

ORDERU.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATIONWP 1500.12A
NM 1500.4A

WESTERN-PACIFIC REGION

MASTER FILE

12/21/88

SUBJ: TRAVEL AUTHORIZATION POLICY

1. PURPOSE. This order further clarifies procedures in FAA Order 1500.14A (DOT 1500.6A), Travel Manual, and provides instructions, responsibilities and authority for control of official travel in the Western-Pacific and Northwest Mountain Regions.
2. DISTRIBUTION. This order is distributed to the branch level and above in the regional office and standard distribution to all field offices and facilities in Western-Pacific and Northwest Mountain Regions.
3. CANCELLATION. This order cancels and supersedes WP 1500.12/NM 1500.4, dated 6/17/85.
4. EFFECTIVE DATE. The effective date of this order is October 1, 1988.
5. BACKGROUND. OMB Bulletin No. 82-11, Strengthening Travel Authorization Policies and Procedures to Eliminate Wasteful Spending on Travel, was issued on April 19, 1982. The bulletin (1) requires improved controls in agency travel authorization policies and procedures, and (2) eliminated the use of General Travel Authorization (GTAs) for entire agencies or groups of employees. In response to OMB Bulletin 82-11, the use of either individual Limited Open Authorizations (LOAs) or individual trip-by-trip authorizations, were required. Beginning with fiscal year 1986, the bulletin was implemented by the use of cost center level LOAs or trip-by-trip authorizations.
6. POLICY.
 - a. The Department of Transportation has reiterated its policy that officials authorizing and approving travel will authorize only that travel necessary to accomplish the purpose of the Department effectively and economically.
 - b. This order emphasizes that each Western-Pacific/Northwest Mountain Region official who exercises travel approval authority will be accountable of the effectiveness with which he or she carries out this responsibility.
7. TYPES OF TRAVEL AUTHORIZATION. All types of travel shall be authorized under one of the following types of travel authorization: Limited Open Authorization or Trip-by-Trip Authorization.
8. APPENDIX 1 - TRAVEL PURPOSES, CATEGORIES AND DEFINITIONS. All travel authorizations (LOA or trip-by-trip) and associated travel voucher(s) shall specify clearly the purpose of the travel. Purposes should conform as much as possible with the travel purpose categories listed in this appendix. Use the sub-object class codes as shown in Appendix 1, from the WP/NM 2700.6C Appendix 2.

Distribution: WP: A-X-3; A-FOF-0 (STD)
NM: A-X-3; A-FOF-0 (STD)

Initiated By: AWP-44

9. LIMITED OPEN AUTHORIZATION (LOA).

a. This type of authorization permits designated Western-Pacific/Northwest Mountain Region employees to perform travel without further authorization under the LIMITED CONDITIONS specified in the travel order itself. The limiting conditions may involve geographic area, purpose, trip duration, cost, or other reasonable factors.

b. LOAs may not be used for foreign travel unless the foreign travel is a routine part of the employee's work.

c. When an LOA is issued, send the original to the Travel and Transportation Unit, AWP-44B1. In addition, any changes in the covered employees requires an amendment to the addendum to the LOA order issued. Employees added or deleted on the addendum must be identified as such.

d. LOAs must be reissued at the beginning of each fiscal year. Effective September 30 of each fiscal year, existing LOA orders will expire. Employees traveling on October 1 or thereafter, must have new LOAs issued and in the hands of the Travel and Transportation Unit, AWP-44B1.

(1) COVERAGE. LOAs are intended to cover an employee (or a group of employees who generally perform similar types of work) whose work requires repetitive travel. If the type of travel varies as to job function, the individual(s) may be listed under two or more LOAs. For example, an Air Traffic Operations Specialist who performs routine, repetitive trips to field facilities would be covered under one LOA order. If the same specialist was making periodic trips to Washington Headquarters for a special project, this would be covered under a separate LOA order.

(2) FORM. Use Form Dot F 1500.3, Travel Order for Temporary Duty to document the issuance of the LOA (see Appendix 2). Complete the Form DOT F 1500.3 as follows:

(a) Block 1 - Organization. Self-explanatory.

