

INFORMATION ON TEMPORARY DUTY TRAVEL

A Guide for Commissioned Officers of the Public Health Service



UNIFORMED SERVICES PERSONNEL TRAVEL AND TRANSPORTATION

- PART ONE** **General Information for All Temporary Duty Travelers**
- PART TWO** **Additional Information for Overseas Travelers**
- PART THREE** **A Glossary of Common Travel Terms**

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**Division of Commissioned Personnel
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FORWARD

As a Public Health Service (PHS) Commissioned Corps officer who performs temporary duty (TDY) travel on official Government travel orders, you should use this pamphlet for information and guidance in the following circumstances:

Official assignments for a temporary period away from your permanent duty station (PDS) in connection with Government business;

Attendance at approved short-term training courses, meetings, and conferences away from your PDS;

Duty as a witness in connection with your official Government position or to participate in security hearings; or

Other officially approved situations as authorized by the regulations of the Agency/Operating Division (OPDIV)/or major Program to which you are assigned.

If the information in this pamphlet is in conflict with the Commissioned Corps Personnel Manual (CCPM), the Joint Federal Travel Regulations (JFTR), or any other Federal law or regulation, the latter shall be the controlling authorities.

The Per Diem, Travel and Transportation Allowance Committee (PDTATAC) promulgates the regulations contained in the JFTR (<http://www.dtic.mil/perdiem/>). This committee is chartered under the Department of Defense (DoD) and is made up of membership at the Under Secretary or Assistant Secretary level in DoD. The committee also includes the Surgeon General of the PHS Commissioned Corps; the Commandant of the Coast Guard; and the Director of the Commissioned Corps of the National Oceanic and Atmospheric Administration. The committee members are served by a Military Advisory Panel which is composed of a representative from each of the Services. A staff member of the Division of Commissioned Personnel, Program Support Center, Department of Health and Human Services, serves on that panel.

When you perform official travel for the U.S. Government, you are reimbursed for allowable travel expenses under governing laws and regulations. Some expenses are reimbursed on an actual cost basis; other expenses are reimbursed on a flat rate basis in lieu of actual expense. This pamphlet explains how you are reimbursed for different kinds of expenses.

You are expected to exercise the same care in incurring expenses as a prudent person does when traveling on personal business. When you return to your permanent duty station, prepare and submit your travel voucher(s) as quickly as possible in accordance with your Agency/OPDIV/Program's specific administrative regulations. This will provide for prompt settlement of your claim.

PART ONE of this pamphlet is entitled "General Information for All Temporary Duty Travelers." "Additional Information for Overseas Travelers" follows in PART TWO, and PART THREE is entitled "A Glossary of Common Travel Terms."

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NOTE

Interpretations of the Joint Federal Travel Regulations (JFTR) entitlements are available through: PHS Military Advisory Panel Representative, Room 4A-07, 5600 Fishers Lane, Rockville, MD 20857-0001. Phone: 301-594-3059 (or toll-free at 1-877-463-6327, listen to the prompts, dial 1, pause, dial 43059).

PART ONE

GENERAL INFORMATION FOR ALL TEMPORARY DUTY TRAVELERS

(Only applicable to officers currently on active duty)

TRAVEL ORDERS

Your travel order is the key to an authorized temporary duty (TDY) assignment. Normally a travel order is issued in writing prior to travel; however, verbal orders for urgent or unusual situations that are later confirmed in writing by the order-issuing official may sometimes be used. Follow your orders carefully, and make sure you understand all instructions. You should complete your travel plans promptly and arrange for your departure as required by your orders.

GETTING READY TO GO

Duty time is authorized to make arrangements for your trip, such as picking up your orders, and making arrangements for travel and transportation through your Travel Management Centers (TMC) as required by the Joint Federal Travel Regulations (JFTR). Taking time off to do so, however, must be authorized in advance by your leave-granting authority.

GOVERNMENT TRAVEL CHARGE CARD PROGRAM

General

The Travel and Transportation Reform Act of 1998 (TTRA) (Public Law 105-264) mandates that all Federal employees, including Public Health Service (PHS) Commissioned Corps officers, who perform official Government travel must use a Government contractor-issued travel charge card to pay for official travel expenses incurred after February 29, 2000. The law also provides for the payment of a late payment fee to officers when an Agency/Operating Division (OPDIV)/Program fails to reimburse them for approved expenses within 30 days after submission of a proper travel voucher.

Purpose

Within the Department of Health and Human Services (HHS), the travel charge card program is intended to facilitate and standardize the use by commissioned corps travelers of a safe, effective, convenient, and commercially available method to pay for expenses incident to official travel. The Government travel charge card will be used by commissioned corps officers to pay for all costs incidental to official business travel, including travel advances via the automated teller machine (ATM), lodging, transportation, rental cars, meals and incidental expenses (M&IE), unless otherwise specified.

Responsibilities

General Services Administration (GSA). GSA awards and administers a master contract for the Government travel charge card program, which is part of the “GSA SmartPay Program.” GSA is also responsible for issuing Government-wide policies and procedures for implementation of the TTRA.

Travel Card Program Management Office. The Travel Card Program Management Office, within HHS, manages the Department’s travel card program.

NOTE: See your Agency/OPDIV/Program’s administrative office for specific guidelines.

Travel Cardholders. Cardholders for individually billed accounts are officers to whom travel cards have been issued for use while performing official Government travel. These officers shall adhere to the procedures as set forth in the regulation and applicable HHS guidance. Individual cardholders are responsible for payment in full of the undisputed amounts due in the monthly billing statement from the card contractor.

Under the cardholder agreement currently in effect, the travel charge card bill is due and payable in full when delivered at the officer’s billing address. **Officers must pay amounts owed to the travel charge card bank in accordance with the cardholder agreement, even if the Agency/OPDIV/Program fails to reimburse the officer within 30 days of submission of a proper voucher.**

NOTE: The cardholder agreement informs officers about how to handle disputed charges on a travel charge card bill.

Government-wide Exemptions to the Mandatory Use of the Travel Charge Card

- a. Officers with an application pending for the travel charge card (including applications for new or replacement cards).
- b. Officers traveling on invitational travel.
- c. New calls to active duty.

