



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

FAA Order 1500.14A
Appendix 1
2/13/85

ORDER

DOT 1500.6A

1-2-85

Subject: TRAVEL MANUAL

1. PURPOSE. This Manual establishes Department of Transportation (DOT) policies and procedures pertaining to employee travel, transportation and related entitlements.
2. CANCELLATIONS.
 - a. DOT 1500.6, Travel Manual, of 8/2/72.
 - b. DOT 1500.7B, Contract Air Service, of 10/13/83.
 - c. DOT 1500.8, Common Carrier Promotional Efforts, of 4/5/82.
 - d. DOT 1500.9, Meetings and Conferences, of 11/14/83.
 - e. DOT N 1500.28, Employee Change of Station Information and Questionnaire, of 10/19/79.
 - f. DOT N 1500.45, Travel Authorization Policy, of 10/19/83.
 - g. DOT N 1500.46, Changes in Employee Travel Allowances, of 3/21/84.
 - h. DOT N 1500.47, Travel Charge Card Program, of 7/23/84.
3. SUPPLEMENTATION. This Manual may be supplemented to address circumstances unique to travel and transportation requirements of Departmental organizations when such situations are not covered in the Manual. Supplementation must be consistent with the provisions of this Manual. A copy of each supplement will be provided to the Director of Financial Management, M-80.
4. PARAGRAPH NUMBERING SYSTEM. The paragraph numbering system provides for a 5-digit paragraph number (or 6 digits in the case of chapters 10 and above) as shown in the following breakdown:

Paragraph number.....X-XXXX
 Chapter.(one or two digits)..
 Section.....(two digits).....
 Paragraph...(two digits).....

Under this numbering system, paragraph 4-0210 is the 10th paragraph in chapter 4, section 2.

DISTRIBUTION: All Secretarial Offices
All Operating Administrations

OPI: Office of
Financial
Management

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5. PAGE IDENTIFICATION. The pages are numbered serially within each chapter. Each page number is preceded by the number of the chapter. For example, the 5th page of chapter 2 is numbered 2-5; the 8th page of chapter 4 is numbered 4-8.
6. ADDITIONAL NUMBERING ASSISTANCE. An additional numbering identification is provided on each page since many of the subparagraphs are lengthy and cover several pages. This system is similar to that used in the Federal Travel Regulations (FPMR 101-7) and will indicate the full paragraph number of the beginning paragraph of each page. For example, the first paragraph on a page may start with the letter "e." If this represents subparagraph e of 5-0401, then "CH 5-0401e" will appear on the bottom of the page.
7. SUMMARY OF CHANGES/ADDITIONS TO PREVIOUS TRAVEL MANUAL.
- a. General Comments. During the development of the Manual, some editorial changes were made and references were updated in conjunction with a reorganization of the contents. The material has been arranged to include major subjects together in single chapters. Entitlement areas subject to periodic change have been placed in the appendixes to permit future changes to be implemented promptly.
- b. Other DOT Travel Directives. All DOT directives containing travel policy have been cancelled as separate issuances and their material included in the revised Manual. For example:
- | <u>Cancelled Directive</u> | <u>DOT 1500.6A</u> |
|--|-----------------------|
| DOT 1500.7B, Contract Air Service | chapter 3, section 10 |
| DOT 1500.8, Common Carrier Promotional Efforts | chapter 8, section 2 |
| DOT 1500.9, Meetings and Conferences | chapter 8, section 1 |
- c. Relocation Allowances. Significant changes have been made to relocation entitlements since October 1982. The Manual now includes all the relocation allowance changes through Supplement 10 to the Federal Travel Regulations. Because of these changes, payment of relocation allowance claims may require application of different allowance levels for different persons. In addition to the discussion in chapter 5 of the Manual, Appendix E has been added to provide a summary of maximum relocation allowances.
- d. Forms. Minor changes are being made to the following forms:
- (1) DOT F 1500.3. The word "Order" in the title is being changed to "Authorization" to be consistent with OMB and GSA guidance. In addition, a privacy act notice has been added. An illustration of the new form will be added as figure 2-2 in the Manual. Existing stock of the current DOT F 1500.3 will be used until depleted even after the revised form is available.

