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THE WHITE HOUSE
WASHINGTON

Under comments on travel request
when hotel will be in excess of
\$25 use this statement:

Per diem on actual expense basis
not to exceed \$40 per day is requested.

When use of a rental car is expected
use:

Use of rental car is requested.



THE WHITE HOUSE
WASHINGTON

January 10, 1972

MEMORANDUM FOR: DOMESTIC COUNCIL STAFF
FROM: JOHN CAMPBELL
SUBJECT: Travel Instructions (Revised)

REQUEST FOR AIRPLANE TICKETS

Prior to traveling on Domestic Council business, staff members should submit a Travel Request Form (Exhibit A) for approval.

The Travel Request Form should be submitted in triplicate at least two days in advance of travel. An approved form will then be forwarded to the White House Transportation Office where a GTR (Government Travel Request - Exhibit B) and tickets for air or train transportation will be prepared.

REIMBURSEMENT FOR TRAVEL EXPENSES

On completion of a trip, a Travel Voucher (SF-1012 - Exhibit C) should be submitted in triplicate to my office for payment. To insure prompt payment, a few pertinent facts are needed for a travel voucher reimbursement request to be completed (see examples):

- (1) Date and hour of departure and arrival for both your destination and return.
- (2) Date, purpose and amount of cash payments which you are claiming reimbursement, with receipts attached, including car rental receipts.
- (3) Number of each Government Travel Request (GTR) issued, the nature and value of the service or accommodation received and the name of the transportation company.



- (4) Each travel voucher should list for Bureau or Establishment:

EXECUTIVE OFFICE OF THE PRESIDENT,
DOMESTIC COUNCIL

- (5) The mailing address should be:

EXECUTIVE OFFICE BUILDING
WASHINGTON, D. C.

PER DIEM

A maximum per diem of \$25.00 is paid according to the quarter day of departure and return.

Generally, for computing per diem allowance, official travel begins when the train or plane leaves the depot or airport and concludes when the train or plane arrives at the depot or airport.

For travel of more than 24 hours, compute it on the basis that each day has four quarters of 6 hours as follows:

12 midnight to	6:00 a. m.	-- 1st Qtr.
6 a. m. to	12:00 Noon	-- 2nd Qtr.
12 Noon to	6:00 p. m.	-- 3rd Qtr.
6 p. m. to	12:00 midnight	-- 4th Qtr.

Example:

5/13/71	LV point X	5:25 p. m.
	ARR point Y	9:09 p. m.
5/15/71	LV point Y	1:45 p. m.
	ARR point X	4:35 p. m.

Per Diem Computation

5/13/71	5:25 p. m. to 11:59 p. m.	-- 1/2 day (travel during 2 qtrs.)
5/14/71	12:00 midnight to 11:59 p. m.	-- 1 day (4 qtrs.)
5/15/71	12:00 midnight to 4:35 p. m.	-- <u>3/4 day</u> (travel during 3 qtrs.)

Total per diem incurred 2-1/4 days x \$25.00 or
\$56.25 per diem



For travel of 24 hours or less, compute it on the basis of actual elapsed travel time. When no overnight lodging is required, use a \$12.00 per diem. If overnight lodging is required, a per diem of \$25.00 is used.

<u>Example:</u>	<u>Elapsed Time</u>
8/24/71 LV point X 6:30 a. m.	--
ARR point Y 9:00 a. m.	2-1/2 hrs.
8/24/71 LV point Y 4:00 p. m.	7 hrs.
ARR point X 6:30 p. m.	<u>2-1/2 hrs.</u>
Actual elapsed travel time	12 hours or 1/2 day
Total per diem incurred	1/2 day x \$12.00 or \$6.00 per diem

Note:

Even though travel was performed in three different quarters per diem cannot be paid for 3/4 of a day, only for 1/2 day as the actual elapsed travel time (12 hours) was less than 24 hours. No per diem is allowed for travel of 10 hours or less during the same day except when the travel period is 6 hours or more and begins before 6 a. m. or ends after 8 p. m.

EXPENSES COVERED BY PER DIEM

- Meals and lodging including tips
- Laundry, cleaning, etc.
- Transportation between place of lodging or business and restaurants

EXPENSES PERMITTED, BUT NOT COVERED BY PER DIEM

- Transportation by bus, subway, or commuter train between place of lodging and business
- Parking and meter fees
- Taxicab fares
- Rental cars, but collision or personal insurance are not reimbursable expenses
- Round trip mileage (11¢ a mile) for use of own car from home to depot and from depot to home.



ITEMIZED PER DIEM NOT TO EXCEED \$40

Travel on an actual expense basis not to exceed \$40 a day is authorized when because of unusual circumstances the \$25 per diem rate is much less than the amount required to meet the necessary subsistence expenses, i. e., when only available hotel rooms are in the \$24 to \$26 range. When this happens, the travel voucher submitted must itemize all subsistence expenses for which reimbursement is claimed on an actual expense basis i. e. what was spent daily for meals, lodging, etc. Lodging receipts must be submitted with these vouchers which must follow the example below:

Example:

8/24/71	Lodging (receipt attached)	\$25. 50
	Breakfast	2. 75
	Lunch	4. 40
	Dinner	6. 50
	Total actual subsistence expenses -- (Per diem for 8/24/71)	<u>\$39. 55</u>

Expenses permitted in addition
to per diem for 8/24/71:

	Taxicab fares	<u>3. 50</u>
	Total reimbursement for 8/24/71	<u>\$43. 05</u>

PRIVATELY OWNED AUTOMOBILES

Staff members are authorized to use personal cars as being more advantageous to the Government with reimbursement (in addition to per diem) being 11¢ a mile. However, car reimbursement cannot exceed the cost of train or plane transportation, plus allowable taxis to and from terminals. Per diem will be computed via common carrier times. Speedometer readings must be listed when determining car mileage reimbursement.

AIRPORT LIMOUSINE SERVICE

When limousine service is available from a downtown terminal to the airport, it should be used. For example, an employee residing in Wheaton, Md., who is scheduled to leave from Dulles should take a taxi to the limousine terminal downtown and then take the limousine to the airport instead of a taxi direct from Wheaton, Md., to Dulles to avoid excessive cost. Use of personal cars directly to the airport is permitted. (Albert Pick Hotel - ST 3-5343).



AUTHORIZATION OF OFFICIAL TRAVEL

Each member of the Domestic Council has been issued a blanket order (Request for and Authorization of Official Travel - OMB Form 12 - Exhibit D) for Fiscal Year 1972. This gives each staff member a travel order number and date of the authorization. A copy remains in your office. Each travel voucher submitted should indicate your travel authorization number and date (Exhibit C).

TRAVEL ADVANCE

"Application and Account for Advance of Funds" (SF-1038 - Exhibit E) should be submitted to my office at least eight working days before needed with a copy of the travel order and travel request. Each request should contain the travel authorization number and date and the applicant's signature.

The amount requested should not exceed the traveler's needs and should be based on estimated per diem (\$25.00 per day) and other allowable out-of-pocket expenditures. The minimum amount is \$50.00.

NOTE: A travel voucher must be submitted for every trip even though you may not be claiming any reimbursement of expenses.



May 30, 1975

OFFICE OF MANAGEMENT AND BUDGET

TO OFFICE OF MANAGEMENT AND BUDGET STAFF

SUBJECT: Revised Federal Travel Regulations

Effective May 19, 1975, the Federal Travel Regulations were amended as follows:

A. Mileage rates. When it is determined that use of a privately owned conveyance by the traveler is advantageous to the Government, the reimbursement for mileage shall be as follows:

1. 8 cents per mile for use of a privately owned motorcycle.
2. 15 cents per mile for use of a privately owned automobile.
3. 22 cents per mile for use of a privately owned airplane.

B. Per Diem. Reimbursement for official travel within the limits of the conterminous United States shall be a daily rate not in excess of \$33.00 per day.

C. Actual Subsistence.

1. For travel within the conterminous United States involving unusual circumstances the statutory maximum daily rate is \$50.00.

2. For temporary duty travel to or within the cities designated below as high rate geographical areas, a traveler automatically shall be placed in an actual subsistence expense status and shall be reimbursed for the actual and necessary subsistence expenses incurred not to exceed the maximum rates prescribed for the particular geographical area involved. These are uniform maximum actual subsistence expense rates and are not subject to change unless unusual circumstances dictate approval of a higher rate.



Boston, Mass. (all locations within the corporate limits of Boston and Cambridge, Massachusetts).....	\$38.00
Chicago, Ill. (all locations within the corporate limits thereof).....	\$39.00
Los Angeles, Calif. (all locations within the corporate limits of the city of Los Angeles).....	\$37.00
New York, N.Y.-- all locations within the:	
Boroughs of Brooklyn and Queens.....	\$39.00
Boroughs of Manhattan, Bronx, and Staten Island.....	\$50.00
San Francisco, Calif. (all locations within the corporate limits of San Francisco and Oakland, Calif.).....	\$39.00
Washington, D.C. (all locations within the corporate limits of Washington, D.C.; and the county of Arlington and the city of Alexandria, Va.).....	\$42.00

OMB Manual Section 510 will be revised to reflect the new travel amendments.



THE WHITE HOUSE

WASHINGTON

November 8, 1973

MEMORANDUM FOR:

JAMES CAVANAUGH
MICHAEL DUVAL
RICHARD FAIRBANKS
JAMES FALK
FRANK GANNON
WARREN HENDRIKS
TOD HULLIN
DANA MEAD
HANK PAULSON
✓NORM ROSS
GLENN SCHLEEDE
GEOFF SHEPARD

FROM:

CRAIG GOSDEN *CG*

SUBJECT:

Travel

Attached is a copy of the Federal Travel Regulations. Because of some recent concern that has been voiced by our budget people at OMB about the form in which some of our travel vouchers have been submitted for reimbursement, it is essential that you and especially the girls in your office once again review and familiarize yourselves with the travel regulations.