(b) Block 2 - Order No.

	X - XXXX - XXX	LOA
Region Identifier _____		
Employee Cost Center _____		
Sequential Number _____		

(c) Block 3 - Name. Include the names of employees authorized to travel under the LOA, their Social Security number and title. If the Form DOT F 1500.3 does not provide sufficient space, a list may be attached and referenced on the form. The list of names must be kept current.

JAN 19 1989

ORDER

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(2) FORM. Use Form Dot F 1500.3, Travel Order for Temporary Duty to document the issuance of the LOA (see Appendix 2). Complete the Form DOT F 1500.3 as follows:

(a) Block 1 - Organization. Self-explanatory.

(b) Block 2 - Order No.

	X - XXXX - XXX	LOA
Region Identifier	_____	
Employee Cost Center	_____	
Sequential Number	_____	

(c) Block 3 - Name. Include the names of employees authorized to travel under the LOA, their Social Security number and title. If the Form DOT F 1500.3 does not provide sufficient space, a list may be attached and referenced on the form. The list of names must be kept current.

(d) Block 4 - Residence. N/A.

(e) Block 5a - From. Residence or official duty station.

(f) Block 5b - To. If one of the conditions of the LOA is a geographic area, this should be listed in the "TO" space. For example: "any point within the Western-Pacific (Northwest Mountain) Region," or Washington, D.C. "Oklahoma City, Oklahoma," etc. If the LOA limitations do not include a geographic area, the "TO" designation should include a general description of the area in which the travelers usually perform their work.

For example: And Return To. Residence or official duty stations.

(g) Block 6 - Purpose of Travel. The purpose should be clearly and briefly stated and should include any limitations. For example: "Site inspection to be performed within the Western-Pacific/Northwest Mountain Region."

(h) Block 7 - Travel to Begin on or About. The first day the employee is authorized to travel.

(i) Block 8 - Approximate No. of Days. Self-explanatory. If the LOA is to be in effect all year, the number of days should show "FY 1989", etc.

(j) Block 9 - Mode of Travel. All applicable modes should be checked. This will be largely dependent upon the nature, type and/or location of travel to be performed. Use guidelines provided in the Travel Manual such as cost comparative/POV advantageous to the Government.

(k) Block 10 thru 12c - Basis for Reimbursement. Check reimbursement authorized. The per diem/reimbursement rate must be in accordance with FAA Order 1500.14A.

(l) Block 13 - Special Provisions or Remarks. All limiting conditions must be specified and clearly identified as "LOA Limitation(s)."

(m) Block 14 - Signature of Requesting Official. Self-explanatory.

(n) Block 15 - Signature of Authorizing Official. Officials listed in FAA Order 1500.14A, paragraph 2-0203-WP1, including those in an "acting" capacity may authorize or approve official travel. It cannot be signed "for" by a person not in an "acting" capacity.

(o) Block 16 - Accounting Classification. Leave blank.

10. TRIP-BY-TRIP AUTHORIZATION. This type of authorization permits travel for an identified purpose(s) on a specific itinerary. Because of the relatively high cost associated with certain kinds of travel, such travel shall continue to be authorized

on a trip-by-trip basis and reviewed at a sufficiently high level of authority to provide policy approval. The types of travel covered by this requirement are:

- a. Conference (Meeting) Travel. To attend a conference, convention, seminar, or symposium for purposes of observation or education only - with no formal role in the proceedings. LOAs may not be used for group travel to attend the above mentioned meetings.
- b. Training Travel. Self-explanatory.
- c. Relocation Travel. Self-explanatory.
- d. Nonforeign Overseas Travel. Portions of the U.S. outside the continental 48 states.
- e. Foreign Travel. LOAs may not be used for foreign travel unless the foreign travel is a routine part of the employee's work.
- f. All nonroutine and/or nonrepetitive travel.

11. UNVOUCHERED TRAVEL ESTIMATES. New estimates need to be provided to Accounting not later than October 24, each fiscal year. The following guidelines are provided for preparation and submission of the new estimates annually.

