

DOE M 552.1-1

Approved: 09-04-02

This directive was reviewed and certified as current and necessary by Bruce M. Carnes, Director, Office of Management, Budget and Evaluation/Chief Financial Officer, 9-18-02.

U.S. DEPARTMENT OF ENERGY TRAVEL MANUAL



**U.S. DEPARTMENT OF ENERGY
Washington, D.C.**

DISTRIBUTION:
All Departmental Elements

INITIATED BY:
Office of Management, Budget and
Evaluation/Chief Financial Officer

**U.S. DEPARTMENT OF ENERGY
TRAVEL MANUAL**

1. PURPOSE. The purpose of this Manual is to supplement information contained in the Federal Travel Regulation (FTR) by providing further clarification and establishing Department of Energy (DOE) policy on matters that the FTR left to Agency discretion.
2. BACKGROUND. Effective 12-24-96, the Department designated the FTR as the principal source of policies and procedures for employee travel and relocation matters.
3. REFERENCE. FTR 41 CFR 300-304 is available in printed form from the Government Printing Office. Electronic versions are available through the Travel Manager and the General Services Administration's home pages on the Internet.
4. CONTACT. For information about this Manual, contact the Office of Financial Policy at 202-586-4860.



SPENCER ABRAHAM
Secretary of Energy

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CHAPTER 300

GENERAL

Subchapter A—Introduction

PART 300-4. DEPARTMENT OF ENERGY GENERAL REQUIREMENTS

DOE300-4.1. AUTHORITY. This Manual is issued under the authority of Federal Trade Regulation (FTR) 41 CFR 300-304; Department of Energy Delegation Order No. 00-008.00; and DOE O 552.1, *Travel Policy and Procedures*, dated 09-04-02.

DOE300-4.2. APPLICABILITY. Provisions of this Manual apply to Department of Energy (DOE) employees, including employees of the National Nuclear Security Administration, consultants and experts employed intermittently by DOE, witnesses under subpoena, individuals in receipt of invitational travel authority, and eligible persons serving on DOE advisory committees.

DOE300-4.3. DESIGNATION OF TRAVEL COORDINATORS. Heads of Departmental elements will designate travel coordinators to handle employee inquiries and serve as liaisons with accounting service centers. These individuals also are the contact points for the Office of Financial Policy travel and relocation issues. As changes occur, new information on coordinators must be provided routinely to the Office of Financial Policy. Current information must include name, title, telephone and fax numbers, and electronic mail address.

DOE300-4.4. DELEGATION OF AUTHORITIES. The assigned responsibilities and authorities in this Manual may be redelegated unless specifically precluded.

CHAPTER 300—GENERAL

Subchapter B—Agency Requirements

Part 300-70. AGENCY REPORTING REQUIREMENTS

Subpart A - Requirement to Report Agency Payments for Employee Travel and Relocation

DOE300-70.1. REPORTING PAYMENTS FOR EMPLOYEE TRAVEL AND RELOCATION. The Director, Office of Management, Budget and Evaluation/Chief Financial Officer (OMBE/CFO), is responsible for Agency reporting under this section.

Subpart B - Requirement to Report Use of First-Class Transportation Accommodations

DOE300-70.100. REPORTING USE OF FIRST-CLASS ACCOMMODATIONS. The Director, OMBE/CFO is responsible for Agency reporting under this section.

Subpart C - Requirement to Report Exemptions Granted to Use of Government Contractor-Issued Charge Card

DOE300-70.200. REPORTING EXEMPTIONS FROM MANDATORY USE OF GOVERNMENT CONTRACTOR-ISSUED TRAVEL CHARGE CARD. The Director, OMBE/CFO, is responsible for Agency reporting under this section. Heads of field elements are required to report exemptions to the Office of Financial Policy within 5 working days of approval.

CHAPTER 301—TEMPORARY DUTY (TDY) TRAVEL ALLOWANCES

Subchapter A—Introduction

Part 301-1. APPLICABILITY

DOE 301-1.4. SPECIAL TRAVEL CATEGORIES. Certain DOE travel categories require specific identification and handling.

- (a) **Advisory committee members.** These individuals are appointed under the authority of the Federal Advisory Committee Act and appropriate Departmental authority. Member travel is processed in the same manner as DOE employee travel; however, the travel authorization must indicate that travel is directly related to advisory committee participation and must include the committee name. Travel authorizations must be approved by the DOE supervisor.
- (b) **Experts and consultants employed intermittently.** These individuals are allowed travel and other expenses while away from their homes or regular places of business in the same manner as DOE employees unless the individual's residence or regular place of business is in the same local travel area as the Departmental work site. In that case, no travel or transportation expenses for commuting to the official work site may be allowed. However, expenses associated with local travel away from the Departmental work site on official business may be authorized and reimbursed. These expenses include the following:
 - (1) the additional transportation costs incurred in excess of normal commuting costs when the official travel is performed solely within the day; and
 - (2) travel (including per diem or actual expenses) and transportation expenses when overnight lodging is required.

All travel authorizations for experts and consultants must be approved by the DOE supervisor.

- (c) **Invitational travelers.** General Counsel has established the DOE policy for paying travel expenses of individuals who are otherwise not compensated and are traveling at the invitation of DOE. This policy can be found in 10 CFR 1060. Invitations may be issued to individuals to confer with Agency personnel, participate in preemployment interviews, serve as attendants for disabled persons, or travel for other reasons when General Counsel determines that it is in the interest of the Government to pay such expenses pursuant to an invitation. Certain types of invitational travel will not be paid unless the written approvals and statement of reasons required by 10 CFR 1060 are provided before the travel takes place. These approvals and statements of reason are to be entered either on the face of the travel authorization or as an attachment to the authorization with appropriate reference made in the "Remarks" section of the travel authorization.

- (1) Heads of Departmental elements or the principal deputy may approve invitational travel only if it involves travel to that organization's location.
 - (2) Invitational travel to a destination other than the location of the Departmental element extending the invitation must be approved by either the Secretary, Deputy Secretary, or Under Secretary.
- (d) Witnesses under subpoena.** Section 161(c) of the Atomic Energy Act of 1954, as amended, specifically provides DOE with the authority to subpoena witnesses and pay them the same fees and expenses (mileage, transportation, and subsistence) as are paid to witnesses in any court of the United States. Fees and expenses to be paid witnesses who are not Government employees are established at 28 U.S.C. 1821. Provisions regarding travel expenses and subsistence to be paid witnesses who are Government employees are established under 5 U.S.C. 5751. (Crediting amounts received by Government employees for jury or witness services is covered at 5 U.S.C. 5515.). At issuance, a signed copy of each subpoena is to be forwarded to the appropriate accounting service center.
- (1) *Government employees.* (For leave and duty status rules, see 5 U.S.C. 6322.)
 - (i) *Transportation and subsistence.* In accordance with the FTR, if an employee of another Federal agency is subpoenaed by DOE, that employee's Agency will allow him or her the same transportation, per diem, and necessary incidental travel expenses, as it would allow if the employee were on official business at a temporary duty station. DOE will reimburse these Agencies for such travel expenses and per diem.
 - (ii) *Fees.* Government employees are not entitled to attendance fees, but they will not lose salary or compensation or be charged leave for the time spent serving as witnesses. If an employee is on leave, he or she will be restored to duty status for the period of witness service.
 - (2) *Special types of Government employees.* Certain types of Government personnel, such as persons employed without compensation, temporary employees, employees compensated wholly by fees, and when-actually-employed persons, may be entitled to the same fees, mileage, and subsistence expenses as other-than-Government employees when serving as witnesses on days when they are not on duty and not receiving compensation from a Federal employer. Questions concerning these special situations must be referred to servicing counsel for advice.

