

UNITED STATES DEPARTMENT OF AGRICULTURE
FOOD SAFETY AND INSPECTION SERVICE
WASHINGTON, DC

CHANGE TRANSMITTAL SHEET

- DIRECTIVE
 REVISION
 AMENDMENT
 OTHER

FSIS DIRECTIVE
TEMPORARY DUTY TRAVEL WITHIN CONUS

3800.1
Revision 2
Amendment 14

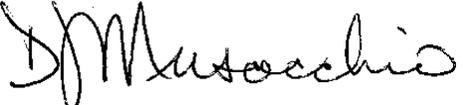
3/6/02

I. PRINCIPAL CHANGE

This amendment transmits revised pages of Attachment 6-1. New per diem rates for Washington, DC; Portland, OR; and Seattle, WA are effective for travel performed on or after February 15, 2002.

II. CANCELLATION

This transmittal is cancelled when contents have been incorporated into FSIS Directive 3800.1.


for Acting Deputy Administrator
Office of Management

FILING INSTRUCTIONS

Remove Old Pages

46.9, 46.10
46.29, 46.30
46.37, 46.38

Insert New Pages

46.9, 46.10
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46.37, 46.38

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CHANGE TRANSMITTAL SHEET

- DIRECTIVE
 REVISION
 AMENDMENT
 OTHER

FSIS DIRECTIVE
TEMPORARY DUTY TRAVEL WITHIN CONUS

3800.1
Revision 2
Amendment 13

9/28/01

I. PRINCIPAL CHANGE

This amendment transmits a revised list of maximum per diem rates for travel within the conterminous United States (CONUS). The new locality and per diem changes are effective for travel performed on or after October 1, 2001.

II. CANCELLATION

This transmittal is cancelled when contents have been incorporated into FSIS Directive 3800.1.


Deputy Administrator
Office of Management

FILING INSTRUCTIONS

Remove Old Pages

46.1 – 46.19

Insert New Pages

46.1 – 46.38

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CHANGE TRANSMITTAL SHEET

- DIRECTIVE
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 AMENDMENT
 OTHER

FSIS DIRECTIVE
TEMPORARY DUTY TRAVEL WITHIN CONUS

3800.1
Revision 2
Amendment 12

9/22/00

I. PRINCIPAL CHANGE

This amendment transmits a revised list of maximum per diem rates for travel within the conterminous United States (CONUS). The new locality and per diem changes are effective for travel performed on or after October 1, 2000.

II. CANCELLATION

This transmittal is cancelled when contents have been incorporated into FSIS Directive 3800.1.



Acting Deputy Administrator
Office of Management

FILING INSTRUCTIONS

Remove Old Pages

46.1 – 46.15

Insert New Pages

46.1 – 46.19

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FOOD SAFETY AND INSPECTION SERVICE
WASHINGTON, DC

CHANGE TRANSMITTAL SHEET

DIRECTIVE
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 OTHER

FSIS DIRECTIVE
TEMPORARY DUTY TRAVEL WITHIN CONUS

3800.1
Revision 2
Amendment 11

8/14/00

I. PRINCIPAL CHANGE

This amendment transmits a change in the per diem rates for Duluth, Minnesota. The revised rates are effective 7/21/00. Per diem rates change frequently. Updates are available at website: <http://policyworks.gov/org/main/mt/homepage/mtt/perdiem/perd00.txt>.

II. CANCELLATION

This transmittal is cancelled when contents have been incorporated into FSIS Directive 3800.1.



Joanne O'Connell
Deputy Administrator
Office of Management

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Remove Old Pages

46.7 – 46.8

Insert New Pages

46.7 – 46.8

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CHANGE TRANSMITTAL SHEET

DIRECTIVE
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FSIS DIRECTIVE
TEMPORARY DUTY TRAVEL WITHIN CONUS

3800.1
Revision 2
Amendment 10

1/10/00

I. PRINCIPAL CHANGES

This amendment:

A. Changes the expenses for laundry, cleaning, and pressing of clothes from an incidental expense to a reimbursable miscellaneous expense. This change allows for reimbursement of laundry expenses under specified conditions and limitations.

B. Transmits a revised list of maximum per diem rates for travel within the conterminous United States (CONUS). The new locality and per diem changes are effective for travel performed on or after January 1, 2000.

II. CANCELLATION

This transmittal is cancelled when contents have been incorporated into FSIS Directive 3800.1.


Deputy Administrator
Office of Management

FILING INSTRUCTIONS

Remove Old Pages

29 – 34
46.1 – 46.20

Insert New Pages

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FOOD SAFETY AND INSPECTION SERVICE
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CHANGE TRANSMITTAL SHEET

DIRECTIVE
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FSIS DIRECTIVE
TEMPORARY DUTY TRAVEL WITHIN CONUS

3800.1
Revision 2
Amendment 9

6/28/99

I. PRINCIPAL CHANGE

This amendment transmits per diem rates current through May 27, 1999. Per diem rates change frequently. Updates are available at website:

<http://policyworks.gov/org/main/mt/homepage/mtt/perdiem/perd99.txt>.