Following is an outline which highlights some of the most important provisions of the regulations. We are going to continue to be very strict in requiring that your vouchers be properly prepared. Any requests for reimbursement which do not fit within the parameters of the regulations will be automatically disallowed as has been our procedure in the past.

If you have any questions, or if you do not understand any provision of the regulations, please give me a call. Your cooperation is much appreciated.

Attachment



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. In this regard, reimbursement may be claimed only for the traveler's personal official expenses. Reimbursement for entertainment expenses are prohibited. (See Part 1-1.3a.)

All travel must be approved in advance and in writing by Mr. Craig Gosden. To request travel authorization, staff should use the attached travel request form. (See Part 1-1.4.)

For travel within the continental United States the normal maximum per diem rate is \$25.00. (See Part 7, 1-7.2a.) In certain instances, actual subsistence (not to exceed \$40.00 per day) may be necessary. Actual subsistence must be requested and justified on the travel request form under the section entitled "comments." (See Part 8, generally.)

The mode of travel shall be that which will result in the greatest advantage to the Government. (See Part 2, 1-2.2b.) First class travel is permissible only under certain conditions. (See Part 3, 1-3.3d2.)

Receipts are required for the following: (See Part 11, 1-11.3c.)

- Excess baggage - official only.
- Hire of special conveyance, i.e., rental of cars.
- Rental of rooms for official business.
- Telegrams, cablegrams, and radiograms.
- Long distance telephone calls (note: traveler must show points between which the call was placed.) (See Part 6, 1-6.5.)
- Any official expense in excess of \$15.00.

Authority to rent cars must be approved and justified in advance on the Travel Request Form under the "comments" section. Authorization to rent cars must be requested on an individual trip basis. (See Part 3, 1-3.2.)

Authority to rent "special space" for the conduct of official business, must be approved and justified in advance on an individual trip basis. (See Part 9, 1-9.1b.) When approved, the traveler will be authorized the cost of the room plus \$10.00 per diem if the "special space" is also used for lodging. If the special space cannot be used for lodging also, the traveler is entitled to the regular \$25.00 per diem, or actual subsistence, if approved. (See Part 7, 1-7.3.)



FPMR 101-7
May 1973

FEDERAL TRAVEL REGULATIONS



GENERAL SERVICES ADMINISTRATION
WASHINGTON, DC 20405



CHAPTER 1. TRAVEL ALLOWANCES

PART 1. APPLICABILITY AND GENERAL RULES

1-1.1. Authority. This chapter is issued under the authority of 5 U.S.C. 5701-5709.

1-1.2. Applicability. These regulations apply to travel of civilian officers and employees of the United States, including civilian employees of the Department of Defense, as authorized under 5 U.S.C. 5701-5709. They also apply to the travel expenses of persons employed intermittently as consultants or experts and to persons serving without compensation to the extent authorized under 5 U.S.C. 5703.

1-1.3. General rules.

a. Employee's obligation. 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.

b. Reimbursable expenses. Traveling expenses which will be reimbursed are confined to those expenses essential to the transacting of the official business.

c. Definitions.

(1) Official station and post of duty. Designated post of duty and official station mean the same. The limits of the official station will be the corporate limits of the city or town in which the officer or employee is stationed. If the employee is not stationed in an incorporated city or town, the official station is the reservation, station, or established area, or, in the case of large reservations, the established subdivision thereof having definite boundaries within which the designated post of duty is located.

(2) Conterminous United States. Conterminous United States means the 48 contiguous States and the District of Columbia.

1-1.4. Authority for travel. Except as otherwise provided by law, all travel shall be either authorized or approved by the head of the agency or by an official to whom such authority has been delegated. Ordinarily, an authorization shall be issued prior to the incurrence of the expenses. The authorization shall be as specific as possible in the circumstances as to the travel to be performed.



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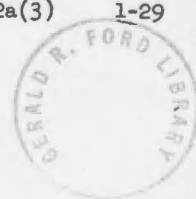


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PART 2. TRANSPORTATION ALLOWABLE

1-2.1. Expenses payable as transportation. Transportation expenses which the Government may pay either direct or by reimbursement include fares, rental fees, mileage payments, and any expenses incident to transportation such as baggage transfer; official telegraph, telephone, radio, and cable messages in connection with items classed as transportation; steamer chairs, steamer cushions, and steamer rugs at customary rates actually charged; staterooms on steamers; and other expenses set forth in 1-2 through 1-6 and 1-9.

1-2.2. Methods of transportation.

a. Authorized methods. Methods of transportation authorized for official travel include railroads, airlines, helicopter service, ships, buses, streetcars, subway, taxicabs, Government-owned and contract rental automobiles and airplanes, privately owned and rented automobiles and airplanes, and other necessary means of conveyance.

b. Selecting method of transportation to be used. Travel on official business shall be by the method of transportation which will result in the greatest advantage to the Government, cost and other factors considered. In selecting a particular method of transportation to be used, consideration shall be given to the total cost to the Government, including costs of per diem, overtime, and lost worktime as well as actual transportation costs. The provisions of 5 U.S.C. 5733 require that the travel of an employee shall be by the most expeditious means of transportation practicable and shall be commensurate with the nature and purpose of the duties of the employee requiring such travel.

c. Presumptions as to most advantageous method of transportation.

(1) Common carrier. Since travel by common carrier will generally result in the least costly and most expeditious performance of travel, this method shall be used unless the circumstances involved make travel by Government, privately owned, or special conveyance preferred for reasons of cost, efficiency, or work requirements. The advantages which may result from common carrier transportation must be fully considered by the agency before it is determined that some other method of transportation should be used.

(2) Government-owned or Government-contract rental automobiles. When it is determined that an automobile is required for official travel, a Government-owned automobile shall be used. A Government-contract rental automobile shall be used when a Government-owned automobile is unobtainable or its use is impracticable. Privately owned or special conveyances shall be approved for use in lieu of Government-owned or Government-contract rental automobiles only when preferred for reasons of cost, efficiency, or work requirements. Cost advantages which will normally result from use of Government-owned automobiles must be fully considered since these vehicles are operated at a relatively low cost. Costs involved in using a Government-owned or Government-contract rental automobile shall include any administrative costs and any costs associated with picking up and returning the automobile.

(3) Privately owned conveyance. A determination that use of a privately owned conveyance would be advantageous to the Government shall normally be made when the use of a commercially rented conveyance would otherwise be authorized for the travel involved. A determination that use of a privately owned conveyance would be advantageous to the Government must be preceded by determinations that both common carrier and Government-owned vehicle transportation are not feasible in the circumstances or that transportation by those means would be more costly to the Government. Those determinations shall be based on both the direct transportation costs and the economies which result from the more expeditious and effective performance of Government business through the use of one or another method of transportation. Other factors to be considered are the total distance of travel, the number of points visited, and the number of travelers.

(4) Special conveyance. Commercially rented vehicles and other special conveyances shall be used only when it is determined that use of the other methods of transportation discussed in 1-2.2c will not be more advantageous to the Government. In the selection of commercially rented vehicles, first consideration shall be given to those available under General Services Administration (GSA) supply contracts.



d. Permissive use of privately owned conveyance. When an employee uses a privately owned conveyance as a matter of personal preference and such use is compatible with the performance of official business although not determined to be advantageous to the Government under 1-2.2c(3) such use may be authorized or approved provided that reimbursement is limited in accordance with the provisions of 1-4.

1-2.3. Local transportation.

a. To, from, and between places of work. Transportation by bus or streetcar between places of business at an official station or a temporary duty station and between places of lodging and place of business at a temporary duty station is allowed as a transportation expense. (Concerning transportation by taxicab between such places, see 1-3.1.)

b. To places where meals are obtained. Where the nature and location of the work at a temporary duty station are such that suitable meals cannot be obtained there, the expense of daily travel required to obtain meals at the nearest available place may be approved as necessary transportation not incidental to subsistence. A statement of the necessity for such daily travel shall accompany the travel voucher.

c. To and from carrier terminals. Reimbursement will be allowed for the usual taxicab and airport limousine fares, plus tip, from common carrier or other terminal to either the employee's home or place of business, from the employee's home or place of business to common carrier or other terminal, or between an airport and airport limousine terminal. However, an agency shall, when appropriate, restrict the use of taxicabs hereunder or place a monetary limit on the amount of taxicab reimbursement when suitable Government or common carrier transportation service, including airport limousine service, is available for all or a part of the distance involved.

d. Between residence and office on day travel is performed. Reimbursement may be authorized or approved for the usual taxicab fares, plus tip, from the employee's home to his office on the day he departs from his office on an official trip requiring at least 1 night's lodging and from his office to his home on the day he returns to his office from the trip, in addition to taxi fares for travel between office and carrier terminal.

e. Between residence and office in cases of necessity. Reimbursement for the usual taxicab fares paid by an employee for travel between office and home may be authorized or approved incident to the conduct of official business at an employee's designated post of duty when the employee is dependent on public transportation for such travel incident to officially ordered work outside of regular working hours and when the travel is during hours of infrequently scheduled public transportation or darkness. Agencies are expected to establish stringent administrative controls at sufficiently high levels which ensure that reimbursements are authorized only when justifiable and when all circumstances set forth herein are met.

1-2.4. Return to official station due to illness or injury. Transportation expenses to an employee's designated post of duty may be authorized or approved whenever the employee becomes incapacitated due to illness or injury not due to his own misconduct while en route to or while at a temporary duty station prior to completion of the temporary duty assignment. (See also 1-7.5b(4).)

1-2.5. Routing of travel.

a. Official necessity. All travel shall be by a usually traveled route. Travel by other routes may be allowed when the official necessity therefor is satisfactorily established.

b. Indirect-route or interrupted travel. When a person for his own convenience travels by an indirect route or interrupts travel by direct route, the extra expense shall be borne by him. Reimbursement for expenses shall be based only on such charges as would have been incurred by a usually traveled route. When transportation requests are used, they shall be issued only for that portion of the expense properly chargeable to the Government, and the employee shall pay the additional personal expense, including the Federal transportation tax. (See 1-11.5a(3).)



