

**From:** Tracy Wilson <twilson@nas.edu>  
**To:** TWD2.TWP0(lxb)  
**Date:** 2/4/97 1:40pm  
**Subject:** Re: Travel Logistics for Next Digital I&C Committee Meeting,

Leo,

FYI per our earlier discussion.

Tracy

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To: Tracy Wilson  
cc: Susie Clarendon, Dev Mani, dchapin @ mpra.com at Internet@CCMNRC  
From: Nancy Leveson <leveson @ cs.washington.edu> at internet@CCMNRC  
Date: 02/01/97 10:11:00 AM  
Subject: Re: Travel Logistics for Next Digital I&C Committee Meeting,

I will not be able to attend -- I've missed too many classes this quarter.

Nancy

*Larry Daman, Bechtel San Francisco.*



## UNITED STATES NUCLEAR REGULATORY COMMISSION

**ANNOUNCEMENT NO. 4**

**TO:** ALL NRC EMPLOYEES

**DATE:** January 14, 1997

**SUBJECT:** TRAVEL REGULATION REVISIONS

This is to notify you of recent changes to the Federal Travel Regulations that the NRC will implement for travel starting on or after January 20, 1997. Most of these changes are the result of a government-wide effort to streamline the processing of travel reimbursement claims. Additionally, we are including a change to the travel authorization requirements for headquarters travelers when actual subsistence is requested. The changes are as follows:

- **Receipt Requirements**

Receipts for individual travel expenses under \$75 will no longer be required, with the following exceptions: (1) lodging, (2) airplane and train tickets, and (3) laundry and dry cleaning allowed in connection with change-of-station travel. Receipts for these items will continue to be required regardless of the dollar amount.

- **M&IE Calculation for First and Last Day of Travel**

For travel over 24 hours, the amount claimed for meals and incidental expenses (M&IE) on the day of departure and day of return will be a flat 75% of the applicable M&IE rate, regardless of the actual time of departure or return.

- **Travel for 12 Hours or Less**

Per diem for travel of 12 hours or less is now prohibited. Travel over 12 hours but less than 24 hours when no lodging is required will be paid at 75% of the applicable M&IE rate. If more than one TDY point is traveled to and no lodging is obtained, the highest prescribed M&IE rate will apply.

- **Hotel and Motel Fire Safety Reporting**

The requirement for Federal agencies to maintain records on the percentage of nights employees spend in establishments that comply with the Hotel and Motel Fire Safety Act of 1990 [P.L. 104-201] has been repealed. Accordingly,

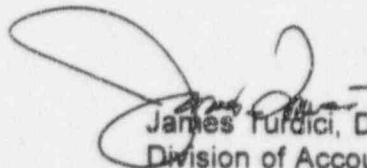
**CONTACT:** Patricia E. Schemm  
(301) 415-5999, PES

NRC employees no longer need to report this information on the travel voucher. Employees are still encouraged to lodge in approved accommodations and conferences will continue to be held in facilities that meet the requirements of the Act unless an exception is obtained from the Director of the Division of Contracts.

• **Request for Actual Lodging Expense - HQ Employees Only**

If actual lodging expense is being requested, the per night cost of the lodging establishment, including applicable taxes, must be on the Official Travel Authorization, NRC Form 279. Guidelines for requesting actual lodging or subsistence expenses are contained in Management Directive 14.1, Part IV, Annex B. Existing regional office procedures for actual subsistence will not change.

These revisions will be incorporated into Management Directive 14.1, Official Temporary Duty Travel, when it is reissued.



James Turdici, Director  
Division of Accounting and Finance  
Office of the Controller