Division of Commissioned Personnel (DCP) Exemptions to the Mandatory Use of the Travel Charge Card

- a. Infrequent travelers (travel less than twice a year).
- b. Officers performing short tours of duty (i.e., < 120 days).
- c. Officers assigned under a Memorandum of Agreement (MOA) to tribal entities.
- d. Officers on Outside the Continental United States (OCONUS) travel with security implications which may endanger the life or physical safety of themselves or others.
- e. Officers detailed/assigned to organizational components not subject to U.S. Government mandatory credit card use.

Official Travel Expenses Include:

- a. Lodging
- b. Transportation
- c. Rental cars
- d. Meals
- e. Travel advances (ATM)

Classes of Exempted Expenses

By GSA—

- a. Those incurred at a vendor that does not accept the Government-sponsored, contractor-issued travel charge card.____
- b. Laundry/dry cleaning (*See JFTR Note 1, below*).
- c. Parking.
- d. Local transportation system (buses, subways, etc.).
- e. Taxi fares.
- f. Tips.
- g. Meal charges when the use of the card is impractical (e.g., group meals or when the card is not accepted at a dining establishment).
- h. Telephone call (when a Government calling card is available for use in accordance with agency policy) (*See JFTR Note 2, below*).

By DCP—

- a. Telephone calls (when a Government calling card is not available).
- b. Purchases costing less than \$10.

JFTR Note 1

Laundry/dry cleaning: For TDY travel performed on or after January 1, 2001, the following rules apply:

- a. The cost incurred during TDY travel (not after returning to the Permanent Duty Station (PDS)) for personal laundry/dry cleaning and pressing of clothing, up to an average of \$2 per day, is a separately reimbursable travel expense in addition to per diem/Actual Expense Allowance (AEA) when travel within the Continental United States (CONUS) requires at least 7 consecutive nights TDY lodging in CONUS (i.e., 6 nights, no laundry/dry cleaning, 7 nights, not to exceed (NTE) \$14, 8 nights, NTE \$16).
- b. The cost incurred during TDY/permanent change of station (PCS) travel for personal laundry/dry cleaning and pressing of clothing is **not** a separately reimbursable expense for travel OCONUS and is part of the incidental expense allowance included within the per diem rates/AEA authorized/approved for travel OCONUS.

JFTR Note 2

Allowance for telephone calls for personal reasons: In accordance with the JFTR, reimbursement may be authorized/approved by the order-issuing official. The order-issuing official may determine certain communications to a traveler's home/family are official. These communications must be only to advise of the traveler's safe arrival, to inform or inquire about medical conditions, and to advise regarding changes in itinerary. The order-issuing official should limit these communications to a dollar amount in advance of the TDY so the traveler is aware of the limit. The order-issuing official may approve charges after the TDY when appropriate (General Services Board of Contract appeals (GSBCA) 14554-TRAV, August 18, 1998). See Chapter 4 U4505 JFTR.

Use of Travel Charge Card for Official Travel Where Exemptions Have Been Granted

Exemption from use would not prevent an officer from using the Government contractor-issued travel charge card. Use of the travel charge card, where an exemption has been given, is discretionary.

Payment Methods Authorized When Exempted

When an exemption is granted from the mandatory use of the travel charge card, one or a combination of the following may be authorized for payment of travel expenses.

- a. Personal funds, including cash or a personal charge card;
- b. Travel advances; or
- c. Government Transportation Request (GTR).

Refusal to Apply for and/or Use the Government Contractor-issued Travel Charge Card

Officers who refuse to apply for and/or use the travel charge card for official travel and are not covered by an exemption will **not** be authorized a cash travel advance.

Appropriate Use of Government Travel Charge Card

The card is to be used for official travel and official travel-related expenses connected with TDY travel or PCS relocation; must be supported with an approved travel order or personnel order; and must be paid in a timely manner.

Improper Use of the Card

Officers may not use their card to make personal purchases or ATM withdrawals unrelated to official travel. Such violations may result in cancellation of the card and appropriate disciplinary actions.

Automated Teller Machine (ATM) Access

Travelers may use the travel charge card at a specified network of ATMs to obtain cash needed to pay for “out-of-pocket” travel-related expenses. The card contractor will assign a personal identification number (PIN) to each cardholder, together with card issuance to permit ATM access. **ATM advances shall not be obtained earlier than 3 working days before scheduled travel.**

The card contractor will charge the cardholder a transaction fee to use an ATM. This charge, which appears on the cardholder’s billing statement, is a reimbursable expense. In addition, some banks charge a service fee for ATM access. That fee also is reimbursable. Government travel advances will not be authorized for officers who are eligible to be issued individual travel charge cards.

NOTE: Prior to accessing the ATM, check with your Agency/OPDIV/Program Administrative Office for limitations on the specific dollar amounts that may be obtained from the ATM.

Additionally, please check with your Agency/OPDIV/Program for specific guidance on:

- a. Procedures for obtaining an application for the travel charge card;
- b. Filling out an acceptable voucher for reimbursement; and
- c. The number of days vouchers must be submitted upon completion of travel.

PROMOTIONAL ITEMS RECEIVED

An officer may keep items of nominal intrinsic value (e.g., pens, pencils, or calendars). A member who participates in a promotional program which will accrue personal benefits such as free seat upgrades, membership in clubs, and check cashing privileges, does not have to turn in such benefits since they have no value to the Government (Comp. Gen. B-199656, 15 July 1981; 63 Comp. Gen. 229 (1984)). However, personal benefits must be utilized in conjunction with future Government travel when the benefits resulted from Government-funded travel.

VOLUNTARILY VACATING A SEAT

An officer voluntarily vacating a seat on an overbooked carrier may keep the payment. No additional per diem or other allowances may be paid as a result of delay in travel.

DENIED BOARDING

When a seat on a flight is involuntarily denied to an officer, compensation for the denied seat belongs to the Government (59 Comp. Gen. 203 (1980)).

FREQUENT TRAVELER PROGRAM CREDITS

- a. Benefits earned through frequent traveler programs to obtain free airline tickets, rooms, and rental vehicles should be used to reduce overall Government travel costs.
- b. The officer may elect to use earned frequent traveler program credits for upgrades to premium-class other than first-class accommodations while on official travel as permitted by Service regulations.
- c. Frequent travel program credits earned on official travel may not be used for personal travel.
- d. Officers should keep separate accounts for Government frequent flyer and personal frequent flyer mileage.