1-2.6. Use of Government-owned vehicles.

a. Use limited to official purposes. When a Government-owned or Government-furnished vehicle is used by an employee for official travel, its use shall be limited to official purposes (31 U.S.C. 638a) which include transportation between places where the employee's presence is required incident to official business; between such places and places of temporary lodging when public transportation is unavailable or its use is impractical; and between either of the above places and suitable eating places, drugstores, barber shops, places of worship, cleaning establishments, and similar places necessary for the sustenance, comfort, or health of the employee to foster the continued efficient performance of Government business.

b. Government driver's identification card. Under instructions prescribed by the U.S. Civil Service Commission, a Federal employee who must occasionally use a Government vehicle for official business while on temporary duty away from his official station need not possess a Standard Form 46, U. S. Government Motor Vehicle Operator's Identification Card, if he holds a valid State, District of Columbia, or territorial motor vehicle operator's license and presents travel orders specifically authorizing the temporary use of a Government-owned or contract rental vehicle.



PART 3. USE OF COMMERCIAL TRANSPORTATION

1-3.1. Taxicabs.

a. Approval requirement. For local travel authorized under 1-2.3a and b, the use of taxicabs may be allowed if authorized or approved as advantageous to the Government. General authorization for use of taxicabs for local travel in certain situations is contained in 1-2.3c, d, and e.

b. Tips. In addition to reimbursement of taxi fare the employee will be allowed reimbursement of tips in the amount of 15 cents when the fare is \$1 or less or 15 percent of the reimbursable fare when it exceeds \$1. If the 15 percent is not a multiple of 5, the reimbursable tip may be increased to the next multiple of 5.

1-3.2. Rental automobiles and special conveyances.

a. Approval requirement. The hire of boat, automobile, taxicab (other than for use under 1-2.3c, d, or e), aircraft, livery, or other conveyance will be allowed if authorized or approved as advantageous to the Government whenever the employee is engaged in official business within or outside his designated post of duty.

b. Incidental charges. If the hire of a special conveyance does not include costs of the incidental expenses of gasoline or oil, feeding and stabling horses, rent of garage, hangar, or boathouse, subsistence of operator, ferriage, tolls, etc., the same should be first paid, if practicable, by the person furnishing the accommodation or by his operator, and should be itemized in the bill. (See 1-11.3c(5) and 1-11.5c(2).)

c. Damage waiver or insurance costs. In connection with the rental of vehicles from commercial sources, the Government will not pay or reimburse employees for the cost of the collision damage waiver or collision damage insurance available in commercial rental contracts for an extra fee. The waiver or insurance referred to is the type offered a renter to release him from liability for damage to the rented vehicle in amounts up to the amount deductible (usually \$100) on the insurance included as a part of the rental contract without additional charge. Under decisions of the Comptroller General, the agency in appropriate circumstances is authorized to pay for damage to the rented vehicle up to the deductible amount as contained in the rental contract should the rented vehicle be damaged while being used for official business. The cost of personal accident insurance is a personal expense and is not reimbursable.

d. Hire from another employee or member of an employee's family. Charges for the hire of a conveyance of another Government employee, or a member of the traveler's family, or a member of the family of another Government employee shall not be allowed in the absence of a satisfactory showing that the conveyance was not procured because of such personal or official relationship and that the member of the family so furnishing was not dependent upon the traveler for support. The material facts shall be reported in the account. (See 1-4.5 and 1-11.5d.)

e. Persons traveling together. When two or more persons travel together by means of a rented vehicle or special conveyance, that fact, together with the name of each traveler and the name of his employing agency, must be stated by each traveler on his travel voucher.

1-3.3. Class of service authorized.

a. General. Cost of transportation paid by the Government shall not exceed the lowest first-class rate of the transportation facility used unless it is certified by the traveler on the voucher that lowest first-class accommodations were not available or that use of superior accommodations was authorized or approved by the head of the agency concerned or his designee because the accommodations used were required for security purposes or were otherwise more advantageous to the Government. This certification shall be accepted as prima facie evidence of the facts. Less-than-first-class accommodations shall be used in air travel and on other methods of transportation whenever they are adequate. Accommodations used on common carriers shall be in accordance with the specific rules set out in b, c, and d, below.



b. Train accommodations.

(1) Sleeping car accommodations. When night travel is involved, the lowest first-class sleeping accommodations available shall be allowed. Superior accommodations may be authorized or approved on certification by the traveler in accordance with 1-3.3a. When practicable, through sleeping accommodations shall be obtained if they are more economical to the Government.

(2) Parlor car and coach accommodations. One seat in a sleeping or parlor car shall be allowed unless the travel order or other administrative determination specifies that coach accommodations are to be used. Where adequate coach accommodations are available, officials authorizing travel shall require that coach accommodations are used to the maximum extent possible, on the basis of advantage to the Government, suitability and convenience to the traveler, and nature of the business involved.

c. Steamer accommodations.

(1) Staterooms. The minimum first-class accommodation will be allowed when a stateroom is included in the cost of passage or is a separate charge, except that if one is not available at the time the reservation is made, a superior accommodation may be allowed upon certification, as provided in 1-3.3a. (See also 1-3.6a.) The travel order or other administrative determination may, however, specify the use of an accommodation less costly than the minimum first-class accommodations when suitable for a particular voyage. The term "minimum first-class accommodation" as used in this paragraph means one which provides direct access from within the stateroom to a washbasin, shower or bath, and toilet.

(2) Application for steamer accommodations. Accommodations on steamers shall be applied for at the earliest practicable moment after receipt of the travel order.

d. Airplane accommodations.

(1) Policy. It is the policy of the Government that persons who use commercial air carriers for transportation on official business shall use less-than-first-class accommodations instead of those designated first-class with due regard to efficient conduct of Government business and the travelers' convenience, safety and comfort.

(2) Justification for use of first-class accommodations. In view of this policy, the use of first-class accommodations shall be limited to the following instances:

(a) Regularly scheduled flights between authorized origin and destination points provide only first-class accommodations.

(b) Space is not available in less-than-first-class accommodations in time to carry out the purpose of the travel.

(c) An authorizing officer authorizes or approves the use of first-class accommodations as necessary for the conduct of the mission or for reasons of the traveler's health.

(d) An authorizing officer authorizes or approves the use of first-class accommodations for flights within or between foreign areas because available less costly accommodations do not provide adequate standards of sanitation, health, or comfort.

(e) The cost of first-class accommodations offered by a commercial air carrier does not exceed the charge for less-than-first-class accommodations offered by any other commercial air carrier in connection with their operation of regularly scheduled flights between the same points.

(3) Authorization of airplane accommodations. Officials responsible for approving travel authorizations may not be able to anticipate circumstances which may arise while a person is traveling which necessitate the use of first-class accommodations. In such circumstances, even though the use of first-class accommodations is authorized, the traveler is responsible for using the less costly accommodations when they will meet all reasonable requirements. For audit



purposes, the traveler's judgment in these instances shall be considered conclusive. However, agencies may specify on travel authorizations or other administrative directives that the less costly accommodations be used. In that event, the traveler shall be limited to the type of accommodations specified.

(4) Maximum authorized accommodations. When first-class accommodations are authorized under this paragraph, the lowest first-class accommodations available between the points involved shall be used. Use of superior accommodations may be authorized or approved in accordance with 1-3.3a.

(5) Jet surcharges. Accommodations not designated first-class on jet planes (with or without a surcharge) may be used without specific authorization or approval where the total cost of the transportation including surcharge if any, is less than the lowest first-class air accommodations available between the points involved.

1-3.4. Special fares.

a. Extra-fare planes and trains. Travel by extra-fare planes or trains may be authorized or approved whenever their use is administratively determined to be more advantageous to the Government or is required for reasons of security.

b. Reduced rates.

(1) Use of special lower fares. Through fares, special fares, commutation fares, excursion, and reduced-rate round-trip fares shall be used for official travel when it can be determined prior to the start of a trip that any such type of service is practical and economical to the Government. Round-trip tickets shall be secured only when, on the basis of the journey as planned, it is known or can be reasonably anticipated that such tickets will be used.

(2) Group or charter arrangements. Group or charter arrangements available through travel agents may be used when such use will not interfere with the performance of official business. In such instances, if payment for transportation cannot be made to a carrier with a Government transportation request but must be made to the travel agent, the traveler shall pay for the transportation from his own funds or from a travel advance and shall obtain a receipt for the cost of the transportation necessary in the performance of official business which shall accompany his voucher. Reimbursement shall not exceed the cost of accommodations authorized under 1-3.3.

c. Unequal fares available. When common carriers furnish the same method of travel at different fares between the same points for the same type of accommodations, the lowest cost service shall be used unless use of a higher cost service is administratively determined to be more advantageous to the Government.

1-3.5. Unused tickets or reservations.

a. Unused accommodations. When a traveler finds he will not use accommodations which have been reserved for him, he shall release them within the time limits specified by the carriers. Likewise, where transportation service furnished is inferior to that called for by a ticket or where a journey is terminated short of the destination specified on the transportation request, the traveler shall report the facts to the administrative office in the manner prescribed by the agency concerned. Failure of travelers to take such action may subject them to liability for any resulting losses.

b. Unused or oversold reserved accommodations. Each agency shall make certain that space is canceled as soon as the employee learns that space reserved will not be used. Penalty payments made by air carriers under certain provisions of their tariffs for failing to furnish accommodations for confirmed reserved space are due the Government and not the traveler when they result from travel on official business. Each agency shall instruct travelers to turn in to the agency any of these payments received from the carriers.