- (3) *Other-than-Government employees.*
 - (i) *Transportation.* Commercial transportation reimbursement will be based on a receipt for actual expenses reflecting reasonableness of the travel mode used and the distance traveled. Travel by privately owned vehicle (POV) will be reimbursed in the same manner as for Government employees.
 - (ii) *Subsistence.* A subsistence allowance will be paid to a witness (other than a witness who is incarcerated) when an overnight stay is required.
 - (iii) *Fees.* Each person subpoenaed will be paid for each day's attendance and for each day involved in going to and returning from the place of attendance.
 - (iv) *Voucher forms.* Standard Form 1156, *Public Voucher for Fees and Mileage of Witnesses*, will be used to pay witness fees and mileage. Claims are to be submitted on Standard Form 1157, *Claim for Fees and Mileage of Witness*. Copies of the forms can be obtained from the Department's Office of General Counsel.
 - (v) *Advances.* Cash advances will not be made under any circumstances to subpoenaed persons who are not Government employees.
- (4) *DOE contractor personnel.* Whenever feasible under the contract, contractor employees who are subpoenaed will appear and travel as a part of their contract employment without direct reimbursement or payment by DOE. If this is not practicable under the contract, such an individual will be entitled to fees, travel expenses, and subsistence the same as other-than-Government personnel.

CHAPTER 301—TEMPORARY DUTY (TDY) TRAVEL ALLOWANCES

Subchapter A—Introduction

Part 301-2. GENERAL RULES

DOE301-2.2. TIPPING POLICY. The meal and incidental expenses, or M&IE, portion of the traveler's per diem allowance provides amounts for tips in most instances. The meal portion includes an amount to cover tips for food service. The incidental expenses portion of the allowance provides an amount to cover tips to porters, baggage carriers, bellhops, hotel maids, and other service providers. If the M&IE does not cover a usual tipping situation, reimbursement for tips will be allowed as set out herein.

- (a) **Handlers of Government property and equipment.** Tips up to \$1 an item will be allowed for individuals handling Government property and equipment during travel.
- (b) **Drivers of taxis and other special conveyances.** Tips up to 15 percent of the fare will be allowed for drivers of taxis and other for-hire conveyances. Tips to drivers of shuttle buses and similar courtesy vehicles may be appropriate in some instances and would be reimbursable in amounts comparable to those for taxi service.
- (c) **Service providers in actual expense situations.** During periods of travel when actual expenses have been authorized in lieu of a fixed M&IE allowance, tips for baggage handling (porters, bellhops) will be limited to \$1 per item, and tips to maids will be allowed up to \$2 per day. These amounts will be allowed provided the total reimbursement does not exceed the daily maximum authorized actual expenses.

DOE301-2.6. SCHEDULING TRAVEL. To the maximum extent feasible, travel will be scheduled during the days and hours of an employee's regularly scheduled workweek. When the travel cannot be so scheduled, the official directing the travel is to indicate in writing the reasons for ordering the travel outside the regular workweek times.

DOE301-2.7. TRAVEL FUNDED BY ANOTHER DOE ORGANIZATION. To maintain appropriate administrative and fiscal control, the organization to which an employee is assigned should issue the temporary duty travel authorization for that employee, including any travel requested and paid by another organization. The requesting organization must provide the necessary funding information before travel authorization may be issued. This would not apply to an employee traveling for another organization during the time the employee is detailed to that organization.

CHAPTER 301—TEMPORARY DUTY (TDY) TRAVEL ALLOWANCES

Subchapter B—Allowable Travel Expenses

PART 301-10. TRANSPORTATION EXPENSES

Subpart A - General

DOE301-10.9. INTERRUPTION OF LEAVE TO RETURN TO OFFICIAL DUTY.

Employees who are on leave from their official duty stations and who are required to return to duty to perform official business will be authorized reimbursement for the cost of returning to their official duty stations, as well as the cost of returning to annual leave after the official business is complete. Reimbursement for any personal losses sustained, such as the guaranteed cost of a hotel room while on vacation, is not authorized. Employees on leave at their official duty stations are not authorized reimbursement for local transportation costs. Prior knowledge of the need to return to the official duty station does not negate an employee's eligibility for reimbursement. [Comptroller General, B-177106 (December 26, 1972)].

DOE301-10.10. DESIGNATION OF AN ALTERNATE PLACE AS AN AUTHORIZED POINT OF TRAVEL.

- (a) **Responsibilities and authority.** The FTR (41 CFR 301-10.4) requires that authorizing officials ensure appropriate consideration of the most cost-effective routing and means of accomplishing travel. Also, the FTR stipulates that an employee traveling on official business is to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business. To these ends, and to accomplish official travel more economically, DOE has determined that travel may be routed through alternate places if there are cost advantages for doing so.
- (b) **Employee option.** An employee or other person directed to travel by the Department will be authorized to travel between an alternate place and place of temporary duty if the cost of such travel, including per diem or actual expense allowance and transportation expenses, is less than or equal to the cost of travel had it originated or ended at either the official duty station or the place of abode. An "alternate place" is defined as any place other than the official duty station, place of abode, or place of temporary duty.
- (c) **Determining cost advantage.** The Department's travel cost between an alternate place and a place of temporary duty must be less than or equal to the travel cost between the official duty station or place of abode and the place of temporary duty. Although employee subsistence costs are likely to have little effect on total cost, authorizing officials must consider subsistence costs when evaluating requests for official travel involving alternate places. In addition, officials must include both intercity and local

transportation costs in their evaluations. The intercity transportation cost between travel points is determined from the lowest applicable coach or similar fare, including available Government contract fare and local limousine or necessary taxi fares for travel to and from air or train terminals.

- (d) **Personal travel to an alternate place.** Travel between the official duty station or place of abode and an alternate place is personal travel for which Government contract fares may not be used. For example, travel to a second residence (located away from the official duty station or usual place of abode) prior to departure on a temporary assignment is the responsibility of the employee as is the return travel from the second residence to the official duty station or place of abode. Travel, however, between the second residence and place of temporary duty at the beginning or end of a temporary assignment may be authorized at Government expense under this authority provided the necessary cost advantage determination is made.
- (e) **Travel authorizations.** The travel authorization must indicate that travel from an alternate place has been authorized as less than or equal to the travel cost between the official duty station or place of abode and the place of temporary duty to the Department. The itinerary will show the alternate place(s) in the appropriate "From" and "To" sections in addition to listing the official duty station and/or place(s) of temporary duty on the authorization. The "Remarks" section will contain a statement that travel from an alternate place is advantageous to the Department.

DOE301-10.11. UNUSED, DOWNGRADED, CANCELED, OR OVERSOLD TRANSPORTATION SERVICES. Travelers are responsible for all unused, downgraded, or partially unused tickets issued to them. They should return such tickets to the issuing office without delay to ensure that appropriate credits to their travel charge card accounts are made. Tickets issued through a centrally billed account must be submitted to the accounting service center immediately upon completion or cancellation of the trip.

DOE301-10.12. LOCAL TRAVEL.

- (a) **Travel authorizations.** Travel authorizations are not required for travel within a radius of 50-miles of the official duty station. Where specifically requested by appropriate officials and approved in writing by the Director, OMBE/CFO, a greater distance for local travel may be established for a specific location.
- (b) **Per diem.** Per diem is not payable for travel performed solely within a day or within a 50-mile radius of the employee's official duty station.
- (c) **Use of mass transit or shuttle bus service.** Employees on local travel are expected to use mass transit and/or Government shuttle bus service when such methods of transport are available at their work sites. If mass transit and/or Government shuttle bus service is

available but is not used, the employee must state the reason for not using that form of transportation on the local travel claim.

(d) Claims.

