



# On The Go With EPA – Overseas

## A Reference Guide For Temporary Duty International Travel





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**MEMORANDUM**

**SUBJECT:** International Temporary Duty Travel Guidebook

The Financial Management Division is pleased to provide a Guidebook on international temporary duty travel. This Guidebook furnishes general information on overseas travel for EPA travelers, administrative staff, and supervisors. It is designed to be a quick reference guide to the many questions which may occur when preparing for and completing an international trip. More detailed information can be found in the EPA Travel Manual (RMDS 2550-B).

This Guidebook is organized into several sections, each one devoted to a separate topic. After reading this Guidebook, if you have an unanswered questions about international travel, you should contact your servicing finance office.

I hope that you will find this Guidebook to be an effective and useful tool when planning and scheduling your overseas travel.

A handwritten signature in black ink, reading "Sallyanne Harper".

Sallyanne Harper  
Director  
Financial Management Division

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## INTRODUCTION

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The purpose of this booklet is to answer commonly asked questions regarding official temporary duty (TDY) travel outside of Continental United States (OCNUS) at the Environmental Protection Agency (EPA). The regulations concerning OCNUS travel can be very complex. Consequently, we have limited the coverage in this booklet to relatively routine travel situations which are addressed in a question and answer or example format. You should consult with the travel contact in your Servicing Finance Office (SFO) when you anticipate complex trips or unusual expenses BEFORE THE OFFICIAL TRAVEL BEGINS. Foreign travel requires extensive preparation and clearances. Please contact the Office of International Activities (OIA) for instructions on the time needed for advance arrangements.

## TRAVELERS COVERED AND EXCLUDED

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o Travelers Covered: Civilian employees who are governed by the Federal Travel Regulation (FTR) as well as experts and consultants (including private individuals on invitational orders, and individuals serving without pay or a \$1.00 per year).

Travelers Excluded: Commissioned Officers governed by the Joint Federal Travel Regulation (JFTR).

## GENERAL POLICY

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It is the policy of this Agency to reimburse travelers within the limits prescribed by law and Government-wide regulations, for expenses necessarily incurred in carrying out the official business of the Agency.

## COVERAGE

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- o This booklet covers OCNUS temporary duty travel outside the 48 conterminous States and the District of Columbia only. Travel inside the 48 conterminous States is covered in the EPA booklet entitled, On the Go With EPA, dated February 1990.
- o We have excluded any mention of specific rates payable for such items as per diem and mileage since they change frequently. The non-foreign and foreign rates are issued monthly by the Department of Defense and the Department of the State, respectively. See your SFO for current rates.

## INTERNATIONAL TRAVEL DEFINED

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- o What is covered as International Travel?

"International travel" covers official travel on, to, from, and within areas outside the 48 states and the District of Columbia, where official business is conducted.

- o When driving between points in the conterminous U.S., and you cross the borders of Mexico and/or Canada is this considered international travel?

No. Travel across the border into Canada or Mexico for the purpose of driving shorter distances between points in the United States is not subject to international travel regulations.

- **How is "travel entirely out of the United States" defined?**

Such travel is defined as a flight or other mode of transportation that:

- ▶ Departs from the United States with the first stop in another country.
- ▶ Has departure and arrival points entirely outside of the United States.
- ▶ Returns from another country with the first stop in the United States.

## **AUTHORITY TO TRAVEL**

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- **Is there an office in EPA which helps to coordinate international travel?**

Yes. OIA reviews all requests for international travel. OIA ensures that international travel is in accordance with the Agency and U.S. Government's goals and priorities.

- **What are OIA's criteria for approving international travel?**

International travel will ordinarily be approved to do the following:

- ▶ Support an Agency program or project which requires EPA personnel involvement.
- ▶ Fulfill an international obligation of the United States and the Agency under the terms of a formal agreement or a formal commitment to participate.
- ▶ Benefit the Agency's domestic programs through acquisition of scientific, technical, and regulatory information.
- ▶ Respond to a foreign government's or an international organization's request for technical advice or assistance on significant environmental problems. (In these cases the benefiting outside or third party will be encouraged to pay for or share the costs of travel. This is referred to as "outside" source funding.) It is preferred to have travel furnished in kind.

- **What are OIA's criteria for not approving international travel?**

- ▶ If the travel is scheduled within three weeks or less of the traveler's expected departure date.
- ▶ If the traveler is expected to transfer his/her international duties to another employee within the next three weeks.
- ▶ If the number of EPA participants is disproportionate to the interest of the Agency or to its role in a meeting, conference, negotiation, or other activity.
- ▶ If the benefits to EPA and its programs are not clearly demonstrated, or the disadvantages to the Agency are minimal if the travel is not performed.
- ▶ If the ratio of official/personal travel days are unreasonable.



o **What paperwork must be prepared to authorize, control, and account for international travel?**

EPA uses four key documents to authorize, control, and account for international travel: EPA form 2610-1, Travel Authorization (TA), and EPA Form 4550-5, International Travel Plan (ITP) record the authorizations and clearances required before international travel begins. The TA must be prepared and approved by the authorizing official and assigned a document control number (DCN) for all OCONUS travel. The level of management approval depends on your position and the circumstances and purpose of the trip (See EPA Travel Delegation 1-17-B or 1-17-C in Appendix C). Both the completed TA and ITP forms must be submitted to OIA at least 3 weeks before the trip begins.

The Travel Voucher, SF-1012, accounts for your travel and is the basis for reimbursing your expenses. EPA form 4550-1, International Trip Report, summarizes your trip's results. (Each of these forms are covered in greater detail in later sections in this guidebook.)

o **What happens when a written authorization is not obtained before the trip began?**

This should only occur in an unusual or emergency situation. When it does occur, the traveler must obtain verbal authority from OIA and the authorizing official. A TA and ITP must be prepared as soon as possible.

### SUMMARY OF PRE-DEPARTURE ACTIONS

o **What are some of the steps a traveler may have to take when contemplating an international trip?**

A traveler will need to obtain a number of clearances and documents before they start a trip and after their program office has approved a TA. This section lists required clearances and the time required for those clearances. Each is discussed in more detail later in this booklet. Use the following checklist to identify the items needed prior to traveling and note the necessary time needed to complete these actions.

#### International Traveler's Checklist

<u>Clearances &amp; Documents</u>	<u>By</u>	<u>Time Required</u>	<u>Needed</u>
TA Clearances/Approvals	Program	Varies	_____
Apply for Diners Club Card	SFO	3 weeks (base time)	_____
ITP	OIA	3 weeks (base time)	_____
Official Passport	OIA	Add 1 week to base	_____
Visas (easy-to-get)	OIA	3 work days each	_____
Visas (hard-to-get)	OIA	2-4 weeks each	_____
Approval for Outside Funding	OGC/OIA	Add 1 week to base	_____
Medical Exam & Clearance	OHRD	Add 1 week to base	_____
Security Clearance	OIA/OIG	Check with OIA	_____
Traveler located outside of DC	---	Add 1 week overall	_____

(Note: Some of these items may be done simultaneously.)

## INTERNATIONAL TRAVEL PLAN (ITP)

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### o What is the purpose of an ITP?

The ITP, EPA Form 4550-5, is used by the Agency to insure that international travel by EPA officials and consultants meets Agency and U.S. foreign policy goals and priorities. In addition, the ITP allows the OIA to track international travel as required by Congress, the Office of Management and Budget (OMB), other Government agencies, and the Administrator.

### o Who is authorized to approve ITP's?

All Assistant Administrators (AA), and Associate AAs, Regional Administrators (RA), the General Counsel, and the Inspector General (IG) have the authority to approve ITPs and TAs for their programs. The ITP is then submitted to the AA of OIA for counter or final approval to assure that the international travel is in accordance with the Agency's and U.S. Government's goals and priorities. This is subject to change, refer to the current Delegations Manual. A copy of the current travel delegations at the time this guidebook went to printing is available in Appendix C.

### o When are ITP's submitted?

All travelers must submit an ITP to OIA after the program office has approved the TA and AT LEAST 3 WEEKS before the proposed date of travel in order to allow sufficient time to obtain country clearance from the Department of State. Allow more time depending upon the clearances and documents unique to your trip. OIA will not approve travel received less than 3 weeks prior to the departure date. In exceptional circumstances, a written explanation from the traveler's AA may result in a waiver of this requirement. One ITP should be submitted for each traveler, including the Inspector General. OIA will assign a trip number to each ITP.

### o What information must be provided on the ITP to obtain the necessary approvals?

The following information must be included on or attached to the ITP:

- ▶ Inclusive dates of travel.
- ▶ Sources of funding and estimated costs.
- ▶ Actual dates of meeting/conference.
- ▶ Organization sponsoring meeting/conference.
- ▶ Benefits to EPA or U.S. Government.
- ▶ Letters of invitations and general supporting documents.
- ▶ Photocopy of approved TA.
- ▶ Letter of invitation and acceptance if available.
- ▶ Date and level of current security clearance.
- ▶ Date and level of State medical clearances.
- ▶ Special Embassy support requested.

### o What does the traveler do if there are changes to his/her travel plans after the original ITP is completed?

The original TA and ITP must be amended to reflect all changes (i.e; additions and deletions) when adding another destination to the itinerary, changing source of funding, or changing meeting dates, etc. Approval of the amendment must be obtained from OIA.

- **What does the traveler do if his/her travel plans are canceled?**

The traveler reports cancellation of the trip as soon as it occurs, by marking "Cancellation" on the photocopy of the approved ITP, dates and forwards it to OIA. The TA also must be canceled.

- **If all or part of the travel is funded by a non-EPA source does an ITP have to be submitted?**

An ITP must be submitted and approved by both the program office of EPA, Office of General Counsel (OGC) and OIA regardless of the funding source.

- **How will the traveler know if his/her trip is approved?**

After review and approval, OIA will assign a trip number to the ITP and return the last two copies of the ITP to the traveler or to the appropriate international travel coordinator in the program.

## **TRAVEL AUTHORIZATION REQUIREMENTS**

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- **What is a TA?**

A TA specifies the purpose, itinerary, dates, travel accommodations, and expenses authorized the traveler. Official authorized to approve TAs are designated in EPA's Delegations Manual 1-17-B (see Appendix C).

- **How is the TA form prepared?**

EPA's form 2610-1, Travel Authorization, is completed in the same manner as for domestic travel. In addition, item 10D of the authorization should state that the proposed travel has been approved by OIA and provide OIA's trip identification number, if available. SFOs may not issue travel advances nor will travel management centers (TMC) issue airline tickets without the OIA trip identification number on the TA.

- **Is the TA submitted to OIA or directly to the SFO?**

The approved TA and ITP is submitted to the SFO when requesting a travel advance. When preparing the ITP, it is the responsibility of the program office to submit a photocopy of an approved TA to OIA when the ITP is submitted. A copy of the ITP is also submitted with the travel voucher to the SFO.

- **Is a TA required when the travel is funded by sources outside EPA?**

Yes. Travel funded in part or in whole by outside sources from EPA, such as foreign public/private sources, also requires an approved TA and ITP. Funding by outside sources must be approved by the EPA Ethics Official in the Office of General Counsel.

- **What are some travel allowances or situations that require special approval?**

- ▶ External (non-EPA) funded travel.
- ▶ Annual leave in conjunction with travel.
- ▶ Use of extra-fare common carrier accommodations (including premium-class).
- ▶ Use of a non-contract common carrier for travel between two cities when a Government contract carrier between the two city-pairs exist.
- ▶ Certain conference or meeting travel to resort areas.



- Use of non-American Flag Carrier
- When more than five EPA travelers are taking the same foreign OCONUS Trip.
- Use of a car rental
- Personal phone calls home
- Travel involving special per diem or actual subsistence rates (i.e. extended temporary duty travel).

The travel outlined above may involve special rates, approval, or documentation. We recommend that you consult with your administrative or fiscal personnel in your SFO as soon as possible and before the TA is issued.

- **Is the TA submitted to OIA or directly to the SFO?**

A copy of the TA is attached to the ITP and submitted directly to OIA after the program office clearances and approvals are obtained. OIA's ITP Trip number is entered on the TA which then goes to the Document Control Clerk for funding.

- **Do I need a new TA if I travel from my temporary duty station to a location not specified on the TA?**

Yes. Unless your TA contains language like "including travel to sites within country X" you will need a separate TA. Cable or fax your request for a new TA to your program office as far as possible in advance of your travel date since both a new TA and ITP will be prepared, cleared, and approved before you can be authorized to travel.

## TRAVEL ADVANCES

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- **Is a traveler expected to use his/her own funds to pay for travel expenses?**

No. When you are on official Government travel, you cannot waive the right to reimbursement for official travel, even if you and your supervisor were to agree that you would not receive reimbursement from EPA. Nor can the traveler use cash or personal credit/charge cards to purchase transportation services in excess of \$100 except in emergency situations and unless the General Services Administration (GSA) approves. EPA offers two methods to minimize the need for personal funds when traveling OCONUS: (1) the contractor-issued Government charge card; (2) travel advances, (in the form of cash, check and/or automated teller machine (ATM)), for those expenses that cannot be charged or for those international Cities where Diners Club may not be as commonly accepted.

- **If the traveler has a Diners Club Card, may they still obtain advances for travel expenses?**

As a general rule, the traveler may obtain an advance of \$15 per day plus 80% of anticipated Meals and Incidental Expenses (M&IE). This assumes you will charge your lodging expenses to the Diners Club card. However, contact Diners Club to be sure the card is accepted at your TDY station. Care must be given when using this formula to make sure that the travel advance does not exceed 80% of the total expenses of the TA less the transportation ticket.

◦ **How can the traveler obtain an advance of funds for travel expenses?**

OCONUS travel advances will be issued by check by your SFO for up to 80% of per diem and miscellaneous expenses authorized. A 100% advance may be approved for excess baggage, high taxi fares, or other unusual circumstances. Please note the FTR precludes the 80% limitation in cases of personal hardship and when the traveler has elected not to use the Diners Club Card.

- ▶ If approved by your SFO, up to \$500 may be obtained from the imprest fund in cash in emergency situations. Amounts taken in cash are regulated by the 80% limitation.
- ▶ Travelers on extended TDY of up to 45 days may be advanced for the full 45 days at 80%. Travelers in extended TDY status for more than 45 days will be issued advances in 30 days increments.
- ▶ EPA may have arranged with the U.S. Embassy to audit your vouchers and/or provide cash advances. Check with your program office and OIA's International Travel Coordinator. If there is no such arrangement, EPA may be able to request and authorize the Embassy to provide these services in the initial request to the Embassy to clear the TDY.

### **EXTERNAL TRAVEL FUNDING**

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◦ **May a traveler accept sponsorship from a foreign external source for an international trip?**

There are some prohibitions against U.S. Government employees from accepting travel expenses from a foreign external source. However, under the Foreign Relations Authorization Act of 1978, Public Law (P.L.) 95-105, foreign governments and public international organizations in which the U.S. Government or any foreign government participates may reimburse an EPA employee for travel and per diem expenses incurred for trips entirely outside of the United States. Acceptance of these funds must be consistent with U.S. interests. If you have any questions, please contact OGC or your Regional Counsel Ethics Officer.