1-3.6. Use of American carriers.

a. Travel by American ships. Section 901 of the Merchant Marine Act of 1936 (46 U.S.C. 1241(a)) provides: "Any officer or employee of the United States traveling on official



business overseas or to or from any of the possessions of the United States shall travel and transport his personal effects on ships registered under the laws of the United States where such ships are available unless the necessity of his mission requires the use of a ship under a foreign flag: Provided, That the Comptroller General of the United States shall not credit any allowance for travel or shipping expenses incurred on a foreign ship in the absence of satisfactory proof of the necessity therefor."

b. Use of American airplanes.

(1) Definition. The term "American airplane" as used in 1-3.6b means an airplane registered under the laws of the United States but excludes those operating under certificates or permits held by foreign airlines.

(2) General requirement. Employees shall use American airplanes where travel is performed by commercial air transportation between the United States and a foreign country or between foreign countries. Such use is not achieved simply by the purchase of transportation from an American carrier but requires that the actual travel performed be accomplished in American airplanes.

(3) Use of foreign airplanes. The use of a foreign airplane may be authorized or approved in any of the following situations:

(a) Where a flight by an American airplane is not scheduled to arrive in time for the conduct of official business.

(b) Where a flight by an American airplane is scheduled but does not have accommodations available when reservations are sought.

(c) Where the departure time, routing, or other features of an American airplane flight would interfere with or prevent the satisfactory performance of official business.

(d) Where a scheduled flight by an American airplane is delayed because of adverse weather, mechanical difficulty, or other conditions to such an extent that use of a foreign airplane is in the Government's interest.

(e) Where the same class of accommodations is available on both an American and a foreign airplane, but the use of the American airplane will result in higher total cost to the Government due to additional per diem or other expenses.

(f) Where the class of accommodations determined under 1-3.3d is available only on a foreign airplane and the cost of transportation and related per diem is less than the cost of available accommodations of another class on an American airplane and related per diem.

(g) Where payment for transportation can be made in excess foreign currencies provided no American air carrier adequately serving the points of travel will accept the currency. This preferential use of a foreign air carrier shall also apply to near-excess foreign currencies to the extent that amendments to the State Department's Foreign Currency Bulletin No. 1 or subsequent foreign currency bulletins may provide for the payment of transportation in the near-excess currencies. (See 1-10.4.)

(4) Documentation. Where the use of a foreign airplane is authorized or approved under (3), above, the reason therefor is to be entered on or attached to the travel order or other authorizing document or travel voucher.



PART 4. REIMBURSEMENT FOR USE OF PRIVATELY OWNED CONVEYANCES

1-4.1. Basic rules.

a. Mileage payments. When employees and others rendering service to the Government use privately owned motor vehicles or airplanes in the conduct of official business within or outside their designated posts of duty or places of service and such use is authorized or approved as advantageous to the Government or as an authorized or approved exercise of the employee's preference, payment shall be made on a mileage basis unless payment on an actual expense basis is specifically authorized by law.

b. Distance measurements.

(1) Automobile and motorcycle travel. When transportation is authorized or approved by privately owned motorcycles or automobiles, distances between points traveled shall be as shown in standard highway mileage guides or by speedometer readings. Any substantial deviations from distances shown in the standard highway mileage guides shall be explained. The mileage rate as authorized or approved may be paid from whatever point the employee or other person rendering service to the Government begins his journey.

(2) Airplane travel. The air mileage between the origin and destination airports, as determined from airways charts issued by the National Oceanic and Atmospheric Administration, Department of Commerce, shall be reported on the reimbursement voucher and shall be used in computing payment for the use of a privately owned airplane. If a detour was necessary because of adverse weather, mechanical difficulty, or other unusual conditions, the additional air mileage may be included in the mileage reported on the reimbursement voucher and, if included, it must be explained. When an official requirement for deviation from direct route travel is such that airway mileage charts are not adequate to determine mileage, the formula of flight time multiplied by cruising speed of the airplane may be the basis for mileage determinations.

c. Other allowable costs. Reimbursement for the cost of automobile parking fees, ferry fares, and bridge, road, and tunnel tolls also shall be allowed unless the travel order or other administrative determination restricts their allowance.

1-4.2. When use of a privately owned conveyance is advantageous to the Government.

a. Mileage rate determinations. When it is determined that use of a privately owned conveyance by the traveler is advantageous to the Government as provided in 1-2.2c(3), it is the responsibility of proper officials of the agencies to fix such mileage rates (within the statutory maximums of 8 cents for use of privately owned motorcycle and of 12 cents for use of a privately owned automobile or airplane) as will most nearly compensate the traveler for necessary expenses. It has been determined that 11 cents per mile will adequately compensate an employee for use of a privately owned automobile for travel in the conterminous United States, therefore, 11 cents shall be established as the mileage rate for use of privately owned automobiles, unless an agency can demonstrate that because of unusual circumstances reimbursement at 11 cents per mile is inadequate. In that instance, the agency may fix a higher rate within the statutory maximums which will most nearly compensate the employee for use of his privately owned conveyance in those circumstances.

b. Special rule when permanent duty travel is involved. The regulations contained in Chapter 2 shall apply when privately owned automobiles are used in connection with employees' permanent changes of station, when the appointees or student trainees described therein travel to their first permanent duty stations, or when employees return from posts of duty outside the conterminous United States to places of actual residence for separation.

c. To and from common carrier terminals and office.

(1) Round trip when in lieu of taxicab to carrier terminals. In lieu of the use of a taxicab under 1-2.3c, payment on a mileage basis at the rate of 11 cents per mile and other allowable costs as set forth in 1-4.1c shall be allowed for the round-trip mileage of a privately owned automobile used by an employee going from either his home or place of business to a terminal or from a terminal to either his home or place of business. However, the amount of reimbursement for the round trip shall not in either instance exceed the taxicab fare, including tip, allowable under 1-2.3c for a one-way trip between the applicable points.



(2) Round trip when in lieu of taxicab between residence and office on day of travel. In lieu of the use of taxicab under 1-2.3d, payment on a mileage basis at the rate of 11 cents per mile and other allowable costs as set forth in 1-4.1c shall be allowed for round-trip mileage of a privately owned automobile used by an employee going from his residence to his place of business or returning from place of business to residence on a day travel is performed. However, the amount of reimbursement for the round trip shall not exceed the taxicab fare, including tip, allowable under 1-2.3d for a one-way trip between the points involved.

(3) Parking when automobile is left at terminal. The fee for parking an automobile at a common carrier terminal or other parking area while the traveler is away from his official station shall be allowed only to the extent that the fee plus the allowable reimbursement to and from the terminal or other parking area does not exceed the estimated cost for use of a taxicab to and from the terminal under the provisions of 1-2.3c.

1-4.3. When use of privately owned conveyance is in lieu of common carrier transportation. Whenever a privately owned conveyance is used for official purposes as a matter of personal preference in lieu of common carrier transportation under 1-2.2d, payment for such travel shall be made on the basis of the actual travel performed, computed under 1-4.1 at the mileage rate prescribed in 1-4.2a plus the per diem allowable for the actual travel. The total allowable shall be limited to the total constructive cost of appropriate common carrier transportation including constructive per diem by that method of transportation. Constructive cost of transportation and per diem by common carrier shall be determined under the following rules:

a. Mode of travel to be used for comparison.

(1) Airplane. The mileage payment shall not exceed the constructive cost of coach accommodations (or tourist or economy accommodations if a carrier uses this term instead of "coach accommodations") on airplanes when such service is provided by a carrier. If it is not provided, the comparison will be made with standard class accommodations if provided; otherwise, with first-class accommodations. When accommodations are provided on both jet and propeller-driven planes the comparison shall be made with the jet planes. (For the purpose of this provision, a class of service is considered to be provided by a carrier when it is scheduled on flights serving origin and destination points, regardless of whether space would have been available had the traveler used air transportation for the official travel.)

(2) Train. When none of the accommodations described above are provided by an air carrier, the mileage payment shall be limited to the constructive cost of first-class rail transportation or coach accommodations when the elapsed time of the rail journey is 4 hours or less. The constructive cost comparison may also be made with rail transportation, even though air transportation is provided, when an administrative determination is made that such comparison, including related per diem, is more economical, and the travel order or other administrative directive so provides.

(3) Bus. When neither air nor rail accommodations are provided, the mileage payment shall be limited to the constructive cost of bus transportation.

b. Transportation costs to be considered in addition to fares. In determining the constructive common carrier cost there shall also be included the usual transportation costs to and from the common carrier terminals. In addition, the cost of excess baggage shall be included when it would have been allowed had the traveler used the carrier upon which the constructive transportation costs are determined, provided the traveler certifies as to the weight of the baggage or presents other acceptable evidence of its weight.

c. Per diem allowance. The constructive per diem shall be the amount which would have been allowable if the traveler had used the carrier upon which the constructive transportation costs are determined.

d. Use of actual and reasonable schedules. In making the foregoing constructive cost comparisons of transportation, scheduled departures and arrivals of planes, trains, and buses at unreasonable hours shall be disregarded. (For this purpose, "unreasonable hours" means those which would unduly inconvenience the traveler or adversely affect his safety, or which would result in unduly increasing the constructive per diem.)