- (1) *General.* Payment is not allowed for transportation expenses between an employee's home and official duty station for the purposes of commuting, including commuting in connection with overtime, irregular workdays, and emergency periods. Local travel claims will be reimbursed only for local mileage, parking, public transportation, taxicabs, and other expenses directly related to local travel claims. Please note that qualified transportation fringe benefits provided to employees to offset the cost of commuting are not considered official local travel expenses.
- (2) *Exceptions.* Transportation expenses are allowable when an employee departs from the office on an official trip requiring at least one night's lodging. Also, an employee who depends on public transportation and is ordered to work overtime during a period of darkness or when public transit is infrequently scheduled may be authorized taxi fare.
- (3) *Local Travel Deductions.* For local travel, approving officials may allow only those transportation and parking expenses that are in excess of the usual commuting expenses. Employees are to deduct their usual commuting costs from the total expenses incurred when they travel between their residences and local temporary duty points. The calculation of commuting costs (i.e., actual cost of train, bus, or mileage for use of POV, including any usual parking fees) must be shown on the local travel claim.
 - (i) The deduction will be adjusted in cases where employees purchase transportation on a prepaid basis and no refund is given on those days when POVs are used for official local travel.
 - (ii) Employees who are regular members (or free riders) of a carpool and who receive approval to use their POVs for official travel will base the amount of the deduction on the number of regular carpool members.

Example: To calculate the employee's usual commuting expense, use the following equation:

Round-trip mileage from residence to official duty
station

Allowable POV mileage rate

Number of car-pool members

CHAPTER 301 - TEMPORARY DUTY (TDY) TRAVEL ALLOWANCES

Subchapter B - Allowable Travel Expenses

PART 301-10. TRANSPORTATION EXPENSES

Subpart B - Common Carrier Transportation

DOE301-10.122. AUTHORIZED CLASS OF SERVICE. It is Departmental policy that coach-class accommodations be used aboard commercial transportation (including train, ship, and aircraft) unless use of premium service (first-class or business-class) clearly is warranted, allowable under the FTR, and authorized by the appropriate senior official.

(a) Authorizing officials.

- (1) The Secretary, Deputy Secretary, Under Secretary, Director, OMBE/CFO, and Heads of field elements or their principal deputy may authorize or approve the use of premium-class air transportation accommodations. This authority may not be redelegated.
- (2) Heads of Departmental elements or their principal deputies may authorize or approve use of premium-class transportation by train or ship.

(b) Request for use of premium-class accommodations. Authorization or approval of premium-class accommodations must be requested by memorandum or in the format prescribed by the authorizing official. The requesting official will provide the traveler's name, title, and organization along with the justification (including the basis for a special needs request), date(s) of travel, itinerary, and comparative cost to the contract fare. A copy of the approved request is to be provided to the appropriate ticketing office. A premium-class ticket will not be issued without an approval except—

- (1) when only premium service is provided between the origin and destination or connecting points (in this instance, the ticketing office will give the traveler a statement to include with the travel voucher); and
- (2) when only premium service is available for a specific flight that must be used because of the urgency of the Department's business, and authorization from the appropriate official cannot be obtained. In this instance, such use must be approved after the fact by the authorizing officials identified in paragraph (a) above; otherwise, the employee will be responsible for the additional costs resulting from the use of premium class. A copy of the approval should be attached to the travel voucher.

CHAPTER 301—TEMPORARY DUTY (TDY) TRAVEL ALLOWANCES

Subchapter B—Allowable Travel Expenses

PART 301-10. TRANSPORTATION EXPENSES

Subpart C - Government Vehicles

DOE301-10.221. ACCIDENTS INVOLVING MOTOR VEHICLES. Any accident involving a Government-owned or Government-leased motor vehicle that results in personal injury and/or property damage must be reported by the vehicle operator promptly through his or her supervisor to appropriate Departmental transportation officials responsible for Agency motor vehicles. Personal injury and vehicle damage are reported on Standard Form 91, *Motor Vehicle Accident Report*, which is available from motor pool personnel.

DOE301-10.263. USE OF GOVERNMENT AIRCRAFT.

- (a) Agency employees on official travel using planes other than those of scheduled airlines, such as Government contractor and military planes (including helicopters), must be advised that a personal life or accident insurance policy may not cover such travel. Those travelers should contact their insurance companies to determine their coverage when traveling via Government aircraft. Any additional cost for insurance will be the responsibility of the employee. A sample letter requesting such information appears at the end of this subpart.
- (b) Heads of Departmental elements are responsible for implementing the above requirements by—
 - (1) informing personnel under their jurisdictions of the above provisions relative to insurance coverage for trips made on other than scheduled airlines; and
 - (2) including such information in the orientation program for all new employees, with particular emphasis to those whose anticipated duties may require official air travel by other than scheduled airlines.

LETTER TO INSURANCE COMPANY

December 8, 200X

ACE Insurance Company
111 5th Avenue
Suite 842
New York, New York 10006

Dear Insurer:

I have policy No. A 1012, which was issued to me on June 20, 200X.

My employment with the Department of Energy occasionally requires official travel by one or a combination of the following types of flights:

1. regularly scheduled flights by airlines duly authorized by the Department of Transportation (DOT);
2. nonscheduled flights by such airlines, including chartered flights;
3. flights on military planes operated by a uniformed service of the United States;
4. scheduled and nonscheduled flights on commercial airlines not holding DOT certificates; and
5. flights in helicopters.

Please tell me whether official business travel by such flights is covered by the above policy. If any of the flights described above are excluded from my coverage, please send me an endorsement that will include them. If there is an additional charge for the endorsement, please let me know that prior to issuing the endorsement.

Sincerely,

John Smith

CHAPTER 301—TEMPORARY DUTY (TDY) TRAVEL ALLOWANCES

Subchapter B—Allowable Travel Expenses

PART 301-10. TRANSPORTATION EXPENSES

Subpart E - Special Conveyances

DOE301-10.404. GENERAL POLICY.

- (a) Compare to other methods.** Commercially rented vehicles (except taxicabs used locally) and other special conveyances will be used only when other methods of transportation, such as common carrier and Government-furnished vehicles, would not be advantageous to the Government.
- (b) Availability of public transportation.** Authorizing and approving officials should exercise proper administrative judgment in approving the use of special conveyances in cities where public transportation is readily available.
- (c) Reasonableness of special vehicle.** Approving and authorizing officials should, in justifying the use of a special conveyance, determine that the overall cost and size of the vehicle requested is sufficient and reasonable for accomplishing the travel purpose.
- (d) Specific justification required.** Use of a special conveyance must be specifically authorized and justified on the travel authorization. Claims covering expenses incurred for special conveyances may not be processed for payment unless the travel authorization or amendment provides authorization and a statement of justification for such use.

DOE301-10.450. AUTHORIZING RENTAL VEHICLES. Use of rental vehicles while on official Government travel should be authorized only when it is determined to be advantageous to the Federal Government. Consideration should be given to alternative transportation, such as shuttle buses, taxis, public transit, and courtesy transportation services. Mere convenience of the traveler is not sufficient reason to authorize use of a rental vehicle.

DOE301-10.454. ALLOWABLE EXPENSES FOR RENTAL VEHICLES.

- (a) Official business/purpose.** The Government is not liable for use of a rental vehicle for other than official purposes that include transportation between—
 - (1)** places of official business;

- (2) temporary duty station and place of temporary lodging when public transportation is unavailable or its use is impractical; or
 - (3) either of the above destinations as well as restaurants, drug stores, barber shops, places of worship, cleaning establishments, and similar places necessary for the sustenance, comfort, and efficient performance of Government business.
- (b) **Collision or theft insurance.** Employees will not be reimbursed for insurance fees. The Federal Government is self-insured.
- (c) **Refuel service charges.** Normally the cost of fuel purchased from the car rental agency is substantially greater than the normal price of fuel purchased from a gas station. Travelers who do not fill the gas tank of the rented vehicle before returning it will be reimbursed only the cost of fuel at the prevailing price at the temporary duty location. Travelers who choose the prepurchase fuel option at the beginning of the rental will be reimbursed the full cost of that option.
- (d) **Class of rental vehicle.** A traveler will be reimbursed only up to the cost of a midsize vehicle. Full-size vehicles, station wagons, minivans, or sport utility vehicles will not be authorized, or the incremental costs will not be reimbursed, unless the vehicle is shared by no fewer than three other Federal travelers or the traveler is transporting Government equipment that justifies the need for additional carrying space or for safety reasons in adverse weather. Free upgrades may be accepted by the traveler.

