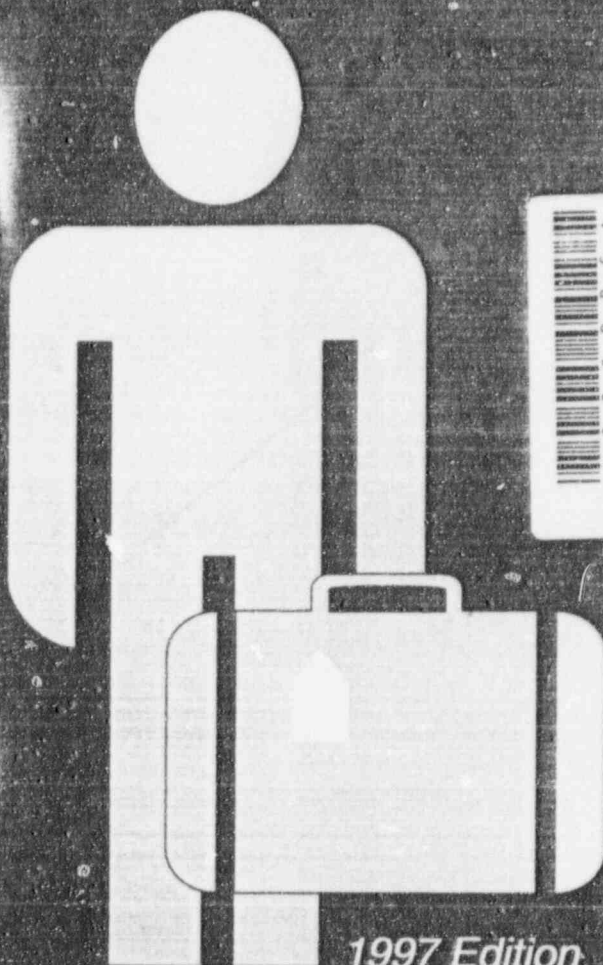


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Basics for the NRC Traveler



1997 Edition

Office of the Controller



**U.S. Nuclear
Regulatory
Commission**

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TABLE OF CONTENTS

INTRODUCTION	1
GENERAL POLICY	2
Travel Reimbursement	2
Expenses Not Reimbursed	2
Local Travel Expenses	2
Who Is Covered	2
Who Is Not Covered	3
AUTHORIZATION NEEDED	4
TYPES OF TRAVEL REQUIRING SPECIAL APPROVAL OR JUSTIFICATION	5
TRAVEL FUNDING	7
Out-of-Pocket Travel Expenses ..	7
Obtaining a Charge Card for Travel Expenses	7
Use of the Travel Charge Card ..	7
Additional Information on the Travel Charge Card	7
Travel Advances	8
Travel Advance Amounts	8
Travel Advance Types	9
Repaying a Travel Advance	10
Reimbursement for Temporary Duty (TDY) Travel Expenses	11
Reimbursement for Local Travel	12

PER DIEM AND SUBSISTENCE	13
Per Diem (Subsistence)	
Reimbursement	13
Computing Per Diem	
Reimbursement	14
Extraordinary Subsistence	
Expenses	15
Per Diem and Actual Subsistence	17
Additional Information on Per	
Diem Reimbursement	17
Payments to friends or	
relatives for lodging	17
Expenses for spouse, family,	
or companion	18
Transportation to obtain	
meals	18
Telephone calls home	18
Necessary Receipts	19
TRANSPORTATION	20
Expenses	20
Routes and Types of	
Transportation	20
Air Carriers	20
Class of Travel	23
Ordering Tickets	23
Ordering Tickets for Combined	
Official/Personal Travel	24
Unused Tickets	24
Lost Tickets	25
Missed Flights	26

Payments from Airlines	26
Baggage Charges	27
RENTAL VEHICLES, POV's,	
TAXIS, AND GOV's	28
Rental Vehicles	28
Size of Rental Vehicles	28
Payment for Rental Vehicles	29
Insurance for Rental Vehicles	29
Rental Vehicles for Personal	
Business	30
Personal Vehicles	30
Airport Transportation	31
Government-Furnished Vehicles	32
SPECIAL SITUATIONS	33
Leave While in Travel Status	33
Bonus Coupons, Discount Fares,	
Frequent Traveler Benefits	
and Other Promotional	
Materials	33
Emergency Situations	34
ROTATIONAL ASSIGNMENT	
TRAVEL	36
Temporary Duty Rotations	36
Funding	36
Per diem	36
Dual lodgings	37
Travel advance	37
Rental cars	38
Other considerations	38

TRAVEL TIPS	39
Lodging Accommodations	39
Tax Exemption Certificates	39
Official Telephone Calls	40
Itineraries	40
Recording Expenses	41
Gasoline For Rental Cars	41
Documenting Cancellations ...	41
Fraudulent Claims	42
GLOSSARY OF TRAVEL TERMS	43
ABBREVIATIONS	49
FORMS	51
1997 TRAVEL INFORMATION ..	52

INTRODUCTION

This is a quick reference guide that covers common and relatively simple temporary duty (TDY) travel situations in the 48 contiguous States and the District of Columbia (CONUS) and to areas outside the continental U.S. (OCONUS).

For information on more complex situations, refer to NRC Management Directive (MD) 14.1, Official Temporary Duty Travel, or contact headquarters or your regional travel office before your trip begins.

