



**U.S. Department of Justice**  
Federal Bureau of Prisons

**PROGRAM STATEMENT**

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## **BOP Temporary Duty (TDY) Travel Regulation**

/s/

*Approved:* Thomas R. Kane

Acting Director, Federal Bureau of Prisons

### **1. PURPOSE AND SCOPE**

This Program Statement establishes policies and procedures for the performance of official travel. These procedures apply to all employees, including Federal Prison Industries (FPI) employees. Travel authorizations and settlements will be processed by each local Office of Financial Management.

#### **a. Summary of Changes**

*Policy Rescinded*

P2200.03 BOP Temporary Duty (TDY) Travel Regulation (8/26/16)

This issuance corrects procedures in Section 301-10.020, B. Non-Contract Fares, 1. Authorizing Non-Contract Fares; and Section 301-10.020, D. Choosing Airports.

#### **b. Program Objectives.** Expected results of this program are:

Responsible staff will accurately monitor, record, and account for TDY travel in accordance with applicable regulations.

c. **Institution Supplement.** Required. The travel authorizing official and the local Union must determine which airport(s) is most advantageous to the BOP, considering cost and other factors. The traveler's time (to include possible compensatory time associated with the trip), the distance between the point of departure and the airport, the traveler's work schedule, and the transportation cost (airfare, transportation to and from the airport, and parking) should be taken into consideration. See Section 301-10.020, D. Choosing Airports.

## REFERENCES

### *Program Statements*

P3451.04      Awards Program, Incentive Awards (7/10/2001)

### *Other References*

- United States Code (USC), Title 31, Section 1344
- Federal Travel Regulation (FTR), Code of Federal Regulation (CFR), Title 41, Chapters 301-304
- CFR, Title 5, Section 550
- Department of Justice (DOJ) Policy Statement 1400.04, Temporary Duty Travel

### *ACA Standards*

None.

### *Records Retention*

Requirements and retention guidance for records and information applicable to this program are available in the Records and Information Disposition Schedule (RIDS) on Sallyport.

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**Table 1.** Illustration of how to calculate the adjusted M&IE allowance when the Government furnishes meals.

**Table 2.** Evacuation and Safe Haven Travel Timeline.

## Glossary of Terms

<b>_CA Fare</b>	A Government contract coach-class capacity controlled fare.
<b>14-Hour Rule</b>	A reason for considering business-class (not first-class) accommodations when the origin and/or destination are outside the continental United States, and the scheduled flight time, including stopovers and plane changes, exceeds 14 hours.
<b>Actual Lodging</b>	Any lodging costing more than the lodging per diem rate established by the appropriate agency for the location of the TDY travel assignment.
<b>Authorized Personal Telecommunication Usage (cell phone, Internet, etc.)</b>	A call made by a traveler, while on official travel for at least one night, to a traveler's residence or to the location of the traveler's spouse, family member, or roommate. An authorized personal phone call is also a call made by a traveler to a doctor or to others when a medical or personal necessity for such call exists.
<b>Automated Teller Machine (ATM) Service Provider Fee</b>	A fee charged for the use of a particular ATM. The ATM service provider fee is set at the discretion of the provider.
<b>Centrally Billed Travel Account (CBA)</b>	A Government travel account issued to a Component to pay for travel expenses of employees and others authorized to travel at Government expense, in which charges are billed directly to the Government and paid directly by the Government to the issuing bank.
<b>Coach-Class</b>	The lowest cost accommodation available on a common carrier. If an accommodation is named business-class or any other name implying higher than coach-class, and the cost is equal to or less than coach-class, the BOP will consider it the same as coach-class.
<b>Common Carrier Transportation</b>	A commercial airline, train, bus, ship, or other transit system such as a subway.
<b>Constructive Cost</b>	The cost a traveler would have incurred had the traveler performed travel as officially authorized by the travel authorization.
<b>Continental United States (CONUS)</b>	The 48 contiguous States and the District of Columbia.

Contract City Pair Fare (Contract Fare)	A fare made available through the General Services Administration's (GSA's) City Pair Program. Indicated by the fare code of either YCA or _CA.
Conventional Lodging	Includes Government quarters, and commercial lodging such as hotels, motels, and other types of commercial lodging that are available to the general public.
DG Fare	Non-Contract Fares that are offered only to government travelers.
FedRooms	A GSA program that provides hotel rooms for Federal travelers while on official travel worldwide. It offers safe, economical, and fire-safe compliant hotel lodging at or below the established per diem rate.
Foreign Area	Any area situated both outside CONUS and non-foreign OCONUS.
Frequent Traveler Program	A program offered by a commercial airline, hotel, or rental car company that gives travel awards for using its services.
Incidental Expenses	Expenses that are considered part of per diem, including fees and tips given to porters, baggage carriers, hotel staff, and staff on ships.
Individually Billed Travel Account (IBA)	A Government contractor-issued travel charge card that is used by authorized individuals to pay for official travel and transportation-related expenses for which the contractor bills the cardholder, and which the cardholder is responsible for paying.
Local Travel Area	The area that is within a 50-mile radius of a traveler's office location (address) and the area that is within a 50-mile radius of the traveler's permanent or principal home (address).
Meals	Expenses for breakfast, lunch, and dinner, including related tips and taxes, but excluding any alcoholic beverages, entertainment expenses, and expenses incurred for other persons.
Non-Contract Fare	Any commercial airfare, other than a Government contract fare, offered to the general public, including non-refundable fares.
Non-Conventional Lodging	Lodging that normally is not available to the general public for lease/rent, but is made available because of an influx of attendees at a special event. Lodging made available by friends or relatives is also considered non-conventional lodging.

Non-Foreign OCONUS	Includes the states of Alaska and Hawaii, the Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, the U.S. Virgin Islands, and the territories and possessions of the United States (excluding the former Trust Territories of the Pacific Islands).
Normal Commuting Cost	An employee's daily transportation cost from the employee's home to the permanent duty station/office. It may include, for example, privately owned vehicle costs, tolls, parking at the permanent duty station, and public transportation expenses.
Official Travel	Travel performed under an official travel authorization from a traveler's permanent duty station or other authorized points of departure to a temporary duty location and return from a temporary duty location, between two temporary duty locations, or relocation at the direction of the BOP.
Outside the Continental United States (OCONUS)	Any area outside the 48 contiguous States and the District of Columbia.
Per Diem	A daily payment, instead of reimbursement for actual expenses, covering lodging, meals and incidental expenses (M&IE).
Permanent Duty Station	The location where the traveler is officially assigned to work. For travel purposes, it is the area that is within a 20-mile radius of where a traveler's office is located (address).
Residence	The permanent or principal home from which a traveler regularly commutes to and from work. For travel purposes, it is the area that is within a 20-mile radius of where the traveler's permanent or principal home is located (address).
Rest Period	The time upon arrival at the destination, after a coach-class flight in excess of 14 hours, including travel to the airport, layovers, and plane changes, when the traveler is not required to be at work. It includes the day the traveler arrives at the destination plus the next day. Non-work days are considered part of the rest period. A traveler may not have both a rest period and a rest stop.
Safe Haven Travel	When an employee and/or dependent(s) travel because an official evacuation order was issued.
Special Conveyance	A taxicab, shuttle service, or other commercial rental vehicle.



Submission Date	The date a traveler submits a proper travel claim to the travel voucher approving official. This date is used to determine the timeliness of the traveler's submission and the reimbursement by the paying office.
Temporary Duty (TDY) Travel	Travel to a place, away from an employee's official station, where the employee is authorized to travel.
Travel Advance	The disbursement of Government funds to a traveler in advance of official travel.
Travel Authorization	A document that authorizes an employee to be on official travel.
Travel Authorizing Official	An individual occupying a higher position than the traveler does with the authority to sign travel authorizations and authorize official travel.
Travel Awards	Credits or points a traveler earns as part of a frequent traveler program (e.g., frequent flyer miles).
Travel Claim (travel voucher)	A written or electronic request, supported by documentation and receipts, where applicable, for reimbursement of expenses incurred for official travel.
Travel Management Center (TMC)	Contracted to provide travel reservations (lodging, transportation, and rental vehicle) and ticket fulfillment.
Travel Voucher Approving Official	An official occupying a higher-level position than the traveler does.
Traveler	An individual who is properly authorized to perform official travel.
YCA Fare	A Government contract coach-class fare. YCA fares are fully refundable and have last-seat availability.

## **Part 301-2. Roles and Responsibilities.**

This part sets forth policies on delegating authority to authorize travel and on the responsibilities of travel authorizing officials, travel voucher approving officials, and travelers.

