50	7 50	
		Taxi to TDY point (\$4.75)											9 50
		Taxi to hotel (\$4.75)											
		Taxi to TDY point (\$4.75)											
1/13	4:00 P.M.	Taxi to Airport (\$12.00)											16 75
		Taxi to Atlanta Airport (flight delay) for Cincinnati											
	6:00 P.M.	Arr Cincinnati Airport (Taxi to hotel)						47.50	73.50		73.50	13 00	
		1 day per diem (Lodging + \$26.00 M&IE)											
		Taxi to TDY point (\$3.75)											
		Taxi to Airport (\$10.50)											
1/14	1:20 P.M.	Dep Cincinnati Airport (Flight delay)											14 25
		Arr National Airport											
	3:45 P.M.	Arr DOT Hqs via Metro											1 00
		3/4 day M&IE @ \$26.00							19 50		19 50		
		Hotel receipts attached											
SUBTOTALS											180 50	501 00	
TOTALS											681 50		

If additional space is required, continue on another SF 1012-A BACK, leaving the front blank.

In compliance with the Privacy Act of 1974, the following information is provided: Solicitation of the information on this form is authorized by 5 U.S.C. Chap. 67 as implemented by the Federal Travel Regulations (FPMR 101.7), E.O. 11809 of July 23, 1971, E.O. 11012 of March 27, 1962, E.O. 9387 of November 22, 1943, and 26 U.S.C. 6011(b) and 6109. The primary purpose of the requested information is to determine payment or reimbursement to the employee for travel expenses incurred under appropriate administrative authority. The information will be used for such reimbursements to the Government. The information will be used by officers and employees who have a need for the information in the performance of their official duties. The information may be disclosed to appropriate Federal, State, local, or foreign agencies, when relevant to civil, criminal, or regulatory investigations or prosecutions, or when pursuant to a requirement by this agency in connection with the hiring or firing of an employee, the issuance of a security clearance, or investigations of the performance of official duty while in Government service. Your Social Security Account Number (SSN) is solicited under the authority of the Internal Revenue Code (26 U.S.C. 6011(b) and 6109) and E.O. 9397, November 22, 1943, for the IRS tax payer and/or employee identification number, disclosure of which is required for the determination of tax liability. Disclosure of expense reimbursement which may be taxable income. Disclosure of your SSN and other requested information is voluntary in all other instances, however, failure to provide the information (other than SSN) required to support the claim may result in delay of loss of reimbursement.

TOTAL AMOUNT CLAIMED \$681.50

STANDARD FORM 1012-A BACK (10-77)

Vertical line denotes change.

4-0907. TRAVEL ASSIGNMENTS INVOLVING SPECIAL OR UNUSUAL CIRCUMSTANCES. Travel on an actual subsistence expense basis may be authorized or approved for travel assignments within and outside CONUS when the applicable maximum per diem rate is inadequate due to special or unusual circumstances. The maximum per diem rate, although generally adequate, may be insufficient for a particular travel assignment because the actual and necessary subsistence expenses are unusually high due to special duties or because subsistence costs have escalated temporarily during special events. Actual subsistence expense reimbursement will not be authorized or approved when the actual and necessary subsistence expenses exceed or are expected to exceed the applicable maximum per diem allowance by only a small amount. Since lodging costs constitute a major portion of the subsistence expenses, travel on an actual expense basis may be authorized or approved for travel when, due to special or unusual circumstances, the lodging costs absorb all or nearly all of the applicable maximum per diem allowance. Examples of travel assignments or situations that may warrant authorization or approval of actual and necessary expenses include but are not limited to the following:

- a. The employee attends a meeting, conference, or training session away from the official duty station where lodging and meals must be procured at a prearranged place (such as the hotel where the meeting, conference, or training session is being held) and the lodging costs incurred, because of these prearranged accommodations, absorb all or practically all of the applicable maximum per diem allowance;
- b. The travel is to an area where the applicable maximum per diem allowance is generally adequate but subsistence costs have escalated for short periods of time during special functions or events such as missile launchings, international or national sports events, world fairs, conventions, or natural disasters; as a result, affordable lodging accommodations are not available or cannot be obtained within a reasonable commuting distance of the employee's temporary duty point and transportation costs to commute to and from the less expensive lodging facility consume most or all of the savings achieved from occupying less expensive lodging; and

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4-0910. TRAVEL OUTSIDE CONUS.