ROUTING AND COST OF TRANSPORTATION

- a. Transportation officers who issue transportation requests (T/R) for your use on common carriers or arrange travel by Government facilities, determine the route to be used.
- b. In the event you desire more expensive accommodations or an indirect route for personal reasons (such as taking leave in conjunction with TDY travel), then you must pay the additional cost to the carrier at the time you exchange your transportation request for a ticket(s). Such additional costs will not be refunded to you upon completion of travel.

COMMERCIAL TRANSPORTATION

- a. Government policy requires the use of the least costly service that will permit satisfactory accomplishment of the mission. When a T/R is not available at the time and place required, you may elect to receive reimbursement for the actual cost of transportation for the mode of transportation authorized and actually used. If a T/R is available and the cost of transportation is less than \$100 you may elect not to use a T/R and request reimbursement for the cost of your ticket.
- b. When the cost of transportation is \$75 or more, claim for transportation will be denied in its entirety if the voucher is not supported by copies of tickets, a receipt, or a statement as to why a receipt was not furnished. If the cost of your ticket exceeds \$100 and you choose not to use a T/R, then your reimbursement may not exceed what the Government would have paid for the ticket.

- c. All receipts for rental vehicles must be submitted, irrespective of the amount.

Reimbursement for Personally Procured Common Carrier Transportation (U3110 JFTR)

Officers may not be reimbursed for personally procured transportation when a specific mode of transportation is directed (as distinguished from authorized).

Arranging for Official Travel (U3120 JFTR)

Officers are required to use the TMC/Commercial Travel Office (CTO) for official travel reservations that include tickets (air, rail, bus).

A non-contract travel agent may be used in unusual circumstances when there is no alternative.

A non-contract travel agent may be used in a foreign country if CTO services are: (1) not reasonably available; and (2) ticketing arrangements cannot be made through a branch office or general agent of an American flag carrier.

Payment Limitations

Reimbursement for transportation arranged through authorized/approved use of a non-contract travel agent or common carrier direct purchase, is limited to the amount the member would have paid if the arrangements had been made directly through the carrier(s).

City-Pair Program (U3145 JFTR)

GSA airlift contracted through the Contract City-Pair Program shall be used for uniformed members.

NOTE: EXCEPTION TO THE USE OF CONTRACT CARRIERS. One or more of the travel conditions listed below (which must be certified on the travel order, travel voucher, or other document provided by the traveler or Agency/OPDIV/Program-approved authorizing official) must apply if a non-contract carrier or a contract carrier other than the primary contractor is used for travel within a contract route.

- **Federal and uniform travelers on official business are required to use the contract carrier unless a specific exception applies.** This required use is the incentive necessary to obtain airline participation in the city-pair program and allows the airlines the business volume necessary to offer discounted rates. Choosing not to use the contract carrier because of personal preference, frequent flyer clubs, etc., is a violation of the contract. The only exceptions to use of the contract carrier are:
 - a. No seats/flights available in time to accomplish the purpose of the travel. (For example, the contract flight is fully booked.).

- b. A lower priced commercial fare is available. GSA advises travelers to read the restrictions on such fares carefully. Often the non-contract fares prohibit or charge for changes or cancellations, require advance purchases, Saturday stays, etc. If you can live with the terms of the fare, you can use it. (Most Agencies/OPDIVs/Programs find that non-contract fares are not beneficial to their program because of all the restrictions that apply). If you see an attractive rate, check the contract carrier first to see if they have a similar fare.
- c. All of the flights are outside your core work hours and your Agency/OPDIV/Program has a written policy prohibiting travel outside core work hours (this very seldom occurs). Cost effective rail service is available and is consistent with mission requirements.
- d. Amtrak offers discount rates to Federal travelers. GSA encourages use of Amtrak when appropriate.
- e. Smoking is permitted on the contract flight and the nonsmoking section of the aircraft for the contract flight is not acceptable to the traveler.

BAGGAGE

The amount of baggage you can take with you depends on the mode of transportation you use. Ticket agents or travel representatives can advise you how much free baggage is authorized. Any baggage weight that exceeds that carried free on a ticket is classed as excess. You pay the cost for any excess baggage except when it is authorized on a travel order or when written explanation attached to your travel claim is approved. Receipts must be obtained when there is cost for excess baggage that is not authorized on your travel order.

PRIVATELY-OWNED CONVEYANCES (U3300 JFTR)

If it is determined that the use of a privately-owned conveyance is more advantageous to the Government and you travel by that means, you will receive a monetary allowance in lieu of transportation for the official distance plus a per diem for the necessary travel time en route.

If the privately-owned conveyance is not more advantageous to the Government (and you use it for your own personal convenience) you will still be entitled to mileage for the official distance not to exceed the cost of travel if performed on a contract carrier. However, your per diem for the travel time may not exceed the time it would have taken an air or surface common carrier (whichever more nearly meets the requirements of the orders and is more economical to the Government) to complete the journey.

You are encouraged not to use a privately-owned conveyance if the travel orders specifically direct you to use another mode of transportation and that mode is available. If a privately-owned

conveyance is used, reimbursement will not exceed the cost of travel if performed on a contract carrier. For necessary travel in and around the TDY station (local travel) you are entitled to reimbursement for mileage.

TAXIS AND AIRPORT LIMOUSINES

- Taxis can be used between places of residence, lodging, or place of duty at the permanent or TDY station, and stations or local terminals of the mode of transportation used.
- Taxis can be used between carrier terminals when necessitated by a change in the mode of transportation; or from carrier terminals to lodging and return when required by transportation delays en route which are beyond the control of the officer.
- Officers in a TDY status may be reimbursed for the usual airport limousine service fares between an airport and the airport limousine terminal.
- Reimbursement of 15 cents for tips is authorized when the fare is less than \$1 or 15 percent of the fare for greater amounts.

SPECIAL CONVEYANCES (U3415 JFTR)

The use of a special conveyance such as rented or hired automobiles and boats, may be authorized or approved by the official directing the travel. An aircraft is also considered a special conveyance and its use may be authorized or approved for single flights between two or more points if arrangements for hiring the aircraft are made by an authorized transportation officer. The expenses for the use of a special conveyance so authorized or approved are reimbursable if your claim is supported by a receipt showing the cost of the special conveyance, the service rendered, the rate of compensation by the day, hour, or other unit.