### **Section 301-2.010. Delegation of Authority.**

The authority to authorize travel and approve travel vouchers generally may be redelegated, except when specifically limited by this Program Statement. All redelegations must be in writing and granted to a position title rather than to an individual. A copy of all redelegations must be provided to the Assistant Director for Administration, Bureau of Prisons (BOP). Certain travel and/or travel expenses (e.g. Higher than Coach-Class Travel Accommodations) may only be authorized by the Director, BOP, and that authority may not be redelegated. Pursuant to the Department of Justice Travel Order issued by the Attorney General, delegations for authorizing officials are:

- A. The Deputy Attorney General must authorize travel for the Director, BOP.
- B. The Director must authorize travel for the Assistant Directors, Regional Directors, General Counsel, and the Director, National Institute of Corrections (NIC).
- C. The Director, NIC; Chief, Office of Internal Affairs; and Regional Directors shall authorize travel for their respective organizations.
- D. The Director, Regional Directors, and Assistant Directors can delegate to Deputies.
- E. Chief Executive Officers of each institution shall authorize all institution travel except their own, which shall be authorized by the appropriate Regional Director.
- F. Training Center Directors' travel shall be authorized by their designated authorizing official; they shall not authorize their own.
- G. All other travel authorizations will be authorized by an official occupying a higher level of authority than the traveler.

### **Section 301-2.020. Travel Authorizing Official Responsibilities.**

All official travel requires pre-approval by a travel authorizing official as defined in Section 301-2.010. This is an individual occupying a higher-level position than the traveler does, with the authority to sign travel authorizations and authorize official travel.

A travel authorizing official is an Accountable Officer. A travel authorizing official may only authorize travel and travel expenses that are necessary to effectively and economically accomplish the mission of the BOP. The failure to do so may constitute ineffective management of travel and a waste of BOP resources.

A travel authorizing official must be in a position to know whether the requested travel best serves the needs of the BOP and must be knowledgeable about BOP travel policies. When authorizing travel, the travel authorizing official must consider the overall cost of the trip and the following factors:

- The need for the travel.
- The potential use of travel substitutes (e.g., video conferencing, teleconferencing).
- The most cost-effective routing and means of accomplishing travel.
- The traveler's plans to combine official and personal travel.

At a minimum, a proper travel authorization includes the following:

- Traveler's name.
- Travel authorizing official's signature (electronic or otherwise).
- Purpose of travel.
- Location of travel.
- Dates of travel.
- Mode of transportation.
- Per diem.
- List of other reimbursable travel expenses and their estimated costs.
- A sum of the total estimated cost for the trip.
- Any special authorizations required and additional documentation as required by the travel authorizing official.

Union representatives are considered to be on official Government travel when traveling for "mutually beneficial" training or other purposes allowed under the Master Agreement. When Union representatives are engaged in locally agreed upon or other travel it is considered authorized Government business. If a no-cost travel authorization is not created, any written approval would be considered the travel authorization; the approving official will forward a copy of the written approval to the Business Office. If a no-cost travel authorization is created, it does not need to be sub-certified by the Business Office.

Union representatives at the national level on 100% official time will be considered on authorized Government business when performing representational duties under the Master Agreement; any travel associated with such representational duties will be considered authorized official Government travel. For Union representatives at the national level on 100% official time, a no-cost travel authorization is not needed for travel as described in the paragraph above. When possible, Union officials using the Government credit card should request a no-cost travel authorization in advance through their local business office. If a no-cost travel authorization cannot be requested in advance, it should be requested as soon as possible.

Reimbursement may be authorized for the travel and transportation expenses of one individual related to the recipient by blood or affinity, or whose close association with the employee is the equivalent of a family relationship, to attend the award ceremony when the employee is to receive an award from one of the following categories:

- Presidential Awards.
- Attorney General's Awards.
- Director's Awards.
- Warden's Awards.
- Other major awards as determined by the Director, BOP.

#### **Section 301-2.030. Travel Voucher Approvals.**

All travel vouchers must be approved by a supervisor prior to payment. A travel voucher certifying officer is an Accountable Officer. Only travel vouchers compliant with the FTR, the travel authorization, and BOP travel policies may be approved. Improperly or erroneously authorized expenses do not prevent the travel voucher certifying officer from denying reimbursements for such claims, or establishing a debt when such claims are improperly paid. Travel voucher certifying officers may deny reimbursement of improperly or erroneously authorized expenses. In such cases, the travel voucher certifying officer must advise the travel authorizing official of the improperly or erroneously authorized expense(s). The travel voucher certifying officer must review travel vouchers to determine if the travel voucher is proper, accurate, and complete. At a minimum, travel voucher certifying officers must ensure the following:

- The voucher reflects the proper appropriation or fund to be charged.
- The voucher is properly prepared in accordance with the FTR and BOP travel policies, and the travel authorization.

- The expenses claimed are authorized, allowable, reasonable, and in accordance with the FTR and BOP travel policies, and the travel authorization.
- The required justification for claiming any agent-assisted fees is included.
- The travel authorization is included in the travel voucher.
- The required receipts, statements, justifications, etc., are included in the travel voucher.

If the traveler submits an improper travel claim, the travel voucher certifying officer must disallow it, and notify the traveler of any errors as soon as practicable, but no later than five workdays after the traveler submits it. The travel voucher certifying officer may request additional information/documentation to support costs claimed in the travel voucher or return the travel voucher to the traveler for correction, when appropriate.

If the traveler cannot provide information/documentation, the travel voucher certifying officer must approve the amount of the travel voucher that is not in dispute, notify the traveler of the disallowed claimed amount with a detailed explanation of why, and inform the traveler of the process for appeal.

#### **Section 301-2.040. Traveler Responsibilities.**

This section sets forth general traveler responsibilities. However, the traveler should also refer to other sections of this policy for more detailed information regarding transportation, lodging, travel expense reimbursement, and other applicable information.

The traveler must comply with the FTR and BOP travel policies. While another individual such as a travel arranger may sometimes make travel arrangements or prepare travel-related documents, the traveler is normally responsible for ensuring all travel arrangements and documentation are in accordance with the FTR and BOP travel policies.

##### **A. Travel Authorization.**

The traveler's supervisor must ensure his/her travel authorization is properly prepared prior to submitting it to the travel authorizing official for signature. It is the responsibility of the Business Administrator to ensure a copy of the signed travel authorization is forwarded to the traveler. When authorized to perform official travel, the traveler must exercise the same care as a prudent person would when performing personal travel. The traveler will not be reimbursed additional expenses beyond what is authorized and necessary.

Normally, the traveler must have a written travel authorization before beginning official travel.

### **1. Travel Authorization Change.**

If the traveler determines there is a need to change the travel authorization while in travel status, the traveler must initiate an amended travel authorization. The traveler does not have the authority to unilaterally change the travel authorization, and must not incur additional expenses prior to authorization.

Any one of the following changes requires the traveler to obtain an amended travel authorization signed by the authorizing official (the amended authorization may follow verbal authorizations in cases of last-minute travel changes):

- A change in travel dates, unless the return date is changed due to common carrier delays or the traveler is returning earlier and there is no additional cost.
- An additional expense not originally authorized (e.g., a rental vehicle is needed, but was not originally authorized).

### **B. Arranging for Travel.**

All travel arrangements and reservations must be made through the BOP's TMC, except as specifically noted in this policy. The TMC's online booking engine (OBE) must be used whenever possible, since it is less expensive than making reservations by calling an agent. If it is necessary to call an agent and it results in an agent-assisted fee, justification must be provided. Travelers may be responsible for paying unjustified agent-assisted fees. Travelers can claim reimbursement for an agent-assisted fee in the following instances:

- Travel that is being performed in less than 24 hours.
- Complex travel (e.g., contract city pairs are not available).
- Making a reservation with an unused non-refundable ticket.
- When the traveler cannot access the internet and/or the TMC's online booking engine (OBE).
- Necessary itinerary changes after ticketing.
- Other reasons deemed appropriate by the travel authorizing official (e.g. the traveler has not been trained).

## **1. Transportation.**

Travelers may choose to travel by a different mode of transportation from that authorized, but all costs in excess of those incurred for official travel resulting from personal preference must be borne by the traveler, not the BOP. If a traveler uses a mode/route of transportation other than that authorized, for whatever reason, the travel voucher approving official must limit reimbursement to the actual cost not to exceed the expenses that would have been incurred (e.g., hotel costs, additional per diem, payroll costs, refunded airfare) had the traveler not changed the authorized mode/route of transportation.