◦ **May a traveler accept sponsorship from a non-Federal source?**

Generally EPA employees may not travel under EPA-issued TAs wholly or partially funded from non-Federal funds. Exceptions are travel funded (1) by bilateral agreements or the Scientific Activities Overseas Agreement; (2) under the Intergovernmental Personnel Act (IPA); (3) pursuant to subpoena as a witness for a non-Government party; (4) by an organization listed under section 501(c)(3) of the Internal Revenue code; or (5) by a foreign government or public international organization pursuant to PL 95-105 for trips entirely outside the U.S.

◦ **Does all external-funded travel need special approval?**

Travel funded under the provisions of bilateral agreements or under the Scientific Activities Overseas does not need special approval.

◦ **How is external-funded travel approved?**

Travel proposed for funding by private sources, including organizations listed under section 501 (c) (3) of the Internal Revenue code, is authorized by the Ethics Official, OGC in addition to all other clearances. Travel proposed for funding by foreign governments or public international organizations is authorized by the AA of OIA, on the TA. Proposals for external funding are described on the ITP and are specifically authorized on the TA. Allow 90 days for this clearance if possible.

- **What is the approval process for accepting sponsorship from an external source?**

EPA policy states, before accepting sponsorship from an external source for all or part of a trip, the traveler should submit a request for determination to OIA and OGC. If possible, a written offer of sponsorship should be submitted at least 90 days before the trip along with or before submitting an ITP, but not later than 60 days before the date of departure. Travel that is being funded in part or wholly by sources outside of EPA, such as foreign public/private sources or multilateral organizations, also requires an approved TA and should follow the procedures outlined for submission and approval of international travel. These submission requirements do not apply to travel under the provisions of bilateral agreements or under the Scientific Activities Overseas Agreement.

- **Is cash acceptable from an external source to cover a traveler's expenses?**

When possible, a traveler accepting a travel grant from an external source, should accept travel expenses in kind (for example, airline tickets and meals) rather than cash. The traveler may not accept cash from an external source in excess of the amount EPA would have provided under the travel regulations. Travel reimbursements provided to the traveler must be reasonable and approved by OGC. For example, acceptance of lavish accommodations which could appear extravagant to the public are not acceptable. The traveler may not be reimbursed by both EPA and the external source for the same travel expense.

- **Can the traveler use the Diners Club to obtain cash?**

Travelers who hold an individual charge card may be authorized to obtain cash from a participating ATM by using their Personal Identification Number (PIN) access code. The traveler will claim the 4% service charge for using the machine on your travel voucher as a miscellaneous expense.

#### **DINERS CLUB PROGRAM**

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- **What happens if the traveler is told that they Diners Club card is not honored at their TDY location?**

Travelers who will be in an area that does not accept Diners Club charge cards may be authorized travel advances up to 80% of per diem, less amounts taken in cash from an ATM.

- **How does the traveler obtain a contractor-issued Government charge card and how does the card work?**

An employee who travels on official business two or more trips per year is eligible to receive a card. If the traveler expects to make two or more trips per year, they are considered a frequent traveler. The card is to be used for official travel expenses only. It must be used for your common carrier transportation. It should be used for your lodging, rental cars and other expenses, such as meals, when possible. You should receive a monthly statement for your charges that must be paid in full by the due date. If you file your travel voucher within FIVE working days after the completion of the your travel, you should receive reimbursement for your travel expenses in ample time to pay the balance on your statement. However, failure to receive reimbursement does not relieve the traveler of the responsibility to repay Diners Club by the due date on the invoice. See your SFO Diners Club Coordinator for more information.

- **How can a traveler obtain an advance of funds for travel expenses that cannot be charged or if they do not have approval to use the ATM?**

Prepare an SF-1038 or use the TA to obtain a travel advance. Travel advances of \$25 or more can be obtained through your SFO by Treasury Check. Advances should be obtained through the Diners Club ATM process whenever possible. Travel advances may be given in the form of cash through an imprest fund in emergency situations, if there is an imprest fund available and if your SFO permits travel advances issued through the imprest fund. If you have a charge card or if you are a frequent traveler and the charge card has been made available to you, your request for an advance should not exceed \$15 per travel day plus incidentals without justification. If you are not a frequent traveler and you do not have a charge card, your request for an advance should not exceed 80% of anticipated out-of-pocket expenses. To receive an advance by Treasury check, you should submit the request to your SFO within a minimum of two weeks prior to the start of the trip.

### **TRAVEL BY NON-EPA EMPLOYEES**

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- **What if an EPA contractor or consultant will be traveling on an international trip, does OIA still have to approve the trip?**

Yes. OIA must approve, IN ADVANCE, travel of an EPA contractor or consultant for official international travel on behalf of EPA. The EPA office sponsoring the contractor's or consultant's international travel must submit a written request to OIA, with a copy of the letter of invitation from EPA and a copy of the acceptance letter from the traveler.

- **Is travel to the United States by foreign nationals subject to international travel requirements?**

Only if the travel is paid by EPA in support of EPA's international programs.

### **INTERNATIONAL TRIP REPORT**

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- **After completing the trip, what paperwork needs to be completed for OIA?**

An International Trip Report (EPA Form 4550-1) should be submitted to OIA within 15 days after completion of the trip. Trip reports are summaries of accomplishments and highlights of foreign trips and are required by OIA of all international travelers except when the mission is sensitive or classified. A group report may be submitted in lieu of individual trip reports, but it must list all EPA participants at the meeting or conference. The requirement for a Trip Report can be met in a variety of ways, e.g., an embassy reporting cable, memorandum to your supervisor, etc. Failure to complete a trip report could result in OIA disapproving your next international trip.

- **Who is the international trip report filed with?**

The report is submitted to the travel authorizing official and to OIA.

- **What should the international trip report summarize?**

This report should summarize all pertinent information relevant to the trip. The submission of this form does not absolve the traveler of any requirements for more detailed reports on the substantive matters discussed and actions contemplated or completed during the trip that may be required.

## EMPLOYEE AND APPROVING OFFICIAL'S RESPONSIBILITIES

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### o What are the employee's responsibilities when traveling for EPA?

The employee's responsibilities include: (1) **Exercising care in incurring expenses.** An employee traveling on official business is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Excess costs, circuitous routes, delays, or luxury accommodations and services unnecessary or unjustified in the performance of official business are not acceptable under this standard. Employees will be responsible for excess costs and any additional expenses incurred for personal preference or convenience. (2) **Recording pertinent times.** The date and hour of departure from and arrival at the official station or any other place at which official travel begins or ends must be shown on the travel voucher. The same information also must be shown for points at which temporary duty is performed or for a stopover or official rest stop location when such arrival or departure affects the per diem allowance or other travel expenses. Other points visited should also be shown, but the time of arrival and departure need not be entered. (3) **Using standard time.** The hours of departure and arrival recorded on the voucher shall be those of standard time in effect at the place involved. Finally, the employee at all times, whether during work hours or free times, must act in a manner that will not reflect adversely on the United States or EPA.

### o What is the traveler accountable for?

The traveler is accountable for the following:

- ▶ The traveler is expected to abide by the "Prudent Person Rule." (see the answer to the previous question);
- ▶ All travel advances, transportation tickets, Government Transportation Requests (GTR), or other transportation documents received by them;
- ▶ Liable for additional costs resulting from the use of a method of transportation other than specifically authorized, approved, or required by regulation;
- ▶ Expected to account for and provide to EPA promotional materials above a nominal value and frequent flier benefits received or earned from official travel;
- ▶ If trips are canceled or itineraries changed after tickets (or Government Transportation Request (GTR)) are issued to the traveler, he/she is liable for the value of the tickets issued until all ticket coupons have been used for official travel purposes or all unused tickets or coupons are properly accounted for on the travel voucher.

### o What are the Approving Official's responsibilities?

It is the responsibility of the approving official to authorize only the travel necessary to accomplish EPA's mission in the most effective and economical manner. Including authorizing per diem allowances that are justified by the circumstances affecting the travel and are allowable under the FTR. To prevent authorization or approval of per diem allowances in excess of amounts required to meet the necessary per diem expenses of official travel, consideration shall be given to factors such as known arrangements or established cost experience; special rates for meetings; traveler's familiarity with TDY establishments where repetitive travel or extended stays are involved; modes of transportation which provide accommodations(e.g. sleeper trains, etc.); and government furnished lodging facilities at the TDY location.

## PER DIEM AND SUBSISTENCE

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### ◦ How are per diem allowances for international travel established?

While per diem allowances payable for official travel in non-foreign areas are established by the Department of Defense (DOD), per diem allowances payable for official travel in foreign areas are established by the Secretary of State and published in the "Per Diem Supplement to the Standardized Regulations." Per diem allowances for official travel within localities OCONUS will be at rates not to exceed the maximum per diem rate established in the supplements. This document may be obtained from your SFO and is issued monthly.

### ◦ When does per diem entitlement begin and end?

Official travel begins and ends when the traveler departs and returns to the home, office, or other authorized points. However, per diem may not be allowed when the traveler departs or returns to the residence and performs work of one hour or more at the official station before departing out or after returning from TDY. Per diem would start or end at the office in those instances. (Please see Comp. Gen. B-172094, 4/12/72).

### ◦ How is the traveler reimbursed for per diem expenses?

You are entitled to a per diem allowance for expenses incurred while traveling on official business. The per diem allowance is a daily payment for lodging and meals and incidental expenses (M&IE) issued monthly by DOD and the Department of State under the World-Wide Lodging-Plus System. OCONUS per diem rates will include an M&IE rate and maximum lodging amount for each listed locality. The old method of establishing a flat rate, covering both meals and lodging was eliminated for all travel beginning on or after December 1, 1990.

### ◦ What expenses are covered by the per diem allowance?

The per diem allowance covers all charges including lodging and service charges, taxes, meals, laundry (including cleaning and pressing of clothes), and tips to restaurant personnel, porters, baggage carriers, bellhops, and hotel maids; transportation between places of lodging or business and places where meals are taken; telephone calls and telegrams necessary to reserve lodging. All other official calls should be claimed separately as a miscellaneous expense.

### ◦ Is the cost of transportation to restaurants allowed?

Generally no. Transportation costs to restaurants are included as part of incidental expenses in your M&IE allowance. The cost of transportation is only allowed where the nature and location of the work at the temporary duty station are such that suitable meals cannot be obtained. For example, you could not obtain reimbursement for taxi(s) from place of lodging or work to restaurants in urban Nairobi if your TDY station was Nairobi, Kenya.

### ◦ How is per diem computed?

Per diem is computed under the World-Wide Lodging-Plus System. Under this System, the actual cost of lodging is allowed, up to a maximum published rate for the location. Receipts for lodging are required. In addition, a fixed allowance for M&IE is included in the maximum per diem rate. The M&IE rate, or fraction thereof, is payable to the traveler without itemization of expenses or receipts. For partial days of travel, the M&IE rate shall be prorated by the number of quarters or partial quarters while in travel status.



o **May I receive per diem rate for OCONUS trips 10 hours or less?**

No. The exception is for a traveler whose workday is scheduled on the basis of a nonstandard schedule (four 10 hour days or other compressed schedule) shall not be allowed per diem for any travel period of less than or equal to the scheduled work day plus 2 hours. Example: An employee is regularly scheduled to work Monday through Thursday at 10 hours per day, no per diem is allowed for travel of 12 hours or less. (Refer to Example No. 4 in Appendix A).

o **How is per diem computed for trips of 24 hours or less?**

When the entire trip is 24 hours or less, but more than 10 hours, the per diem allowance is prorated starting with the quarter in which travel begins and ending with the quarter in which the travel ends. One quarter day period will be allowed for each six-hour period of travel or fraction thereof at the applicable M&IE rate. (Refer to Example No. 1 in Appendix A.) If lodging is not required, the allowance shall be the M&IE rate applicable to the location of the TDY station. If lodging is required, then rules for travel more than 24 hours apply.

o **How is per diem computed if the trip is less than 24 hours but has more than one TDY location?**

The per diem allowance will be calculated using the M&IE rate prescribed for the location where the majority of the time is spent performing official business. (Refer to Example No. 7 in Appendix A.)

o **What per diem rate is used for trips more than 24 hours?**

The applicable maximum per diem rate for each day shall be determined by the travel status and location of the traveler at 12:00 midnight and whether lodging is required at such location.

o **How is M&IE prorated on partial days of travel?**

The applicable M&IE rate for a partial day of travel is prorated using the following table. In computing the per diem allowance for a partial day, the calendar day (midnight to midnight) shall be a unit. For each 6-hour period (or fraction thereof at the beginning or end of a partial travel day) that the traveler is in a travel status, one-fourth of the applicable M&IE rate shall be allowed. A quarter day, although reflected here as beginning one minute after the hour, technically begins one second after the stated hour. (Refer to Example No. 2 in Appendix A.)

First Quarter.....	12:01 a.m. - 06:00 a.m.
Second Quarter.....	06:01 a.m. - 12:00 noon
Third Quarter.....	12:01 p.m. - 06:00 p.m.
Fourth Quarter.....	06:01 p.m. - 12:00 midnight

The method for prorating partial days of travel was changed for all travel that begins on or after December 1, 1990, from 6-hour increments to quarters of days. The new proration method applies to travel incident to TDY travel as well as Permanent Change of Station (PCS) travel.

o **What if meals are furnished by the Government?**

When all or part of the meals are furnished at no cost or at a nominal cost to the traveler by the Federal Government or other entities, the applicable maximum per diem rate or the M&IE rate, as appropriate shall be reduced to a daily amount commensurate with the expenses expected to be incurred by the traveler. If a reduced per diem was not authorized in advance of the travel and meals were furnished at no cost or nominal cost by the Federal Government, the appropriate deductions prescribed in the FTR must be taken. However, the total amount of deductions made on partial dates shall not cause the traveler to receive less than the amount allocated for incidental expenses.

o **What is the per diem for travel on a commercial vessel?**

For vessel travel, except for the day of arrival on board (day of embarkation) and the day of departure from the vessel (day of debarkation), the allowable per diem rate is \$6 per day.

o **How does the time the traveler spends on a plane or ship affect per diem?**

Per diem for the time a traveler spends on a "commercial vessel" is computed under lodging-plus rules for embarkation and debarkation. The per diem for additional days on board is \$6.00 or \$9.00 if the \$6.00 rate is insufficient.

o **What happens if the \$6 is not sufficient to meet the traveler's per diem expenses?**

If the \$6 is not sufficient, a per diem rate equal to the anticipated expenses, not to exceed \$9 per day, may be authorized or approved by the authorizing official. Per diem will be computed under the World-Wide Lodging-Plus System on the days of embarkation and debarkation at the rate for the ports.

o **What is mixed travel?**

Mixed travel occurs when official travel within a single trip is subject to payment of per diem under the lodging-plus system and an actual expense allowance under the actual expenses system. Reimbursement will be computed under only one system for each calendar day except when the provisions of the FTR § 301-8 apply. Please refer to your SFO for more information on these exceptions.

o **Are there per diem allowance computations for special situations?**

Yes. Per diem allowance computations for special situations include: a) weekly or monthly rentals; b) use of a recreational vehicle for lodging; c) when temporary duty is curtailed; canceled, or interrupted for official purposes; and, d) while aboard a Government vessel.

o **Should the traveler make any deductions when a meal is provided at no cost?**

Yes. Appendix B shows the distribution rate of M&IE expenses depending on the rate of M&IE for each meal and incidental when a meal or meals and incidentals are provided at no cost. Please note if the M&IE rate is larger than \$265, then the traveler should allocate 15%, 25%, and 40% of the total to breakfast, lunch, and dinner, respectively, the remaining amount is allocated to incidental expenses.