- a. Operations Appropriation Travel. Provide one LOA unvouchered travel estimate with complete accounting classification code for each fiscal program. See example in paragraph 10e below.
- b. F&E Appropriation Travel. Provide one LOA unvouchered travel estimate with complete F&E classification code for each F&E appropriation having unvouchered LOA travel.
- c. Reporting Unvouchered LOA Travel Estimates. The program/staff offices will be responsible for reporting this information to the Travel and Transportation Unit, AWP-44B1.
- d. Standing Travel Estimates. The initial unvouchered LOA travel estimates will remain on the books each fiscal year unless revised estimates are received.
- e. Examples of Accounting Classification Coding. Unvouchered LOA travel estimates may be transmitted to the Travel and Transportation Unit, AWP-44B1, by memo, facsimile, or teletype message and must be in the following format:

Accounting Classification

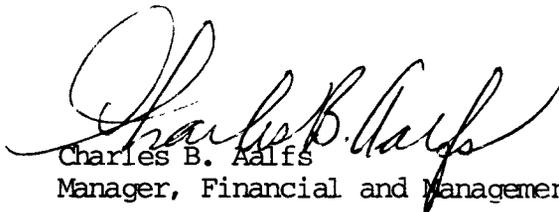
<u>Region</u>	<u>Fund Code</u>	<u>Cost Center</u>	<u>Program Element</u>	<u>F&E JON</u>	<u>Object Class</u>	<u>Amount</u>
4	901.0	8520	211	-	2112	\$25,000 (sample only)
S	982 (F&E)	8050	-	xxxxxxxx	2112	\$ 7,000 (sample only)

12. TRAVEL VOUCHERS. Reimbursement vouchers must cite the LOA travel order number and date which authorized the travel in Blocks 7a and 7b. Also, enter "LOA" in Block 7a. In addition, LOA vouchers must cite the specific purpose of the travel in Block 18 of the Travel Voucher. A copy of the LOA does not need to be submitted with each reimbursement voucher.

a. Submission of TDY Vouchers. Reimbursement vouchers covering temporary duty travel (TDY) are to be submitted within five workdays after completion of the trip. If a second trip is scheduled within five days during the same month, both trips may be included on a single voucher.

b. Submission of Vouchers for Extended Travel. Those employees involved in extended travel will submit monthly vouchers within five workdays after the end of the month.

13. COORDINATION. This order has been coordinated with officials of the Northwest Mountain Region.



Charles B. Aalfs

Manager, Financial and Management Resources Division

Appendix 1. Travel Purpose Categories

<u>Purpose Category</u>		<u>Definition</u>
Site Visit	2111, 2112	Visit to a particular site in order to personally perform operational or managerial activities; e.g., oversee programs, grant operations, or management activities for internal control purposes; carry out an audit, inspection, or repair activity; conduct negotiations; provide instructions; provide technical assistance.
Information Meeting	2141	Attend a meeting to discuss general Agency operations, review status reports or discuss topics of general interest. If a site visit was conducted as part of the same trip, consider the entire trip to be Site Visit.
Training Attendance	212x	To receive training.
Speech or Presentation	2142	To make a speech or a presentation, deliver a paper, or otherwise take part in a formal program other than a training course.
Conference Attendance	2143	To attend a conference, convention, seminar or symposium for purposes of observation or education only with no formal role in the proceedings.
Relocation	2113, 2115	To move from one official duty station to another (same as a Permanent Change of Station or PCS move).
Entitlement Travel	2114	Travel to which an employee (or dependent) is entitled as a result of an assignment; e.g., official vacation or home leave; medical, emergency, and education travel.
Special Mission Travel	2144	To carry out a special Agency mission; e.g., noncombat military unit movements; provide security to a person or a shipment (such as a diplomatic pouch); move witnesses from residence to other locations; cover travel by Federal beneficiaries and other nonemployees.
Other Travel	2191	To travel for reasons (purposes) which are not shown in one of the other eight (8) categories.