**Emergency Situations.** In situations where a traveler's total travel time would exceed 30 hours due to emergency situations (e.g., airport closed, weather, flights grounded), the Travel Authorizing Official will amend the travel authorization to allow the traveler to continue his/her travel using another mode of transportation. Since cost is not a factor, a cost comparison will not be done. The traveler does not need to obtain advance approval; however, the traveler must apply the prudent traveler rule. This does not apply to routine airline delays, bumping, etc. If the traveler alters the mode of transportation where the total travel time does not exceed 30 hours, or it is not an emergency situation, the cost comparison described in this Program Statement will be followed.

When a rental car is authorized as a mode of transportation, the traveler is responsible for ensuring that a Government-contracted rental car company is used, unless none is available. All rental cars on the TMC/OBE are under the Government contract.

## **2. Lodging.**

When the Agency is not making travel arrangements, the traveler is responsible for finding lodging within per diem. When practical, the traveler should make lodging arrangements through the BOP's TMC or GSA's FedRooms program to ensure lodging is within per diem. However, in some cases, it may be more practical for the traveler to make reservations directly with the hotel.

**Example:** A hotel that is within close proximity of the TDY office location may not be in the OBE, and it may be more practical to make the reservation directly with the hotel. If the traveler cannot find lodging within per diem, he/she must follow the policy on actual lodging expenses.

### **C. Cancelling or Changing Travel.**

When travel is cancelled or changed, the traveler/travel arranger must be notified immediately. The traveler/travel arranger must cancel or change all travel reservations (e.g., airline, lodging, hotel, and/or rental vehicle) and notify the Business Office.

### **D. Concluding Travel.**

At the conclusion of travel, the traveler must submit a proper travel claim, as set forth in this policy, within five workdays after the completion of travel and return to his/her duty station, or every 30 calendar days when on extended temporary duty (EX-TDY) travel. If a travel voucher is returned to the traveler as not being proper, the traveler must resubmit the corrected travel voucher as soon as possible, but no later than five workdays from notification of error.

## **Section 301-2.050. Pre-employment Interview Travel.**

### **A. Authority of Payment.**

The payment of pre-employment interview expenses is for candidates applying for “shortage-category”/hard-to-fill positions only. It is at the selecting official’s discretion and not an entitlement of prospective “shortage-category” candidates for employment, subject to availability of funds.

### **B. Responsibility of agencies to inform interviewees of Government travel policies.**

The Human Resources Office, in conjunction with the Business Office, is responsible for communicating Government travel rules and procedures to interviewees. Assistance should be given to the interviewees when the individual is completing a travel voucher.

The following travel expenses will be reimbursed for the pre-employment interview:

- Transportation expenses.
- Per diem expenses.
- Miscellaneous expenses.
- Travel expenses of an individual with a disability or special need.



The following travel expenses will NOT be reimbursed for relocation for new appointees:

- Real estate transactions.
- Temporary quarters.
- House-hunting trips.
- Miscellaneous and en route per diem for family members.

**C. Payment of travel expenses.**

A centrally billed travel (CBA) account is to be used for transportation by common carrier, other than local transportation. All other authorized expenses are to be paid by the interviewee with reimbursement upon submission and approval of a travel voucher. Travel advances are not authorized for interviewees.

**D. Preparation and submission of travel vouchers.**

The procedures for submission and review of the interviewee's travel vouchers are consistent with those listed in this Program Statement. The authorizing official of the interviewee's travel expenses shall also sign the travel voucher as the approving official.

## **Part 301-10. Transportation Expenses.**

This part sets forth BOP policies on authorized modes of transportation and the use of higher than coach-class travel accommodations.

### **Section 301-10.010. Modes of Transportation.**

The BOP presumes common carrier transportation to be the most advantageous method of transportation when traveling between a permanent duty station or other authorized points of departure and a TDY location. The traveler must use common carrier transportation for all TDY travel, except when other modes of transportation are more cost effective and/or critical to the success of the BOP's mission.

The order of precedence of most advantageous is common carrier, GOV, rental car, then POV.

### **Section 301-10.020. Airfares.**

A traveler on official travel is required to use the fare that is least costly to the BOP that meets the BOP's mission-related needs, as outlined in the FTR 301-10.

When making travel arrangements, in an effort to obtain the best Government rate and to ensure the dates of travel are available, travelers are allowed to book *refundable* Government contract airfares through the BOP's TMC, prior to receiving a signed travel authorization. Travelers should keep in mind contract fare reservations are ticketed three business days in advance of travel, and that travel authorizations must be submitted in advance of travel.

#### **A. Contract Fares.**

When a contract fare is booked, a traveler must use a \_CA fare when it is available. The \_CA fare is less expensive than the YCA fare and provides the greatest savings possible, while providing the traveler the same benefits as the YCA fare.

There are limited numbers of \_CA fares on a flight, so a traveler is encouraged to make flight reservations as soon as practicable.

## **B. Non-Contract Fares.**

### **1. Authorizing Non-Contract Fares.**

When booking a non-contract fare under the requirements set by FTR 301-10, the use of a non-contract fare must be specifically authorized by the Travel Authorizing Official in advance of booking the airfare. This authorization can be made in pen and ink on the original travel authorization. The Travel Authorizing Official must ensure the travel authorization with the non-contract fare approval is sent to the Business Administrator for tracking purposes.

If a non-refundable ticket is authorized and is charged to a traveler's IBA so far in advance of the trip that the traveler is unable to submit a travel voucher in time to pay the IBA bill, the traveler may submit a pre-trip travel voucher and be reimbursed for the non-refundable fare before the trip is taken.

### **2. Unused Non-refundable or Restricted Tickets.**

An airline may provide a credit to a traveler if he/she does not use an authorized non-refundable fare ticket. The traveler should use the credit toward other official travel if such travel occurs within the timeframe set by the carrier. If the credit is not used within the timeframe, the ticket will remain unused and must not be used for personal travel. The Business Administrator will create and maintain a system for tracking unused tickets. If a traveler was authorized to purchase a non-refundable ticket and the ticket is not used for reasons acceptable to the travel authorizing official, the traveler will be reimbursed for the unused ticket. Common sense must be used in determining what situations are acceptable (e.g., mission-critical, emergency-related, personal/family emergency, error by infrequent traveler).

### **3. Change Fee.**

If a non-refundable fare is authorized and the traveler changes the reservation, resulting in a penalty, the penalty will be reimbursed if the reason for the change is acceptable to the travel authorizing official (e.g., mission-critical, emergency-related, personal/family emergency, error by infrequent traveler). The BOP will not refund a penalty if the traveler makes a change for his/her convenience.

### **C. Combining Contract Fares and Non-Contract Fares.**

A traveler may use a combination of contract fares and non-contract fares when acceptable. Non-contract fares must be specifically authorized in advance as stated in FTR 301-10. When a traveler combines contract fares and non-contract fares, the entire reservation is considered a non-contract fare and the traveler loses the benefits of a contract fare.

### **D. Choosing Airports.**

The travel authorizing official and the local Union must determine in an Institution Supplement which airport(s) is most advantageous to the BOP, considering cost and other factors. The traveler's time (to include possible compensatory time associated with the trip), the distance between the point of departure and the airport, the traveler's work schedule, and the transportation cost (airfare, including non-contract airfares, transportation to and from the airport, and parking) should be taken into consideration. If an institution only has regional airports within the local travel area, the next closest international airport will be considered as one of the primary airports. Either airport can be used by the traveler, taking into consideration the above criteria. As stated in 5 U.S.C. 5733, "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." If a traveler departs for official travel from a non-designated airport, the traveler may use the IBA for the airfare; however, he/she will be responsible for any additional costs.

### **Section 301-10.030. Higher Than Coach-Class Travel Accommodations.**

A traveler must use coach-class accommodations for all official travel, except when authorized in accordance with the FTR 301-10 and BOP travel policies.

#### **A. Authorizing Higher Than Coach-Class Travel Accommodations.**

The Director must authorize all uses of higher than coach-class travel accommodations except for Medical Disability or Special Needs as described in part B. of this section. This authority may not be further redelegated.

## **B. Medical Disability or Special Need.**

The travel authorizing official may authorize higher than coach-class travel accommodations when it is necessary to provide for a medical disability or other special need in accordance with FTR 301-10.

If the travel authorizing official does not find the traveler's medical disability or special need to be clearly visible and discernible, the need must be substantiated in writing by a competent medical authority. When the travel authorizing official requests a medical justification, the traveler may substantiate the need for higher than coach-class accommodation based upon a medical disability or special need on a trip-by-trip, annual, or lifelong basis, as appropriate. An annual justification must include the estimated duration of the disability or special need of at least a year. A lifelong justification must indicate that the disability or special need is lifelong. To ensure confidentiality, the traveler is responsible for maintaining the medical certification. At no time should medical documentation or the certification be attached to the travel authorization or travel voucher.