Selecting Rentals

Rental vehicles must be selected from Military Traffic Management Command (MTMC) negotiated agreements.

SHIPMENTS RELATED TO TEMPORARY DUTY (TDY)

If you receive personnel orders for TDY, you may ship your temporary change of station weight allowance of household goods between the duty stations, if shipment is authorized on the personnel orders. If it is not authorized, and you believe it would be advantageous to the Government as well as yourself to make a shipment, contact DCP through your administrative office and request authorization. No storage is authorized incident to TDY. The shipment should be arranged by a shipping officer. See Commissioned Corps Personnel Manual (CCPM) Pamphlet No. 11, "Information on Shipment of Household Goods," for complete details.

PER DIEM WITHIN CONTINENTAL UNITED STATES (CONUS)

A per diem for food and incidentals plus the average cost of lodging, not to exceed the sum authorized at the time of travel, is prescribed for periods of travel and TDY within CONUS. Per diem is a daily allowance designed to offset the cost of lodging, M&IE related thereto, such as tips to bellhops, maids, porters, and baggage persons at hotels; and articles for personal comfort and appearance. **NOTE:** Laundry/dry cleaning and pressing of clothes are no longer included as part of the \$2 incidentals in CONUS. It is a separate reimbursement. *(See JFTR Note 1 on page 3 of this pamphlet.)*

Other official expenses are reimbursable and are described on page 16 of this pamphlet under “WHAT CAN BE CLAIMED ON A TRAVEL VOUCHER.” You will be required to state on your travel voucher the total actual cost paid for lodging during a TDY period. The paying official is responsible for determining the average amount paid for lodging.

Receipts for lodging must be submitted with your voucher. Deductions will be made from the total per diem allowance for meals available in a Government mess at a TDY station.

Meals taken aboard air carriers are not deducted. No deductions will be taken for hotels offering complimentary buffet type breakfast. Per diem is not authorized for TDY at your permanent duty station, at your home, or for time spent on leave during your TDY assignment. Neither is per diem authorized when your travel is interrupted for your own convenience, personal reasons, nor when you travel by an indirect route.

However, you may be paid per diem not to exceed that which would have been paid for uninterrupted travel by the usually traveled route. For rates, consult the JFTR (<http://www.dtic.mil/perdiem/>) in effect at the time of your TDY assignment.

Deductible Meals

The Proportional Meal Rate (PMR) applies on any day when one or two deductible meals are provided. A deductible meal is a meal provided without cost when it is:

- made available pursuant to an agreement between a Uniformed Service and any organization, if order directs use of the facility providing the meal(s);
- included in a registration fee ultimately provided by the Government;
- furnished at no cost to the member by a school while attending a course of instruction if the cost of the meal is ultimately paid for by the Government; or
- furnished by the Government at no cost to member.

Non-Deductible Meals

- box lunches, except when MREs (Meals, Ready to Eat) and/or other box lunches are the only method of providing adequate subsistence to members;
- in-flight meals;
- rations furnished by the Government on military aircraft;
- Government meals paid for by the traveler and consumed in a Government mess;
- meals provided on commercial aircraft or complimentary meals provided by a hotel/motel; or
- meal provided by private individuals.

Day of Departure From and Day of Return to PDS

Seventy-five percent (75%) of the appropriate M&IE rate (see <http://www.dtic.mil/perdiem/>) is paid for the day of departure from the PDS and the day of return to the PDS in connection with TDY, regardless of what time the member departs or returns.

Reduced Per Diem Rates

The Secretary (appropriate delegated official concerned) may authorize zero per diem or rates of per diem in lesser amounts than those prescribed in the JFTR when circumstances of the TDY so warrant. **For the PHS Commissioned Corps, this authority has been delegated to the Director, DCP.** A written request from the Order-Issuing Official/Program Director, stating all of the facts, must be sent to the Director, Division of Commissioned Personnel, Room 4-04, 5600 Fishers Lane, Rockville, MD 20857-0001, in advance for approval prior to issuance of TDY orders.

ACTUAL EXPENSE

Officers may request that actual expenses be reimbursed when TDY is performed in a high cost area. These requests are approved on an individual basis, depending on where the officer is assigned, by Heads of OPDIVs; Administrator, Environmental Protection Agency; Administrator, Centers for Medicare & Medicaid Services; and Director, Federal Bureau of Prisons (see NOTE below) when the unusual nature of the conditions that will be encountered on the assignment are such that actual and necessary meal and lodging costs will exceed the applicable per diem allowance by \$5 or more or when the traveler has no alternative but to incur lodging costs which absorb all or nearly all of the maximum per diem allowance. If the request is approved, you may be reimbursed for actual daily expenses not to exceed the maximum amounts as set forth in the JFTR.

NOTE: The authority delegated above may be redelegated with additional redelegations authorized to the appropriate level within the respective Agency/OPDIV/Program or non-PHS organizations. However, the authority must be exercised by an official higher than the employee's immediate supervisor.

All requests for AEA must include the following information:

- a. Specific reason for travel;
- b. Whether meetings with technical, professional, or scientific organizations are involved;
- c. Whether international conferences or meetings are involved;
- d. Identity of the senior member of the party, whether civilian or military, including grade, full name, Social Security Number, and branch of Service;
- e. Names and titles of foreign governmental contracts, if any;
- f. Roster of other members of the Services who will also be performing the travel or TDY or Temporary Additional Duty involved, including grade, full name, Social Security Number, and branch of Service;
- g. Proposed itinerary showing complete identification of places in CONUS or OCONUS to be visited, the length of duty at each place, and the inclusive dates of travel;
- h. Information as to any special arrangements which have been made such as provisions for use of special Government quarters, messes, open messes, motels, restaurants, etc.;
- i. Any other information available indicating amount of expenses which may be incurred, amount of allowances necessary, or reasons why normal per diem will not suffice;
- j. Reasons normal accommodations within prescribed per diem allowances will not suffice (list the names and telephone numbers of two or three other lodging facilities where inquiries were made regarding cost within the vicinity of the hotel for which an AEA is being requested); and
- k. Name, phone number, and address of individual who may be contacted concerning this request.