Appendix 2. Examples of LOA

Figure 1: Example of LOA Limitation--PURPOSE/LOCATION

TRAVEL ORDER FOR TEMPORARY DUTY		1. ORGANIZATION Accounting Branch	2. ORDER NO. LOA 4-1200-003
3. NAME & TITLE OF TRAVELER(S) SEE ATTACHED LIST		4. RESIDENCE ADDRESS (Number & street, city, State & ZIP Code) N/A	
OFFICE TELEPHONE NUMBER			
YOU ARE AUTHORIZED TO PERFORM TRAVEL AS INDICATED BELOW AND TO BE REIMBURSED FOR NECESSARY EXPENSES OF TRAVEL AS PROVIDED IN THE DOT TRAVEL MANUAL, OR DEPARTMENT OF STATE, FOREIGN AFFAIRS MANUAL.			
POINTS OF TRAVEL			
5A. FROM Residence or Official Duty Station	5B. TO All points in Continental 48 States and Western- Pacific Region	Residence or Official Duty Station AND RETURN TO	
6. PURPOSE OF TRAVEL To carry out functions of the Accounting Branch			
7. TRAVEL TO BEGIN ON OR ABOUT	8. APPROX. NO. DAYS	9. MODE OF TRAVEL (Check all applicable)	
Oct. 1, 1988	"FY 89"	<input checked="" type="checkbox"/> AIR <input checked="" type="checkbox"/> PRIVATELY OWNED CONVEY. <input type="checkbox"/> RAIL	<input checked="" type="checkbox"/> GOVERNMENT VEHICLE OR AIRCRAFT OTHER (Specify) <input checked="" type="checkbox"/> as appropriate
(X) BASIS FOR REIMBURSEMENT			
<input checked="" type="checkbox"/> 10. PER DIEM IS AUTHORIZED AS PROVIDED IN THE DOT TRAVEL MANUAL UNLESS A SPECIFIC PER DIEM RATE IS INDICATED HEREON		PER DIEM RATE \$ per FAA 1500.14A	
<i>NOTE: if lodging and/or meals are furnished by the government without charge or at a nominal cost, the per diem allowance will be reduced as provided in the DOT Travel Manual or Foreign Affairs Manual</i>			
11. YOU ARE AUTHORIZED THE FOLLOWING EXCESS BAGGAGE ALLOWANCE		WEIGHT (lbs)	OR NO. PIECES
YOU WILL BE REIMBURSED FOR TRAVEL BY PRIVATELY OWNED VEHICLE (POV) AT RATES AUTHORIZED		MILEAGE RATE	
<input checked="" type="checkbox"/> 12A. POV (Personal preference)	See "13" below		
<input checked="" type="checkbox"/> 12B. POV ADVANTAGEOUS TO GOVERNMENT	See "13" below		
<input type="checkbox"/> GOVT VEHICLE AVAILABLE, <input type="checkbox"/> GOVT VEHICLE NOT AVAILABLE			
<input checked="" type="checkbox"/> 12C. OTHER (Specify)	See "13" below		
13. SPECIAL PROVISIONS OR REMARKS Travel by POV will be in accordance with FAA 1500.14A. If travel by POV is determined to be "NOT" advantageous to the Government, constructive cost comparison is required. <u>LOA Limitation(s):</u> Location/Purpose			
14. SIGNATURE OF REQUESTING OFFICIAL		16. ACCOUNTING CLASSIFICATION	
TITLE	DATE	N/A	
15. SIGNATURE OF AUTHORIZING OFFICIAL John Doe			
TITLE Manager, Accounting Branch	DATE		

Form DOT F 1500.3 (6-72)

Figure 1a: Listing of a group of employees covered by same LOA

Attachment to Travel Order No. 4-1200-003

<u>Employee Name</u>	<u>SSN</u>	<u>Title</u>
John Doe	xxx-xx-xxxx	Manager, Accounting Branch
Bill Smith	xxx-xx-xxxx	Supv., Accounting Operations Sect.
Bill Michaels	xxx-xx-xxxx	Supervisor, Accounts Payable Section
Jerry Jones	xxx-xx-xxxx	Systems and Review Staff
Bert Smith	xxx-xx-xxxx	Supv., Cost & Property Unit
Gerry Mullins	xxx-xx-xxxx	Supv., Travel & Transportation Unit