1-4.4. When use of a privately owned conveyance is in lieu of a Government-owned automobile.

a. Planning for use of Government-owned automobiles. When use of a privately owned conveyance is authorized or approved under 1-2.2d even though use of a Government-owned automobile would be more advantageous to the Government, reimbursement to the employee shall be limited to the cost which would be incurred for use of a Government-owned automobile. The normal rate of reimbursement shall be that provided in 1-4.4b however, agencies should obtain commitments from employees who are expected to perform extensive automobile travel on official business whether they will use Government-owned automobiles or whether they will elect to use privately owned conveyances. Such commitments will be for periods of time which warrant the making of arrangements for supply of Government-owned automobiles, and commitment changes shall be made in sufficient time in advance of their effective dates to permit arrangements to be made for acquisition or disposal of Government-owned automobiles as required. An employee who is committed to use a Government-owned automobile shall not be authorized reimbursement for use of his privately owned conveyance in lieu of a Government-owned automobile; except that, if such an employee occasionally uses his privately owned conveyance when a Government-owned automobile is available, mileage reimbursement limited to the cost of operating a Government-owned vehicle fixed costs excluded as provided in 1-4.4c may be authorized or approved.

b. Reimbursement based on Government costs. Based upon average rental rates which agencies pay for GSA motor pool automobiles and the administrative cost to the user agency, it has been determined that the average mileage cost for use of a Government-owned automobile for travel in the conterminous United States is 9 cents. Therefore, the mileage rate for authorized use of a privately owned conveyance when use of a Government-owned automobile would be most advantageous to the Government shall be 9 cents. Exceptions to the above limitation may be authorized if an agency determines that because of unusual circumstances the costs of providing a Government-owned automobile would be higher than 9 cents; in such instances the agency may allow reimbursement at such higher rate within the statutory maximum that will most nearly equal the cost of providing a Government-owned automobile in those circumstances. In addition to mileage for the distance allowed under 1-4.1b, the employee may be reimbursed for expenses authorized under 1-4.1c which would have been incurred if a Government-owned vehicle had been used.

c. Partial reimbursement when Government automobile is available. When an employee who is committed to using a Government-owned automobile or who because of the availability of Government-owned automobiles would not ordinarily be authorized to use a privately owned conveyance in lieu of a Government-owned automobile nevertheless requests use of a privately owned conveyance, reimbursement may be authorized or approved at the rate of 5 cents per mile, the approximate cost of operating a Government-owned automobile, fixed costs excluded.

d. Reimbursement claims. When claiming mileage at the 9 cent rate, the employee shall state on his voucher that he had not made a commitment to use a Government-owned automobile and that reimbursement for use of a privately owned automobile was not limited under 1-4.4c.

1-4.5. More than one person in conveyance. Mileage shall be payable to only one of two or more employees traveling together on the same trip and in the same conveyance, but no deduction shall be made from the mileage otherwise payable to the employee entitled thereto by reason of the fact that other passengers (whether or not Government employees) may travel with him and contribute to defraying the operating expenses. The names of employees and their employing agencies should be stated. (See 1-11.5d.)

1-4.6. Actual expense basis.

a. Used only when authorized by law. Reimbursement on an actual expense basis applies to reimbursement for use of a privately owned motorcycle, automobile, or airplane only where such method of reimbursement is authorized by law; otherwise, reimbursement is to be made under the provisions of 1-4.1 through 1-4.5.

b. Comparative cost requirement. The use of a privately owned conveyance on an actual expense basis as distinguished from a mileage basis under 1-4.1 through 1-4.5 may be authorized or approved: Provided, That the aggregate of allowable expenses plus any increased subsistence expenses through increased travel time or less subsistence savings through reduced travel time, as the case may be, does not exceed the cost of transportation available by common carrier.



c. Reimbursable costs. For such travel on an actual expense basis the employee shall be entitled to reimbursement of the cost of gasoline, oil, feed of horses, garage or hangar rent and stabling of horses while officially detained en route, and bridge, ferry, and other tolls. For the purpose of determining the amount of increased subsistence expenses or subsistence savings for a given period of time, the per diem rate of subsistence named in the travel order shall be used. Charges for repairs, depreciation, replacements, grease, antifreeze, towage, and similar speculative expenses shall not be allowed. Exemption from payment of tax on gasoline in States providing such exemption shall be claimed. The standard Federal forms shall be used for that purpose. When exemption is refused, receipts shall be obtained in duplicate. (See 1-11.3c(7) and 1-11.5c(2).)



PART 5. BAGGAGE

1-5.1. Definitions.

a. Baggage. The term "baggage" as used in these regulations means Government property and personal property of the traveler necessary for the purposes of the official travel.

b. Excess baggage. Baggage in excess of the weight or size that is carried free by transportation companies shall be classed as excess baggage.

1-5.2. Authorization for excess baggage. Excess baggage charges shall be allowed only when authorized or approved except where air-coach or air-tourist accommodations are used. Transportation of baggage up to the weight carried free on first-class service shall be allowed at Government expense.

1-5.3. Payment of costs for baggage.

a. Transportation charges for excess baggage. As a general rule, travelers shall make cash payment of domestic airline excess baggage charges that do not exceed \$15. Where excess baggage services are specifically authorized, the travel order shall clearly state whether such charges are to be paid for in cash by the traveler or to be authorized on the Government transportation request. If the authorization for excess baggage is not included on the transportation request, the traveler's claim for reimbursement shall be included on the travel voucher.

b. Transfer of baggage. Necessary charges for the transfer of baggage shall be allowed.

c. Storage of baggage. Charges for the storage of baggage shall be allowed when it is shown that such storage was solely on account of official business.

d. Checking and handling of baggage. Charges for checking baggage shall be allowed. Charges or tips at transportation terminals shall be allowed for handling Government property carried by the traveler.

1-5.4. Stoppage in transit. Care should be taken to stop baggage that has been checked on a ticket beyond the point where the traveler leaves the carrier. If baggage cannot be intercepted or transferred and is carried through to original destination on the unused portion of the ticket, full explanation of the facts shall be made to the administrative office at the time the unused ticket is forwarded for redemption, or the explanation shall be shown on the voucher. Failure to observe this rule shall result in any excess cost to the Government being charged to the employee.

1-5.5. Requirement for use of least costly means of shipment.

a. 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, quantities in excess of the allowance shall be shipped by parcel post, where practical, or, if not suitable for mailing, by freight or express if any of those less costly means of shipment will suffice. Shipments must not be made as accompanied baggage or express when ordinary freight service will meet the official needs. Due consideration must be given to the probable cost of collecting or delivering the shipment and the time required for transmission.

b. Use of Government bills of lading. Express and freight shipments shall be made on Government bills of lading unless such handling will interfere with the official purposes of the trip or unless it is not practical. Charges on shipments made on Government bills of lading must not be paid by the traveler.

c. Government bills of lading not accepted. When acceptance of shipments on Government bills of lading is refused, payment of the amount demanded shall be made. A report of the circumstances shall be sent to the administrative office. When Government bills of lading are refused or not used and cash payment is demanded, the carrier's receipt showing the original point of shipment, destination, number of packages, contents and separate weight of each package, and rate and amount of charges paid shall be accepted in support of the charge.



PART 6. COMMUNICATIONS SERVICES

1-6.1. Authorization.

a. Necessary use. Telephone, teletype, telegraph, cable, and radio service may be used on official business when necessary.

b. Official local calls. Charges for local telephone calls on official business shall be allowed as a transportation expense. (See 1-11.5a(1) regarding entry of such calls in travel vouchers as a transportation expense.)

1-6.2. Type of service used.

a. Government equipment. As a general rule, official long distance telephone calls and other communications services shall be through the use of Government-owned or -leased equipment.

b. Use of commercial services. If Government services are not available, the least expensive practicable type and class of commercial service shall be used. The time required to transmit and deliver telegrams, cablegrams, and radiograms, the difference in time between points, and the probable closing time of offices shall be considered in determining the method of communication.

1-6.3. Requirement for written messages.

a. Language and form. Care shall be exercised in preparing messages to omit words, figures, and punctuation unnecessary to the meaning of the message. Initials and titles in the text and signature shall be used only when needed for identification. Numbers and dates in the text of telegrams, cablegrams, and radiograms shall be expressed in figures, except where impracticable in code messages. Every message shall show the place and date of transmission.

b. Messages to be coded. When practicable, cablegrams and radiograms shall be coded in conformity with a departmental or standard code.

1-6.4. Official purposes and personal business.

a. Reservation of accommodations. Charges for telegrams reserving airplane, train, or steamer accommodations are transportation expenses and may be allowed when supported by a satisfactory explanation showing the necessity therefor.

b. Personal business. Telephone calls, telegrams, cablegrams, and radiograms relating to leave of absence or extension thereof, or to payment of salary or expense vouchers and answers thereto, or those containing other matter of a purely personal nature, must not be made or sent at Government expense, and charges therefor shall not be allowed.

1-6.5. Supporting statement. Charges for official telephone calls, telegrams, cablegrams, or radiograms on official business shall be allowed provided a statement is furnished showing the points between which service was rendered, the date, the amount paid for each telegram, cablegram, or radiogram, and that they were required on official business. When the public interest so requires, the points between which telephone service was rendered need not be stated in the official travel voucher, but may be stated in confidence to the administrative official.

1-6.6. Charges for telegraph, cable, and radio services.

a. Collect service. Official telegrams, cablegrams, and radiograms sent to Government offices having authorized charge accounts shall be sent "Official Business-Collect" unless otherwise directed by competent authority. All others shall be prepaid.

b. Cash payment. When "collect" service is refused, payment of the amount demanded shall be made. A report of the circumstances and a receipted copy of the message shall be sent to the administrative office.

c. Words chargeable. All messages shall be subject in all respects to the prevailing commercial count of chargeable words.



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d. Fractional charges. In cases where the charge for a Government message, determined as herein provided, includes a fraction of a cent, that fraction, if less than one-half, is to be disregarded; if one-half or more, it is to be counted as 1 cent.

1-6.7. Priority of official messages. All Government communications by telegraph, cable, or radio shall have priority over all other business, except radio communications or signals which are given absolute priority under the Communications Act of 1934, as amended, and shall be subject to the prevailing classifications, practices, and regulations applicable to the corresponding commercial communications. Employees sending such telegrams shall endorse thereon the words "official business" and shall report to the Federal Communications Commission through their administrative offices any failure to transmit them in such priority and any charge made in excess of the rate prescribed.