Requests should have the concurrence of an official with fund allocating authority at the Agency/OPDIV/Program level and be forwarded through the administrative channels with the travel voucher.

USE OF GOVERNMENT QUARTERS AND OTHER FACILITIES

Generally, when Government quarters and/or mess are available, their use is required. Exceptions to this requirement are:

- a. when the order-issuing authority, either prior to or subsequent to the travel involved, issues a statement to the effect that utilization of such facilities would adversely affect the performance of the assigned mission; or
- b. when the commander (or his/her designated representative) who is responsible for existing Government facilities at the TDY station or delay point furnishes a statement to the effect that utilization of existing Government facilities is impracticable.

DISCOUNT ON ROOMS AND/OR MEALS

Many hotels, motels, and/or restaurants allow discounts for Uniformed Services travelers for room or meals, or both. You should inquire when making reservations and/or when checking out or paying your bill to take maximum advantage of these discounts.

Lodging Taxes

Taxes on lodging in the 50 States, District of Columbia, territories and possessions, and the Commonwealths of Puerto Rico and the Northern Mariana Islands are reimbursed as a miscellaneous expense and are no longer included in the incidentals portion of the per diem allowance. This became effective January 1, 2000, for non-foreign (United States).

Premier Lodging Program

The Premier Lodging Program (PLP) is under the auspices of the General Services Administration (GSA). PLP is built upon the concept of contracting with lodging properties. Through PLP, the Federal Government *contracts* with participating lodging properties to ensure that Federal travelers are guaranteed a room at an established price. PLP is a new and innovative way for Federal travelers to be assured of a room at a reasonable rate.

- PLP results in more rooms being available (guaranteed availability) at negotiated discounted rates, resulting in substantial dollar savings. The savings are realized because of the leveraged buying power in the hospitality marketplace that the Federal Government enjoys.
- Under PLP, the contracted properties are quality commercial hotels at economical rates, and they are geographically convenient to the Federal business traveler. GSA established a diverse range of criteria to use on considering prospective properties. The quality factors used in establishing the evaluation criteria include – the facility, management and operation of the facility, and facility location.
- There are currently eight quality properties participating in PLP in Boston, Massachusetts, and two properties in Cambridge, Massachusetts. For more information on the Massachusetts locations please visit GSA's Web site—
<http://www.policyworks.gov/org/main/mt/homepage/mtt/mttp.htm>.

- GSA's plans include establishing PLPs in the top 25 travel markets across the country, and later, expanding PLPs to the top 75 travel markets used by 80 percent of the Federal travelers.
- For Uniformed Services members, AEA must be requested in writing from your Agency/OPDIV/Program Administrator, as delegated by the Director, DCP, to request approval for lodging expenses that are more than the prescribed rates (See **ACTUAL EXPENSE** on page 11 of this pamphlet for additional information).
- Federal travelers can reserve lodging accommodations by calling the toll-free reservation number, 1-877-GO-GSA-RM, or by contracting their Government-Contracted CTO/TMC, or by directly contacting the contracted property.

Travel to Conferences (U2550 JFTR)

Effective March 31, 2000 for Uniform Services Personnel:

- Uniformed Services are required by public interest, to exercise strict fiscal responsibility when selecting conference sites.
- The selected conference site must minimize conference cost.
- When Service representatives attend conferences sponsored by others, the Service must keep its representation to a minimum consistent with serving the public's interest.
- This guidance applies to all Uniformed Services that sponsor conferences or pay for travel to conferences.
- It also applies to Service members, as well as those invited to travel in support of Service programs.
- Conference costs include, but are not limited to:
 - travel to and from conference;
 - ground transportation;
 - lodging, meals, and incidental costs;
 - registration fees;
 - speaker fees;
 - other conference-related administrative fees; and
 - attendees time spent at the conference and traveling to and from conference.

Conference Lodging Allowance

The conference lodging is a pre-determined maximum allowance of up to 125 percent of the applicable locality lodging per diem rate (rounded to the next highest dollar), and

- is not an AEA;
- may not be used if the lodging rate exceeds the established lodging allowance by more than 25 percent; and
- may not be used concurrently with the actual expense method of reimbursement.

Conference Lodging Allowance Approval Authority

- Government Sponsored Conference—
Only a designated senior official of the sponsoring agency may determine that a **conference lodging** allowance is necessary, and the conference lodging allowance rate. All Agencies/OPDIVs/Programs must use that rate in reimbursing their attendee's **lodging** expenses.
- Non-Government Sponsored Conference—
The order-issuing official may authorize a member to be reimbursed for **lodging** expenses incurred up to the **conference lodging** allowance rate.

NOTE: If the conference lodging allowance is inadequate, the actual expense reimbursement authorization procedures as previously outlined in this pamphlet may be utilized.

Conference M&IE Rate

- Light Refreshments—
When light refreshments are furnished at nominal or no cost by the Government, no deduction of the attendee's M&IE allowance is permitted.
- Meals Included in Registration Fee—
When one or two meals are furnished at nominal or no cost by the Government, or are included in the registration fee, the proportional meal rate applies for each day meals are furnished.

HOTEL AND MOTEL FIRE SAFETY – APPROVED ACCOMMODATIONS

(Federal Emergency Management Agency Hotel Fire Safety List)

Government policy is to save lives and protect property by promoting fire safety in hotels and other establishments that provide lodging to transient guests. Each Uniformed Services component must take appropriate steps to strongly encourage members who use commercial lodgings while on official travel to stay at fire-safe approved accommodations. Lodgings that have met the Government requirements are listed on the U.S. Fire Administration's Web site at—
<http://www.usfa.fema.gov/hotel/index.htm>.

IMPORTANT TDY REMINDERS

Inform friends and relatives where and how to reach you in case of an emergency. Arrange for someone to take care of your personal affairs during an extended period of absence. Have your mail forwarded to you at your TDY address for an extended TDY period.