Appendix 2. Example of LOA

Figure 2: Example of LOA Limitation--PURPOSE/DURATION

TRAVEL ORDER FOR TEMPORARY DUTY		1. ORGANIZATION Seattle Aircraft Certification Office Aircraft Certification Division		2. ORDER NO. LOA S-4820-001	
3. NAME & TITLE OF TRAVELER(S) See Attached List			4. RESIDENCE ADDRESS (Number & street, city, State & ZIP Code) N/A		
OFFICE TELEPHONE NUMBER					
YOU ARE AUTHORIZED TO PERFORM TRAVEL AS INDICATED BELOW AND TO BE REIMBURSED FOR NECESSARY EXPENSES OF TRAVEL AS PROVIDED IN THE DOT TRAVEL MANUAL, OR DEPARTMENT OF STATE, FOREIGN AFFAIRS MANUAL.					
POINTS OF TRAVEL					
5A. FROM Residence or Official Duty Station		5B. TO All points within Continental U.S. and non-foreign locations		AND RETURN TO Residence or Official Duty Station	
6. PURPOSE OF TRAVEL Site visit to participate in the certification of....including necessary attendance at meetings/conferences requiring a presentation or participation as an Instructor, Lecturer, etc. on a continuing basis (9 or more trips this year).					
7. TRAVEL TO BEGIN ON OR ABOUT Oct. 1, 1988		8. APPROX. NO. DAYS "FY 89"		9. MODE OF TRAVEL (Check all applicable)	
		<input checked="" type="checkbox"/> AIR		<input checked="" type="checkbox"/> GOVERNMENT VEHICLE OR AIRCRAFT	
		<input checked="" type="checkbox"/> PRIVATELY OWNED CONVEY.		<input type="checkbox"/> OTHER (Specify)	
		<input type="checkbox"/> RAIL		as appropriate	
BASIS FOR REIMBURSEMENT					
<input checked="" type="checkbox"/> 10. PER DIEM IS AUTHORIZED AS PROVIDED IN THE DOT TRAVEL MANUAL UNLESS A SPECIFIC PER DIEM RATE IS INDICATED HEREON				PER DIEM RATE \$ per FAA 1500.14A	
<i>NOTE: If lodging and/or meals are furnished by the government without charge or at a nominal cost, the per diem allowance will be reduced as provided in the DOT Travel Manual or Foreign Affairs Manual</i>					
11. YOU ARE AUTHORIZED THE FOLLOWING EXCESS BAGGAGE ALLOWANCE				WEIGHT (lbs) O NO. PIECES R	
YOU WILL BE REIMBURSED FOR TRAVEL BY PRIVATELY OWNED VEHICLE (POV) AT RATES AUTHORIZED					
12A. POV (Personal preference) See "13" below				MILEAGE RATE	
12B. POV ADVANTAGEOUS TO GOVERNMENT See "13" below					
<input type="checkbox"/> GOVT VEHICLE AVAILABLE <input type="checkbox"/> GOVT VEHICLE NOT AVAILABLE					
12C. OTHER (Specify) See "13" below					
13. SPECIAL PROVISIONS OR REMARKS Travel by POV will be in accordance with FAA 1500.14A. If travel by POV is determined to be "NOT" advantageous to the Government, constructive cost comparison is required. <u>LOA Limitation(s):</u> Type of Work/Duration					
14. SIGNATURE OF REQUESTING OFFICIAL				16. ACCOUNTING CLASSIFICATION	
TITLE		DATE		N/A	
15. SIGNATURE OF AUTHORIZING OFFICIAL John Doe No. 1					
TITLE		DATE			
Seattle Aircraft Certification Off.					