## **C. Acela Train.**

Since the Acela train is considered an extra-fare train, it can only be authorized by the Director when it is advantageous to the BOP. As the Acela train offers only two classes of service, first-class and business-class, business-class is considered coach-class since it is the lowest class available.

## **D. Coach-Class Seating Upgrades.**

Airlines may have upgraded, preferred, or more desirable seating in coach-class. In some cases, this upgraded seating is at an additional cost to the BOP. Upgraded seating with additional cost to the BOP must be authorized in advance by the Director and cannot be for the convenience of the traveler.

## **E. Frequent Traveler Benefits.**

A traveler may use promotional benefits, such as frequent flyer points, to upgrade from coach-class travel accommodations to higher than coach-class travel accommodations at no cost to the BOP. Such a change is considered personal; therefore, the approvals and justifications for higher

than coach-class travel do not apply. A traveler must not use the BOP's TMC to redeem promotional benefits; the traveler must redeem promotional benefits directly from the airline that offered the promotional benefit.

#### **Section 301-10.040. Government Owned Vehicle (GOV).**

When transportation by automobile is necessary, a GOV, if available, is presumed to be the most advantageous method of transportation. When a GOV is authorized, it must be used for official purposes.

The use of a GOV for Union travel can only be authorized when the travel is deemed mutually beneficial to the agency. An employee's family members may accompany the employee on official business in a Government-owned or Government-funded rental vehicle where such transportation results in no additional direct costs to the Government with the understanding the Government is not liable for those individuals.

The following statement should appear on the travel authorization:

"The employee is authorized to have (number) additional passenger(s) accompany him/her in a Government-leased/Government-owned vehicle."

If authorized via memorandum, the memorandum must be included in the travel voucher.

#### **Section 301-10.050. Rental Vehicles.**

The traveler must make reservations through the BOP's TMC to ensure the rental car company is covered under the U.S. Government Car Rental Agreement.

##### **A. U.S. Government Car Rental Agreement.**

A traveler must use a Government contract rental car company when a rental vehicle is authorized for official travel, unless none is available. The traveler must contact the BOP's TMC to ensure the rental car company is under the U.S. Government Car Rental Agreement or refer to the Defense Travel Management Office, U.S. Government Rental Car Program, for a list of companies under that agreement. The traveler must decline insurance coverage within CONUS but accept the coverage when traveling in non-foreign OCONUS and foreign areas

where the U.S. Government Car Rental Agreement does not apply. Reimbursement for insurance within CONUS is not allowed.

A traveler is not liable for loss or collision damage, or for any damage to the vehicle, except as outlined in the Terms of U.S. Government Car Rental Agreement § 18.

#### **B. Class of Vehicle.**

The traveler must rent the lowest-cost vehicle when a rental vehicle is authorized, unless authorized to rent a larger vehicle as described below. In most cases, this is an economy/compact vehicle. Travel authorizing officials must authorize a larger-size vehicle if any of the statements listed below are true:

- The larger-size vehicle costs the same or is less costly than an economy/compact vehicle.
- The number of travelers expected to be transported in the vehicle warrants a larger vehicle.
- There are other factors requiring the use of a larger vehicle, as determined by the travel authorizing official.

#### **C. Add-on Features.**

Travel authorizing officials should authorize add-on features, such as a global positioning system (GPS), as a miscellaneous expense, when justified.

#### **D. Obtaining a Weekly Rate.**

In some instances, it may be less costly to rent a vehicle on a weekly basis, even if the TDY travel spans less than one week. If the weekly rate is less costly than the daily rate for TDY travel lasting less than a week, the traveler should choose the weekly rate and return the vehicle at the end of the TDY travel.

#### **Section 301-10.060. Privately Owned Vehicle (POV).**

A POV may be authorized if it has been determined to be the most advantageous mode of transportation by the travel authorizing official.

If a GOV is not available for use by the traveler, a POV must be authorized even though a GOV has been determined to be the most advantageous mode of transportation.

When a traveler uses a POV, the traveler must receive a mileage reimbursement. Reimbursement must be based on one of the following:

- When a POV has been authorized as the mode of transportation, the POV mileage rate must be reimbursed at the full mileage rate as prescribed by the GSA.
- When a GOV has been authorized as the mode of transportation and the traveler uses a POV as personal preference, the POV mileage rate must be reimbursed at the reduced GOV mileage rate as prescribed by the GSA.
- When airfare has been authorized as the mode of transportation and the traveler uses a POV as personal preference, a cost comparison must be performed. The comparison must be done using the full POV mileage rate and compared to what the cost would have been if the employee had traveled by airfare. The traveler must be reimbursed the lesser of the two costs, not to exceed the cost of airfare. When preparing the comparison, all travel costs must be considered, including per diem, transportation at the TDY site, miscellaneous expenses, etc.

#### **Section 301-10.070. Special Conveyances.**

Travel authorizing officials may authorize the use of taxicabs, shuttle services, transit system, or other conveyances as a means of transportation from the traveler's permanent duty station or other authorized points of departure to the airport, and for local travel at the TDY location. POV is reimbursable for travel to the duty station to pick up a GOV when an overnight stay is involved. The overnight criterion is met for employees performing bus operations who meet the 12-hour per diem requirement.

#### **Section 301-10.080. Travel Expenses Limited to Transportation.**

When travel is outside the local area, but only transportation expenses are authorized and incurred (i.e., not per diem), a traveler may claim reimbursement using the local travel claim form (e.g., Form SF-1164, Claim for Reimbursement for Expenditures on Official Business).

#### **Section 301-10.090. 400/600 Mileage Thresholds.**

When a traveler is authorized GOV or POV as the mode of transportation, the traveler is only required to drive 400 miles per day. If the TDY destination is over 400 miles away from the traveler's permanent duty station, the travel authorizing official must authorize additional travel time so that the average of 400 miles driven per day is not exceeded.



If the TDY destination is over 600 miles away from the traveler's permanent duty station, the authorized mode of transportation must be airfare.

The mileage thresholds described above apply to individual travelers. When a group of travelers are traveling together, the thresholds may be exceeded, as long as the average miles driven per traveler does not exceed the 400- or 600-mile thresholds.

**Example:** Two travelers are authorized a GOV to travel together to a training class where the TDY destination is 700 miles away from their permanent duty station. Since the average miles driven per traveler is 350 (700 miles divided by 2 travelers) miles, the 400- and 600-mile thresholds are not exceeded.

## **Part 301-11. Per Diem Expenses.**

This part sets forth BOP policies on lodging, including actual lodging expenses, and reimbursement of M&IE.

The travel authorizing official must authorize the per diem rate for the TDY travel site, not the location where the traveler will obtain lodging while on the TDY travel.

### **Section 301-11.010. Obtaining Lodging for Official Travel.**

A traveler on official Government travel may use conventional or non-conventional lodging. The traveler should make lodging reservations through the BOP's TMC or the GSA's FedRooms Program (FTR 301-50 and 73). This will help ensure that the lodging obtained is within per diem. The TMC's online booking engine and GSA's FedRooms indicate the lodging rate. The traveler may call the TMC and ask a TMC agent to find lodging within per diem. If this results in finding lodging within per diem, the traveler may then make reservations online to avoid the higher agent-assisted transaction fee and/or follow up with the hotel directly to confirm the lodging rate. The traveler must make all attempts to obtain lodging within per diem.

### **Section 301-11.020. Actual Lodging Expenses.**

#### **A. Authorizing Authority.**

Actual lodging expense reimbursement (any lodging that exceeds the maximum locality lodging rate prescribed by GSA, the Department of Defense, or the State Department, as applicable) is permissible if authorized in advance by the Assistant Director for Administration.

The Assistant Director for Administration must authorize only those expenses that are necessary for official travel and may not exceed the limits set forth in FTR 301-11 and this Program Statement. A traveler must bear any costs above lodging per diem that are not authorized in advance.

#### **B. Justification for Actual Lodging Expense Reimbursement.**

The Assistant Director for Administration (as described in Part A. above) may authorize actual lodging expense reimbursement if it is properly justified and documented in writing. The traveler must submit the request in advance of travel; it must include the following:

- A description of the efforts made to find lodging within per diem.
- The reason for actual lodging expense reimbursement as listed in FTR 301-11.
- The printout/screen shot of the search results from the online booking engine or GSA's FedRooms displaying lodging rates above per diem.

