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SUPPLEMENT

**DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION**

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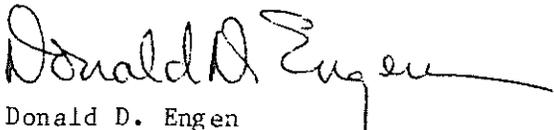
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SUBJ: TRAVEL MANUAL

1. PURPOSE. This supplement provides redelegation of authority to authorize attendance at meetings involving travel.
2. DISTRIBUTION. This supplement is distributed to the branch level in the FAA headquarters, Metropolitan Washington Airports, and regions; to section level at the centers; and to resident directors. A limited distribution is made to all field offices and facilities; and copies are furnished to addressees on the ZAA-388 special distribution list.
3. CANCELLATION.
 - a. The Deputy Administrator's memorandum, Travel Approval for Meetings and Conferences, dated May 9, 1983, is cancelled.
 - b. Notice N 1500.60, Travel to Meetings and Conferences, dated May 3, 1985, is cancelled.

PAGE CONTROL CHART

Remove Pages	Dated	Insert Pages	Dated
		8-2-S1 and 8-2-S2	2/19/86
		8-4-S1 (and 8-4-S2)	2/19/86


 Donald D. Engen
 Administrator

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8-0105-S1. MEETING COORDINATORS. Each associate administrator, head of office and service, regional and center director, and Director, Metropolitan Washington Airports, shall appoint a meeting coordinator who is responsible for monitoring the implementation of the travel authorization policies and procedures of this order in his/her organization. The overall Federal Aviation Administration (FAA) Meeting Coordinator will be the Manager, Fiscal Standards Branch, AAA-430.

8-0106-S1. AUTHORIZATION REQUIREMENTS.

a. Delegation of Authority.

(1) Associate administrators, heads of offices and services, regional and center directors, and Director, Metropolitan Washington Airports, are delegated the authority to authorize attendance at internal meetings involving travel expenditures.

(2) Associate administrators and heads of organizations reporting to the Administrator are delegated authority to authorize attendance for less than 10 FAA employees at external meetings involving travel expenditures.

b. Co-sponsored Meetings. When a meeting is planned involving FAA and a private sector organization, it shall be considered as being FAA-sponsored and is subject to the same provisions as stated in paragraph a(1) above for internal meetings.

CHAPTER 8. SPECIAL CIRCUMSTANCES TRAVEL/TRANSPORTATION

SECTION 1. MEETINGS AND CONFERENCES

8-0101. APPLICABILITY. This section provides guidance to travelers, authorizing and approving officials, and accounting office personnel on the Department's policies and procedures for attendance at meetings and conferences involving travel away from the official station at Government expense. It includes meetings, formal discussions, lectures, conferences and seminars sponsored by governmental or private organizations. Sponsorship of or attendance at such functions may be for the purposes of conducting official business, improving employee performance and maintaining the Department's role in the transportation field. Hereinafter these functions will be referred to as "meetings." Receptions, banquets and awards ceremonies which are primarily social functions are not considered meetings for the purposes of this section. (See 1-0407.)

8-0102. DEFINITIONS.

- a. Internal Meeting is a formally structured event, such as a conference or seminar, which is sponsored by a Department of Transportation activity. These gatherings usually will be convened for a specific purpose and will have established agendas.
- b. External Meeting is a meeting sponsored by an organization outside of the Department of Transportation. Examples are meetings sponsored by other Federal or State agencies, professional organizations, trade associations, and educational institutions.
- c. Departmental Participants include both military and civilian personnel and others traveling at Department expense.

8-0103. AUTHORITY.

- a. Training. 5 U.S.C. 4109 provides for payment of expenses incident to attendance at training meetings (39 Comp. Gen. 119). Attendance at meetings may be considered training (as defined in Appendix A) when requested and approved by proper authority on the appropriate training request form.

- b. Private Meetings. 5 U.S.C. 4110 provides for payment of expenses incident to attendance at meetings sponsored by private organizations (46 Comp. Gen. 135).
- c. Government Meetings. 5 U.S.C., chapter 57, provides general travel expense reimbursement authority which may be used for payment of expenses incident to attendance at meetings sponsored by Federal agencies and State and local government organizations.