II. CANCELLATION

This transmittal is cancelled when contents have been incorporated into FSIS Directive 3800.1.



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FILING INSTRUCTIONS

Remove Old Pages

46.1 – 46.27

Insert New Pages

46.1 – 46.20

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CHANGE TRANSMITTAL SHEET

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FSIS DIRECTIVE
TEMPORARY DUTY TRAVEL WITHIN CONUS

3800.1
Revision 2
Amendment 8

3/30/99

I. PRINCIPAL CHANGE

This amendment clarifies the new policy of reimbursing lodging taxes as a miscellaneous expense. Taxes associated with lodging cost are a separate expense and must be claimed separately under **Miscellaneous Expenses**. This separate expense applies even when the lodging cost does not exceed the maximum lodging amount for the locality. Do not claim lodging and lodging tax as one reimbursable expense.

II. CANCELLATION

This transmittal is cancelled when contents have been incorporated into FSIS Directive 3800.1.



Deputy Administrator
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FILING INSTRUCTIONS

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Insert New Pages

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FSIS DIRECTIVE TEMPORARY DUTY TRAVEL WITHIN CONUS	<div style="text-align: right;">3800.1 REVISION 2 AMENDMENT 7</div> <div style="text-align: right;">12/31/98</div>

I. PRINCIPAL CHANGES

This amendment:

- A. Announces the revised procedure on lodging rates. Room rates quoted in this amendment do not include lodging taxes. Lodging taxes may be reimbursed as a miscellaneous expense item. **EXAMPLE:** A receipt for a hotel in Jackson, MS includes a \$57 a night room rate, \$4.56 room tax and \$.75 city tax. Enter the \$57 in the "Lodging column" and the \$5.31 taxes in the "Miscellaneous Expense" column.
- B. Provides for more than one per diem rate in some counties.
- C. Adds another meals and incidentals expenses tier.
- D. Adds seasonal rates (up to four) for certain localities.
- E. Transmits a revised list of maximum per diem rates for travel within the conterminous United States (CONUS).
- F. Lists many previously combined locations separately with different per diem rates. **NOTE:** This change affects travel to major cities. Surrounding areas may have different per diem rates. The employee is entitled to the per diem rate for the **temporary duty site**, not the lodging site.

II. EFFECTIVE DATE

The new locality and per diem changes are effective for travel performed on or after January 1, 1999.

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II. CANCELLATION

This transmittal is canceled when contents have been incorporated into FSIS Directive 3800.1.

/s/ A. Charles Danner, Jr.

Deputy Administrator
Office of Management

FILING INSTRUCTIONS

Remove Old Pages

i-iv
29-42
46.1-46.13
47-50.5
57, 58

Insert New Pages

i-iv
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**UNITED STATES DEPARTMENT OF AGRICULTURE
FOOD SAFETY AND INSPECTION SERVICE
WASHINGTON, DC**

CHANGE TRANSMITTAL SHEET

- DIRECTIVE
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FSIS DIRECTIVE
TEMPORARY DUTY TRAVEL WITHIN CONUS

3800.1
REVISION 2
AMENDMENT 6

12/11/97

I. PRINCIPAL CHANGES

This amendment:

A. Transmits a revised list of maximum per diem rates for travel within the conterminous United States (CONUS). The revised list includes increases or decreases in the lodging and meals and incidental allowances for localities where the per diem rate exceeds the standard CONUS rate. The new rates and localities are effective for travel performed on or after January 1, 1998.

B. Increases the maximum reimbursable amount for actual subsistence to 300 percent of the per diem rate under special or unusual circumstances.

II. CANCELLATION

This transmittal is canceled when contents have been incorporated into FSIS Directive 3800.1.

/s/ Alberta C. Frost

Alberta C. Frost
Deputy Administrator
Office of Management

FILING INSTRUCTIONS

Remove Old Pages

iii, iv
1, 2
5, 6
13 - 16
37, 38
46.1 - 46.14
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Insert New Pages

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UNITED STATES DEPARTMENT OF AGRICULTURE
FOOD SAFETY AND INSPECTION SERVICE
WASHINGTON, DC

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FSIS DIRECTIVE
TEMPORARY DUTY TRAVEL WITHIN CONUS

3800.1
REVISION 2
AMENDMENT 5

9/30/97

I. PRINCIPAL CHANGES

This amendment:

A. Abolishes the quarter-day method of computing the M&IE allowance for a partial day of travel. The replacement is a flat three-fourths of the applicable M&IE rate on a partial travel day (first and last days).