- a. Maximum Daily Rates. For travel outside CONUS, the maximum daily rate for subsistence expenses shall not exceed the greater of the amounts computed in (1) and (2), below. This procedure is prescribed by the Departments of Defense and State, respectively, for nonforeign and foreign areas.
- (1) 150 percent of the applicable maximum per diem rate (rounded to the next higher dollar); or
 - (2) \$50 plus the applicable maximum per diem rate.
- b. Reimbursement Limitation. When the actual subsistence expenses incurred during any one day are less than the maximum daily rate authorized, the employee shall be reimbursed only for the lesser amount. Expenses incurred and claimed (including those for fractional days) shall be reviewed and allowed only to the extent determined to be necessary and reasonable. Reimbursement for meals and incidental expenses generally should not exceed 50 percent of the maximum daily rate authorized under a, above. When appropriate, however, a different limitation may be established, provided the travel authorizing official specifically justifies the new limitation in writing.

4-0911. SITUATIONS REQUIRING REIMBURSEMENT FOR OCCASIONAL MEALS AND/OR LODGING. Although lodging and/or meals are furnished without cost (or at a nominal cost) for a particular assignment, the employee may necessarily incur expenses for occasional lodgings and/or meals. The authorizing official may approve reimbursement of appropriate expenses incurred for occasional meals or lodging that are determined to be necessary and justified by the circumstances involved. For travel assignments within CONUS, the actual expense allowable for lodging or each meal may not exceed the lodging or individual meal allowance as prescribed in section 3, or 150 percent of those amounts if special or unusual circumstances are involved; for travel assignments outside CONUS, similar limitations on the amount of reimbursement for such expenses shall be determined by the authorizing official. All such determinations will be fully documented in writing and submitted with the travel voucher.

4-0912. WHEN LODGING IS PROCURED THROUGH USE OF AN AGENCY PURCHASE ORDER. When actual subsistence expense reimbursement is authorized or approved under this chapter and lodging is furnished to the employee at no cost through use of a

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- c. Exception to Receipts and/or Itemization Requirement. When reimbursement for meals and incidental expenses is limited to 100 percent of the applicable M&IE rate (per paragraph 4-0910b(2)), receipts and/or itemization of meals and incidental expenses as provided in (a) and (b), above, will not be required.

4-0915. REVIEW AND ADMINISTRATIVE CONTROLS. Procedures will be established by each authorizing official to ensure that actual expense reimbursement is properly administered and controlled to prevent abuse. Accordingly, an appropriate review by the approving and certifying officials of the justification for travel on an actual subsistence expense basis will be made. Expenses claimed by an employee will be evaluated to determine whether they are reasonable, allowable and necessarily incurred in connection with the travel assignment.

4-0916. GUIDELINES ON NECESSARY AND REASONABLE ACTUAL SUBSISTENCE EXPENSES.

- a. Policy. The Comptroller General has issued many decisions on claims by Government employees for reimbursement of actual expenses incurred while on official travel. Two central themes run through these rulings: (1) Government employees are responsible for exercising prudence when incurring necessary expenses; and (2) agencies are responsible for providing guidelines to help both management and employees determine prudent levels of expenses (see Comp. Gen. decision B-203762, December 15, 1982). It is the policy of the Department that reimbursement will be made for those actual subsistence expenses meeting the criteria stated below when incurred for travel to and from, and temporary duty performed in an area where payment of actual expenses is appropriate. The basic guidance is:
- (1) The expense must be necessary; and
 - (2) The expense must be reasonable in amount.
- b. Necessary Expenses. Necessary expenses include the following incurred during official travel status:
- (1) lodging; (2) meals and customary gratuities;
 - (3) gratuities for baggage handling at transportation terminals and lodging locations; and (4) laundry and dry cleaning costs. The following are NOT REIMBURSABLE as necessary expenses:

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preceding guidelines. Travel approving officials must take action to reduce the amount of the claims when guidelines have been unjustifiably exceeded or have not been supported by required documentation.