8-0104. POLICY. It is the policy of the Department that Departmental participants in meetings will be limited to the minimum number that can be clearly justified in advance of attendance in view of the benefits to the Department and the total costs involved in participation. Commitments to participate in meetings will not be made until appropriate authorizations are obtained in accordance with this directive.

8-0105. MEETING COORDINATORS. Each Departmental Officer and Administrator is to designate a meeting coordinator who will be responsible for monitoring the implementation of this section within his/her organization. Additional individuals should be designated as coordinators at each authorization level. These coordinators must have access to the officials who may authorize meeting attendance within their organizations. Meeting coordinators at headquarters level will serve as liaisons with the Office of the Secretary and will obtain additional information to facilitate approval of meeting authorization requests as needed. Names of designated meeting coordinators will be included on requests submitted to OST for approval.

8-0106. AUTHORIZATION REQUIREMENTS.

- a. The Special Assistant to the Secretary, or his/her designee, who is authorized to act as Departmental Meeting Coordinator will authorize attendance of ten or more participants at external meetings involving travel. Requests for authorization will be submitted in accordance with the format prescribed herein through the Departmental Office of Financial Management (M-80).
- b. Departmental Officers and their designees, and Administrators and their designees at or above the regional director/district commander level, may authorize attendance at internal meetings involving travel

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8-0107-S1. MEETING AUTHORIZATION REQUESTS.

a. For 10 or More Participants. The authorization request for travel expenditures for 10 or more participants at external meetings will be submitted to the Manager, Fiscal Standards Branch, AAA-430, at least 3 weeks in advance of the meeting or conference in order to obtain the Administrator's and the Departmental Meeting Coordinator's approval. The sponsoring organization will maintain authorization records needed for obtaining the approval for 2 years.

b. For Less Than 10 Participants. The authorization requesting approval for travel expenditures for less than 10 participants at external meetings is to be obtained from the appropriate associate administrator or head of organization reporting to the Administrator. The requesting organization will maintain authorization records needed for obtaining the approval for 2 years.

c. This supplement is not intended to supersede approvals required in FAA Order 1200.8B, Public Information Activities and Programs, and FAA Order 1240.9, International Aviation Programs.

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expenditures. Approving officials will determine the appropriate number of employees who will attend internal meetings. Meeting coordinators will assure that records of meeting authorizations are available for review by the Secretary for two years.

- c. Departmental Officers and their deputies, and Administrators and their designees at or above the associate administrator level, may authorize attendance of less than ten Departmental participants at external meetings involving travel expenditures. Authorization records (containing the information required in paragraph 8-0107) will be maintained for two years.

8-0107. MEETING AUTHORIZATION REQUESTS. Meeting authorization requests will be prepared at all authorization levels and will contain the minimum information required by this paragraph. Additionally, the requests forwarded to OST for authorization must be in memorandum format submitted at least two weeks in advance of the scheduled meeting with the following information:

- a. Name of Meeting Coordinator.
- b. Title and Purpose of the Meeting.
- c. Number of Attendees Traveling. List attendees by name, title, office designation and planned program participation, if any.
- d. Location of the Meeting.
- e. Travel and Associated Costs of Attendance.
 - (1) Transportation.
 - (2) Subsistence.
 - (3) Registration/Conference Fee. Show a breakdown of the fee listing the items covered by the fee. This is especially important if subsistence items are provided in conjunction with the payment of the fee since the Department is obliged to compute an individual's travel allowance taking into account subsistence items furnished.

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(DOT 1500.6A)

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8-0108-S1. APPROVAL OF DEPARTMENT-SPONSORED MEETINGS. Associate administrators, heads of offices and services, regional and center directors, and Director, Metropolitan Washington Airports, are delegated the authority to approve Department-sponsored meetings and conferences when total cost of travel exceeds \$5,000.