- (2) DOT F 1500.4. The same title change made on DOT F 1500.3 is being made to DOT F 1500.4. Block 7, "Travel to First Duty Station," is being revised to include provisions for relocation services authorized by recent legislation. When available, an illustration of the new form will be added as figure 2-3 in the Manual.
 - (3) DOT F 1500.5. This form, "Itemization of Actual Subsistence Expenses (while occupying temporary quarters)," is being revised to reflect the allowance changes effective November 14, 1983. The previous edition of the form will be used for employees whose effective date of transfer was prior to November 14, 1983. See paragraph 5-0804.
 - (4) DOT F 1500.6. This form, "Claim and Voucher for Reimbursement of Expenses Incurred In the Sale and/or Purchase of a Residence - Permanent Change of Station," is being revised to reflect recent entitlement changes in the aggregate amount of expenses which may be reimbursed. In addition, a Privacy Act notice is being added.
 - (5) DOT F 1500.10. This form, "Change of Station Questionnaire," is being revised to reflect all the relocation entitlement changes and paragraph references to the revised Manual. When you are notified that the form is available, all existing stock of the current form will be obsolete.
- e. Travel Advances. Chapter 6, Travel Advances, reflects the current DOT implementation of the use of travelers checks for advances where feasible.
- f. Other Changes. The following changes or additions are noted:
- (1) Guidance on unused tickets or reservations, or downgraded services, has been included in 3-0202.
 - (2) The GAO formula has been included pertaining to employee liability when overseas air travel is by indirect route or available U.S. Flag air carrier service is not used. See 3-0204.
 - (3) Authority for dual lodgings on a single day has been liberalized in accordance with a recent Comptroller General's decision. See 4-0203g.

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- (4) Guidelines on necessary and reasonable actual subsistence expenses has been added at 4-0308.
- (5) Special circumstances providing for leasing of rooms for employees in travel status have been included in chapter 8, section 3.

FOR THE SECRETARY OF TRANSPORTATION:



Jon Seymour
Acting Assistant Secretary for
Administration

TRAVEL MANUAL
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Vertical line denotes change.

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CHAPTER 1. ADMINISTRATION

SECTION 1. GENERAL

- 1-0101. PURPOSE. This chapter covers overall DOT travel policy, the responsibilities of officials and employees involved in travel, and other travel information of a general nature.
- 1-0102. POLICY. Travel must be carefully and prudently planned. Authorizing officials must strive to get the most out of the travel dollar by authorizing only essential travel on business which cannot be handled by mail or telephone and by holding the number of travelers for a particular trip to the minimum needed to accomplish the purposes of the trip. Travelers must use judgment and prudence while in travel status to incur only those expenses necessary to accomplish the mission.
- 1-0103. APPLICABILITY. The provisions of this order apply to all DOT civilian employees, including experts and consultants, stationed in the 50 States, the District of Columbia, the Commonwealth of Puerto Rico, and the territories and possessions of the United States. These provisions also apply to Coast Guard auxiliary personnel except for expenses involving privately owned conveyance travel set out in the Auxiliary Travel and Claims Guide. They do not apply to:
- a. Federal Aviation Administration or Participating Agency Service Agreement (PASA) employees transferred to, or assigned to, posts of duty in foreign areas. The travel of these employees is governed by the provisions of the Foreign Service Act of 1980, except that:
 - (1) Where temporary duty travel in non-foreign areas is performed, the provisions of chapter 4 will apply.
 - (2) The provisions of chapter 5 apply to intra-Department transfers from foreign to domestic assignments or between foreign assignments.
 - b. Uniformed Service Personnel.
 - c. Employees of contractors under contract with the DOT unless specified in the contracts.

1-0104. REFERENCES.