A complete listing of per diem rates is not included here. Consult the OAG Official Traveler Travel Guide or headquarters or your regional travel office for a complete listing. Per diem rates for major NRC office locations are listed on page 53.

GENERAL POLICY

Travel Reimbursement

NRC reimburses travelers for necessary expenses incurred while on official Agency business. These expenses must be within limits prescribed by law and NRC travel regulations.

Expenses Not Reimbursed

NRC does not reimburse the following:

- excess costs
- indirect routes
- delays
- luxury accommodations
- unnecessary or unjustified services

Local Travel Expenses

Some local travel and miscellaneous expenses are reimbursable, but subsistence and per diem expenses for local travel are not.

Who Is Covered

- civilian employees of NRC
- experts and consultants
- individuals on invitational travel authorizations

Who Is Not Covered

- Judicial Branch employees
- commissioned officers (covered by Joint Travel Regulations of the Uniformed Services)
- foreign commercial officers (covered by the Department of State's Foreign Service Travel Regulations)

AUTHORIZATION NEEDED

Form NRC 279, Official Travel Authorization, must be certified for funding, approved, and authorized for travel outside your local travel area. Form NRC 279 is not required for local travel. This form also identifies special allowances and restrictions for your trip. An authorization number will be assigned.

Verbal authority must be obtained from your approving official when an emergency or unusual situation requires travel before Form NRC 279 can be completed. Form NRC 279 must be completed and submitted as soon as possible after you return from your trip.

Foreign travel requires Form NRC 279 and Form NRC 445, Request for Approval of Official Foreign Travel. Contact the NRC Office of International Programs for guidance. The headquarters travel office will assist in obtaining your official passport and any required visas. They will also provide advice on the "Fly America Act," which generally requires use of American flag carriers.

TYPES OF TRAVEL REQUIRING SPECIAL APPROVAL OR JUSTIFICATION

- First-Class or Business-Class air travel, and First-Class train or steamer accommodation. Requires approval in writing from the Executive Director for Operations (EDO) or Chairman before the trip.
- Using frequent flyer benefits for upgrades. Frequent flyer benefits may be used to upgrade to Business-Class when approved by your Office Director or Regional Administrator. Prior approval is not required from the EDO or the Chairman.

Frequent flyer benefits may be used to upgrade to First-Class only when First-Class is authorized for other reasons by the EDO or the Chairman.

- Using a non-contract carrier for air travel between two cities when the Government already has a contract for travel between those two cities. Justification must be included and authorized on Form NRC-279.
- Using non-American flag airlines. A certification as to the "unavailability"

of American flag service must be attached to the travel voucher when submitted for payment.

- **Rental vehicle.** Any rental vehicle must be authorized on Form NRC-279 and the justification stated in the "Remarks" section.
- **Foreign travel.** Foreign travel requires approval from various NRC offices on Form NRC 445, Request for Approval of Official Foreign Travel, and Form NRC 279.

Consult the headquarters or the regional travel office before the travel authorization is issued if you need additional information on the travel situations listed above.

TRAVEL FUNDING

Out-of-Pocket Travel Expenses

- Lodging and rental cars should be charged to the travel charge card.
- Out-of-pocket expenses (meals, gas, local transportation, etc.) may be charged to the travel charge card or be paid with cash. A travel advance may be obtained to cover your out-of-pocket expenses.

Obtaining a Charge Card for Travel Expenses

You can get an application for the card from the headquarters or the regional travel office if you travel on official NRC business at least twice a year.

Use of the Travel Charge Card

- Use this card only for officially authorized Government travel expenses.
- Pay the monthly bill in full upon receipt.

Additional Information on the Travel Charge Card

- The agreement is made between you and the contractor (card issuer).

- There is no credit check.
- No interest or late charges are levied.
- The card may be suspended or canceled for non-payment.
- The contractor may report a canceled account to a national credit bureau, and either refer the account to an outside collection agency or take legal action against the account holder in order to obtain a judgment.

Travel Advances

- Use Form NRC 279 to request an advance.
- Submit this form to the headquarters or the regional travel office 10 working days before you need the advance money.

Travel Advance Amounts

- You may request 100% of the estimated amount for out-of-pocket expenses such as meals and incidental expenses (M&IE), gas, local transportation, and any other miscellaneous expense which cannot be charged on the travel charge card.
- You may request 100% of the estimated amount for the out-of-pocket expenses noted above, plus 80% of the estimated amount for

those expenses that would usually be charged to the card such as lodgings and rental car expenses if, (1) you are an infrequent traveler without a travel charge card, or (2) you have applied for but have not yet received the card, or (3) the lodging accommodations or authorized rental car expenses cannot be charged to the travel charge card.

Travel Advance Types

- All travel advances will be issued through ATM except under the following circumstances:
 1. You travel once a year or less and do not have the travel charge card.
 2. You are traveling to a foreign country or there are other circumstances in which the amount of cash needed exceeds the amount that an ATM will disburse.
 3. Payment of registration or other fees is required in advance of the trip.
 4. Your travel assignment exceeds 30 days.
- Any advance not issued by ATM will be issued by check.