B. Eliminates the need for recording departure and arrival times on the travel voucher.

C. Prohibits the payment of per diem allowances for travel of 12 hours or less.

D. Transmits a revised list of maximum per diem rates for travel within the conterminous United States (CONUS). The new rates and localities are effective for travel performed on or after **January 1, 1997**. The revised list includes:

1. Increases in the standard CONUS maximum per diem rate from \$66 to \$80. The lodging rate increases to \$50 and the meals and incidental rate (M&IE) increases to \$30.

2. Increases or decreases in the lodging and M&IE allowances in certain existing localities.

3. An additional M&IE rate of \$42 for certain localities and eliminates the M&IE rate of \$26.

E. Increases the maximum travel expense amount requiring a supporting receipt from \$25 to \$75. **NOTE:** Receipts are not required for local transportation, such as taxicabs, unless cost exceeds \$75.

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II. CANCELLATION

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/s/ Alberta C. Frost

Deputy Administrator
Office of Management

FILING INSTRUCTIONS

Remove Old Pages

iii, iv
35-38
46.1-46.17
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Insert New Pages

iii, iv
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FSIS DIRECTIVE TEMPORARY DUTY TRAVEL WITHIN CONUS	<table border="1"> <tr> <td style="text-align: center;">3800.1 REVISION 2 AMENDMENT 4</td> <td style="text-align: center;">11/15/96</td> </tr> </table>	3800.1 REVISION 2 AMENDMENT 4	11/15/96
3800.1 REVISION 2 AMENDMENT 4	11/15/96		

I. PRINCIPAL CHANGE

This amendment transmits revised maximum per diem rates for travel within the conterminous United States (CONUS). The revised pages include an increase in the lodging allowance for Kansas City, Kansas, and Kansas City, Missouri.

II. EFFECTIVE DATE

The new rates are effective for travel performed on or after **August 5, 1996**.

III. CANCELLATION

This transmittal is canceled when contents have been incorporated into FSIS Directive 3800.1. For recordkeeping purposes, users may either retain or destroy this transmittal.

/s/ Joseph A. Powers

Assistant Deputy Administrator
Office of Management

FILING INSTRUCTIONS

Remove Old Pages

46.5, 46.6
46.9, 46.10

Insert New Pages

46.5, 46.6
46.9, 46.10

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<p>FSIS DIRECTIVE TEMPORARY DUTY TRAVEL WITHIN CONUS</p>	<table border="1"> <tr> <td style="text-align: center;">3800.1 REVISION 2 AMENDMENT 3</td> <td style="text-align: center;">4/12/96</td> </tr> </table>	3800.1 REVISION 2 AMENDMENT 3	4/12/96
3800.1 REVISION 2 AMENDMENT 3	4/12/96		

I. PRINCIPAL CHANGE

This amendment transmits a revised list of maximum per diem rates for travel within the conterminous United States (CONUS). The revised list includes increases or decreases in the lodging and meals and incidental allowances for localities where the per diem rate exceeds the standard CONUS rate.

II. EFFECTIVE DATE

The new rates and localities are effective for travel performed on or after **April 1, 1996**.

III. CANCELLATION

This transmittal is canceled when contents have been incorporated into FSIS Directive 3800.1. For recordkeeping purposes, users may either retain or destroy this transmittal.

/s/ Joseph A. Powers

Assistant Deputy Administrator
Administrative Management

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Remove Old Pages

46.1, 46.16

Insert New Pages

46.1, 46.17

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FSIS DIRECTIVE TEMPORARY DUTY TRAVEL WITHIN CONUS	<div style="text-align: right;">3800.1 REVISION 2 AMENDMENT 2</div> <div style="text-align: right;">1/24/95</div>

I. PRINCIPAL CHANGES

This directive is amended to:

A. Include Attachment 6-1 which is the Federal Travel Regulation's (FTR's) revised list of maximum per diem rates for travel within the conterminous United States (CONUS). The new rates and localities are effective for travel performed on or after **January 1, 1995**. The revised list includes:

1. Increases or decreases in the lodging and meals and incidental expense amounts in certain existing localities.
2. Additional per diem localities.
3. Changes in the defined areas for certain per diem localities.

B. Remove references to Form AD-206 which is obsolete, and insert references to an amended Form AD-202 which replaces the AD-206.

II. BACKGROUND

The General Services Administration (GSA) is suspending publication of the Federal Travel Directory. GSA has advised Agencies that the final issue will be published by the end of January 1995. The FTR's revised listing of maximum per diem rates, previously found in the Directory, are being added to this directive as Attachment 6-1.

III. CANCELLATION

This amendment cancels FSIS Notice 1-94, dated 1/11/94. This transmittal is canceled when contents have been incorporated into FSIS Directive 3800.1. For recordkeeping purposes, users may either retain or destroy this transmittal.

