



United States  
Department of  
Agriculture

Marketing and  
Regulatory  
Programs

July 1998

# **Marketing and Regulatory Programs Supplements to the Agriculture Travel Regulations**

# MARKETING AND REGULATORY PROGRAMS SUPPLEMENTS

## AGRICULTURE TRAVEL REGULATIONS

### CHAPTER 301 TRAVEL ALLOWANCES

#### SUBPART A--Authority, Applicability, and General Rules

##### §301-1.3 General Rules.

###### (a) Employee's Obligation.

When you are traveling on official business you are expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business. Excess costs, circuitous routes, delays, or luxury accommodations and services unnecessary or unjustified in the performance of official business are not acceptable under this standard. You are responsible for any excess costs and any additional expenses incurred because of personal preference or convenience. As an MRP traveler, you will:

- Plan itineraries and modes of transportation which will most effectively serve program needs at the least cost.
- Submit an accurate and factual travel voucher to your supervisor within 10 days after completion of travel, or when on extended detail, submit a voucher after each 30-day period of travel.
- Attach all required supporting documents to the travel voucher, such as car rental agreement or purchase invoice.
- Include all statements or certifications required by these regulations on your travel voucher.
- Liquidate any outstanding travel advance balance as soon as travel is completed.
- Record all leaves of absence from official duty status on the travel voucher and attach a copy of the approved MRP Form 10-R, Request for Special Travel (see Exhibit 1). Consult MRP Directive 4630, Absence and Leave, for detailed information regarding leave issues.

- Sign all travel forms. Signatures must be recorded using an ink that contrasts with the color of the ink used to print the travel form, i.e., if the background of the form is black, do not record your signature using black ink.

**(c) Definitions.**

(13) Foreign Travel. This definition **excludes** travel performed from the country of assignment directly to the United States for performance of temporary duty; attendance at a meeting, conference, or training; or for entitlement travel when you return directly to the country of assignment.

Non-Foreign Travel (Outside Conterminous Travel).

This term applies to travel to, from, and within Alaska, Hawaii, the Commonwealth of Puerto Rico and the Northern Mariana Islands, and possessions of the United States.

(14) Local Travel. Official travel performed within a 25-mile radius of your official duty station or travel performed outside of the 25-mile radius that is completed within 1 workday and does not require the payment of per diem.

(18) High-mileage Driver. Employees who are expected to drive more than an average of 1,000 miles per month during the upcoming fiscal year to conduct official business.

(19) Normal Commuting Travel. The number of miles between your residence and the official duty station.

(20) Normal Commuting Travel Expense. The number of miles between your residence and the official duty station multiplied by the official mileage rate allowed.

(21) Authorization. An AD-202, Travel Authorization/Advance, issued and approved by an authorizing official for travel and related expenses. The AD-202 must be approved before the start of travel.

(22) Authorizing Official. An employee occupying a

position that has been delegated the authority, by the Administrator, to approve an AD-202 for official travel. The delegated authority to authorizing officials is limited to the approval of AD-202's for employees within their direct line of authority and for employees requested/required to travel for a specific purpose or benefit over which the authorizing official has responsibility.

(23) Approving Official. An employee occupying a position that has been delegated the authority to approve travel vouchers and has knowledge of the purpose of the travel.

(24) Originating Office Number (OON). The OON is a 10-digit alpha/numeric code that is used on each travel document. The OON identifies the agency administrative office responsible for the document. See Exhibit 3 of MRP Supplement Part 301-1.101 for instructions on establishing OON's.

(25) Travel Authorization Number. The travel authorization number is a 13-digit alpha/numeric code that will be used on each travel authorization and voucher. The travel authorization number must be developed in accordance with instructions contained in Exhibit 2 of the MRP Supplements to Part 301-1.101.

**(d) Controls.**

As an MRP agency employee, you are expected to maintain effective control over travel and travel payments. Essential elements of such controls include the acceptance of travel reimbursements from non-Federal sources. You may accept funds from non-Federal sources for travel:

✓ When an exchange of correspondence has taken place documenting the details of the arrangement, and

✓ It has been verified that this is no potential conflict of interest.

MRP agencies are required by the Office of Ethics to report payments of more than \$250 accepted by their employees for travel or related expenses from non-

Federal sources in connection with the attendance of employees at certain meetings, conferences, seminars, speaking engagements, or similar events. Offices will submit a report to MRP Human Resources Division according to the following semi-annual due dates:

April 30 - for travel paid from October 1 through March 31.

October 31 - for travel paid from April 1 through September 30.

The following information is required for each traveler:

1. Name and position of employee
2. Kind of function
3. Sponsor of event
4. Location
5. Dates of event
6. Dates of travel
7. Non-Federal source name and address
8. Nature of payment and amount for each item, e.g., airline, lodging, etc.
9. Method of payment, e.g., in-kind, reimbursement to agency, cash
10. Total payments provided in-kind

## **Subpart B--Official Government Business Travel**

### **§301-1.101 Authorization of Travel.**

#### **(b) Agency Responsibilities.**

(2) Approving Officials' Responsibilities. Approving officials, identified by Levels of Authority as an attachment to Exhibit 4, will authorize or approve only travel which is necessary to accomplish the agency mission in the most effective and economical manner.

Each MRP official who authorizes or directs travel must:

- Determine that authorized travel is required and necessary in the interest of the Government.

- Permit no travel when the matter in question can be handled by mail, teleconferencing, etc.

- Limit the number of employees who must travel for a single purpose, i.e., do not allow two or more persons to travel when one will suffice.

- Examine travel assignments at the official stations to ensure that travel is performed by employees at location(s) which are in closest proximity to travel destinations.

- Limit the number of employees who attend and participate in conferences, meetings, seminars, and training sessions when attendance is contingent upon travel at Government expense.

- Authorize itineraries which will most effectively serve program needs at the least cost to the Government.

- Authorize only the most economical modes of transportation.

- Review MRP Form 10-R, to ensure all necessary approvals have been received in accordance with MRP Supplements to Part 301-1.105 (b) and (c).

- Schedule employee travel within the regular workweek, to the maximum extent practicable.

- Provide original signatures on all travel forms. Signatures must be recorded using an ink that contrasts with the color of the ink used to print the travel form, i.e., if the background of the form is black, do not record your signature using black ink.

(3) Delegations of Authority. The re-delegation of authority to approve the various types of official travel is contained in Exhibit 5 to the MRP Supplements to Part 301-1.101. The authority to approve certain types of travel not shown in Exhibit 5 are retained by the Administrator.



Exhibit 2  
 MARKETING AND REGULATORY PROGRAMS SUPPLEMENTS  
 AGRICULTURE TRAVEL REGULATIONS  
 Part 301.1-101

TRAVEL AUTHORIZATION NUMBER.

A standardized 13 consecutive digit (no dashes, dots, or spaces) number is developed for the travel authorization number. The travel authorization number will be developed for all temporary duty and relocation travel as defined below:

<u>X</u>	<u>X</u>	<u>X</u>	<u>XX</u>	<u>XXX(X)*</u>	<u>XXXX(X)**</u>	
:	:	:	:	:	:	
:	:	:	:	:	:	..... Sequential number
:	:	:	:	:	:	
:	:	:	:	:	:	..... Agency identifier: APHIS: (positions 6-9) Accounting Code Structure AMS &GIPSA: (positions 6-8) Office Location ID
:	:	:	:	:	:	
:	:	:	:	:	:	..... Agency code: AMS = 02 APHIS = 34 GIPSA = 36
:	:	:	:	:	:	
:	:	:	:	:	:	..... Single (S) or Multiple (M) travelers.
:	:	:	:	:	:	
:	:	:	:	:	:	..... Type of authorization (A, B, C, L, or N).
:	:	:	:	:	:	
:	:	:	:	:	:	..... Last digit of fiscal year. The digit should represent the fiscal year that coincides with "THRU" date of travel, except, for relocation travel.

\* 4 positions if document prepared by APHIS.  
 \*\* 5 positions if document prepared by AMS and GIPSA.

Exhibit 3  
**MARKETING AND REGULATORY PROGRAM SUPPLEMENT**  
**AGRICULTURE TRAVEL REGULATIONS**  
 Part 301.1-101

**ORIGINATING OFFICE NUMBER (OON).**

The OON is a ten digit number that will be used to identify the MRP office with administrative responsibility for the travel document. OON's must be established on AD Form 966, Request for Originating Office Number Action, and submitted to the National Finance Center (NFC) to establish in the travel system. A copy of Form AD-966 should be submitted to the agency travel coordinator's office.

APHIS: Budget and Accounting Division (BAD), Financial Systems and Services Branch (FSSB), Riverdale, MD

AMS: BAD, FSSB, Washington, DC

GIPSA: Program Services Staff, Field Operations, Washington, DC

The OON must be established in the travel system by NFC before it can be used. OON's will be developed in accordance with the following:

XX XX X X XXXX (XX XX)

- ..... APHIS: Work Unit identifier.
- ..... APHIS: Area/Branch identifier ( positions 6-7 of the 10-digit accounting code established for the office).
- ..... AMS & GIPSA: NFC Assigned Number.
- ..... APHIS: Region identifier, position 5 of the 10-digit accounting code established for the office. AMS & GIPSA: Second digit of the Agency Code.
- ..... APHIS: Deputy Administrator/Director identifier, position 4 of the 10-digit accounting code established for the office. AMS and GIPSA: First digit of the Agency Code.
- ..... Agency or Service Agency Code identifier: AMS-02, APHIS-34, or GIPSA-36.
- ..... Department identifier: AG.

**MRP SUPPLEMENT  
AGRICULTURE TRAVEL REGULATIONS  
Part 301-1.101**

**Marketing and Regulatory Program Agencies  
Delegations of Authority to Approve Travel Authorizations  
by Levels of Authority**

**LEVEL DEFINITIONS**

**AGENCY: AMS**

**LEVEL I**

Associate Administrator  
Deputy Administrator

**LEVEL II**

Associate Deputy Administrator

**LEVEL III**

Branch Chief  
Program Managers

**LEVEL IV**

Regional Directors

**LEVEL V**

Administrative Officer  
Resource Management Specialist

**AGENCY: APHIS**

***LEVEL I***

Associate Administrator  
Deputy Administrator  
Unit Director

***LEVEL II***

Assistant Deputy Administrator  
Associate Deputy Administrator  
Assistant to the Deputy Administrator  
Unit Deputy Director  
Unit Associate Director  
Unit Assistant Director  
Director, Investigative and Enforcement Services

***LEVEL III***

Regional Director  
Director, Operational Support  
Director, Resource Management Support  
Center Director  
Laboratory Director  
Division Director, Management and Budget  
Deputy Director, Investigative and Enforcement Services  
Chief, Deputy Director, & Team Leader, Policy and Program Development

***LEVEL IV***

Assistant Regional Director  
Assistant Center Director  
Assistant Laboratory Director  
State Director  
Area Veterinarian in Charge  
State Plant Health Director  
Regional Administrative Officer  
Associate Director, OS

***LEVEL V***

Port Director  
Chief Staff Veterinarian  
Assistant Director, PPQ  
Assistant Staff Director  
Branch Chief & Team Leader, Management and Budget  
Center & Laboratory Chiefs

**AGENCY: GIPSA**

***LEVEL I***

Deputy Administrator  
Program Services Officer

***LEVEL II***

Division Director  
Staff Directors

***LEVEL III***

Deputy Directors  
Branch Chief

***LEVEL IV***

Regional Supervisors  
Field Office Managers

**MARKETING AND REGULATORY PROGRAM AGENCIES**  
**DELEGATIONS OF AUTHORITY TO APPROVE TRAVEL AUTHORIZATIONS**

(Delegations not shown below are retained by the Administrator)  
 (Delegations shown are for officials occupying or acting in positions indicated. No re-delegations may be made)

AUTHORIZATION FOR:	TYPE AUTH	AGRICULTURAL MARKETING SERVICE	ANIMAL AND PLANT HEALTH INSPECTION SERVICE	GRAIN INSPECTION AND PACKERS AND STOCKYARDS
Routine Repetitive Travel Within Work Area or TDY Travel Within the 60 U.S. States, Territories and Possessions.	N B L C 1/	Level I Level II Level III Level IV Level V	Level I Level II Level III Level IV Level V	Level I Level II Level III Level IV Level V
Use of Non-Contract Air Travel Between City Pairs	C	Level I Level II Level III Level IV Level V	Level I Level II Level III Level IV Level V	Level I Level II Level III Level IV Level V
Pre-Employment Interviews, Includes Non-Govt. Applicants	C	Level I Level II Level III Level IV Level V	Level I Level II Level III Level IV	Level I Level II Level III
Employee Organization Representative	C	Level I Level II	Level I Level II Level III	Level I Level II

1/ Authorization to approve "B" also confers authorization to approve "C".

**MARKETING AND REGULATORY PROGRAM AGENCIES - Continued**  
**DELEGATIONS OF AUTHORITY TO APPROVE TRAVEL AUTHORIZATIONS**

(Delegations not shown below are retained by the Administrator)  
 (Delegations shown are for officials occupying or acting in positions indicated. No re-delegations may be made)

AUTHORIZATION FOR:	TYPE AUTH	AGRICULTURAL MARKETING SERVICE	ANIMAL AND PLANT HEALTH INSPECTION SERVICE	GRAIN INSPECTION AND PACKERS AND STOCKYARDS
Employee Appearing As Witness	C	Level I Level II Level III	Level I Level II Level III Level IV	Level I Level II Level III
Other Government Employees Loaned, Detailed to MRP Agencies	C	Level I Level II Level III Level IV	Level I <sup>2/</sup> Level II Level III Level IV	Level I Level II Level III Level IV Level V
Leave of Absence Due to Illness/Injury Not in Excess of 14 Days While in Travel Status	C	Level I Level II Level III	Level I Level II Level III Level IV	Level I Level II
Travel Within U.S. and Non-Foreign Areas Outside the U.S. for Conferences, Meetings, and Training	C	Level I Level II Level III	Level I Level II Level III Level IV Level V	Level I Level II Level III Level IV

<sup>2/</sup> Only includes Level I for OPD and PPD.

**MARKETING AND REGULATORY PROGRAM AGENCIES - Continued**

**DELEGATIONS OF AUTHORITY TO APPROVE TRAVEL AUTHORIZATIONS**

(Delegations not shown below are retained by the Administrator)  
 (Delegations shown are for officials occupying or acting in positions indicated. No re-delegations may be made)

AUTHORIZATION FOR	TYPE AUTH	AGRICULTURAL MARKETING SERVICE	ANIMAL AND PLANT HEALTH INSPECTION SERVICE	GRAIN INSPECTION AND PACKERS AND STOCKYARDS
Change of Official Station Within the U.S. Territories and Possessions	C	Level I Level II Level V	<sup>3/</sup> Level I Level II Level III	Level I Level II
Report to First Duty Station for a New Employee	C	Level I Level II Level V	<sup>4/</sup> Level I Level II Level III	Level I Level II
Extension of Temporary Quarters in Excess of 60 Days - Without Relocation Services <sup>5/</sup>	C	Level I	<sup>6/</sup> Level I Level II	Level I Level II
Extension of Temporary Storage in Excess of 90 Days <sup>6/</sup>	C	Level I	<sup>6/</sup> Level I Level II	Level I Level II

<sup>3/</sup> Only Level I for OPD.

<sup>4/</sup> Only Levels I and II for IS.

<sup>5/</sup> Only Levels I and II for IS.

<sup>6/</sup> Extensions must be approved one level higher in the organization than the original authorization.

<sup>6/</sup> N/A to OPD and LPA.

**MARKETING AND REGULATORY PROGRAM AGENCIES**

**DELEGATIONS OF AUTHORITY TO APPROVE TRAVEL AUTHORIZATIONS**

(Delegations not shown below are retained by the Administrator)  
 (Delegations shown are for officials occupying or acting in positions indicated. No re-delegations may be made)

AUTHORIZATION FOR:	TYPE AUTH	AGRICULTURAL MARKETING SERVICE	ANIMAL AND PLANT HEALTH INSPECTION SERVICE	GRAIN INSPECTION AND PACKERS AND STOCKYARDS
Foreign TDY Travel	C	Level I	7/ Level I Level II Level III	Level I
Change of Official Station Outside of U.S., Territories, and Possessions	C	8/	4/ 9/ Level I Level II Level III	8/
Return from Overseas Assignment for Separation	C	8/	4/ 9/ Level I Level II Level III	8/
Leave Between Tours of Duty Overseas	C	8/	4/ 9/ Level I Level II Level III	8/
Entitlement Travel - Foreign Service	C	8/	9/ 10/ Level I Level II	8/

7/ Only Levels I and II for PPD.  
 8/ Currently does not have this type of travel.  
 9/ N/A for PPD, OPD  
 10/ IS and OA only.

**MARKETING AND REGULATORY PROGRAM AGENCIES**  
**DELEGATIONS OF AUTHORITY TO APPROVE TRAVEL AUTHORIZATIONS**

(Delegations not shown below are retained by the Administrator)  
 (Delegations shown are for officials occupying or acting in positions indicated. No re-delegations may be made)

AUTHORIZATION FOR	TYPE AUTH	AGRICULTURAL MARKETING SERVICE	ANIMAL AND PLANT HEALTH INSPECTION SERVICE	GRAIN INSPECTION AND PACKERS AND STOCKYARDS
Actual Subsistence	C	Level I	10/ Level I Level II Level III	Level I
Reductions in Maximum Per Diem Rates for Extended Stays	C	Level I Level II	10/ Level I Level II Level III	Level I
Non-Federal Travelers (Experts, Consultants, Advisors, and Guest Speakers)	C	11/ Level I Level II Level III Level IV	12/ Level I Level II Level III	Level I Level II
Emergency Travel Due to Illness or Personal Emergency	C	Level I	4/ Level I Level II Level III	Level I Level II
Last Move Home for Retiring SES Employees	C	Level I	4/ Level I	Level I

10/ Only Level I and II for IS, VS.  
 11/ Only Level I for OPD and PPD.  
 12/ Only Levels I, II, and III for CN.  
 13/ Only Level I for PPD.

## **§301-1.102 Guidelines for Issuing Travel Authorizations.**

### **(a) Types and Use of Travel Authorizations.**

In order to streamline agency controls and reduce administrative burden, the MRP administrators have determined the positions eligible to hold the following types of travel authorizations.

#### **(2) Limited Open Authorization Type B.**

Limited Open Authorizations, Type B, can be issued to employees whose positions meet one or more of the following criteria:

- ✓ Positions that require frequent, routine, repetitive travel within a geographic area;
- ✓ Positions that require travel more than 5 times a month; and/or
- ✓ Positions where no approving official is located on site.

#### **(3) Nationwide Travel Authorization (Type N).**

Nationwide Travel Authorizations, Type N, can be issued to employees whose positions meet one or more of the following criteria:

- ✓ Positions that have broad ranged responsibility that the geographic restrictions of limited open authorizations would severely impede program delivery;
- ✓ Positions that require travel more than five times a month; and/or
- ✓ Positions where no approving official is located on site.

Unit heads are delegated authority to issue and approve Type B and Type N travel authorizations.

Type B and N authorizations are approved for Travel Purpose Category 1, Site Visit, ONLY and are not to be used to attend conferences, meetings, or training.

APHIS has been granted authority by the Office of the

Chief Financial Officer to issue Type N authorizations for employees stationed overseas (usually regional or area directors) when their area of responsibility covers more than 5 separate locations/countries and there is no approving official onsite.

Exception to Purpose Code. The following Type B and Type N authorizations are approved to include Travel Purpose Code 2, Information Meeting. The additional code is added for the head of the following offices when no approving official is on site: Regional Director, Area Veterinarian-in-Charge, State Plant Health Director, Laboratory Director, Director for National Center for Animal Health Information Systems, and State Director.

### **§301-1.103 Instructions/Guidelines for Travelers.**

#### **(b) Promotional Materials Received in Connection with Official Travel From Common Carriers.**

(4) You must ensure that personal and official bonus items are not co-mingled. Bonus items received as a result of travel that combine both official and personal travel belong to the Government; therefore, when any portion of a ticket is paid for from official funds, all bonus items received, except items identified in §301-1.103(b)(1) of the Agriculture Travel Regulations, become the property of the Government. There will be no proration based on percentage of official and personal travel. Bonus goods include, but are not limited to, the following: half-fare coupons, 2 for 1 fares, peanut fares, 1 cent fares, etc. These bonus items may be used to reduce official travel but may not be used by you, your family, friends, or relatives to accompany an employee on official travel.

#### **(f) Frequent Traveler Programs.**

(5) Mileage credits earned from travel that combine both official and personal travel must be considered official mileage credits. Whenever a portion of a ticket is paid for from official funds, all mileage credits that accrue from that ticket must be considered official. There will be no proration based on percentage of official and personal travel.

**§301-1.104 Special Travel Situations.**

**(j) Private Individuals.**

31 U.S.C. 5703(c) prohibits the payment of travel and transportation expenses of non-Government persons. Non-Government persons, including experts, consultants, and advisors, may be authorized "invitational travel" when the individual has specialized knowledge, capability, or experience which the agency has solicited and the person is invited to confer on official agency business and will perform a direct service for the agency.

**(k) Public Advisory Committees.**

Members serving on public advisory committees may be authorized travel expenses under the FTR's as persons serving without compensation. Public Advisory Committee members are exempt from the provisions of ATR Part 301-7.5.

**(t) Guest Speaker.**

The Agency may pay for travel and transportation expenses of a private individual invited to an Agency meeting as a guest speaker.

**(u) Collaborators.**

The Agency may pay for travel and transportation expenses of a private individual appointed to a Federal position as a collaborator and serving with or without compensation. The individual is considered a Federal employee when serving in the capacity for which he/she was appointed as a collaborator.

**(v) Cost Reimbursement Contracts.**

The Agency may pay for travel and transportation expenses of contractors performing work under cost-reimbursable contracts or other types of contracts as defined in 48 CFR Part 51. **Note:** Each contracting officer is responsible for identifying contractor eligibility and authorization for GSA contract fares.

**§301-1.105 Travel Which Requires Special Justification.**

**(b) Travel Which Combines Official and Personal Travel, Including Deviations From Authorized Method or Itinerary.**

The AD-202, Travel Authorization, should show only the official days of travel. Personal deviations from the official itinerary should not be shown on the AD-202. Doing so may cause personal travel to be mistakenly considered a part of the official travel.

Travelers need justification when they stop en route to, from, or between points of official business for personal preference. This applies whether leave is involved or not. When you deviate from the official itinerary, you are required to receive approval on a case-by-case basis. You must complete MRP Form 10-R, Request for Special Travel, whenever there is a combination of official travel and personal travel, annual leave during official travel, or a deviation from the normal mode of transportation or itinerary for personal convenience. The MRP Form 10-R must be approved by your supervisor. The MRP Form 10-R, showing the justification, must be submitted to the approving official before or with the AD-202.

**(c) Travel During Which An Employee Takes Annual Leave.**

You need special approval and justification outside the normal leave-approving process when the amount of leave for any 1 day is greater than one-half of the number of hours in your work day and the leave is taken after official travel begins or before it ends.

Documenting the beginning and ending of leave must comply with FTR 301-7.15. (See Part 301-11.3 of this regulation for travel voucher procedures.) The use of annual leave that interrupts a period of official travel must be noted on the AD-202. Periods of annual leave taken before or after official travel is completed will not be recorded on the AD-202, but must be supported by the MRP Form 10-R. When you travel on Type A, B, or N authorizations, a copy of the approved MRP Form 10-R should be attached to the travel voucher and submitted for that particular trip.

When you request annual leave in conjunction with official travel and the number of annual leave days exceed the number of official duty days, or travel is to a resort area, an MRP Form 10-R must be approved as follows:

- ✓ A detailed explanation must be prepared by you and submitted to your supervisor.
- ✓ The supervisor will initial the request, if he/she agrees, and forward to the next level supervisor for approval.

✓ A copy of the approved MRP Form 10-R will be returned to you and will accompany the AD-202 when it is submitted to the authorizing official for signature/ approval.