### **C. Actual Lodging Expense Reimbursement for Attendance at Conferences.**

When justified (as described in Part B. above), the Assistant Director for Administration can authorize actual lodging expense reimbursement of up to 25 percent above the lodging per diem rate for attendance at conferences. Actual lodging expense reimbursement may not be authorized for attendance at conferences, as defined in DOJ Policy Statement 1400.04, Temporary Duty Travel, when the reason for the actual lodging expense reimbursement request is that the lodging is prearranged by the conference sponsor. This may result in conference attendees lodging at other than the prearranged or conference sponsor-preferred locations. All requirements of this section must be followed and attendees must make every effort to obtain lodging within per diem. If actual lodging expense reimbursement is not authorized, the traveler may pay the additional lodging cost at his/her own expense.

**Example:** A non-Department entity is holding a conference at a specific hotel and has lodging prearranged for conference attendees. The prearranged lodging rates are above per diem. The traveler attending this conference is not automatically authorized the higher lodging expense reimbursement. The traveler must follow all requirements of BOP travel policies and attempt to find lodging within per diem. This may result in lodging at an alternate location, or personally paying the excess lodging cost.

### **Section 301-11.030. Lodging Cancellation Cost.**

The traveler is required to take steps to minimize cancellation costs, including cancelling lodging reservations as soon as travel plans change. Additionally, the traveler needs to retain cancellation information, in the event the lodging facility improperly bills the traveler. The BOP may reimburse a traveler the cost associated with cancelled lodging reservations when the cancellation is beyond the traveler's control (e.g., curtailed, cancelled, interrupted travel, or personal emergency) and is acceptable to the travel authorizing official or the cancellation results in a total cost savings to the Agency. The BOP will not reimburse lodging cancellation expenses incurred due to personal convenience or failure to follow requirements in the FTR and BOP

travel policies. A traveler must attach a written justification to the travel voucher when claiming reimbursement associated with cancelled lodging reservations.

#### **Section 301-11.040. Government-Furnished Meals.**

Except as described in FTR 301-11 and this section, a traveler is required to adjust his/her M&IE allowance for meals furnished by the Government and for meals included in an event registration fee. The traveler must decrease the M&IE rate by deducting the amount of the furnished meal(s), as shown in charts listed in FTR 301-11 for travel within CONUS and FTR 301, Appendix B, for travel within non-foreign OCONUS and foreign areas. Travel authorizing officials should authorize the full M&IE allowance if the traveler is unable to consume the furnished meal(s) because of medical requirements, religious beliefs, or because the traveler was conducting other official business.

**Example:** Alex travels to Washington, D.C. on official travel. Alex's travel authorization authorizes an M&IE allowance of \$71. The Government provides lunch during a full day of travel. Alex must deduct the amount of the lunch from the M&IE allowance. Alex may receive an M&IE reimbursement of \$53 (\$71 – \$18).

**Table 1:** Illustration of how to calculate the adjusted M&IE allowance when the Government furnishes meals.

<b>Meals &amp; Incidentals</b>	<b>M&amp;IE Allowance*</b>
Breakfast	\$12.00
Lunch	\$18.00
Dinner	\$36.00
Incidental expenses	\$5.00
<b>Total M&amp;IE</b>	<b>\$71.00</b>
Deduction for Government-furnished lunch	(\$18.00)
<b>M&amp;IE Allowed</b>	<b>\$53.00</b>

*\*Consult the GSA website for actual M&IE deduction rates.*

#### **Section 301-11.050. State and Local Lodging Taxes.**

Travelers may be exempt from lodging taxes in the specific State or local jurisdiction to which they are traveling. The lodging tax-exempt locations can be determined by visiting the GSA SmartPay website. If the traveler is not preparing his/her own travel authorization, the Business

Office will provide the traveler with specific information about tax exemption in the State to which he/she will travel, and the appropriate tax-exempt form if one is required. If available, travelers must present the tax-exempt form to the lodging facility at registration, when required. When a traveler is not in a tax-exempt location, the traveler is required to pay lodging taxes. Lodging taxes in CONUS and non-foreign OCONUS locations that are not tax-exempt are reimbursable as a miscellaneous expense. Lodging taxes in foreign areas are included in the lodging per diem rate.

Normally, the BOP will not reimburse lodging taxes paid by a traveler in tax-exempt States or local jurisdictions, if the traveler was presented the tax-exempt form prior to travel. If the lodging facility does not recognize tax-exempt status, the BOP will reimburse the traveler when the lodging facility improperly charges lodging taxes.

#### **Section 301-11.060. Per Diem When a Trip Begins the Day Another Trip Ends.**

Reimbursement for M&IE for a single trip is limited to 75 percent of applicable M&IE rate on the first and last day of the trip. When a trip begins the same day another trip ends, reimbursement for M&IE will be adjusted as follows:

- Reimbursement for M&IE for the first trip is limited to 75 percent on the first and last days of the trip.
- Reimbursement for M&IE for the second trip is limited to 25 percent on the first day and 75 percent on the last day of the trip.

This applies only when the traveler returns to the permanent duty station, and begins a new trip the same day, not when a traveler travels to multiple locations during one trip and departs one TDY station to travel to another TDY station on the same trip.

**Example:** Jane has two consecutive trips for an upcoming TDY assignment. The first trip is from December 2 through December 5, from Washington, DC, to Dallas, TX, and return to Washington, DC. The second trip is from December 5 through December 15, from Washington, DC, to New York, NY, and return to Washington, DC. The M&IE reimbursement for the first trip from DC to Dallas is limited to 75 percent of applicable M&IE on the first and last days (December 2 and 5). The reimbursement for M&IE for the second trip from DC to NY is limited to 25 percent of applicable M&IE on the first day (December 5) and 75 percent on the last day (December 15).

## **Part 301-12. Miscellaneous Expenses.**

This part sets forth BOP policies on reimbursement for miscellaneous expenses incurred while on official travel; specifically, authorized telecommunication usage (phone calls, internet connectivity, etc.), laundry and dry cleaning expenses, and baggage expenses. The travel authorizing official may authorize reimbursement for other miscellaneous expenses, if necessary and mission-related.

### **Section 301-12.010. Authorized Telecommunication Usage While on Official Travel.**

Travelers are authorized telecommunication usage when on official travel for at least one night. The travel voucher approving official will limit reimbursements as outlined in this section.

#### **A. Use of a Government-Provided Telecommunication Device or Service.**

When possible, a traveler on official travel may use a Government-provided telecommunication device or service (e.g., a Government-issued cell phone) for authorized personal phone calls made while on official travel. Personal calls made by travelers on a Government-provided telecommunication device or service will be of reasonable duration and frequency.

#### **B. Use of a Personal or Other Commercial Telecommunication Device or Service.**

A traveler on official travel may use a personal cell phone or other commercial telecommunication device or service, when section A above is not applicable.

Travelers who incur an actual expense as a result of the travel are eligible to be reimbursed for telecommunications usage. The Business Office will reimburse the traveler for telecommunication device or service claims submitted by the employee. In no case should the reimbursement of telecommunication usage occur when a traveler does not claim reimbursement.

#### **1. Reimbursement Limit Within the Continental United States (CONUS).**

A traveler's total reimbursement for authorized telecommunication usage made within CONUS is limited to the number of nights the traveler is away on official travel, multiplied by \$5.

**Example:** If a traveler is away for four nights within CONUS, the traveler may be reimbursed actual costs up to \$20 (4 nights \* \$5 = \$20).

## **2. Reimbursement Limit Between CONUS and Other U.S. Territories.**

A traveler's total reimbursement for authorized telecommunication usage made between any two of the following: Continental United States, Alaska, Hawaii, Puerto Rico, Guam, the Virgin Islands, Wake Island, and any Trust Territory is limited to the number of nights the traveler is away on official travel multiplied by \$7.50.

## **3. Reimbursement Limit Between the U.S. and a Foreign Country.**

A traveler's total reimbursement for authorized telecommunication usage made between the United States and a foreign country is limited to the number of nights the traveler is away on official travel multiplied by \$10.

## **4. Reimbursement Limit (TDY Travel Lasting More Than 30 Days).**

A traveler's total reimbursement for authorized telecommunication usage is limited to the number of nights the traveler is away on official travel, multiplied by 60 percent of the reimbursement rates.

**Example:** When traveling for 60 days within CONUS, the maximum allowed reimbursement for authorized telecommunication usage made is \$180 (60 days \* \$5 \* 60% = \$180).

## **5. Amounts in Excess of Limits.**

Amounts in excess of the limits will be allowed for a single authorized personal phone call when the traveler can substantiate that the call lasted five minutes or less, but cost more than the applicable limit.

## **C. Personal Emergency.**

The travel authorizing official will authorize reimbursement for authorized personal phone calls made due to a personal emergency that occurred while a traveler is on official travel. Reimbursement for such calls will be allowed up to a maximum of \$40.