- (2) Servicing Accounting Officials. Certifying officers in servicing accounting offices are responsible for reviewing the actions of approving officials. When actions taken have not been consistent with the preceding guidelines, the certifying officers will either return the claims to the approving officials for further consideration or limit the claims in accordance with the guidelines.
- (3) Travelers. Travelers should exercise prudence when traveling on official business by incurring only necessary and reasonable expenses. Expenses which are determined to be unnecessary or unreasonable must be borne by the traveler.

(3) Trip Insurance. Cost of trip insurance purchased by employees for use of a Government-furnished or privately owned vehicle during official business for specific or individual trips into a foreign country. Trip insurance covers potential liability for property damage or personal injury or death to third parties. Reimbursement is limited to instances in which the purchase of such insurance is required by foreign statute or is a practical necessity due to the legal procedure of a foreign country which, in the event of an accident, could result in detainment of the driver and impoundment of the vehicle. The amount of reimbursement is limited to the cost of the minimum amount of insurance required for the use of a foreign country's roads or the minimum amount required to be purchased by industrial custom.

(4) Travel Document Costs. Fees in connection with the issuance of passports, visa fees, costs of photographs for passports and visas, costs of certificates of birth, health, and identity, and of affidavits and charges for inoculations which cannot be obtained through a Federal dispensary.

e. Other Expenses. Miscellaneous expenditures not enumerated herein, when necessarily incurred by the traveler in connection with the transaction of official business, shall be allowed when approved.

4-1102. PAYMENT TO GOVERNMENT EMPLOYEES. Neither reimbursement for nor payment to an employee of the Government for personal services shall be allowed under any agreement made by the traveler.

4-1103. NONALLOWABLE MISCELLANEOUS EXPENSES. Except as indicated, the following are examples of miscellaneous expenses that are nonallowable:

- a. Expenses included in a per diem allowance when the traveler is reimbursed on that basis.
- b. Cost of flight or other travel insurance, or cost of insurance for shipment of household goods beyond that normally included in the carrier's transportation charge.
- c. Penalty charges assessed by carriers where the employee, due to his/her own fault or negligence, fails to cancel reservations or accommodations.

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- b. Personal Business. Telegrams, cablegrams, and radiograms relating to leave of absence or extension thereof, or those containing other matter of a personal nature, must not be made or sent at Government expense, and charges therefore shall not be allowed.

4-1205. OFFICIAL CALLS TO RESIDENCE DURING TRAVEL. The following long distance calls made during travel are considered official calls:

- a. brief calls to notify family of transportation schedule changes, and
- b. other brief calls to the traveler's family or residence during periods of travel of more than one night (i.e., two nights or more).

4-1206. LIMITATIONS ON AUTHORIZED CALLS TO THE RESIDENCE.

- a. The total of all calls authorized to residence or family via both Government and commercial telephones may not average more than one a day.
- b. Reimbursement is authorized for up to two commercial telephone calls for each travel period of seven days or less (but more than one night).
- c. Calls must be brief.
 - (1) Calls over Government telephones are limited to five minutes per call.
 - (2) Reimbursable calls on commercial telephones are limited to \$3.00 a call.
- d. Calls on day of return from travel are not reimbursable unless approved because of a change in transportation schedules (see paragraph 4-1205a).
- e. Calls must not adversely affect the performance of official duties by the traveler or his/her organization.

4-1207. RECEIPTS AND SUPPORTING STATEMENTS. The Federal Travel Regulation requires that all claims for commercial long distance telephone calls, telegrams, cablegrams, or radiograms on official business be fully documented.

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- c. Words Chargeable. All messages shall be subject in all respects to the prevailing commercial count of chargeable words.
- d. Fractional Charges. In cases where the charge for a Government message, determined as herein provided, includes a fraction of a cent, that fraction, if less than one-half, is to be disregarded; if one-half or more, it is to be counted as one cent.

4-1210. PRIORITY OF OFFICIAL MESSAGES. All Government communications by telegram, cable, or radio shall have priority over all other business, except radio communications or signals which are given absolute priority under the Communications Act of 1934, as amended, and shall be subject to the prevailing classifications, practices, and regulations applicable to the corresponding commercial communications. Employees sending such telegrams shall endorse thereon the words "official business" and shall report to the Federal Communications Commission through their administrative offices any failure to transmit them in such priority and any charge made in excess of the rate prescribed.