# MARKETING AND REGULATORY PROGRAMS SUPPLEMENTS

## AGRICULTURE TRAVEL REGULATIONS

### CHAPTER 301 TRAVEL ALLOWANCES

#### PART 301-2 TRANSPORTATION ALLOWANCES

##### §301-2.2 Methods of Transportation.

##### (d) Presumptions as to Most Advantageous Method of Transportation.

##### (4) Special Conveyance.

A commercial rental vehicle may be authorized as a necessary travel expense when your approving official determines it is necessary for the performance of official Agency business or when a commercial rental vehicle is more cost effective than local ground transportation.

The Official Airline Guide Official Traveler lists the companies who offer negotiated flat rates to Government travelers.

##### (a) Request/Approval Requirements.

1. A rental car should only be used to conduct Agency business.
2. A rental car is to be used only if a Government-owned or -leased vehicle is not available for use.
3. A rental car should not be requested or approved when attending meetings, training classes, etc., that are being held at the hotel or nearby, where lodging is being obtained. However, under special circumstances consideration should be given in order to carry out the mission.
4. If there are multiple travelers attending the same function, the rental vehicle should be shared.
5. If there is public transportation, airline, bus, or train available between the official duty station and the temporary duty travel (TDY), meeting, conference, or training site, a rental vehicle should not be requested.

6. If there is local ground transportation, limousine, taxi, bus, etc., available between the common carrier terminal and the TDY, meeting, conference, or training site, no vehicle should be requested unless under special circumstances.

7. Exceptions will be made, if the local ground transportation identified above is more expensive than a rental vehicle.

8. If the location to be visited is a considerable distance from the airport or hotel and a rental vehicle is less expensive than local public transportation, then a rental car may be considered.

**(b) Employees Debt Responsibility.**

When you are on TDY and rent a vehicle from a commercial car rental agency, the rental vehicle is not considered an Agency-leased vehicle because the debt is your responsibility and you are responsible for the payment of rental charges.

**(c) Consideration For Agency Owed Vehicles.**

When a vehicle is leased by the Agency using a purchase order or contract, the vehicle is considered the same as an Agency-owned vehicle and is covered under the Agency's Motor Vehicle Fleet Management Manual issued by the Management Services Division.

**(d) Employee Accident Liability/Tort Claim Act.**

When renting a commercial vehicle, the issue of who is liable in case of accident is always raised. The Federal Tort Claims Act, 28 U.S.C. §2671, provides that the Government may be responsible for any tort liability for the claim if you were on official business performing your duties. However, if you use the commercially leased vehicle for strictly personal use after-hours or on the weekend, you - not the Government - are responsible for any tort liability for any claim that may arise from an accident with the vehicle. If you plan to use a commercial rental vehicle for personal business during a TDY assignment, you should:

1) Check with your personal car insurance company to make sure that you are covered in case of an accident, or

2) Obtain the additional insurance from the car rental agency to cover your personal liability in case of an accident.

The cost of additional insurance coverage will not be reimbursed to you.

## MARKETING AND REGULATORY PROGRAMS SUPPLEMENTS

### AGRICULTURE TRAVEL REGULATIONS

#### CHAPTER 301 TRAVEL ALLOWANCES

##### PART 301-3 USE OF COMMERCIAL TRANSPORTATION

###### §301-3.3 Travel Policy and Class of Service Authorized.

###### (d) Airline Accommodations.

###### (5) Use of Premium-Class Other Than First-Class Accommodations.

###### (vii) Use of Frequent Traveler Benefits.

All upgrades to premium-class other than first-class accommodations, using Frequent Traveler Benefits (FTB), must be approved in advance by the MRP Agency Administrator.

When requesting an upgrade in accommodations, the following information must be provided in writing to the Administrator:

- What is the destination and expected in-air flight time?
- Is a General Services' Administration (GSA) city-pair contract or any other Government fare available for all or part of the flight? If available, what is the cost of the airfare? If a GSA city-pair contract or other Government fare is not available, what is the cost of the full coach fare?
- Will the carrier allow the use of FTB's to upgrade from GSA city-pair contract or any other Government fare at no additional cost? If not, what is the additional cost to the Agency?

In addition to the written justification, a separate AD-202, Travel Authorization/ Advance, must be approved by the Administrator.

**(e) Reporting Use of Premium-Class Accommodations.**

Agencies are required to submit semi-annual reports to the Director, Office of the Chief Financial Officer (OCFO). The reports will consist of copies of the summary sheets for each trip where premium-class accommodations were used for all or part of the trip. If FTB's offset the additional cost, no summary sheet or reporting is necessary. Each **Unit/Division** will submit the summary sheets for each trip to their respective travel coordinators' office, by April 1 and October 1.

**§301-3.6 Use of United States Flag Carriers.**

**(c) Use of Foreign Flag Air Carriers.**

**(1)(i) Authorization or Approval.**

Agency employees who perform foreign travel under a negotiated agreement, with funds provided by a non-Federal source, that specifically provides for the payment of transportation expenses, may be authorized to use a foreign air carrier when:

- Transportation is paid for directly and in full (tickets provided) by an individual, private, or commercial entity; nonprofit organization or association; State, local, or foreign government; or international organization or multinational organization; or
- Transportation is paid from appropriated funds which are later reimbursed in full by an individual, private, or commercial entity; nonprofit organization or association; State, local, or foreign government; or international organization or multinational organization.

**MARKETING AND REGULATORY PROGRAMS SUPPLEMENTS**

**AGRICULTURE TRAVEL REGULATIONS**

**CHAPTER 301 TRAVEL ALLOWANCES**

**PART 301-4 REIMBURSEMENT FOR USE OF  
PRIVATELY OWNED CONVEYANCES**

**§301-4.1 Basic Rules.**

**(a) Mileage Payments.**

Based on decisions of the Comptroller General, it is the general rule that you bear the daily cost of transportation between your home and actual duty station, including the cost on non-regular workdays. This is considered normal commuting travel from home to work and work to home regardless of whether regular, overtime, call-back overtime, or training (including training that occurs after duty hours) is performed.

Due to circumstances unique to each MRP agency and existing bargaining unit agreements, individualized local mileage payment procedures have been written for each MRP agency. Reimbursement for using your privately owned vehicle (POV) is based on which MRP agency you travel for and/or work for.

## AGRICULTURAL MARKETING SERVICE

### **Local Mileage Policy for AMS Employees.**

Provides standards for use by authorizing officials in determining the mode of transportation and the rates allowable.

### **Definitions.**

Actual Duty Point. Is the street address of a single location where you regularly perform duties or which you use as headquarters. The actual duty point is designated by the Officer in Charge for each traveler under his/her jurisdiction. An actual duty point could be the local AMS office, a plant where work is regularly performed, or your home address. The location of your residence, however, will not be a factor in designating such a point. If you primarily perform official duty at a site(s) outside the limits of the official duty station, the designated actual duty point also may be outside the limits of the official duty station. Where you rotate among plants or other assignments within the normal commuting area, or where you reasonably may be expected to perform official duties at more than one site within the normal commuting area, the Officer in Charge will designate a single location as the standard or average actual duty point for the purpose of determining the normal commuting area and your "normal commute." In such situations, the Officer in Charge may designate one site as the actual duty point based on, for example, the amount of duty time you normally will be assigned to a plant (or other job site), the site's central location in relation to other duty points, and/or other reasonable factors.

Official Duty Station. Is the corporate or other established limits of the city or town in which you are assigned for personnel purposes.

Normal Commuting Area. Is the area within a circle with a radius of 25 miles from the actual duty point (defined above), plus any area of the corporate or other established limits of the official duty station. The normal commuting area for the purpose of this section will be the same as the normal commuting area for per

diem entitlements under the Federal Travel Regulations and Agriculture Travel Regulations.

**Normal Commute.**

Is the distance of direct travel over normally traveled routes from your residence to the actual duty point, and return.

**Use of Conveyances.**

Use of a Government-owned vehicle is required when the vehicle is needed on a continuing assignment basis for official travel performed locally or within commuting distance of an employee's designated post of duty.

**Responsibility.**

The local Officer in Charge will:

- A. Designate an actual duty point for each employee under his/her supervision.
- B. Direct the travel, determining which temporary duty point will be the first or last duty point of the day.
- C. Arrange work assignments so that no unnecessary transportation expenses will be incurred.
- D. Determine if the use of a privately owned vehicle would be the most advantageous method of transportation to the Government.

**Mileage Reimbursement.**

The mileage rates shown in Attachment 1 are considered a fair and reasonable reimbursement to an employee for using a privately owned vehicle to perform official duties.

**1. Travel by Privately Owned Vehicle in Lieu of Common Carrier.**

When the use of a privately owned vehicle is authorized or approved for transportation, the following principles apply for determining mileage reimbursements:

**Travel to One Duty Point.**

a. Actual Duty Point. Reimbursement is not allowed for travel between an employee's residence and actual duty point.

b. Temporary Duty Point.

(1) Within the Normal Commuting Area.

Reimbursement will be limited to mileage in excess of the normal round-trip commuting distance the employee regularly travels to the actual duty point.

(2) Exception. When travel is performed for the purpose of attending training, a meeting, or a conference away from the actual duty point, but within the normal commuting area, all mileage will be reimbursed even if not in excess of the employee's normal commuting distance, in those cases where an employee normally uses public transportation or car/van pool for normal commuting, and the circumstances warrant the employee to deviate from his/her normal method of commuting.

(3) Outside the Normal Commuting Area.

Reimbursement will be allowed for all mileage driven between the employee's residence and a temporary duty point.

**2. Travel to Two or More Duty Points.**

Employees will be reimbursed for all miles driven on official business between two or more duty points. Where an employee is authorized to drive a privately owned vehicle on official business between two or more duty points in the course of a workday, miles driven from the residence to the first duty point and from the last duty point to the residence will be reimbursed as follows:

a. First Duty Point.

(1) If the first duty point is the actual duty point, reimbursement for miles driven from the employee's residence to the first duty point is not allowed.

(2) If the first duty point is a temporary duty point within the normal commuting area, reimbursement for miles driven from the employee's residence to the first duty point will not exceed 30 miles.

(3) If the first duty point is a temporary duty point outside the normal commuting area, reimbursement is allowed for all miles driven from the employee's residence to the first duty point.

b. Last Duty Point.

(1) If the last duty point is the actual duty point, reimbursement for miles driven from the last duty point to the employee's residence is not allowed.

(2) If the last duty point is a temporary duty point within the normal commuting area, reimbursement for miles driven between the last duty point to the employee's residence will not exceed 30 miles.

(3) If the last duty point is a temporary duty point outside the normal commuting area, reimbursement is allowed for all miles driven from the last duty point to the employee's residence.

**Parking Allowances.**

The costs of parking fees incurred in connection with official travel by privately owned vehicles are allowable expenses for which reimbursement may be claimed within the guidelines set forth below:

1. Travel Outside Official Duty Station. When an employee is in official travel status, necessary vehicle parking fees incurred on official business, including overnight storage, are allowable. To claim reimbursement, the employee should show on the travel voucher the dates and amounts of the fees incurred. Parking fees and overnight storage charges must be shown separately. Parking fees of a personal nature such as those incurred in going to places where meals are taken are not allowable, unless suitable meals cannot be obtained nearby.

2. Travel Within the Official Duty Station. When an employee is inside the normal commuting area, but on official business away from the actual duty point,

necessary automobile parking fees incurred at points where official business is transacted are allowable as follows:

a. **Points Away From Actual Duty Point.** When an employee uses a privately owned vehicle to a point where official business is transacted and incurs parking fees, he/she may claim reimbursement by noting on the travel voucher, the dates and amounts of the fees incurred plus a statement such as "Parking fee incurred on official business at ABC Company."

b. **Out-and-In Charges Over the Initial Parking Fee at Actual Duty Point.** The initial parking fee incurred at the actual duty point, if the employee reports there either at the beginning of business or at some other time during the day, generally is not allowable. However, out-and-in charges (over the initial parking fee at the actual duty point) incurred due to moving the car for use in the performance of official business away from the actual duty point are allowable. To claim reimbursement, the employee must show on the travel voucher the dates and amounts of the fees incurred plus a statement such as "out-and-in charges over initial parking fee at actual duty point incurred on official business."

## Mileage Rates Allowable, Limitations, and Statements Required on Travel Vouchers

<u>Mode of Travel</u>	<u>Mileage Rate</u>	<u>Statement Required on Voucher</u>
<b>If travel by privately owned vehicle is the mode of travel:</b>		
a. Authorized as advantageous to the Government	31 cents	"Mileage at rate of 31 cents per mile approved as advantageous to the Government."
b. Authorized in lieu of special conveyance.	31 cents	"Mileage at rate of 31 cents per mile approved as advantageous to the Government."
c. Used in lieu of travel by common carrier when common carrier is authorized as preferred mode of transportation.	31 cents	None
d. Used to travel to and from common carrier terminals at beginning and ending of trip plus parking fees, beginning and ending of trip.	31 cents	None
e. Used to travel from residence to office or from office to residence in lieu of taxicab on days travel is performed requiring at least one night's lodging.	31 cents	"Round-trip travel by privately owned vehicle is not in excess of one-way taxicab fare between residence and office."
f. Used by employee on a voluntary basis to pick up and transport one or more additional employees traveling between home, office, and common carrier.	31 cents	(Enter statement giving the name of additional employees and their employing offices/agencies.)
g. Preferred by members of Public Advisory Committee in lieu of travel by common carrier.	31 cents	"Mileage reimbursement does not exceed the cost of common carrier transportation."

h. Preferred by employee for purpose of driving to airport to use privately owned airplane to perform official travel.	31 cents	“Travel by privately owned vehicle including parking fees and tolls is not in excess of taxi fares to and from terminal.”
i. Used by nongovernment person to attend court or hearing as witness when authorized to do so by Administrator.	31 cents	None
j. Used by Government employee subpoenaed as witness before U.S. Court or Department or other Federal agency hearing.	31 cents	“Mileage at rate of 31 cents per mile approved as advantageous to the Government.”
k. Used by Government employee who is authorized to attend court or hearing but not as witness.	See Items 1a, 2a, 2b, and 2d for rates	None
l. Authorizes an employee for change of official station, as follows:		
(1) Employee only, or one member of immediate family.	15 cents	None
(2) Employee and one member, or two members of immediate family.	17 cents	None
(3) Employee and two members, or three members of immediate family.	19 cents	None
(4) Employee and three or more members, or four or more members of immediate family.	20 cents	None
m. Used by an employee performing travel outside the conterminous United States.	31 cents	None
n. Authorized in lieu of a Government-owned unmarked vehicle.	31 cents	“Mileage at rate of 31 cents per mile approved as advantageous to the Government.”

**If travel by Government-owned vehicle is the mode of travel:**

a. Authorizes an employee on a continuing basis when the employee is considered a high-mileage driver, but the employee has signed a commitment to drive a privately owned vehicle	23.5 cents	“Commitment was not made to use a Government-owned vehicle.”
b. Authorizes an employee on a continuing basis when the employee is considered a high-mileage driver and the employee has signed a commitment to drive a Government-owned vehicle but a Government-owned vehicle is not available. This rate remains in effect until a Government-owned vehicle is available.	31 cents	“Commitment to drive Government-owned vehicle made, but Government-owned vehicle not available.”
c. Authorized on an individual trip basis as advantageous to the Government but obtaining and returning a Government-owned vehicle makes it not advantageous.	31 cents	“Mileage at rate of 31 cents per mile approved as advantageous to the Government.”
d. Assigned the employee on a permanent basis, but the employee prefers to drive a privately owned vehicle occasionally.	10.5 cents	None
e. Assigned and available to the office, but the employee prefers to drive a privately owned vehicle.	10.5 cents	None
<b>Other:</b>		
a. Travel by a privately owned motorcycle.	25 cents	None
b. Travel by a privately owned airplane.	85 cents	None

## ANIMAL AND PLANT HEALTH INSPECTION SERVICE

### Local Mileage Policy for APHIS Employee.

You will be reimbursed for using your POV in Accordance with the following criteria:

### Travel Outside the 25 Mile Radius.

You will receive full reimbursement for travel in a POV from your residence to points outside a 25 mile radius of your official duty station (and return).

### Travel Within the 25 Mile Radius.

You will receive full reimbursement for POV travel from your official station to temporary duty point(s) and return to official station.

### Reimbursement for Travel from Duty Station to Temporary Duty Point(s):

Reimbursement for travel will be based on what mode of transportation you normally use to report to work. Once the normal mode has been established with your supervisor, reimbursement is limited to your additional out-of-pocket expenses.

### Reimbursement for Travel from Residence to Temporary Duty Point(s):

**If you use the same form of transportation** to get to and from temporary duty point as you normally would have used to commute to work, you will be reimbursed for the excess cost (back out the cost of your commute). This could be additional miles if you usually drive to work AND you drive to the temporary duty point, or could be additional fare if you normally take the subway AND also use it to get to the temporary duty point.

**If you use a different form of transportation** to get to and from the temporary duty point than you normally use to commute to work, you will be reimbursed the full cost of the trip. This could be subway fare if you normally drive your POV to work but take the subway to the temporary duty point instead.

In either situation, if you are required to travel to additional duty points beyond the initial point, all travel between these points is fully reimbursable.

**Reimbursement when first point is within and last point is outside the 25 mile radius:**

**When traveling from residence to the first point,** the same guidelines as above will apply. If using the same form of transportation as in your normal commute, you will be reimbursed for the excess, additional expense. When traveling to the first point by other than the usual method, you will receive full reimbursement of costs incurred.

**When traveling from the last duty point** (located outside the 25 mile radius) to return to residence, all miles are fully reimbursable.

**All mileage will be paid from residence to first duty point.** If you are required to travel to additional duty points, all miles between these points will be reimbursed fully.

**Reimbursement when first point is outside and last point is within the 25 mile radius:**

**From last duty point** ( located within the 25 mile radius). Again, you will be reimbursed based upon the mode of transportation you normally use to commute to work. If they are the same, you will be reimbursed for the **excess** cost incurred. If they are different, you are entitled to full reimbursement.

# GRAIN INSPECTION, PACKERS, AND STOCKYARDS ADMINISTRATION

## 301-4.1 Basic Rules

### Local Mileage Policy for GIPSA Employees.

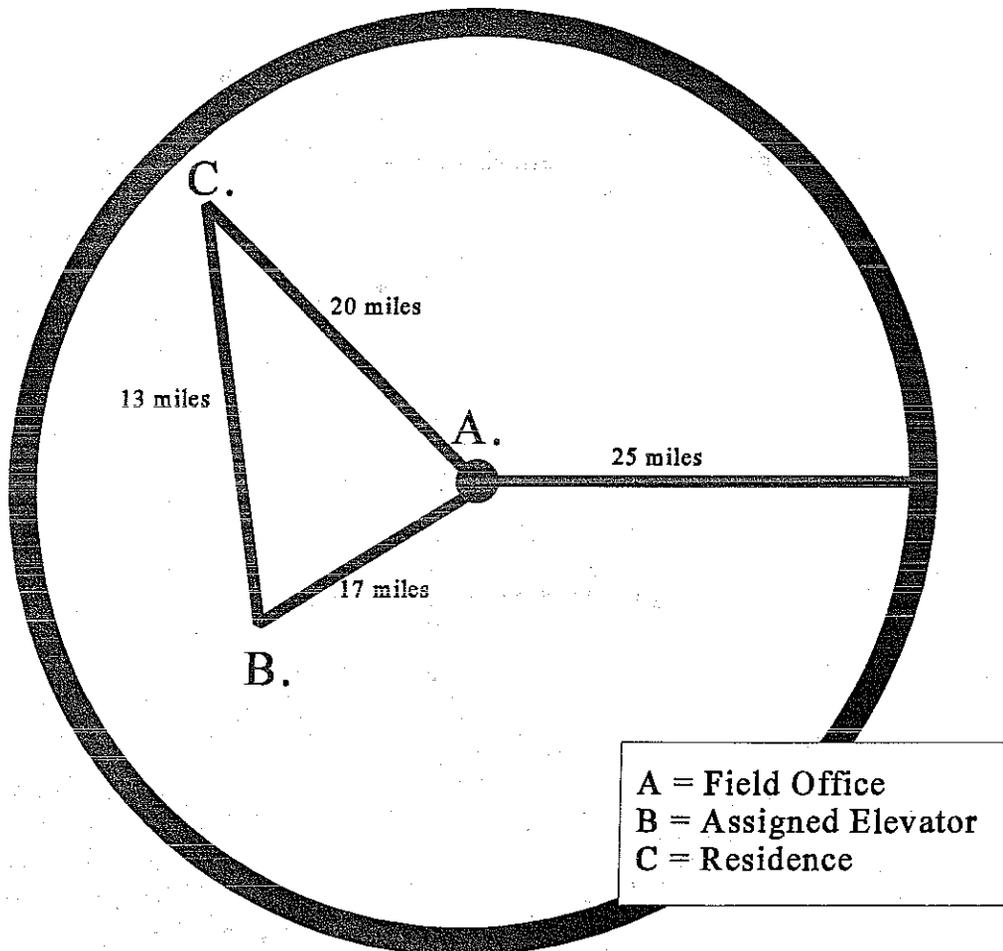
GIPSA headquarters and all of Packers and Stockyards Field Programs:

- ▶ The Official Duty Station is a single location identified in block #39 of the SF-50, Notification of Personnel Action.
- ▶ The local commuting area is defined as a 25 mile straight line radius from the Official Duty Station.
- ▶ Employees are entitled to authorized expenses over and above their normal commute when commuting to and/or from a temporary or alternative duty point within their local commuting area.
- ▶ All travel between duty points is reimbursable.
- ▶ The regular duty point is designated by the supervisor for each employee.
- ▶ All travel to and/or from the employee's residence to and/or from a duty point outside the local commuting area as defined above are fully reimbursable.

Field locations in the GIPSA Field Management Division

- ▶ The Official Duty Stations is all regular duty points within a 25 mile straight line radius of the location identified in block #39 of the SF-50, Notification of Personnel Action.
- ▶ Employees are entitled to the increase in their normal commute when commuting to and/or from temporary or alternative duty points.
- ▶ All Travel between duty points is reimbursable.
- ▶ Regular duty points are locations where employees are normally assigned, including such places as : grain elevators, rice mills, laboratories, docks, field offices, etc. Specific regular duty points should be designated by supervisors for each employee.
- ▶ See the enclosed examples of every day situations involving GIPSA local mileage.
- ▶ All travel to and/or from them employees' residence to and/or from a duty point outside the employees' official duty station.