- a. Federal Travel Regulations (FTR) (FPMR 101-7). These are regulations issued by the General Services Administration governing payment of travel, transportation and relocation allowances of employees. As statutory regulations the FTR has the force and effect of law and may not be waived or modified by the employing agency or GAO regardless of the existence of any extenuating circumstances (Comp. Gen. decision B-189775, September 22, 1977).
- b. Foreign Affairs Manual, Volume 6, General Services. These are regulations issued by the Department of State pursuant to the Foreign Service Act of 1980 applicable to travel of certain employees assigned to, from and between posts in foreign areas.
- c. Standardized Regulations (Government Civilians, Foreign Areas). These are regulations issued by the Department of State containing the foreign locality per diem and other allowance rates.
- d. Civilian Personnel Per Diem Bulletins. These bulletins are issued by the Department of Defense and they contain locality per diem rates for Alaska, Hawaii, Puerto Rico, and the territories and possessions of the United States.
- e. Joint Travel Regulations, Volume 1. These regulations covering travel entitlements of uniformed service personnel and their families, including U.S. Coast Guard members, are issued by the Per Diem, Travel and Transportation Allowance Committee.
- f. Civilian Personnel Law Manual, Title III, Travel and Title IV, Relocation. These manuals are published by the U.S. General Accounting Office and reflect a summary of decisions relating to travel.

SECTION 2. RESPONSIBILITIES

- 1-0201. ADMINISTRATORS AND SECRETARIAL OFFICERS. Heads of Operating Administrations and Secretarial Officers shall require systematic surveillance over travel to ensure compliance with Departmental policy. Such review shall include spot checks of travel authorizations and vouchers to determine the effectiveness of travel toward program accomplishment. In addition, the open authorization practices of each administration or office should be periodically reviewed to assure that travel assignments are being conscientiously monitored. Likewise, the organization's policies concerning contract provisions and procedures must be examined to assure that travel by contractors whose travel costs are directly reflected in prices paid by the Government is held to that which is essential, and the cost of such travel is minimized.
- 1-0202. AUTHORIZING OFFICIALS. Officials who have been delegated or redelegated the authority to authorize or approve travel (see chapter 2) shall:
- a. Authorize only that travel which is required in the interest of the Government and in accordance with overall DOT program requirements.
 - b. Authorize itineraries and travel expenses which will most effectively serve program needs consistent with economy in the expenditure of travel funds and equity to employees; e.g., this should result in selection of employees to travel who are in the closest proximity to the travel destinations.
- 1-0203. EMPLOYEES. Employees on official business shall exercise the same care in incurring expenses that a prudent person would exercise if traveling at his/her personal expense. Employees shall:
- a. Take advantage of special Government, weekly and other reduced rates offered by hotels and motels.
 - b. Plan itineraries to use contract air service, round trip, group, and other discount fares offered by airlines and other common carriers.
 - c. Upon completion of travel, submit vouchers for reimbursement of traveling expenses and return of unused balance of travel advances on a timely basis in accordance with chapter 6. When in travel status for extended periods, the traveler shall submit reimbursement vouchers at the end of each calendar month.

- 1-0204. ACCOUNTING OFFICIALS. Accounting officials shall examine vouchers for accuracy, legality, and compliance with regulations, and as appropriate, certify such vouchers for reimbursement.
- 1-0205. THE ASSISTANT SECRETARY FOR ADMINISTRATION. The Assistant Secretary for Administration is responsible for recommending travel policy changes, establishing travel and transportation management procedures and establishing per diem and mileage rates within Government prescribed maximums.
- 1-0206. TRANSPORTATION OFFICERS OR DESIGNATED AGENTS. Transportation officers or designated agents are responsible for determining the method to be used for shipments of household and personal effects for all multiple and mass transfers within the continental United States and all individual transfers outside the continental United States. Also, the transportation officer or designated agent will assist the employee in filing and processing claims against the carrier for losses and damages in shipment. For Operating Administrations that do not have enough activity to appoint a transportation officer, assistance can also be obtained from GSA (see Appendix F).