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FA SUPPLEMENTAL PAGE5-0102b-S1. POLICY.

a. Proximity Moves - Change of Station Within Same City or Area. Although a change of station is considered to be in the interest of the Government, it does not necessarily follow that the employee's relocation of residence is incident to the transfer. In case of a relatively short distance transfer, a determination must be made that relocation of the residence is necessary because the increased commute to the official change-of-duty station is unreasonable. In making this determination, the distance and commuting times between the following locations, using usual or normal routes under normal weather and road conditions, are to be taken into consideration:

- (1) Old residence and old duty station;
- (2) Old residence and new duty station; and
- (3) Proposed residence and new duty station.

b. Employees shall not routinely be authorized PCS allowances on the basis of meeting the 10-mile criteria for the distance between the old and new duty stations and the increased one-way commuting distance from the old residence to the new duty station. As a general guideline, PCS allowances shall be routinely considered only when the new duty station is located outside the local commuting area of the old duty station.

(1) The term "commuting area" is defined as the geographic area that normally is considered one area for employment purposes. It includes any population center (or two or more neighboring ones) and the surrounding localities where people live and reasonably can be expected to travel back and forth daily to work.

(2) The servicing accounting office shall determine the commuting areas within the serviced region, center, or headquarters. A recommended guideline for accounting offices to determine the commuting area is the standard metropolitan statistical area (SMSA) in which the old duty station is located or the 35-mile radius surrounding that location, whichever is less. In determining commuting areas, accounting offices shall also consider additional criteria such as reasonable commuting time in the vicinity.

c. In addition, relocation of the residence ordinarily will not be considered incident to the transfer unless there is sufficient savings of commuting time and distance. Ordinarily for the relocation to be considered as incident to the transfer, the commuting time between the proposed new residence and new duty station must be appreciably less (e.g., at least 30 minutes) than that between the old residence and the new duty station. Example: At the time Form DOT F 1500.4, Travel Authorization for Permanent Change of Station, is prepared, the employee claims he/she is going to move 30 minutes closer to the new duty station but instead moves a few blocks from the old residence for a 5-minute savings in the one-way commute. The employee then submits a voucher claiming residence transaction expenses. In that example, the authorizing official should not ordinarily approve the voucher for residence expenses.

d. The above information is to be considered when approving Forms DOT F 1500.4, Travel Authorization for Permanent Change of Station, and DOT F 1500.6, Claim and Voucher for Reimbursement of Expenses Incurred in the Sale and/or Purchase of a Residence--Permanent Change of Station. Each prospective close proximity change of residence must be examined individually by the travel authorizing official. The travel authorizing official shall document on Form DOT F 1500.4, the basis for authorizing the proximity move.

e. Travel authorizing officials should advise employees selected for close proximity moves not to incur relocation expenses until they have authorized reimbursement of such expenses. At the time of the preparation of the orders, there should be a clear understanding between the authorizing official and the relocating employee as to the criteria for reimbursement for relocation expenses.

f. Exceptions to the policy may be approved due to unusual circumstances in which the policy is unfair or adversely impacts accomplishment of the agency's mission. The authority to approve exceptions is delegated to the appropriate associate administrator of the affected program and regional administrators or center directors for administrative components of regions and centers. An example of a situation in which an exception may be approved is the case in which an employee who must use public transportation to commute to and from work is reassigned to an official duty station 11 miles from the current official station resulting in an 11-mile increased commute from the employee's home to the new duty station and a 1-hour increase in one-way commuting time. Since the increased commuting time by public transportation would be unreasonable, an exception should be approved provided the employee plans to move at least 30 minutes closer to the new duty station.

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1500.14A FA SUP 10

(DOT 1500.6A)

This supplement will not be applied to employees in the bargaining units represented by NATCA, NAATS, and PASS-Flight Standards until negotiations on their national collective bargaining agreements are completed and the new agreements become effective.

FA SUPPLEMENTAL PAGE

4-0506a-S1. Subsistence Payments for Extended Training Assignments at the FAA Academy.

a. Per diem shall be reduced for long-term training at courses that are more than 15 class days.

b. Trip Home. Employees attending a course or consecutive courses totalling more than thirty (30) actual class days, as part of a recurrent training program, shall be allowed one round trip to the employee's permanent duty station for each 30 day period.