- ATM advances are exclusively for travel expenses that are eligible for reimbursement.
- ATM advances, plus ATM transaction fees, will be billed to your individual cardholder account. The transaction fees may be claimed on your travel voucher.
- For more information on the ATM program, refer to NUREG/BR-0246, "ATM Advances for NRC Travel."

Repaying a Travel Advance

- ATM travel advances are provided by the charge card company and will appear on your monthly billing statement. An ATM travel advance should not be deducted from your travel voucher.
 - Travel advances by check are provided by the Agency and are due back to the Agency.
 - If you have received an advance by check, list the advance received on your travel voucher and it will be deducted from your total travel claim.
1. If you received more advance money than you spent on travel expenses, send a check or money order for the difference with your voucher.

2. If you spent more money than the travel advance covered, a check will be sent to you.
3. Return advances for canceled trips to the headquarters or regional travel office within 5 working days of the cancellation. Also submit a Form NRC 279 cancellation. Indicate on the form whether your check is attached or whether you returned your advance to the NRC Cashier.

Reimbursement for Temporary Duty (TDY) Travel Expenses

1. List your official travel expenses on:
 - Form NRC 64 (Travel Voucher, Part 1)
 - Form NRC 64A (Travel Voucher, Part 2)
2. Attach the necessary receipts (see page 19).
3. Sign Form NRC 64.
4. Have your travel administrative approving official sign Form NRC 64. (Typically, Branch Chief or above.)

5. Submit your voucher to your headquarters or regional travel office for processing within 5 days after your return. Submit a voucher every 2 weeks when you are on continuous travel status.

- If you are late submitting your voucher, you will tie up your office's travel funds.
- You will not be reimbursed for any travel expenses if you do not submit a voucher.
- You are required to reimburse the travel charge card company.
- You will have to repay any outstanding advance money that you obtained from the NRC.

Reimbursement for Local Travel

Local travel is travel to points within 35 standard highway miles of your official duty station or home.

Fill out and submit Form SF 1164, Claim for Reimbursement for Expenditures on Official Business, to the headquarters or to the regional travel office. Include receipts for any expenses over \$75.

PER DIEM AND SUBSISTENCE

Travelers usually are reimbursed for subsistence expenses under the "lodgings plus" method of per diem. Under the lodgings plus method, travelers are reimbursed up to a maximum rate for lodging and a flat rate for meals and incidental expenses (M&IE). Per diem rates vary by location and they are set annually by The General Services Administration (GSA). Maximum lodging rates and M&IE allowances are listed in the OAG Official Traveler Travel Guide.

Per Diem (Subsistence) Reimbursement

You will receive a per diem allowance while traveling away from your duty station for more than 12 hours.

Per diem is not paid for travel performed at the duty station or for travel within 35 miles of your duty station or home.

The lodging portion of per diem covers lodging and related taxes. Lodging expenses incurred may be claimed up to the maximum lodging rate.

Travelers receive a fixed M&IE allowance regardless of their actual costs.

- The meals (M) portion of per diem covers breakfast, lunch and dinner (it excludes alcoholic beverages, snacks, entertainment expenses, and expenses for other persons).
- The incidental expense (IE) portion of per diem covers incidental expenses such as fees and tips to service personnel, laundry and dry cleaning, local transportation to meals, and telephone calls for reserving lodging.

Computing Per Diem Reimbursement

Travel status begins when you depart from your official duty station, residence, or other authorized point. It ends when you arrive at your official duty station, residence, or other authorized point.

Per diem is computed using the actual cost of lodging plus a daily allowance for meals and incidental expenses (M&IE).

Receipts are required for all lodging.

- For travel of more than 12 hours but not exceeding 24 hours:
 - When lodging is required, your per diem reimbursement will be your actual lodging cost (not to exceed (NTE) the allowable

lodging amount for the location) plus 3/4 of the allowable M&IE for the lodging location.

- When lodging is not required, your per diem reimbursement is 3/4 of the allowable M&IE for your temporary duty assignment location.
- For travel exceeding 24 hours:
 - For the first day of travel you will receive 3/4 of the applicable M&IE rate, plus actual lodging NTE the allowable lodging rate.
 - For the intervening days of travel you will receive the full M&IE amount, plus actual lodging NTE the allowable lodging rate.
 - For the last day of travel you will receive 3/4 of the applicable M&IE rate.

Extraordinary Subsistence Expenses

If you incur unusually high subsistence expenses because of special or unusual circumstances, you may request reimbursement for your actual and necessary subsistence expenses. Actual

subsistence may not be authorized for more than 150% of the per diem rate.

Special or unusual circumstances for which actual subsistence may be authorized include, but are not limited to: (1) lodging and meals must be procured at a prearranged place which exceeds the applicable per diem rate; (2) costs have escalated temporarily due to a special event; (3) special duties of the assignment require unusually high expenses in the conduct of official business such as a suite of rooms; and (4) accompanying another employee in a situation as described in circumstance 3. If you are authorized actual subsistence reimbursement, you may not claim per diem reimbursement instead.

NRC has determined that when necessary lodging costs, including tax, exceed the standard lodging by \$2 or more per day and less costly lodging is unavailable, you may be authorized for reimbursement of your actual expenses (not to exceed 150 percent of the standard per diem rate).

When actual subsistence is authorized to cover higher costs for both lodging and meals, you must itemize your meals and submit expense receipts for meals that cost more than \$75.

