

14th Annual Financial Management Conference

The Travel Show
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Regulations

www.dtic.mil/perdiem/trvlregs.html

www.gsa.gov/travelpolicy

Search:

Government Travel

Or

DoD Travel

10 Things You Should Know About Government Travel

#10: Travel Orders

#10 Travel Orders

Generally an employee must have written or electronic authorization prior to incurring any travel expenses.

#10 Travel Orders

Generally an employee must have written or electronic authorization prior to incurring any travel expenses.

The Purpose of a Travel Order:

- Identify what expenses will be paid

- Provide CTOs & travel service vendors with necessary information

- Provide financial information for budgetary planning

- The purpose of travel

#9 Travel Charge Card

Public Law 105-264, January 27th, 1998:

Mandates the use of a government furnished travel charge card.

Mandates reimbursement of travel expenses by agencies to employees within 30 days.

Permits your agency to offset amounts owed to the travel card company from employees' salaries.

#9 Travel Charge Card

The Government contractor-issued travel charge card may be used only for official travel related expenses.

Hotels/Motels

Service Stations

Car Rentals

Special Conveyances

Airline Tickets where authorized

Cash Advances

Restaurants

#9 Travel Charge Card

Traveler Responsibilities:

Used for official business travel related expenses, **NOT** for any personal expenses

Must safeguard card

Billed monthly and payment is required upon receipt by employee

Must pay the bill, even if not reimbursed

#8 Transportation

Common carrier transportation

Airline

Taxicab

Railroad

Subway

Bus

Streetcar

Ship

Helicopter

#8 Transportation

Government vehicle

Gov.-furnished and contract rental
automobile and airplane

Privately owned and rented automobile and
airplane, (POC or POV), or

Combination of any of the modes

#8 Transportation

Use of Frequent Flyer Benefits:

National Defense Authorization Act of 2002 permits personal use of promotional items earned on official travel.

Includes frequent flyer miles, upgrades, access to airline clubs or facilities.

Applies to all promotional items obtained while on official travel, including airlines, hotels and car rental companies.

#8 Transportation

Premium/First Class Travel:

First Class and Premium Class (Business Class) Airline Accommodations can only be used in specified, limited circumstances.

#8 Transportation

First Class Travel:

No coach class or premium class reasonably available within 24 hours.

Accommodate a disability or special need

Exceptional security requirements

Required for agency mission

#8 Transportation

Business Class:

Regularly scheduled flights provide only premium class

No coach space available in time to accomplish mission

Accommodate a disability or special need

Exceptional security requirements

Inadequate sanitation or health standards in coach

#8 Transportation

Business Class:

Results in overall cost savings

Frequent flyer redemption in accordance with agency policy

Non-federal source pays costs

Required for agency mission

Flight time is greater than 14 hours

#8 Transportation

Mileage Rates:

Airplane 99.5 cents per mile

Automobile 37.5 cents per mile

Motorcycle 28.5 cents per mile

EFFECTIVE 1/01/04

#8 Transportation

POV between home/office and carrier terminal or between home and office:

Terminal parking fees while TDY may be reimbursed not to exceed the cost of two one-way taxicab fares, including allowable tips.

Application: Employee will drive POV to airport, park for 5 days and return to residence:

#8 Transportation

POV between home/office and carrier terminal or between home and office:

Cost of round trip (RT) taxi:

$$\$15 + \$2.25 (15\% \text{ Tip}) = \$17.25 \times 2 = \$ 34.50$$

Parking (\$8.00 per day x 5) \$ 40.00

Reimb. limited to RT taxi costs: \$ 34.50

#7 Per Diem

General Rules on Per Diem:

Designed to offset the cost of lodging, meals, and incidental expenses

Starts on first day employee leaves residence or PDS

Ends when employee returns to residence or PDS

No per diem at official duty station (PDS)

#7 Per Diem

General Rules on Per Diem:

Per diem allowance is payable for whole days

Except day of departure from and day of return to the PDS, $3/4^{\text{th}}$ or 75% of the M&IE appropriate rate

Per diem rate is determined based on the traveler's TDY location, not the lodging location

No per diem if TDY is 12 hours or less

#7 Per Diem

Maximum Per Diem Rates:

www.policyworks.gov/perdiem

www.dtic.mil/perdiem/perdiemrates.html

www.state.gov/m/a/als/prdm

#7 Per Diem

Standard CONUS per diem rate:

Lodging	\$55.00
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M&IE	\$31.00
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Total	\$86.00
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Effective 10/01/03