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SECTION 3. COST OF TRAVEL

- 1-0301. LIMITATIONS OF FUNDS. Limitation of available travel funds shall not be a basis for denying reimbursement for official travel or for reducing allowances.
- 1-0302. PAYMENT FOR LEAVE, TRAVEL AND TRANSPORTATION COSTS.
- a. General. An employee's pay and leave status during periods of official travel are subject to hours-of-duty, pay and leave regulations.
 - b. Cost of Official Change of Station Moves. The travel, transportation and other authorized costs incurred in new appointments to first duty station and in change of station moves when employees are transferred between organizations within the DOT, including foreign assignments, will be borne by the gaining activity.
 - c. Transfers Between the DOT and Another Agency. In the case of transfer from another agency to the DOT, allowable expenses shall be paid from the funds of the DOT. However, in transfers between agencies for reasons of reduction in force or transfer of functions, expenses allowable under these regulations (excluding non-temporary storage when assigned to an isolated permanent duty station within the continental United States) in connection with transfers between permanent duty stations located within the 50 States, the District of Columbia, United States territories and possessions, and the Commonwealth of Puerto Rico may be paid in whole or in part by the agency to which transferred as may be agreed upon by the heads of the gaining and losing organizations.
 - d. Cost of Temporary Duty Travel. Normally, all costs of temporary duty travel will be borne by the activity directing the travel. Under appropriate circumstances, Operating Administrations may mutually arrange employee details for temporary duty with the travel costs being paid by the requiring or furnishing activity.
- 1-0303. COST ESTIMATES.
- a. General. Cost estimates will be included on relocation and trip travel authorizations. The total estimate will be shown in the remarks block of the authorization and will consist of:
 - (1) Costs to be reimbursed to the traveler. (These costs cover such items as per diem and mileage and are obtained from the accounting classification block.)

- (2) Costs for services that the Government pays for directly. (These costs cover such items as Government-procured transportation for passengers and household goods and do not appear in the accounting classification block.)
- b. Unlimited Open Authorizations. The authorization will contain an estimate by quarter of the travel cost expected to be incurred for the entire period of coverage of the authorization. This estimate will be used for fund obligation purposes on a quarterly basis. (See 2-0107b.)
- c. Limited Open Authorizations. Each limited open authorization will contain an estimate of the cost of the travel to be performed for the entire period of the authorization, broken down by quarters if applicable. The estimate will be used for fund obligation purposes. (See 2-0107c.)

1-0304. FISCAL YEAR CRITERIA FOR TRAVEL AND TRANSPORTATION OBLIGATIONS.

- a. GAO References. The leading decision in this area is 35 Comp. Gen. 183. In summary, this decision states that the issuance of a travel authorization in itself does not constitute a contractual obligation. The travel authorization is merely an authorization for the person specified to incur the obligation. The obligation is not incurred until the travel is actually performed or until a ticket is purchased, provided in the latter case that the travel is to be performed in the same fiscal year the ticket is purchased. For a more detailed review of GAO decisions in this area, see GAO's Principles of Federal Appropriations Law, chapter 6, section B, subsection (a)(7).
- b. OMB References. The criteria for travel and transportation obligations are stated in OMB Circular A-34, section 25.1B.

SECTION 4. SPECIAL TRAVEL SITUATIONS

- 1-0401. GENERAL. This section establishes the regulations under which travel may be authorized for consultants, witnesses, employees and persons other than employees in specified situations. Allowable TDY travel can be found in chapter 4 and allowable relocation travel can be found in chapter 5.
- 1-0402. INVITATIONAL TRAVEL. Invitational travel is the term applied to travel which may be authorized for persons, other than Government employees, when such persons are to act in a capacity directly related to, or in connection with, official activities of the DOT. It includes individuals who serve with or without pay and who travel in connection with their duties as members of official DOT boards or committees. Travel authorizations will be issued for invitational travel and will provide for reimbursement of per diem, transportation and other expenses in accordance with this manual. See paragraph 2-0203 for conditions and circumstances under which invitational travel may be authorized.
- 1-0403. CONSULTANTS AND EXPERTS. The provisions of this manual also apply to official travel of individuals employed intermittently in the Government service as consultants or experts and paid on a daily when-actually-employed (WAE) basis and of individuals serving without pay or at \$1 a year. These individuals are not considered to have a "permanent duty station" within the general meaning of that term; however, they may be allowed travel or transportation expenses under this chapter while traveling on official business for the Government away from their homes or regular places of business and while at places of Government employment or service. Maximum rates prescribed herein are applicable unless a higher rate is specifically authorized in an appropriation or other statute.
- 1-0404. WITNESSES.
- a. Employees.
- (1) On Behalf of the United States. Employees summoned, or assigned by the Department, to testify or produce official records for the Government at judicial or agency proceedings will be authorized temporary duty travel allowances for necessary travel (see 28 C.F.R., Part 21). If a proceeding does not involve the Department, the travel claim will be settled by the Department and reimbursement will be obtained from the appropriate agency.