UNEXPECTED DELAY, ILLNESS, OR INJURY

If you are delayed, become sick, or suffer an injury while on TDY, notify the proper office at your TDY station or your official duty station, as appropriate. If illness or injury occurs when you are near or on a U.S. Government installation, report to the local Military Treatment Facility. If not located near a military installation, you may seek care at the most accessible or closest medical treatment facility, Federal or non-Federal. You must notify a Patient Care Coordinator, Medical Affairs Branch, DCP, within 72 hours at toll-free 1-800-368-2777, ext. 1.

TEMPORARY DUTY (TDY) RECORDS

Keep a detailed daily travel record while on TDY. It should include:

- a. Place of departure, date, and local time (2400 clock);
- b. Place of arrival, date, and local time (2400 clock) and reason for stop;
- c. Mode of travel used (air, auto, rail, ship, or bus);
- d. Transportation used (transportation request, Government transportation, common carrier at own expense, privately-owned conveyance, special conveyance);
- e. Daily mileage when driving own vehicle;
- f. A record of the dates that Government quarters or commercial quarters were used and the amount paid for those quarters each day;
- g. Meals available at Government facilities;
- h. Non-Government meals furnished at no cost; and
- i. Cost of taxis, tips, checking and transfer of baggage, ferry fares, road, bridge, and tunnel tolls, official telephone and telegraph calls, cost of travelers checks, etc.

WHAT CAN BE CLAIMED ON A TRAVEL VOUCHER

As soon as possible after you return to your PDS, complete your travel voucher. Get assistance from your administrative personnel in the event you need help in completing your voucher. Enter any travel advances (ATM) on the voucher, attach receipts when required, your hard copy of the T/R, and any unused tickets or transportation requests and submit your claim for settlement. Penalty checks from airlines for failure to provide confirmed reserved space should be attached to your voucher and submitted with your claim. Normal items that can be claimed on a travel voucher include:

- a. Lodging;
- b. Meals and incidental expenses;
- c. Tips to baggage handlers at transportation terminals;
- d. Official telephone calls and telegrams if certified as necessary in the interest of the Government by the order-issuing official;
- e. Local transportation, including usual tips, between places of lodging, duty, and place meals are taken;
- f. In addition to the expenses in items a. through e., any other necessary expenses related to rooms, lodging, or valet service (other than barbers, hairdressers, manicurists, or masseurs) which are enumerated in the account;
- g. Monetary allowance in lieu of transportation;
- h. Taxi fares including 15 percent tip;
- i. Cost of checking and transfer of baggage;
- j. Cost of transportation to or from carrier terminals;
- k. Cost of shipment of excess baggage when authorized or approved;
- l. Cost of special conveyances when authorized or approved;
- m. Ferry fares, road, bridge, and tunnel tolls;
- n. The cost of travelers checks or similar instruments purchased by you for normal expenses incurred incident to TDY travel provided the total value of such instruments is not more than the per diem travel expenses administratively estimated for the ordered travel;
- o. Expenses of operating a Government conveyance (oil, gasoline, and parking fees);
- p. Registration fees;
- q. Communication services; and
- r. Entry fees, boarding taxes, and similar fees.

Receipts should be obtained for all reimbursable items or expenses totaling \$75 or more. Failure to produce a receipt for items totaling \$75 or more may result in denial of claim, unless a full explanation is attached to your voucher explaining why a receipt was not obtained and accepted by your Agency/OPDIV/Program officials.

Laundry/Dry Cleaning

For TDY travel performed on or after January 1, 2001, the following rules apply:

- a. The cost incurred during TDY travel (not after returning to PDS) for personal laundry/dry cleaning and pressing of clothing, up to an average of \$2 per day, is a separately reimbursable travel expense in addition to per diem/AEA when travel within CONUS requires at least 7 consecutive nights TDY lodging in CONUS (i.e., 6 nights, no laundry/dry cleaning, 7 nights, NTE \$14, 8 nights, NTE \$16).
- b. The cost incurred during TDY/PCS travel for personal laundry/dry cleaning and pressing of clothing is **not** a separately reimbursable expense for travel OCONUS and is part of the incidental expense allowance included within the per diem rates/AEA authorized/approved for travel OCONUS.

Allowance for Telephone Calls for Personal Reasons

- In accordance with the JFTR, reimbursement may be authorized/approved by the order-issuing official.
- The order-issuing official may determine certain communications to a traveler's home/family are official.
- These communications must be only to advise of the traveler's safe arrival, to inform or inquire about medical conditions, and to advise regarding changes in itinerary.
- The order-issuing official should limit these communications to a dollar amount in advance of the TDY so the traveler is aware of the limit.
- The order-issuing official may approve charges after the TDY when appropriate (GSBCA 14554-TRAV, August 18, 1998). See Chapter 4 U4505 JFTR.

INACTIVE RESERVE OFFICERS

TRAVEL ONLY WHEN ON WRITTEN PERSONNEL ORDERS AND AS SPECIFIED IN YOUR ORDERS.

The personnel order which calls you to a short tour of active duty will include travel and per diem information in the "Remarks" section. Note the following:

- a. Directed air travel;
- b. Number of days between call to duty and reporting date;
- c. Amount of per diem allotted; and
- d. Car rental authorization.

If these items are incorrect, please contact your Agency/OPDIV/Program Commissioned Corps Liaison. (See listing of Commissioned Corps Liaisons located on pages 25 and 26 of this pamphlet.)

The personnel order number is the travel authorization number for inactive reserve officers. Please work with the program where duty is being performed to insure correct submission of vouchers.

PART TWO

ADDITIONAL INFORMATION FOR OVERSEAS TRAVELERS

If you are to travel to, from, or between overseas areas, PART TWO is of special interest to you. It applies to temporary duty (TDY) travel performed outside the Continental United States (OCONUS). The general information in PART ONE applies to all travelers and should be referred to in addition to PART TWO.

TRAVEL ORDERS

Your travel order contains information concerning your TDY in overseas areas. It may include the following items in addition to those in PART ONE:

- a. Immunization requirements;
- b. Point of embarkation and time of departure; and
- c. Mode of travel.

GETTING READY TO GO

Check with the order-issuing authority whether a passport and/or a visa are required for travel to a foreign country. Duty time is authorized to make application for a passport or a visa and to make arrangements for transportation overseas. Taking time off to do so, however, must be authorized in advance by your leave-granting authority.