## EXAMPLE 1

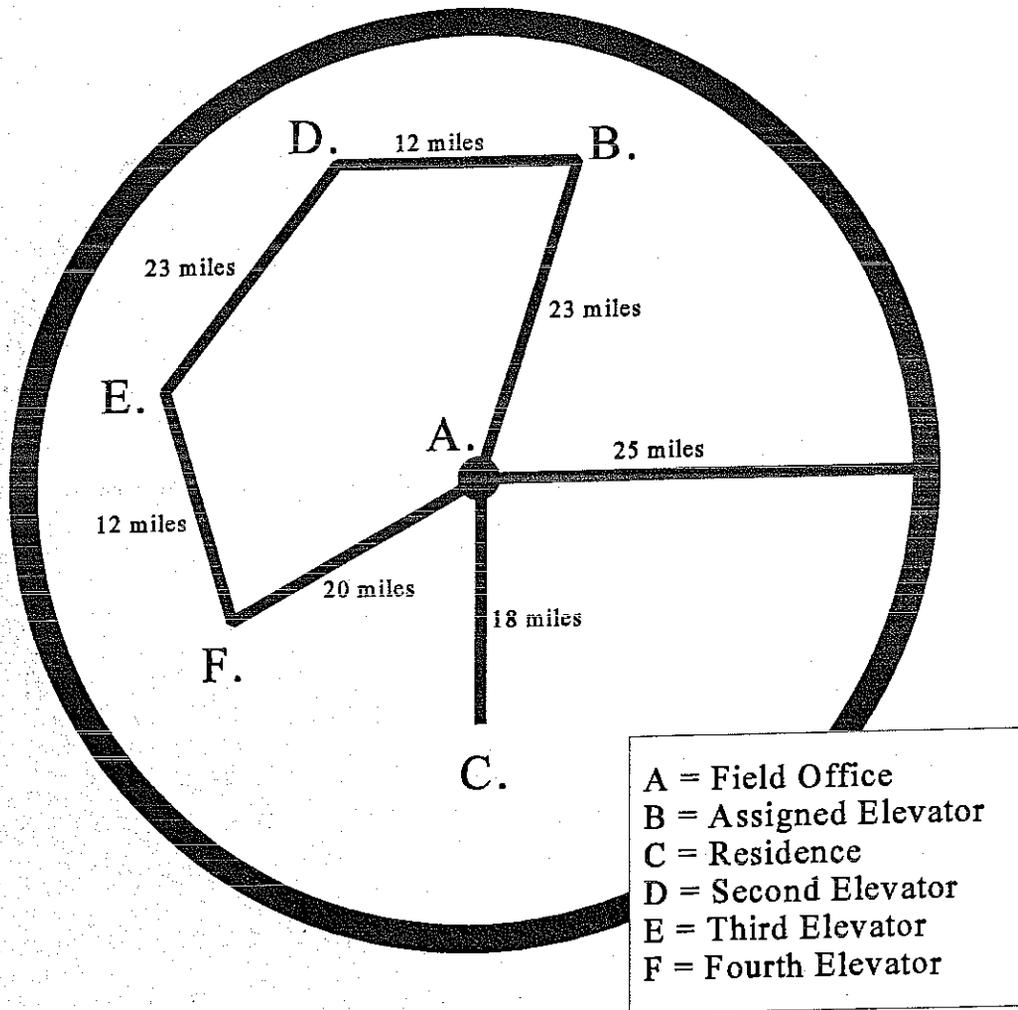


An employee leaves his/her residence (C) and reports to work at the field office (A). Sometime later in the day, the manager instructs the employee to report to a grain elevator (B) to finish the day. Because a Government-owned vehicle (GOV) is not available, the employee uses his/her privately owned vehicle (POV) to report to the second duty point. At the completion of the day, the employee returns to his/her residence.

In the above example, the employee may claim mileage for travel between the field office (A) and duty point (B), a total of 17 miles.

In the above example, it makes no difference whether the employee first reported to the field office or to the elevator. The mileage would be the same (17 miles). The employee is expected to bear the cost of commuting to and from his/her residence. Per diem is not involved.

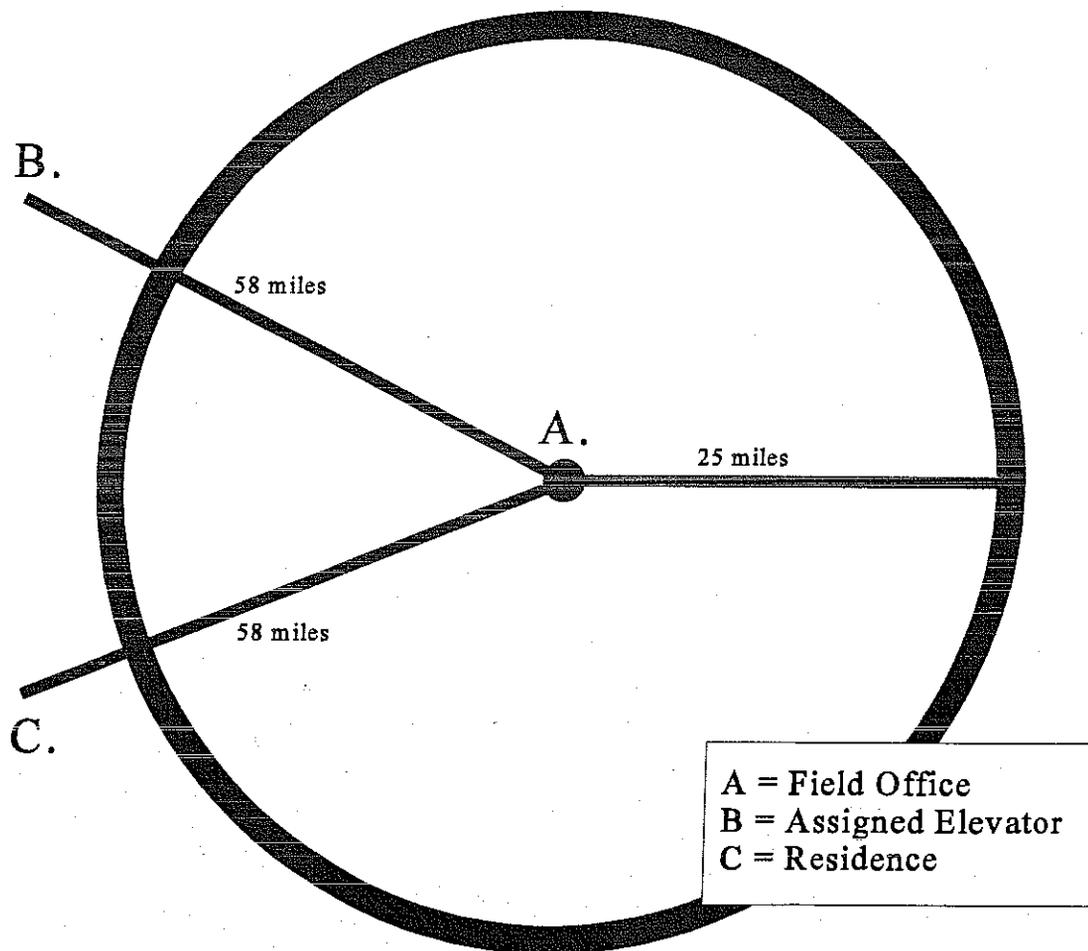
## EXAMPLE 2



An employee leaves his/her residence (C) and reports to work at the field office (A). Sometime later in the day, the manager instructs the employee to sample railcars at several different elevators (B), (D), (E), and (F) and to return the samples to the field office at the end of the day. Because a GOV is not available, the employee makes the sampling run using his/her POV. The employee returns with the samples to (A) a ½ hour before quitting time and prepares the samples to be graded the next day. At quitting time, the employee returns to his/her residence.

In the above example, the employee may claim mileage for travel from the field office (A) to duty point (B) to (D) to (E) to (F) and return to (A) for a total of 90 miles. The employee is expected to bear the cost of commuting to and from his/her residence. Per diem is not involved.

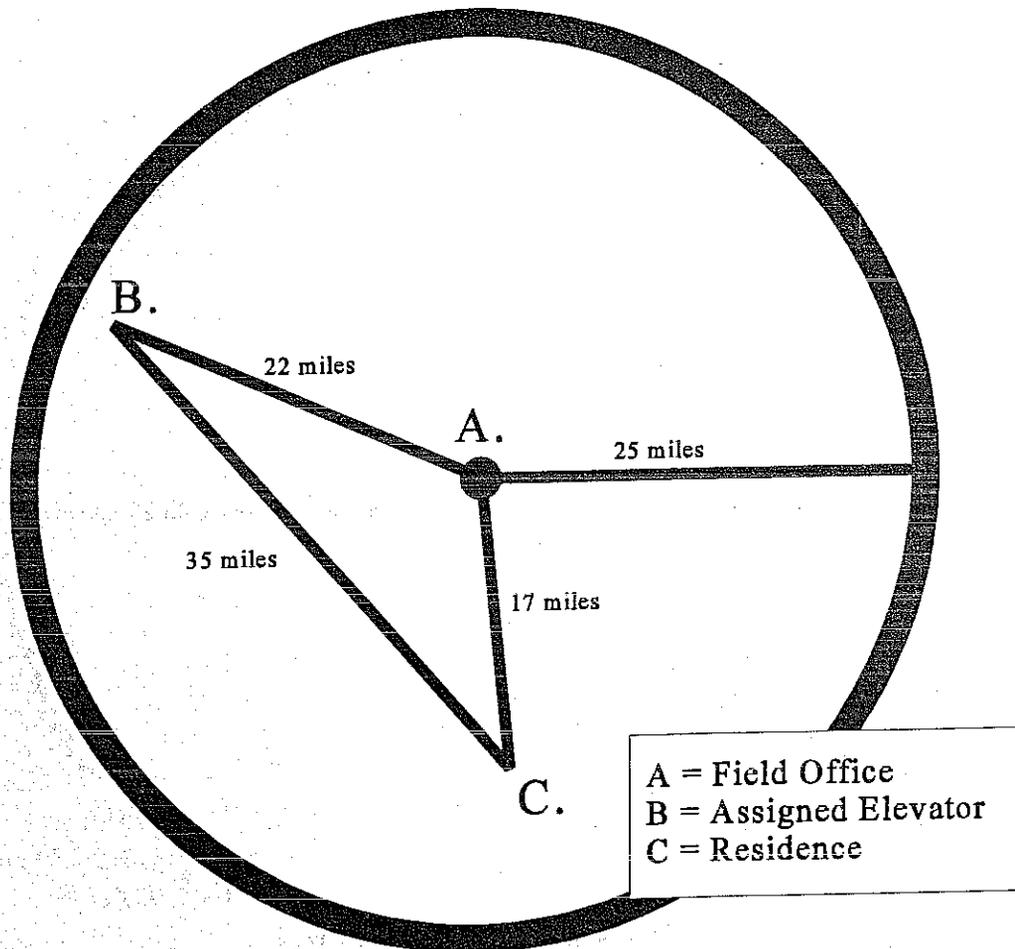
### EXAMPLE 3



An employee leaves his/her residence (C) and reports to work at the field office (A). At 9:00 a.m., the manager instructs the employee to report to a grain elevator (B) to sample railcars. Elevator (B) is outside of the official duty station. Because a GOV is not available, the employee uses his/her POV to report to the second duty point and to return to the field office. After sampling the cars, the employee returns to the field office for the remainder of the work day.

In the above example, the employee may claim mileage for travel from the field office (A) to duty point (B) and return to the field office (A) for a total of 116 miles. The employee is expected to bear the cost of commuting to and from his/her residence and because travel (from the field office to the elevator and return to the field office) was less than 12 hours, per diem is not involved.

## EXAMPLE 4



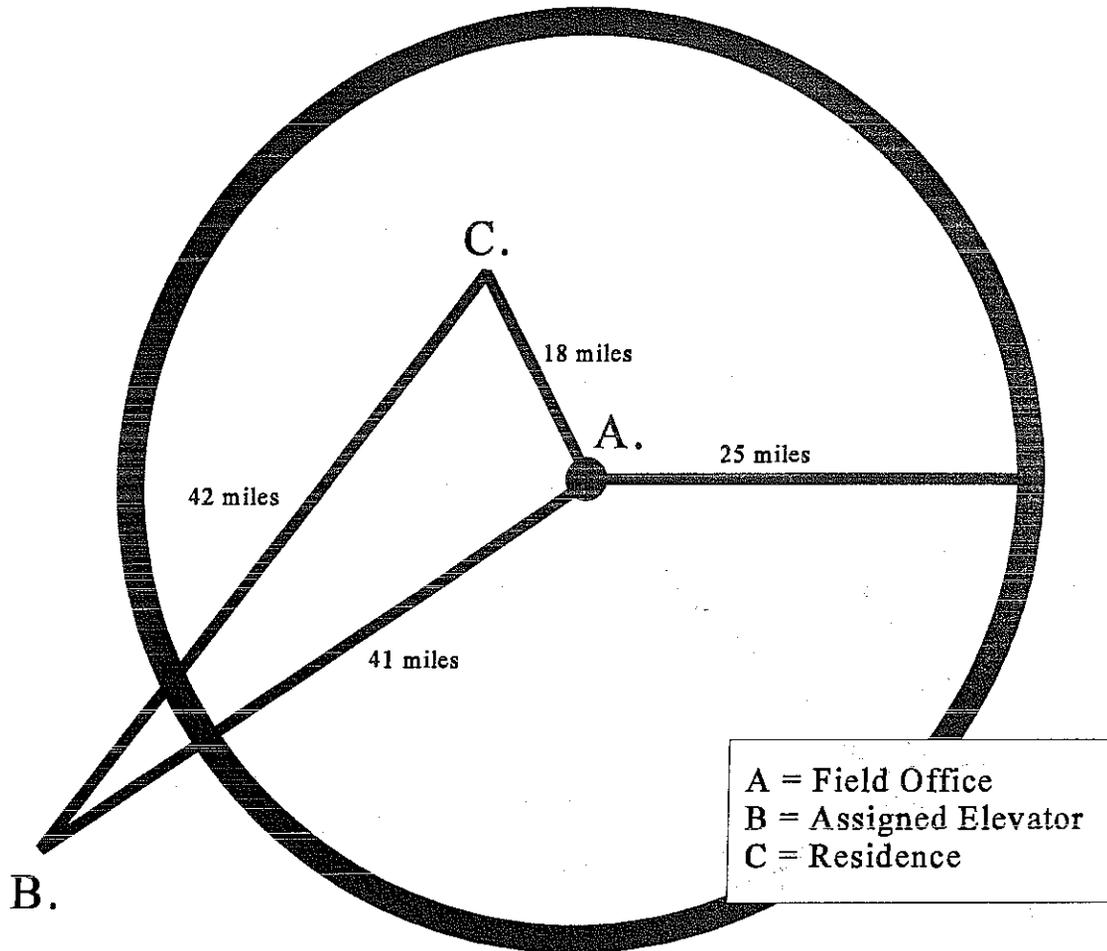
An employee leaves his/her residence (C) and reports to work at the field office (A). Sometime later in the day, the manager instructs the employee to report to a grain elevator (B) to finish the day. Because a GOV is not available, the employee uses his/her POV to report to the second duty point. At the completion of the day, the employee returns to his/her residence.

In the above example, the employee may claim mileage for travel between the field office (A) and duty point (B), a total of 22 miles.

In this example, it makes no difference that the employee's second duty point is further from his/her residence. The mileage claim is the same (22 miles). The employee is expected to bear the cost of commuting to and from his/her residence. Per diem is not involved.

If the employee had been instructed to return to the field office, then mileage could have been claimed in both directions ( $22 + 22 = 44$  miles).

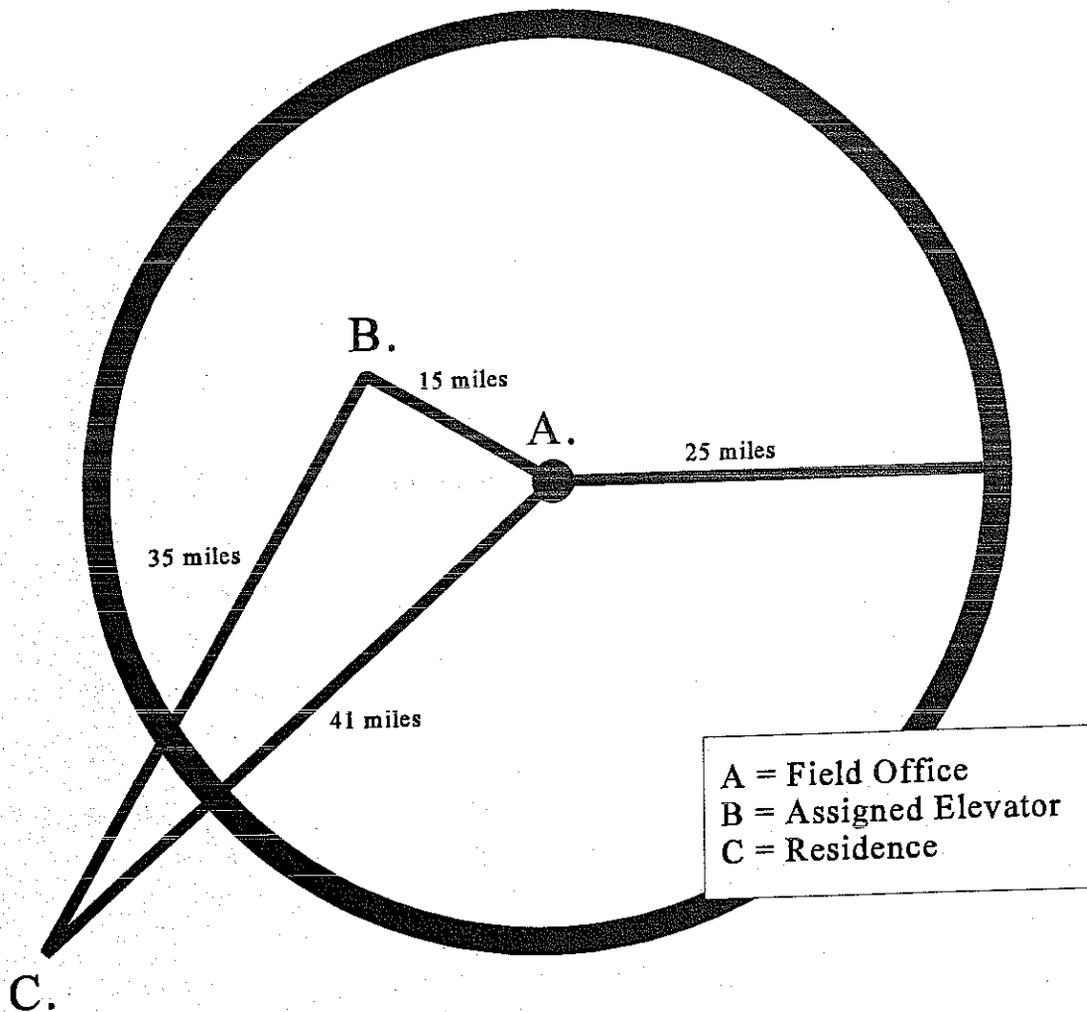
## EXAMPLE 5



An employee leaves his/her residence (C) and travels via POV to work at an elevator outside the official duty station (B). The elevator starts work at 6 a.m., the employee leaves for work at 5 a.m. After lunch, the manager instructs the employee to stop at the field office on the way home and leave the day's paperwork. The employee stops at the field office just long enough to leave the papers before proceeding home (C) and arrives at 6 p.m.

In the above example, the employee may claim mileage from his/her residence (C) to duty point (B) to the field office (A) and return to his/her residence (C) for a total of 101 miles. The stop at the field office is considered incidental (work was not performed at the field office) to the trip from point (B) to the employee's residence; therefore, the employee may claim all mileage. Because travel (from the residence to the elevator and return) was more than 12 hours, per diem is allowed.

## EXAMPLE 6

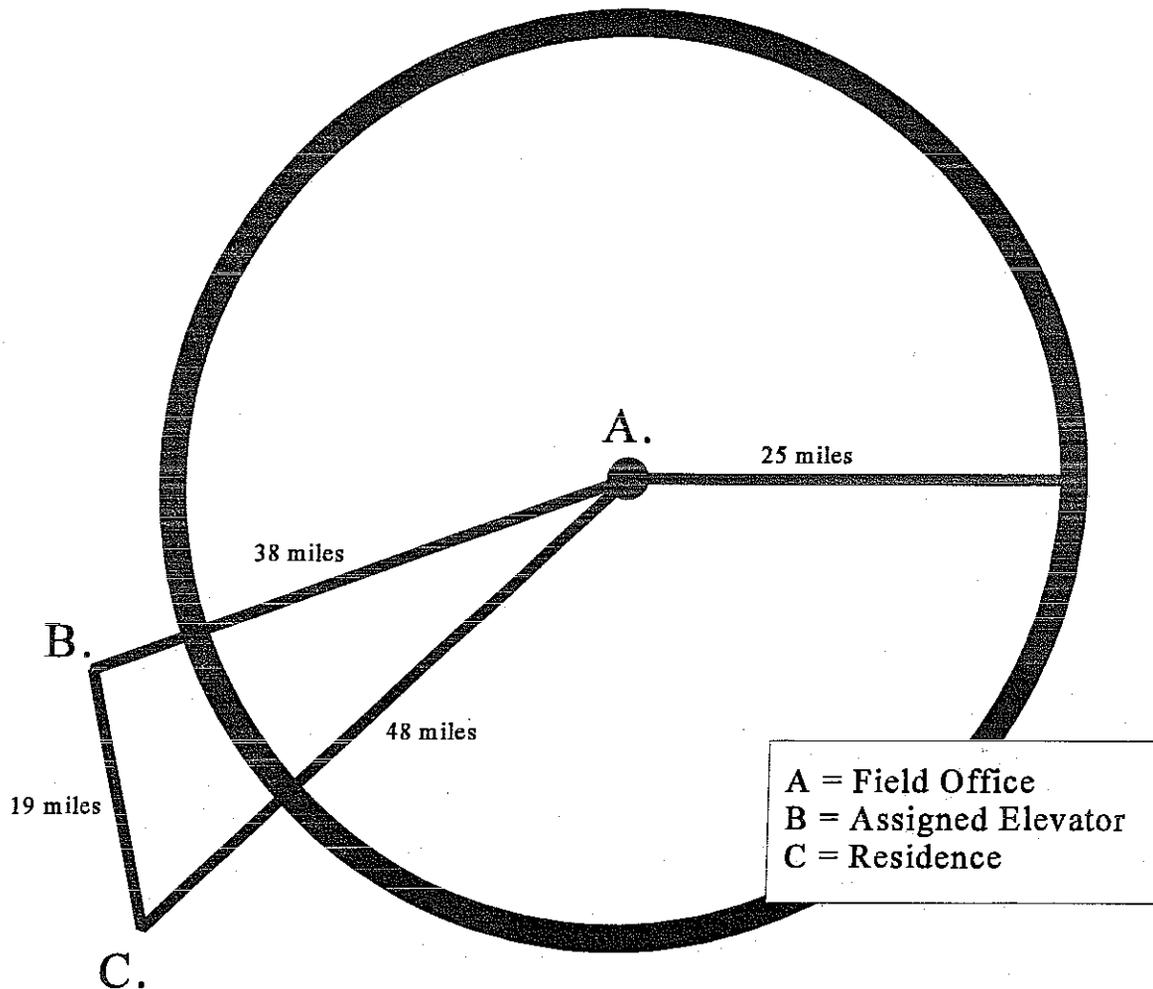


An employee leaves his/her residence (C) and reports to work at the field office (A). Sometime later in the day, the manager instructs the employee to report to a grain elevator (B) to finish the day. Because a GOV is not available, the employee uses his/her POV to report to the second duty point. At the completion of the day, the employee returns to his/her residence.

In the above example, the employee may claim mileage for travel between the field office (A) and the grain elevator (B), a total of 15 miles.

In the above example, it makes no difference that the employee lives outside the official duty station or that the employee traveled more than 35 miles to report to the first duty station. The employee is expected to bear the cost of commuting to and from his/her residence. Per diem is not involved.