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- f. Background. This information is to provide a clear rationale for Department of Transportation participation.
- g. Gifts to the Department. Provide specific information that gifts in cash or "in kind" which are being offered to facilitate Departmental participation have been approved by the Assistant Secretary for Administration under the Department's gift authority (DOT 2700.11, Gifts and Bequests, of 4-10-73) and have been determined by the General Counsel to be in consonance with employee standards-of-conduct policies.
- h. Signature of Requesting Official. For requests to the Special Assistant to the Secretary, the requesting official will be the Head, or Acting Head, of an Operating Administration or Departmental Office only.
- i. Approve/Disapprove Lines for Authorizing Official.

8-0108. APPROVAL OF DEPARTMENT-SPONSORED MEETINGS. Approval of Department-sponsored meetings and conferences for which total travel (transportation and subsistence) costs exceed \$5000, without regard to the number of attendees, will be required at the level of Assistant Secretary or Associate Administrator unless this authority is redelegated. Redelegation of approval authority for meetings with total travel costs of over \$5000 will be limited to heads of major organizational elements.

8-0109. MEETING LOCATION SELECTION. Meeting and conference selection sites must be chosen to avoid the appearance of a resort-type of environment. Additionally, they must be carefully chosen to assure that they are economically advantageous to the Government from a travel and administrative cost standpoint. In regard to the latter consideration, the General Services Administration has published a bulletin (FPMR A-83, April 1, 1983) with the subject "Conference location selection model." The bulletin is available through the usual publication distribution network. The bulletin provides detailed guidance on, and offers assistance for, choosing a meeting site. All Department activities will refer to the bulletin for assistance in determining a meeting location, unless in the opinion of the meeting sponsor, other overriding factors dictate the location of the meeting.

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8-0110. MEETING FACILITIES, EQUIPMENT AND MATERIAL. Government-owned and currently leased facilities and equipment will be used when possible for Department-sponsored meetings. Expenses of commercial meeting facilities are authorized when Government facilities are not available. (The renting of meeting facilities within the District of Columbia is prohibited by 40 U.S.C. 34 unless Congress provides specific appropriations therefor or unless procured under a short term service contract, see 54 Comp. Gen. 1055.)

8-0111. SUBSISTENCE REIMBURSEMENT CONSTRAINTS. The furnishing of lodging, meals and other subsistence items to meeting participants in connection with assessment of a registration fee requires that the traveler, authorizing official, voucher approving official and accounting personnel be aware of the resultant limitations on travel reimbursement.

a. Meals at Permanent Duty Station.

- (1) General Rule. As a general rule, an employee may not be paid a per diem allowance in lieu of subsistence at his/her permanent duty station. With the exceptions noted in (2) and (3) below, the Comptroller General has consistently held that in the absence of specific statutory authority, the Government may not pay subsistence expenses or furnish free meals to civilian employees at their official duty station, regardless of any unusual working conditions (42 Comp. Gen. 149; B-202400, September 29, 1981).
- (2) Authorized Training. The furnishing of subsistence incident to the conduct of a training program under the Government Employees Training Act has been recognized by the Comptroller General as a proper administrative expense where it is determined that the providing of meals, even though the employee is not in a travel status, is an integral part of the training and necessary to achieve its objectives (50 Comp. Gen. 610). In determining whether meals should be considered an integral part of training, the Comptroller General has listed (B-207517, April 13, 1981) the following indicia to be considered:
 - (a) Whether the sponsor provided a separate charge for the meal;
 - (b) Whether the meals could be declined at the attendee's option with an appropriate reduction in fee; and