## **LODGING**

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◦ **May lodging costs be claimed if the traveler arrives after midnight?**

Yes. Although per diem generally is based on the traveler's location at midnight, there will be instances when a traveler is en route and does not arrive at the lodging location (either temporary duty location or en route rest stop point) until after midnight. In such cases, the lodging shall be claimed for the preceding calendar day and the applicable maximum per diem for the preceding day will be determined as if the traveler had been at the lodging location at 12:00 midnight of that day. (Refer to Example No. 13 in Appendix A.)

◦ **What lodging costs are allowable if lodging is not available at the temporary duty location?**

In certain circumstances, lodging accommodations may not be available at the temporary duty location and the traveler must obtain lodging in an adjacent locality where the prescribed maximum per diem rate is higher than the maximum per diem rate for the location of the temporary duty point. In such instances, the approving official must make an administrative determination on an individual case basis to authorize or approve the higher maximum per diem rate. If the higher maximum rate is not justified and authorized in advance, the traveler must furnish a statement with the travel voucher satisfactorily explaining the circumstances that caused him/her to obtain lodging in an area other than at the TDY point designated in the TA. If the traveler obtains lodging away from or outside the TDY point because of personal preference or convenience, the allowable per diem rate shall be limited to the maximum per diem rate prescribed for the TDY location.

◦ **What rate is used when lodging is not required on a full calendar day of travel, while en route to another TDY Point?**

The per diem allowable shall be the destination M&IE rate. This contrasts with the old method of using the M&IE rate applicable to the preceding calendar day. (Refer to Example No. 9 in Appendix A.)

◦ **What per diem rate is in effect when lodging is not required on a full calendar day of travel, while returning to residence or the official duty station?**

The per diem rate allowable shall be the M&IE rate applicable to the preceding calendar day.

◦ **What is the per diem allowance if lodging is not required on a trip of more than 24 hours?**

For each full calendar day that the traveler is in a travel status and lodging is not required (such as when the traveler is en route overnight), the per diem allowance shall be the TDY or rest stop point M&IE rate.

◦ **Are receipts required for lodging?**

Yes. Receipts are required to support all lodging costs when an allowance is claimed under the World-Wide Lodging-Plus System. A statement instead of a receipt may be accepted for the use of Government quarters. Receipts are not required when a specific or reduced rate has been authorized in advance of travel as provided in the FTR.

- **What rate is applicable if the traveler shares their room with another government employee?**

One-half of the double occupancy charge shall be allowable for each traveler. The travel voucher must annotate the other employee's name and employing Agency or office. If the person sharing the room is not another Government employee on official travel, identification of the person sharing the room is not required and the employee may be allowed the single room rate.

- **What happens if a lodging receipt is impractical to obtain or lost?**

If receipts have been lost or destroyed or are impractical to obtain, a statement acceptable to the SFO explaining the circumstances shall be furnished with the travel voucher, including the name and address of the lodging facility, the dates lodging was obtained, and the costs incurred. SFOs may require travelers to obtain copies of lost or destroyed receipts from the lodging establishment. Check with your SFO for specific requirements.

- **Can a traveler claim lodging when staying with friends or relatives?**

No. When you obtain lodging from friends or relatives (including members of your immediate family) with or without charge, no part of the per diem allowance will be allowed for lodging unless the host actually incurs additional costs in accommodating the traveler. In such instances the additional costs, substantiated by the traveler and determined to be reasonable by the EPA approving officials, may be allowed as a lodging expense. Neither costs based on room rates for comparable conventional lodging in the area, nor flat "token" amounts, will be considered reasonable. (Refer to Example No. 15 in Appendix A.)

- **What lodgings costs are allowed when lodging is furnished by the Government?**

Normally when all or part of the lodging is furnished at no cost or at a nominal cost to the traveler by the Government, the lodging-plus per diem system automatically reduces the maximum per diem rate to the M&IE rate (or fraction thereof). When lodging is furnished at no cost to the traveler through the use of an Agency purchase order, the agency shall not authorize or approve a per diem allowance for other per diem expenses, that will, when combined with the cost of lodging furnished, exceed the applicable maximum per diem rate. (Refer to Example No. 10 in Appendix A.)

- **If the traveler's lodging is provided free, is the lodging portion of per diem reduced to zero?**

Not necessarily. If you are in an Embassy apartment, for example, reasonable maid fees and cleaning charges are reimbursable.

- **Can the TMC make my overseas hotel reservations.**

Yes. Travelers may have the TMC make hotel reservations for them in connection with their travel in foreign areas. Travelers are responsible for all charges in connection with cancellation of hotel reservations.

## INTERRUPTIONS OF PER DIEM ENTITLEMENTS

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- **What expenses are reimbursable to the traveler if the temporary duty is curtailed, canceled, or interrupted for official purposes?**

When a traveler has made advance arrangements for lodging with reasonable expectation of the travel assignment being completed as ordered or directed, and subsequently the TDY assignment is curtailed, canceled, or interrupted for official purposes, or for other reasons beyond the traveler's control that are acceptable to the approving official, lodging costs may be calculated and paid as outlined in the FTR. (Refer to Example No. 8 in Appendix A.)

- **Is per diem allowed when TDY is interrupted for leave?**

Leave of absence for one-half or less, of the prescribed daily working hours shall be disregarded for per diem purposes. Where the leave is more than one-half of the prescribed daily working hours, no per diem (this includes lodging costs) shall be allowed for that day.

- **What happens if a legal Federal Government holiday, weekends or other scheduled non-workdays occurs while on TDY?**

Travelers are considered to be in a per diem status on non-workdays except when they return to their official duty station or place of abode. Also, per diem shall not be paid for non-workdays when 1) travelers are in a leave status at the end of the workday before the non-workday or after the non-workday and at the beginning of the workday following the non-workday, and 2) the period of leave on either of those days is more than one-half of the prescribed working hours for that day, and 3) per diem shall not be paid for more than two non-workdays in cases where leave of absence is taken for all of the prescribed working hours between the non-workdays.

- **What happens to per diem if the traveler returns to the official station on a non-workday?**

If the return is a required official business return or it is otherwise advantageous to the Government, the traveler shall be allowed the round-trip transportation expenses and per diem for the en route travel.

- **What happens if it is more cost effective for the traveler to return home on non-workdays?**

An authorizing official may authorize per diem and transportation expenses to a traveler to return home for non-workdays where a significant cost savings (\$100 or more) will be achieved. Travel time shall be scheduled within the traveler's duty hours to the extent practicable. The cost of lost productivity attributable to the duty hours involved in traveling to and from the traveler's residence for non-workdays shall be considered in determining the cost savings.

- **If a traveler is on extended TDY, are they authorized to return to their residence?**

Travelers who are required to routinely perform extended periods of TDY may, at the approving official's discretion and within the limits of appropriations available for payment of travel expenses, be authorized round-trip transportation expenses and per diem en route for periodic return travel to their official duty stations or places of abode for non-workdays. Authorizing officials are cautioned that this authority is to be used with the utmost discretion and consideration of the length and purpose of the TDY assignment and the distance of the return travel.

- **Are there any specific conditions to be met before periodic return travel may be authorized?**

Based on an appropriate cost analysis of the costs of periodic weekend return travel (including the costs of potential overtime, if applicable) are outweighed by savings in terms of increased traveler efficiency and productivity, as well as reduced costs of recruitment and retention of travelers. It may be considered cost efficient to authorize return trips. The cost analysis shall be conducted no less frequently, than every other year.

- **Should periodic return travel be scheduled during duty hours like an authorized return?**

No, return travel for non-workdays authorized under periodic return travel should be performed outside the traveler's regularly scheduled duty hours or during periods of authorized leave.

- **What happens, if the traveler voluntarily returns to his/her official station or place of abode for non-workdays?**

The maximum reimbursement for the round-trip transportation and per diem en route shall be limited to the per diem allowance and travel expenses which would have been allowed had the traveler remained at the TDY station. The traveler shall perform any such voluntary return travel during non-duty hours or periods of authorized leave.

- **What reimbursement is the traveler entitled to if she/he takes other than the prescribed direct route or takes leave en route?**

If there is an interruption of travel or deviation from the direct route resulting in excess travel time because of a traveler's personal preference or convenience or through the taking of leave, the per diem allowed shall not exceed that which would have been allowed on uninterrupted travel by a direct or usually travelled route except as provided in the EPA Travel Manual for certain emergency travel situations.

- **What if the traveler becomes sick or a personal emergency arises while on travel status?**

Per diem continues for 14 days without special approval when you are sick at your TDY station. See Embassy Liaison & Support for medical travel. If a personal emergency arises, per diem and transportation expenses to your permanent duty station may be authorized. Special rules apply, so contact your SFO before your travel, if possible. Provisions governing per diem while in emergency travel status due to a traveler's incapacitating illness or injury or because of a personal emergency situation, as well as the continuation of per diem due to incapacitating illness or injury of the traveler should be discussed with the SFO.

## **ACTUAL SUBSISTENCE EXPENSES**

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- **What is the authority to approve actual subsistence expenses?**

Authorizing officials designated by the EPA Travel Delegations (see Appendix C) may authorize or approve reimbursement for the actual and necessary subsistence expenses of official travel when such expenses are unusually high due to special or unusual circumstances, or for occasional meals and/or lodging. This authority shall be used for individual travel assignments or specific travel situations only after appropriate consideration of the actual facts existing at the time the travel is directed and performed.



- **What type of expenses are allowable under actual subsistence?**

Actual subsistence expense reimbursement may be allowed for the same types of expenses that are covered by the per diem allowance discussed previously, provided such expenses are determined to be actual and necessary expenses incident to the particular travel assignment.

- **What conditions warrant authorization or approval of actual subsistence expenses?**

Travel on an actual subsistence expense basis may be authorized or approved for travel assignments when the applicable maximum per diem is inadequate due to special or unusual circumstances. The maximum per diem rate, although generally adequate, may be insufficient for a particular travel assignment because the actual and necessary subsistence expenses are unusually high due to special duties or because subsistence costs have escalated temporarily during special events. It will not be authorized or approved when the actual expense exceeds, or is expected to exceed, the applicable maximum per diem allowance by only a small amount i.e, by \$5.00 per day.

- **What are some examples of situations that may warrant authorization or approval of actual and necessary expenses?**

1) Traveler attends meeting, conference or training session away from official duty station where lodging and meals must be procured at a prearranged place, and these prearranged accommodations, absorb all or practically all of the applicable maximum per diem allowance; 2) the travel is to an area where the applicable maximum per diem allowance is generally adequate but subsistence costs have escalated for short periods of time during special functions or events such as international sports events, world fairs, or natural disasters; 3) based on the situation in example (2), affordable lodging accommodations are not available or cannot be obtained within a reasonable commuting distance of the traveler's TDY point and transportation costs to commute to and from the less expensive lodging facility consume most or all of the savings achieved; 4) due to special duties of the assignment, the traveler incurs unusually high expenses in the conduct of the official business, such as the need to procure superior accommodations, including a suite or other quarters for which the charge is well above that which he/she would normally have to pay for accommodations; or 5) the traveler incurs unusually high expenses incident to his/her assignment to accompany another traveler in a situation described in (4).

- **If a traveler is on an assignment where meals and/or lodging are provided at no cost to the Government and a situation arises requiring expenses for occasional lodgings and/or meals, may the traveler be reimbursed?**

The authorizing official may approve reimbursement of appropriate expenses incurred for occasional meals or lodging that are determined to be necessary and justified by the circumstances involved. The actual expense allowable for lodging or each meal may not exceed the applicable lodging or individual meal allowance provided in the FTR, or 150 % of those amounts if special or unusual circumstances are involved. (Refer to Example No. 3 in Appendix A.)

- **What is the maximum daily rate for actual subsistence OCONUS?**

For travel OCONUS, the maximum daily rate for subsistence expenses shall not exceed the greater of the amounts prescribed by the DOD and State, respectively, for non-foreign and foreign areas as set forth below:

- a) 150 % of the applicable maximum per diem rate (rounded to the next higher dollar); or
- b) \$50 plus the applicable maximum per diem rate prescribed by DOD.

o **Are there any reimbursement limitations?**

When the actual subsistence expenses incurred during any one day are less than the maximum daily rate authorized, the traveler shall be reimbursed only the lesser of the two; the actual expenses incurred or the maximum daily rate authorized and claimed (including for fractional days) shall be reviewed and allowed only to the extent determined to be necessary and reasonable by the authorizing official. When M&IE is limited to 100 % of the applicable M&IE rate; therefore, receipts and itemization of M&IE are not required. Unless the M&IE has been authorized to increase up to 150 %, then receipts are required for meals and incidental expenses in excess of \$25.00. (Refer to Example No. 15 in Appendix A.)

## **WEEKLY AND MONTHLY RENTALS ON TDY**

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o **What type of expenses are included in lodging costs for a weekly or monthly rental?**

When a traveler rents a room, apartment, house, or other lodging incident to a TDY assignment, the following expenses may be considered part of the lodging cost: the rental cost; if unfurnished, the rental cost of appropriate and necessary furniture and appliances, such as a stove, refrigerator, chairs, table, bed, sofa, television, and vacuum cleaner; cost of reasonable maid fee and cleaning charges; monthly telephone use fee (does not include installation and long distance calls); and, if ordinarily included in the price of the hotel or motel room in the area concerned, the cost of special user fees, such as cable television charges and plug-in charges for automobile head bolt heaters.

o **How is daily lodging cost computed with a weekly or monthly rental?**

When the traveler obtains lodging on a weekly or monthly rental basis, the daily lodging cost shall be computed by dividing the total lodging cost for the expenses listed above by the number of days the accommodations are actually occupied, provided that the traveler acts prudently in renting by the week or month, and that the cost to the Government does not exceed the cost of renting conventional lodging at a daily rate. Otherwise the daily lodging cost shall be computed by dividing by the number of days of the rental period, e.g. 7 or 30 days, as appropriate.

o **What is the per diem allowable with a weekly or monthly rental?**

Under the World-Wide Lodging-Plus System, the allowable per diem consists of the daily lodging cost calculated under the above paragraph plus the applicable M&IE rate not to exceed the maximum per diem rate prescribed for the location involved. When a reduced per diem rate is being established in advance of the travel, the daily lodging cost calculated in the previous paragraph shall be added to the amount determined by the authorizing official and SFO to be necessary for M&IE.

## **EXTENDED TDY'S - SPECIAL CONSIDERATIONS**

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o **What is the per diem for extended training assignments?**

The Government Employees Training Act (5 U.S.C. 4101-4118) authorizes agencies to pay all or part of the per diem expenses of an employee assigned to training at a TDY station. Implementing regulations prescribed in the Office of Personnel Management (OPM) in 5 Code of Federal Regulations (CFR) 410.603 provides specific guidelines for payment of per diem expenses for travelers on extended training assignments of more than 30 calendar days at temporary duty locations. Generally the OPM guidelines require a reduced per diem of not more than 55 % of the applicable maximum per diem rate. Per diem above these levels (not to

exceed the maximum per diem rate) must be justified. Authorizing officials shall refer to the OPM guidelines in 5 CFR 410.603 for specific criteria to determine the appropriate per diem. Guidelines also are published in the OPM Federal Personnel Manual, Chapter 410, Section 6-3.