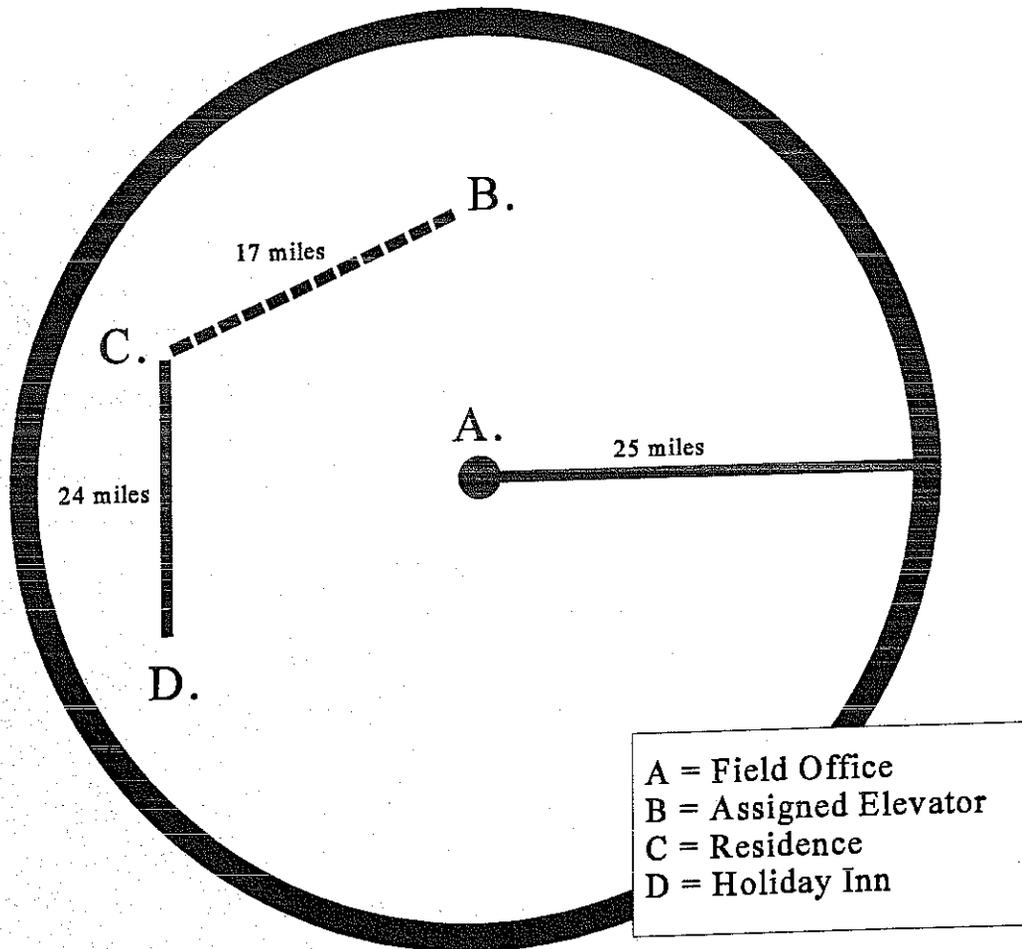
## EXAMPLE 7



An employee leaves his/her residence (C) and travels via POV to work at an elevator outside the official duty station (B). The elevator is scheduled to start work at 8 a.m., so the employee leaves for work at 7:30 a.m. Upon arriving at the elevator, the employee is informed that equipment problems have canceled all work for the day. The employee then calls the field office, and the manager instructs the employee to report to the field office (A) for the remainder of the day. The employee arrives back at the field office at 9:30 a.m. and works until the regular quitting time (4:30 p.m.) before proceeding home (C).

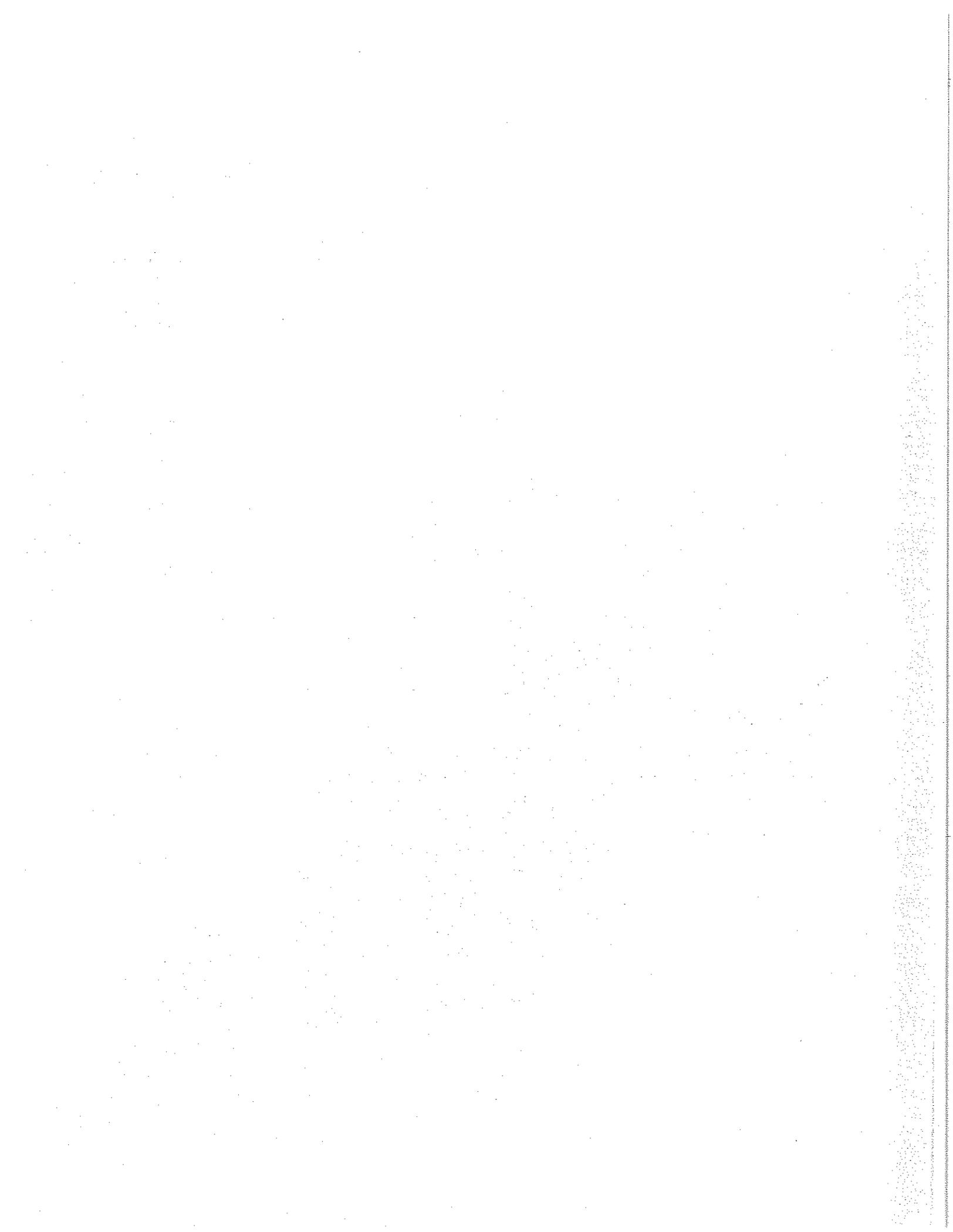
In the above example, the employee may claim mileage for travel from his/her residence (C) to duty point (B) and then to the field office (A) for a total of 57 miles. The employee is expected to bear the cost of commuting from the field office to his/her residence (travel stops when an employee returns either to his/her residence, or to a duty point within the official duty station and actually performs work). Because travel (from the residence to the elevator and then to the field office) was less than 12 hours and was within 25 miles of the employee's residence or assigned duty station, per diem is not allowed.

## EXAMPLE 8



An employee is assigned to duty point (B) on the 2-week tentative work schedule. During the second week of the schedule, the employee is asked to (perform work) conduct a grain grading school at the local Holiday Inn, an alternative/temporary duty point other than one of the employee's regular duty points. The employee leaves his/her residence (C) and reports to the alternative/temporary duty point (D) and works the entire day. At the completion of the day, the employee returns directly to his/her residence.

In the above example, the employee may claim mileage for travel to the alternative/temporary duty point minus his/her regular commuting distance  $(24 + 24(48) \text{ minus } 17+17(34) = 14 \text{ miles})$ .



### **301-4.3 Use of a Privately Owned (POV) Conveyance Instead of Common Carrier Transportation.**

#### **(e) Use if Annual Leave for Excessive Commute Time.**

When you, as a matter of personal preference, elect to use a POV rather than a common carrier, you must be placed in a leave status for excess travel time that occurs during normal duty hours that exceed the amount of time it would have taken if a common carrier had been used. You may not be paid subsistence during the period of annual leave even though your estimated cost of travel, including the subsistence expense, may be less than the constructive cost of travel by common carrier.

#### **(f) Weekend Travel.**

When you travel on a weekend, as a matter of personal preference, you are entitled to subsistence incurred (reconstruction of travel expenses) as long as the total actual expenses (POV and per diem) does not exceed the cost that would have been incurred had you traveled by commercial carrier (allowable per diem, POV mileage to and from the airport, parking expenses that would have been incurred at the airport, and the cost of the common carrier ticket).

### **301-4.4 Use of a Privately Owned Conveyance Instead of a Government-Furnished Automobile.**

#### **(a) Planning For Use of Government-Furnished Automobiles.**

For the purposes of this section, Government-owned or Government-furnished, automobiles are defined as (1) agency-owned automobiles, (2) automobiles leased on a continuing basis from the General Services Administration (GSA) Interagency Fleet Management Center, or (3) automobiles leased for a period of 30 days or longer from a commercial firm.

Agency-owned automobiles should be used when available. When agency automobiles are not available, additional vehicles required to support the program may be leased from the GSA Interagency Fleet Management Center and assigned as needed. If vehicles are not available from the GSA Interagency Fleet Management Center, a lease with a commercial firm may be used and assigned. The Field Servicing Office, Procurement and Realty Services, should be contacted about the

regulations and requirements from leasing a commercial firm. At locations where agency-owned automobiles are available, the Official-in-Charge will, by May 15 or each year: (1) determine which employees will be expected to drive more than 1,000 miles per month during the upcoming fiscal year (or other specified period of time, e.g., declared emergency) and (2) obtain from each eligible employee a written commitment to drive a Government-furnished vehicle specifically assigned for the individuals's use, or 3) obtain from each eligible employee a written commitment to drive a privately-owned automobile, in lieu of a Government-furnished vehicle, during the upcoming year.

The commitment from the employee will be the basis for establishing the rate of POV reimbursement for the commitment period.

**MARKETING AND REGULATORY PROGRAMS SUPPLEMENTS**

**AGRICULTURE TRAVEL REGULATIONS**

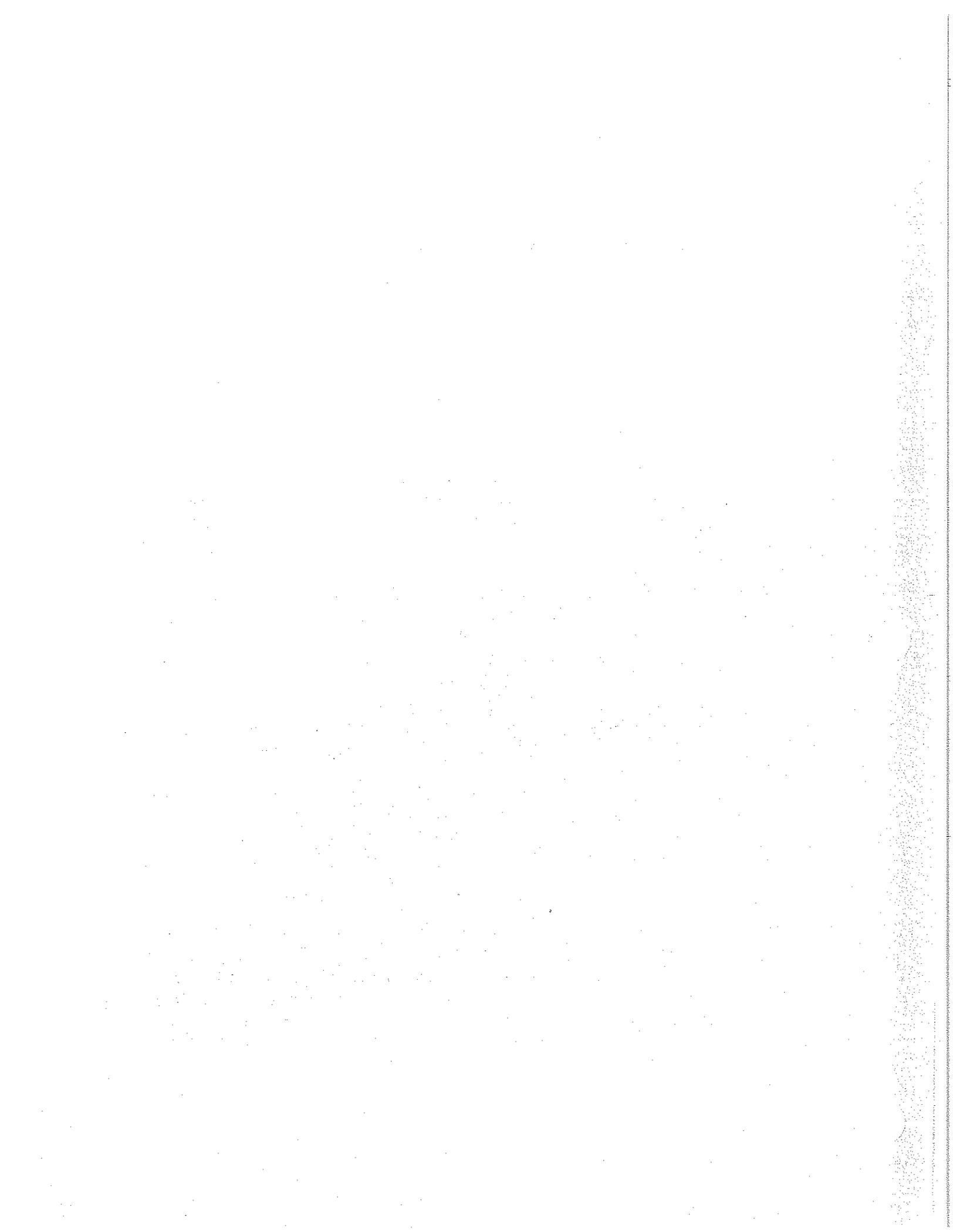
**CHAPTER 301-5 TRAVEL ALLOWANCES**

**PART 301-5 BAGGAGE**

**301-5.3 Payment of Costs for Baggage.**

**(a) Transportation Charges for Excess Baggage.**

Excess baggage must be authorized in advance. When authorizing excess baggage on the travel authorization, place an "x" in the block next to "Excess Baggage" and include an estimated amount of money for the excess baggage with the "Other" expenses authorized.



**MARKETING AND REGULATORY PROGRAMS SUPPLEMENTS**

**AGRICULTURE TRAVEL REGULATIONS**

**CHAPTER 301 TRAVEL ALLOWANCES**

**PART 301-6 COMMUNICATIONS SERVICES**

**§301-6.4 Official Communications.**

**(c) Use of Government Telephone Systems During Official Travel.**

**Delegation of Authority.**

Authority to approve long distance personal calls in excess of the established limitations can be approved on a case-by-case basis by the approving official.

**Definitions.**

Immediate Family - Spouse, minor children, or anyone sharing residence with employee.

Local Duty Station's Immediate Commuting Area - The area from which an employee regularly commutes to official duty station.

**Telephone Calls to Immediate Family.**

Long distance telephone calls are authorized as being in the interest of the Government when:

- You, traveling on official business for 2 or more nights, make one brief call to your residence or to a location within the local duty station's immediate commuting area to speak to members of your immediate family.
- The telephone call is to discuss household matters with your spouse, minor children, or anyone sharing the same residence. If you make multiple calls during 1 day, only one of the calls may be considered official and be claimed on the travel voucher or be reimbursed from an imprest fund.

**Telephone Calls to Anyone Other Than Immediate Family.**

Telephone calls placed to anyone other than an immediate family member or location other than the local duty station's immediate commuting area may be authorized under the following circumstances:

- When dependent minor children or dependent family members, physically unable to stay alone, are moved to a different location, a brief telephone call of a personal nature may be made to this alternate location.
- When you do not have immediate family at the official duty station, a maximum of one telephone call per week is permitted to a non-family member within your local commuting area to notify him/her of your safe arrival or to check on your residence.
- When you and/or spouse are traveling for more than 1 night on a house hunting trip, one telephone call to the local duty station commuting area for each night's lodging is authorized. If dependent minor children or dependent family members, physically unable to stay alone, are moved to a location away from the immediate commuting area, calls of a personal nature may be made to this alternate location.

**Use of FTS2000 Telephone Systems.**

**Use of Commercial Telephone Services.**

The Government-owned or -leased telephone systems should be used whenever possible to make authorized personal telephone calls while on official travel.

A call of a personal nature may be made on a commercial system when a Government telephone system is not available or is not convenient.

A Government telephone is not considered convenient or available when time differences make the party called unavailable or when the party called cannot be reached during work or school hours.

## **Guidelines for Reimbursement.**

Reimbursement for authorized telephone calls of a personal nature on a commercial system must be certified on the travel voucher and made under the following guidelines:

Travel between points within the 50 States, the District of Columbia, Puerto Rico, and the Virgin Islands.

- USDA-OCFO has determined the maximum aggregated amount that may be approved for each travel period, i.e., consecutive days of official travel, cannot exceed an amount equal to \$5 multiplied by the number of lodging nights. The aggregated amount includes access charges and charges for calls not completed. When you do not have immediate family at the official duty station, a maximum of \$5 for the week will be reimbursed.

- Claims will be allowed for calls placed to the local commuting area on the day of return only for notification of a change in schedule. In the event of a change in your return travel plans and the immediate family is unavailable, a call may be placed to someone within the local commuting area who will notify the immediate family of the change.

Travel points not located within the 50 States, the District of Columbia, Puerto Rico, and the Virgin Islands.

- The maximum aggregated amount that may be approved for each travel period, i.e., consecutive days of official travel, cannot exceed an amount equal to \$7 multiplied by the number of lodging nights. The aggregated amount includes access charges and charges for calls not completed. When you do not have immediate family at the official duty station, a maximum of \$7 for the week will be reimbursed.

- Claims will be allowed for calls placed to the local commuting area on the day of return only for notification of a change in schedule. In the event of a change in your return travel plans and the immediate

family is unavailable, a call may be placed to someone within the local commuting area who will notify the immediate family of the change.

### **Alternatives to Using Commercial Telephone Systems.**

#### **Use of FTS2000 Calling Cards.**

If you choose to use an FTS2000 calling card, in lieu of making a hotel operator assisted call, you will be limited to a 15 minute call per day.

#### **Use of FTS2000 AT&T Prepaid Calling Cards.**

##### **Domestic.**

When you use an FTS2000 Prepaid calling card to make domestic calls, in lieu of a hotel operator assisted call, you will be limited to a 15 minute call per day.

##### **International AT&T Prepaid Calling Card.**

When using the International AT&T prepaid calling cards, instead of a hotel operator assisted call, you will be limited to a 20 minute call per day.

#### **Acquiring FTS2000 Calling Cards**

Contact your agency's telecommunications specialist for further information.

#### **Administrative Controls.**

FTS2000 calling cards generate an AT&T Call Detail Report where administrative and management personnel are able to review these detailed summary reports for:

- ✓ Multiple, personal calls in one day;
- ✓ Telephone number called;
- ✓ Date called in order to verify if employee was in travel status; and
- ✓ Cost and length of call.

#### **Reimbursement of Excess Amounts.**

In emergency situations, the approving official may allow claims for reimbursement in excess of amounts stated in this regulation. A written itemization of telephone calls and related charges must be submitted to the approving official accompanied by an explanation of the emergency requiring waiver of the aggregated limits permitted for an authorized telephone call of a personal nature.

### **Employee Responsibility.**

When making telephone calls of a personal nature during official travel and submitting claims for reimbursement of telephone calls, you are responsible for:

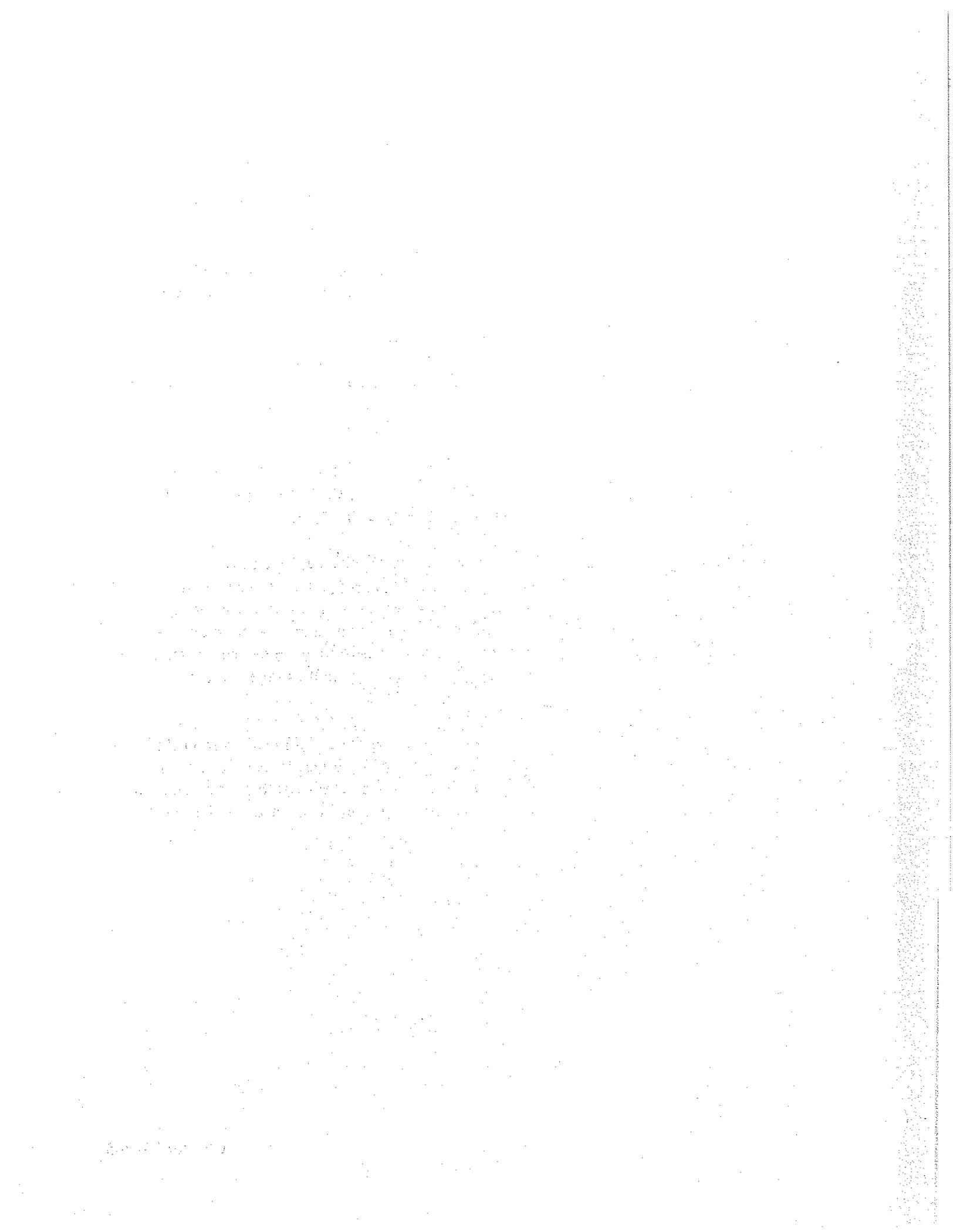
- Making maximum use of commercial telephone services contracted by the office during normal duty hours.
- In accordance with NFC Bulletin 91-5, dated December 27, 1991, include the following statement on the travel voucher when submitting claims for reimbursement of telephone calls:

I CERTIFY THAT PERSONAL CALLS MADE DURING OFFICIAL TRAVEL COMPLY WITH THE REQUIREMENTS OF DR-2300-3.

### **Approving Official's Responsibility.**

When an approving official signs the travel voucher, he/she is certifying, in accordance with the requirements of 31 U.S.C. §1348(b), that all long distance calls of a personal nature placed through a commercial telephone system were for the transaction of official business and were in the interest of the Government.

In addition, it is the approving official's responsibility to ensure that if FTS2000 calling cards or FTS2000 AT&T prepaid calling cards are used, that there is no claim for reimbursement for personal calls made on the travel voucher.



# MARKETING AND REGULATORY PROGRAMS SUPPLEMENTS

## AGRICULTURE TRAVEL REGULATIONS

### CHAPTER 301 TRAVEL ALLOWANCES

#### PART 301-7 PER DIEM ALLOWANCES

##### §301-7.5 General Rules Affecting Entitlement to Per Diem.

###### (a) (3) (i) No Allowance at Official Duty Station.

You will not be authorized travel expenses covering lodging or meals while attending a Marketing and Regulatory Program's (MRP) agency-sponsored training at your official duty station, as defined in the Federal Travel Regulations (FTR's), or within a 25-mile radius of your official duty station.