PHYSICAL EXAMINATIONS AND IMMUNIZATIONS

You may be required to take a special physical examination prior to entry into a foreign country. Coordination with the order-issuing authority will determine what immunizations are required prior to entry into the overseas area.

PASSPORTS AND VISAS

Your administrative/personnel or travel office will assist you in making necessary arrangements. Passports and immunizations records should be kept with you while traveling OCONUS.

TRANSPORTATION

Air transportation is the primary mode of travel used for TDY travel to, from, and between overseas areas since it results in the lowest overall cost.

USE OF FOREIGN CARRIERS

When Government transportation is not utilized on TDY and commercial airline travel is authorized, you are required to use a certified air carrier (United States carriers holding certificates under Section 401 of the Federal Aviation Act of 1958, 49 U.S. Code 1371 (1970)) for all transportation in foreign areas. When a certified air carrier is not available, a transportation or other appropriate officer may authorize or approve the use of a foreign air carrier. You may use a vessel of foreign registry when the order-issuing authority determines that use of vessels of United States registry would interfere with or prevent the performance of official business or when a transportation officer determines that vessels of United States registry are not available.

PER DIEM ALLOWANCE OUTSIDE CONTINENTAL UNITED STATES (OCONUS)

Per diem allowances for overseas TDY in Alaska, Hawaii, Puerto Rico, and the territories and possessions of the United States, are based on rates established by the Per Diem, Travel, and Transportation Allowance Committee (PDTATAC).

NOTE: FOR PUBLIC HEALTH SERVICE COMMISSIONED CORPS MEMBERS IN ALASKA ONLY. When barter goods are used in return for lodgings, you may be reimbursed the cost of barter plus the allowance for meals and incidentals not to exceed 66 percent of the locality rate. The Department of State establishes the locality per diem rates for foreign areas including the Trust Territories of the Pacific Islands.

WHAT CAN BE CLAIMED ON A TRAVEL VOUCHER

In addition to the items listed in PART ONE of this pamphlet, you can claim the cost of:

- a. Fees in connection with the issuance of your passport and any required visas;
- b. Photographs for your passport and required visas;
- c. Obtaining a certificate of birth, health, or identity; and
- d. Airport taxes, landing fees, or service charges not included in the cost of tickets for passage.

PART THREE

A GLOSSARY OF COMMON TRAVEL TERMS

Accommodations,

Common Carrier—

On common carrier aircraft with two classes of service, the higher class is first class.

First/Premium Class—

The highest class of accommodations offered by commercial airlines. All classes above the lowest class. Includes suites offered by commercial ships, and the highest class of service, including bedrooms, roomettes, club service, parlor car, or other premium accommodations offered by passenger rail carriers.

Premium Class

Other than First Class—

Any class of accommodations offered by commercial airlines that is between coach class and first class accommodations (e.g., business class).

Coach Class—

The basic class of accommodations offered by commercial airlines and passenger rail carriers, that includes a level of service available to all passengers regardless of the fare paid. The terms also includes tourist class and economy class on commercial airlines and reserved coach and/or slumber coach accommodations on overnight rail travel.

Slumber Coach—

The lowest level of sleeping accommodations available on a train.

Extra-Fare Train—

A train that operates at an increased fare due to the extra performance of the train (i.e., faster speed or fewer stops).

Lowest First Class—

The least expensive first class reserved accommodations available on a ship.

Authorizing/Order-Issuing

Official—

The official who directs travel and has responsibility for the funding.

Baggage—

Government property and/or personal property carried during a period of official travel.

Commercial Travel Office (CTO)—	A commercial activity providing a full range of commercial travel and ticketing services under a contract and/or a Memorandum of Understanding with the Government.
Common (Commercial) Carrier—	Any firm furnishing commercial transportation as a public service under rates prescribed by lawful authority. This includes railroad, bus, airplane, or ship.
Continental United States (CONUS)—	The 48 contiguous States and the District of Columbia.
Defense Table of Official Distances (DTOD)—	The Department of Defense standard source for worldwide distance information based on city to city distance (not zip code to zip code) replacing all other sources used for computing distances (except airplanes).
Government Contractor-Issued Individually Billed Charge Card—	A Government contractor-issued charge card used by authorized individuals to pay for official travel and transportation related expenses for which the contractor bills the traveler.
Government Conveyance—	Any means of transportation facility owned, operated, leased, or chartered by the Government for transportation purposes on land, water, or in the air. This includes bulk space procured by contract or charter for exclusive use of the Government.
Monetary Allowance In Lieu of Transportation (MALT)—	A mileage allowance payable, as authorized in the Joint Federal Travel Regulations, for operating a privately-owned conveyance.
Non-Foreign OCONUS Area—	The States of Alaska and Hawaii; the Commonwealths of Puerto Rico and the Northern Mariana Islands; American Samoa; Baker Island; Guam; Howland Island; Jarvis Island; Johnston Atoll; Kingman Reef; Midway Islands; Navassa Island; Palmyra Atoll; the Virgin Islands; and Wake Island.

(The Trust Territories of the Pacific Islands are not included.)

Overseas (OCONUS)—

Outside the 48 contiguous States and the District of Columbia.

Per Diem Allowance—

The per diem allowance is a daily payment for lodging, meals, and related incidental expenses. The per diem allowance is distinguished from transportation expenses and other miscellaneous travel expenses and covers charges, including taxes and service charges where applicable, for the following types of expenses:

- Lodging. The term “lodging” includes expenses for overnight sleeping facilities and personal use of the room during daytime. The term “lodging” does not include accommodations on airplanes, trains, buses, or vessels. Such cost is included in the transportation cost and is not considered a lodging expense.
- Meals. Includes the cost of breakfast, lunch, and dinner and all taxes and tips (specifically excluded are alcoholic beverages and entertainment expenses, and any expense incurred for other persons).
- Incidental Expenses. Such expenses include fees and tips to baggage carriers other than at transportation terminals. (See JFTR par. U3610-C for reimbursement of fees and tips incurred at transportation terminals, and bellhops, hotel maids, and hotel servants in foreign countries.)

Permanent Duty Station (PDS)—

The post of duty or official station, including a ship, to which a member is assigned for duty other than temporary duty (TDY).

Privately Owned Conveyance—

Any mode of transportation owned or leased by the officer which is actually used for the movement of persons from one place to another.