- (2) On Behalf of Others. Employees summoned, or assigned by the Department, to testify in an official capacity or to produce official records on behalf of a party other than the United States are authorized temporary duty travel expenses for necessary travel except to the extent that travel expenses are paid by the court, authority, or party which caused the employees to be summoned or assigned. When the travel expenses paid result in a reimbursement less than the travel allowances authorized herein for travel on behalf of the United States, the agency will pay the difference up to the allowances authorized for travel on behalf of the United States.
- b. Military Personnel. Members summoned or assigned by the Department to testify or produce official records for the Government or private litigants at judicial or agency proceedings (including proceedings in accord with the Uniform Code of Military Justice) are authorized allowances in accordance with Volume 1 of the Joint Travel Regulations.
- c. Civilian Non-Governmental Personnel.
- (1) Expert Witnesses and Witnesses at Court-Martial Investigations. Expert witnesses requested to testify by the Department and witnesses requested to testify at a pretrial investigation pursuant to a court-martial proceeding may be issued invitational travel authorizations and authorized those per diem and travel allowances accorded to employees.
- (2) Others. A witness summoned or requested to testify in any court of the United States, or before a United States commissioner, or before any person authorized to take the deposition pursuant to any rule or order of a court of the United States, shall receive \$30 for each day's attendance and a mileage allowance for travel to and from his/her place of residence paid in accordance with the appropriate guidelines and amounts for employees performing local travel or temporary duty travel. Witnesses who attend at points so far removed from their respective residences as to prohibit their daily return to their residences shall be entitled to appropriate subsistence allowances prescribed in chapter 4 for employees. The Department of Justice publishes rules for witness reimbursement at 28 C.F.R. Part 21.

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1-0405. CONGRESSIONAL AND RELATED TRAVEL.a. Congressional Members and Staff.

- (1) Congressional members and members of their staffs performing official travel at the expense of the Department usually will be considered as persons serving the Department without compensation under 5 U.S.C. 5703 (B-156611, May 10, 1965, and 34 Comp. Gen. 135). Invitational travel authorizations for such persons will be issued by the Department and travel expenses will be those authorized under paragraph 1-0403.
- (2) Congressional and staff members traveling under the authority of 31 U.S.C. 1108(g) for the examination of estimates of appropriations will be reimbursed in accordance with the rules of the committee for which they are traveling. The letter or other document requesting the travel will be used as support for the voucher. The voucher will indicate that such travel is that contemplated under 31 U.S.C. 1108(g).

- b. Department Employees. Employees traveling at the request and expense of the Congress (including travel for Congressional committees) will be authorized travel allowances in accordance with the regulations of the House concerned. Employees will obtain written authorization for the travel from the requesting congressional office.

1-0406. DEATH AND MISSING EMPLOYEE CASES.

- a. General. The Department is authorized to pay certain travel and transportation expenses under the various circumstances outlined in this paragraph when employees die or are missing. The employee's supervisor should contact the servicing personnel office concerning appointment of a survivor assistance officer. When the surviving family members are entitled to travel or transportation expenses, they should be advised of their entitlements, instructed in the applicable procedures, and assisted in the preparation of travel vouchers or other claim documents. They shall be informed of the address of the Department of Transportation office nearest to their destination which has the the capability to assist in the preparation of such claims.
- b. Allowable Expenses. The following expenses associated with the death of an employee or a dependent, or the missing status of an employee, may be authorized at Government expense:

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- (1) Travel of dependents from a location outside the continental United States to a home or other point in the continental United States subject to limitations indicated below.
- (2) Shipment of household goods and personal effects from a duty station outside the continental United States or, in missing persons cases, from a duty station within the continental United States. In missing persons cases the household goods may include a privately owned vehicle which is located outside the continental United States.
- (3) Return shipment to the continental United States of a decedent's privately owned vehicle, provided it was previously determined to be in the interest of the Government for the employee to have use of a motor vehicle at his/her post of duty.
- (4) Preparation of remains under conditions noted in 1-0406c and d.
 - (a) Cost of embalming or cremation.
 - (b) Necessary clothing.
 - (c) Casket or container suitable for shipment to place of interment.
 - (d) Expenses necessarily incurred in complying with local laws and laws at the port of entry in the United States applicable to the preparation of bodies for transportation and burial.
- (5) Transportation of remains by common carrier.
 - (a) Transportation from place of death to an undertaking establishment.
 - (b) Procurement of burial and shipping permits.
 - (c) Furnishing an outside case for shipment of remains (including, when necessary, the sealing of such shipping case).
 - (d) Removal to common carrier.
 - (e) Transportation of the remains by common carrier.
 - (f) One removal from the common carrier at place of interment.

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- (6) Transportation of remains overland by hearse or other conveyance.
 - (a) Cost of hearse or other means of conveyance.
 - (b) Ferry charges, bridge tolls, and similar items.
- (7) Limitations.
 - (a) Payment of the cost of preparation of remains may not exceed \$250 when death occurs while in a travel status within the continental United States.
 - (b) Transportation of remains may be to the home of record of the decedent if stationed outside the continental United States or to the official station or to such other place as may be designated, provided that in no case shall the expenses payable by the Government be greater than the amount which would have been payable had the place of interment been either the home of record or the official station whichever shall be more distant.
 - (c) If the decedent was stationed in Alaska or Hawaii his/her home is considered to be his/her residence in Alaska or Hawaii, respectively for the purpose of determining entitlement to preparation and movement of remains.
 - (d) Travel expenses of an escort for the remains are not allowable as a separate item of expense. This does not prohibit an escort from using one of the two tickets required to ship the remains as baggage by railroad.
 - (e) Total cost payable by the Government for transportation of remains overland by hearse or other conveyance may not exceed the cost if transported by common carrier. No allowance may be made for an outside shipping case.
 - (f) Travel and/or transportation for dependents of the deceased employee must be undertaken within one year from the date of death of the employee, except that an authorizing official may grant a one year extension if requested prior to the expiration of the one year limit.

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- (g) No per diem or subsistence allowance is authorized in connection with travel of dependents.

c. Death of Employee.

- (1) While performing official duties. If an employee's death results from injuries sustained while actually performing official duties, the expenses of 1-0406b(4), (5), and (6) will be properly payable under the Federal Employees' Compensation Act. None of the allowances may be denied because of the deceased employee's entitlement to burial benefits resulting from service in the Armed Forces of the United States.
- (2) While in a travel status. When any employee dies while in a travel status the expenses of 1-0406b(4), (5), and (6) will be payable by the employing agency. If the employee dies while temporarily absent from a temporary duty point for personal reasons, such as taking leave or sightseeing during non-work periods, the allowable cost for transportation of remains which will be payable by the Government may not exceed the amount which would have been allowed had the death occurred at the temporary duty point.
- (3) While stationed outside the 50 States and the District of Columbia. When an employee dies while stationed outside the 50 States or the District of Columbia, or while in transit to or from such post the expenses of 1-0406b(1) through (6) and 1-0406(d) are payable by the employing agency. Travel of dependents and transportation of household goods and personal effects are authorized to the place of actual residence or to another designated point, however, the cost to the Government is limited to the cost that would have been involved had the move been to the place of actual residence.
- d. Death of Family Members. The DOT will pay the costs of transporting the remains of a dependent who dies while residing with an employee stationed outside the continental U.S. or while in transit to or from such post of duty. The entitlements of 1-0406b(5) and (6) apply and the limitations of 1-0406b(7)(b) and (c) do not apply. The amount allowed will be the necessary expenses incurred for the transportation of remains to the employee's former home or to such other place as the authorizing official determines to be the appropriate place for interment.

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e. Cases of Missing Employees.

- (1) General. When an employee has been determined to be missing for more than 29 days, his/her dependents may become eligible for certain travel and transportation allowances. The allowances authorized apply to missing employees regardless of location of duty station and will depend on determinations made pursuant to existing conditions in each case. All determinations made in connection with missing persons shall be by officials authorized to do so by the Assistant Secretary for Administration for OST and by the Administrator for the Operating Administrations.
- (2) Travel of Dependents. The dependents may be authorized to travel to:
 - (a) The actual place of residence of the employee.
 - (b) The home of their next of kin or other person as determined to be appropriate.
 - (c) Another location determined in advance or later approved by an authorizing official on request of the next of kin or other person.