DOE301-10.455. RENTAL CARS.

- (a) **Government contract rentals.** Travelers on temporary duty should rent cars from Government contract rental car vendors when available. Information on these rentals is available from travel management centers, accounting service centers, internet sites, and various travel publications available within the Agency.
- (b) **Traveler's responsibilities.**
- (1) A traveler using commercial rental cars should identify himself/herself as a Government traveler by presenting a Government contract travel charge card and Government identification.
 - (2) Permission of the renter is not necessarily equivalent to the permission of the car rental company. Consequently, persons renting cars should avoid allowing others to drive rented vehicles without being assured that they have authority to do so. Also, travelers are cautioned not to drive vehicles rented by someone else without written permission from the car rental agency (car owner) for the third party to drive the vehicle. Failure to have such permission can amount to a breach of contract and result in insurance violations that render the driver and renter personally liable.

(c) Accidents.

- (1) If a rental car is damaged or stolen during a period of official business, the rental car company will submit its damage claim bill directly to the Department. If the Department denies liability on the basis that the renter was not operating the vehicle within the scope of the travel authorization at the time of the loss or that the loss was due to negligence or violation of the rental agreement, the rental car company may handle the matter directly with the renter.
- (2) When a vehicle has been rented under the Government flat rate rental agreement and the traveler encounters problems with rental car personnel concerning the above instruction, he or she should request that rental car personnel contact their company's Government representative, the employee's travel management center staff, or regional General Services Administration (GSA) travel and transportation personnel for assistance.

CHAPTER 301—TEMPORARY DUTY (TDY) TRAVEL ALLOWANCES

Subchapter B—Allowable Travel Expenses

PART 301-11. PER DIEM ALLOWANCES

Subpart A - General Rules

DOE301-11.1. SUBSISTENCE ALLOWANCE FOR SAME DAY TRAVEL IN LOCAL TRAVEL AREAS. The Department has defined the area within a radius of 50 miles of the employee's official duty station to be a local travel area, and per diem or actual expenses are not payable for travel within that area if the travel occurs within one day. Heads of field elements may request the Director, OMBE/CFO, to approve other radiuses for local travel areas at specific sites.

DOE301-11.12. USE OF TIMESHARE. If a timeshare unit occupied while on temporary duty belongs to the individual traveler, he/she may not be reimbursed lodging expenses. Conversely, if the traveler does not own the timeshare unit, he/she may be reimbursed for the exchange cost of timeshare accommodations up to the maximum lodging allowance for the temporary duty locality. [Comptroller General, B-254626 (February 17, 1994)].

DOE301-11.20. AUTHORIZED REST PERIODS. Travel authorizing officials may permit a rest period incident to overseas travel under the FTR guidelines.

DOE301-11.21. PER DIEM AND PERIODS OF LEAVE.

- (a) **Leave and workdays.** Leave of absence (other than for illness, injury, or personal emergency) for one-half or less of the prescribed daily working hours will be disregarded for per diem purposes. If the leave exceeds one-half of the prescribed daily working hours, no per diem will be allowed for that day.
- (b) **Nonworkdays.** Nonworkdays include: Federal holidays, weekends, and other nonleave days that employees are not scheduled to work. An employee on official travel is considered to be in a per diem status on nonworkdays except when he/she returns to the official duty station or place of abode or except under the following conditions:
 - (1) *Leave before and after nonworkdays.* Per diem will not be paid for nonworkdays when—
 - (i) an employee is on leave at the end of the workday preceding the nonworkday(s) and at the beginning of the workday following the nonworkday(s) or

(ii) **DOE301-11.25. OBTAINING AND RETAINING RECEIPTS.**

- (a) **Required Receipts.** Receipts are required for lodging and for other travel-related expenditures greater than \$75. When obtaining a receipt is impractical, the employee's certification will be sufficient. Inconvenience of the traveler is not an acceptable reason for not obtaining a receipt. If travel expenses are questioned, the burden of proof rests with the traveler to prove the validity of those expenses and that they were necessary to the conduct of official business.
- (b) **Retention of Receipts.** When receipts for items greater than \$75 are not submitted with an electronic travel claim, those receipts must be retained by the traveler or the approving official for a period of 6 years from the date travel was completed.

DOE301-11.26. PER DIEM RATE ADJUSTMENT REQUESTS. Travel coordinators may request a review of areas where experience indicates that the standard CONUS (continental U.S.) rate is inadequate. The request should be submitted to the Director, OMBE/CFO, who will request the General Services Administration to review the subsistence costs. The requests must include a city or place designation, a description of the surrounding location involved (county or other defined area), and a recommended rate supported by a statement explaining the circumstances that cause the existing rate to be inadequate. The request must also contain an estimate of the annual number of trips to the location, the average duration of such trips, and the primary purpose of travel to the location.

DOE301-11.31. ADDITIONAL MISCELLANEOUS EXPENSES.

- (a) Travelers on temporary duty involving four or more consecutive nights of lodging may be reimbursed up to \$5 for laundry, pressing, and dry cleaning for each night of official travel where lodging is claimed, not to exceed 30 calendar days for any temporary duty assignment. Reimbursement will be provided only for expenses incurred while on official travel, not for expenses incurred when the employee returns to his/her residence.
- (b) Travelers on extended temporary duty in excess of 30 days will not be entitled to this allowance after the first 30 calendar days of the assignment or when they move into lodging which contains laundry facilities, whichever occurs earlier.
- (c) Individuals on Intergovernmental Personnel Act (IPA) assignments are not eligible for this allowance.
- (d) Travelers on foreign travel are not entitled to this allowance. The M&IE rate for foreign travel already includes an additional amount equal to 10 percent of the combined lodging and meal costs to cover incidental travel expenses such as laundry, dry cleaning, and pressing.

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Subchapter B—Allowable Travel Expenses

PART 301-11. PER DIEM ALLOWANCES

Subpart C - Reduced Per Diem

DOE301-11.201. REDUCED PER DIEM TRAVEL SITUATIONS.

- (a) **General.** When it can be determined in advance that in a specific situation, a traveler's subsistence expenses will be significantly less than the established per diem rate, the authorizing official is to establish a reduced rate commensurate with the known expense levels. That per diem rate is payable on the travel voucher without receipts and/or itemization by the employee. Below are examples of situations where reduced rates may be appropriate.
- (b) **When subsistence items are furnished**
- (1) *By the Government.* When all or part of the meals and/or lodging is furnished by the Government at no cost or at a nominal cost to the employee, the per diem rate or the M&IE rate, as appropriate, is to be reduced to a daily amount commensurate with the remaining expenses expected to be incurred by the employee. If a reduced per diem rate was not authorized in advance of the travel, deductions for items furnished must be made from the per diem payable on the travel voucher.
- (2) *By a non-Federal source.* When partial payment of an employee's (or the accompanying spouse's) subsistence expenses has been accepted from a non-Federal source, a reduced per diem rate should be set to cover the known remaining subsistence expenses (see FTR Chapter 304). Contact counsel for further guidance on acceptance of non-Federal source travel.
- (c) **Extended stays.** When a travel assignment involves a stay in excess of 30 days at a temporary duty site and the traveler or the Agency is able to arrange lodging and/or meals at lower costs, the per diem rate must be reduced accordingly by taking into account any reduced costs of lodging or meals. The rate should not be more than 55 percent of the applicable per diem rate for the locality. Payments above this level (not to exceed the maximum per diem rate) must be fully justified.
- (1) *Lodging.* To determine the lodging portion of an appropriately reduced rate for the assignment, the authorizing official should determine whether the traveler will be able to obtain lodging at a reduced cost either through weekly or monthly rentals of a hotel/motel room, extended stay facility, or apartment.