## **D. Travel Delays.**

The travel authorizing official will authorize reimbursement of telecommunication usage when a traveler is delayed due to official business or due to transportation delays, and when such usage is necessary to notify someone of schedule changes, or to arrange a change in ground transportation. Reimbursement for telecommunication usage may be allowed, up to a maximum of \$10.

## **Section 301-12.020. Reimbursement of Laundry and Dry Cleaning Expenses.**

The travel authorizing official will authorize laundry and dry cleaning expense reimbursement for official travel within CONUS, but may not authorize it for official travel within non-foreign OCONUS or foreign areas. To be eligible for laundry and dry cleaning expense reimbursement, the traveler must be in travel status for a minimum of four consecutive nights. Additionally, the traveler must incur the laundry and dry cleaning expenses at the TDY location. The travel voucher approving official must limit reimbursement to actual expenses incurred within the limits set forth in this section.

### **A. Reimbursement Limits.**

#### **1. TDY Travel Lasting 30 Days or Less.**

For TDY travel lasting 30 days or less, laundry and dry cleaning expense reimbursement is limited to \$8 for each night. Regardless of the amount, receipts are required for all laundry and dry cleaning expenses, except for self-operated laundry (e.g., coin-operated laundry).

#### **2. Exceptional Circumstances.**

Travel authorizing officials may authorize actual costs for laundry and dry cleaning expense reimbursement, up to 300 percent of the trip's limit, if travel is performed at an unusually high cost destination and laundry and dry cleaning costs exceed the limits stated above.

#### **3. Unforeseen Accident.**

The travel authorizing official may authorize up to an additional \$50 reimbursement when clothing is subject to an unforeseen accident. When claiming reimbursement for an unforeseen



accident, the traveler must provide a written statement describing the nature of the unforeseen accident.

#### **4. TDY Travel Lasting More Than 30 Days.**

Reimbursement for laundry and dry cleaning expenses while on TDY travel lasting more than 30 days must not exceed 60 percent of the allowable amount.

**Example:** When traveling on TDY lasting 60 nights, the maximum allowed reimbursement for laundry and dry cleaning expenses is \$288  $((60 \text{ nights} * \$8) * 60\% = \$288)$ .

#### **Section 301-12.030. Baggage Expenses.**

The Certifying Officer will authorize baggage expenses in accordance with the FTR 301-12, to include baggage expenses for the first two checked bags. The Certifying Officer will authorize baggage expenses for subsequent bags and overweight baggage fees when the Certifying Officer determines those expenses are necessary and in the interest of the BOP. The Certifying Officer must not authorize baggage expenses related to recreational or convenience items (e.g., golf clubs).

## **Part 301-40. Local Travel.**

This part sets forth BOP policies on reimbursement of expenses in the local travel area. Specifically, it covers local travel within one calendar day and local travel that requires an overnight stay.

### **Section 301-40.010. Designation of the Local Travel Area.**

The local travel area is designated as both the area that is within a 50-mile radius of a traveler's office location (address) and the area that is within a 50-mile radius of the traveler's permanent or principal home (address) (see Appendix A).

### **Section 301-40.020. Reimbursement of Expenses in the Local Travel Area.**

Reimbursement for expenses in the local travel area must be authorized in advance, verbally or in writing. The travel authorizing official must never authorize per diem at the traveler's permanent duty station or residence (see Appendix A).

### **Section 301-40.030. Local Travel Within One Calendar Day.**

Reimbursement for local travel within one calendar day is limited to the traveler's out-of-pocket transportation expenses in excess of the traveler's normal commuting expenses to and from work. A written travel authorization is not required for local travel performed within one calendar day.

**Example:** A traveler's normal commuting cost is \$17 and the traveler is authorized to travel to an alternate work location within the local travel area and incurs a transportation expense of \$43. The traveler's reimbursement is limited to \$26 (\$43 [actual expense] – \$17 [normal commuting cost]).

#### **A. Transit Subsidy.**

If a traveler receives a transit subsidy, the calculation of the traveler's out-of-pocket travel expense for local travel is based on the actual transportation cost incurred less the traveler's constructive daily commuting cost (i.e., the commuting cost the traveler would have incurred without a transit subsidy).

**Example:** A traveler normally takes the subway to work, which costs \$10 per day, and receives a transit subsidy that covers the \$10 cost. The traveler is required to take training at a location other than the office and must drive. The POV mileage cost to attend the training is \$15. The traveler may be reimbursed \$5 (\$15 (POV) minus \$10 (the original cost of the subway commute prior to receiving the subsidy)).

## **B. Fixed Commuting Cost.**

If a traveler pays a fixed amount monthly for commuting costs, such as a train ticket, carpool, vanpool, or other similar services, with no refund for unused days, the actual transportation expenses incurred for the local travel with no deduction for normal commuting expenses determine the local travel reimbursement.

### **Section 301-40.040. Local Travel Requiring an Overnight Stay.**

In rare circumstances, the Assistant Director for Administration may authorize local travel requiring an overnight stay and per diem if the travel is performed outside the 20-mile radius of a traveler's permanent duty station and residence (see Appendix A). Local travel requiring an overnight stay is rarely necessary and can only be authorized when it is mission-critical. Mere convenience of the employee is not sufficient. An employee must have a travel authorization prior to beginning local travel.

Local travel requiring an overnight stay outside the 20-mile radius of a traveler's permanent duty station and residence may only be authorized if all of the following conditions are met:

- The local travel assignment must require the employee to attend late night or early morning session(s) that are beyond the normal work schedule.
- Significant safety issues are raised by the combination of the number of hours required for driving between the employee's residence and the alternate work location.

**Example:** An employee who lives and works in Seattle, WA, has a mandatory work assignment in Tacoma, WA (40 miles away), which is not within the 20-mile radius of the employee's permanent duty station or residence. The employee is expected to attend late evening and early morning sessions. If the authorizing official determines that the late and early sessions raise a significant safety concern, the authorizing official will authorize the employee to stay overnight and be reimbursed per diem. A second employee who lives one block away from the work location in Tacoma also has a mandatory work assignment at the same location. The authorizing

official will not authorize an overnight stay and per diem for this employee, since this is considered reimbursement of per diem at the residence (within the 20-mile radius of the employee's residence).

## **Part 301-41. Combining Official and Personal Travel.**

This part sets forth BOP policies on combining official and personal travel. Specifically, it covers when a traveler can use his/her IBA and contract fares when combining official and personal travel.

### **Section 301-41.010. General Rules.**

A traveler may choose to combine official and personal travel, and/or travel by a different mode of transportation from that authorized. All costs in excess of those incurred for official travel resulting from personal preference must be borne by the traveler, not the BOP.

The traveler must provide supporting documentation to the travel authorizing official showing that the contracted airfare was used to determine the constructive cost of the official travel. This supporting documentation may be screen shots from the OBE or a signed certification showing that the contracted airfare was used.

### **Section 301-41.020. Deviating from the Authorized Route of Travel.**

A traveler, for personal reasons, may use a route other than that authorized. Reimbursement is limited to the expenses that would have been incurred had the traveler not changed the authorized route. A traveler who deviates from the authorized route or interrupts the authorized itinerary, including interrupting a connecting flight, must not use contract fares, the online booking engine, or the IBA for routes or itineraries that are not officially authorized. Destinations, other than those necessary to conduct official business, which are planned for personal reasons, must not appear on the travel authorization.

**Example – Deviating from the Authorized Route:** A traveler is authorized to travel from Washington, DC, to Denver, CO, and return using the Government contract fair (the city-pair is DC/Denver). If on the return trip, the traveler changes this flight to return to Washington, DC, with a stop in Memphis, TN, for personal reasons, the traveler is deviating from the authorized route and must not use the contract fare, the online booking engine, or the IBA for the return trip.

### **Section 301-41.030. Making Travel Arrangements for Official and Personal Travel.**

When a traveler combines official and personal travel, the travel arrangements for the official travel must be made through the BOP's TMC. The traveler must only use his/her IBA for official travel-related expenses, not personal travel-related expenses.

A traveler must not use the online booking engine to make personal travel reservations. However, a traveler may either call the BOP's TMC to make personal travel reservations, or make the travel arrangements him-/herself. When calling the BOP's TMC to make personal travel reservations, the traveler must:

- Inform the TMC that the travel is personal.
- Bear all charges and fees associated with the personal travel.
- Use a personal credit card to pay all charges and fees associated with the personal travel.