Travel may be provided in kind or reimbursement may be made after travel has been performed. Reimbursement will be for the commercial cost in accordance with these regulations or on a mileage allowance rate, as provided in chapter 3, or a combination of these methods. When a POV is used, its use shall be determined to be advantageous to the Government and the rate shall be as specified for relocation travel.

- (3) Transportation of Household Goods and Personal Effects. The DOT may provide transportation of household goods (HHG's) and personal effects to:
 - (a) The actual place of residence of the employee.
 - (b) The home of a dependent, next of kin, or other appropriate person entitled to the household goods or personal effects.
 - (c) Another location determined in advance or later approved by an authorizing official on the request of the next of kin or other person.

The HHG's, in missing persons cases, may include, in excess of the standard weight allowance, one privately owned motor vehicle when the vehicle is located outside the continental U.S. as a result of the employee's duty station at such place. Transportation of HHG's may be provided from the duty station or, in the case of duty point outside continental U.S., from an actual place of residence or both. Transportation may be provided in kind, or reimbursement may be made for the commercial cost under this Manual.

- (4) Temporary Storage. When justified, the authorizing official may determine that the HHG's and personal effects of a missing employee may be stored at Government expense until proper disposition can be made. The temporary storage will include packing, crating, drayage, and unpacking. When making a decision to store such goods pending proper disposition, the authorizing official will consider the desires of interested persons, existing conditions, cost to the Government, value and replacement cost, and other pertinent factors.
- (5) Sale of Household Goods and Personal Effects.
 - (a) When an authorizing official determines that an emergency exists and that sale would be in the best interests of the U.S., he/she may provide for the public or private sale of motor vehicles and other bulky items of the HHG's and personal effects of a missing employee. Before a sale, and if practical, a reasonable effort shall be made to determine the desires of interested persons. If the person entitled to the HHG's and personal effects elects to have bulky items shipped after an official has determined that such shipment is not in the interest of the U.S., the cost of the transportation payable by the DOT will be limited to the reasonable value of the items in the U.S. The net proceeds of the sale shall be sent to the dependent, next of kin, or other person determined to be entitled thereto. Where determination of entitlement cannot be made or the location of the proper recipient cannot be ascertained within one year from date of sale, the net proceeds shall be deposited in the Treasury of the U.S. as miscellaneous receipts.
 - (b) A claim for proceeds of sale which have been deposited as miscellaneous receipts may be filed with the General Accounting Office within five (5) years from the date of deposit.

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f. Documentation and Method of Payment.

- (1) Travel Authorization. When an employee dies or is missing for more than 29 days, an authorizing official, when appropriate determinations have been made, should prepare travel authorizations which state clearly and specifically the travel and other expenses to which the immediate family is entitled in accordance with these regulations. A copy of the travel authorization shall be forwarded for information to the DOT office nearest the destination which has been designated to the family as the place where assistance in processing claims can be provided.
- (2) Transportation Requests. The use of U.S. Government Transportation Requests (GTR's) is encouraged and should be employed to the maximum extent practicable. They may be used for movement of immediate family or for transportation of remains as appropriate. When used for the family, tickets should be secured by the DOT where feasible, since family members may not be familiar with applicable procedures.
- (3) Government Bill of Lading. A U.S. Government Bill of Lading (GBL) shall be used for the transportation of remains, household goods and personal effects in all cases where overseas shipment is involved. They may also be used for domestic shipments.
- (4) Reimbursement. Payment for allowable expenses may be made directly to the persons furnishing the services or by reimbursement to the person making the original payment. Reimbursement claims will be filed on the Travel Voucher and supported with receipts.
- (5) Privately Owned Vehicles. When authorized to be transported at Government expense, a privately owned vehicle may be shipped on a GBL or driven by a family member on a mileage basis (or a combination of both may be authorized). When driven, the vehicle's use will be considered advantageous to the Government and reimbursement will be at appropriate rates specified in chapter 3. Usual requirements for direct routing apply; however, the requirements for minimum daily mileage are not applicable since no per diem or leave considerations are involved.