- (2) *Meals.* When kitchen facilities are included in the rental cost or when meals are otherwise available at reduced costs, the meal portion of the reduced rate should be set at an amount less than the M&IE allowance, generally 30 percent of M&IE, unless a higher rate can be substantiated by the traveler.
- (3) *Recommending a rate in advance of travel.* When there is sufficient time prior to the beginning of an extended assignment, the employee should make inquiries at the temporary duty location to find out what lodging options are available. Inquiries may be directed to other DOE personnel in the area, any servicing travel management center, the Chamber of Commerce, and apartment rental firms and similar companies. Based on this effort, the employee should submit an itemization of the estimated subsistence expenses for the approving official's determination of an appropriately reduced per diem rate.
- (4) *Recommending a rate after travel begins.* If the employee does not have enough time before starting the assignment to obtain reduced lodging or to make inquiries, the lodgings plus per diem may be authorized for a short period (generally less than 30 days). Prior to the end of that period, a reduced fixed rate for the remainder of the assignment can be authorized based on a review of the expenses incurred by the employee during the first period of the assignment. The reduced rate would apply from the effective date of the amended travel authorization to the end of the temporary duty.

DOE301-11.202. PER DIEM RATES FOR EXTENDED TRAINING.

- (a) The Government Employees Training Act (5 U.S.C. 4101-4118) authorizes Agencies to pay all, none, or part of the subsistence expenses of an employee assigned to training at a temporary duty station. Specific additional information relative to entitlements and responsibilities with respect to training is available from employees' personnel offices.
- (b) Generally, a reduced rate will be set for an extended training assignment, taking into account additional subsistence costs of the assignment. The rate may not be more than 55 percent of the applicable per diem rate for the locality. Subsistence payments above this level (not to exceed the maximum per diem rate) must be fully justified. In addition to Departmental guidance, officials should refer to the guidelines in 5 CFR 410.603 for assistance in determining appropriate subsistence payments.

DOE301-11.204. RECOMMENDING PER DIEM RATES FOR DEPARTMENT SPONSORED EVENTS. Whenever a DOE organization arranges a meeting, conference, or similar event that will involve the travel of attendees from other Agencies or other DOE organizations, and reduced lodging and/or meal cost has been arranged at the event site, the sponsoring organization will recommend a reduced per diem rate to the other participating Agencies or organizations to help achieve uniform treatment of attendees.

DOE301-11.205. REDUCED PER DIEM RATES FOR INTERGOVERNMENTAL PERSONNEL ACT (IPA) ASSIGNMENTS. An IPA assignee may receive a reduced per diem allowance while at the assignment location. The per diem allowance will cover only the individual on the IPA assignment.

- (a) Per diem allowances for IPA assignments will be based on surveys of lodging and subsistence costs at the assignment location.
- (b) When developing the per diem allowance for a specific IPA assignment, the maximum rate for lodging should not exceed 55 percent of the temporary duty lodging allowance for the assignment location. In addition, the rate should be based on prevailing rental costs for a furnished efficiency or one-bedroom apartment for a period equal to the length of the assignment. Higher costs associated with larger accommodations or luxury apartments and services are the responsibility of the assignee and should not be used as part of the rate reimbursed to the assignee.
- (c) When kitchen facilities are included in the rental cost or when meals are otherwise available at reduced costs, the meal portion of the reduced rate should be set at an amount less than the M&IE allowance, generally 30 percent of M&IE, unless a higher rate can be substantiated by the traveler.
- (d) Although the assignee is not required to submit lodging receipts, reimbursement is contingent on the use of commercial lodging. Assignees lodging with friends and relatives will be reimbursed the subsistence amount but not the lodging portion of the per diem allowance. While lodging receipts are not required, they may be requested to substantiate the amount claimed when the assignee's voucher is audited.
- (e) On any day the assignee is on annual leave for 4 hours or more or at his/her permanent residence, the per diem allowance will not be paid.
- (f) On any day the assignee is on official travel away from the assignment location, the subsistence portion of the per diem allowance will be deducted, since meals and incidental expenses will be paid as part of the travel per diem.

CHAPTER 301—TEMPORARY DUTY (TDY) TRAVEL ALLOWANCES

Subchapter B—Allowable Travel Expenses

PART 301-11. PER DIEM ALLOWANCES

Subpart D - Actual Expenses

DOE301-11.301. APPROVAL AND AUTHORIZATION. See DOE O 552.1

Subpart E - Leave and Interrupted Travel

DOE301-11.400. GENERAL RULES.

- (a) **Requesting and documenting leave.** Annual leave is subject to official approval of the time the leave is taken. Annual leave should be requested in advance and documented on the travel authorization. When leave of absence of any kind is taken while in travel status, the exact hour of departure from and return to duty status must be documented on the travel voucher.
- (b) **Subsistence allowances.** Per diem or actual expense allowance is not authorized during any period of annual leave taken while on official travel.

DOE301-11.402. INDIRECT ROUTE OR INTERRUPTED TRAVEL. If travel is interrupted or deviates from the direct route for the traveler's personal convenience or through the taking of leave, the subsistence and transportation expenses allowed may not exceed that which would have been incurred on uninterrupted travel by a usually traveled route. When filing a voucher, the traveler must provide a cost comparison to show what was authorized versus the actual travel that took place.

DOE301-11.403. TEMPORARY DUTY WHILE ON LEAVE.

- (a) **Leave terminated after temporary duty.** An employee whose leave is terminated to perform temporary duty and then is required to return to the official duty station will be reimbursed the cost of travel from the leave point to the temporary duty station and return to the official duty station.
- (b) **Authorization prior to departure.** When a traveler is authorized to travel to a temporary duty station and return to the official duty station prior to departure on annual leave, the traveler may be reimbursed travel expenses not to exceed the cost of direct round-trip travel from the official duty station to the temporary duty station.

(c) Leave resumed after temporary duty.

- (1) *Other than official duty station.* An employee on leave who is directed to perform temporary duty and is permitted to return to the leave point may be authorized reimbursement of the official travel expenses up to the round-trip cost that would have been incurred had the travel originated from the permanent duty station. [Comptroller General, B-211701 (November 29, 1983)].
- (2) *Official duty station.* An employee who, while on leave, is directed to return to his or her official duty station and is permitted to resume leave at the place where the leave was interrupted, may be entitled to reimbursement of the round-trip expenses between the place of leave and the official duty station. Such expenses may be reimbursed even when it is known prior to the granting of leave that it will be necessary and advantageous to the Government to interrupt the employee's leave for the official business. [Comptroller General, B-168415 (December 26, 1972)].

DOE301-11.405. ABANDONMENT OF TRAVEL. An employee who, while en route to a temporary duty point, abandons travel for a reason other than incapacitating illness, injury, or a personal emergency situation as covered in Part 301-30 may be entitled to subsistence allowance and transportation expenses only to the point at which the official travel was abandoned. Entitlement to travel expense reimbursement will be at Agency discretion based on a review of the circumstances.

CHAPTER 301—TEMPORARY DUTY (TDY) TRAVEL ALLOWANCES

Subchapter B—Allowable Travel Expenses

PART 301-12. MISCELLANEOUS EXPENSES

DOE301-12.1. ITEMIZATION. All requests for reimbursement of miscellaneous expenses will identify each expense item and the amount being claimed on the voucher.

DOE301-12.2. SHIPMENT OF BAGGAGE.

(a) Definitions.

- (1) *Baggage.* Baggage is the Government property and the traveler's personal property needed to meet the purposes of the official travel. Such property does not include household effects and recreational equipment.
- (2) *Excess baggage.* Baggage in excess of the weight, number of pieces, or size that is carried free by the carrier is considered to be excess.