PART 7. PER DIEM IN LIEU OF ACTUAL SUBSISTENCE

1-7.1. Coverage.

a. Travel for which per diem shall be paid. Per diem allowance under 1-7 shall be paid for official travel except when it is determined that due to the unusual circumstances of the assignment the maximum per diem allowance would be much less than the amount required to meet the necessary subsistence expenses of the traveler and that reimbursement should be on the basis of actual subsistence expenses as provided in 1-8.

b. Expenses covered by per diem. The per diem in lieu of subsistence expenses includes all charges for meals, lodging, personal use of room during daytime, baths, all fees and tips to waiters, porters, baggagemen, bellboys, hotel maids, dining room stewards, and others on vessels, hotel servants in foreign countries, telegrams and telephone calls reserving hotel accommodations, laundry, cleaning and pressing of clothing, fans and fires in rooms, and transportation between places of lodging or business and places where meals are taken except as otherwise provided in 1-2.3b. The term "lodging" does not include accommodations on airplanes, trains, or steamers, and these expenses are not subsistence expenses. However, availability of such accommodations shall be considered in connection with the establishment of per diem payment rules and the fixing of per diem rates.

1-7.2. Maximum locality rates. A per diem allowance for travel on official business in lieu of actual subsistence expenses, may be authorized or approved within the following maximums:

a. Conterminous United States. For travel within the limits of the conterminous United States, at a rate not in excess of \$25.

b. United States other than conterminous. For travel in localities in Alaska, Hawaii, the Commonwealth of Puerto Rico, the Canal Zone, and possessions of the United States, at a rate not in excess of the rate prescribed by the Secretary of Defense and published in Civilian Personnel Per Diem Bulletins.

c. Foreign areas. For travel in localities in any area (including the Trust Territory of the Pacific Islands) situated outside the United States, the Commonwealth of Puerto Rico, the Canal Zone, and the possessions of the United States, at a rate not in excess of the rate prescribed by the Secretary of State and published in the Standardized Regulations (Government Civilians, Foreign Areas.)

1-7.3. Agency responsibility for prescribing individual rates.

a. General. It is the responsibility of each department and agency to authorize only such per diem allowances as are justified by the circumstances affecting the travel. Care should be exercised to prevent fixing per diem rates in excess of those required to meet the necessary authorized subsistence expenses. To this end, consideration should be given to factors which reduce the expenses of the employee such as: Known arrangements at temporary duty locations where lodging and meals may be obtained without cost or at prices advantageous to the traveler; established cost experience in the localities where lodging and meals are required; situations where special rates for accommodations have been made available for a particular meeting or conference; the extent to which the traveler is familiar with establishments providing lodging and meals at a lower cost in certain localities, particularly where repeated travel is involved; and the use of methods of travel where sleeping accommodations are provided as part of the transportation expenses. The specific rules contained in b through e, below, shall be applied in the situations covered.

b. When lodgings are not required. For travel of less than 24 hours when a night's lodging is not required, the per diem rate shall be adjusted downward to reflect the fact that the traveler does not incur costs for lodging.

c. When lodgings are required. For travel in the conterminous United States when lodging away from the official station is required, agencies shall fix per diem for employees partly on the basis of the average amount the traveler pays for lodgings. To such an amount (i.e., the average of amounts paid for lodging while traveling on official business during the period covered by the voucher) shall be added a suitable allowance for meals and miscellaneous expenses. The resulting amount rounded to the next whole dollar, if the result is not in excess



of the maximum per diem, shall be the per diem rate to be applied to the traveler's reimbursement in accordance with the applicable provisions of this part. If the result is more than the maximum per diem allowable, the maximum shall be the per diem allowed. No minimum allowance is authorized for lodging since those allowances are based on actual lodging expenses. Receipts for lodging costs may be required at the discretion of each agency; however, employees are required to state on their vouchers that per diem claimed is based on the average cost to him for lodging while on official travel within the conterminous United States during the period covered by the voucher. An agency may determine that the lodgings-plus system as prescribed herein is not appropriate in given circumstances as when quarters or meals, or both, are provided at no cost or at a nominal cost by the Government or when for some other reason the subsistence costs which will be incurred by the employee may be accurately estimated in advance. In such cases a specific per diem rate may be established and reductions made in accordance with this part provided the exception from the lodgings-plus method is authorized in writing by an appropriate official of the agency involved.

d. Extended stays. For travel assignments involving duty for extended periods at temporary duty stations where travelers are able to secure lodging and meals at lower costs, the per diem rate shall be adjusted downward.

e. Meetings and conventions. In the interest of uniform treatment of employees, whenever a meeting or conference is arranged which will involve the travel of attendees from other agencies or components of the same agency, the agency or agencies sponsoring the meeting or conference shall recommend to the other participating agencies or components a per diem allowance that would be reasonable in view of the circumstances of the particular meeting or conference.

1-7.4. Rates en route outside conterminous United States.

a. Duty point. As used in 1-7.4 the term "duty point" means the official station outside the conterminous United States, any other place outside the conterminous United States at which official travel begins or ends, or the point of exit or entry in the conterminous United States.

b. Rates and conditions. For travel on official business beyond the limits of the conterminous United States by airplane, train, or boat (regardless of whether commercially or Government-owned), whether en route between the conterminous United States and a locality beyond or between such localities, including stopovers of less than 6 hours, the maximum per diem rate may be authorized or approved (except for the provision in 1-7.6d(1)) is as follows:

(1) Same day return. When the traveler departs from a duty point in the conterminous United States or in a locality beyond the limits of the conterminous United States and returns during the same calendar day to a duty point within the conterminous United States or the locality, respectively, the maximum per diem rate allowable for the trip shall be that of the duty point at which the trip began.

(2) En route less than 6 hours. For trips other than those described in (1), above, the maximum per diem rate allowable between duty points shall be that of the destination duty point when the travel time between a duty point in the conterminous United States and a duty point in a locality beyond the limits of the conterminous United States or between a duty point in one such locality and a duty point in another is less than 6 hours.

(3) En route 6 hours or more. When, in instances described in (2), above, the travel time between the duty points is 6 hours or more, the per diem rate applicable outside the conterminous United States is \$6; provided:

(a) For boat travel of more than 9 successive days, in addition to the fractional days of embarkation and debarkation, the per diem rate for the succeeding calendar days and for the fractional day of debarkation is \$2; and

(b) When either of such rates prescribed herein is not commensurate with a traveler's subsistence expenses, a different rate may be authorized or approved in an amount not in excess of the maximum rate applicable to the destination duty point or, with respect to boat travel, not in excess of \$9.

c. Travel beginning or ending in the United States. When travel covered by 1-7.4 begins or ends at a place in the conterminous United States, the maximum per diem rate allowable for the



portion of the travel between such place and the place of entry or exit in the conterminous United States shall be the maximum per diem rate applicable within the conterminous United States.

d. When lodging is not located at duty point. When suitable lodging is not available at place of temporary duty in a locality beyond the limits of the conterminous United States and the employee is required to obtain lodging at a place in a different locality, the maximum applicable per diem rate shall be that of the locality in which the lodging is obtained.

1-7.5. Interruptions of per diem entitlement.

a. Leave and nonworkdays.

(1) General. Except as provided in (2) and (3), below, if the time that leave of absence begins or terminates is within the traveler's prescribed hours of duty, per diem in lieu of subsistence expenses shall terminate at the beginning of the next quarter day or shall begin with the quarter day during which the leave of absence terminates. If leave of absence does not begin or terminate within the traveler's prescribed hours of duty, the traveler shall be entitled to per diem in lieu of subsistence expenses until midnight of the last day preceding the leave of absence and from 12:01 a.m. of the day following the leave of absence.

(2) Nonworkdays. A traveler is considered to be in subsistence status on nonworkdays unless he returns to his official station or place of abode from which he commutes daily to his official station, or unless he is in a leave status at the end of the workday preceding the nonworkday(s) and at the beginning of the workday following the nonworkday(s) and the period of leave on either of those days exceeds one half of the prescribed working hours for that day: Provided, That subsistence may not be paid for more than 2 nonworkdays where the leave of absence is immediately preceded and followed by nonworkday(s).

(3) Leave within 1 day. Leave of absence for part of a workday not extending into the next workday, where for one-half of the prescribed working hours or less, shall be disregarded for subsistence purposes; where such leave exceeds one-half of the prescribed working hours, one-half of the subsistence for that day may be allowed.

(4) Part-day leave extending between successive workdays. Leave of absence for the last part of 1 workday which extends into leave of absence at the beginning of the next workday shall be disregarded for subsistence purposes if the leave of absence on both days combined does not exceed one-half of the prescribed working hours for one day.

b. Illness or injury.

(1) Continuation of per diem. Whenever a traveler takes leave of absence of any kind because of being incapacitated due to his illness or injury not due to his own misconduct, the prescribed per diem in lieu of subsistence, if any, shall be continued for periods not to exceed 14 calendar days (including fractional days) in any one period of absence unless, under the circumstances in a particular case, a longer period is approved.

(2) Evidence of illness or injury required. No additional evidence of the illness or injury need be submitted with the travel voucher, but the type of leave and its duration must be shown on the voucher. The evidence filed with the agency concerned, as required by that agency under the annual and sick leave regulations of the United States Civil Service Commission, shall suffice.

(3) Receipt of insurance payments. If, while in travel status, the traveler receives hospitalization (or is reimbursed for hospital expenses) under any Federal statute, other than 5 U.S.C. 8901-8913, the per diem allowance shall not be paid for the period involved or, if paid, shall be collected from the traveler.

(4) Return to official station due to illness or injury. Per diem may be authorized or approved whenever an employee is returning to his official station because of illness or injury not due to his own misconduct which occurred while en route to or while at temporary duty station prior to completion of temporary duty assignment. (See also 1-2.4.)

c. Return to official station on nonworkdays. At the discretion of the administrative officials, a traveler may be required to return to his official station for nonworkdays. In



cases of voluntary return of a traveler for nonworkdays to his official station or his place of abode from which he commutes daily to his official station, the reimbursement allowable for the round-trip transportation and per diem en route may not exceed the per diem and any travel expense which would have been allowable had the traveler remained at his temporary duty station.

d. Indirect-route or interrupted travel. Where for a traveler's personal convenience or through the taking of leave there is interruption of travel or deviation from the direct route, the per diem allowed may not exceed that which would have been incurred on uninterrupted travel by a usually traveled route. (See 1-2.5 and 1-11.5a(3).)

e. Time changes during air travel. When an individual travels direct between duty points which are separated by several time zones and at least one of the duty points is outside the conterminous United States, per diem entitlement is not interrupted by reason of a rest period allowed the individual en route or at destination under appropriate agency rules.