- **What is the per diem for extended stays?**

The authorizing official is obligated to reduce your per diem during extended stay at a TDY location when you are able to secure lodging and/or meals at lower costs. Alternatively, the authorizing official may authorize you to receive the Post Allowance (informally known as the cost of living allowance - COLA) in lieu of per diem when the TDY is for 90 days or more.

- **May the traveler be authorized unaccompanied baggage for extended stays?**

Yes. The traveler may be authorized an additional weight allowance for personal effects for TDY's longer than 90 days. If so, contact your International Travel Coordinator and the State Department's Transportation Division (OPR/ST/TD) at (703) 647-4140 for shipping instructions. It is suggested that up to 250 pounds of unaccompanied air baggage be authorized.

- **Is the traveler entitled to a post differential?**

The traveler's basic compensation will be increased by the amount authorized by the post, i.e., by 10, 15, or 25 %, starting on the 43rd calendar day when you are stationed at certain overseas posts. See your SFO for procedures.

- **May the traveler be authorized Danger Pay Allowance?**

This allowance of up to 25 % of basic compensation is paid for all days of service at post designated by the Department of State. See your SFO for procedures.

- **Is the traveler permitted compensatory time off?**

Compensatory time off is provided at isolated posts or posts that customarily observe irregular work hours. Compensatory time off that is not used at the TDY station cannot be carried over. See your SFO for procedures.

## **REST STOPS AND STOPOVERS**

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- **When can a rest stop be authorized for OCONUS travel?**

When travel is direct between authorized origin and destination points which are separated by several time zones, and either the origin or destination points is OCONUS, a rest period not in excess of 24 hours may be authorized or approved.

- **When can a stopover be authorized?**

Stopovers may be authorized when air travel between the two points is by less-than-premium-class accommodations and the scheduled flight time, including rest stops, exceeds 14 hours by the direct or usually traveled route.

o **What point may a rest stop be authorized for?**

The rest stop may be authorized at any intermediate point, including points within the Continental United States (CONUS), provided the point is midway or as near to midway to meet the requirements for use of U.S. flag air carriers and carrier scheduling.

o **Is a rest stop or a stop over allowed if it is for the traveler's personal convenience?**

A rest stop or a stopover shall not be authorized when a traveler, for personal convenience, elects to travel by an indirect route resulting in excess travel time. However, if approved the employee may charge annual leave.

o **What is the applicable per diem rate for a rest stop?**

The per diem rate for the rest stop shall be the rate applicable for the rest stop location. (Refer to Example No. 14 in Appendix A.)

o **What happens if the carrier schedules or requirements for use of U.S. flag carrier preclude an intermediate rest stop, or a rest stop is not authorized?**

It is recommended that the traveler be scheduled to arrive at the TDY point with sufficient time to allow a reasonable rest period before reporting for duty. Reasonable rest periods are determined by the authorizing official.

## ANNUAL LEAVE

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o **If a traveler is on annual leave, couldn't he/she use his/her own funds to participate in a meeting or an event as an official from EPA?**

No. If the traveler is on annual leave paying his/her own expense, the traveler may not be an official representative of EPA nor be entitled to use an official passport for travel outside of the specific authorized country on his/her TA. If the traveler uses his/her own funds to travel on non-official business that is related to his/her profession and which may indirectly benefit EPA, the traveler may be provided administrative leave. Contact your SFO before any expenses are incurred.

o **How much annual leave is allowed while on international travel?**

There is only one limitation on the amount of annual leave which may be approved: the traveler must have already accrued the annual leave that will be taken. However, the ratio of official/personal travel days should be considered as a factor when granting approval for annual leave in conjunction with travel. You should try to avoid the appearance of improprieties.

o **Who may approve annual leave in conjunction with travel for international trips?**

Approving officials authorized to approve international travel may approve annual leave in excess of one day in conjunction with official TDY travel, if no additional costs are incurred by the Government.

- **How is annual leave approved?**

Annual leave is specifically authorized on the TA when you submit a request for annual leave with the TA. When you have an ad hoc request for leave of three days or less and your TDY is 60 days or more, simply report the leave taken on your time and attendance report and attach a leave slip. All other leave is requested and approved in advance.

## **RECREATIONAL VEHICLES**

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- **What constitutes a recreational vehicle?**

The term recreational vehicle includes mobile homes, campers, camping trailers, or self-propelled mobile recreational vehicles.

- **What are the expenses that are reimbursable as lodging cost when a traveler uses a privately owned recreational vehicle?**

When a recreational vehicle is used for official travel, allowable lodging expenses include parking fees; fees for connection, use and disconnection of utilities (electricity, gas, water, and sewage); bath or shower fees; and dumping fees. Depreciation will not be considered as a lodging cost.

- **What M&IE are allowable when a recreational vehicle is used?**

The authorizing official shall determine an appropriate amount for M&IE based on whether the type of recreational vehicle used by the traveler has meal preparation facilities. Such amount shall not exceed the applicable M&IE rate for TDY location.

- **What lodging costs are allowed on rented recreational vehicle?**

When the use of a rented recreational vehicle is authorized or approved as advantageous to the Government, the rental fee and the allowable expenses shown above for a privately owned recreational vehicle may be considered as lodging costs. Advantageous use might occur when the traveler is on extended TDY assignment in a remote area or where conventional lodging facilities are limited or are not available. If use of a rental recreational vehicle is not authorized or approved as advantageous, only those expenses listed for privately-owned recreational vehicles listed above may be considered as lodging costs.

## **TRANSPORTATION**

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- **What are special fares?**

Special fares are designed by the airlines to attract travelers by generally offering lower fares. Special fares are sometimes called through fares, commutation fares, excursion fares and reduced-rate round trip fares. Do not confuse special fares with contract fares.

◦ **Are special fares permitted for international travel?**

The traveler is encouraged to use special fares for official travel to foreign countries. Use of these special fares may not, however, conflict with any other policies on international travel; for example the requirements to use American Flag carriers or the EPA local TMC. Also, to use special fares, the traveler must determine before the start of a trip that this type of service is practical and economical to the Government. Attention to planning is crucial when purchasing tickets on special fares since often the cost of tickets are non-refundable.

◦ **What are contract fares and how do I use them?**

Contract fares are special Government rates negotiated by GSA with carriers. Your TMC will automatically book you on a contract fare if available. If you book your own return travel you are obligated to request a contract fare if your point of departure is serviced by a contract carrier.

◦ **What is the Fly America Act?**

This regulation provides that all government-financed foreign air travel must be on U.S. air carriers certificated under 49 U.S.C. § 1371, to the extent that service by such carriers is available. This applies to Federal employees and their dependents, consultants, contractors, grantees, and others traveling for the U.S. Government. The Act's purpose is to ensure that American Flag carriers are not at a disadvantage against foreign air carriers.

◦ **What if the foreign air carrier costs less than the American air carrier?**

The relative cost of airfare is not a consideration in the selection of international air transportation service. Those guidelines clearly provide that U.S. air carriers are to be used even though foreign air carrier transportation cost less. In addition, the Comptroller General (CG) has specifically held that the relatively lower cost of service involving the use of foreign air carriers did not provide a basis for determining that through service by U.S. air carriers was unavailable.

◦ **What determines if U.S. air carriers are available?**

Generally, a certificated U.S. air carrier is "available" if the carrier can perform the commercial foreign air transportation needed by EPA and if the service will accomplish EPA's mission. A U.S. flag air carrier service must be used under the following, and under no circumstances can the following justify using a foreign flag air carrier:

- ▶ Comparable or a different kind of service can be provided at less cost by a foreign air carrier.
- ▶ Foreign air carrier service is preferred by or is more convenient for the agency or traveler.
- ▶ Service by a foreign air carrier can be paid for in excess foreign currency.

◦ **When can I use a foreign flag carrier legally?**

Use of foreign air carrier service may be deemed necessary if a U.S. flag air carrier otherwise available cannot provide the foreign air transportation needed, or use of U.S. flag carrier service will not accomplish the agency's mission. Another example of when the use of foreign flag air carrier service might be authorized is when foreign organizations/governments and international organizations sponsoring and paying for travel of EPA employees insist on the use of a foreign air carrier. In all instances when use of a foreign air carrier is postauthorized, an acceptable "justification statement" must accompany the travel voucher.



- **What Fly America rules are particularly important while I am overseas and when I plan to return?**

A Foreign Flag carrier may be used when the:

- ▶ Use of a U.S. carrier returning to the U.S. from an interchange point will result in a delay of six or more hours;
  - ▶ Overseas travel is not part of a trip to or from the U.S. and a U.S. carrier would result in a delay of six or more hours;
  - ▶ Flight time by a foreign flag carrier is 3 hours or less and U.S. flag service is twice as long.
- **Is there any traveler liability when the travel is by an indirect route or the traveler otherwise fails to use available U.S. flag air carrier service?**

The amount to be disallowed against the traveler is based on the loss of revenues suffered by the U.S. flag air carrier as determined under the following formula set forth and more fully explained in 56 CG 209 (1979). Note: Ignorance of the law does not by itself justify use of a foreign flag carrier (B-188968, 8/8/77). (Refer to Example No. 17 in Appendix A.)

$$\begin{array}{rcl}
 \frac{\text{Sum of certificated carrier} \\ \text{segment mileage authorize}}{\text{Sum of all segment mileage} \\ \text{Authorized}} & \times & \text{Fair payable by} \\ & & \text{Government} \\ & & \text{MINUS} \\ \frac{\text{Sum of certificated carrier} \\ \text{segment mileage, traveled}}{\text{Sum of segment mileage,} \\ \text{traveled}} & \times & \text{Through fare paid}
 \end{array}$$

#### PREMIUM-CLASS ACCOMMODATIONS

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- 
- **May the traveler travel premium class?**

For domestic and international travel on official business, the traveler will use less-than-premium-class accommodations, unless a special waiver was received in advance from the AA of the Office of Administration and Resource Management (OARM).

- **What are acceptable justifications for a waiver to premium class?**

Generally, premium-class accommodations may be authorized when less-than-premium-class accommodations on foreign carriers do not provide adequate sanitation or health standards. Other exceptions allowing use of premium-class accommodations are listed in the EPA Travel Manual.

- **Who may approve premium-class travel?**

Approval of premium class air travel is reserved to the AA for OARM.

- o Do the foreign affairs agencies have different criteria for approving premium class?

Yes. Foreign affairs agencies have more lenient rules for business class. However, EPA does not distinguish between business and first class. If an Embassy travel agent routes you business class, be sure the travel meets EPA's criteria for premium class and that the AA of OARM's approval is obtained.

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### EXCESS BAGGAGE

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- o What is excess baggage?

Excess baggage is the weight or number of pieces of luggage above that authorized by carriers for coach class accommodations. Limits differ by carrier and by flight destination. EPA will authorize excess baggage for official materials or for extended travel, i.e., trips longer than 30 days, based upon your written justification.

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### RENTAL CARS

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- o Is special approval required for rental cars?

Yes. Your TA must specifically authorize a rental car as advantageous to the Government when you are on official business. The cost of collision waiver or insurance is reimbursable for travel in foreign (but not domestic) areas. You must separately justify car rentals to your TA approving officer.

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### PRIVATELY OWNED VEHICLES (POV)

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- o Is special approval required if I use my own vehicle to travel to the temporary duty station and for official business.

Yes. Your TA must specifically authorize you to use your POV as "More advantageous to the Government (with explanation)." You must separately justify your request to use your POV, including recreational vehicle, to your TA approving officer.

- o How much will I be reimbursed if the TA authorizes me to use my POV at a foreign temporary duty station?

At the rate set by the U.S. Embassy.

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### TRAVEL VOUCHER PREPARATION FOR FOREIGN TRAVEL

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- o How is the traveler reimbursed for their travel expenses?

Use a SF-1012, Travel Voucher. This form will detail the expenses incurred while on official travel. Each travel voucher must be accompanied by a TA, ITP, receipts (see page 32). Your voucher should be forwarded to your SFO for processing. Note, it is the traveler's responsibility to submit and ensure the accuracy of the travel voucher, not secretaries, supervisors, the SFO or anyone else.

- **How does the traveler account for and repay a travel advance?**

File a travel voucher stating your expenses. Indicate the amount of advance received via treasury check or imprest fund in the appropriate blocks of the voucher and show the expenses as being applied to your advance. For any portion of an advance that is not applied, include a check or money order (made out to EPA) with your voucher.

- **When should the traveler submit the travel voucher?**

You should submit a voucher within FIVE working days, after completion of the trip (SEE FTR § 301-11.4), or once per month if you are continually traveling. If you are continually travelling, you may find it to your advantage to submit the first interim voucher after the first two weeks, thus accelerating subsequent interim vouchers. Be aware that, if you are using personal funds, you are short-changing yourself by not submitting your travel voucher promptly. Also be aware of your obligation to promptly repay Diners Club.

- **Where does the traveler submit the voucher to?**

Submit your travel voucher first to the individual authorized to approve the travel voucher, then to your SFO. If you fax it be sure to also mail the original. Or submit it to the Embassy Administrative Officer for approval and audit if OIA has made prior arrangements with the Embassy.

- **What happens if the traveler does not submit a travel voucher?**

Travelers will not be reimbursed for their expenses and will still be required to reimburse Diners Club and EPA (for any outstanding travel advances issued for the trip). If necessary, outstanding travel advances will be deducted from your paycheck. If it becomes necessary to payroll deduct money from your salary, you will be charged a \$20 handling charge plus interest. Also, you may lose your advance privileges for a period of at least one year.

- **How important is it that the traveler keep records of his/her expenses?**

All persons authorized to travel on business for the Government should keep a record of expenditures properly chargeable to the Government. Each item should be noted with the time and date the expenses are incurred. This information will then be available for the proper preparation of travel vouchers. Receipts are required for amounts in excess of \$25.00 or more. Receipts are also required for some expenses regardless of the cost.

- **Is the travel voucher prepared any differently for an OCONUS trip?**

The foreign travel voucher will basically be prepared the same way that a CONUS voucher is prepared. There may be claims for exchange fees which may be claimed on subsequent vouchers if the information is not available when the original voucher is filed. Expenditures by item in the money of the country in which the expenditures were made and U.S. dollar exchange rates should be reported on the voucher. Also, persons traveling in foreign countries must report each expenditure. The rates of conversion and the commissions charged must be shown in the currency in which the transaction took place and then convert the claim into U.S. Dollars, if necessary.

- **Is it important to keep precise records of arrivals and departures?**

The travel voucher needs to indicate the date, time, and place of each arrival and departure.

o **What expenses does the traveler need to itemize?**

If the traveler is under the lodging-plus per diem basis, itemize lodging and miscellaneous expenses (i.e., all expenses not included in M&IE). If the traveler is on an actual subsistence basis itemize all expenses, including each meal. (Keeping an accurate daily record is a must!)

o **How do I record expenses paid in foreign currencies?**

For an itemizable expense, enter the cost in dollars and in foreign currency cost in parentheses on the travel voucher.

o **What receipts do I need to attach to my travel voucher?**

For travel under actual subsistence, receipts are required for amounts in excess of \$25.00. For travel under lodging-plus, attach receipts for lodging and miscellaneous expenses (not included in M&IE) in excess of \$25.00. For all travel attach receipts received when you exchanged money. These receipts will determine your reimbursements for itemized expenses made in foreign currency and will ensure you cover your costs. (For example, hotel exchange rates are usually much less favorable than the rates given by the Embassy or published in the newspaper.)