#7 Per Diem

Worldwide Lodgings-plus System:

Method of computing per diem allowances

Total of which does not exceed the applicable maximum per diem rate for the location concerned

Allowance established on the basis of the actual amount the traveler pays for lodging

Plus an allowance for meals and incidental expenses (M&IE)

#6: Miscellaneous Expenses

Employees are authorized reimbursement for necessary travel and transportation–related expenses incurred on official business

#6: Miscellaneous Expenses

Lodging Taxes:

Lodging taxes paid by you are reimbursable as miscellaneous travel expenses limited to the taxes on reimbursable lodging costs

Effective – 1/1/99 for CONUS

Effective – 1/1/00 for Non-foreign

Foreign areas – per diem includes lodging taxes

#6: Miscellaneous Expenses

Laundry and Dry-Cleaning:

Cost of personal laundry/dry-cleaning and pressing of clothing

Not after returning to/arriving at PDS

Civilians – CONUS requires at least 4 consecutive nights TDY lodging

Foreign and Non-Foreign areas – per diem includes Laundry and Dry-Cleaning

Uniformed – CONUS requires at least 7 consecutive nights TDY lodging, and up to an average of \$2 per day

#5: Conferences

A Conference is a meeting, retreat, seminar, symposium or event that involves attendee travel

The conference lodging allowance is a pre-determined maximum allowance of up to 25 percent greater than the applicable locality lodging portion of the per diem rate

#5: Conferences

If meals are furnished, the appropriate deduction from the M&IE rate must be made

If light refreshments are furnished, no deduction of the M&IE allowance is required

#4: Local Travel

Local Area – An arbitrary distance radius must not be established in setting up the local commuting area of the permanent or TDY station.

Within the limits of the duty station and metropolitan area which is ordinarily served by local common carriers.

#4: Local Travel

When use of POC is authorized for travel between employee's residence and one or more alternate work sites within the local area, the employee is paid mileage for the distance that exceeds the employee's commuting distance.

Example: Employee's one-way commuting distance to work is 7 miles.

Drives from the residence to alternate work site and returns home. One-way distance is 18 miles.

$$18 + 18 = 36 - 14 = 22 \times .375 = \$8.25$$

#3: Commercial Travel Office

It is policy that travelers use available Commercial Travel Offices (CTOs) to arrange official travel including transportation and rental cars.

Example: Sato
 Carlson Wagonlit

It is DoD Mandatory Policy to use CTOs for all transportation requirements

#2: Claiming Reimbursement

Evidence of your necessary travel authorizations including any necessary special authorizations

Receipts for:

- Any lodging expense

- Any other expense costing over \$75

Receipts must be kept for 6 years and 3 months

#1: Sign Your Travel Voucher

When submitting your travel
voucher always sign and date the
voucher

Within 5 working days after you complete your
trip or period of travel

Every 30 days if you are on continuous travel
status

Proposed Changes

CONUS Lodging Per Diem Rate

Proposed adjustment FY 2005 – change lodging per diem rate from \$55 to \$60

Proposed Changes

Per Diem Rates

Full meal price survey planned for FY2005 research cycle to establish a fresh base line.

All meals per diem rates adjusted for FY2006.

Proposed Changes

Per Diem Rates

Change CONUS lodging per diem rate
from cities and counties to ZIP Names
as market areas

Proposed Changes

PCS or Relocation

Reduce time limit to complete PCS move
from 2 + 2 years to 1 + 1 year

Proposed Changes

PCS or Relocation

House Hunting Trips:

Reduce from 10 days to max of 8 days

Encourage elimination of actual expense for
HHT – use lump sums

Proposed Changes

PCS or Relocation

POVs

Limit number of POVs shipped at GOV expense to only TWO

Reduce the mileage payment for driving a POV during a PCS move to IRS mandated \$.13 mile.

Value of POV shipped must be more than the cost of shipping

eTravel

eTravel is a government wide, web based program that applies world-class travel management practices to consolidate federal travel, minimize government costs, and produce superior customer satisfaction

eTravel - Travel Authorization

Traveler/Admin inputs
travel authorization

Interface with CTO for air,
hotel, and rental car

ATM advance
as required

TDY

Authorizing Official
approves
electronically

Traveler receives
completed auth;
prints as needed

Ticketing

eTravel - Voucher Process

Traveler logs on and completes voucher

Management reviews, approves, & certifies

Traveler pays balance of bill

Funds sent EFT to bank/credit union or "split" pays to charge card vendor

Electronically sent to disbursing for processing