/s/ Joseph A. Powers

Assistant Deputy Administrator
Administrative Management

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FILING INSTRUCTIONS

Remove Old Pages

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<p>FSIS DIRECTIVE TEMPORARY DUTY TRAVEL WITHIN CONUS</p>	<table border="1"> <tr> <td style="text-align: center;">3800.1 REVISION 2 AMENDMENT 1</td> <td style="text-align: center;">12/8/94</td> </tr> </table>	3800.1 REVISION 2 AMENDMENT 1	12/8/94
3800.1 REVISION 2 AMENDMENT 1	12/8/94		

I. PRINCIPAL CHANGE

This directive amends the procedures for calculating per diem for travel of 24 hours or less when no lodging is required. The amended procedures comply with the Federal Travel Regulations, which allow one-fourth of the meals and incidental expense rate for each 6-hour quarter or fraction thereof in the calendar day (12:01 a.m. to 12:00 midnight).

II. CANCELLATION

This transmittal is canceled when contents have been incorporated into FSIS Directive 3800.1. For recordkeeping purposes, users may either retain or destroy this transmittal.

/s/ Joseph A. Powers

Assistant Deputy Administrator
Administrative Management

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FSIS DIRECTIVE
TEMPORARY DUTY TRAVEL WITHIN CONUS

3800.1
REVISION 2 12/8/94

I. PRINCIPAL CHANGES

A. Part One.

1. Renames "actual duty point" to "primary duty location" for consistency with FSIS Directive 3800.2.
2. Defines additional terms in Part One, Attachment 1-1.

B. Part Two.

1. Identifies the traveler's liability for excess costs resulting from personal preference.
2. Assigns responsibility for the administrative fee charged for changing ticketed airline reservations.
3. Removes the \$30 reimbursement limit for use of taxis.

C. Part Three.

1. Outlines the authorization procedures for use of premium-class service.
2. Clarifies Agency policy on use of tickets with penalty clauses on nonrefundable tickets for official travel or for any combination of official and personal travel.
3. Discusses membership in frequent travelers' programs and order of precedence for use of FTB's.

D. Part Six.

1. Incorporates the four M&IE rates of \$26, \$30, \$34, and \$38 previously announced in FSIS Notice 12-93.
2. Deletes the criteria concerning meals and time away from residence for per diem when travel is more than 10 hours but less than 24 hours.
3. Removes Attachment 6-1, Maximum Per Diem Rates for CONUS, and references the monthly FTD for current rates.

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E. **Part Seven.** Establishes Agency policy on authorizing actual subsistence expenses when the actual and necessary lodging expenses exceed the per diem allowance.

F. **Part Eleven.** Outlines Agency policy on pre-employment interview travel.

II. **CANCELLATION**

This transmittal is canceled when contents have been incorporated into FSIS Directive 3800.1. For recordkeeping purposes, users may either retain or destroy this transmittal.

/s/ Joseph A. Powers

Assistant Deputy Administrator
Administrative Management

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UNITED STATES DEPARTMENT OF AGRICULTURE
FOOD SAFETY AND INSPECTION SERVICE
WASHINGTON, DC

FSIS DIRECTIVE

3800.1
REVISION 2
AMENDMENT 2

1/24/95

TEMPORARY DUTY TRAVEL WITHIN CONUS

PART ONE--BASIC PROVISIONS

I. PURPOSE

This Directive provides regulations governing travel allowances for all employees traveling in the United States on official FSIS business.

II. CANCELLATION

Cancel FSIS Directive 3800.1 Revision 1, dated 10/11/88, and FSIS Notices 3-92, dated 2/4/92; 6-92, dated 2/28/92; 30-92, dated 8/5/92; 35-92, dated 9/8/92; and 12-93, dated 3/19/93.

III. (RESERVED)

IV. REFERENCES

FSIS Directive 3800.2, Reimbursement for Use of Privately Owned Vehicles

FSIS Directive 3800.5, Travel Advances

FSIS Directive 3805.1, Travel Authorizations

FSIS Directive 3810.3, Travel Vouchers

FSIS Directive 3830.2, Traveler's Charge Card Program

FSIS Directive 3840.1, Temporary Duty Travel Outside CONUS

FSIS Directive 4300.5, Details of Personnel

FSIS Directive 4550.1, Travel Time Pay Entitlements Under Title 5,
U.S. Code

FSIS Directive 4551.1, Provisions of the Fair Labor Standards Act

Departmental Manual 2300-1, Agricultural Travel Regulations

Departmental Regulation 2300-3, Authorized Telephone Calls

of a Personal Nature During Official Travel

Federal Aviation Act of 1958 (49 U.S.C. 1371)

Federal Personnel Manual, Chapter 410, Federal Travel Regulations

Federal Personnel Manual, Chapter 572, Pre-employment Interview

Expenses

* * *

Code of Federal Regulations, Title 41, Public Contract and Property Management

Public Law 85-507, Government Employees Training Act

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V. **FORMS AND ABBREVIATIONS**

The following will be referred to in their shortened form in this Directive:

AM	Administrative Management
ATR	Agriculture Travel Regulations
BFD	Budget and Finance Division
CDW	Collision Damage Waiver
CFR	Code of Federal Regulations
CONUS	Conterminous United States
DOD	Department of Defense
FEHB	Federal Employees' Health Benefits
FSB	Fiscal Services Branch, BFD
FTB	Frequent Traveler's Benefits
FTR	Federal Travel Regulations
FTS2000	Federal Telecommunications System 2000
GBL	Government Bill of Lading
GFA	Government-Furnished Automobile
GSA	General Services Administration
GTR	Government Transportation Request
GVTS	Government Transportation System
IO	Inspection Operations
IP	International Programs
M&IE	Meals and Incidental Expenses
NFC	National Finance Center
ODS	Official Duty Station
OIC	Officer-in-Charge
OM	Office of Management
OPM	Office of Personnel Management
PD	Personnel Division
PDL	Primary Duty Location
POV	Privately Owned Vehicle
SATO	Scheduled Airline Ticket Office
S&T	Science and Technology
TDY	Temporary Duty
TMC	Travel Management Center
U.S.C.	United States Code

- Form AD-202, Travel Authorization
- Form AD-497, Request for TR Action
- Form AD-616, Travel Voucher
- FSIS Form 2450-5, Request for Authorization to Operate a Government-Owned or -Leased Vehicle
- FSIS Form 3820-6, Request for Actual Subsistence Expenses

VI. **APPLICABILITY**

This Directive applies to all TDY travel performed by FSIS personnel within CONUS. Employees on TDY travel outside CONUS are covered under FSIS Directive 3840.1. Employees on permanent assignment in foreign countries are covered by State Department regulations.

VII. **POLICY**

FSIS policy is to authorize or approve travel when it is necessary for the effective performance of the functions of the Agency and the cost can be justified in the interest of authorized programs or services. Travel may be performed also for the benefit of another USDA agency or for the joint benefit of USDA and another Department, a foreign Government, or an international organization, subject to the provisions of this Directive.

A. Employees traveling for FSIS are expected to exercise the same care in incurring expenses that a **prudent** person would exercise if traveling at his or her own expense on personal business. This is commonly referred to as the Prudent Person Rule. ■

B. FSIS travelers will be reimbursed for only those expenses necessary for transacting official FSIS business. Employees are not authorized excess costs, indirect routes, delays, or luxury accommodations and services that are unnecessary or unjustified in the performance of official business. Employees will be responsible for excess costs and any additional expenses incurred for personal preference or convenience. ■ ■ ■ ■

VIII. **LEGAL AUTHORITY**

A. Title 5 of the U.S. Code, paragraphs 5701-5709, provides that individuals traveling on official Government business are entitled to certain allowances to meet travel, transportation, and subsistence expenses.

B. GSA's FTR is published in Title 41 of the CFR, Parts 301-304. The FTR ■ governs all travel by civilian employees of FSIS and individuals employed intermittently as consultants and experts and paid daily or serving without pay. Chapter 1 of the FTR (41 CFR 301) covers TDY travel allowances and is the basis for this Directive. ■

C. The FTR and Departmental policies and regulations on the subjects addressed in this Directive are contained in the ATR (Departmental Manual 2300-1).

IX. **AUTHORITY TO TRAVEL**

An AD-202 is required for all officially ordered travel. However, there may be emergency ■ situations when travel is required before an AD-202 can be prepared. When travel begins ■ before authorization, a post-approved AD-202 must be issued. The post-approved AD-202 ■ must include a statement why prior authorization was not possible, and must include the words ■ "POST APPROVED" on the top margin area. ■

X. **ADDITIONAL INFORMATION**

A. Obtain additional information or clarification on this Directive from FSB. ■

B. All exceptions and written issuances on procedures, policies or interpretations of ■ TDY travel allowances must be submitted in writing to and approved by FSB. ■

DEFINITIONS

1. **Actual Subsistence.** A method of reimbursing travelers for their **ACTUAL** cost for lodging and/or M&IE. The actual expenses must be unusually high due to special or unusual circumstances, and the actual subsistence approved may not exceed 300 percent of the maximum per diem rate allowed in the FTR. ■
2. **Agriculture Travel Regulations (ATR's).** Supplemental regulations to the FTR Which establish Departmental travel policies.
3. **Authorization.** The required approval by the designated official which permits an employee to travel on official Government business.
4. **Collision Damage Waiver (CDW) Insurance.** Comprehensive and collision damage coverage without additional charges on a rental vehicle under a Government contract rental agreement.
5. **Conterminous United States (CONUS).** The 48 contiguous States plus the District of Columbia. (Excludes Alaska and Hawaii.)
6. **Duty Point.** A physical location, usually identified by a street address of a single location, where an employee performs official duties on a regular or temporary basis. A duty point could be the local FSIS office where work is performed or a plant where inspection work is done. Duty points also include TDY points or relief assignment plants. Employees may have a single duty point or multiple duty points.
7. **Employee.** Any person employed by FSIS or other person performing official travel on behalf of FSIS.
8. **Federal Telecommunications System 2000 (FTS2000).** A telecommunications system used by GSA and Government agencies. FTS2000 replaces the former FTS.
9. **Frequent Traveler's Benefits (FTB's).** Benefits earned in connection with official travel, such as mileage credits, points, etc., which may be used for future official travel. (See Part Three, subparagraph VI. B.)
10. **Federal Travel Regulation (FTR).** A regulation issued by GSA under 5 U.S.C. 57, and codified in 41 CFR 301-304. According to decisions of the Comptroller General of the United States, the FTR has the force and effect of law and may not be waived.