When travel is to a destination solely for personal reasons, and no official duty is performed at the destination, a traveler must not use a contract fare or his/her IBA. However, if the traveler arrives at the TDY location prior to the authorized travel date and/or stays at the TDY location beyond the authorized departure date for personal reasons, the traveler may still use contract fares.

If, on a traveler's own time, the traveler goes to a different location from the TDY location and returns to the TDY location, that trip is personal and must not be by contract fare or purchased with the IBA. The traveler must not claim additional travel expenses for the period of personal travel.

### **Section 301-41.040. Rental Vehicles for Combined Official and Personal Travel.**

The traveler must not use official rental vehicles for personal travel. If a traveler arrives at the TDY location early or stays at the TDY location after official travel for personal reasons, and there is an additional expense, the traveler must contract the rental vehicle separately for the personal portion of the travel at personal expense and not use an IBA. If there is no additional expense, the traveler must provide the rental car company notification that the additional days are for personal use and not official Government use.

### **Section 301-41.050. Lodging for Combined Official and Personal Travel.**

When lodging is used for combined official and personal travel, a traveler must inform the lodging facility that a portion of the travel will be for personal reasons. The traveler must use a personal credit card, not the IBA, to pay for lodging for personal travel. The traveler may use a Government rate(s) for personal travel if the hotel offers such rate when the traveler is on personal travel.

### **Section 301-41.060. Cancelled or Interrupted Personal Travel.**

In some instances, a traveler will have to cancel or reschedule planned personal travel if the traveler is needed for official duty. If the traveler purchased a non-refundable ticket, or made a non-refundable deposit, the travel authorizing official will authorize reimbursement for either the actual costs of the non-refundable item(s) or any applicable change fee. The reimbursement is not limited to only the employee's travel cost. The traveler may only be reimbursed for unavoidable actual losses incurred due to cancelled or interrupted travel. Unavoidable actual losses will include all costs of non-refundable item(s) purchased by or for the traveler.

If a traveler is required to interrupt personal travel and return to the permanent duty station or perform TDY travel, the travel authorizing official will authorize travel from the personal travel destination point to the permanent duty station or the TDY location, and, if applicable, from the TDY location back to the personal travel destination point or the permanent duty station. The traveler may use the contract fares and his/her IBA for this travel.

#### **A. Non-refundable Tickets.**

It is possible that an unused personal ticket either may be used later or cannot be used at all. If the ticket cannot be used at all, the traveler must attach the unused ticket, if available, when claiming reimbursement. If a ticket is not available, the traveler must provide evidence of cost and cancellation.

If the traveler can use the ticket at a later time and there is an associated change fee, the travel authorizing official will authorize reimbursement of the change fee when the traveler incurs the change fee expense.

If the airline increases the cost of the original ticket, the travel authorizing official will authorize reimbursement of the difference in cost. However, if the traveler elects a more costly class of

travel than the original ticket (e.g., selects business-class instead of coach-class), the traveler must bear the additional cost.

**B. Non-refundable Deposits.**

When claiming reimbursement for a non-refundable deposit, the traveler must provide supporting documentation of the cost of the deposit and the cancellation.



## **Part 301-43. Evacuation and Safe Haven Travel.**

This part sets forth BOP policies on evacuation and safe haven travel, including travel and subsistence expenses for BOP employees evacuated from their residence as a result of a natural disaster.

### **Section 301-43.010. Authorizing Safe Haven Travel.**

Safe haven travel may be authorized if an official evacuation is declared and an employee resides within the boundaries of the evacuated area. Pursuant to Attorney General Order No. 3082-2009, the AAG/A has the authority to authorize safe haven travel and approve evacuation payments and special allowances (i.e., travel and subsistence expenses) for BOP employees and their dependents who are evacuated as a result of natural disasters. The AAG/A may redelegate this authority to Component Heads in response to specific natural disasters. The AAG/A will notify Component Heads on a case-by-case basis when this authority has been redelegated to them (5 CFR §§ 550.401 through 405).

When safe haven travel is authorized, the employee will choose the safe haven location, but it must be within a reasonable and safe distance from the evacuated area and acceptable to the travel authorizing official. The employee and the employee's dependent(s) may reside in the same or different safe haven locations.

When settling the travel, the employee will submit all the travel receipts to the local Business Administrator. The Business Administrator will forward all of the necessary documents to the Regional Comptroller for settlement. The Regional Comptroller will prepare the settlement and forward the payment to the traveler.

### **Section 301-43.020. Transportation and Travel Allowances for Safe Haven Travel.**

The travel authorizing official will authorize the mode of transportation to and from the safe haven, consistent with FTR 301-2 and 10.

The travel authorizing official will authorize travel allowances for evacuated employee(s) and the employee's dependent(s). The authority to reimburse travel allowances is set forth in 5 CFR § 550.401 et seq.

An evacuated employee must submit all appropriate claims with the employee's insurance company. Travel reimbursements must be reduced by the amounts recovered from the insurer relating to travel and safe haven housing. If the insurer pays an amount to the employee after the BOP pays the travel voucher, the employee must reimburse the BOP up to the total amount paid by the BOP.

#### **A. Per Diem.**

The reimbursable per diem amount is determined by the location of each safe haven. The travel authorizing official will authorize per diem for dependent(s), 12 years of age and older, of an evacuated employee at a rate equal to the employee. Per diem reimbursement for dependent(s) under 12 years of age is limited to 50 percent of the per diem rate reimbursable to the employee.

##### **1. En Route Per Diem**

En route per diem to the safe haven location is reimbursable from the authorized date of departure from the evacuated area through the date of arrival at the safe haven location, including any period of delay en route beyond the evacuated employee's control. En route per diem from the safe haven location is reimbursable from the date of departure from the safe haven location through the date of arrival at the area from which evacuated, including any period of delay en route beyond the evacuated employee's control.

##### **2. Initial 30 Days.**

The per diem rate, consisting of lodging plus M&IE, for each day is determined by where the evacuated employee spends the night. The per diem reimbursable each day is based on the actual lodging cost, not to exceed the amount allowed for the employee plus dependent(s), plus M&IE for the employee and the employee's dependent(s).

##### **3. After the First 30 Days.**

The travel authorizing official must reduce the per diem rate after the initial 30 days to 60 percent of the rate prescribed for the initial 30 days.

#### **B. Miscellaneous Travel Expenses.**

The travel authorizing official will authorize miscellaneous travel expenses.

## **1. Laundry and Dry Cleaning Expenses.**

Reimbursement for laundry and dry cleaning expenses is not allowed for evacuation and safe haven travel.

## **2. Authorized Personal Phone Calls.**

Travel authorizing officials will reimburse the employee for authorized personal phone calls when the employee and his/her dependents are authorized to be in different locations during the evacuation. Reimbursement must be within the guidelines set forth in this Program Statement, and cannot be for personal phone calls made by the employee's dependent(s).

## **Section 301-43.030. Work Locations.**

If an evacuated employee is sent to a location that is not the employee's permanent duty station to work, the employee is considered to be on TDY travel. The employee's dependent(s) may still be authorized safe haven travel while the employee is in TDY travel status.

If evacuated, and the employee is required to return to his/her permanent duty station without being able to return home, the travel authorizing official will authorize the employee return travel allowances and establishment of safe haven at the permanent duty station. The employee's dependent(s) may still be authorized safe haven travel allowances if they remain at their safe haven location.

## **Section 301-43.040. Time Limit for Evacuation and Safe Haven Travel.**

Evacuation and safe haven travel is divided into two periods, with the maximum total length being 180 days. The first period includes the en route travel to the safe haven plus the initial days in the safe haven, and may not exceed 30 days. The second period may not exceed 150 days, and does not include en route travel from the safe haven location at the conclusion of the safe haven travel.

The first day of the evacuation and safe haven period is determined by the date the employee was ordered to evacuate or the date the employee evacuated, whichever is the latest. The travel authorizing official must determine when the evacuation order was issued.

**Table 2:** Evacuation and Safe Haven Travel Timeline.

<b>First Period = 30 Days</b>	<b>Second Period = 150 days</b>
En route travel to safe haven	Does not include en route travel from safe haven
100% per diem allowed for employee and dependent 12 years and older	60% of the first period's per diem allowed
50% per diem allowed for dependents under 12 years old	

**Section 301-43.050. Concluding Safe Haven Travel.**

Safe haven travel ends immediately upon the lifting of the evacuation order, after 180 days, or at the determination of the travel authorizing official, whichever occurs first. When the employee and the employee's dependent(s) are permitted to return to their permanent duty station, en route transportation and per diem may be authorized in the same manner as when they traveled from the disaster area to the safe haven.

## **Part 301-51. Paying Travel Expenses.**

This part sets forth BOP policies on the method of payment a traveler must use for official travel expenses.