**EXCEPTION:** The agency may authorize a stipulated amount (stipend), under the Government Employees Training Act (GETA), if you attend residential training sponsored by another Government agency or a non-Government firm at or within a 25-mile radius of your official duty station as a necessary training expense. The stipend will be equal to the subsistence expense authorized by the sponsoring agency or the per diem rate established for the location when the residential training is conducted by a non-Government firm. The stipend must be authorized on the AD-202, Travel Authorization/Advance, as a "Miscellaneous Expense." The daily stipend and the total stipend authorized will be recorded in the "Remarks" section of the AD-202 and identified as a necessary training expense.

(i) A stipend will not be authorized for you while attending MRP agency-sponsored residential training within a 25-mile radius of your official duty station.

(2) If you are conducting, facilitating, or moderating the training, or segments of an MRP agency-sponsored training, or participating as a guest or speaker at an MRP

agency-sponsored training session, you are not covered by GETA. If you perform one of these functions at your official duty station or within a 25-mile radius of your official duty station, it may not be included on the AD-202 and you are not eligible for any stipend authorized to cover meals and lodging. If you are not covered by GETA, you are eligible ONLY for the amount of excess local mileage incurred.

(ii) The stipend will include the cost of meals and lodging. The amount may not exceed the authorized per diem allowance provided in the FTR's for the training site location. The stipend will be claimed as a miscellaneous expense on the travel voucher. Each miscellaneous expense amount claimed in excess of \$75 must be supported by a receipt.

(iii) You may claim reimbursement for only the portion of the stipend that is actually used. A reduction in the daily rate must be taken, in accordance with §301-7.12(2)(I), for each meal furnished without charge to you. The reduction must be made regardless of whether you took advantage of the meal furnished, chose not to eat, or ate elsewhere.

**(a) No Allowance at Official Duty Station.**

**EXCEPTION:** When you are invited to conduct training, or a segment of the training, act as a facilitator or moderator, or are an invited guest or speaker at training sponsored by another Government agency or a non-Government firm, you may be entitled to reimbursement for the cost of a meal, on a case-by-case basis. To be eligible for reimbursement, the cost of the meal must meet the following:

- (i) You cannot eat meals elsewhere without being absent from essential formal discussions, lectures, or speeches concerning the purpose of the training;
- (ii) Attendance at the meal is necessary for full participation in the training session; and
- (iii) The meal is incidental to the training.

## §301-7.9 Lodging--Location, Receipt Requirements, and Allowable Expenses.

### (c) Allowable Lodging Expenses.

#### (3) Lodging With Friends or Relatives.

To determine reasonableness, you are required to submit, with the voucher, a written daily itemization showing actual out-of-pocket expenses incurred by the host. If these situations are known in advance, authorization for reimbursement and the amount reimbursable for the lodging expense should be authorized on the AD-202. Examples of actual out-of-pocket expenses incurred by the host as a result of your stay include, but are not limited to:

- Hiring of extra help to provide lodging, i.e., housekeeper, cleaning service, etc.
- Extra work performed by the host.
- Increased utility costs.
- Use of linens, towels, etc.
- Laundry expenses.

You are to forward original lodging receipts to support your claims for per diem. Receipts will be retained as part of the approving official's record and are not to be sent to NFC.

#### (6) Use of Tax Exemption Certificates.

When traveling on official business, you may use tax exemption certificates ONLY in the locations listed in the Official Airline Guide, Travel Guide under Tax Exemptions, or access the Internet at <http://policyworks.gov>. The tax exemption certificates must be obtained from the State or local taxing authority for the locality in which the tax exemption certificates are to be used.

Even though some hotels/motels inadvertently accept the generic tax exemption certificate when presented, you should not use the generic form to avoid paying the State and local taxes. When you use the generic tax

exemption certificates for lodging you are still liable to the hotel/motel for the amount of taxes not paid when State or local auditors discover that the tax on lodging was not paid because you presented an improper generic tax exemption certificate.

### **§301-7.12 Reduction in Maximum Per Diem Rates when Appropriate.**

#### **(b) Extended Stays.**

(1) When you are on an extended temporary duty travel assignment, and lodging is paid for by the agency under a purchase order or other form of contract, the AD-202 should show a reduction in the allowable meals and incidental expenses (M&IE) to the 55 percent level of the locality rate after 30 days. If adequate meals cannot be obtained at the 55 percent level in the locality, a request for an increased amount must be submitted and approved by the appropriate level of authority outlined in the delegation of authority matrix. See Exhibit 1. The request must provide sufficient information and be based on documented evidence to support an increase in the M&IE rate for the locality. The request also must provide a recommendation of the amount of M&IE to be authorized for the location after the initial 30-day period.

#### **(d) Per Diem for Extended Training Assignments.**

(2) (i) In accordance with the Department Personnel Manual, Chapter 410, you may be authorized not more than 55 percent of the maximum per diem rate for the location where training is to take place. A request for a rate in excess of the maximum 55 percent, accompanied by appropriate documentation, must be submitted through appropriate channels to the Director, Human Resources Division, for submission to the Director of Personnel, USDA, for approval.

# MARKETING AND REGULATORY PROGRAMS SUPPLEMENTS

## AGRICULTURE TRAVEL REGULATIONS

### CHAPTER 301 TRAVEL ALLOWANCES

#### PART 301-9 MISCELLANEOUS EXPENSES

##### §301-9.1 Expenses Allowable.

###### (c) Travelers Checks.

Employees who receive a travel advance from Departmental imprest funds located in Washington, DC, in the form of travelers checks, are reminded that the fee charged may be claimed as a miscellaneous expense. The fee charged for the issuance of travelers checks is one-tenth of one percent or \$.10 per hundred dollars of travelers checks. The travelers check fee should be included in the amount of funds to be requested from the Departmental imprest fund cashier. The National Finance Center will record the amount of the advance, including the fee charged, as the outstanding travel advance received.

###### Telephone Calls.

- Telephone calls authorized under FTR 301-6.4 should be claimed as a miscellaneous expense.

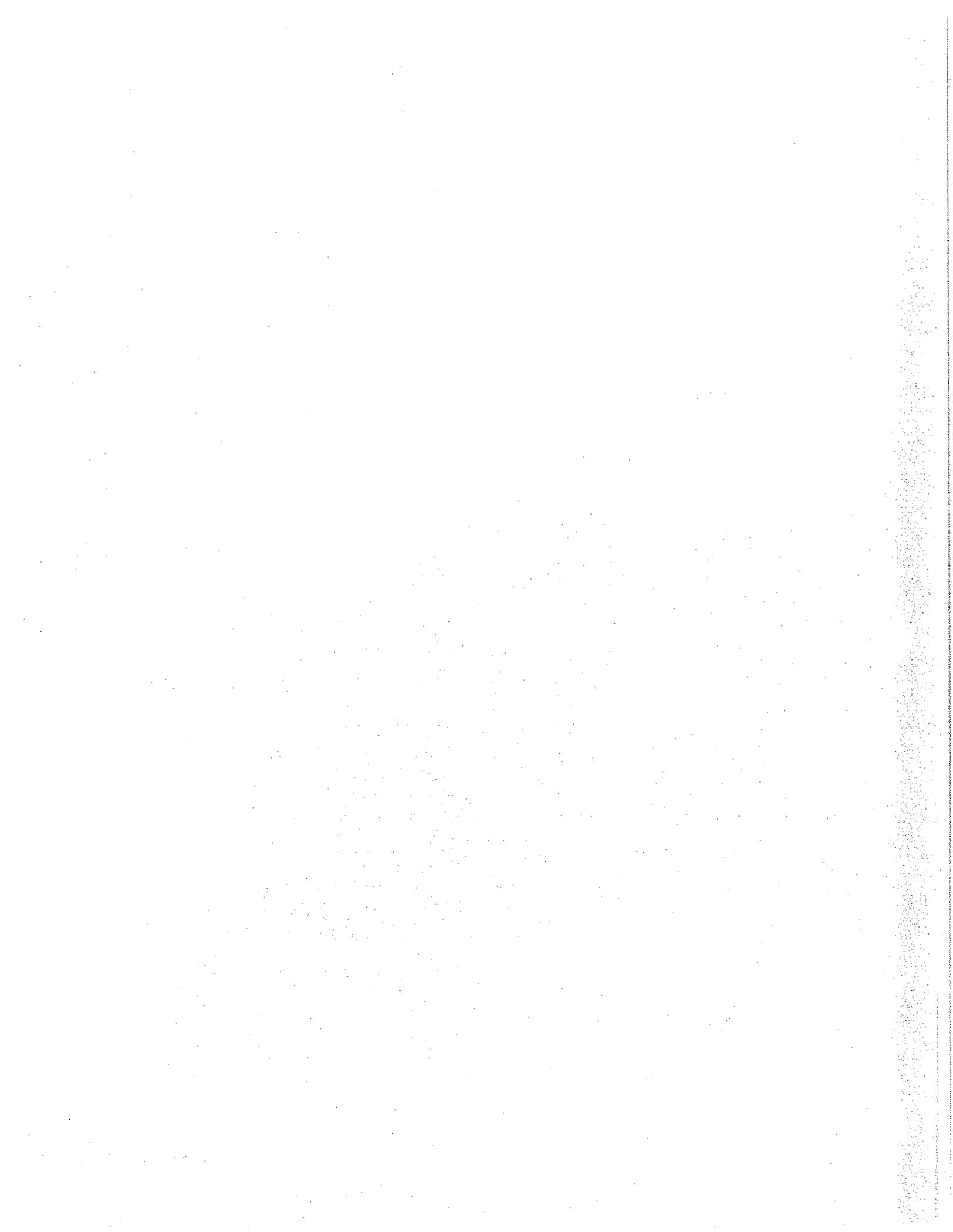
- Personal telephone calls must be separately identified from official calls.

###### Automatic Teller Machine (ATM) Transaction Fees.

ATM transfer fees are reimbursable on travel vouchers.

###### (e) Other Expenses.

Miscellaneous expenditures not enumerated in this section, when necessarily incurred by you in connection with the transaction of official business will be allowed when approved.



## MARKETING AND REGULATORY PROGRAMS SUPPLEMENTS

### AGRICULTURE TRAVEL REGULATIONS

#### CHAPTER 301 TRAVEL ALLOWANCES

##### PART 301-10 SOURCES OF FUNDS

###### §301-10.1 General Policy.

###### (c) Government Contractor-Issued Charge Cards.

Misuse of the the Government contractor- issued credit card and/or failure to pay outstanding debts to the contractor will result in appropriate disciplinary action. Unauthorized use of the card is a violation of the employee conduct and responsibility codes.

###### Participation and Card Issuance.

Chapter 301, Part 15, Travel Management Programs, contains information regarding employee participation and card issuance procedures.

###### §301-10.3 Advance of Funds.

###### (i) Limitations for Holders of Government Contractor-Issued Credit Cards.

MRP employees who:

- ✓ Have a Government Contractor-issued credit card,
- ✓ Refused to apply for a card, or
- ✓ Have had the Government Contractor-issued credit card canceled because of non-payment of a delinquent balance or misuse can request a travel advance for the following amounts:

- The Miscellaneous and Incidental Expenses (M&IE) portion of the per diem rate for the location(s) to be visited multiplied by the number of official travel days authorized, and

- 100 percent of the Miscellaneous Expenses (out-of-pocket expenses for tolls, parking, taxis, etc.) authorized on the AD-202, Travel Authorization/Advance.

The approving official is responsible for determining if an employee is a current Government contractor-issued credit cardholder, has refused a Government contractor-issued credit card, or has had the Government contractor- issued credit card suspended/canceled because of a delinquent balance or misuse.

If one of these conditions occur, the employee is considered to be a cardholder and is subject to the same limitations as a Government contractor-issued credit cardholder.

**(ii) Limitations for Non-Cardholders.**

MRP employees who:

- ✓ Are infrequent travelers, and
- ✓ Are not holders of a Government contractor-issued credit cardholder can request an advance for the following amounts:

- 80 percent of the per diem rate (lodging plus M&IE) for the location(s) to be visited multiplied by the number of official travel days authorized, and

- 100 percent of the Miscellaneous Expenses authorized on the AD-202.

Each request for a travel advance in excess of the authorized allowances will be reduced by NFC before processing. A notice will be generated by the NFC system and mailed to the employee and the approving official explaining the reason for the reduction.

If an employee receives a travel advance through an Imprest Fund in excess of the authorized allowances, NFC will:

- Replenish the imprest fund cashier for the full amount disbursed,

- Establish an outstanding travel advance for the employee only for the allowable amount, and

- Issue a bill to the employee for the excess funds received.

For travel to be performed under a Type A, B, or N authorization, advances should be limited to the estimated out-of-pocket expenses for no more than a 45-day period.

**(d) Control and Recovery of Advances.**

**(1) Deduction from Vouchers.**

(i) Each office is responsible for reviewing the reports received from NFC showing outstanding travel advances for employees. The reviewing official should consider the following:

- Is the outstanding advance necessary for travel scheduled to take place within the next 30 days? If not, the employee should be advised to repay the outstanding advance.

- Has the advance been repaid by the employee, but not yet processed by NFC?

- Has the travel voucher, for the trip which the advance was requested, been submitted to NFC by the employee? If not, the employee should be advised to complete the travel voucher, apply travel expenses to the outstanding advance, and repay any remaining outstanding advance.

If the outstanding advance is not necessary, the employee should be notified to repay the amount of the advance. If the amount of the outstanding advance is in excess of the need for planned travel to be accomplished within the next 30 days, the excess amount should be repaid to NFC.

**(3) Other Means of Recovery.**

NFC is responsible for determining which employees have an excessive outstanding travel advance balance. The determination of an excessive travel advance balance is based on the following criteria:

- The advance has been outstanding for 2 months or more, and

- The advance exceeds the traveler's computed need for 45 days, rounded upward to the nearest \$50, based on the employee's travel voucher history.

The NFC travel system computes the excessive travel advance balance, by employee, based on the above criteria. The computer program is run every 5 pay periods.

**(i) Demand Letter.**

When an employee is determined to have an excessive travel advance balance, NFC will generate and mail a "Demand Letter" to the employee. The demand letter requires the employee to repay the excessive advance balance or apply travel expenses that are sufficient to reduce the excessive advance balance. The repayment or application of travel must be accomplished within the 30-day period specified in the demand letter.

**(ii) Intent to Deduct from Salary.**

If the excessive advance balance is not satisfied within the specified timeframe, NFC will issue an "Intent to Deduct from Salary" notice to the Human Resources Division (HRD), Human Resources Operations (HRO), Minneapolis, MN. The intent to deduct from salary notice submitted to HRD-HRO will specify the pay period in which NFC will deduct the excessive travel advance. If the employee fails to satisfy the excessive advance balance, NFC will deduct the full amount of the excessive travel advance from the employee's salary check(s) in accordance with 5 U.S.C. 5705 (1) and(2).

**(iii) Miscellaneous Deduction from Salary.**

On an annual basis, NFC will clear up small amounts of outstanding travel advances that remain on the listing of Outstanding Travel Advances. During pay period 12 of each year, NFC automatically will deduct outstanding travel advances of \$10 or less from an employee's salary check.

# MARKETING AND REGULATORY PROGRAMS SUPPLEMENTS

## AGRICULTURE TRAVEL REGULATIONS

### CHAPTER 301 TRAVEL ALLOWANCES

#### PART 301-11 CLAIMS FOR REIMBURSEMENT

##### §301-11.4 Submission and Review of Travel Vouchers.

###### (b) Supervisory/Administrative Review.

All vouchers must be approved by someone other than yourself. The approving official should ensure that:

- The travel was authorized properly.
- The most economical mode of travel was used.
- The class of service used on common carrier was proper.
- Non-contract flight was authorized previously on the travel authorization.
- Travel performed was to the authorized location(s) and for the approved number of days.
- Authorized rental of commercial vehicles was obtained under the contract negotiated for the Government by the Military Traffic Management Command - where available.
- Correct mileage rate was claimed when using a privately owned vehicle.
- The use of special conveyance, such as commercial car rental or extra fare transportation, was necessary, advantageous to the Government, and approved previously on the travel authorization.

- When first-class air accommodations were used, the travel authorization was approved by the appropriate official.
- Subsistence expenses were reasonable for the location.
- When an absence of any kind occurred while in travel status, the exact time of departure from and return to official duty status was shown on the voucher, and a copy of the MRP Form 10-R, Request for Special Travel, was attached.
- Non-travel expenses, such as telephone calls and purchase of supplies, were necessary and in the interest of the Government.
- You liquidated any outstanding advance upon completion of travel for which the advance was issued.
- Accounting/Management code(s) was correct.
- The voucher was prepared and submitted in a timely manner.
- Original signatures appeared on all travel vouchers.

**MARKETING AND REGULATORY PROGRAMS SUPPLEMENTS**

**AGRICULTURE TRAVEL REGULATIONS**

**CHAPTER 301 TRAVEL ALLOWANCES**

**PART 301-15 TRAVEL MANAGEMENT PROGRAMS**

**Subpart C--Travel and Transportation Expense Payment System: Contractor-Issued Charge Cards, Centrally Billed Accounts, Travelers Checks, and Automated Teller Machine (ATM) Services.**

**301-15.44 Individual Employee Charge Cards.**

**(b) Issuing Charge Cards.**

To obtain a contractor-issued credit card, you must complete an "Employee Card Account Application" from your administrative office. Return the completed application to the agency program coordinator (APC). The contractor-issued credit card will be mailed to your home address within 3 weeks.

(1) Eligible employees. Permanent employees who travel at least twice a year are required to have an individual Government-issued charge card.

(2) Ineligible employees. Employees or individuals performing work under a cooperative agreement between the U.S. Department of Agriculture and State institutions or agencies, or individuals not payrolled by the National Finance Center (NFC) are not eligible to receive contractor-issued charge cards under this program.

**(c) Use of Charge Cards.**

(1) The charge card is to be used for official business expenses only. You will use the charge card to pay for official travel expenses to the maximum extent possible. You will use the charge card for major expenses connected with official agency travel, such as:

(i) Common carrier tickets (airline, rail, bus) instead of using a Government Transportation Request,

regardless of whether the tickets are purchased through an authorized Travel Management Center (TMC), or directly from the carrier.

- (ii) Lodging expenses.
- (iii) Meals.
- (iv) Automobile rental.
- (v) Gasoline.

(2) The charge card will not be used to procure travel and transportation services from commercial travel agencies that are not under contract to the Government to provide such services to the Government.

Prior approval and authorization for official travel still is necessary. Other travel requirements, such as the use of contract city-pair airlines and commercial car rental policies must continue to be observed.

**(g) Authorized Card Usage.**

The contractor-issued charge card is limited to expenses incurred for officially authorized Government travel. You may not use their contractor-issued charge card to pay for:

- Personal non-travel related expenses or for any purpose that is not related to authorized official travel;
- Commercial carrier transportation for another employee;
- Hotel/motel accommodations for another employee;
- Commercial carrier transportation when a General Services Administration (GSA)-contracted TMC offers a Government Travel System account at your official duty station.

**(h) Billing Information.**

The contractor establishes a separate account for each MRP agency cardholder. Cardholders receive a detailed monthly statement directly from the contractor. Full payment of the statement amount is required to be made within the timeframe indicated on

the statement, regardless of whether the employee has received reimbursement for the travel-related expenses.

Employees are liable for all charges incurred, regardless of whether they exceed the amount that can be claimed for reimbursement.

**(i) Returning Unused Tickets.**

Return unused and partially used tickets to place of purchase (authorized travel agent or airline representative) for a refund credit. Keep the receipt until the contractor lists the credit on the monthly statement. Do not submit unused tickets with the travel voucher.

If the charge appears on the statement, but the credit does not, subtract the amount of the credit from the statement amount and send a copy of the credit receipt with the monthly payment. The contractor monitors all accounts and takes the necessary steps to obtain the credit. The cardholder will be advised on the final resolution.

**(j) Reporting Lost Tickets.**

If an airline ticket is lost, file a "Lost Ticket Application" (available at all authorized travel agencies or airline representative) with the carrier and send a copy to the contractor. Do not submit the "Lost Ticket Application" with the travel voucher. Be sure to record the ticket number since the airline must have it to trace a lost ticket. Employees are liable for expenses caused by their negligence in safeguarding the ticket.

**(k) Reporting Lost or Stolen Cards.**

Report lost or stolen cards as soon as possible to the contractor at:

Within the U.S.           1-800-492-4922  
Overseas, call collect   602-492-4922

**(l) Security of the Contractor-Issued Credit Card.**

You are responsible for exercising the same care and responsibility for the security of the card and card number as with any charge card. You should exercise caution and care in giving the card number to another employee to make travel arrangements on their behalf.

You should black out the card number from any receipts submitted with your travel voucher.

**(m) Card Renewal.**

All contractor-issued charge cards are valid for a period of 1 year. Renewal cards will be issued automatically, unless an account is 60 days or more delinquent. Delinquent cardholders will not receive a renewal card until the account is paid in full.

**(n) Suspension/Cancellation of Card Privileges.**

Under the terms of the contract with GSA, the contractor will:

- Suspend your privilege to use the credit card when your account is 60 days past due.
- Cancel the credit card, with concurrence by the agency, when your account is 120 days past due.

In accordance with the Ethical Conduct of Employees of the Executive Branch, 5 CFR part 1635, employees WILL pay their financial obligations in a proper and timely manner. Failure to pay outstanding debts to the Government contractor without sufficient reason may constitute grounds for disciplinary action.

**(o) Reinstatement of Card Privileges.**

When credit card privileges have been canceled by the contractor due to non-payment of the account balance, agencies cannot reinstate credit privileges; only the contractor can provide reinstatement of card privileges.

If you want reinstatement of credit card privileges, a written request justifying why credit privileges should be reinstated must be prepared by you. Justification must be provided to prove that all outstanding debts have been paid. Justification can be in the form of a canceled check or money order made payable to the contractor and a copy of the last statement showing the outstanding balance.

The request must be processed through appropriate channels for review, concurrence, and submission to the APC. The APC will forward all approved requests for reinstatement to the contractor. The contractor will

make the determination of whether your credit card privileges should be reinstated and will notify you directly of their decision.

**(p) Employees Transferring or Leaving MRP.**

If you transfer within the Agency or USDA, the APC will notify the contractor to change your cost center. When you leave USDA, the APC must be notified. The APC will notify the contractor to cancel the credit card.

Supervisors are to include the contractor-issued credit card as an accountable item when completing the Employee Exit Inventory.

**(q) Additional Questions.**

Refer any questions related to individual accounts to the contractor's Corporate Services at 1-800-492-4922. Questions concerning agency travel policies and general questions concerning the contractor-issued credit card program should be referred through normal channels to the APC.

**(r) Monthly Contractor Bills and Payments.**

You will receive a monthly billing statement from the contractor at your home address. All charges are due upon receipt of the monthly billing statement. Government envelopes will not be used for correspondence or payments to the contractor. You are liable for all charges incurred even if the charges exceed the amount of reimbursement. You will pay the total due on the bill when received. Disputed charges or other billing problems must be reported to the contractor by calling toll free 1-800-492-4922, or call collect 602-492-4922, or writing to:

American Express  
P.O. Box 53609  
Phoenix, AZ 85027

If a disputed charge appears on the monthly billing, the contractor will take reasonable and appropriate steps to provide information and resolve the dispute. A disputed charge will be suspended and not due until it has been resolved. However, if the contractor is unable to resolve the dispute in your favor, the charge

must be paid and you must pursue the dispute directly with the establishment.

**(s) Administrative Monthly Reports.**

The Government contractor provides the following monthly reports to the APC:

a. Account Activity Report. This report identifies the individual current month transactions processed for an employee.

b. Monthly Cancellation/Suspension Report. This report provides a status of an employee's outstanding debt to the Government contractor by the number of days the account is delinquent.

**(t) Responsibilities.**

Offices are responsible for the review of the reports received from the Government contractor. Offices will verify that items reported are for official travel and appropriate action will be taken when a personal non-travel item is reported.

a. American Express Contact.

(1) Account Activity Report. The designated representative will review the Account Activity Report by employee and provide a copy of the report to each employee's supervisor for review.