Per Diem and Actual Subsistence

Part of a trip may be on per diem and part on actual subsistence if-

- you travel to two or more locations during one trip, and
- actual subsistence has been authorized for at least one of the locations.

However, you may use only one method of reimbursement each calendar day. Use the method authorized for your location at the end of the day.

Additional Information on Per Diem Reimbursement

Payments to friends or relatives for lodging

You may not claim reimbursement for payments to friends or relatives for lodging under most circumstances. You can be reimbursed only if the friends or relatives are commercial innkeepers, or when there is sufficient documentation that they incurred additional costs because of your stay. The reimbursement you claim must clearly equal the additional costs that were incurred.

You may claim reasonable transportation costs to your free or low-cost lodging. You may claim the M&IE portion of per diem even if you do not incur lodging costs.

Expenses for spouse, family, or companion

Any additional cost for your spouse, family, or traveling companion when you are on temporary duty travel must be paid from your personal funds. You may claim only the single occupancy rate for lodging that would have applied if you had traveled alone.

Transportation to obtain meals

Generally, transportation to obtain meals is part of the incidental expenses of per diem and may not be reimbursed separately except under limited circumstances. This cost may be allowed only if there are no suitable dining facilities in close proximity to the work site or your lodging.

Telephone calls home

One brief call to your residence is allowed each day when you travel for two nights or more. More than one call per day will be allowed if the average for the trip does not exceed one call per day. If you have been issued an FTS 2000 calling card, you should charge these calls to your card. If you don't have a card, you will be reimbursed for the actual cost of the call, up to \$4 per call.

When traveling outside CONUS, you are allowed one brief call per seven-night period. One brief call is allowed for trips

of fewer than seven nights. You will be reimbursed for the actual cost of the call, up to \$20 per call.

Necessary Receipts

You must submit receipts for the following:

- lodging costs
- common carrier charges (airline - train tickets)
- any other expense over \$75

TRANSPORTATION

Expenses

All reasonable transportation expenses are allowed, in addition to per diem expenses. Transportation must be the most economical available; personal convenience is not a justification for using more expensive transportation.

Transportation expenses (including parking) to and from the office are not reimbursable unless your official travel requires at least one night's lodging.

Routes and Types of Transportation

The most direct or usually traveled route must be used. You must pay for any indirect travel for personal reasons. Use trains, buses, rental cars (when specifically approved), and taxis for short distance travel. Use airlines for long distance travel.

Air Carriers

The Government has entered into contracts with certain carriers to provide discounted service between selected pairs of cities. Use of contract air service is mandatory when it is available, unless

you meet one of the exceptions noted below. The exception must be documented on Form NRC 279.

Exceptions:

1. Seating space or the scheduled service of the contract carrier is not available in time to accomplish the purpose of the travel, or the scheduled service would require the traveler to incur overnight lodging expense;
2. The contract carrier's schedule for the travel involved is inconsistent with the Government's policy of scheduling travel to the maximum extent practicable during normal working hours; or
3. Based on a cost comparison,
 - A restricted or unrestricted coach fare available to the general public is lower than the contract fare or other fare offered by the contract carrier, all other cost factors being equal; or
 - Use of a noncontract coach fare available to the general public would, when added to such factors as ground transportation, lost productive time, allowable

overtime, and additional overnight lodging expense, result in lower costs to the Government than the costs that would accrue if comparable cost factors were added to the contract fare.

When making cost comparisons,

- Discount fares such as YDG, MDG, or other fares restricted to Government employees may not be used.
- Promotional/restricted fares offered by noncontract carriers to the general public may be used provided:
 - The traveler can meet all qualifying restrictions associated with such fares, and
 - The service provided by the noncontract carrier is equal to or better than that of the contract carrier with respect to en route trip times.

Request the lowest coach fare available if contract air service is not available. However, you should be aware of fares

that have either penalty fees or are not refundable if your trip is canceled. These types of fares are not recommended without review and approval from the headquarters or the regional travel office.

Class of Travel

You must travel by coach class accommodations unless you obtain written approval before the trip from the Chairman or Executive Director for Operations for the use of First-Class or Business-Class accommodations.

Ordering Tickets

Order all common carrier tickets through the NRC-assigned Travel Management Center (TMC). Other travel agencies may be used only with specific approval from the headquarters or regional office for reduced group or charter fares that cannot be obtained through the TMC. In an emergency, you may purchase airline tickets directly from the carrier using your travel charge card.

In emergency situations in which you are unable to use established methods to obtain tickets, i.e., Agency TMC centrally billed account or a travel charge card, you may use personal funds to purchase a transportation ticket and be reimbursed

on your travel voucher.

Ordering Tickets for Combined Official/Personal Travel

Request the TMC to issue roundtrip tickets for your officially authorized travel at the applicable contract carrier or government discount rate (when there is no contract carrier service). The TMC will bill the cost of these tickets to the Agency.

You may then exchange these tickets to include your personal travel, but contract or government discount rates cannot be used for personal segments. You must use your personal credit card or cash to pay for any excess ticket costs incurred as a result of exchanging your ticket to include personal travel. The TMC will effect a refund to the Agency if your new tickets are less than those officially authorized.

You must bear the cost of any penalties assessed by the carrier if you obtain non-refundable or penalty tickets and are unable to use them or need to change them.