11. **Foreign Travel.** Travel outside of CONUS and nonforeign areas such as Alaska and Hawaii. Foreign travel also includes local travel of employees stationed outside of the United States.

12. **General Services Administration (GSA).** An independent Federal Government organization which consists of operating services and supporting staff offices. GSA establishes policies and provides a management system of property, records, and transportation for the Government.

13. **Government Charge Card.** A GSA-approved charge card issued to individuals who travel at least twice a year. The use of the card is for official business only and cannot be used for personal needs.

14. **Government-Furnished Automobile (GFA).** An automobile that is either owned or leased by the Government for a period of 30 days or more.

15. **Government Transportation Request (GTR).** The required form for obtaining common carrier services when an employee is unable to use GSA contract travel agencies and does not have a Government charge card.

16. **Government Transportation System (GVTS).** A method of obtaining Government transportation from a TMC by charging directly to the Agency account. The GVTS does not require a GTR or Government charge card.

17. **High-Mileage Driver.** An employee whose monthly average of official mileage exceeds the Government's high mileage threshold. This threshold is the number of miles at which the cost of operating a GFA comes closest to equaling the cost of reimbursing the employee for POV usage. (See FSIS Directive 3800.2.)

18. **Miscellaneous Expenses.** Expenses that are directly attributed to and necessary for the travel authorized. When authorized, these expenses are also reimbursable in addition to per diem and transportation expenses.

19. **Nonforeign Areas Outside CONUS.** The States of Alaska and Hawaii, the American Virgin Islands, American Samoa, Guam, the Commonwealths of Puerto Rico and the Northern Marianna Islands, and other possessions of the United States.

20. **Official Duty Station (ODS).** The corporate limits of the city or town or other established area with definite boundaries in which an employee is stationed on a permanent basis.

a. If an employee is stationed in a city which is completely within the corporate limits of a larger city, the employee's ODS includes the corporate limits of the larger city.

b. If an employee is not stationed in an incorporated city or town, the ODS is determined in the following order of precedence:

(1) The reservation, station, or established area in which the ODS is located.

(2) The area covered by a 25-mile radius around the duty point designated as the employee's PDL. **NOTE:** When this occurs, the employee's ODS will be shown on some personnel documents as the nearest location for which GSA has assigned a geographic location code, even though this may differ from the actual official station. However, the employee will be notified in writing of the PDL and the ODS.

21. **Officer-in-Charge (OIC).** A person designated by FSIS program or administrative management areas with authority to determine duty points for employees under his or her supervision.

22. **Per Diem.** A fixed daily amount for M&IE plus actual lodging costs, not to exceed the rates in the FTR. GSA establishes the CONUS per diem rates, which are listed in Attachment 6-1. DOD establishes the per diem rates for nonforeign areas outside CONUS and the State Department establishes the rates for foreign areas. ■
■

23. **Premium Class.** Air accommodations, such as business or first class, which exceed the cost of coach accommodations.

24. **Primary Duty Location (PDL).** The single duty point used for reference in determining the limits of an employee's ODS. **NOTE:** The location of an employee's residence is not a factor in determining the PDL.

a. When an employee has:

(1) **A single duty point**, the PDL is that duty point.

(2) **Multiple duty points** as part of the regular assignment, the PDL is a duty point designated by the OIC. Factors that should be considered in determining the PDL include:

(a) The duty location where the employee spends the majority of time.

(b) The central location of one duty point relative to the other duty points in the regular assignment.

(c) Availability of office space.

(d) Distance to a post office.

(e) Other pertinent administrative reasons.

b. When an IO employee has multiple inspection activities, the PDL is the plant designated as the headquarters point of the employee's regular assignment.

25. **Residence.** A place from which the employee regularly commutes to the PDL. (**NOTE:** This may not always be the legal residence, such as for tax or voting purposes.)

26. **Scheduled Airline Ticket Office (SATO).** An office staffed by airline carriers who provide travel services to the Government. SATO is primarily used by the field and area offices.

27. **Special Conveyance.** A method of transportation which includes taxis, limousines, short-term automobile rentals, or any other method of transportation except common carrier, GFA, Government leased vehicle, or POV. The use of a special conveyance requires specific approval.