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- (c) Whether the meal was provided as accompaniment to a substantive program.
- (3) Attendance at Meetings. A meal charge incident to attendance at a meeting (sponsored by private, professional or other-than-DOT organizations) in the vicinity of an employee's permanent station may be reimbursed when it is determined that meals are integral to the meeting; that attendance at meals is necessary for full participation; and that employees are not free to take meals elsewhere without missing essential formal discussions, lectures or speeches concerning the purpose of the meeting (Comp. Gen. decision B-198471, May 1, 1980). However, the general rule is that meal costs of employees attending "luncheon meetings" at their official stations are expenses that are to be borne by the employees (B-202400, September 29, 1981). It is necessary, therefore, to strictly adhere to this criteria.
- b. Meals Furnished Incident to Meetings. Where an employee entitled to actual subsistence expense reimbursement is furnished a meal or meals paid for by the Government (for example, a luncheon or dinner paid for in conjunction with a registration fee), the actual expense maximum will be reduced by the value of the meal or meals, see decision of the Comptroller General, B-202692, December 23, 1981. If the value of the meal or meals furnished cannot be determined, or if the meeting where the meals are provided is training (i.e.; the meal costs are necessary costs of training under 5 U.S.C. 4101 et seq. as explained in 60 Comp. Gen. 181), the amount of the actual expense maximum will be reduced by the amount specified for each meal under the meal and miscellaneous subsistence expense (MMS) allowances contained in Appendix D, see decision of the Comptroller General, B-207517, April 13, 1983. Also, the MMS meal rates in Appendix D will be used to reduce the maximum per diem payable when meals are furnished incident to attendance at meetings in per diem areas.
- c. Per Diem Limitation. The standard deductions will be made from per diem allowances for items furnished to travelers in per diem status in connection with payment of registration fees.

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- d. Travel Authorization Disclosure. Whenever possible, the travel authorization should reflect that a deduction is to be made from the maximum subsistence allowance because the Government has incurred meal or lodging costs as part of the training or meeting costs (Comp. Gen. Decision B-207517, April 13, 1983).
- e. Reimbursement Claims. Requests for travel advances and claims for travel reimbursement will be supported by copies of the meeting authorization request.

8-0112. REGISTRATION AND OTHER FEES.

- a. Department of Transportation Sponsored Meetings. Registration, luncheon or banquet fees will not be charged Federal employees attending Department-sponsored meetings. Such charges will be prorated and charged directly to participating organizations when the expenses of the meetings are to be reimbursed to the sponsors. Fees collected on behalf of the Government are required to be deposited to the credit of the United States and may not be used directly to offset the costs of meetings (31 U.S.C. 3302).
- b. Other Federally Sponsored Meetings. Registration fees and other similar costs of Department of Transportation participants should be determined prior to attendance at meetings sponsored by departments and agencies other than DOT. Agencies will be requested to itemize attendance costs and bill the appropriate DOT organization directly for each participant. Itemization will show what expenses are included under terms such as "registration fee." These expenses should be known before approval of the travel to or attendance at the meetings is made. Employees should not be required to pay registration and other similar fees at the time they attend the meetings. If an employee is required to pay a registration or other fee, a receipt showing the itemized cost of all items will be requested of the sponsoring agency. Reductions in per diem for meals furnished will be as provided in subparagraph c.
- c. Temporary Duty. A registration fee payable incident to attendance at a meeting during official temporary duty is reimbursable. When the registration fee includes an amount for a meal which is an integral part of the meeting at which formal business of the meeting is conducted, the employee's per diem allowance will be reduced for each meal furnished in accordance with 8-0111b. Charges for meals which are social events or are not part of the formal business of the meeting are not reimbursable, and employees are expected to pay for such

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meals from their per diem allowances. Also, fees charged primarily to provide meeting participants with coffee break items must be paid voluntarily and are not reimbursable since the per diem allowance is intended to cover such items. Employees may be requested to obtain an itemization of the charges in the registration fees. Authorization for reimbursement of a registration fee will be included in the travel authorization. Claim for reimbursement will be included on the employee's temporary duty travel reimbursement voucher.

- d. At the Permanent Duty Station. A meal charge or a registration fee payable incident to attendance at a meeting (sponsored by private, professional or other-than-DOT organizations) in the vicinity of an employee's permanent station may be reimbursable even though the employee is not in a travel status. When attendance at a meeting or luncheon is authorized, and the required charge includes an amount for a meal which is a formal business part of the meeting as described in 8-0111a, the employee will include a receipt and explanation of the charge on his voucher at the time he/she requests reimbursement. The Standard Form 1164, Claim for Reimbursement for Expenditures on Official Business, may be used for reimbursement.