## **EMBASSY LIAISON AND SUPPORT**

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o **Should the traveler coordinate with the American Embassy of the foreign country?**

OIA will coordinate your TDY with the Department of State and American Embassies and missions before it starts and before the traveler conducts official business with foreign government or international organizations. EPA employees will report to and cooperate fully with the American Embassy and mission officials in carrying out their assignments.

o **What support should I expect the Embassy to provide without special advance arrangements?**

If you have an official passport and a copy of your TA you will have access to the Embassy Medical Unit since EPA has a world-wide agreement with the State Department. Also, you should be able to change cash and traveler's checks for local currency and, usually, cash personal checks.

o **Can I receive other kinds of Embassy support?**

Unless EPA already has an agreement with the Embassy, your ITP must specifically request the Embassy to provide such support as:

- ▶ Airline and Hotel Reservations;
- ▶ Telegraphic communications and official pouch;
- ▶ Customs clearance and shipment of air freight;
- ▶ Issuances of GTRs;
- ▶ Audit of interim travel vouchers and issuances of interim travel advances;
- ▶ Office space and office supplies;

- Secretarial Assistance, e.g., for cables;
- Temporary U.S. Government leased and furnished housing.

Before including these items on your ITP, work through your International Travel Coordinator with OIA to determine what support is already in place and what additional support is feasible.

- **What help will the embassy provide if I become seriously ill?**

If you become ill or injured beyond the capability of the Embassy Medical Unit to help you, the Embassy will arrange for local medical care or hospitalization, or evacuate you to a location abroad or in the U.S. where medical care is available. You will be personally liable for medical costs if your TDY is more than 60 days and you were not medically cleared by the State Department before your trip.

## **MEDICAL EXAMINATIONS AND CLEARANCES**

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- **When do I need a medical clearance?**

You need a medical clearance from the State Department before starting an international TDY of more than 60 days. A previously-issued unlimited clearance is valid for two years if you are under 40. If you have a limited clearance or are over 40 this clearance is valid for one year.

- **How do I obtain a medical clearance?**

After your program office approves the ITP, send a copy to the Office of Human Resources Management (OHRM) with a request to initiate the medical clearance. OHRM will provide you with the information and official forms you will need in order to obtain a medical examination at the Department of State or from a local physician. The State Department requires a medical examination before a new medical clearance is issued.

- **Is a family member who travels with me eligible for medical support, including access to the Embassy Medical Units?**

Only if the family member has an official passport and is included on your TA. EPA does not ordinarily approve travel for family members in conjunction with TDY travel.

- **Are there any health requirements for international travel?**

OIA can provide needed information on inoculation requirements for travel abroad as can your local public health department.

- **Where does the traveler obtain immunizations for traveling to Foreign Countries?**

Travelers should contact their servicing civilian health unit located in your official duty station or the public health organization of the State where they live for information on necessary inoculations. In many cases, the servicing civilian health unit can give you the inoculation.

## **PASSPORT REQUIREMENTS**

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### **o What is an official passport?**

Official representatives of the U.S. Government are issued an official passport by the U.S. Passport Office, Department of State. Official passports are distinguished from tourist and diplomatic passports and are not to be used for personal business or pleasure trips. Official passports are issued to dependents only when they are traveling on official travel orders.

### **o What are the procedures for obtaining an official passport?**

State the need for an official passport on the memo to OIA that conveys the ITP. Specify the expiration date of your current official passport, if any. OIA's International Travel Coordinator will send you instructions and forms.

### **o What will the traveler need to apply for a passport?**

A passport application, two 2 x 2 photographs (taken less than six months prior to applying for the passport) and proof of birth (previously issued passport or a birth certificate recorded before the individual's first birthday). The certificate must have a raised seal and must contain the date the birth was recorded.

### **o How long does the passport process take?**

Generally passports require at least 30 days prior to scheduled travel. Add one week mail time if you are not in the DC area.

### **o May the traveler keep the official passport?**

No. Official passports will be maintained in a secure facility by OIA when they are not being used for travel. All passports should be forwarded for cancellation to OIA, with letters of explanation when travelers no longer require the passports because of change in employment, retirement, or other reasons.

### **o What costs will the traveler incur in obtaining an official passport and which costs are reimbursable?**

You will incur costs for photographs which are reimbursable. OIA will process the official passport paperwork and EPA will pay directly for these costs.

## **VISA REQUIREMENTS**

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### **o What is a visa?**

A visa is an official authorization from the destination country permitting entry into and travel within a particular country.



- **Will the traveler need a visa for international travel?**

The traveler must have a valid visa to enter many foreign countries. Visa requirements vary from country to country and are subject to frequent change. OIA should be contacted at least 60 days in advance of travel due to the length of time many countries require to issue a visa. Many countries require visas for entry and others do not require visas for tourists, but do require them for official passport holders. Contact OIA through your program office International Travel Coordinator to determine visa requirements as soon as you start to plan your overseas travel. Easy to obtain visas take 2-3 work days each. Other visas can take weeks. This time is added to the time needed for a new official passport and mailing time.

## **SECURITY CLEARANCES**

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- **What, if any, are the security requirements or restrictions when visiting a foreign country?**

OIA will advise international travelers of Department of State Advisories as they arise. Questions should be routed to EPA Headquarters Security Office.

## **EXCHANGE RATES AND MISCELLANEOUS EXPENSES**

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- **May the traveler be reimbursed for any loss they may sustain in reconvertng traveler's checks and cash from foreign currency to U.S. dollars?**

No. The CG ruled that a traveler on official travel may not be reimbursed for losses he/she sustains in reconvertng traveler's checks and cash into U. S. dollars. As a general rule, the risk of incurring an exchange loss while on TDY in a foreign country lies with the traveler. See 23 CG 212 (1943). Absent statutory or regulatory authorization, losses incurred on a currency exchange may not be reimbursed. Similarly, there is no authority to recoup any gain in currency conversion from the traveler. See 63 CG 554 (1984).

- **Will EPA reimburse the traveler for expenses not specified on the TA?**

Although it is a good idea to specify allowable expenses on the TA, the FTR does provide for a number of allowable expenses even though the TA is silent and so long as the traveler exercises the same care in incurring expenses that a prudent person would exercise if traveling on personal business. Such expenses would include: POV and taxis to/from airports, certain tips, visas and immunizations, official telephone calls, taxis for official business, traveler's checks, and fees for converting dollars to foreign exchange (but not foreign exchange to dollars.)

- **Is the cost of traveler's checks purchased in connection with OCONUS travel reimbursable?**

Yes, as long as the amount of the checks does not exceed the amount reasonably needed to cover the reimbursable cash expenses incurred.

- **Are the fees in connection with travel documents (i.e. passports, visas and health certificates) reimbursable?**

Yes, the fees are allowable when necessary. However, please check with OIA before you obtain any of these documents since they may advise you on which documents and where you should obtain them.

## USE OF EXCESS AND NEAR-EXCESS FOREIGN CURRENCIES

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### o What are excess and near-excess foreign currencies?

Foreign currencies which the U.S. Government has in surplus are "excess foreign currencies." Foreign currencies which the U.S. Government has in adequate supply, but which are not considered to be in surplus, are "near excess foreign currencies."

### o What is the Special Foreign Currency Program?

OIA is responsible for the use of special foreign currencies for travel to excess and near-excess currency countries and can include domestic (i.e. air travel to and from any point in the U.S.), international, and internal air travel within the country visited on official business. These currencies should only be used to pay for travel when it is primarily to or from an excess or near-excess foreign currency country.

### o When are excess and near-excess foreign currencies used?

These currencies are used for paying expenses for travelers to, in, and from foreign countries possessed by the United States on official travel, including payments to carriers providing service under Government transportation requests and bills of lading and for subsistence and other local expenses.

### o Who authorizes payments in foreign currencies?

Travel and transportation services payable in foreign currencies may be authorized by the OIA. When foreign travel is being planned to countries under Special Foreign Currency Programs, the ITP and TA should state that fact. Specific guidance on requirements for such travel will be provided by OIA.

## TELEPHONE CALLS

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### o May the traveler make a telephone call home while in OCONUS travel status?

A traveler traveling on official business to a foreign country longer than 2 days may be authorized to make a phone call to his or her residence. Approving officials must be sensitive to the traveler's needs, yet at the same time, keep in mind the interest of the Government by assuring that the expense of such calls is reasonable. Therefore the following guidelines are to be applied in authorizing foreign telephone calls:

- ▶ The determination that telephone calls home from a foreign country will be allowed must be made **prior to the beginning of travel**. Once the determination is made, authorization for these calls must be made on the TA.
- ▶ Due to major cost differences in foreign phone rates, the authorizing official must also authorize the frequency, and estimated cost of the telephone calls on the TA. It is recommended Authorizing Officers will provide for telephone calls at the rate equivalent to the \$4.00 every two days provided to domestic travelers.

- ▶ Numerous conditions can affect the cost of a telephone call from a foreign country, these include: the foreign country's telephone carrier system; hotel add-on costs; additional tariffs added on from country to country; etc. Major deviations (over 20 %), from what is authorized on the TA must be accompanied by a written justification describing the circumstances for the deviation. The authorizing official must review the claim and make the final determination that the amounts claimed are reasonable.

## **RECEIPTS**

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- **What receipts are necessary to claim reimbursement?**

Make sure to obtain receipts for lodging, car rental, gas, phone calls (except coin phones), registration fees, ice, bug spray, distilled water, gas for rental cars, photocopying, express mail, ATM fees, baggage storage, etc. and/or any expense in excess of \$25.00 or more. Note these expenses must be authorized on the TA in advance.

## **AUTHORITY TO TRAVEL AND REFERENCES**

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The following are the references for further information on travel:

- Executive Order 11609, 3 Code of Federal Regulations (CFR) § Act of 1975, P.L. No 94-22, 89 Stat. 84, authorized the Administrator of GSA to prescribe the regulations necessary to administer the laws governing travel and relocation allowances and entitlements for federal employees. Under this authority, GSA regulations implementing 5 U.S.C. Subchapter I of Chapter 57, are contained in Chapter 1 of the FTR, CFR § 101-7, incorporated by reference, 41 C.F.R. § 101-7.003.
- Federal Travel Regulation (FTR) - has the force and effect of law and may not be waived or modified by the employing agency or General Accounting Office (GAO), regardless of any extenuating circumstances.
- Standardized Regulations (Government Civilians, Foreign Areas) - published by the Department of State provide certain allowances, and travel entitlements to EPA employees on TDY and PCS overseas. These regulations cover such areas of entitlement for government employees in foreign areas as travel for educational purposes, travel expenses for dependents of certain employees, and the establishment of maximum per diem allowances for civilian officers and employees of the government in travel status in localities in foreign areas.
- U.S. Department of State Foreign Affairs Manual (FAM), Volume 6, General Services - These regulations cover the travel of Foreign Service employees and the members of the families, and apply to travel and transportation within the U.S., as well as abroad.
- EPA Travel Manual, Resource Management Directive System (RMDS) 2550-B
- Civilian Personal Law Manual, Title III-Travel
- Principles of Federal Appropriations Law
- On the Go With EPA, "A Reference Guide For Travel", February 1990

## GLOSSARY OF COMMON TRAVEL TERMS

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**Actual Subsistence** - A method of reimbursing travelers for their actual costs (NTE 150% of the GSA rate for the area) or \$50 plus the applicable maximum per diem rate when actual expenses are unusually high due to special or unusual circumstances (e.g. Olympic City). Actual subsistence generally includes items such as lodging, meals, and laundry costs.

**Agency** - An executive agency; a military department; an office, agency, or other establishment in the legislative branch; and the government of the District of Columbia; but does not include a Government controlled corporation, a Member of Congress, or an office or committee of either House of Congress or of the two Houses.

**Alternate Location** - A destination, other than the traveler's official duty station or the point of interruption, where necessary medical services or a personal emergency situation exists. In the case of illness or injury of the traveler, the nearest hospital or medical facility capable of treating the illness or injury is not considered to be an alternate location.

**Baggage** - Government property and your personal property necessary for the purpose of official travel.

**Calendar Day** - Calendar day means the 24-hour period from one minute after midnight to the next midnight. The calendar day technically begins one second after midnight (reflected as 12:01 a.m.) and ends at 12:00 midnight.

**Code of Federal Regulations (CFR)** - The Governing Federal Travel Regulation (FTR) is published in 41 CFR Part 301-304.

**Common (Commercial) Carrier** - Any firm furnishing commercial transportation. This includes airplanes, trains, ships and buses.

**CONUS** - CONUS refers to the continental United States or more specifically the 48 conterminous States and the District of Columbia.

**Conterminous United States** - The 48 continental United States and the District of Columbia.

**Continental United States** - The 48 conterminous United States and the District of Columbia.

**Destination Rate** - Destination rate is the rate applicable to the next location where the traveler will perform temporary duty or where the traveler will make an en route rest stop to obtain overnight lodging.

**Diners Club Coordinator** - Person designated by the Financial Management Officer (FMO) to administer the contractor-issued Government charge card program, including the processing of applications for the card and answering travel questions.

**Domestic Travel** - Any travel inside CONUS.

**Employee** - The head of an agency, an agency official, or any other individual employed by an agency including experts and consultants and an individual serving without pay or at \$1 a year.

**Federal Travel Regulation (FTR)** - Issued by the General Services Administration (GSA) which establishes per diem, travel, transportation and relocation allowances for civilian employees of the agencies including civilian employees of the DOD for travel OCONUS and CONUS.

**Financial Management Officer (FMO)** - The person who manages the SFO.

**Fly America Act** - 49 U.S.C. App. 1517, as implemented by the CG's guidelines, Decision B-138942, March 31, 1981, requires Federal employees and their dependents, consultants, contractors, grantees, and others performing United States Government's financed foreign air travel to travel by U.S. flag air carriers.

**Gateway Airport** - A "gateway airport in the United States" means the last airport in the U.S. from which the traveler's flight departs, or the first airport in the U.S. which the traveler's flight arrives. A "gateway airport abroad" means the airport abroad from which the traveler last embarks en route to the United States or at which the traveler first debarks incident to travel from the United States.

**Government-Furnished Vehicles** - Includes vehicles which are owned by an agency, assigned or dispatched to an agency on a rental basis from a GSA interagency motor pool, or leased by the Government for a period of 30 days or longer from a commercial firm.

**Incidental Expenses (IE)** - Expenses such as fees and tips to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses and others on vessels, and hotel servants in foreign countries, laundry and cleaning and pressing of clothing; transportation between places of lodging/business and places where meals are taken; and telegrams and/or telephones calls necessary to reserve lodging accommodations.

**International Date Line (IDL)** - A hypothetical line approximately along the 180 meridian where each calendar day begins (e.g., when it is Sunday just east of the IDL it is Monday just west of it. Zero degree is at Greenwich, England (suburb of London). Every 15 degrees east or west of zero represents one hour. The IDL is always over the water. (Refer to Example No. 11 in Appendix A.)

**International Travel** - Travel on official business, to, from and within areas not covered by domestic travel. In international travel the point of arrival or departure is outside the United States. Travel that begins and ends in the U.S. but transits another country is not international travel.