(2) Monthly Cancellation/Suspension Report. The designated representative will contact the supervisor of each employee who is delinquent for more than 60 days to determine the reason for the delinquency and when the employee will satisfy the delinquent amount. Documentation of the contact with the supervisor and the employee should be prepared and filed with the report. If the employee enters into any agreement, a copy of that documentation should be included with the report.

b. Supervisor.

(1) Account Activity Report. The supervisor will review the current activity of each employee under his/her supervision. The supervisor must discuss each suspected transaction with the employee and verify that the transaction was incurred while the employee was in official travel status and was related to the official travel.

If the transaction was a personal non-travel expense, the supervisor must contact the servicing employee relations specialist to determine appropriate corrective action to be taken.

(2) Monthly Cancellation/Suspension Report. The supervisor will review each case where an employee under his/her supervision is delinquent for more than 60 days. The supervisor will discuss the reasons for the delinquency with the employee. The supervisor will provide a response to the unit's designated representative giving the reason for the delinquency and the date when the employee will satisfy the debt.

If the employee fails to satisfy the debt within the agreed time, the supervisor must contact the servicing employee relations specialist to determine the appropriate corrective action or request advice or assistance from the Human Resources Division (HRD), Employee and Management Relations (EMR).

(u) **Compliance.**

Compliance efforts will be handled by the respective MRP agencies.

(v) **Travel Vouchers.**

When traveling for MRP agencies you will use the AD-616, Travel Voucher, November 1996 version. Timely submission of travel vouchers will ensure timely receipt of reimbursements.

(1) Preparing and submitting travel vouchers. Upon completing official travel, you must prepare and submit a travel voucher within 10 working days, together with

any required receipts, to NFC. Refer to the NFC Travel System Manual for instruction on completing a travel voucher.

(2) Unused transportation tickets. Do not include unused or partially used tickets with the travel voucher. Tickets purchased with individual contractor-issued charge cards will be returned to the TMC or carrier, and a refund credit receipt obtained. You may claim reimbursement on the travel voucher only for the cost of the tickets actually used.

### **301-15.47 American Express Government ATM Program Policy, Procedures, and Enrollment Guide.**

#### **(c) MRP Background Policy.**

In March of 1990, GSA finalized an enhancement to this Governmentwide program which permits travelers on official business to use the American Express card to withdraw cash from a worldwide network of Automated Teller Machines (ATM's). This enhancement offers travelers a convenient method of obtaining cash travel advances.

#### **Eligibility.**

Any MRP employee is eligible to participate in the AmEx Government ATM Program if he/she currently has an AmEx charge card and, his/her account is in good standing.

#### **Limitations.**

MRP permits employees to use the Government-issued AmEx charge card solely for expenses incurred for authorized Government travel. This limitation also applies to ATM cash withdrawals obtained through the AmEx charge card. Employees requesting advances for foreign and relocation type travel should receive the bulk of the advance through the NFC.

#### **Procedures.**

The amount of the advance an employee may obtain will be entered on the Travel Authorization. There is a fee (currently 2.75 percent of the amount withdrawn) for each authorized transaction made. This fee is reimbursable as a miscellaneous travel expense on a travel voucher. ATM cash advances will appear with other travel and expense transactions on each

employee's monthly AmEx statement. The entire card balance, including the cash advance, is due upon receipt of the billing statement. With the NFC Electronic Travel System, MRP employees using electronic funds transfer will receive travel voucher reimbursement within 3 days of travel voucher submission.

### **MRP Policy on Card Use.**

Approval for ATM Withdrawals. AmEx ATM advances are to be obtained solely for authorized Government travel. The Form AD-202, Travel Authorization/Advance, must clearly state that an ATM advance is authorized.

Emergency Withdrawals. Travelers may have emergency situations where an ATM advance must be obtained while in travel status without prior approval. Emergency access is one of the outstanding features of the ATM cash advance program. If an ATM advance is obtained without prior approval on the Travel Authorization, a statement justifying the emergency advance must be added to the travel voucher.

Time Constraints. Once the travel authorization has been approved, an advance can only be obtained no earlier than 3 calendar days prior to departure and no later than the last day of travel. Withdrawals can be made anywhere at the traveler's convenience, either at the duty station, the temporary duty point, or en route.

Unauthorized Withdrawals. Employees are advised that misuse of the AmEx charge card, including unauthorized and/or excessive ATM withdrawals, is considered misconduct and will subject the cardholder to disciplinary action. AmEx will provide reports which monitor usage and indicate any potential abuses.

Locating the nearest ATM. You can locate the ATM nearest you by calling the following numbers:

ATM Locator: 1-800-CASH NOW  
International ATM Locator: 904-565-7895

ATM Transaction Limits. Withdrawals will be limited to \$500 in a rolling 7-day period.

Some ATM's disburse only specific denominations of currency: e.g., \$5, \$10, and \$20. Rounding up advances to conform to available denominations is permissible. For example, if a \$75 advance is authorized but the ATM uses only \$10 bills, an \$80 withdrawal is acceptable. It will be MRP's policy to use the lowest denomination available for approval.

### **Card Security.**

Safeguard Your PIN. DO NOT write your PIN on your AmEx card. If you do, and your card is stolen or lost, you have provided someone with access to free cash from your account. If you forget your PIN, contact AmEx immediately. Another PIN will be assigned.

Report Lost or Stolen Card. If your card is lost or stolen, you will not be liable for any monies illegally withdrawn. However, you should contact AmEx immediately so that your account can be deactivated and replaced.

### **Authorizations for ATM Transactions.**

The amount of travel advance an employee may obtain is limited to the official business expenses, which normally would be paid using cash as defined in FTR 301-10.3(b)(1), and must be approved in advance. The maximum authorized travel advance is determined by adding meals and incidental expenses (M&IE) and anticipated miscellaneous expenses:

**M&IE:** The established M&IE rate for the location(s) to be visited, multiplied by the number of official travel days authorized at the location;

**Miscellaneous Expenses:** Expenses which an employee cannot charge using the Government contractor-issued credit card, and for which the amount can reasonably be estimated before travel, such as parking, mileage for use of privately-owned vehicles, cab fares, tolls, and similar expenses.

When a trip is extended unexpectedly, the employee may obtain an additional ATM advance. The amount of the additional advance should be in accordance with the limitations set forth in paragraph 1 above. The employee's travel voucher must include a statement fully justifying the additional advance.

For single, individual trip authorizations (Type CS), the amount of the authorized advance must be shown in Remarks, Block 45, of the Form AD-202. The statement should read:

*"AmEx Travel Advance of \$000.00 Authorized."*

The AD-202 is not specifically designed to accommodate AmEx advances.

For multiple authorizations (Type CM), Limited Open (Type B), and Unlimited Open (Type A), Travel Authorizations, where amounts cannot be authorized on the form as single individual trips, the statement should read:

*"AmEx Travel Advance NTE M&IE Rate Per Day Plus Miscellaneous is Authorized"*

### **Reimbursement for ATM Transactions.**

When you obtain a travel advance from an ATM, you receive a receipt indicating date, location of the ATM, and the amount of the transaction. Keep these receipts to claim the ATM transaction fee as a Miscellaneous Expense (which is 2.75 percent of the amount withdrawn) on the travel voucher at the end of the trip.

To obtain reimbursement for the ATM transaction fee:

Record the fee in Section G of the AD-616 form in the appropriate date column in the Miscellaneous Expenses row. List the 2.75 percent fee for each transaction withdrawal separately in chronological order.

Describe the fee as "ATM Transaction/AmEx Fee" under Section G in the remarks area, noting the place of the ATM (City, State).

Remember, the transaction fee is a straight 2.75 percent of the amount received (amount of withdrawal multiplied by .0275). For example, a withdrawal of \$200.00 would have a transaction fee of \$5.50 ( $\$200.00 \times .0275$ ).

**Network Charges:** Some financial institutions and networks assess surcharges for use of their ATM's. These fees are charged to all users of the ATM's (not just AmEx cardholders) who are not affiliated with that particular institution or network. Cardholders will be notified at the ATM about the surcharge prior to the completion of the transaction.

Claims for ATM fees may be disallowed in cases where the travel authorization does not authorize an ATM withdrawal, where withdrawals are in excess of the amount authorized or needed, or when the voucher does not indicate an emergency withdrawal was made while on travel.

Fees for ATM withdrawals made after the last day of travel are not reimbursable for that trip. The agency will be cognizant of the timing of business/banking hours in the review of withdrawals.

**CAUTION:** Generally, if your trip was canceled more than 3 calendar days in advance and you prematurely obtained an ATM advance in excess of 3 days before the planned start of the trip, you may be ineligible to receive reimbursement for the 2.75 percent fee. The approving official will make this determination.

If you obtain an ATM advance and the trip is officially canceled, you must send a check to AmEx for the amount of the advance upon receipt of your bill. Also, so that your ATM fee will be reimbursed, submit an SF-1164, Claim for Reimbursement for Expenditure on Official Business.

## **Enrollment Procedures.**

Employees who do not currently have an AmEx charge card must complete an application for an AmEx charge card. Current cardholders will be activated Agency-

wide. Applications can be obtained from the appropriate MRP AmEx Coordinator (Attachment 1).

Eligible employees who currently do not have an AmEx charge card should follow all the enrollment procedures below:

a. Read the attached cardholder agreement. It contains all the terms and conditions that a Government cardholder must agree to follow in order to make use of charge privileges on the Government Card. Sign the employee acknowledgment and retain a copy for your files (Attachment 2).

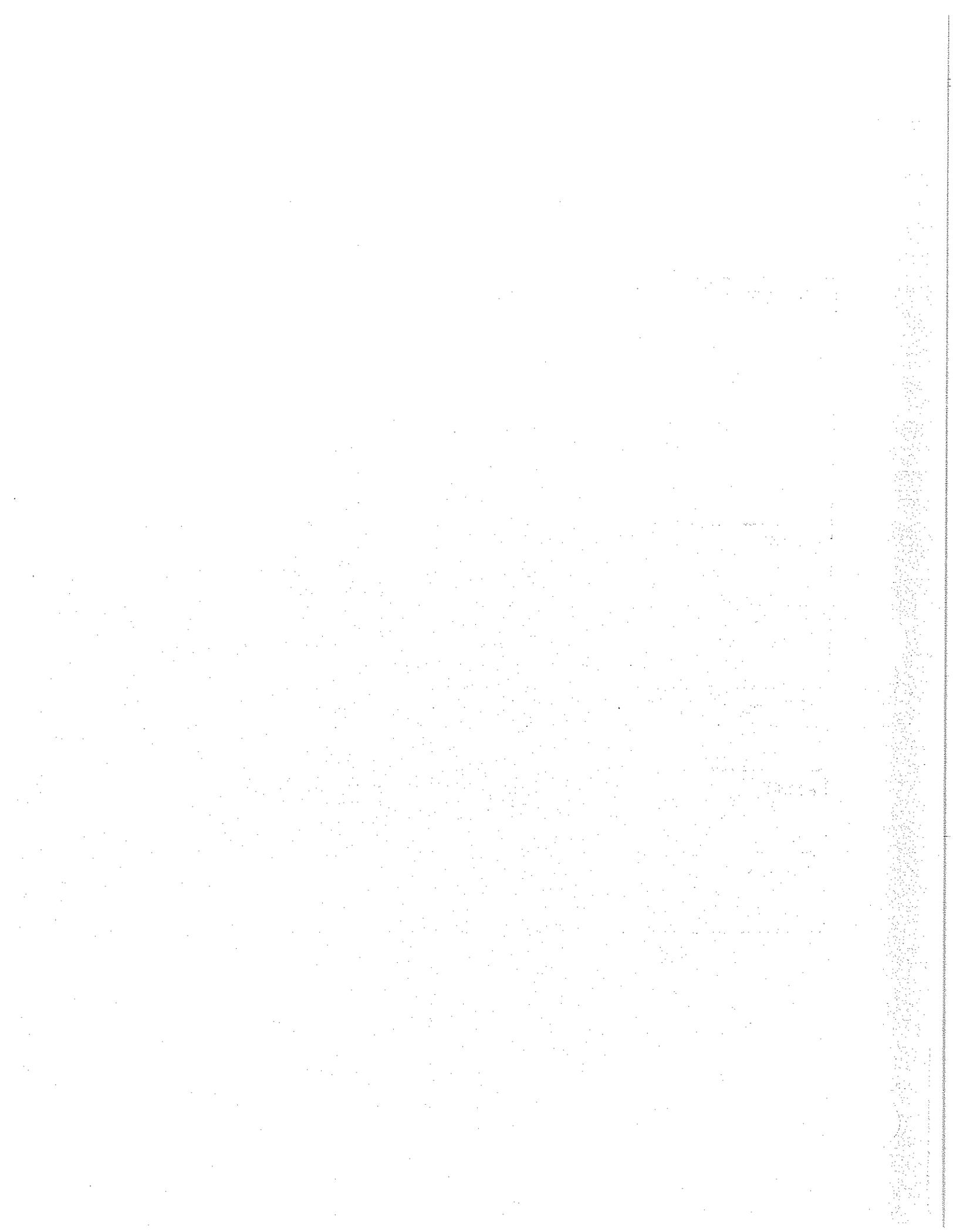
b. Obtain an AmEx Government Program, Employee Card Application from your AmEx Coordinator, and complete the application.

c. Forward the application to the appropriate MRP AmEx Coordinator, who will verify eligibility and forward the application to AmEx (Attachment 3).

Your card and/or PIN will be sent directly to you at your AmEx billing address approximately 7-10 days from the date it is received by AmEx. For security reasons, the card and PIN are sent separately.

### **Questions.**

If you have general questions or need an application, please call the MRP AmEx Coordinator. If your question concerns a specific ATM charge, or your inquiry is about locations of ATM machines, call one of these numbers: 1-800-CASH-NOW or, for International, call collect, 904-565-7895. Calls are processed by AmEx authorized agents.



**List of MRP AmEx Coordinators**

<b>AGENCY</b>	<b>COORDINATOR</b>	<b>ADDRESS/PHONE NUMBERS</b>
APHIS	CHEMIN BOLDEN	UNIT 55 RIVER ROAD RIVERDALE, MD PHONE: (301)734-8878
GIPSA	LYNN BURNETTE	ROOM 3036-S WASHINGTON DC PHONE: (202)720-5760
AMS-CN	MARY ANN MERRITT	3275 APPLING ROAD MEMPHIS, TN 38133 PHONE: (901)384-3003
AMS-DY	MARTHA JOHNSON VERLA HALL	ROOM 2760-S WASHINGTON, DC PHONE: (202)720-3559
AMS-OA, ODAP, ESS, ODAP, OA	ALENA DELOATCH	ROOM 3528-S WASHINGTON, DC PHONE: (202)690-2512
AMS-FV	SHIRLEY HUNTER CHARVAISE BUTLER	ROOM 2055-S WASHINGTON, DC PHONE: (202)720-4735
AMS-LS	KAREN JAMESON SHARON WILLIAMS	ROOM 2080-S WASHINGTON, DC PHONE: (202)720-5731

AGENCY	COORDINATOR	ADDRESS/PHONE NUMBERS
AMS-S&T	JOAN VIOLANTE DENISE THOMPSON	ROOM 0725-S WASHINGTON, DC PHONE: (202)690-2136 (JV) (202)690-1565 (DT)
AMS-PY	TRACY FITZGERALD	ROOM 3959-S WASHINGTON, DC PHONE: (202)720-6197
AMS-TB	ELIZABETH MACDONALD	ROOM 508 ANNEX WASHINGTON, DC PHONE: (202) 205-0635
AMS-TMD	LEISHA JACOBS	ROOM 4007-S WASHINGTON, DC PHONE (202) 690-1308
AMS OVER ALL	SHIRLEY ICKES	ROOM 3963-S WASHINGTON, DC PHONE (202) 690-3733

# MARKETING AND REGULATORY PROGRAMS SUPPLEMENTS

## AGRICULTURE TRAVEL REGULATIONS

### CHAPTER 301 TRAVEL ALLOWANCES

#### PART 301-18 FOREIGN TRAVEL

##### **§301-18 Policy.**

##### **Interest of the Government.**

It is MRP policy to authorize foreign travel when it is in the interest of the work of the agency and the expense to be incurred can be justified in the furtherance of its programs. Foreign travel may be performed for the benefit of another department, agency, foreign government, and/or international organization, etc. Foreign travel is subject to laws and regulations that are appropriate under the circumstances involved.

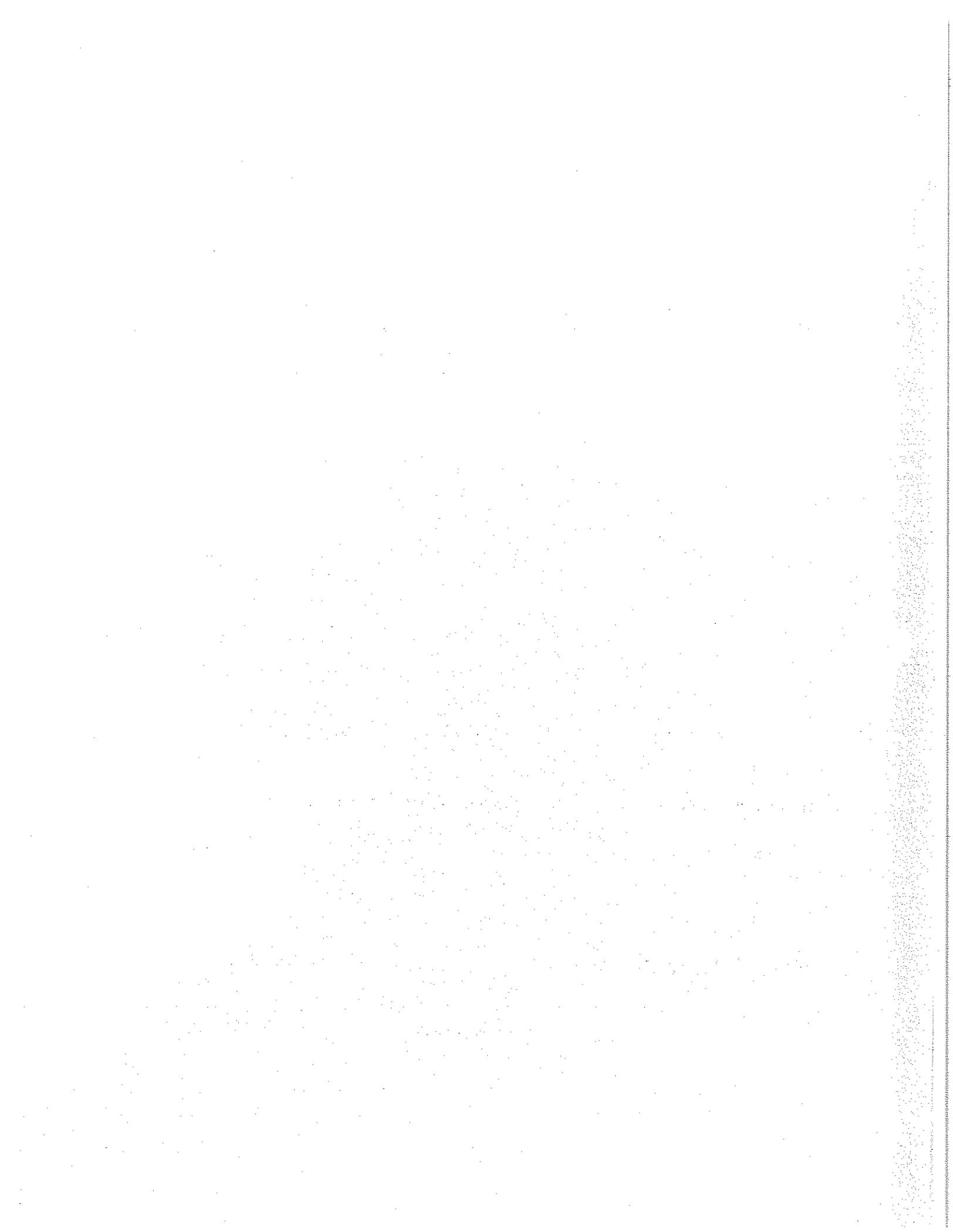
##### **Foreign Travel Process.**

Contact your agency's foreign travel coordinator and they will provide you with the information regarding official passports, visa's, country clearances, medical requirements/restrictions, travel authorizations, and any general assistance you need regarding foreign travel regulations.

**AMS:** 202-690-3741

**APHIS:** 301-734-5253

**GIPSA:** 202-720-0226



# MARKETING AND REGULATORY PROGRAMS SUPPLEMENTS

## AGRICULTURE TRAVEL REGULATIONS

### CHAPTER 302 RELOCATION ALLOWANCES

*The MRP Relocation Handbook is available to provide guidance, procedures, clarification of policy, and helpful hints to both the traveler and the approving official. The MRP Relocation Handbook may be obtained from your administrative office.*

#### PART 302-1 APPLICABILITY, GENERAL RULES, AND ELIGIBILITY CONDITIONS

##### Subpart A--New Appointees and Transferred Employees

###### §302-1.3 General Provisions.

###### (e) Training.

When preparing the cost comparison, the cost of your transportation and en route per diem, transportation of your immediate family, and the shipment and temporary storage of your household goods and personal effects are the only change of station expenses payable in connection with the training assignment.

Expenses payable under temporary duty travel (TDY) are limited to transportation and per diem expenses for you only.

###### (f) Employee Details.

For long-term details anticipated for a year or more and to a location outside of your official duty station or reasonable commuting area, a cost comparison must be performed to determine whether you should be paid certain change of station expenses or be reimbursed under TDY travel regulations.

###### (h) Cost Comparisons.

When preparing the cost comparison, the approving official must consider the reduction in per diem (after 30 days) outlined in §301-7.12(d)(2)(I) of the MRP Supplements.

Based on the cost comparison results, the approving official is responsible for selecting the method resulting in the least cost to the Government. A copy of the cost

comparison must be retained with a copy of the AD-202, Travel Authorization/Advance.

**(i) Obligation of Funds.**

All expenses related to a transfer are charged to the appropriation current at the time the AD-202 is issued. Realistic estimates of expected transfer expenses must be recorded on the AD-202R to avoid obligating funds in excess of actual expenses.

**§302-1.4 Definitions.**

**(1) Effective Date of Transfer or Appointment.**

The effective date or reporting date is the first day the transferee or new appointee physically reports for duty at the new location in the new position.

**TDY at New Location.**

If you :

(1) Are on TDY at the new location when official notice is received (either verbal or written by proper authority) that you are permanently assigned to that station, the "reporting date" is the date you receive the official notice. You may be reimbursed for the return trip to the old duty station for the purpose of moving your family and furnishings; or

(2) Make a trip (other than house hunting trip) to the new location between the time official notice is received and the effective date of your transfer, the "reporting date" is the date you report for duty on that trip. However, if the trip is clearly temporary in nature and the duties performed are not in connection with the new assignment, and you return to the old station for duty of at least 2 weeks before the transfer, you may be reimbursed for the round-trip travel between the old and new stations as a TDY assignment.

**§302-1.5 Service Agreements.**

**MRP Form 4-Request for Authorization of Relocation Expenses and Service Agreement.**

Employees transferring to or within the Marketing and Regulatory Program (MRP) agencies must complete an MRP Form 4, Request for Authorization of Relocation Expenses. See Exhibit 6.

A justification statement requesting temporary quarters and/or a house hunting trip must be included on the reverse of the MRP Form 4. Once the form is completed, forward to the gaining office of your respected agency (Regional/Staff/Division) for approval and preparation of the AD-202R. The gaining office will forward a copy of the approved MRP Form 4, together with a copy of the AD-202R, to the Purchasing Section, Procurement and Realty Services, Field Services Office, for preparation and payment of the Government Bill of Lading to ship your household goods. A copy of the MRP Form 4 also will be sent to Human Resources Operations, Human Resources Division, in Minneapolis, Minnesota, to be filed in your Office Personnel Folder.