Form DOT F 1500.3 (6-72)

Figure 2a: Listing of employees covered by the same LOA

Attachment to Travel Order No. S-4820-001

<u>Employee</u>	<u>SSN</u>	<u>Title</u>
John Doe No. 1	xxx-xx-xxxx	Manager, Seattle Aircraft Certification Office, etc.
John Doe No. 2	xxx-xx-xxxx	
John Doe No. 3	xxx-xx-xxxx	
John Doe No. 4	xxx-xx-xxxx	
John Doe No. 5	xxx-xx-xxxx	
John Doe No. 6 etc.	xxx-xx-xxxx	

Appendix 2. Example of LOA

Figure 3: Example of LOA Limitation--For a Group of Employees (Page 1)

TRAVEL ORDER FOR TEMPORARY DUTY		1. ORGANIZATION Maintenance Operations Branch Airway Facilities Division		2. ORDER NO. LOA 4-8060-002	
3. NAME & TITLE OF TRAVELER(S) See Attached List			4. RESIDENCE ADDRESS (Number & street, city, State & ZIP Code) N/A		
OFFICE TELEPHONE NUMBER					
YOU ARE AUTHORIZED TO PERFORM TRAVEL AS INDICATED BELOW AND TO BE REIMBURSED FOR NECESSARY EXPENSES OF TRAVEL AS PROVIDED IN THE DOT TRAVEL MANUAL, OR DEPARTMENT OF STATE, FOREIGN AFFAIRS MANUAL.					
POINTS OF TRAVEL					
5A. FROM Residence or Official Duty Station		5B. TO All points within the Western-Pacific Region		Residence or Official Duty Station	
6. PURPOSE OF TRAVEL To perform routine inspections and site visits.					
7. TRAVEL TO BEGIN ON OR ABOUT Oct. 1, 1988		8. APPROX. NO. DAYS "FY 89"		9. MODE OF TRAVEL (Check all applicable)	
		<input checked="" type="checkbox"/> AIR		<input checked="" type="checkbox"/> GOVERNMENT VEHICLE OR AIRCRAFT	
		<input checked="" type="checkbox"/> PRIVATELY OWNED CONVEY.		<input checked="" type="checkbox"/> OTHER (Specify) as appropriate	
		<input type="checkbox"/> RAIL			
BASIS FOR REIMBURSEMENT					
<input checked="" type="checkbox"/> 10. PER DIEM IS AUTHORIZED AS PROVIDED IN THE DOT TRAVEL MANUAL UNLESS A SPECIFIC PER DIEM RATE IS INDICATED HEREON				PER DIEM RATE \$ per FAA 1500.14A	
<i>NOTE: If lodging and/or meals are furnished by the government without charge or at a nominal cost, the per diem allowance will be reduced as provided in the DOT Travel Manual or Foreign Affairs Manual</i>					
11. YOU ARE AUTHORIZED THE FOLLOWING EXCESS BAGGAGE ALLOWANCE				WEIGHT (lbs) O R NO. PIECES	
YOU WILL BE REIMBURSED FOR TRAVEL BY PRIVATELY OWNED VEHICLE (POV) AT RATES AUTHORIZED					
12A. POV (Personal preference) See "13" below				MILEAGE RATE	
12B. POV ADVANTAGEOUS TO GOVERNMENT See "13" below <input type="checkbox"/> GOVT VEHICLE AVAILABLE <input type="checkbox"/> GOVT VEHICLE NOT AVAILABLE					
12C. OTHER (Specify) See "13" below					
13. SPECIAL PROVISIONS OR REMARKS Travel by POV will be in accordance with FAA 1500.14A. If travel by POV is determined to be "NOT" advantageous to the Government, constructive cost comparison is required. <u>LOA Limitation(s): Purpose</u>					
14. SIGNATURE OF REQUESTING OFFICIAL				16. ACCOUNTING CLASSIFICATION	
TITLE		DATE		N/A	
15. SIGNATURE OF AUTHORIZING OFFICIAL Employee No. 1					
TITLE Maintenance Operations Branch		DATE			

Form DQT F 1500.3 (6-72)

Figure 3a: Listing of a group of employees covered by the same LOA

Attachment to Travel Order No. 4-8060-002

<u>Employee</u>	<u>SSN</u>	<u>Title</u>
Employee No. 1	xxx-xx-xxxx	
Employee No. 2	xxx-xx-xxxx	
Employee No. 3	xxx-xx-xxxx	
Employee No. 4	xxx-xx-xxxx	
Employee No. 5	xxx-xx-xxxx	