**International Travel Coordinator** - Individual charged with coordinating clearance and approval of proposed international travel and required documentation. Each Region and Program has an individual serving in this role. Check with OIA if you do not know who your coordinator is.

**International Travel Plan (ITP)** - EPA Form 4550-5, used by the Agency to track international travel performed by EPA officials and consultants.

**International Travel Report (ITR)** - EPA Form 4550-0, used by the Agency to record international travel completed by EPA officials and consultants.

**Locality Rates** - Maximum per diem rates prescribed worldwide for major cities. The "Other" rate for the country applies if your TDY post is not listed in the Standardized Regulations.

**Lodging** - Expenses for overnight sleeping facilities; baths; personal use of the room during the daytime; and service charges for fans, air conditioners, heaters, and fires furnished in rooms when such charges are not included in the room rate. It does not include accommodations on common carriers; however, in determining the overall cost to the Government when authorizing the mode of transportation to be used the availability of these accommodations shall be considered.

**Meal Allowance** - The flat entitlement portion of worldwide lodging-plus which is calculated based on the hours you are in travel status. The meals portions covers expenses for breakfast, lunch and dinner and related tips and taxes (specifically excluded are alcoholic beverages, entertainment expenses, and any other expenses incurred for other persons).

**Meals and Incidental Expenses (M&IE)** - Maximum dollar amounts specified for each per diem locality as well as specific amounts for each meal and incidental portion.

**Mileage Allowance** - A fixed rate per mile allowed (instead of actual expenses) for operating a privately-owned vehicle (POV).

**Non-Foreign Area** - Includes the United States, its territories or possessions, the Commonwealth of Puerto Rico, or the former Canal Zone area (i.e. areas and installations in the Republic of Panama made available to the United States pursuant to the Panama Canal Treaty of 1977 and related agreements (as described in section 3(a) of the Panama Canal Act of 1979)). (Note, for the purpose of this guide, non-foreign areas are only the OCONUS areas covered in this paragraph.)

**OCONUS** - Any location outside of the 48 Conterminous States and the District of Columbia.

**Official Station** - Designated post of duty. The limits of the official duty station will be the corporate limits of the city or town in which the employee is stationed. The home or regular place of business as it pertains to experts and consultants described in 5 U.S.C. 5703.

**Origin Rate** - Rate of per diem in effect at the travelers permanent duty station.

**Other Miscellaneous Travel Expenses** - Expenses directly attributable and necessary to the travel and temporary duty as authorized and performed. When authorized or approved by the delegated authorizing official concerned, these expenses are reimbursable in addition to the per diem allowance and transportation expenses (i.e. such as rental of office equipment, photocopying, etc.).

**Per Diem** - The daily amount payable instead of actual expenses for lodging, and meals and related incidental expenses (M&IE). The per diem allowance is distinguished from transportation expenses and other miscellaneous travel expenses.

**Permanent Duty Station (PDS)** - Official station to which the employee is assigned permanently.

**Place Of Abode** - The place from which the employee commutes daily to the official station.

**Point Of Interruption** - The location where en route travel is stopped due to unforeseen circumstances such as illness of the traveler.

**Privately-Owned Vehicle (POV)** - A privately-owned automobile, aircraft, or motorcycle used by the traveler other than on a "for hire" or rental basis. A POV could belong to the traveler, a family member, or a friend.

**Per Diem** - A daily allowance authorized for the payment of lodging and M&IE. The per diem allowance is separate from transportation expenses and other miscellaneous travel expenses.

**Premium Class** - Any class above coach class on a common carrier, including business and first class.

**Reimbursable Expenses** - Reimbursable travel expenses are those expenses necessary to transact official business.

**Rest Stop** - An authorized break in travel not in excess of 24 hours after the traveler has been in continuous travel for more than 14 hours.

**Servicing Finance Office (SFO)** - This is the finance office which processes your financial (e.g. travel advances, travel vouchers, etc.) transactions. EPA has 14 SFOs throughout the Agency.

**Special Conveyance** - Commercially rented transportation of any type (e.g. autos, planes, boats, etc.). Special conveyances shall be used only when it is NOT advantageous to the Government to use (a) common carrier, (b) Government-leased vehicles, or (c) privately-owned conveyances.

**Standard CONUS Rate** - Generally, the standard CONUS rate is prescribed for any location within CONUS that is not included in one of the defined localities or areas for which a specific rate is prescribed in appendix A of the FTR. The standard CONUS rate is also prescribed for all locations within CONUS when permanent change of station travel is involved.

**Stopover** - An intermediate point between the origin and destination where travel is interrupted due to common carrier connections or rest stops.

**Temporary Duty (TDY)** - An authorized temporary assignment away from your official duty station.

**Transportation Expenses** - Include commercial bus, air, rail or vessels/steamship fares and are reimbursable in addition to the per diem allowance. Transportation expenses also include local transit systems and taxis; cost of commercial rental cars, fuel, and other special conveyances; and mileage and other allowances to cover operating expenses for use of POVs, including fees for parking, tolls, etc.

**Travel Authorization (TA)** - EPA Form 2610-1, on which the Agency approves, authorizes, and funds travel for the agency.

**Travel Management Center (TMC)** - This is an assigned GSA contracted Travel Agency to provide travel services.

**U.S. Flag Air Carrier** - Means an air carrier holding a certificate under section 401 of the Federal Aviation Act of 1958 (49 U.S.C. 1371). Foreign air carriers operating under permits are excluded.

## TRAVEL ACRONYMS

**AA** - Assistant Administrator  
**ATM** - Automated Teller Machine  
**CFR** - Code of Federal Regulations  
**CG** - Comptroller General  
**COLA** - Cost of Living Allowance  
**CONUS** - Continental United States  
**DCN** - Document Control Number  
**DOD** - Department of Defense  
**EPA** - Environmental Protection Agency  
**FAM** - Foreign Affairs Manual  
**FMD** - Financial Management Division  
**FMO** - Financial Management Officer  
**FPPB** - Fiscal Policies and Procedures Branch  
**FTD** - Federal Travel Directory  
**FTR** - Federal Travel Regulation  
**GAO** - General Accounting Office  
**GSA** - General Services Administration  
**GTR** - Government Transportation Request  
**JFTR** - Joint Federal Travel Regulation  
**IDL** - International Date Line  
**IG** - Inspector General  
**IPA** - Intergovernmental Personnel Act  
**ITP** - International Travel Plan  
**M&IE** - Meals and Incidental Expenses  
**OARM** - Office of Administration and Resources Management  
**OC** - Office of the Comptroller  
**OCONUS** - Outside the Continental United States  
**OGC** - Office of General Counsel  
**OHRD** - Office of Human Resources Development  
**OHRM** - Office of Human Resources Management  
**OIA** - Office of International Activities  
**OMB** - Office of Management and Budget  
**OPM** - Office of Personnel Management  
**PCS** - Permanent Change of Station  
**PIN** - Personal Identification Number  
**PL** - Public Law  
**POV** - Privately-Owned Vehicle  
**RA** - Regional Administrator  
**RMDS** - Resources Management Directives System  
**SFO** - Servicing Finance Office  
**TA** - Travel Authorization  
**TDY** - Temporary Duty  
**TMC** - Travel Management Center



*APPENDIX A*

*EXAMPLES  
OF*

*WORLD-WIDE  
LODGING-PLUS  
PER DIEM  
SYSTEM*

*COMPUTATIONS*

## **WORLD-WIDE LODGING-PLUS PER DIEM SYSTEM**

### **APPENDIX A - EXAMPLES OF OCONUS PER DIEM COMPUTATIONS**

#### **TRAVEL 24 HOURS OR LESS - NO LODGING**

##### **EXAMPLE NO. 1**

Traveler departs office Berlin, Germany at 8:15 a.m., arrives Frankfurt 9:40 a.m. for TDY. Departs 5:10 p.m., arrives residence 7:15 p.m. Frankfurt M&IE rate is \$68.00.

##### **ANSWER TO EXAMPLE NO. 1**

Using the World-Wide Lodging-Plus per diem system, reimbursement for 11 hours of travel would be for 3 quarters (departs 2nd quarter, returns 4th quarter). Reimbursement is  $3/4 \times 68.00 = \$51.00$

##### **EXAMPLE NO. 2**

Traveler departs residence Hamilton, Ontario 5:00 a.m., departs Buffalo, New York airport 6:45 a.m., arrives New York City 8:30 a.m. for TDY. Departs 3:59 p.m., arrives Buffalo, New York 5:45 p.m., arrives residence 7:15 p.m. New York M&IE rate is \$34.00.

##### **ANSWER TO NO. 2**

Using the World-Wide Lodging-Plus per diem system, reimbursement for 14 hours, 15 minutes of travel would be for 4 quarters (departs 1st quarter, returns in the 4th quarter). Reimbursement is \$34.00.

##### **EXAMPLE NO. 3**

Traveler departs residence Cheltenham, England 5:45 a.m., arrives office Oxford, England 7:00 a.m., departs office 8:20 a.m., arrives London, England 9:45 a.m. for TDY. Departs London 3:30 p.m., arrives Oxford 5:25 p.m., arrives residence 6:50 p.m. Lunch was furnished free of charge by the U.S. Embassy. London M&IE rate is \$82.00 (B\$12, L\$21, D\$33, IE\$16).

##### **ANSWER TO NO. 3**

Under the World-Wide Lodging-Plus per diem system, 10 1/2 hours of travel would be 3 quarters (departs 2nd quarter, returns 4th quarter). Reimbursement is  $3/4 \times \$82.00 = \$61.50$ , less lunch \$21.00 = \$40.50

**EXAMPLE NO. 4**

Traveler departs residence 6:00 a.m., arrives at office in Chicago, Illinois 7:30 a.m., departs office 9:00 a.m., departs airport 10:20 a.m., arrives Toronto, Canada 12:42 p.m. for business meeting. Departs Toronto 4:55 p.m., arrives Chicago 5:27 p.m., arrives residence 6:40 p.m. Toronto, Canada M&IE Rate is \$63.00.

**ANSWER TO NO. 4**

Travel time is 9 hours 40 minutes, no per diem allowed, 10-hour rule. Note: The per diem clock starts at 9:00 a.m. when the employee leaves the office.

**EXAMPLE NO. 5**

Traveler departs residence Drayton, North Dakota at 7:00 a.m., in a Government owned vehicle (GOV), arrives Winnipeg, Canada 8:45 a.m. for TDY. Departs 4:30 p.m. arrives residence 5:45 p.m. Winnipeg, Canada M&IE Rate is \$50.00

**ANSWER TO NO. 5**

Allowances under the World-Wide Lodging-Plus per diem system 10 hours, 45 minutes would be 2 quarters (departed 2nd quarter, returned 3rd quarter).  $2/4 \times \$50.00 = \$25.00$

**EXAMPLE NO. 6**

Traveler departs residence Miami, Florida 6:10 a.m., departs airport 7:30 a.m., arrives San Juan, Puerto Rico 10:00 a.m. for TDY. Departs San Juan 5:55 p.m., arrives Miami 8:30 p.m., arrives residence 9:50 p.m. San Juan M&IE Rate \$61.00.

**ANSWER TO NO. 6**

Allowance under the World-Wide Lodging-Plus per diem system, 15 hour, 40 minutes of travel would be 3 quarters (departs 2nd quarter, returns 4th quarter).  $3/4 \times \$61.00 = \$45.75$

**EXAMPLE NO. 7**

Traveler departs residence 6:15 a.m. Victoria, British Columbia, arrives Everett, Washington 8:30 a.m. for TDY. Departs 12:40 p.m., arrives Seattle, Washington 1:45 p.m. for TDY. Departs 3:00 p.m., arrives residence 5:50 p.m. Everett M&IE rate \$26.00. Seattle M&IE rate \$34.00.

**ANSWER TO NO. 7**

Allowances under the World-Wide Lodging-Plus per diem system, 11 hours, 35 minutes of travel would be 2 quarters (departed 2nd quarter, returned 3rd quarter). Reimbursement is  $2/4 \times \$34.00 = \$17$  (use highest M&IE rate).

## **TRAVEL OVER 24 HOURS - LODGING REQUIRED**

### **EXAMPLE NO. 8**

Traveler departs residence, Wailuka, Maui Sunday 6:15 a.m., arrives Kapualua airport 6:50 a.m., departs 7:24 a.m., arrives Honolulu 8:00 a.m., departs 8:40 a.m., arrives Dallas, Texas 11:10 p.m. for TDY. Lodging \$70. Per diem rate \$108 (lodging \$74, M&IE \$34). Monday - Thursday TDY Lodging \$70 per night. Friday - Depart Dallas 3:30 p.m., arrive Honolulu 8:20 p.m. (flight delayed lodging \$98) (last flight to Maui 5:15 p.m., stopover required - Honolulu Per Diem Rate \$126.00 (lodging \$86.00 + M&IE rate \$40.00).) Saturday - Depart Honolulu 9:30 a.m., arrives Kapualua airport 10:15 a.m., arrives residence at 11:00 a.m.

### **ANSWER TO NO. 8**

<u>Sunday</u> - 3/4 Dallas M&IE \$34 rate plus \$70 lodging	\$ 95.50
<u>Monday - Thursday</u> - Full days \$70 plus \$34 = $104 \times 4 =$	416.00
<u>Friday</u> - Lodging Honolulu \$98 limited to \$86 plus \$40 M&IE	126.00
<u>Saturday</u> - Arrived home 2nd quarter 2/4 Honolulu \$40 M&IE	<u>20.00</u>
Total per diem reimbursement	\$657.50

### **EXAMPLE NO. 9**

Traveler departs residence Monday 5:10 a.m. arrives Dulles airport 6:00 a.m., departs 6:55 a.m., arrives Honolulu 1:15 p.m. for TDY. Lodging \$84.00. Per diem rate is \$126 (lodging \$86, M&IE \$40). Tuesday - Thursday - TDY Lodging \$84 per night. Friday - Depart Honolulu 5:25 p.m. (traveled over midnight). Saturday - Arrive Washington 12:05 p.m., arrive residence 1:25 p.m.

### **ANSWER TO NO. 9**

<u>Monday</u> - 4 quarters Honolulu \$40 M&IE rate plus \$84 lodging =	\$124.00
<u>Tuesday - Thursday</u> - Full days \$84 plus \$40 = $124 \times 3 =$	372.00
<u>Friday</u> - Travel over midnight full Honolulu \$40 M&IE =	40.00
<u>Saturday</u> - Arrived home 3rd quarter, 3/4 Friday \$40 M&IE Rate =	<u>30.00</u>
Total per diem reimbursement	\$566.00

**TRAVEL OVER 24 HOURS - GOVERNMENT QUARTERS AND MESS FURNISHED**

**EXAMPLE NO. 10**

Traveler departs residence Macon, GA Monday 6:30 a.m., arrives Atlanta airport 8:15 a.m. departs 9:16 a.m., arrives Seattle 11:00 a.m., departs 11:55 a.m., arrives Anchorage, Alaska 2:13 p.m. Government quarters on military base at no cost. Per diem \$130 (Lodging \$73, M&IE rate \$57, B\$9, L\$14, D\$23, IE \$11). Tuesday - Friday - TDY Government quarters, lunch furnished each day in mess facility. Saturday - Depart Anchorage 7:00 a.m., arrives Seattle 11:11 a.m., depart 1:40 p.m., arrive Atlanta 11:05 p.m. Sunday - Arrive residence 1:15 a.m.