Unused Tickets

Cancel reservations as soon as you know

they will not be used. Some carriers may charge a cancellation fee if reservations are not canceled promptly.

Any unused tickets for canceled trips procured through the TMC on the Agency's account should be sent or hand carried immediately with a canceling authorization, Form NRC 279, to the headquarters or to the regional travel office. Indicate on the Form NRC 279 whether you returned the tickets to the headquarters or regional travel office, whether they are attached to the form or whether you never received the tickets.

Unused tickets for completed trips should immediately be forwarded to the headquarters or regional travel office, indicating the authorization number that was assigned to the trip. Your subsequent travel voucher must include an explanation of the unused portion and note when it was returned to the travel office.

If you purchased your tickets directly from an airline using cash or your travel charge card, it is your responsibility to apply for any refunds or credits.

Lost Tickets

If a ticket is lost, notify the carrier,

purchase a new ticket with your travel charge card and complete a lost ticket application. There may be a \$50 processing fee.

Explain on your travel voucher why you purchased another ticket. Some charges may be levied if you have been negligent with your tickets.

Missed Flights

If you miss a flight, contact the carrier to find out if you can use or exchange your ticket for a later flight. Ask the ticket agent to book your new ticket under a GSA contract fare if one is available. Use your travel charge card to purchase a new ticket, or contact the headquarters or the regional travel office if you need authority for a prepaid ticket.

Return the unused ticket to the headquarters or the regional travel office for credit or a refund if you obtained the ticket through the Agency's account.

Payments from Airlines

Payments from airlines for failure to provide confirmed, reserved space must be turned over to the Government. Send the payment, with a note that explains the refund and references your travel

authorization number, to the headquarters or the regional travel office.

If you voluntarily give up your seat, you may keep any compensation paid by an airline provided that you do not claim additional travel costs that resulted from giving up your seat.

- You may not voluntarily give up your seat if there will be an adverse effect on your official duties.
- You must take annual leave if your travel is delayed as a result of giving up your seat while you are on official duty.

Baggage Charges

Transportation charges for personal baggage are included in the M&IE rate. You may claim official baggage as a separate item on the travel voucher when authorized by your travel approving official.

Some examples of official baggage:

- training materials
- depositions
- extra clothing and personal items needed for extended temporary duty

RENTAL VEHICLES, POVs, TAXIS, AND GOVs

Rental Vehicles

Vehicle rentals must be justified and approved for official travel on Form NRC-279. You should use commercial rental agencies listed in the OAG Official Traveler Travel Guide because they have an agreement with the Government. You should arrange rentals through the TMC to ensure use of rental agencies that participate in the agreement.

Rental agencies without Government agreements occasionally offer special rates to Government employees. Their rates may be low, but these companies may not offer all the terms and benefits (including insurance coverage) provided by Government contractors.

Size of Rental Vehicles

The general policy on vehicle size is:

- mid-size cars for all temporary duty travel except for extended (more than 30 days) temporary duty travel
- compact cars for extended temporary duty travel

- full-size cars when three or more people will travel in the car at the same time

Exceptions to this policy can be requested on Form NRC 279 prior to your trip.

Payment for Rental Vehicles

You should pay for any authorized rental vehicles with your travel charge card. Claim reimbursement on your travel voucher and, if the cost exceeds \$75, attach the receipt to your voucher.

Insurance for Rental Vehicles

Vehicles rented under the GSA Military Traffic Management Command (MTMC) agreement shown in the OAG Official Traveler Travel Guide automatically include CDW insurance in the daily rate. You will not be reimbursed for the cost of collision damage waiver (CDW) or collision damage insurance unless a vehicle is rented for official travel in foreign areas.

If you rent a vehicle that is not covered by the Government's contract, you may be reimbursed up to the deductible amount if the rental vehicle was damaged while you were on official business and if

the damages were not caused by your negligence.

Rental Vehicles for Personal Business

Rental cars may be used only for official business. If you drive the same rented vehicle for personal use during your official assignment (e.g., on the weekend or after working hours), obtain CDW insurance at your own expense or obtain a rental car for personal business.

For more information on rental car policy, see the section on rental car information in the OAG Official Traveler Travel Guide or refer to NUREG/BR-0186, "Renting Smart: Car Rental Facts for the NRC Traveler."

Personal Vehicles

You will receive a standard rate per mile for operating expenses and additional reimbursement for parking fees, ferry fees, and toll costs when you are authorized to use your personal vehicle for official travel.

You may use your personal vehicle for long distance travel; however, your mileage reimbursement, per diem, and other expenses are limited to the costs of using a common carrier.

You must use approved annual leave for any travel time you take that exceeds common carrier travel time.

Airport Transportation

Use airport shuttle service or public transportation when possible. You may take the usual limo or taxi to the airport, and tip up to 15 percent of the fare, when there is no public transportation available. You must submit receipts for limo or taxi fares that exceed \$75, excluding tips.

You will be reimbursed, up to the cost of a round-trip taxi fare, for parking fees and for mileage at the current rate when you use your vehicle for transportation to and from the airport terminal. You may claim round-trip mileage at the standard mileage rate, not to exceed the cost of a one-way taxi fare, when someone drives you to the terminal. In those regions where limo service is the approved transportation from the office to the airport, your reimbursement will be limited to the cost of the limo fare.

Only the standard mileage rate may be claimed regardless of how many employees ride with you to the airport.