**(d) Employee Liability Under a Service Agreement.**

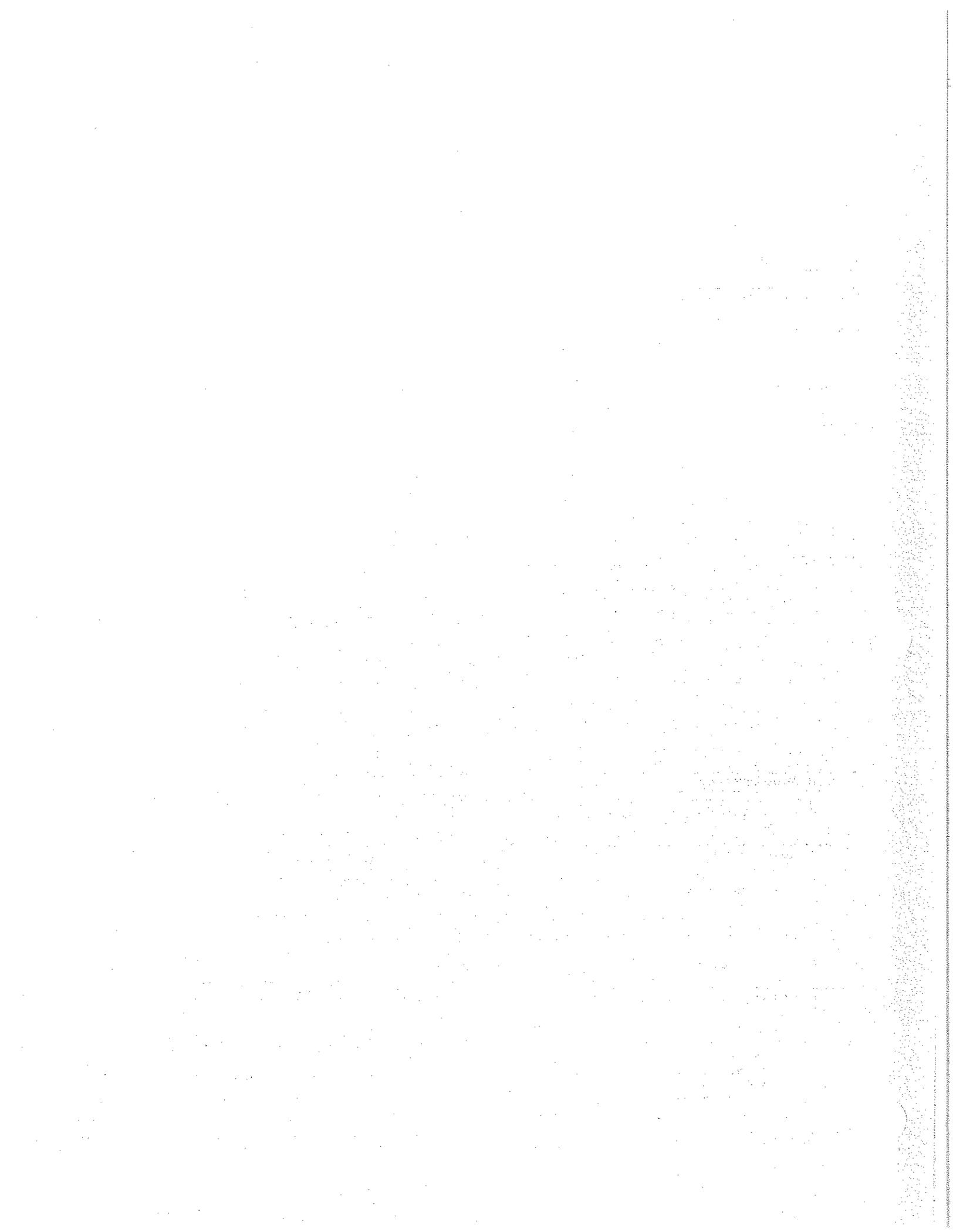
If you do not fulfill the 12-month service agreement requirement for reasons beyond your control, you may request a waiver from the repayment of transfer expenses. You must submit your written request for waiver, outlining in detail the circumstances related to the non-completion of the service agreement, through normal channels for concurrence, and forward to the Administrator for approval. If the waiver is denied at any level, you must be notified in writing of the reason for the denial.

**§302-1.13 Overseas Tour Renewal Agreement Travel.**

**(a) Eligibility**

**(1)(ii) Service Agreement**

APHIS employees eligible for travel and transportation expenses allowable for tour renewal agreement travel must complete APHIS Form 8, Request for Travel Authorization for Leave Trip Overseas Between Tours of Duty, See Exhibit 7.



<p><b>U.S. DEPARTMENT OF AGRICULTURE MARKETING AND REGULATORY PROGRAMS</b></p> <p><b>REQUEST FOR AUTHORIZATION OF RELOCATION EXPENSES</b></p>	<p><b>INSTRUCTIONS:</b> In order to be eligible for change of station entitlements, the new station must be more than 10 miles from the old station. Employee shall complete items 1 through 22, as applicable, to designate requested allowances. Type or print clearly (in ink) all information. Submit one copy to your immediate supervisor. Approving official shall complete item 23.</p>	<p><b>1. NUMBER OF MILES BETWEEN OLD STATION AND NEW STATION</b></p>																				
<p><b>2. FULL NAME OF EMPLOYEE</b> <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss</p>	<p><b>3. SOCIAL SECURITY NUMBER</b></p>	<p><b>4. DIVISION AND BRANCH</b></p>																				
		<p><b>5. GOVERNMENT CHARGE CARD HOLDER</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p>																				
<p><b>6. REQUEST AUTHORITY TO INCUR ALLOWABLE EXPENSES IN CONNECTION WITH MY MOVE</b></p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%; text-align: center;">FROM</td> <td style="width:50%; text-align: center;">TO</td> </tr> <tr> <td>OLD OFFICIAL STATION (City and State)</td> <td>NEW OFFICIAL STATION</td> </tr> <tr> <td>OLD RESIDENCE ADDRESS</td> <td>NEW RESIDENCE ADDRESS</td> </tr> <tr> <td>OLD HOME PHONE</td> <td>OLD OFFICE PHONE</td> </tr> <tr> <td></td> <td>NEW HOME PHONE</td> </tr> <tr> <td></td> <td>NEW OFFICE PHONE</td> </tr> </table>			FROM	TO	OLD OFFICIAL STATION (City and State)	NEW OFFICIAL STATION	OLD RESIDENCE ADDRESS	NEW RESIDENCE ADDRESS	OLD HOME PHONE	OLD OFFICE PHONE		NEW HOME PHONE		NEW OFFICE PHONE								
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<p><b>7. MEMBERS OF IMMEDIATE FAMILY WHO WILL BE MOVED</b></p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:35%;">NAME</th> <th style="width:15%;">RELATIONSHIP</th> <th style="width:15%;">BIRTH DATE</th> <th style="width:15%;">MARITAL STATUS</th> </tr> </thead> <tbody> <tr> <td></td> <td style="text-align: center;">Spouse</td> <td></td> <td></td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>		NAME	RELATIONSHIP	BIRTH DATE	MARITAL STATUS		Spouse															<p><b>8. DUTY REPORTING DATE AT NEW OFFICE STATION</b> (show date employee expected to report. NOT effective date of personnel action).</p>
NAME	RELATIONSHIP	BIRTH DATE	MARITAL STATUS																			
	Spouse																					
<p><b>9. PER DIEM AND TRAVEL ALLOWANCE, AS FOLLOWS:</b></p> <p><input type="checkbox"/> Round trip to seek residence (house hunting trip) quarters with the map distance between the old and the new station is 75 miles or more, via usually traveled surface route. Justification needed in Item 18. <span style="float: right;"><input type="checkbox"/> Self <input type="checkbox"/> Spouse</span></p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;"> <p>Mode of travel will be by:</p> <p><input type="checkbox"/> Airplane <input type="checkbox"/> Privately owned auto <input type="checkbox"/> Other (specify) _____</p> </td> <td style="width:20%;"> <p style="text-align: center;">Planned Dates of Travel</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width:50%;">From</th> <th style="width:50%;">To</th> </tr> <tr> <td> </td> <td> </td> </tr> </table> </td> <td style="width:30%;"> <p style="text-align: center;">Rental Car for Local Travel</p> <p><input type="checkbox"/> Requested <input type="checkbox"/> Not Requested</p> </td> </tr> </table> <p><input type="checkbox"/> One-way trip between old and new official stations for permanent assignment is for: <span style="float: right;"><input type="checkbox"/> Self <input type="checkbox"/> Immediate Family</span></p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;"> <p>Mode of travel will be by:</p> <p><input type="checkbox"/> Airplane <input type="checkbox"/> Privately owned auto <input type="checkbox"/> * Privately owned auto Enter number of POV's _____</p> </td> <td style="width:20%;"> <p style="text-align: center;">Planned Dates of Travel (Self)</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width:50%;">From</th> <th style="width:50%;">To</th> </tr> <tr> <td> </td> <td> </td> </tr> </table> </td> <td style="width:30%;"> <p style="text-align: center;">Planned Dates of Travel (Family)</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width:50%;">From</th> <th style="width:50%;">To</th> </tr> <tr> <td> </td> <td> </td> </tr> </table> </td> </tr> </table> <p><small>*Attach justification statement if request is for use of more than one privately-owned auto or use Item 18 "Remarks".</small></p>			<p>Mode of travel will be by:</p> <p><input type="checkbox"/> Airplane <input type="checkbox"/> Privately owned auto <input type="checkbox"/> Other (specify) _____</p>	<p style="text-align: center;">Planned Dates of Travel</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width:50%;">From</th> <th style="width:50%;">To</th> </tr> <tr> <td> </td> <td> </td> </tr> </table>	From	To			<p style="text-align: center;">Rental Car for Local Travel</p> <p><input type="checkbox"/> Requested <input type="checkbox"/> Not Requested</p>	<p>Mode of travel will be by:</p> <p><input type="checkbox"/> Airplane <input type="checkbox"/> Privately owned auto <input type="checkbox"/> * Privately owned auto Enter number of POV's _____</p>	<p style="text-align: center;">Planned Dates of Travel (Self)</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width:50%;">From</th> <th style="width:50%;">To</th> </tr> <tr> <td> </td> <td> </td> </tr> </table>	From	To			<p style="text-align: center;">Planned Dates of Travel (Family)</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width:50%;">From</th> <th style="width:50%;">To</th> </tr> <tr> <td> </td> <td> </td> </tr> </table>	From	To				
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<p><b>10. TRANSPORTATION OF HOUSEHOLD GOODS</b></p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:40%;"> <p>Number of Rooms of Household Goods and Personal Effects (List objects requiring special handling in Item 18)</p> </td> <td style="width:30%;"> <p style="text-align: center;">Method of Transportation</p> <p><input type="checkbox"/> Government Bill of Lading (Actual Expense) <input type="checkbox"/> Commuted Rate</p> </td> <td style="width:30%;"> <p style="text-align: center;">Planned Pickup Date</p> </td> </tr> </table>			<p>Number of Rooms of Household Goods and Personal Effects (List objects requiring special handling in Item 18)</p>	<p style="text-align: center;">Method of Transportation</p> <p><input type="checkbox"/> Government Bill of Lading (Actual Expense) <input type="checkbox"/> Commuted Rate</p>	<p style="text-align: center;">Planned Pickup Date</p>																	
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<p><b>11. TEMPORARY QUARTERS SUBSISTENCE EXPENSE</b> (When the map distance between the new official station and the old residence is more than 40 miles)</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:40%;"> <p>Subsistence Expenses for:</p> <p><input type="checkbox"/> Self <input type="checkbox"/> Family</p> </td> <td style="width:30%;"> <p style="text-align: center;">Period of Subsistence</p> <p><input type="checkbox"/> 30 Days (See Block 7) <input type="checkbox"/> 60 Days</p> </td> <td style="width:30%;"> <p style="text-align: center;">Approximate Dates for Temp. Quarters</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width:50%;">From</th> <th style="width:50%;">To</th> </tr> <tr> <td> </td> <td> </td> </tr> </table> </td> </tr> </table>			<p>Subsistence Expenses for:</p> <p><input type="checkbox"/> Self <input type="checkbox"/> Family</p>	<p style="text-align: center;">Period of Subsistence</p> <p><input type="checkbox"/> 30 Days (See Block 7) <input type="checkbox"/> 60 Days</p>	<p style="text-align: center;">Approximate Dates for Temp. Quarters</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width:50%;">From</th> <th style="width:50%;">To</th> </tr> <tr> <td> </td> <td> </td> </tr> </table>	From	To															
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From	To																					
<p><b>12. EXPENSES INCIDENT TO:</b></p> <p><input type="checkbox"/> Purchasing New Residence <input type="checkbox"/> Selling Residence <input type="checkbox"/> Lease Termination</p> <p>Est. Market Value _____ Est. Cost _____</p>																						
<p><b>13. STORAGE OF HOUSEHOLD GOODS FOR NOT MORE THAN:</b></p> <p><input type="checkbox"/> 30 Days <input type="checkbox"/> 60 Days <input type="checkbox"/> 90 Days</p>																						
<p><b>14. TRANSPORTATION OF HOUSE TRAILER IN LIEU OF TRANSPORTATION OF HOUSEHOLD GOODS</b> (Item 9 and storage of household goods (Item 12). I CERTIFY THE TRAILER IS FOR USE AS A RESIDENCE FOR ME AND MY IMMEDIATE FAMILY AT THE DESTINATION.</p>		<p style="text-align: center;">Enter Estimated Amount</p> <p>\$ _____</p>																				
<p><b>15. TRANSPORTATION AND STORAGE OF PRIVATE VEHICLE</b> (Applicable only to transfer of station to, from, or between posts of duty outside the conterminous U.S.)</p>																						
<p><b>16. ADVANCE OF FUNDS</b> (ATR Chapter 301, Part 10 and applicable parts under Chapter 302.)</p> <p>Amount \$ _____</p>																						

NOTE: For item 17 below, "X" one box only - (Mobile homes are not eligible for Home Purchase Contracts) NOTE: Election to use the home purchase service shall be VOID if the residence has title defects or Urea-Formaldehyde insulation.

17. IN LIEU OF BEING REIMBURSED FOR SELLING MY RESIDENCE (Item 11), I WILL USE THE HOME PURCHASE SERVICE OF THE USDA-CONTRACT RELOCATION COMPANY. I UNDERSTAND THAT I WILL BE LIMITED TO 30 DAYS TEMPORARY QUARTERS.

	Estimated Market Value of Residence
	\$ _____
Names of Owners of the Property	Percentage Owned
<input type="checkbox"/> I will NOT use the home purchase service of the USDA-contract relocation company but, if needed, I may utilize the other services provided: NOTE: Selection not to use the home purchase service is binding.	
<input type="checkbox"/> Home Finding	<input type="checkbox"/> Home Marketing Assistance
<input type="checkbox"/> Mortgage Finding Assistance	<input type="checkbox"/> Rental Assistance

18. JUSTIFICATION/REMARKS

19. IS ANY PORTION OF YOUR CURRENT RESIDENCE USED AS INCOME PRODUCING? ENTER THE PERCENTAGE.	20. IS THE DISTANCE BETWEEN THE OLD DUTY STATION AND THE NEW DUTY STATION?
<input type="checkbox"/> Not Applicable	<input type="checkbox"/> 50 miles or less <input type="checkbox"/> 50 miles or more

21. EMPLOYEE'S SERVICE AGREEMENT and WITHHOLDING TAX ALLOWANCE (WTA) NOTIFICATION

I agree to remain in the service of the Federal Government for 12 months following the effective date of my transfer or appointment unless separated for reasons beyond my control and acceptable to the Government. In case I violate this agreement, any moneys expended by the United States on account of my move described above shall be recoverable from me as a debt due the United States. I agree that if I receive WTA payments for claims titled for transfer expenses, I will: (1) file for a Relocation Income Tax Allowance, and (2) file required documentation of income with the claim for Relocation Income Tax Allowance by August 31 of the year following the WTA payments unless an extension of time is granted by the Government. If I am overpaid or do not file the claim, I agree to repay the Government the entire Withholding Tax Allowance expended by the United States in connection with my transfer.

SIGNATURE	TITLE	DATE

22. CONFLICT OF INTEREST. APPLICABLE TO INSPECTION/GRADING PERSONNEL ONLY. I certify that, to the best of my knowledge and belief,  I have  do not have a real or apparent conflict of interest any plant which I will service in my new official station.

NOTE: If a conflict of interest or the appearance of a conflict of interest may exist, describe the conflict on an attached sheet.

SIGNATURE	DATE

23. ADMINISTRATIVE AUTHORIZATION

a. The requestor is eligible for benefits as indicated.

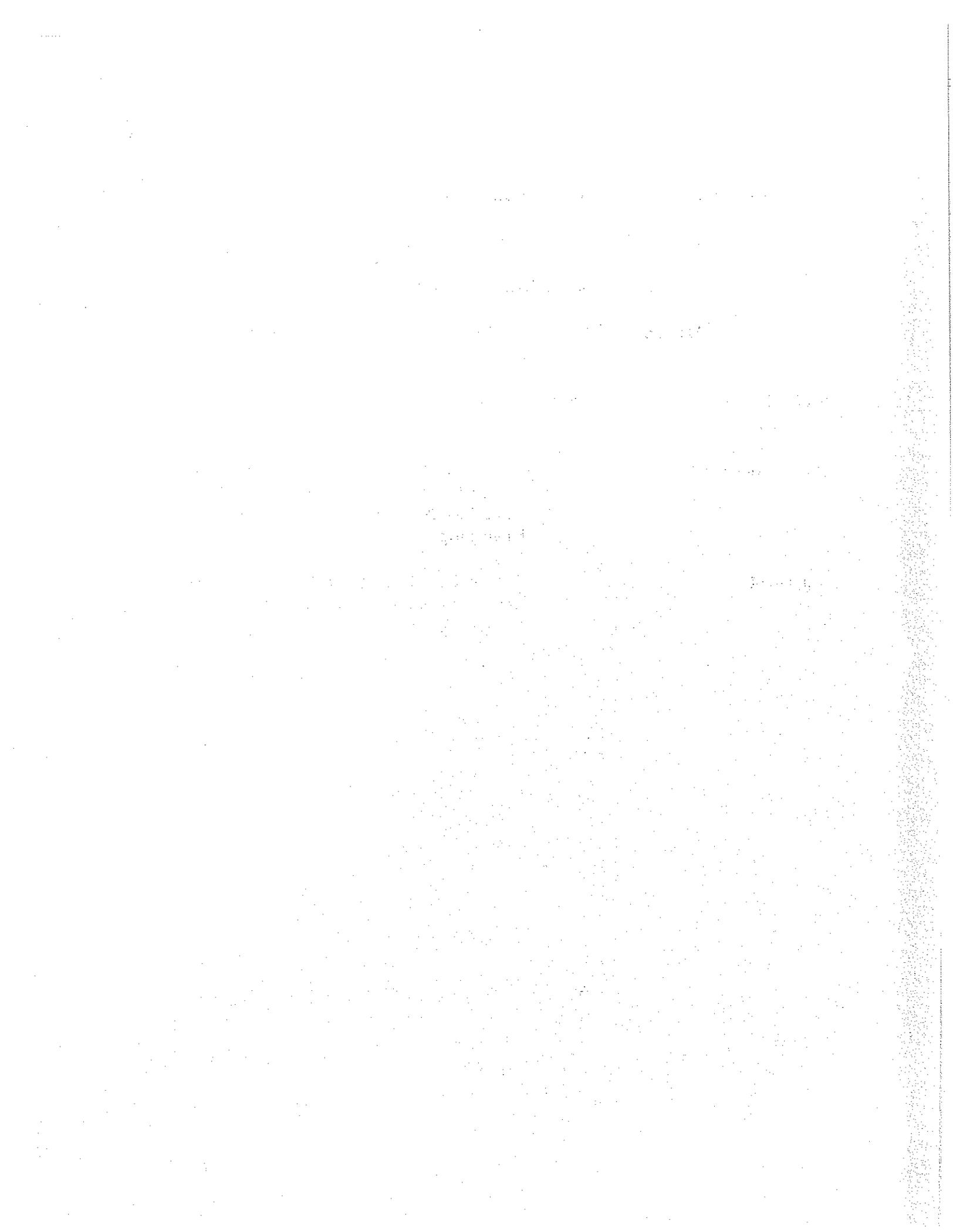
- Change of employee's official station for permanent duty is in the interest of the Government and not primarily for the convenience or benefit of the employee or at the employee's request.
- A new appointee in accordance with 2-1.2, Federal Travel Regulations
- Student       Outside U.S.       Shortage       SES       Presidential Appointee

b. Employee was first definitely informed of transfer on (Date)	c. Estimated cost of shipment/storage of household goods	NOTE: GBL shall be authorized for transportation of goods within the conterminous U.S. whenever the Commuted Rate estimate exceeds the GBL by more than \$100.
	\$ _____ Commuted Rate      \$ _____ GBL	

Enter authorization number assigned to this relocation	Applicable Subcenter/Management Code/Accounting Code chargeable for relocation expenses	
Approving Official (Signature required)	Title	Date
Approving Official (Signature required)	Title	Date

Distribution: The Approving Official shall issue Form AD-202 and AD-202R to authorize relocation expenses as provided on attached Form. Distribution: Forward one copy of Form AD-202, AD-202R to (1) employee, and (2) Agency Relocation Service Coordinator. Forward one copy of AD-202 and AD-202R to FSO. Forward original to FSO, Attn: Processing Section, File Unit.





**MARKETING AND REGULATORY PROGRAMS SUPPLEMENTS**

**AGRICULTURE TRAVEL REGULATIONS**

**CHAPTER 302 RELOCATION ALLOWANCES**

**PART 302-4 TRAVEL TO SEEK RESIDENCE QUARTERS**

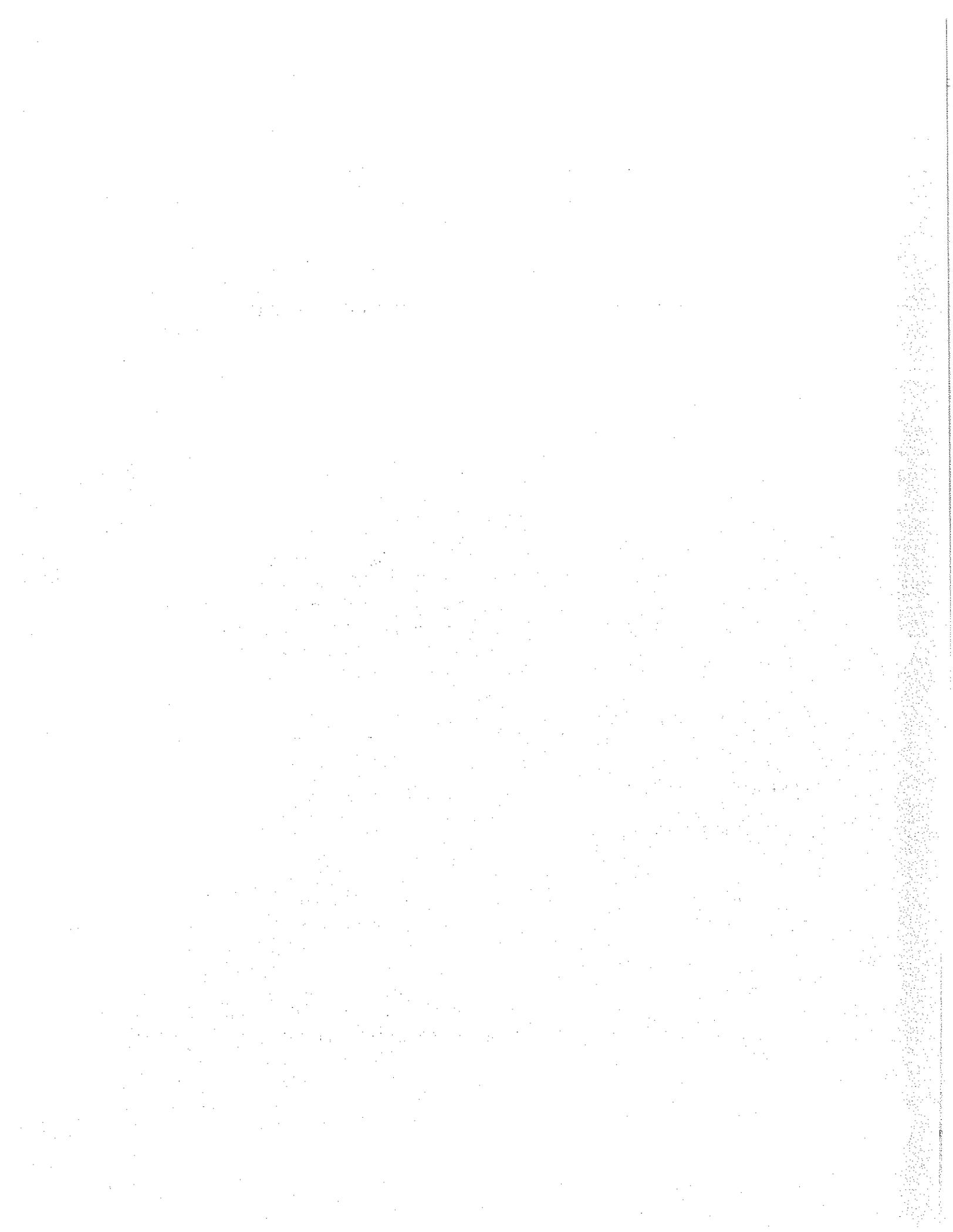
**§302-4.1 Applicability and General Policy for Authorizing Travel to Seek Residence Quarters.**

**(b) Justification.**

You must include a justification statement on the reverse of the MRP Form 4, Request for Authorization of Relocation Expenses, explaining the need for a house hunting trip.