1-7.6. Per diem computation rules.

a. No allowance at permanent duty station. Per diem in lieu of subsistence may not be allowed an employee either at his permanent duty station or at his place of abode from which he commutes daily to his official station. If a temporary assignment at a particular place is prolonged beyond a period of 30 days, travel vouchers submitted before return shall state the approximate period to be covered by the duty assignment at such place, or the approximate date of return to official headquarters, or both, as well as any other pertinent facts which will tend to show that duty at such place is of a temporary nature.

b. Use of travel trailer or camping vehicle. Per diem may be allowed when the traveler uses a travel trailer or camping vehicle while on temporary assignment away from his official station.

c. Time determinations.

(1) Duty to record 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 and points at which temporary duty is performed shall be shown on the travel voucher when such arrival or departure affects the per diem in lieu of subsistence allowance or other travel expenses. Other points visited should also be shown but the time of arrival and departure need not be entered.

(2) Use of standard time. The hours of departure and arrival recorded under 1-7.6c(1) shall be those of the standard time then currently in effect at the place involved. (See 15 U.S.C. 262.)

(3) International dateline. In computing per diem in cases where the traveler crosses the international dateline (180th meridian), the actual elapsed time shall be used rather than calendar days.

d. Computation of basic entitlement.

(1) Travel of 24 hours or less. For continuous travel of 24 hours or less, the travel period shall be regarded as commencing with the beginning of the travel and ending with its completion, and for each 6-hour portion of the period, or fraction of such portion, one-fourth of the per diem rate for a calendar day will be allowed. However, per diem shall not be allowed when the travel period is 10 hours or less during the same calendar day, except when the travel period is 6 hours or more and begins before 6 a.m. or terminates after 8 p.m. (The proviso does not apply in the case of travel incident to a change of official station.)

(2) Travel of more than 24 hours. In computing the per diem in lieu of subsistence for continuous travel of more than 24 hours, the calendar day (midnight to midnight) shall be the unit, and for fractional parts of a day at the commencement or ending of such continuous travel constituting a travel period, one-fourth of the rate for a calendar day shall be allowed for each period of 6 hours or fraction thereof. When change in per diem rate is made during a day, the rate of per diem in effect at the beginning of the quarter in which the change occurs shall continue to the end of that quarter.



PART 8. REIMBURSEMENT OF ACTUAL SUBSISTENCE EXPENSES

1-8.1. Authorization or approval.

a. Must relate to specific travel assignment. Authorization or approval shall be limited to specific travel assignments where due to the unusual circumstances of the assignment the maximum per diem allowance would be much less than the amount required to meet the necessary subsistence expenses of a traveler. (See 1-7.1a.)

b. Duty of heads of agencies. Heads of agencies, as defined in 5 U.S.C. 5701, shall in accordance with the provisions of this part prescribe conditions under which reimbursement may be authorized or approved for the actual and necessary subsistence expenses of a traveler. Such conditions shall restrict travel on an actual subsistence expense basis to those travel assignments where necessary subsistence costs are unusually high. They shall not permit the use of the actual subsistence expense basis where necessary subsistence expenses may exceed the statutory maximum per diem allowance by a small amount. Because hotel accommodations constitute the major part of necessary subsistence expenses, travel on an actual subsistence expense basis might appropriately be authorized or approved for travel assignments which otherwise meet conditions prescribed by the head of the agency where the traveler has no alternative but to incur hotel costs which would absorb all or practically all of the statutory maximum per diem allowance.

c. Delegation of authority. Heads of agencies may delegate, with provision for limited redelegation, authority to authorize or approve travel on an actual subsistence expense basis. The delegation or redelegation shall be held to as high an administrative level as practicable to ensure adequate consideration and review of the circumstances surrounding the need for travel on the actual subsistence expense basis.

d. Maximum to be stated in travel orders. The amount per calendar day authorized for a specific travel assignment shall be stated in the travel authorization.

e. Conditions warranting approval. If travel (1) is performed without prior authorization or is authorized on a per diem basis and (2) otherwise conforms to this part, the necessary subsistence expenses incurred may be approved within the statutory maximum allowable.

1-8.2. Daily reimbursement. The amount of reimbursement which may be authorized or approved for each calendar day or fraction of a day is limited by statute. The maximum amount is (a) for travel within the conterminous United States, \$40, and (b) for travel elsewhere, the sum of the maximum per diem allowance officially authorized for the locality in which the travel is performed, plus \$18. (See 1-7.2.) If the actual subsistence expenses incurred during any 1 day are less than the amount authorized, the traveler may be reimbursed only for the actual subsistence expenses.

1-8.3. Agency review and administrative control. Heads of agencies shall establish necessary administrative arrangements for an appropriate review of the justification for travel on the actual expense basis and the subsistence expenses claimed by a traveler to determine whether they are proper subsistence expenses and were necessarily incurred in connection with the specific travel assignment. Agencies are cautioned to see that travel on an actual subsistence expense basis is administered in accordance with the spirit and intent of the law and to take such steps as are necessary to prevent abuses.

1-8.4. Interruption of subsistence status.

a. Beginning and ending of leave. Except as stated below, if the time that leave of absence begins or terminates is within the traveler's prescribed hours of duty, subsistence allowance shall terminate or begin at such time. If leave of absence does not begin or terminate within the traveler's prescribed hours of duty, the traveler shall be regarded as being in subsistence status until midnight of the last day preceding the leave of absence and from 12:01 a.m. of the day following the leave of absence: Provided, That if after such leave of absence the traveler returns to a duty status at the same or different temporary duty station, lodging will be allowed only for the night preceding his first day's leave of absence or the night preceding his return to duty status.

b. Illness or injury. The provisions of 1-7.5b applicable to per diem in lieu of subsistence shall also apply to the allowance of subsistence expenses.



c. Fractional days of leave. Fractional leave of absence wholly within a day for half of the prescribed working hours or less shall be disregarded for subsistence purposes; where it exceeds half of the prescribed working hours, no subsistence shall be allowed.

d. Nonworkdays. A traveler shall be considered to be in subsistence status on nonworkdays under the same rules as are applied in 1-7.5a(2) with respect to the payment of per diem.

e. Indirect-route or interrupted travel. Where for the traveler's convenience or through the taking of leave there is interruption of travel or deviation from the direct route, the subsistence allowed shall not exceed that which would have been incurred on uninterrupted travel by a usually traveled route. (See 1-2.5 and 1-11.5a(3).)

f. Return to official station for nonworkdays. At the discretion of the administrative officials, a traveler may be required to return to his official station for nonworkdays. In cases of voluntary return of a traveler for nonworkdays to his official station or his place of abode from which he commutes daily to his official station, the maximum reimbursement allowable for the round-trip transportation and actual subsistence en route shall be the necessary travel and subsistence expense which would have been allowable had the traveler remained at his temporary duty station.

1-8.5. Evidence of actual expenses. Actual and necessary subsistence expenses incurred on a travel assignment for which reimbursement is claimed by a traveler shall be itemized in a manner prescribed by the heads of agencies which will permit at least a review of the amounts spent daily for lodging, meals, and all other items of subsistence expenses. Receipts shall be required at least for lodging.



PART 9. MISCELLANEOUS EXPENSES

1-9.1. Expenses allowable.

a. Miscellaneous expenses. Charges for necessary stenographic or typing services or rental of typewriters in connection with the preparation of reports or correspondence, clerical assistance, services of guides, interpreters, packers, drivers of vehicles, and storage of property used on official business shall be allowed when authorized or approved.

b. Hire of a room. When necessary to engage a room at a hotel or other place to transact official business, a separate charge therefor shall be allowed when authorized or approved. (See 1-11.3c(8).)

c. Fees relating to travel outside the conterminous United States. The following items of expense may be authorized or approved:

(1) Conversion of currency. Commissions for conversion of currency in foreign countries. (See 1-11.5e.)

(2) Check cashing costs. Charges covering exchange fees for cashing United States Government checks or drafts issued for the reimbursement of expenses incurred for travel in foreign countries. (See 1-11.5e(1).) Exchange fees incurred in cashing checks or drafts issued in payment of salary shall not be allowed in travel expense accounts.

(3) Travelers checks. Costs of travelers checks purchased in connection with travel outside the limits of the conterminous United States. The amount of the checks may not exceed the amount reasonably needed to cover the reimbursable expenses incurred.

(4) Travel document costs. Fees in connection with the issuance of passports, visa fees, costs of photographs for passports and visas, costs of certificates of birth, health, and identity, and of affidavits and charges for inoculation which cannot be obtained through a Federal dispensary.

d. Other expenses. Miscellaneous expenditures not enumerated herein, when necessarily incurred by the traveler in connection with the transaction of official business, shall be allowed when approved.

1-9.2. Payment to Government employees. Neither payment nor reimbursement shall be allowed under any agreement made by the traveler with an employee of the Government for personal services.

1-9.3. Payment and reimbursements. Where cash payment is made for services covered by 1-9, reimbursement for the charges actually made may be allowed provided the voucher shows the quantity, unit, and unit price. (See 1-11.3c.) If cash payment is not made, the account shall be approved by the traveler, certified by the payee, and forwarded to the administrative office for approval and payment direct to the person who rendered the service. The account must show the dates of service, quantity, unit, unit price, and any other particulars that may be needed for a clear understanding of the charge. If a Government voucher form is not used, care should be taken that each account is submitted in duplicate, the original of which shall bear the approval of the traveler and the following certificate by the payee: "I certify that the foregoing account is correct and just and that payment therefor has not been received."