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SECTION 2. COMMON CARRIER PROMOTIONAL EFFORTS

- 8-0201. SCOPE. This section provides Departmental policy for the accountability and disposition of promotional material received in conjunction with official travel from transportation companies, rental car companies, or other commercial activities. This policy is based on Government-wide policy established by the General Services Administration and published as 41 C.F.R. 101-25, as well as Comptroller General decisions in this area.
- 8-0202. POLICY.
- a. General. All promotional materials (e.g., bonus flights, reduced-fare coupons, cash, gold nuggets, merchandise, gifts, credits toward future free or reduced costs of services or goods, etc.) received by employees in conjunction with official travel and based on the purchase of a ticket or other service (e.g., car rental) are properly considered to be due the Government and may not be retained by the employee. The Comptroller General has stated that employees are obligated to account for any gift, gratuity, or benefit received from private sources incident to the performance of official duty, and any payments tendered to the employee are viewed as having been received on behalf of the Government (59 Comp. Gen. 95 and B-148879, July 20 and August 28, 1970). Receipt of these promotional items or payments should not be confused with prizes awarded to employees who enter carrier-sponsored contests open to the general public. Such prizes remain the property of employees according to Comptroller General decision B-199656, July 15, 1981. Consult the servicing accounting office if there is any doubt concerning which category applies in a given case.
 - b. Future Benefit Promotional Material. Promotional coupons that provide for future free or reduced costs of services (travel) should be integrated into the organization's travel plans to maximize the benefits to the Government. A discount for future travel received by an employee while on official travel, which is either non-transferable or carries an expiration date, is property of the Government and should not be given to the employee for personal use even if it appears that the Government may have no use for the discount. The coupons should then be applied to the maximum extent possible; e.g., coast-to-coast or overseas travel, if permitted. If an Operating Administration or Departmental Office estimates that it will have excess coupons at the coupon expiration date, the excess coupons will be forwarded immediately via certified mail to the Office of the Assistant Secretary for Administration, Attention: M-80, for disposition. A bonus ticket

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received by an employee as a result of trips paid by both appropriated funds while on official travel and personal funds, is the property of the Government and must be turned in as required in paragraph 8-0203. If the employee wishes to participate in the bonus program and retain the benefit from the program, the employee should make certain that all trips included in the bonus program are paid from personal funds (Comptroller General decision B-210717, February 24, 1984).

- c. Cash Surrender Value. Promotional coupons that carry a cash surrender value shall be redeemed immediately. The cash received from redeemed coupons or other cash compensation (i.e., denied boarding compensation or cancellation of reservation by carriers, etc.) shall be handled in accordance with disposition instructions in paragraph 8-0204a.
- d. Promotional Items Not Required to be Turned In. An employee who enters a promotional program sponsored by airlines (or other commercial activities) which include free upgrade of service to first class, membership in clubs, and check cashing privileges, does not have to turn in such benefits to the Government. The Government is unable to use such benefits, and there is no reason for employees not to use such benefits (Comptroller General decision B-210717). The Comptroller General also noted that promotional material, such as pens, pencils, note pads, calendars, and other items of nominal intrinsic value may be kept by the employee.
- e. Employee Cost to Participate in Promotional Program. If an employee has to pay to enter a promotional program, the employee may submit a voucher which documents his/her out-of-pocket expenses spent to enter into the program. The expenses will be reimbursed if they are less than the discount received by the employee. For example, if the employee spends \$25 to enter a program, and, as a result, the Government receives a benefit because the employee's airline fare was reduced from \$400 to \$300 solely as a result of the employee entering the program, then the employee should be reimbursed for the cost of entering the program. The reimbursement should only be up to the amount the employee pays to enter the program or only to the extent that the Government has received a benefit solely due to the employee entering the program (Comptroller General decision B-210717).

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8-0203. RESPONSIBILITY OF TRAVELER. When an employee receives promotional material, the employee shall accept the material on behalf of the United States and submit it to the accounting office (with the travel voucher) or other designated point established to control and account for such items.

8-0204. DISPOSITION OF PROMOTIONAL MATERIAL.