Government-Furnished Vehicles

If you need a Government-furnished vehicle at your duty station, contact your regional travel office or the Administrative Services Center (ASC), Office of Administration, at headquarters.

A Government-furnished vehicle may be used only for official travel. You must have a valid driver's license and a copy of your travel authorization to obtain a Government-furnished vehicle.

SPECIAL SITUATIONS

Leave While in Travel Status

You may take annual leave while on travel status if you have advance approval on Form NRC 279. You may not claim per diem reimbursement for any day you are on leave status for more than a half day.

If you are on sick leave, you may claim per diem and other travel expenses up to 14 calendar days. A longer sick-leave period may be approved by written justification to the Deputy Chief Financial Officer/Controller.

You must show the exact time of any leave on your travel voucher.

Bonus Coupons, Discount Fares, Frequent Traveler Benefits and Other Promotional Materials

If you travel frequently, you are encouraged to participate in the various frequent traveler programs offered by the airlines, hotels, and rental car vendors. All benefits earned from these programs incident to the performance of official business accrue to the Government, and the subsequent use of these benefits shall only be for official travel. The personal

use of such benefits may constitute a criminal violation subject to the penalties of the law.

Frequent flyer mileage credits may be used for a free ticket or for an upgrade to business class when the upgrade to business class accommodations is approved on the travel authorization. Upgrades to first class are allowed only if first class was already authorized for another reason.

You should note on Form NRC 279 when you are using frequent flyer benefits for a free ticket or upgrade to business class.

You may keep promotional material, such as pens, pencils, note pads, calendars and similar items of nominal value. Any other promotional materials received from vendors should be forwarded to the headquarters or regional travel office.

Forward cash or check gratuities to the Office of the Controller with an explanation of the circumstances for which they were issued.

Emergency Situations

If you suffer an incapacitating illness or injury while you are away from your

official duty station, or if a personal emergency situation causes an interruption of your temporary duty travel, contact your travel approving official as soon as possible for instructions.

NRC may approve payments after the travel is completed; however, reimbursement is limited under these situations.

An incapacitating illness or injury is defined as one that occurs suddenly, is not the result of the employee's misconduct, and renders the employee unable to continue the travel assignment temporarily or permanently.

A personal emergency situation means the death, serious illness, or injury of a member of the employee's family; or the occurrence, or impending occurrence, of a disaster such as a fire, flood, or act of God that directly affects the employee's home or family. This situation must occur while the employee is at a temporary duty location or is traveling to or from a temporary duty location.

ROTATIONAL ASSIGNMENT TRAVEL

Rotational assignments, which generally last 3 to 6 months, are employee career development tools that help managers meet organizational and staffing needs.

Temporary Duty Rotations

Funding

Travel costs are usually funded by the organization that is sending the employee, but this may be negotiated between that organization and the organization that is gaining the employee.

Per diem

Per diem reimbursement generally will be reduced for a temporary duty area when an assignment is longer than 30 calendar days and lodging and/or meals can be secured at a lower cost.

The following items may be included in weekly and monthly lodging rates:

- rental of appropriate and necessary furnishings for unfurnished lodgings
- connection, use of, and disconnection of utilities
- reasonable cleaning charges
- monthly telephone use (excluding installation charge and non-

- reimbursable long distance calls)
- cable TV fee (if ordinarily included in the lodging rate)

Dual lodging

If you are sent on another TDY assignment from the temporary duty station and have no alternative but to incur dual lodgings, the lodging cost for both locations will be paid as follows:

- your lodging and subsistence expenses will be reimbursed up to the authorized per diem or actual subsistence rate for the second TDY location, and
- you will be reimbursed for your unoccupied lodging at the first TDY location up to your authorized lodging rate for that location.

Travel advance

The maximum advance allowed is the estimated out-of-pocket expenses for a period of 45 days. Submit reimbursement vouchers every 2 weeks to ensure that you have enough funds. Advance amounts should be deducted from travel reimbursements at the beginning of the 45-day period before the end of travel if you receive a 45-day advance, or you may deduct a portion of your advance with each voucher submitted. Note on the

front of your voucher when the travel office should begin liquidating your advance.

Rental cars

Rental cars may be authorized for official business when their use is authorized as advantageous to the Government.

Other considerations

Contact the headquarters or the regional travel office for additional guidance on rotational assignments away from your official duty station.

TRAVEL TIPS

Lodging Accommodations

Lodgings are to be arranged, whenever possible, in facilities that meet the requirements of the Hotel/Motel Fire Safety Act of 1990. Lodgings that are certified under the Act are listed in the OAG Official Traveler Travel Guide.

Ask about discounts when reserving accommodations and when registering. Some discounts are honored only when you register.

Tax Exemption Certificates

Some cities, States, and local jurisdictions offer tax exemption certificates to Federal employees on official business. For specific locations, see "Tax Exemption Certificates for Lodging" in the OAG Official Traveler Travel Guide.

Many counterfeit or invalid certificates have been reported to GSA. Be sure to contact the headquarters or the regional travel office to obtain valid, approved tax exemption certificates.

Official Telephone Calls

Use the Federal Telephone System (FTS 2000) for official domestic calls whenever possible. You may make a commercial call when an FTS call is not practical. Include the points of service, date, and amount paid on your travel voucher when you make a commercial call.