PART 10. SOURCES OF FUNDS

1-10.1. Employee to provide funds. Employees traveling on official business shall provide themselves with funds for all current expenses. However, transportation request forms and travel advances as authorized by 1-10.2 and 1-10.3, respectively, should be used to reduce the need of travelers to use their own money.

1-10.2. Common carrier transportation.

a. Transportation request forms.

(1) Regulations governing use of forms. Standard Form 1169, United States of America Transportation Request, is prescribed by the Comptroller General of the United States, and procedures for its use are included in the General Accounting Office Policy and Procedures Manual for Guidance of Federal Agencies, Title 5, Transportation.

(2) Use of transportation request form. Transportation request forms are to be used only for official travel. Where for personal reasons a traveler uses an indirect route or accommodations superior to those authorized, he shall pay cash for the excess amounts including the applicable share of the Federal transportation tax. (See 1-2.5b.)

(3) Lost or stolen transportation requests. When a transportation request form in the possession of a traveler is lost or stolen, an immediate report is to be made to the administrative office in the manner prescribed by the agency concerned. If a traveler recovers the form subsequent to submitting a report, it shall not be used but shall be transmitted to the administrative office. A traveler may be held liable for any expenditure of the Government caused through negligence on his part in safeguarding transportation request forms.

b. Cash payment for transportation. Agencies may require by regulation that travelers pay cash for official passenger transportation in appropriate circumstances and within reasonable limits. Cash payments should be made when the amounts involved are \$1 or less, plus Federal transportation tax. Receipts for such cash payments shall not be required. Cash payment of transportation expenses regardless of cost is authorized when employees secure group or excursion tickets available through travel agents. In that instance receipts shall be required. (See 1-3.4b(2), 1-10.3a and 1-11.5c(3).)

1-10.3. Advance of funds.

a. Authority. The head of each agency or his designated representative may advance, through proper disbursing officers to any person entitled to per diem, mileage allowances, or subsistence expenses, or for the procurement of transportation by group or charter under 1-3.4b, any sums as may be deemed advisable considering the character and probable duration of the travel to be performed or the cost of the transportation to be paid for by the employee. As a general rule, advances shall be held to a minimum and allowed only when it is indicated that an advance is warranted.

b. Funds chargeable. Advances to travelers shall be chargeable to the appropriation or other funds available for the payment of the traveler's expenses.

c. Recovery of advances.

(1) Deduction from vouchers. It shall be the responsibility of the head of each agency or his designee to ensure that the amount previously advanced is deducted from the total expenses allowed or that it is otherwise recovered. In instances where the traveler is in a continuous travel status, or where periodic reimbursement vouchers are submitted on specific authorizations, the full amount of travel expenses allowed may be reimbursed to that traveler without any deduction of his advance until such time as the final voucher is submitted. If the amount advanced is less than the amount of the voucher on which the advance is deducted, the traveler shall be paid the net amount. In the event the advance exceeds the reimbursable amount, the traveler shall refund immediately the excess.

(2) Direct refunds. In the event of cancellation or indefinite postponement of authorized travel, the head of the agency or his designee shall take immediate steps to secure the refund of any advances that may have been made.



(3) Other means of recovery. Outstanding advances which have not been fully recovered by deductions from reimbursement vouchers or voluntary refunds by the traveler shall be recovered promptly by a setoff of salary due or retirement credit or otherwise from the person to whom it was advanced, or his estate, by deduction from any amount due from the United States, or by any other legal method of recovery that may be necessary. Salary or other amounts due shall be considered ahead of the retirement credit. In view of the protections which are specifically included in the law travelers, under normal circumstances, shall not be required to furnish bonds in order to obtain travel advances. However, the protections in the law do not preclude the requiring of bonds or other security by agencies when the interests of the United States would not otherwise be fully protected.

d. Accounting for advances. The accounting for cash advances for travel purposes, recovery, and reimbursements shall be in accordance with procedures prescribed by the General Accounting Office (General Accounting Office Policy and Procedures Manual for Guidance of Federal Agencies, Title 7, Fiscal Procedures).

1-10.4. Use of foreign currencies. Travelers to, in, and from foreign countries will use excess and near-excess foreign currencies owned by the United States for paying expenses of official travel, including payments to carriers providing service under Government transportation requests and bills of lading and for subsistence and other local expenses. The use of such currencies is prescribed by the Office of Management and Budget (OMB) Circular A-20, and a list of excess and near-excess foreign currencies is published periodically in OMB bulletins. The Department of State also issues an informational "Foreign Currency Bulletin" series concerning the use of foreign currencies. It is essential that travelers to, in, and from foreign countries and persons authorizing such travel be familiar with the latest version of these issuances. The OMB leaflet containing general guidance for using excess and near-excess foreign currencies should be furnished to travelers prior to the time foreign travel arrangements are made.



PART 11. CLAIMS FOR REIMBURSEMENT

1-11.1. Fraudulent claims. A claim against the United States is forfeited if the claimant attempts to defraud the Government in connection therewith, 28 U.S.C. 2514. In addition, there are two criminal provisions under which severe penalties may be imposed on a traveler who knowingly presents a false, fictitious, or fraudulent claim against the United States (18 U.S.C. 287 and 1001). Traveler's claims for reimbursement shall accurately reflect the facts involved in every instance so that any violation or apparent violation of those provisions may be avoided.

1-11.2. Records of travel and expenses. All persons authorized to travel on business for the Government (see certificate on travel voucher form) should keep a record of expenditures properly chargeable to the Government, noting each item at the time the expense is incurred and the date. The information thus accumulated will be available for the proper preparation of travel vouchers.

1-11.3. Travel vouchers and attachments.

a. Use of authorized form. All claims for the reimbursement of traveling expenses shall be submitted on authorized reimbursement forms and must be itemized and stated in accordance with these regulations unless, for special reasons, compliance with certain provisions has been waived or modified by written determination of the Administrator of General Services.

b. Evidence of authorization. The travel voucher must be supported by a copy of the travel authorization. If the travel authorization has been filed or attached to a previous voucher, reference to the previous voucher shall be made.

c. Receipts required. Receipts are required for allowable cash expenditures in amounts in excess of \$15, plus any applicable tax. When receipts are not obtainable, the expenditures shall be explained on the voucher. Receipts are required for the following:

- (1) Excess baggage. The receipt shall indicate the weight of the baggage and the points between which the baggage was moved. (See 1-5.3a.)
- (2) Baggage, transfer, and checking charges. (See 1-5.3b and d.)
- (3) Clerical assistance. (See 1-9.1a.)
- (4) Fees relating to travel outside the conterminous United States. (See 1-9.1c.)
- (5) Hire of special conveyance such as livery, boat, automobile (not taxicabs locally), aircraft, etc. (See 1-3.2.) Livery and other special transportation receipts must describe the service hired, the service rendered, and the rate of compensation by the day, hour, or other unit, as may have been agreed. If the subsistence of driver or team is included in the cost, that fact must be stated. A receipted bill or other form of receipt will be accepted, provided it is made out to show the period and service rendered or articles purchased and the unit price.
- (6) Miscellaneous expenses allowable under 1-9.1d.
- (7) Operating expenses of privately owned conveyance, such as gasoline, oil, garage and hangar rent, feeding and stabling of horses. (See 1-4.6.)
- (8) Rental of rooms for official business. (See 1-9.1b.)
- (9) Rental of typewriters. (See 1-9.1a.)
- (10) Services, personal, such as guides, interpreters, packers, and drivers of vehicles. (See 1-9.1a.)
- (11) Services, stenographic and typing. (See 1-9.1a.)
- (12) Shipments, freight, or express, regardless of amount. (See 1-5.5.)



- (13) Steamer chairs, steamer cushions, and steamer rugs. (See 1-2.1.)
- (14) Storage of baggage or property. (See 1-5.3c.)
- (15) Telegrams, cablegrams, radiograms. (See 1-6.6b.)
- (16) Telephone messages, long distance, except that where a coin box telephone is used and it is so stated in the travel voucher, a receipt shall not be required. (See 1-6.5.)
- (17) Copies or records, etc., furnished by State officials (clerks of courts, etc.). (See 1-9.1d.)

d. Lack of receipt.

(1) Impracticable to obtain. If it is impracticable to furnish receipts in any instance as above required, the failure to do so must be fully explained in the travel voucher. Mere inconvenience in the matter of taking receipts shall not be considered. In no case shall a receipt be taken in duplicate, except as provided in 1-4.6c.

(2) Confidential expenditure. When the duties of the traveler are of a confidential nature and the public interest so requires, the requirements for receipts may be waived by the appropriate administrative official.

1-11.4. Submission of voucher. Agencies are authorized to prescribe the manner in which travelers are to submit reimbursement vouchers, the number of copies required, and the time of submission. Only the original of the voucher is required to be signed by the traveler.

1-11.5. Preparation of voucher.

a. Itemization.

(1) Chronological order. Expenses incurred shall be itemized on travel reimbursement vouchers in chronological order except that agencies may authorize travelers to enter total amounts spent during a voucher period for local telephone calls; local metropolitan streetcar, bus, and subway fares; and parking meter fees.

(2) Leave of absence. When leave of absence of any kind is taken while an employee is in a travel status, the exact hour of departure from and return to duty status must be shown on the travel voucher.

(3) Indirect-route travel. The travel voucher should set forth the details of the expenses actually incurred, the hour of departure from post of duty, and the hour of arrival at place of duty. Where leave has been taken while in travel status, the date and time that leave began and terminated should be shown.

(4) Suspended items. Items suspended from previous travel vouchers and reclaimed (see 1-11.7) must be stated after all other items have been listed.

(5) Receipts attached chronologically. Receipts must be numbered consecutively, commencing with No. 1 for each account.

b. Subsistence claims.

(1) Per diem. Itemization of subsistence expenses must not be made in the travel voucher where a per diem is allowed under 1-7. The exact period for which per diem is claimed must be stated.

(2) Actual subsistence expenses. When actual subsistence reimbursement is authorized under 1-8, claims shall be submitted in accordance with agency requirements issued under 1-8.5.