(b) Authorization for excess baggage. Where less than first-class travel accommodations are used, transportation of baggage up to the number of pieces or weight carried free on first-class service will be allowed. In all other instances, specific authorization is required for the excess baggage.

(c) Air transportation charges for excess baggage. As a general rule, travelers will pay cash or use their Government contractor-issued travel charge cards for excess baggage charges on domestic airlines.

(d) Selection of transportation service. When the total weight of Government property and personal effects or other property needed by the traveler exceeds the baggage allowance, the excess may be shipped by parcel post. If parcel post is not appropriate, traveler may ship by freight or express if either of these less costly means of shipment is suitable. Property must not be sent as accompanied baggage or express shipment when ordinary freight service will meet official needs. This requires that consideration be given to the probable cost of collecting and delivering the shipment and the time required for transport.

(e) Government bill of lading method.

- (1) *General.* Express and freight shipments generally will be made on Government bills of lading unless this process will interfere with the official purposes of the trip. Charges on shipments made on Government bills of lading must not be paid by travelers.

- (2) *Government bill of lading not accepted.* When acceptance of shipment by Government bill of lading is refused, payment may be made by the employee's Government contractor-issued travel charge card or a Government purchase card. A record of the refusal will be included with the travel voucher along with the carrier's receipt or information showing the original point of shipment, destination, number of packages, contents (with separate weight of each package), rate, and total charges.

DOE301-12.3. COMMUNICATIONS SERVICES. Telephone, telegraph, cable, Internet, and other communication services may be used for official business incident to travel situations in accordance with Departmental information resource management policies and the guidance in this section. Communication expenses needed to reserve or arrange transportation service are considered transportation expenses and may be allowed.

- (a) **Long distance calls.** Long distance calls made during travel are to be made using Government telephone services as listed below. Only when such services are not available will commercial service be authorized.
 - (1) *Toll-free calls.* The most significant calling resources available to travelers are the toll free "800" numbers for calls to Departmental offices and voice mail systems. Important toll free numbers should be included on travel authorizations and on itineraries issued by Departmental travel management centers. Travelers using these numbers may be reimbursed for any telephone line access charges imposed by hotels or motels.
 - (2) *Federal telephone calling cards.* Frequent travelers who have occasion to make official calls to sites without toll free numbers should request FTS2001 calling cards through their administrative personnel. Employees who travel only occasionally need to arrange for calling cards to carry on individual trips. Calling cards will not be used for calls home or to family members during official travel.
 - (3) *Air and train telephone service.* These services tend to be costly as compared to standard service and should be avoided whenever possible. If required, travelers should use services offering Federal Government discounts by arrangement with the General Services Administration.
 - (4) *Calls home.* Travelers may be reimbursed for expenses for the following long distance personal telephone calls:
 - (i) an employee in travel status for at least one night within the continental United States is allowed a maximum reimbursement for calls not to exceed \$4.00 per day or \$12.00 per week;
 - (ii) an employee in travel status for at least one night outside the continental United States is allowed a maximum reimbursement for calls not to exceed \$8 per day or \$24 per week; or

(iii) telephone reimbursement maximums include line access (or similar) charges and taxes.

(b) Local calls. Charges for official local telephone calls are reimbursable. Itemization of such calls is not required. Only the total amount spent for local calls during the travel period needs to be entered on the voucher.

NOTE: *Low-cost calling cards are available at various locations such as convenience stores, gas stations, drug stores, grocery stores, and other outlets.*

CHAPTER 301—TEMPORARY DUTY (TDY) TRAVEL ALLOWANCES

Subchapter B—Allowable Travel Expenses

PART 301-13. TRAVEL OF AN EMPLOYEE WITH SPECIAL NEEDS

DOE301-13.4. DOCUMENTING SPECIAL NEEDS.

- (a) **General.** Travel authorizing officials will ensure that special accommodations needed for their employees with disabilities or other special needs are available as set forth in the special travel-related requirements. Authorizing officials should consult with the appropriate personnel directors and Agencies or other appropriate medical personnel when questions relative to a disability or special needs accommodation is required.
- (b) **Premium-class transportation service.**
 - (1) *Disability.* When first-class or business-class transportation service is needed to accommodate an employee with a disability, the disability must be substantiated in writing by a qualified medical authority. Such documentation must be no older than 2 years.
 - (2) *Other special need.* For an employee with other special needs (weight, height, etc.) written substantiation of the condition and the need for first-class or business-class service may be obtained from the travel authorizing official. Substantiations for first-class or business-class service under this section will be forwarded to the appropriate authorizing official in the same manner as other requests for premium service.

CHAPTER 301—TEMPORARY DUTY (TDY) TRAVEL ALLOWANCES

Subchapter B—Allowable Travel Expenses

PART 301-30. EMERGENCY TRAVEL

DOE301-30.2. PERSONAL AND FAMILY EMERGENCIES

- (a) Personal emergencies include the death, serious illness or injury of a member of the employee's family or a catastrophic occurrence or impending disaster such as fire, flood, or act of God that directly affects the employee's family or home at the official duty station and that occurs while the employee is at, or en route to or from, a temporary duty location.
- (b) Family is immediate family as defined in the FTR; however, when justified on a case-by-case basis, the Head of a Departmental element may expand this definition to include a member of an employee's extended family in consideration of—
 - (1) the extent of the emergency,
 - (2) the employee's relationship to the individual involved in the emergency, and
 - (3) the degree of the employee's responsibility for the individual involved in the emergency.

In such an instance, the official's written determination will be submitted as support for the traveler's claim.

DOE301-30.6. ALLOWABLE TRAVEL EXPENSES.

- (a) **Return to official duty station.** When the travel expenses are for the purpose of returning to the official duty station or home due to illness, injury, or personal emergency prior to completion of the temporary duty assignment, necessary transportation and per diem expenses, when approved, may be paid. Once the employee's health has been restored, or the personal emergency has been resolved and the employee has returned to the official duty station, the approving and authorizing official may determine that it is in the Government's interest to return the traveler to the temporary duty location from the official duty station. In this instance, the return will be considered a new travel assignment at Government expense.
- (b) **Travel to alternate location and return to temporary duty.** When travel expenses involve travel to an alternate location to obtain medical services or to attend to a personal emergency and a subsequent return to the temporary duty assignment, reimbursement

may be approved or authorized for certain excess travel costs. Payment may be allowed when approved for the actual costs of travel (transportation and per diem while en route). Such costs are approved from the point that the official travel was interrupted to the alternate location and return to the temporary duty assignment over the constructive costs of round-trip travel between the official duty station and the alternate location. Per diem is not payable at an alternate location. When medical services are needed, the nearest hospital or medical facility capable of treating the employee's illness or injury will be used and not be considered an alternate location. When an employee travels under medical evacuation insurance, there is no additional cost to the employee or the Agency.

DOE301-30.7. APPROVAL OF TRAVEL INTERRUPTION. When an employee discontinues or interrupts a temporary duty travel assignment prior to its completion because of incapacitating illness or injury, or when the interruption is caused by a personal emergency, the traveler's second level of supervision must approve reimbursement of transportation and per diem expenses.

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Subchapter B—Allowable Travel Expenses

PART 301-31. THREATENED LAW ENFORCEMENT/INVESTIGATIVE EMPLOYEES

DOE301-31.1. LIFE THREATENING SITUATIONS. Transportation and subsistence expenses in connection with temporary living accommodations may be paid to an eligible employee only when the situation clearly poses a legitimate and serious threat to life. As time permits, this determination should be made in consultation with the Office of Security Affairs and, where appropriate, officials of the Criminal Division of the U.S. Department of Justice.

DOE301-31.13. PERIODS FOR WHICH PAYMENTS MAY BE MADE. An initial period of up to 60 days may be authorized. The initial period may be extended by additional periods when clearly justified.

DOE301-31.16. RE-EVALUATION OF JUSTIFICATION FOR TEMPORARY LIVING ACCOMMODATIONS. The authorizing official must reevaluate the conditions justifying payment of subsistence to the threatened employee at least every 30 days to ensure that continued payment is warranted.