**ANSWER TO NO. 10**

<u>Monday</u> - 3/4 of the Anchorage M&IE \$57 rate =	\$ 42.75
<u>Tuesday - Friday</u> - M&IE \$57 less \$14 lunch 4 x \$43 =	172.00
<u>Saturday</u> - Travel over midnight, full Anchorage M&IE rate =	57.00
<u>Sunday</u> - 1/4 Saturday M&IE \$57 rate =	<u>14.25</u>
Total per diem reimbursement =	\$286.00

## **TRAVEL OVER 24 HOURS - CROSSING THE IDL**

### **EXAMPLE NO. 11**

Traveler departs residence 7:00 a.m. Saturday arrives Chicago airport 8:15 a.m., departs 9:50 a.m., crossed IDL. Sunday - Arrive Hong Kong 9:20 p.m. for TDY. Lodging \$85. Per Diem Rate \$160 (Lodging \$87, M&IE \$73). Monday - Wednesday - TDY Lodging \$85 night. Thursday - Stayed with friends, no lodging cost. Friday - Lodging \$90. Saturday - Depart Hong Kong 12:10 p.m. crossed IDL, arrived Chicago 11:20 p.m. Sunday - Arrive residence 12:40 a.m.

### **ANSWER TO NO. 11**

<u>Saturday</u> - 3/4 Hong Kong M&IE \$73 rate = \$54.75 + \$85 lodging =	\$139.75
<u>Sunday</u> - IDL Day =	.00
<u>Monday - Wednesday</u> - \$73 M&IE plus \$85 lodging 3 x \$158 =	474.00
<u>Thursday</u> - M&IE rate, no lodging cost =	73.00
<u>Friday</u> - \$73 M&IE rate plus maximum lodging \$87 =	160.00
<u>Saturday (1st)</u> - Full Hong Kong M&IE rate =	73.00
<u>Saturday (2nd)</u> - Full Hong Kong M&IE rate =	73.00
<u>Sunday</u> - 1/4 Saturday M&IE rate 1/4 x \$73.00 =	<u>18.25</u>
Total per diem reimbursement	\$1,011.00

*Note: Heading westbound from CONUS to Asia (as in this example) the IDL creates an illusion that the traveler traveled over midnight Saturday arriving in Hong Kong Sunday. In reality, the traveler arrived within the same 24 hour period as when leaving Chicago, the days are just different east and west of the IDL. However, on the return eastbound, upon crossing the IDL on the first Saturday the remaining hours east of the IDL became Friday and the traveler arrived in Chicago on the 2nd Saturday.*

**OTHER EXAMPLES OF OCONUS TRAVEL:**

**EXAMPLE NO. 12**

Traveler departs residence Sunday 7:15 a.m., arrives Miami airport 8:00 a.m., departs 9:10 a.m., arrives San Juan, Puerto Rico 11:40 a.m. for TDY, lodging \$62.00. Per diem rates \$133 (lodging \$72, M&IE rate \$61). Monday - Friday - TDY Lodging \$62 night. Saturday - Depart 4:00 p.m., arrive Ponce, Puerto Rico 5:30 p.m. for TDY, lodging \$42. Per diem rate \$121 (lodging \$64, M&IE rate \$57). Wednesday - Depart 2:15 p.m., arrive San Juan 3:40 p.m., depart 5:55 p.m. arrive Miami 8:35 p.m., arrive residence 9:50 p.m.

**ANSWER TO NO. 12**

Sunday - 3/4 San Juan \$61 M&IE rate = \$45.75 + \$62 Lodging = \$107.75

Monday - Friday - \$62 lodging-plus \$61 M&IE rate = \$123 x 5 = 615.00

Saturday - Tuesday \$42 lodging-plus \$57 Ponce M&IE rate = \$99 x 4 = 396.00

Wednesday - 4/4 \$57 Ponce M&IE rate = 57.00

Total per diem reimbursement \$1,175.75

**EXAMPLE NO. 13**

Traveler departs residence Portsmouth, New Hampshire Sunday 5:30 p.m., arrives Boston Logan Airport 7:15 p.m., departs 9:10 p.m. (travel over midnight). Monday arrives Glasgow, Scotland 8:15 a.m., arrives Dunoon 9:50 a.m. for TDY. Lodging \$43. Per diem rate \$100 (lodging \$55, M&IE rate \$45). Tuesday - Friday - TDY Lodging \$43 per night. Saturday - departs 8:45 a.m., arrives Glasgow airport 10:15 a.m., departs 11:15 a.m. arrives Boston 1:15 p.m. arrives residence 4:45 p.m.

**ANSWER TO NO. 13**

Sunday - 2/4 Dunoon Scotland \$45 M&IE rate = \$ 22.50

Monday - Friday - \$43 lodging-plus \$45 M&IE rate = \$88 x 5 = 440.00

Saturday - 3/4 Dunoon \$45 M&IE rate = 33.75

Total per diem reimbursement \$496.25

**EXAMPLE NO. 14**

Traveler departs residence San Francisco, California Sunday 7:00 a.m., arrives airport 8:00 a.m., departs 9:20 a.m., arrives New York, NY 7:19 p.m. stopover authorized, lodging \$115. Per diem rate \$147 (lodging \$113, M&IE rate \$34). Monday - departs 9:00 a.m., arrives Frankfurt, Germany 11:45 p.m. for TDY, lodging \$85. Per diem rate \$159 (lodging \$86, M&IE \$73). Tuesday - Thursday - TDY Lodging \$85 per night. Friday - Departs Frankfurt 4:25 p.m., arrives New York 8:40 p.m., stopover authorized, lodging \$120. Saturday - departs 8:00 a.m., arrives San Francisco 1:21 p.m., arrives residence 3:05 p.m.

**ANSWER TO NO. 14**

Sunday - 3/4 New York \$34 M&IE rate = \$25.50 + Maximum Lodging of \$113.00 = \$138.50

Monday - Thursday - Lodging \$85 + M&IE \$73 = \$158 x 4 = 632.00

Friday - Full New York rate \$34 + \$113 maximum lodging = 147.00

Saturday - 3/4 New York M&IE \$34.00 Rate = 25.50

Total per diem reimbursement \$943.00



### EXAMPLE NO. 15

Traveler departs residence Sunday 5:40 a.m., Panama airport 6:35 a.m., departs 7:20 a.m., arrives Miami 11:20 a.m., departs 1:00 p.m., arrives Washington, D.C. 3:25 p.m. for TDY. Per diem rate \$127 (lodging \$93.00, M&IE \$34). Lodging cost \$118, actual expense authorized for lodging and M&IE. Sunday - Friday - actual expenses. Saturday - Depart Washington 5:05 p.m., arrive Atlanta 7:00 p.m. for TDY. Per diem rate \$108 (lodging \$74.00 M&IE \$34). Lodging cost \$69.50. Sunday - Wednesday - TDY lodging \$69.50 per night. Thursday - departs Atlanta 12:40 p.m., arrives Miami 2:27 p.m., departs 4:50 p.m., arrives Panama 7:40 p.m., arrives residence 8:30 p.m.

### ANSWER TO NO. 15

Actual expenses authorized in Washington. Maximum daily rate \$191 (150% x \$127, rounded \$191). Maximum M&IE rate \$51 (150% x \$34) (While M&IE totals are shown in the example, a detailed breakdown of the expenses is required).

<u>Sunday</u> - Lodging \$118, M&IE \$27.75 =	\$ 145.75
<u>Monday</u> - Lodging \$118, M&IE \$48.00 =	166.00
<u>Tuesday</u> - Lodging \$118, M&IE \$56.50 (Max \$51) =	169.00
<u>Wednesday</u> - Lodging \$118, M&IE \$ 46.50 =	164.50
<u>Thursday</u> - Lodging \$118, M&IE \$44.75 =	162.75
<u>Friday</u> - Lodging zero, stayed w/friends, M&IE \$28.50 =	<u>28.50</u>
Total actual expense reimbursement	\$ 836.50
<u>Saturday - Wednesday</u> - Lodging \$69.50 plus \$34 M&IE = \$103.50 x 5 =	\$ 517.50
<u>Thursday</u> - Full Atlanta M&IE rate \$34 =	<u>34.00</u>
Total per diem reimbursement	\$ 551.50
Total reimbursement	\$1,388.00

**EXAMPLE NO. 16**

Traveler departs residence Monday 6:40 a.m., arrives Nashville, TN airport 7:20 a.m., depart 8:03 a.m., arrives Miami 12:45 p.m., depart 4:45 p.m. arrive Panama City, R.P. 7:39 p.m. for TDY. Per diem rate is \$132 (lodging \$71, M&IE \$61). Lodging is \$82.00. Tuesday - Thursday - lodging \$82.00 per night. Friday - Depart 3:40 p.m., arrive in Miami at 7:45 p.m. (flight delayed because of inclement weather, missed connecting flight remained overnight in Miami), lodging \$84.00. Per diem rate \$94 (lodging \$60, M&IE \$34). Actual expenses for lodging approved after the travel plus 100% Miami M&IE rate. Saturday - Depart Miami at 9:15 a.m., arrive in Nashville at 11:43 a.m., arrive at residence at 12:35 p.m.

**ANSWER TO NO. 16**

Monday - 3/4 Panama City's \$61 M&IE rate = \$45.75, plus \$71 maximum lodgings = \$116.75

Tuesday - Thursday - \$61 M&IE plus \$71 lodging maximum =  $\$132.00 \times 3 =$  \$396.00

Friday - Actual expense authorized for lodging in Miami plus 100% per diem M&IE \$34 rate. Maximum payable \$141 (150% x 94), maximum available for lodging \$107 (\$141 less \$34 M&IE). Lodging \$84 plus M&IE \$34 rate = \$118.00

Saturday - 3/4 Miami \$34 M&IE rate = \$ 25.50

Total per diem reimbursement \$656.25

### EXAMPLE NO. 17

A traveler was authorized to travel by air from Accra, Ghana, to Pittsburgh, Pennsylvania. The traveler used the following routing. (In this example the employee failed to use an available U.S. Flag carrier service.)

Accra, Ghana to Frankfort, Germany (foreign flag carrier)  
Frankfort, Germany to New York City (U.S. flag)  
New York City to Pittsburgh (U.S. Flag)

Total miles traveled:	7,450 miles
Total miles on U.S. flag carrier:	4,182 miles
Total fare paid:	\$1,580

The authorized route was:

Accra, Ghana to Dakar (foreign flag carrier)  
Dakar to New York City (U.S. flag carrier)  
New York City to Pittsburgh (U.S. flag)

Total miles traveled:	5,610 miles
Total miles on U.S. flag carrier:	4,143 miles
Total fare:	\$1,379.40

### ANSWER TO NO. 17

Now we compute the traveler's liability for non-use of an American flag-carrier.

Sum of certificated carrier segment mileage authorize	x	Fair payable by
Sum of all segment mileage Authorized		Government

MINUS

Sum of certificated carrier segment mileage, traveled	x	Through fare paid
Sum of segment mileage, traveled		

EXAMPLE:	<u>4,143 MILES</u>		<u>4,182 MILES</u>	
	5,510 MILES x \$1,379.40	-	7,450 MILES X \$1,580	
	(.74 X \$1,379.40)	-	(.56 X \$1,580)	
	\$1,020.75	-	\$884.80	= \$135.95

NOTE: \$135.95 IS THE AMOUNT OWED BY THE TRAVELER FOR REVENUE LOST TO A U.S. FLAG CARRIER. GSA WILL WORK WITH THE AGENCY TO ENSURE THE APPROPRIATE CARRIER RECEIVES THE MONEY.

*APPENDIX B*

*WORLD-WIDE  
LODGING-PLUS  
PER DIEM  
SYSTEM*

*DISTRIBUTION  
OF  
M&IE*

# World-Wide Lodgings-Plus Per Diem System

## Appendix B - Distribution of M&IE Expenses

### M&IE Rates

M&IE rates for localities in non-foreign areas (prescribed in Civilian Personnel Per Diem Bulletins published periodically in the Federal Register by the Secretary of Defense), and for localities in foreign areas (established by the Secretary of State in section 925, a per diem supplement to the Standard Regulations (Government civilians, Foreign Areas)) shall be allocated as shown when making deductions from non-foreign or foreign area per diem rates.

M&IE RATE .....	Breakfast	Lunch	Dinner	Incidentals
\$1.....	\$0	\$0	\$0	\$1
2.....	0	0	1	1
3.....	0	1	1	1
4.....	1	1	1	1
5.....	1	1	2	1
6.....	1	2	2	1
7.....	1	2	3	1
8.....	1	2	3	2
9.....	1	2	4	2
10.....	2	2	4	2
11.....	2	3	4	2
12.....	2	3	5	2
13.....	2	3	5	3
14.....	2	4	5	3
15.....	2	4	6	3
16.....	2	4	7	3
17.....	3	4	7	3
18.....	3	5	7	3
19.....	3	5	8	3
20.....	3	5	8	4
21.....	3	5	9	4
22.....	3	6	9	4
23.....	3	6	9	5
24.....	4	6	9	5
25.....	4	6	10	5
26.....	4	7	10	5
27.....	4	7	11	5
28.....	4	7	11	6
29.....	4	7	12	6
30.....	5	7	12	6
31.....	5	8	12	6
32.....	5	8	13	6
33.....	5	8	13	7
34.....	5	9	13	7
35.....	5	9	14	7
36.....	5	9	15	7
37.....	6	9	15	7
38.....	6	10	15	7
39.....	6	10	16	7
40.....	6	10	16	8
41.....	6	10	17	8
42.....	6	11	17	8
43.....	6	11	17	9
44.....	6	11	17	9
45.....	7	11	18	9
46.....	7	12	18	9
47.....	7	12	19	9
48.....	7	12	19	10
49.....	7	12	20	10
50.....	8	12	20	10
51.....	8	13	20	10
52.....	8	13	21	10

**World-Wide Lodgings-Plus Per Diem System  
Appendix B - Distribution of M&IE Expenses**

<b>M&amp;IE RATE .....</b>	<b>Breakfast</b>	<b>Lunch</b>	<b>Dinner</b>	<b>Incidentals</b>
53.....	8	13	21	11
54.....	8	14	21	11
55.....	8	14	22	11
56.....	8	14	23	11
57.....	9	14	23	11
58.....	9	15	23	11
59.....	9	15	24	11
60.....	9	15	24	12
61.....	9	15	25	12
62.....	9	16	25	12
63.....	9	16	25	13
64.....	10	16	25	13
65.....	10	16	26	13
66.....	10	17	26	13
67.....	10	17	27	13
68.....	10	17	27	14
69.....	10	17	28	14
70.....	11	17	28	14
71.....	11	18	28	14
72.....	11	18	29	14
73.....	11	18	29	15
74.....	11	19	29	15
75.....	11	19	30	15
76.....	11	19	31	15
77.....	12	19	31	15
78.....	12	20	31	15
79.....	12	20	32	15
80.....	12	20	32	16
81.....	12	20	33	16
82.....	12	21	33	16
83.....	12	21	33	17
84.....	13	21	33	17
85.....	13	21	34	17
86.....	13	22	34	17
87.....	13	22	35	17
88.....	13	22	35	18
89.....	13	22	36	18
90.....	14	22	36	18
91.....	14	23	36	18
92.....	14	23	37	18
93.....	14	23	37	19
94.....	14	24	37	19
95.....	14	24	38	19
96.....	14	24	39	19
97.....	15	24	39	19
98.....	15	25	39	19
99.....	15	25	40	19
100.....	15	25	40	20
101.....	15	25	41	20
102.....	15	26	41	20
103.....	15	26	41	21
104.....	16	26	41	21
105.....	16	26	42	21
106.....	16	27	42	21
107.....	16	27	43	21
108.....	16	27	43	22
109.....	16	27	44	22
110.....	17	27	44	22
111.....	17	28	44	22
112.....	17	28	45	22
113.....	17	28	45	23
114.....	17	29	45	23