- a. Cash. Cash obtained from promotional materials should be turned over to the accounting office for deposit as a miscellaneous receipt to the Treasury (Miscellaneous Receipt Account 1699, Miscellaneous Dividends and Earnings, Not Otherwise Classified). Handling of cash will be in accordance with DOT 2770.8B, Collections-Receipt and Control, of September 17, 1979.
- b. Bonus Goods. For these purposes, bonus goods include any item of real or potential value to the Government received which is in addition to an item or service to be delivered under a contract or other agreement. Departmental personnel receiving merchandise given to travelers as bonus goods should follow procedures contained in 41 C.F.R. 101-25.103. This regulation provides that such merchandise be forwarded to the nearest Government medical facility for its use. Merchandise received that is of no value to a medical facility should be disposed of or used in accordance with 41 C.F.R. 101-43, 44 or 45.
- c. Gold Nuggets. Offices holding the half-ounce gold nuggets should package the items in accordance with postal regulations with an accompanying description of the total avoirdupois weight (oz.) and forward via registered mail to the following address:

Superintendent - U.S. Assay Office
Bureau of the Mint
32 Old Slip
New York, NY 10005

Upon receipt, the Assay Office will assume custody of the gold and determine the precise value. Proceeds from the gold will be deposited to miscellaneous receipts of the Treasury. Notification of receipt will be made to the forwarding activity by the Mint.

8-0205. RESPONSIBILITY OF ACCOUNTING OFFICE OR OTHER DESIGNATED CONTROL POINT. The office receiving coupons and other promotional items will establish adequate controls, including log-in and log-out procedures, to assure that the items are accounted for and used to the maximum to reduce official travel costs or otherwise appropriately handled in accord with this section.

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SECTION 3. SPECIAL CIRCUMSTANCES RELATING TO LEASING OF ROOMS
FOR EMPLOYEES IN TRAVEL STATUS

8-0301. BACKGROUND. Under regular travel circumstances the Comptroller General has held (60 Comp. Gen. 181) that employees may not be furnished lodging by contractual services in excess of their entitlement (see paragraph 4-0203f(4)). However, there are exceptions under extraordinary circumstances that have been recognized by the Comptroller General in decision B-209375, December 7, 1982, and further clarified in Comptroller General letter 213735, May 1, 1984, to the General Services Administrator. These exceptions cover extraordinary expenses incurred by employees required to stay at a particular hotel in order to properly perform their required duties. This section sets out the special conditions under which these circumstances are applicable. Travel requesting officials are cautioned that this section is not for general application to all travel situations.

8-0302. DISCUSSION OF GAO DECISION. In the decision B-209375, the Comptroller General approved an agency's request to use appropriated funds to pay for the rental or leasing of rooms by purchase order for employees traveling on temporary duty under the following conditions:

- a. The use of the particularly located accommodations is an integral part of the employee's job assignment, and
- b. Failure to provide such accommodations would frustrate the ability of the agency to carry out its statutory mandate.

The Comptroller General held that these two requirements would establish a clear relationship between the excess costs incurred and the carrying out of the agency's statutory mission, and that in these circumstances, the cost of the lodging may be considered a necessary administrative cost for the use of a room for official business. The Comptroller General's ruling was based on the requesting agency's proposal that the agency rent the quarters and pay the employee one-half of the allowed per diem rate; that the agency would authorize such arrangements only in response to individual applications setting forth the specific circumstances that justify the request; and only after a written determination by the agency head or his/her authorized representative that the circumstances as stated in the request met the two requirements stated above.

8-0303. PROCEDURES WITHIN THE DEPARTMENT OF TRANSPORTATION.

- a. Requesting Activity. Individual requests will be submitted by the head of an Operating Administration or Departmental Officer to the Deputy Secretary through the Assistant Secretary for Administration. The request should clearly state the specific circumstances which must meet the two conditions established by the Comptroller General and stated in paragraph 8-0302.
- b. Approval. The approval will be a written determination by the Deputy Secretary that the request meets the two conditions established by the Comptroller General.
- c. Per Diem Rate. If the request is approved, the employee will be authorized a flat rate per diem equal to one half of the maximum per diem or actual expense rate for the locality.
- d. Restriction on Use. This authority is not to be used solely because of the high cost of lodgings as a means to circumvent the maximum subsistence limitations established by law.