DOE301-31.17. PROTECTING TRAVEL DOCUMENTS. The authorizing official will contact the accounting service center prior to issuing a travel authorization to help ensure that the processing of needed authorization and payment documents does not compromise the security of the threatened employee or family.

DOE301-31.18. RELOCATING THE EMPLOYEE. The authorizing official must consider the option of permanently reassigning a threatened employee. This is particularly important when an employee is expected to be in temporary living accommodations for 120 days or more. In every case, the official should determine the seriousness of the threat, disruptions to Agency and family, and alternative costs of a change of station.

DOE301-31.19. AUTHORIZING PAYMENTS TO THREATENED EMPLOYEES AND FAMILY.

- (a) Heads of Departmental Elements.** Heads of Departmental elements may authorize transportation and subsistence allowance payments to threatened employees for temporary living accommodations for initial periods of up to 60 days at appropriate locations. This authority may not be delegated.

(b) Secretary, Deputy Secretary, and Under Secretaries. Payments involving employee relocation and additional temporary living accommodation periods (i.e., extensions of initial periods) may be authorized only by the Secretary, Deputy Secretary, an Under Secretary, or the Head and Deputy of the National Nuclear Security Administration

CHAPTER 301—TEMPORARY DUTY (TDY) TRAVEL ALLOWANCES

Subchapter C—Arranging for Travel Services, Paying Travel Expenses, and Claiming Reimbursement

PART 301-51. PAYING TRAVEL EXPENSES

Subpart B - Paying for Common Carrier Transportation

DOE301-51.102. CASH PURCHASES OVER \$100.

- (a) **Reimbursement for unauthorized cash purchases.** Unauthorized cash purchases generally include those made by travelers who are unaware of the proper procedures for purchasing common carrier transportation and travelers who do not have an individually billed government travel charge card. Those persons may include new employees, advisory board members, consultants, interviewees, and others traveling at the invitation of the Department. Additionally, employees traveling in foreign countries where airlines do not accept credit cards may be required to use cash. When approved in these situations, full reimbursement for the transportation may be warranted. In all other instances, reimbursement will be limited either the cost of the ticket or the Government contract fare, whichever is less.
- (b) **Special requirements.**
- (1) *Certifications.* Both the traveler and the approving official must certify on the cash purchase form justification for a cash purchase.
 - (2) *Travel vouchers.* Approved cash purchase vouchers and supporting documents are to be maintained in accordance with records disposal schedules established under Title 36, CFR, and be available for GSA site audit.
 - (3) *Travel authorizations.* Copies of travel authorizations with ticket coupons and related documents are to be forwarded for audit to the General Services Administration, Transportation Audit Division FWA, Attention: Code E, Washington, DC 20405.
 - (4) *Approval process.* Travelers must submit a copy of the signed “Request for Approval of Cash Purchase of Transportation in Excess of \$100,” the travel authorization, and a copy of the transportation receipt (ticket stub) to the Director, Office of Finance and Accounting Policy, or Head of field element, as appropriate, for approval. A sample request form is shown at the end of this section.

**REQUEST FOR APPROVAL OF CASH PURCHASE OF
TRANSPORTATION IN EXCESS OF \$100**

Name of Traveler: _____

DOE Organization and Location: _____

Date of Cash Purchase: _____

Amount: \$ _____

Reason for Cash Purchase (for example, why Government-issued travel charge card was not used):

Traveler's Signature

Date

Requesting Official's Signature and Title

Date

Approved: _____

Disapproved: _____

Approving Official's Signature

Date

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Subchapter C—Arranging for Travel Services, Paying Travel Expenses, and Claiming Reimbursement

PART 301-51. PAYING TRAVEL EXPENSES

Subpart C - Receiving Travel Advances

DOE301-51.204. FUNDING TRAVEL BY ATM. The Department will not generally authorize cash payments (direct deposit or check) to employees for anticipated cash transaction expenses. Instead, employees are expected to use their individually billed travel charge cards to obtain cash from automated teller machines (ATM) during their travel. The cash amount appropriate for a trip is included on the travel authorization. Based on this amount, travelers are to claim ATM processing fees on their vouchers as reimbursable expenses. Special requests for ATM withdrawals that exceed the Agency's daily limit should be directed to the respective travel charge card program coordinator. Employees whose travel charge cards have been suspended or canceled due to delinquency or misuse are generally not provided an advance of funds for travel expenses. However, on a case-by-case basis, such employees may be provided an advance of funds in accordance with the local procedures or the respective bargaining unit agreement.

CHAPTER 301—TEMPORARY DUTY (TDY) TRAVEL ALLOWANCES

Subchapter C—Arranging for Travel Services, Paying Travel Expenses, and Claiming Reimbursement

PART 301-52. CLAIMING REIMBURSEMENT

DOE301-52.3. SUBMITTING TRAVEL CLAIMS.

- (a) Time to submit.** Employees should submit their temporary duty travel vouchers within 5 workdays after returning from travel and at least every 30 days during periods of continuous travel. Claims for local travel may contain several trips and should be submitted within 30 days of the first trip. In most instances, vouchers for both temporary duty and local travel must be submitted electronically.
- (b) Processing claims.** The Department employs an electronic processing system as the standard method of travel claims settlement. Claims should normally be settled within 3 workdays of receipt of information by the accounting service center. Payments will be made by direct deposit.
- (c) Maintaining receipts.** Travelers must keep travel authorizations, vouchers, and receipts with their claims for 6 years as mandated by the National Archives and Records Administration (NARA), General Records Schedule 9, Travel and Transportation Records.

CHAPTER 301—TEMPORARY DUTY (TDY) TRAVEL ALLOWANCES

Subchapter C—Arranging for Travel Services, Paying Travel Expenses, and Claiming Reimbursement

PART 301-53. PROMOTIONAL MATERIALS AND FREQUENT TRAVELER PROGRAMS

DOE301-53.1. RECEIPT OF PROMOTIONAL MATERIALS AND FREQUENT TRAVELER BENEFITS.

- (a) **Ownership.** Any promotional materials or benefits received from a travel service provider in connection with official travel may be retained for personal use, if such benefits are obtained under the same conditions as those offered to the general public at no additional cost to the Government. Therefore, at the employee's option, frequent traveler benefits may be used to upgrade to premium-class travel accommodations without Government approval.
- (b) **Establishing a frequent traveler account.** It is the responsibility of each traveler to communicate directly with a service provider to establish his/her frequent traveler promotional benefits account. Any associated costs are to be paid by the traveler and are not reimbursable.

DOE301-53.2. PARTICIPATION IN GAIN-SHARING PROGRAMS. Heads of Departmental elements will issue guidance to all organizational levels under their purview regarding participation in frequent traveler and gain-sharing programs. Guidance will be based on the following:

- (a) encouraging travelers to join frequent traveler programs;
- (b) implementing an incentive awards program (gain-sharing) to encourage employees to participate in "Frequent Flyer" programs, convert frequent flyer miles into free airline tickets for use in official travel, and receive a cash award based on the savings achieved; and
- (c) using some benefits (e.g., business-class upgrades and memberships in executive clubs) as incentives for employee participation.

CHAPTER 301—TEMPORARY DUTY (TDY) TRAVEL ALLOWANCES

Subchapter D—Agency Responsibilities

PART 301-74. CONFERENCE PLANNING

DOE301-74.1. CONFERENCE MANAGEMENT RESPONSIBILITIES.