**World-Wide Lodgings-Plus Per Diem System  
Appendix B - Distribution of M&IE Expenses**

<b>M&amp;IE RATE .....</b>	<b>Breakfast</b>	<b>Lunch</b>	<b>Dinner</b>	<b>Incidentals</b>
115.....	17	29	46	23
116.....	17	29	47	23
117.....	18	29	47	23
118.....	18	30	47	23
119.....	18	30	48	23
120.....	18	30	48	24
121.....	18	30	49	24
122.....	18	31	49	24
123.....	18	31	49	25
124.....	19	31	49	25
125.....	19	31	50	25
126.....	19	32	50	25
127.....	19	32	51	25
128.....	19	32	51	26
129.....	19	32	52	26
130.....	20	32	52	26
131.....	20	33	52	26
132.....	20	33	53	26
133.....	20	33	53	27
134.....	20	34	53	27
135.....	20	34	54	27
136.....	20	34	55	27
137.....	21	34	55	27
138.....	21	35	55	27
139.....	21	35	56	27
140.....	21	35	56	28
141.....	21	35	57	28
142.....	21	36	57	28
143.....	21	36	57	29
144.....	22	36	57	29
145.....	22	36	58	29
146.....	22	37	58	29
147.....	22	37	59	29
148.....	22	37	59	30
149.....	22	37	60	30
150.....	23	37	60	30
151.....	23	38	60	30
152.....	23	38	61	30
153.....	23	38	61	31
154.....	23	39	61	31
155.....	23	39	62	31
156.....	23	39	63	31
157.....	24	39	63	31
158.....	24	40	63	31
159.....	24	40	64	31
160.....	24	40	64	32
161.....	24	40	65	32
162.....	24	41	65	32
163.....	24	41	65	33
164.....	25	41	65	33
165.....	25	41	66	33
166.....	25	41	67	33
167.....	25	42	67	33
168.....	25	42	67	34
169.....	25	42	68	34
170.....	26	42	68	34
171.....	26	43	68	34
172.....	26	43	69	34
173.....	26	43	69	35
174.....	26	44	69	35
175.....	26	44	70	35
176.....	26	44	71	35
177.....	27	44	71	35

**World-Wide Lodgings-Plus Per Diem System  
Appendix B - Distribution of M&IE Expenses**

<b>M&amp;IE RATE .....</b>	<b>Breakfast</b>	<b>Lunch</b>	<b>Dinner</b>	<b>Incidentals</b>
178.....	27	44	72	35
179.....	27	45	72	35
180.....	27	45	72	36
181.....	27	45	73	36
182.....	27	46	73	36
183.....	27	46	73	37
184.....	28	46	73	37
185.....	28	46	74	37
186.....	28	47	74	37
187.....	28	47	75	37
188.....	28	47	75	38
189.....	28	47	76	38
190.....	29	47	76	38
191.....	29	48	76	38
192.....	29	48	77	38
193.....	29	48	77	39
194.....	29	49	77	39
195.....	29	49	78	39
196.....	29	49	79	39
197.....	30	49	79	39
198.....	30	50	79	39
199.....	30	50	80	39
200.....	30	50	80	40
201.....	30	50	81	40
202.....	30	51	81	40
203.....	30	51	81	41
204.....	31	51	81	41
205.....	31	51	82	41
206.....	31	52	82	41
207.....	31	52	83	41
208.....	31	52	83	42
209.....	31	52	84	42
210.....	32	52	84	42
211.....	32	53	84	42
212.....	32	53	85	42
213.....	32	53	85	43
214.....	32	54	85	43
215.....	32	54	86	43
216.....	32	54	87	43
217.....	33	54	87	43
218.....	33	55	87	43
219.....	33	55	88	43
220.....	33	55	88	44
221.....	33	55	89	44
222.....	33	56	89	44
223.....	33	56	89	45
224.....	34	56	89	45
225.....	34	56	90	45
226.....	34	57	90	45
227.....	34	57	91	45
228.....	34	57	91	46
229.....	34	57	92	46
230.....	35	57	92	46
231.....	35	58	92	46
232.....	35	58	93	46
233.....	35	58	93	47
234.....	35	59	93	47
235.....	35	59	94	47
236.....	35	59	95	47
237.....	36	59	95	47
238.....	36	60	95	47
239.....	36	60	96	47
240.....	36	60	96	48



**World-Wide Lodgings-Plus Per Diem System**  
**Appendix B - Distribution of M&IE Expenses**

<b>M&amp;IE RATE .....</b>	<b>Breakfast</b>	<b>Lunch</b>	<b>Dinner</b>	<b>Incidentals</b>
241.....	36	60	97	48
242.....	36	61	97	48
243.....	36	61	97	49
244.....	37	61	97	49
245.....	37	61	97	49
246.....	37	62	98	49
247.....	37	62	98	50
248.....	37	62	99	50
249.....	37	62	99	50
250.....	38	62	100	50
251.....	38	63	100	50
252.....	38	63	100	50
253.....	38	63	101	51
254.....	38	64	101	51
255.....	38	64	101	51
256.....	38	64	102	51
257.....	39	64	103	51
258.....	39	65	103	51
259.....	39	65	103	51
260.....	39	65	104	52
261.....	39	65	104	52
262.....	39	66	105	52
263.....	39	66	105	53
264.....	40	66	105	53
265.....	40	66	106	53

For M&IE rates greater than \$265, allocate 15%, 25%, and 40% of the total to breakfast, lunch, and dinner, respectively, the remainder is incidental expenses.

APPENDIX C

*EPA  
TRAVEL  
DELEGATIONS*

## Appendix C

GENERAL, ADMINISTRATIVE, AND MISCELLANEOUS1-17-A. Domestic Travel

1. AUTHORITY. To authorize and approve domestic travel and certain domestic travel-related activities, including specifically:

a. Travel authorizations for domestic travel. This includes use of cash for emergency and non-emergency transportation services not exceeding \$100. Also included are permanent change of station and first-duty moves. [Authority to approve blanket travel authorizations and extensions to permanent changes of station, such as extensions to complete real estate transactions is not provided herein. (See subparagraph 1.h.)]

b. Actual subsistence for per diem areas within the conterminous United States when unusual circumstances result in travel expenses not being adequately covered by the lodgings-plus per diem rate;

c. Use of noncontract air carriers when justified under the conditions provided in the Federal and Agency Travel regulations;

d. Use of cash in excess of \$100 to procure nonemergency passenger transportation services if the use of a Government Transportation Request, a Government-issued charge card or a centrally-billed airline charge account is not possible;

e. Use of cash in excess of \$100 to procure emergency passenger transportation services if the use of a Government Transportation Request, a Government-issued charge card or a centrally-billed airline charge account is not possible;

f. Annual leave in conjunction with official travel if no additional costs are incurred by the Government;

g. Premium class air and rail accommodations under the criteria provided in the Federal and Agency Travel regulations;

h. Extensions to permanent change of station/first-duty moves and related items, such as extensions to real estate transactions, temporary quarters and storage of household goods related to a relocation. Also blanket travel authorizations (unlimited and limited);

i. Emergency travel due to illness, injury, or a personal emergency;

GENERAL, ADMINISTRATIVE, AND MISCELLANEOUS1-17-A. Domestic Travel (Cont'd)

j. Actual subsistence, transportation expenses, and extensions of temporary living accommodations for threatened law enforcement/investigative employees and their families.

k. Travel vouchers for domestic travel.

2. TO WHOM DELEGATED. The Assistant Administrator for Administration and Resources Management.

3. LIMITATIONS.

a. Only the Administrator; Deputy Administrator; Assistant Administrators; General Counsel; Inspector General and Divisional Inspectors General; Regional Administrators; Directors, Offices of Administration and Resources Management, Cincinnati and Research Triangle Park; and Directors of Laboratories may approve their own travel authorizations and travel vouchers for domestic travel.

b. Approval of premium class air and rail accommodations (subparagraph 1.g) is reserved to the Assistant Administrator for Administration and Resources Management.

c. Approval of requests for payment for the use of cash to procure nonemergency transportation services in excess of \$100 (subparagraph 1.d) is limited to those officials specified in subparagraph 4.d. below. Regional Administrators may forward approved requests directly to the General Services Administration (GSA) for final approval prior to payment. All other approved requests must be forwarded to the Director, Financial Management Division, for submission to GSA for final approval.

4. REDELEGATION AUTHORITY.

a. The authorities in subparagraphs 1.a, 1.c, 1.f, and 1.i are redelegated through the Comptroller to the officials listed below. These authorities may be redelegated further by the officials in subparagraph 4.a(1) - (14) below, at their discretion, to their principal assistants including Branch Chiefs. Any other requests for redelegation will normally be limited to those areas where geographical locations or program considerations create a special need. Requests must be submitted in writing to the Director, Financial Management Division. The redelegateses of the Comptroller for these authorities are:

GENERAL, ADMINISTRATIVE, AND MISCELLANEOUS1-17-A. Domestic Travel (Cont'd)

- (1) the Deputy Administrator;
- (2) the Chief of Staff;
- (3) the Assistant and Associate Administrators;
- (4) the Deputy Assistant and Deputy Associate Administrators;
- (5) the General Counsel and the Deputy General Counsels;
- (6) the Inspector General, Deputy Inspector General, Assistant Inspectors General and Divisional Inspectors General;
- (7) the Regional Administrators;
- (8) the Deputy Regional Administrators;
- (9) the Heads of the Staff Offices, Office of the Administrator;
- (10) the Office Directors;
- (11) the Laboratory Directors;
- (12) the Director, National Enforcement Investigations Center, Denver;
- (13) the Directors, Offices of Administration and Resources Management, Cincinnati and Research Triangle Park; and
- (14) the Division Directors, Agencywide, unless specifically limited by the officials in positions 4.a(1) - (13) above.

b. The authority in subparagraph 1.b is redelegated to the officials listed in 4.a(1) - (14) and may not be redelegated below the Division Director level.

c. The authority in subparagraph 1.e is redelegated to the officials listed in 4.a(1) - (13) above, and unless specifically limited by those officials, to the Division Directors, Agencywide. In no case may authority 1.e. be redelegated below the Division Director level.

d. The authorities in subparagraphs 1.d, 1.h, and 1.j are redelegated to the Comptroller for the Office of Administration and

GENERAL, ADMINISTRATIVE, AND MISCELLANEOUS1-17-A. Domestic Travel (Cont'd)

Resources Management positions located in the Washington, D.C. area; are redelegated through the Comptroller to the officials listed below for the positions under their areas of responsibility; and may not be redelegated further. The redelegateses for these authorities are:

- (1) the Deputy Administrator;
- (2) the Chief of Staff;
- (3) the Assistant and Associate Administrators;
- (4) the General Counsel;
- (5) the Inspector General and the Divisional Inspectors General;
- (6) the Regional Administrators;
- (7) the Directors, Offices of Administration and Resources Management, Cincinnati and Research Triangle Park;
- (8) the Directors of Laboratories; and
- (9) the Director, National Enforcement Investigations Center, Denver.

e. The authority in subparagraph 1.k is redelegated to those officials listed in 4.a(1) - (14) and may be redelegated further. In no case may this authority be redelegated below the Recommending Officer (employee's supervisor or principal assistant to the officials listed in 4.a.(1) - (14)) level.

GENERAL, ADMINISTRATIVE, AND MISCELLANEOUS

1-17-B. International Travel

1. AUTHORITY. To authorize and approve international travel and certain travel-related activities, including specifically:

- a. International Travel Plans (ITPs), EPA Form 4550-5;
- b. Travel authorizations for international travel. This includes use of cash for emergency and nonemergency transportation services not exceeding \$100;
- c. Annual leave in conjunction with official travel if no additional costs are incurred by the Government;
- d. Actual subsistence, transportation expenses, and extensions of temporary living accommodations for threatened law enforcement/investigative employees and their families;
- e. Emergency travel due to illness, injury, or a personal emergency;
- f. Use of cash in excess of \$100 to procure nonemergency passenger transportation services if the use of a Government Transportation Request, a Government-issued charge card or a centrally-billed airline charge account is not possible;
- g. Use of cash in excess of \$100 to procure emergency passenger transportation services if the use of a Government Transportation Request, a Government-issued charge card or a centrally-billed airline charge account is not possible;
- h. Actual subsistence for per diem areas outside the conterminous United States (OCONUS) when unusual circumstances result in travel expenses not being adequately covered by the lodging-plus per diem system;
- i. Use of noncontract air carriers when justified under the conditions provided in the Federal and Agency Travel regulations;
- j. Premium class air and rail accommodations under the criteria provided in the Federal and Agency Travel regulations; and
- k. Travel vouchers for international travel.

GENERAL, ADMINISTRATIVE, AND MISCELLANEOUS1-17-B. International Travel (Cont'd)2. TO WHOM DELEGATED.

a. The authority in 1.a. is delegated to the Assistant Administrator for International Activities.

b. The authorities in 1.b-1.i and 1.k are delegated to:

- (1) the Deputy Administrator;
- (2) the Chief of Staff;
- (3) the Assistant and Associate Administrators;
- (4) the General Counsel;
- (5) the Inspector General;
- (6) the Regional Administrators; and
- (7) the Directors of Staff Offices to the Administrator.

c. The authority in 1.j. is delegated to the Assistant Administrator for Administration and Resources Management.

3. LIMITATIONS.

a. Only the Administrator; Deputy Administrator; Assistant Administrators; General Counsel; Inspector General; and Regional Administrators may approve their own travel authorizations and travel vouchers for international travel.

b. Regional Administrators may forward approved requests for cash purchases of nonemergency transportation services in excess of \$100 (subparagraph 1.f.) directly to the General Services Administration (GSA) for final approval. All other approved requests must be forwarded to the Director, Financial Management Division, for submission to GSA for final approval.

4. REDELEGATION AUTHORITY.

a. The authority in 1.a may be redelegated to the Division Director level within the Office of International Activities.

b. The authorities in 1.b-1.i may be redelegated to:

- (1) the Executive Assistant to the Chief of Staff;
- (2) the Office Directors;
- (3) the Laboratory Directors;
- (4) the Director, NEIC, Denver; and
- (5) the Directors, OARM/Cincinnati and Research Triangle Park;

and may not be redelegated further.



GENERAL, ADMINISTRATIVE, AND MISCELLANEOUS

1-17-B. International Travel (Cont'd)

- c. The authority in 1.j may not be redelegated.
- d. The authority in 1.k may be redelegated to:
  - (1) the Executive Assistant to the Chief of Staff;
  - (2) the Office Directors;
  - (3) the Laboratory Directors;
  - (4) the Director, NEIC, Denver;
  - (5) the Directors, OARM/Cincinnati and Research Triangle Park;and may be further redelegated to the Division Director level.