

**ORDER**

U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION

**WP 1500.8B**  
**NM 1500.8**

WESTERN-PACIFIC REGION

9/21/92

SUBJ: PROMOTIONAL MATERIAL RECEIVED BY EMPLOYEES ON  
OFFICIAL TRAVEL

1. PURPOSE. This order identifies procedures for the appropriate disposition of promotional materials received while on official travel.
2. DISTRIBUTION. This order is distributed to section level in the regional offices with maximum distribution to all field offices and facilities in the Western-Pacific and Northwest Mountain Regions.
3. CANCELLATION. This order cancels order WP 1500.8A, dated 3/26/82.
4. BACKGROUND. Airlines and other common carriers, through promotional campaigns offer bonus flights, reduced-fare coupons, merchandise, gifts, credit towards future free or reduced services or goods, etc. Regulations require that contractual arrangements between the United States Government and public carriers are not made for the benefit of participating employees and that all items given beyond the terms of said contracts become the property of the government. It is the responsibility of all government travelers on official travel to request such materials and turn them in immediately upon returning from a trip.
5. ACTION. All items received will be turned in as follows:
  - a. Cash or checks will be turned in to the Accounting Division, attention AWP-22A.
  - b. Discount coupons (such as "reduced-fare coupons"), free tickets, bonus merchandise, game cards (left intact and not open), and items having a cash surrender value should be turned in to the Material Management Branch, AWP-52, for the Western-Pacific Region and to the Material Management Branch, ANM-52A, for the Northwest Mountain Region.
  - c. Free mileage for frequent flyers programs for official travel should be accumulated in a separate account from the employee's personal one. Air travel benefit such as "frequent-flyer" tickets earned by employees on official travel are the property of the Federal Government and may not be used for personal travel. There are no exceptions to the rule. Decisions of the Comptroller General of the United States have consistently held that airline promotional material earned on official duty may not be utilized by any employee for personal purposes. In addition, the General Accounting Office (GAO) has ruled that, "A bonus ticket received by an employee as a result of trips paid by both appropriated funds and personal funds while on official travel is the property of the Government." Therefore, employees should not mix Government and personal bonus miles in the same program account or the personal miles you earn could become the property of the Government. Accordingly, employees should maintain separate accounts, one for official travel and one for personal travel.

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NM: A-X-4; A-FOF-O (MAX)

Initiated By: AWP-20

d. The office receiving promotional material will furnish a receipt to the traveler and handle the material in accordance with the Treasury Fiscal Requirements Manual (Appendix 1).

6. ADDITIONAL INFORMATION. Discount coupons and bonus tickets will be integrated into regional travel plans to reduce official travel cost to the maximum extend possible. Travelers should contact AWP-52 at (310) 297-1139 for the Western-Paicific Region and ANM-52A at (206) 277-2830 for the Northwest Mountain Region, to determine whether discount coupons or bonus tickets are available.

7. COORDINATION. This order has been coordinated with the Northwest Mountain Region.



F. P. Cantrell  
Manager, Accounting Division

**APPENDIX 1 - SAMPLE OF TREASURY FISCAL REQUIREMENTS MANUAL**

DEPARTMENT OF THE TREASURY  
FISCAL SERVICE  
BUREAU OF GOVERNMENT FINANCIAL OPERATIONS  
WASHINGTON, D.C. 20226

TREASURY FISCAL REQUIREMENTS MANUAL FOR  
GUIDANCE OF DEPARTMENTS AND AGENCIES

BULLETIN NO. 79-

RETENTION: July 1, 1980

TO HEADS OF GOVERNMENT DEPARTMENTS, AGENCIES AND OTHERS CONCERNED:

1. PURPOSE

The purpose of this bulletin is to advise agencies of the appropriate treatment with respect to "Half-Fare Coupons" and similar promotional material received from any public carrier by personnel while on official travel.

2. AUTHORITY

Contractual arrangements between the United States Government and public carriers are not made for the benefit of participating employees and thus, any and all items given beyond the terms of said contracts become the property of the government.

3. BACKGROUND

During recent months, a variety of promotional campaigns were initiated by certain air-carriers to attract passenger volume. Any and all material (coupons, cash, merchandise etc...) received by personnel while on official travel becomes the property of the United States Government. Agencies must inform all personnel that any items received must be relinquished to the responsible office or designee.

This applies to the most recent campaigns and also to whatever may be initiated by Public carriers in the future including:

- a. Half-fare coupons which entitle a 50% discount on full fare round trip tickets purchased within a specific time period.
- b. Coupons which offer a cash surrender value.
- c. "Half-ounce gold nuggets".
- d. Direct cash compensation made due to delayed boarding and/or cancellation of a reservation.

APPENDIX 1 - TREASURY FISCAL REQUIREMENTS MANUAL (Continued)

4. PROCEDURES FOR COUPONS AND CASH

Coupons which carry only a cash surrender value should be redeemed immediately and the proceeds deposited to miscellaneous receipts (-1699). Any cash compensation (delayed boarding or cancellation of reservation) should be treated in the same manner as a miscellaneous receipt to the Treasury. Coupons which carry a discount for future travel should be integrated into agency travel plans to maximize the benefit to the Government, that is, such coupons should be applied to the extent possible for coast-to-coast or overseas travel (if permitted).

When a coupon is used, the appropriation should only be charged with the net amount required to cover the travel (full fare less the coupon value). If agency travel plans will not absorb all coupons presently held, the agency should forward the surplus with an accompanying description to the following address via certified mail:

General Services Administration  
TPUS - TTT  
Washington, D.C. 20406

5. PROCEDURE FOR "GOLD-NUGGETS"

Agencies 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, N.Y. 10005

Upon receipt, the Assay Office will assume custody of the gold and determine the precise value. Proceeds of each gold deposit will be made to the miscellaneous receipts of the U.S. Treasury (201699). Notification will be made to the forwarding agency by the Mint.


APPENDIX 1 - TREASURY FISCAL REQUIREMENTS MANUAL (Continued)

6. BONUS GOODS

If agencies in the future receive merchandise given as bonus goods to traveling employees, procedures contained in 41 CFR 101-25.103 should be followed. This regulation provides that such merchandise be forwarded to the nearest government medical facility for its purposes. Merchandise received that is of no value to a medical facility should be disposed of or utilized in accordance with 41 CFR 101-43, 44, 45.

7. INQUIRIES

Any questions concerning this bulletin should be directed to the Government Accounting Systems Staff, Bureau of Government Financial Operations, Department of the Treasury, Treasury Annex No. 1, Washington, D.C. 20226 (Telephone 202-566-8374).

  
D.A. Paglia  
Commissioner