28. **Standard Workday.** The established tour-of-duty for an employee which would not include overtime.

29. **Subsistence.** Costs for lodging, meals, and incidental expenses (as defined in Part Six) provided for the support of prudent traveling employees. Reimbursement may be by either the per diem or actual expense method.

30. **Temporary Duty (TDY) .** Authorized temporary duty from an employee's ODS to which he or she will return upon completing an assignment.

31. **Transportation Expenses .** Expenses for commercial bus, air, rail, or water vessel fares that are reimbursable in addition to the per diem allowance. Also includes public transportation, taxis, rental automobiles and other special conveyances, and mileage for POV usage.

32. **Travel Management Center (TMC).** A commercial travel agency under a contractual arrangement with GSA which provides reservations, ticketing, and related travel services for travelers on official Government business.

33. **United States.** All 50 States, plus the District of Columbia.

34. **U.S. Flag Air Carrier.** An air carrier holding a certificate issued under the Federal Aviation Act of 1958. This excludes "foreign" air carriers operating under U.S. permits. (The term "foreign," as used here, does not include U.S. territories and possessions.)

PART TWO--SELECTING METHOD OF TRANSPORTATION

I. GENERAL GUIDELINES

A. Travel on Government business is by the method which will result in the greatest advantage to the Government. In addition to actual transportation costs, consider total costs to the Government, which could include cost of per diem, overtime, lost worktime, total distance of travel, number of points to be visited, and the number of travelers.

B. The administrative official charged with authorizing the travel selects the method of transportation. (This may be delegated to other officials, such as immediate supervisors, who are in a better position to determine current mission requirements.)

C. The administrative official selects the mode of transportation in the following order, depending on the availability, feasibility, and reasonableness of that method for the particular trip. The selected mode is based on the method that is the most cost effective to the Government.

1. Common carrier, in the following order:
 - a. Contract airline service.
 - b. Noncontract airline service. (Requires specific authorization.)
 - c. Rail or bus service.
2. Government-contract rental or GFA.
3. POV, provided such use is determined to be advantageous to the Government.
4. Special conveyances, including commercially rented vehicles, provided it is determined to be advantageous to the Government. Travelers must first consider use of Government-contract rental vehicles. * * *

- D. A travel agent may not be used except:
1. Through a travel agency under GSA contract (TMC or SATO). * * *
 2. For reduced group or charter fares obtainable only through a travel agency.

II. TRAVELER'S LIABILITY FOR ADDED COSTS

A. Travel Changes for Personal Convenience.

1. The traveler must pay all travel expenses that exceed the travel costs of the most direct travel route using the lowest available accommodations, which is usually contract carriers. ■ ■ ■

2. Travelers may not use contract airlines for the portion of a trip that was changed for personal reasons. Changes for personal reasons include altering the direct travel route or flight schedule, stopovers exceeding the 4 hours, stopovers in alternate locations, or stopovers at any other location other than the TDY point. ■ ■ ■

B. **Administrative Fee for Ticket Changes.** An administrative fee is incurred when a noncontract ticketed-airline reservation is changed. The fee must be paid by: ■ ■

1. **The traveler** for all business/personal combination travel or changes for personal preference that require reissuance of tickets. ■ ■

2. **The Agency** for all official travel changes that require reissuance of tickets. ■ ■

III. ROUTING AND PROCURING OF TRAVEL

All official travel shall be by the most direct route between authorized points. ■ ■

* * *

A. When a GTR is used, it should be issued only for the portion of the expenses properly chargeable to the Government. GTR's may not be used for personal travel. ■ ■

B. When the GVTS is used, only official travel may be charged to the Agency account. The employee must advise the TMC when the travel has been altered or changed for personal preference and must personally pay for the added costs. ■ ■ ■

IV. AIRLINE SERVICE

Travelers shall use coach class accommodations unless another class is proved to be advantageous for the Agency. (See Part Three.) ■ ■

A. **Class of Accommodation.** Employees on official travel may not use premium class accommodations except as specifically authorized in Part Three, paragraph II. Travelers may use: ■ ■

1. Coach fare between travel points when there is no GSA contract available.

2. Promotional or special fares provided they meet the qualifying standards in Part Three, paragraph III. * * *

B. Use of Contract Airline Service. GSA has entered into contracts with major carriers to provide reduced fares between selected cities. * * *

1. An FSIS employee traveling between city-pairs must use a contract airline or a contract carrier Government fare, whichever is lower, whenever such fare is available, unless:

a. Seating space or the scheduled service is not available in time to accomplish the mission or would require the traveler to incur overnight lodging expenses.

b. The schedule of the contract airline conflicts with the Government's policy of scheduling travel to the maximum extent practicable during normal working hours.
NOTE: FSIS may order travel outside normal working hours if the requirements of the mission cannot be met in any other way.

c. A cost comparison shows that:

(1) An unrestricted coach fare offered by a contract carrier was available to the general public at a lower cost for the same flight.