Contact the Headquarters Technology Infrastructure Branch, Office of Information Resources Management, to obtain the FTS 2000 calling card if you are a frequent traveler.

Itineraries

Prepare a detailed itinerary whenever you are away from your duty station on temporary duty. Leave a copy of the itinerary in your office and at home.

An itinerary should include

- the address and phone number of the site you are visiting
- the address and phone number of the hotel or motel at which you are staying

Recording Expenses

All daily expenses should be recorded so you can complete a travel voucher when you return to your duty station.

Take a copy of the travel voucher with you and record your expenses on the voucher as you incur them.

Gasoline for Rental Cars

Refill the gas tank before returning the car to the rental location. Gas stations charge significantly less for gasoline than rental car companies.

Documenting Cancellations

You are responsible for canceling all transportation and lodging reservations, as necessary.

Make sure that you record the cancellation number and the name of the reservation clerk who handled your call.

You are responsible for any financial liability for failing to cancel, even if you delegate the cancellation process to someone else.

Fraudulent Claims

Review the travel voucher before you sign it to make sure that it is accurate. The Office of the Comptroller General states that "a fraudulent statement for any expense taints the entire claim for that day. Thus the entire claim must be denied." (Comptroller General Decision B-232858, April 29, 1989, 68 CG 399).

Note that falsifying an item forfeits the claim (28 U.S.C. 2514) and may result in a fine of not more than \$10,000 or imprisonment for not more than 5 years, or both (18 U.S.C. 287; id. 1001).

GLOSSARY OF TRAVEL TERMS

ACTUAL SUBSISTENCE - One of two methods for reimbursing travel expenses. (See **Per Diem**.) Used when the costs of lodgings, meals, and incidental expenses are expected to exceed established per diem rates due to special or unusual circumstances.

BAGGAGE - Includes Government property (official baggage), personal baggage, and any property needed for official travel. List any extra official baggage charges separately on the travel voucher. Tips for personal baggage are covered by the meals and incidental expense allowance.

BUSINESS-CLASS

ACCOMMODATIONS - Is also defined as **Premium-Class Other Than First-Class** accommodations. Includes any class of accommodations between **Coach-Class** and **First-Class** airline accommodations; for example, American Airline's **Executive Class**; Northwest Airline's **World Business Class**; and U. S. Airways' **Business Select Class**.

CHARGE CARD COORDINATOR - An Office of the Controller or regional travel office employee who administers the Government travel charge card

program. This includes processing applications and answering employee questions.

COMMON (COMMERCIAL)

CARRIER - Any firm furnishing commercial transportation (airplanes, trains, ships and buses).

CONTRACT CARRIER - Common carriers, under contract to GSA, which provide transportation between two cities. You must use these carriers unless a non-use justification is certified on Form NRC 279, Official Travel Authorization.

EMERGENCY - An emergency may be an incapacitating illness or injury or a personal emergency situation. An incapacitating illness or injury is one that occurs suddenly, is not the result of the employee's misconduct, and makes the employee unable to continue the travel assignment temporarily or permanently. (See also Personal Emergency).

LOCAL TRAVEL - Travel to points within 35 standard highway miles of your official duty station or home.

LODGINGS PLUS (Also called Per Diem.) - One of two methods of travel reimbursement. This method, based on the per diem rate established by GSA for

a particular area, reimburses the cost of lodging (up to the maximum lodging per diem rate for the area) and provides a fixed allowance for meals and incidental expenses (M&IE). You must submit receipts for lodging expenses.

MEALS AND INCIDENTAL EXPENSES (M&IE) - Flat rate entitlement portion of the Lodgings Plus (per diem) reimbursement method.

- The meal (M) portion covers breakfast, lunch and dinner (it excludes alcoholic beverages, snacks, entertainment expenses, and expenses for other persons).
- The incidental expense (IE) portion covers subsistence expenses (fees and tips to service personnel, laundry and dry cleaning, local transportation to meals, and telephone calls for reserving lodging).

MILEAGE ALLOWANCE - A fixed rate per mile for using a privately owned vehicle (POV) during official travel.

OFFICIAL DUTY STATION - The building or other location where you report for duty.

OUT-OF-POCKET EXPENSES - Meal and incidental expense allowance, miscellaneous expenses, and gasoline expenses when authorized.

PER DIEM (Also called Lodgings Plus.) - A fixed daily payment instead of reimbursement for actual expenses. One of two methods for reimbursing official travel expenses. (See Actual Subsistence.)

Per diem reimbursement is limited to two maximum rates: one for lodgings and the other for meals and incidental expenses. These rates, which GSA establishes by city and county, are in the OAG Official Traveler Travel Guide or NRC MD 14.1. You must submit receipts for lodging. M&IE reimbursement is paid at a fixed rate unless a reduced rate has been authorized.

PERSONAL EMERGENCY - The death, serious illness, or injury of a member of the employee's family; or the occurrence, or impending occurrence, of a disaster such as a fire, flood, or act of God that directly affects the employee's home or family, and which occurs while the employee is at a temporary duty location or is traveling to or from a temporary duty location. (See Emergency.)

PREMIUM-CLASS OTHER THAN FIRST-CLASS - Any class of accommodations between Coach-Class and First-Class airline accommodations; for example, Business-Class.

PRIVATELY OWNED VEHICLE (POV) - A privately owned automobile, aircraft, or motorcycle.