1-0407. TRAVEL TO ATTEND MEETINGS EXTERNAL TO THE DEPARTMENT. Travel to attend meetings or conferences external to the Department (not sponsored by a Departmental element) may be authorized. The provisions of section 1, chapter 8, apply to such travel in addition to the requirements of other Department regulations pertaining to participation in meetings.

- a. Reimbursement of expenses incurred by employees incident to attendance at meetings and conferences will be authorized by issuance of individual trip travel authorizations. Reimbursement for travel expenses may vary from the requirement that the employee bear most expenses and be charged leave for the time involved to reimbursement for all travel expenses with no charge to leave. Thus, travel authorizations should state clearly and specifically what expenses are authorized to participants.
- b. Under certain conditions, reimbursement to employees for subsistence expenses must be reduced when such expenses are reimbursed by other than the Government or when such items are furnished. Employee entitlement under these circumstances will be as specified in the appropriate sections of this Manual.

1-0408. INTERVIEW AND OTHER MISCELLANEOUS TRAVEL.

a. Interview Travel of Employees.

- (1) Department employees may be authorized official travel for the purpose of being interviewed for other Department positions. Similarly, an employee may be reimbursed for travel expenses incurred for the purpose of taking a noncompetitive examination where it is shown that the Department rather than the Office of Personnel Management required the examination. In such examinations, the Department must determine the time and place, designate participants, and thereafter determine persons who meet qualifications and who are eligible for reassignment or promotion. No travel expenses may be paid for an employee taking an examination required by the Office of Personnel Management.
- (2) A travel authorization for employee interview or examination travel will be prepared by, and charged to, the Departmental organization seeking the interview or requiring the examination.

b. Pre-employment Interview Travel of Prospective Employees. Travel expenses of a prospective Federal employee for the purpose of a pre-employment interview may be paid when payment is otherwise authorized by chapter 571, subchapter 1, of the Federal Personnel Manual.

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- c. Physical Examinations. Employees who are required to take physical examinations because of their duties; e.g., police, firemen, controllers, etc., may be reimbursed for travel expenses (and costs of examination when authorized to be given by other than a Government physician) incurred in connection with such examinations. Normally, only local travel will be involved and travel authorizations are unnecessary. However, when subsistence reimbursement is involved, travel authorizations will be issued.
- d. Award Ceremonies.
- (1) General. Employees may be reimbursed for travel incident to participation in official award ceremonies. There is no authority to pay the travel expenses of family members, see 54 Comp. Gen. 1054.
 - (2) Surviving Spouse of Employee. The surviving spouse or other appropriate family member of a deceased employee who has been designated to receive an official award may be reimbursed for his/her travel expenses incident to attending the award ceremony to accept the employee's award (Comp. Gen. B-111642, May 31, 1957).
 - (3) Attendants for Handicapped Employees. Where a handicapped employee who is selected to be honored under the incentive award program would be unable to travel unattended to the award ceremony because of his/her particular handicap, the travel expenses for the attendant to accompany the employee to and from the awards ceremony may be paid (53 Comp. Gen. 1054, distinguished by 55 Comp. Gen. 800).
- e. Performance Rating Hearings. An employee may be reimbursed for travel incident to attending an oral hearing on the appeal of his/her efficiency rating under 5 U.S.C. 4305 since such hearings are considered official business.
- f. Security Hearings. An employee, suspended without pay in the interest of national security, may be reimbursed for travel expenses incurred in attending an administrative hearing of his/her case as provided in 5 U.S.C. 7632 when such expenses are incurred prior to termination of employment.

1-0409. NATIONAL DEFENSE EXECUTIVE RESERVISTS. To the extent that funds have been budgeted and are available for such purpose, travel reimbursement equivalent to that authorized for Department employees may be paid to members of the DOT National Defense Executive Reserve (NDER) who are not full-time Government employees. These allowances will be authorized by the Director of Emergency Transportation for members of the DOT NDER Unit. If the allowances are authorized, the authorizing official will issue invitational travel authorizations to the NDER members. The allowances will be paid only when the members are away from their homes or regular places of business for the purpose of participating in NDER training.