- (a) The Director, OMBE/CFO, exercises oversight of conference management for the Department. Refer to DOE O 110.3, *Conference Management*, dated 11-03-99, for guidance with respect to conference management.
- (b) The Director, OMBE/CFO, provides fiscal guidance on the funding of conferences and related activities.
- (c) The Assistant General Counsel for General Law has responsibility for ethics and appropriations law issues involving conference attendance, sponsorship, participation, and miscellaneous receipt issues resulting from the collection of registration fees, exhibitor fees, and other funds received in connection with a conference sponsored by DOE or a DOE contractor.
- (d) Heads of Departmental elements must follow DOE O 110.3 which defines requirements and responsibilities for managing conferences sponsored by DOE. This Order must be used in conjunction with the FTR 301-74 to ensure compliance with existing Federal regulations and guidance.

DOE301-74.8. CONFERENCE LODGING ALLOWANCE. The Head of the Departmental element sponsoring the conference will make the determination that a conference lodging allowance is necessary. This determination must be made in writing and included with the documentation required by DOE O 110.3. Delegation of this authority may be made to the principal deputy only.

DOE301-74.11. LIGHT REFRESHMENTS AT OFFICIAL CONFERENCES.

- (a) An official conference, as defined in DOE O 110.3, is a meeting, seminar, retreat, symposium, or similar event that involves official travel. DOE employees traveling to a site to discuss the status of the work being performed are not considered to be attending a conference. Additional exclusions from coverage under this section are listed in paragraph 3c of DOE O 110.3.
- (b) Light refreshments cannot be provided at a conference with attendees only from the local commuting area. The authority to provide light refreshments applies only to conferences or meetings, that involve temporary duty travel by a majority of the attendees. The sponsoring organization will fund the light refreshments.

- (c) There is no statutory authority for the Department to provide light refreshments to non-Federal travelers/attendees unless there is a mechanism for them to pay for the cost of the light refreshments, such as through a registration fee. The authority to provide “free” light refreshments applies only to conferences where all attendees are Federal employees. To avoid embarrassing situations at a conference with mixed attendance, the sponsoring organization should consider alternative methods of collecting fees from non-Federal attendees so that all attendees may be provided light refreshments.

CHAPTER 301—TEMPORARY DUTY (TDY) TRAVEL ALLOWANCES

Subchapter D—Agency Responsibilities

PART 301-75. PREEMPLOYMENT INTERVIEW TRAVEL

Subpart A - General Rules

DOE301-75.2. RESPONSIBILITY TO DETERMINE ELIGIBILITY.

- (a) The Department's Director of Personnel has determined that each DOE site will develop guidance to establish the eligibility of individuals for preemployment interview travel expenses. For Headquarters, this guidance has been developed by the Director of Personnel.
- (b) Program officials with authority to authorize travel who wish to allow preemployment interview travel in connection with vacant positions under their cognizance should consult with their servicing personnel offices before exercising their authority. Implementation guidance appropriate to their locations is needed to identify individuals eligible for travel allowances.

DOE301-75.3. INITIATING PREEMPLOYMENT INTERVIEW TRAVEL. Eligible interviewees may be authorized many of the allowances afforded Government personnel for their travel under conditions set out in the FTR, this Manual, and local implementation guidance. Generally, a vacancy announcement or other official notification is issued stating the organization's intent to authorize travel. Any reimbursement limitations must be specifically stated on the interviewee's travel authorization. In addition, an invitational letter will be prepared for each interviewee. A sample letter is included at the end of this section.

DOE301-75.4. REQUIREMENTS AND RESPONSIBILITIES.

- (a) **Travel authorizing official.** The travel authorizing official will—
 - (1) prepare the preemployment interview letter to inform the interviewee of the Department's pertinent travel rules and procedures (see sample letter in this subpart);
 - (2) provide the interviewee with a list of accommodations approved by the Federal Emergency Management Agency (FEMA) in the vicinity of the interview and encourage the interviewee to stay in a listed facility (information readily available through the servicing travel management system);
 - (3) ensure that the interviewee is aware that he or she is responsible for any additional expenses incurred because of personal convenience or preference;

- (4) inform the interviewee that the Government will not pay for excess costs resulting from travel via circuitous routes, delays, or luxury accommodations or for services not necessary or justified to travel to the interview; and
- (5) advise the interviewee that he or she is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling at personal expense.

DOE301-75.5. SOURCES OF FUNDS. Payment for transportation by common carrier, other than for local travel, will be by Government Transportation Request (GTR) or centrally billed account through a Government contracted travel management center. The interviewee will pay all other authorized expenses, which will be reimbursed using a travel voucher. Interviewees are not authorized travel advances or Government contractor-issued travel charge cards.

**SAMPLE LETTER TO ACCOMPANY INVITATIONAL TRAVEL AUTHORIZATION
FOR PREEMPLOYMENT INTERVIEW**

*Ms. Susan L. Hart
14 Edinburgh Drive
Wallacetown, PA 15255*

Dear Ms. Hart:

This letter is to provide you with additional information about your invitation to travel for a preemployment interview with Mr. John Hussick with the Office of Super Fuel as set out in the enclosed travel authorization. You should plan your travel to arrive at 132 Hudson Street, NW, Room 4112, Washington, DC, by 1 p.m. on April 29, 200X.

If you are authorized to travel by commercial air and we have not enclosed a ticket or information for picking up a prepaid ticket, please contact us at one of the telephone numbers listed below.

For overnight travel, you will be entitled to a per diem allowance not to exceed that indicated on the travel authorization. The per diem is based on your actual cost of lodging, not to exceed the amount shown on the authorization plus the fixed amount for meals and incidental expenses (M&IE).

If you choose to drive your private auto, you are entitled to a mileage allowance of xx.x cents per mile. If auto travel has not been authorized as advantageous to the Government, your reimbursement will be limited to the Government cost to send you by common carrier.

Please keep a record of all your travel expenses and make sure you get receipts for your lodging and all other expenses of \$75 or more. You will be assisted in preparing your travel claim during your visit. If you need additional information, please contact me at 202-586-2222 or the Travel Coordinator for the Office of Super Fuel, Leslie Wilston, who can be reached at 202-586-4555.

*Jo Anne Little, Director
Interviewing Office*

Enclosure
Travel Authorization No. 58686

CHAPTER 301—TEMPORARY DUTY (TDY) TRAVEL ALLOWANCES**Subchapter D—Agency Responsibilities****PART 301-75. PREEMPLOYMENT INTERVIEW TRAVEL****Subpart B - Travel Expenses**

DOE301-75.100. ALLOWABLE REIMBURSEMENTS. The interviewing office may authorize allowances for all or part of the interviewee's travel expenses. These are the same categories of travel allowances to which a Federal employee would be entitled, including those for an employee with special needs, except that—

- (1) expenses for communication services will be limited to those incurred while making travel arrangements, and
- (2) expenses are not authorized for hiring a room to transact official business. The specific expenses that will be allowed an interviewee must be stated on the vacancy announcement and set forth clearly in the invitation and travel authorization. If a decision is made to pay either subsistence or common carrier transportation allowances, but not both, the full amount of the expense (either subsistence or transportation) to which a DOE employee would be entitled will be allowed.

Subpart C - Obtaining Travel Services and Claiming Reimbursement

DOE301-75.200. USING COMMON CARRIER. Transportation tickets (using appropriate contract carriers) may be obtained only from an authorized Department source (i.e., tickets or E tickets arranged by the interviewing office, prepaid tickets picked up at an airport, or tickets obtained through a travel management center under contract to the Government). If the interview trip is canceled or rescheduled after tickets are issued, the interviewee is liable for the value of the tickets until they have been returned or accounted for on the travel voucher. A ticket exchanged for one of lesser value must be supported by the carrier's receipt or the ticket refund application making the refund payable to the Department.

DOE301-75.205. REIMBURSEMENT CLAIMS. If the interviewee has been issued a travel authorization and chooses to be reimbursed for travel expenses, he or she should keep a record of all expenses to be claimed. Receipts are required to support expenses for lodging and all other expenses that exceed \$75 or more per item. The receipts will be presented with the travel voucher. The travel authorizing official will ensure that assistance is provided as needed for preparing and submitting the voucher.