Reimbursement—

The amount found to be due you based upon your travel claim voucher, subject to authorizations and applicable limitations and conditions of a travel order.

Special Conveyance—	A method of transportation other than common carrier, Government conveyance, or privately-owned conveyance, available on a commercial rental basis, including a taxi if so rented, a rental boat, or aircraft given special official authorization or approval for use.
Temporary Duty (TDY)—	Duty at one or more locations, other than the permanent duty station, at which a member performs duty under orders which provide for further assignment, or pending further assignment, to a new permanent station or for return to the old permanent station upon completion of duty.
Transportation Request (T/R)—	Standard Form 1169, “Government Transportation Request,” issued by a Transportation Officer, or his/her agent, upon presentation of travel orders. It is used to obtain transportation, accommodations, or other services from a common carrier that are chargeable to the Government.
Travel Management System (TMS)—	A system to arrange travel services for Federal travelers on official travel, including reservation of accommodations and ticketing. A TMS includes a Travel Management Center, Commercial Travel Office, and an electronic travel management system or other commercial method of arranging travel.
Travel Voucher—	Standard Form 1012, “Travel Voucher,” prescribed for completion by you to claim amounts due you after completing authorized travel.
Travel Orders—	Written authorization directing officer to perform travel away from his/her permanent station.
Travel Status—	The period that an officer is necessarily away from his/her permanent duty station, on public business pursuant to competent travel orders, including necessary delays en route incident to mode of travel and periods of necessary temporary duty (TDY).
Usual Mode of Transportation—	A method of transportation authorized, required, or furnished by the Government. It is the most practical way travel can be performed. It includes the use of transportation facilities that are available for travel by the most direct, usually traveled route between points of official travel.

COMMISSIONED CORPS LIAISONS - August 2001

Agency for Healthcare Research and Quality (AHRQ)

Commissioned Corps Liaison
Division of Human Resources Management/AHRQ
2101 East Jefferson Street, Suite 601
Rockville, MD 20852
Phone: 301-594-7176
Fax: 301-594-5213

Bureau of Prisons (BOP)

Commissioned Corps Liaison
Health Services Division/BOP
320 First Street, NW, Room 1031
Washington, DC 20534
Phone: 202-307-2867 ext. 127
Fax: 202-305-7715

Centers for Disease Control and Prevention and Agency for Toxic Substances and Disease Registry (CDC/ATSDR)

Commissioned Corps Liaison
Commissioned Corps Section/CDC/ATSDR
4770 Buford Highway, Mail Stop K-15
Atlanta, GA 30341-3724
Phone: 770-488-1898
Fax: 770-488-1970

Centers for Medicare & Medicaid Services (CMS)

Commissioned Corps Liaison
CMS/Mail Stop C2-09-27
7500 Security Boulevard
Baltimore, MD 21244-1850
Phone: 410-786-1786
Fax: 410-786-9580

Environmental Protection Agency (EPA)

Commissioned Corps Liaison
EPA/Mail Code 3650
1200 Pennsylvania Avenue, NW
Washington, DC 20460-0001
Phone: 202-260-3340
Fax: 202-260-0523

Food and Drug Administration (FDA)

Commissioned Corps Liaison
FDA (HFA-407)
5600 Fishers Lane, Room 7B-44
Rockville, MD 20857-0001
Phone: 301-827-4083
Fax: 301-594-0694

Health Resources and Services Administration (HRSA)

Commissioned Corps Liaison
HRSA Commissioned Corps Operations
Staff/OHRD
5600 Fishers Lane, Room 13A-22
Rockville, MD 20857-0001
Phone: 301-443-2741
Fax: 301-594-6599

Indian Health Service (IHS)

Commissioned Corps Liaison
Commissioned Personnel Mgmt. Branch/IHS
5600 Fishers Lane, Room 4B-44
Rockville, MD 20857-0001
Phone: 301-443-3464
Fax: 301-443-5304

National Institutes of Health (NIH)

Commissioned Corps Liaison
Senior and Scientific Employment
NIH, Building 31, Room B3-C08
31 Center Drive (MSC 2203)
Bethesda, MD 20892-2203
Phone: 301-496-5170
Fax: 301-496-7146

National Oceanic and Atmospheric Administration (NOAA)

Commissioned Corps Liaison
NOAA, Room 12734 (SSMC3)
1315 East West Highway
Silver Spring, MD 20910-3282
Phone: 301-713-3440 ext. 186
Fax: 301-713-2887

National Park Service

Commissioned Corps Liaison
National Park Service, Public Health Program
1849 'C' Street, NW (Room 7427)
Washington, DC 20240
Phone: 202-565-1231
Fax: 202-565-1115

Office of the Secretary

Commissioned Corps Liaison
HHS/OS Personnel Operations
330 C Street, SW, Room 100 (Switzer Bldg.)
Washington, DC 20201
Phone: 202-260-1645
Fax: 202-619-0488

Program Support Center (PSC)

Commissioned Corps Liaison
HHS/PSC/HRS/Division of Personnel Operations
5600 Fishers Lane, Room 17-38
Rockville, MD 20857-0001
Phone: 301-443-0826
Fax: 301-443-2641

St. Elizabeths/DCMHC

Commissioned Corps Liaison
St. Elizabeths/DC Mental Health Commission
Pharmacy-R-Building
2700 Martin Luther King Jr. Avenue, SE
Washington, DC 20032
Phone: 202-645-9900
Fax: 202-645-9960

**Substance Abuse and Mental Health Services
Administration (SAMHSA)**

Commissioned Corps Liaison
Division of Personnel Management/SAMHSA
5600 Fishers Lane, Room 14C-14
Rockville, MD 20857-0001
Phone: 301-443-5407
Fax: 301-443-5866

U.S. Coast Guard

Commissioned Corps Liaison
U.S. Coast Guard Headquarters
Commandant (G-WKH-2), Room 5314
2100 Second Street, SW
Washington, DC 20593-0001
Phone: 202-267-0805
Fax: 202-267-4685

U.S. Marshals Service

Commissioned Corps Liaison
U.S. Marshals Service
Crystal Square 3, Room 200
600 Army Navy Drive
Arlington, VA 22202
Phone: 202-307-9263
Fax: 202-307-5029