### **Section 301-51.010. Individually Billed Travel Account (IBA).**

#### **A. Obtaining an IBA.**

Components may issue an IBA to any employee (traveler) expected to perform official travel. The traveler must complete an application and sign the cardholder agreement acknowledging he/she understands and agrees to the terms of the cardholder agreement. The traveler is responsible for paying the IBA in accordance with the cardholder agreement. The traveler must complete the travel card training, as described below, prior to applying for the IBA. The certificates of completion or a copy of the employee's training record showing successful completion of the two training classes must be submitted with the application. The signed cardholder agreement, along with the application, must be maintained by the Business Administrator.

#### **B. Training Requirements.**

Employees (travelers) who obtain an IBA are required to complete the Travel Charge Card (TCC) training course available through BOP-Learn. Also, employees must complete the General Service Administration's SmartPay Online Travel Card Training. The employee will contact the Employee Services Department to assist in obtaining the required training. Upon completion of both courses, BOP-Learn and GSA SmartPay, the local Human Resource Department will notify the local Agency Program Coordinator/Business Administrator that the employee has completed the training requirements and is allowed to apply for the Government-issued TCC.

### **Section 301-51.020. Paying for Official Travel Expenses.**

Travelers who have an IBA must use it to pay for official travel expenses, as explained below, unless the IBA has been compromised and a new card has not been received. A traveler must use his/her IBA only for authorized travel expenses; use of the IBA for personal expenses (shampoo, toothpaste, etc.) is not allowed. The IBA should only be used for expenses that can

be claimed on the travel voucher. Additionally, a traveler should only use the IBA for his/her own travel expenses and must not use the IBA to pay for another traveler's expenses.

#### **A. Transportation Expenses.**

Travelers must use their IBA to procure common-carrier transportation.

#### **B. Lodging Expenses.**

Travelers must use their IBA to pay for lodging expenses, unless the lodging facility does not accept the IBA.

#### **C. M&IE.**

Travelers are encouraged to use their IBA for M&IE when possible.

### **Section 301-51.030. ATM Cash Withdrawals.**

A traveler on official travel may obtain cash withdrawals from ATMs using his/her IBA. Obtaining cash withdrawals will result in a cash withdrawal fee, charged by the Government contracting bank (e.g., JPMorgan Chase), and may result in an ATM service provider fee, set at the discretion of the service provider.

A traveler may claim cash withdrawal fees and ATM service provider fees (if any) on the travel voucher.

#### **A. Weekly Amount of ATM Cash Withdrawals.**

A traveler may withdraw an amount equal to, but no more than 80 percent of, the weekly authorized M&IE and the weekly estimated miscellaneous travel expenses. The travel authorizing official may increase this limit if it creates a hardship for the traveler. Employees must provide a written request for a travel advance above the 80 percent limit.

#### **B. Frequency of ATM Cash Withdrawals.**

A traveler must keep withdrawals to a minimum number. Additional withdrawals are allowable if one withdrawal is not enough to cover expenses, due to the withdrawal limit(s).

#### **Section 301-51.040. Travel Advances.**

The travel authorizing official will authorize BOP-issued travel advances for cash transaction expenses or for situations where the use of the IBA is not accepted, such as travel to some foreign countries. The travel authorizing official must limit travel advances to 80 percent of the estimated cash transaction expenses. The travel authorizing official should increase this limit if it creates a hardship for the traveler. Employees must provide a written request for a travel advance above the 80 percent limit.

The travel authorizing official ordinarily should not authorize a travel advance to a traveler whose IBA has been cancelled or suspended due to delinquency as a result of negligence of the traveler. If a traveler's IBA is cancelled or suspended due to delinquency and the travel is non-mandatory, the traveler is responsible for payment of travel expenses using cash, a personal charge card, or a CBA. The Business Office is responsible for paying CBA charges.

If agency-identified mandatory travel is required at any time after the IBA has been cancelled or suspended, a travel advance will be issued as described above.

The Business Office is accountable for all travel advances, including their recovery and reimbursement.

## **Part 301-52. Claiming Reimbursement.**

This part sets forth BOP policies on submitting and processing a proper travel claim, as well as calculation of any prompt payment fees.

### **Section 301-52.010. Submission of Travel Voucher.**

The traveler must submit a proper travel claim within the guidelines set forth in the FTR and BOP travel policies. The travel voucher approving official must only reimburse travel expenses that are authorized and necessary for official travel.

At a minimum, a proper travel claim consists of the following:

- The traveler's signature (electronic or otherwise) and date signed.
- A travel authorization, signed (electronic or otherwise) by the travel authorizing official, including any necessary special authorizations.
- Receipts for the following, regardless of amount:
  - Lodging.
  - Common carrier.
  - Rental vehicle.
  - Other single expenses claimed in excess of \$75.

### **Section 301-52.020. Prompt Payment of Travel Vouchers.**

#### **A. Traveler.**

The traveler must submit a proper travel claim to the travel voucher approving official within five workdays after the completion of official travel or every 30 calendar days when on EX-TDY travel. If a travel voucher is sent by mail, the submission date is the date the proper travel claim is received by the travel voucher approving official's office.

If a receipt is misplaced, the traveler should attempt to obtain a duplicate receipt. When obtaining a duplicate receipt is not possible, the traveler must submit a signed memorandum that the expense was incurred. The travel voucher approving official has the discretion to determine the acceptability of a duplicate receipt or a memorandum for missing receipt and may request additional documentation.



**B. Split Disbursement.**

The traveler must use split disbursement, if it is available, to divide the travel voucher reimbursement between the IBA and the traveler. The traveler must use split disbursement for travel expenses charged to the IBA, such as common carrier, lodging, and rental car.

**C. Paying Office.**

The paying office must process a proper travel claim for payment within five workdays of receipt of such a claim that has been approved by a travel voucher approving official.

**Section 301-52.030. Late Payment Fees.**

If a traveler owes a late payment fee to the IBA provider as a result of the Business Office not settling a travel voucher in a timely manner, the late payment fee is a reimbursable expense and must be paid to the traveler.

The traveler is entitled to reimbursement of prompt payment interest when a proper travel claim is not reimbursed within 30 calendar days after submission to the traveler's supervisor for signature.

## **Part 301-53. Using Promotional Benefits and Frequent Traveler Programs.**

This part sets forth BOP policies on promotional benefits, including frequent flyer miles, obtained from official travel. A traveler may use frequent traveler benefits earned from official travel for personal travel.

### **Section 301-53.010. Accepting Travel Awards or Other Gifts During Official Travel.**

A traveler may accept and retain for personal use travel awards such as frequent flyer miles, rental vehicle awards, or lodging awards, only if such items are obtained under the same terms as those offered to the general public, and at no additional cost to the BOP.

A traveler must not select carriers or routes based on potential travel awards.

### **Section 301-53.020. Use of Travel Awards.**

A traveler may use travel awards to obtain no-cost air travel or for increased benefits such as upgrades, airport lounge access, priority bookings, or other goods or services as described below:

#### **A. Travel Awards Earned While Performing Official Travel.**

A traveler may use travel awards earned while performing official travel for personal or official travel as stated in the Program Statement **Awards Program, Incentive Awards**. The Gainsharing Program is a discretionary cash incentive awards program for employees who achieve or assist in achieving travel savings for the BOP.

#### **B. Travel Awards Earned for Vacating Seat Voluntarily.**

A traveler may retain for personal use travel awards for voluntarily vacating his/her seat on common carriers during official travel. Voluntarily vacating a seat must not result in additional costs to the BOP, nor should it interfere with the completion of the traveler's official duties. If the traveler incurs additional cost by voluntarily vacating his/her seat, such cost must be borne by the traveler. The traveler must take leave if the delay causes the traveler to miss work hours. Compensatory time off for travel must not be authorized if travel time is extended due to the traveler voluntarily vacating his/her seat.

### **C. Travel Awards Earned for Vacating Seat Involuntarily.**

All travel awards received because a traveler vacated a seat involuntarily (e.g., denied boarding due to overbooking) on a common carrier while performing official travel belong to the BOP and must not be retained by the traveler for personal use. The traveler must forward the payment to the Business Administrator. Other travel awards received due to denied boarding must be used, if possible, for official travel within the timeline set by the airline. If the traveler does not use the award for official travel during the time period required, the award must go unused and cannot be used for personal travel.

### **D. Travel Awards Earned for Conferences or Group Travel.**

A traveler must not retain for personal use travel awards earned for arranging a conference or other group travel. A traveler may only accept such awards on behalf of the BOP and use them for official travel.

## Appendix A. LOCAL TRAVEL AREA