ROTATIONAL ASSIGNMENT - Serving from 3 months to 2 years in another location as part of an NRC career development program.

SPECIAL CONVEYANCE - Commercially rented transportation of any type. Special conveyances must be fully justified and authorized.

TEMPORARY DUTY (TDY) - An authorized temporary assignment away from your official duty station.

TRAVEL CHARGE CARD

PROGRAM - This program allows you to apply for an individual Government-issued travel charge card. Use of this card is limited to officially authorized Government travel expenses. You are solely responsible for payments on the card.

TRAVEL MANAGEMENT CENTER (TMC) - A commercial travel agency, under contract to GSA, that provides travel services for NRC. You may not use any other travel agency.

ABBREVIATIONS

ASC	-	Administrative Services Center
ATM	-	Automatic Teller Machine
CDW	-	Collision Damage Waiver
CONUS	-	Continental United States
FTR	-	Federal Travel Regulation
FTS	-	Federal Telephone System
GSA	-	General Services Administration
MD	-	Management Directive
M&IE	-	Meals and Incidental Expenses
MTMC	-	Military Traffic Management Command

OAG	-	Official Airline Guide
OCONUS	-	Outside Continental United States
POV	-	Privately Owned Vehicle
TDY	-	Temporary Duty
TMC	-	Travel Management Center

FORMS

NRC 64	TRAVEL VOUCHER (Part 1)
NRC 64A	TRAVEL VOUCHER (Part 2 - Schedule of Expenses and Amount Claimed)
NRC 64B	TRAVEL VOUCHER (Part 2 - Expense Report)
NRC 279	OFFICIAL TRAVEL AUTHORIZATION
NRC 445	REQUEST FOR APPROVAL OF OFFICIAL FOREIGN TRAVEL
SF 1164	CLAIM FOR REIMBURSEMENT FOR EXPENDITURES ON OFFICIAL BUSINESS (Local Travel)

1997 TRAVEL INFORMATION

POV Mileage Rates:

- privately owned automobile - 31 cents per mile
- privately owned airplane - 85 cents per mile
- privately owned motorcycle - 25 cents per mile
- privately owned automobile when use of a Government-furnished automobile is more advantageous to the Government - 23.5 cents per mile

Per Diem Rates:

Current per diem rates may be found in the OAG Official Traveler Travel Guide and NRC's Management Directive 14.1. Per diem rates for 1997 for headquarters, the regions and several other NRC office locations are noted here for your information:

Location Lodging/M&IE/Total

Headquarters	124/42/166
Region I	80/38/118
Region II	96/38/134
Region III	119/42/161
Region IV	84/42/126
WCFO, California	77/34/111
TTC, Tennessee	61/30/91
HLWM Office, Nevada	74/38/112
Standard CONUS Rate	50/30/80

Travel Charge Card:

American Express Travel Related
Services Company, Inc.
20022 North 31st Avenue
Phoenix, Arizona 85027

24-Hour Government Cardholder
Assistance Center....800-492-4922
Overseas call collect...602-492-4922

Baggage Insurance
Information & Claims..800-645-9700
Business Travel Accident Insurance
Information & Claims..800-538-4567

Travel Management Centers:

Headquarters:

Carlson Wagonlit Travel

Hours of service: 8 a.m. - 5:30 p.m., Monday through Friday

Domestic/International
Reservations:

Local - 202-554-1850

Fax - 202-863-2283

Outside Metro Washington Area
(during business hours) - 800-248-0038

24-Hour Emergency Service (after
business hours) - 800-383-6723

Leisure Travel

Local - 202-208-5356

Region I, King of Prussia, PA

Sato Travel

Hours of service: 8 a.m. - 5 p.m.,
Monday through Friday

Domestic/International
Reservations:

Local - 215-925-1478

After hours, weekends and
emergencies - 800-827-7777

Leisure Travel

Local - 215-925-1478

Region II, Atlanta, GA

Sato Travel

Hours of service: 8 a.m. - 5 p.m.
Monday through Friday

Domestic/International
Reservations:

Local - 404-524-1186

After hours, weekends and
emergencies - 800-827-7777

Leisure Travel

Local - 404-524-1351

Walk-In Service - 8 a.m. - 4:30 p.m.

Region III, Lisle, IL

Travel and Transport, Inc.

Hours of service: 8:30 a.m. - 5 p.m.
Monday through Friday

Domestic/International
Reservations:

Local - 630-252-2661

After hours, weekends and
emergencies - 800-237-3950

Leisure Travel

Local - 630-252-2661

Region IV, Arlington, TX

Omega World Travel

Hours of service: 8:30 a.m. - 5
p.m., Monday through Friday

Domestic/International Reservations:

Local - 214-869-9863

Outside the Dallas/Fort Worth
area - 800-866-6634

After hours, weekends, and
emergencies - 800-USOMEGA

Leisure Travel

Local - 214-869-9863 or
800-866-6634

Walnut Creek Field Office, Walnut Creek, CA

Balboa Travel, Inc.

Hours of service: 7 a.m. - 5:30 p.m.
Monday through Friday

Domestic/International Reservations:

Local - 415-872-2000

After hours, weekends, and
emergencies - 800-359-8777

Leisure Travel

Local - 415-872-2000

24-Hour Service - 800-359-8777