**Approval.**

Authorizing officials will determine, on a case-by-case basis, the necessity of and the length of time for the house hunting trip.



**MARKETING AND REGULATORY PROGRAMS SUPPLEMENTS**

**AGRICULTURE TRAVEL REGULATIONS**

**CHAPTER 302 RELOCATION ALLOWANCES**

**PART 302-5 SUBSISTENCE WHILE OCCUPYING TEMPORARY  
QUARTERS**

**§302-5.1 Policy.**

**(a) Justification.**

You must include a justification statement on the reverse of the MRP Form 4, Request for Authorization of Relocation Expenses, explaining the need for temporary quarters.

**Approval.**

The authorizing official will determine, on a case-by-case basis, the necessity of and the length of time for allowing subsistence expense for occupying temporary quarters. The number of days authorized must be recorded on the AD-202R, Attachment for Relocation Travel.

**§302-5.2 Conditions and Limitations for Eligibility.**

**(a) Length of Time Allowed and  
Location of New Official Station.**

**(2) Additional Time in Certain  
Cases.**

**(v) Procedure.**

You may request an additional period of temporary quarters in excess of the initial 60-day period by providing a written justification statement explaining the need for additional time.

**Approval.**

Authorizing officials will determine, on a case-by-case basis, the necessity of and the duration of the extended time. The AD-202R must be amended for any additional time approved. Authorizing officials with delegated authority to approve extensions of temporary quarters are identified in MRP Supplements to §301-1.101.

**(j) Relocation Services Program.**

If you elect to participate in the Relocation Services Program, you are limited to a maximum of 30-days temporary quarters for yourself and your family.

**Extension.**

A request for an extension must be submitted, in writing, and describe extenuating circumstances for the exception. The request must be submitted through appropriate channels to the Administrator and will be considered for approval on a case-by-case basis.

**§302-5.4 Allowable Amount.**

**(d) Combined Temporary Quarters with House Hunting Trip.**

You may share temporary quarters at the new duty station with your spouse who is on an authorized house hunting trip. In such a case, the per diem authorized for your spouse's trip is allowable. Your share of the expenses for claiming temporary quarters would be one-half of the daily costs incurred during your spouse's stay.

**MARKETING AND REGULATORY PROGRAMS SUPPLEMENTS**

**AGRICULTURE TRAVEL REGULATIONS**

**CHAPTER 302 RELOCATION ALLOWANCES**

**PART 302-9 ALLOWANCES FOR NONTEMPORARY STORAGE OF  
HOUSEHOLD GOODS**

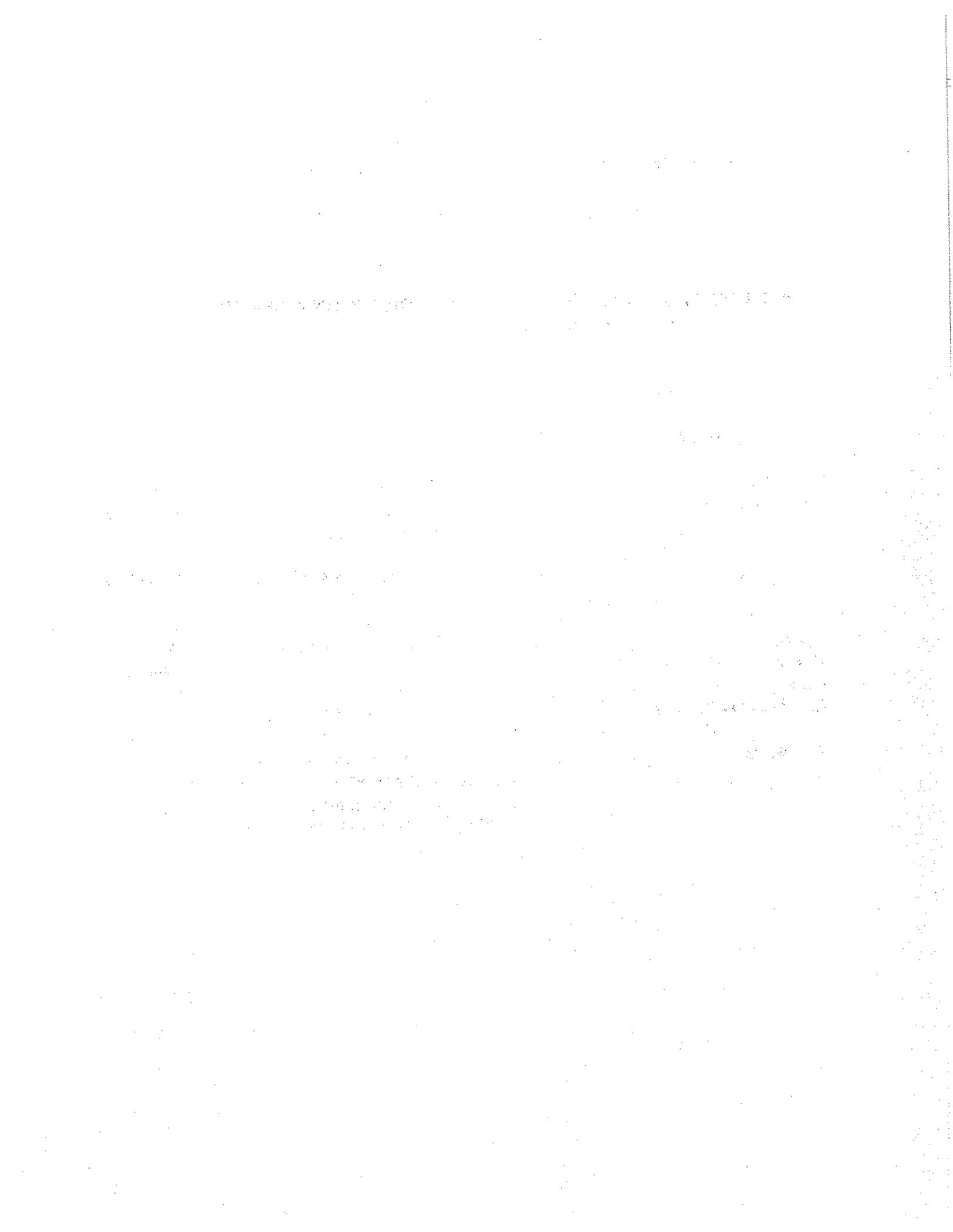
**§302-9.1 Nontemporary Storage During Assignment to Isolated Locations in the  
Continental United States.**

**(c) Isolated Official Stations.**

The Administrator is responsible for designating the isolated station at which conditions exist for allowing nontemporary storage of household goods at Government expense for some or all employees.

**Designations.**

Recommendations to designate a location as an isolated official station are to be sent, in writing, to the Administrator, through proper channels. The recommendation must include a full showing of facts to justify the designation of the post as isolated.



**MARKETING AND REGULATORY PROGRAMS SUPPLEMENTS**

**AGRICULTURE TRAVEL REGULATIONS**

**CHAPTER 302 RELOCATION ALLOWANCES**

**PART 302-10 ALLOWANCES FOR TRANSPORTATION AND EMERGENCY STORAGE OF PRIVATELY OWNED VEHICLES.**

**§ 302-10.2 Eligibility.**

**(c) Agency Determination Required.**

**Puerto Rico  
U.S. Virgin Islands**

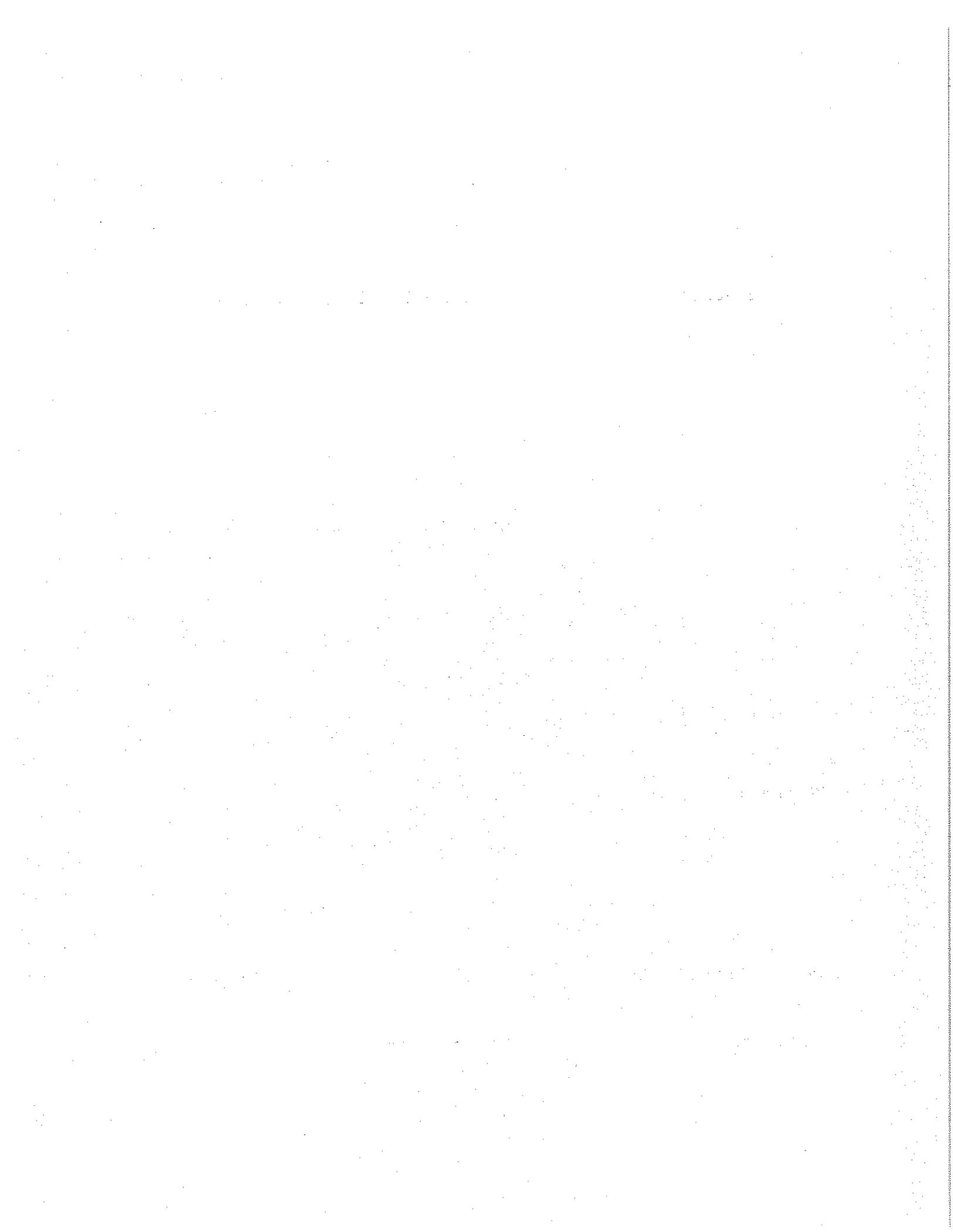
Marketing and Regulatory Program agencies have determined that it is in the interest of the Government to ship privately owned vehicles (that meet the manufacturing specifications listed in 302-10.2(c)(6), Federal Travel Regulation (FTR)) to Puerto Rico and the U.S. Virgin Islands without further justification.

**Alaska  
Hawaii  
Guam  
U.S. Trust Territories**

Shipment of privately owned vehicles to Alaska, Hawaii, Guam, and the U.S. Trust Territories must be determined on a case-by-case basis in conjunction with the conditions outlined in 302-10.2(c), FTR.

**Justifications.**

Justifications must be in writing, submitted through channels, and approved by the Administrator. The approved justification must be attached to all copies of the AD-202R, Attachment for Relocation Travel.



**MARKETING AND REGULATORY PROGRAMS SUPPLEMENTS**

**AGRICULTURE TRAVEL REGULATIONS**

**CHAPTER 302 RELOCATION ALLOWANCES**

**PART 302-11 RELOCATION INCOME TAX (RIT) ALLOWANCES**

**302-11.1 Authority.**

**(a) General.**

If you were reimbursed for taxable relocation expenses during the tax year, you received an estimated partial payment of the total RIT allowance. The payment was reimbursed as a Withholding Tax Allowance (WTA) and is considered an interim RIT Allowance Payment. Upon receipt of Form W-2, you are expected to file a RIT Allowance claim to support the WTA payment. Since the National Finance Center (NFC) normally does not receive the tax tables from the General Services Administration until early spring, claims received before incorporation of the tax tables will be returned unprocessed. Travel Coordinators will notify you through an Administrative Notice when the tax tables are received and updated into the NFC travel system. When you are notified, RIT allowance claims can be submitted to NFC for processing.

**302-11.6 Procedures in General.**

**(e)(I)**

You are required to file a RIT Claim by August 31 of the year following the year in which you received the WTA. NFC will issue a Bill for Collection for the entire amount of the WTA paid to you when you fail to properly file a RIT claim.

**302-11.9 Responsibilities.**

Officials approving RIT claim vouchers are responsible for:

**(a) Agency.**

- Verifying the date that you reported to the new duty station to ensure your eligibility.

- Verifying that the RIT claim is reasonable and customary.

- Approving the AD-1000, Claim for Relocation Income Tax Allowance for the Year 19XX, and AD-616R, Travel Voucher (Relocation).

- Submitting the AD-1000 and AD-616R, to NFC for processing.

**(b) Employee.**

You are responsible for:

- Preparing an AD-1000 for each tax year in which taxable relocation reimbursement is reflected on the W-2.

- Attaching supporting documents:

- W-2's for yourself and spouse;

- SE-1040, if self-employed; and

- Appropriate local tax tables.

- Preparing travel voucher for RIT claim only.

- Submitting the AD-1000 and AD-616 for approval.

**(c) NFC.**

NFC is responsible for:

- Computing the RIT allowance based on the data provided by you on the AD-1000.

- Entering the RIT allowance amount on the AD-616.

- Processing the AD-616 through the travel system.

- Answering your questions regarding RIT claims.

**MARKETING AND REGULATORY PROGRAM SUPPLEMENTS**

**AGRICULTURE TRAVEL REGULATIONS**

**CHAPTER 302 RELOCATION ALLOWANCES**

**PART 302-12 USE OF RELOCATION SERVICE COMPANIES**

**302-12.5 Procedural Requirements and Controls.**

**(a) Employee Option.**

You have the option to relocate using the Relocation Services Program or buy and/or sell your residence in accordance with Chapter 302-6.

**Requests.**

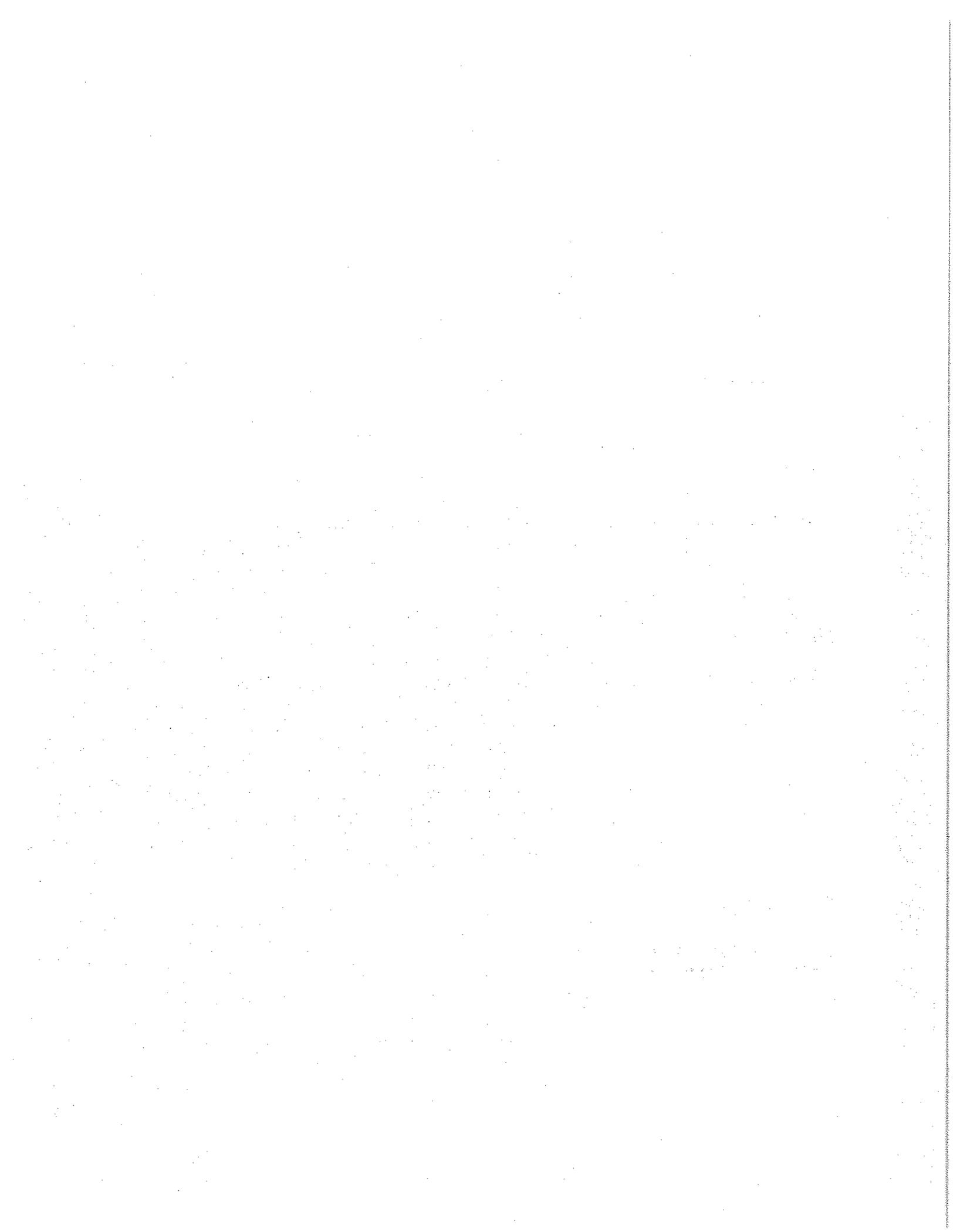
To be eligible for the Relocation Services Program, you must request the use of this service on the MRP Form 4, Request for Authorization of Relocation Expenses.

**Eligibility.**

If you elect not to use the Relocation Services Program, you may not request these services at a later date for the same move.

Delaying activation in the program is allowable.

Please consult the MRP Relocation Handbook for further information regarding delay's and in-depth procedures of the program.



**MARKETING AND REGULATORY PROGRAMS SUPPLEMENTS**

**AGRICULTURE TRAVEL REGULATIONS**

**CHAPTER 304 PAYMENT FROM A NON-FEDERAL SOURCE FOR TRAVEL EXPENSES**

**PART 304-1 ACCEPTANCE OF PAYMENT FROM A NON-FEDERAL SOURCE FOR TRAVEL EXPENSES**

**§304-1.2 General.**

**(a)(i) Applicability.**

Each request for acceptance of payment for travel expenses from a non-Federal source must be reviewed in accordance with §304-1.5 and approved by the agency's designated Ethics Officer.

**(c) Definitions.**

**(8) Interested Party.**

Interested Party means any person, firm, corporation, other entity, or an individual acting in behalf thereof, which has or is seeking to engage in procurement activities or other contractual, business, or financial relations with the Department (e.g., pre-clearance); conducts operations or activities that are regulated by the Department; or has interests that may be affected substantially by the performance or nonperformance of the official duties of the employee concerned.

**§304-1.3 Policy.**

**(c) Administration and Delegation of Authority.**

You should not accept travel or expenses for travel for yourself or for any other person from any "interested party." This prohibition applies to all travel, whether in connection with official duty or otherwise. An exception is made for travel accomplished in accordance with a cooperative agreement.

Each request for the payment of travel expenses from a non-Federal source must be approved by the agency's Ethics Officer. After review and approval, your request should be submitted through appropriate administrative channels for approval.

Additionally, if you are not sure if there is a possible conflict of interest, you should contact your Human Resources Office to determine if it is a prohibitive source.

In the absence of a formal agreement, the acceptance of non-Federal funds must be documented through an exchange of official correspondence, i.e., a written offer from the non-Federal entity and the written acceptance of the non-Federal source's offer by the agency. The acceptance correspondence should identify and address the expenses that will be paid by the agency and the expenses that will be reimbursed by the non-Federal source. The non-Federal entity should be advised that in accordance with Secretary's Announcement, dated June 30, 1992, expenses are limited to normal and reasonable travel expenses, not in excess of those to which you would be entitled if traveling at the expense of the Department.

The acceptance correspondence should advise the non-Federal entity that all payments should be made by check payable to the agency.

The agency's acceptance letter must be for the signature of the Administrator. After the Administrator has approved the acceptance of funds from a non-Federal source and signed the acceptance letter, your unit will prepare and approve the necessary travel authorization for you to travel.

**(d) Payment in Excess of Regulatory Limitations.**

**(1) Subsistence Expenses.**

Subsistence expenses in excess of regulatory limitations may not be authorized by the agency or accepted from a non-Federal source. Payment of subsistence expenses is

limited to normal and reasonable expenses, not in excess of those to which an employee would be entitled if traveling at the expense of the Department, or the reimbursement by a non-Federal source. In kind subsistence expense, i.e., lodging and/or meals, provided directly by a non-Federal source, is subject to the same requirements and limitations.

**(2) Transportation Expenses.**

Transportation expenses in excess of regulatory limitations may not be authorized by the agency or accepted from a non-Federal source. Transportation expenses are limited to less than first class accommodations. Accommodations above coach class, either paid by the agency or reimbursed to the agency by the non-Federal source, must be approved by the Assistant Secretary for Marketing and Regulatory Programs. In kind transportation expenses, i.e., tickets provided directly by a non-Federal source, are subject to the same requirements and limitations.

**§304-1.6 Payment Guidelines.**

**(a)(i) Payments Other Than in Kind.**

Payment received from a non-Federal source for the payment of your travel expense should be submitted through appropriate channels for deposit as soon as possible.

**(c) Acceptance of Cash From a Non-Federal Source.**

You should not be placed in a position of having to accept cash payments from a non-Federal source upon arrival at the meeting or other function. If this situation cannot be avoided without embarrassing the non-Federal source, you may accept the cash on behalf of the agency and must immediately convert the cash to a money order payable to the agency. Cash received from a non-Federal source cannot be used to pay for lodging or meals. The use of cash received from a non-Federal source is a violation of 31 U.S.C. 3302(d).