(2) Noncontract coach fare was available to the public at a lower cost than any other fare offered by the contract carrier, all other cost factors being equal.

2. In the absence of specific authority stated on the AD-202, a traveling employee is responsible for any excess cost that may result from the traveler's:

a. Unauthorized use of a noncontract carrier.

b. Failure to use the lowest available contract fare.

3. The traveler must justify the use of noncontract carriers **between GSA City-pairs** on the AD-202 or an amended AD-202. Only the following officials may authorize or approve such use: ■

a. **Washington Offices.**

(1) **Staff Offices.** Administrator or Associate Administrator.

(2) **Other Offices.** Appropriate Deputy Administrator.

b. **Field Offices.**

- (1) **Regional Offices.** Regional Directors, IO.
- (2) **Import Inspection.** Deputy Administrator, IP.
- (3) **S&T Laboratories.** Laboratory Directors, S&T.

V. **USE OF AUTOMOBILES**

A. **Short-Term Rental.** DOD has negotiated special rates for Government travelers on official business under the U.S. Government Car Rental Agreement. * * *

1. The use of a rental automobile requires specific authorization on the AD-202 or post approval on an amended AD-202. ■

2. An employee who travels to a TDY location by common carrier and then requires an automobile for local travel must use the Government contract firms as a first resource in obtaining a short-term rental (less than 30 days).

3. The employee pays the cost of renting a Government-contract rental vehicle and claims reimbursement on the AD-616.

4. Rates include unlimited mileage and CDW provided the automobile is returned to the authorized drop point.

5. The Government will not reimburse the employee for the purchase of any additional insurance.

6. In the event of an accident, the employee will not be responsible for loss or damages except for specific causes of loss and damage as identified in the Rental Car Agreement. ■

B. **Required Long-Term Use.**

1. A GFA is the first resource when an automobile is required for local travel. USDA policy authorizes the use of a GFA for high-mileage drivers. (See FSIS Directive 3800.2.)

2. The use of a GFA is limited to official purposes, including the following at a TDY site:

- a. Between places of work.
- b. Between lodgings and places of work.
- c. Between lodgings or places of work and suitable eating places, barber shops, drugstores, places of worship, cleaning shops, and similar places when necessary for the employee's well being and the performance of duty.

3. Employees who occasionally use a GFA are not required to have an operator's authorization (FSIS Form 2450-5) as long as they have a valid State, District of Columbia, or territorial driver's license and the travel orders specifically provide for use of a GFA.. ■
■

4. Commercially rented vehicles may be used on a long-term basis only when a GFA or POV is unavailable and the use is specifically authorized by the approving official. ■
■

C. **POV.**

1. The use of a POV instead of a GFA is considered advantageous to the Government when:

a. A high-mileage driver **committed** to using a GFA uses a POV until a GFA becomes available.

b. An employee, other than a high-mileage driver, needs a vehicle on a trip basis and the time and cost involved in obtaining and returning a GFA are not warranted.

c. An employee, other than a high-mileage driver, needs a vehicle on a daily basis for official travel. ■
■

d. An assigned vehicle to which the employee normally has access is not available.

2. An employee may use a POV as a matter of personal preference when it is compatible with the performance of official duties, even if another method of transportation would be more advantageous to the Government. However, reimbursement for transportation costs under such circumstances is limited to the costs by the most advantageous method. ■
(See FSIS Directive 3800.2.)

D. **Special Conveyance.** The use of a special conveyance is authorized only when a short-term rental, POV, or GFA is not available or when the use is not advantageous to the Government. (See Part Four.)

VI. **LOCAL TRANSPORTATION**

A. **Local Travel Within the Vicinity of Employee's ODS.** Employees whose duties do not require regular travel are authorized: ■
■

1. Any **excess** transportation expenses **over the normal** commuting costs when reporting to another location **inside** the ODS. ■
■

2. All travel expenses **to and from** a TDY point when the travel is **outside** the ODS. ■
■

B. To, From, and Between Places of Work. Local transportation by bus, streetcar, or other public transportation system is reimbursable in the cases below. (Taxicab service or a POV may be used for such transportation if determined to be advantageous to the Government. When a POV is used, see FSIS Directive 3800.2.)

1. Between places of business or from residence to temporary place of business in the ODS. If the employee travels directly from residence to a temporary place of business, the claimable expense is the cost of direct transportation less the actual or estimated cost of normal commuting to the PDL.

2. Between places of business at a TDY location.

3. Between lodgings and places of business at a TDY location.

C. To Places Where Meals Are Obtained. If suitable meals **cannot** be obtained at the TDY station, daily transportation costs (not part of per diem allowance) to obtain meals at the nearest suitable place may be approved. Travelers should enter a statement on the travel voucher explaining the necessity for such daily travel. **NOTE:** Necessity does not include special dietary meals, desires, services or variety. These considerations are personal to the employee.

D. To and From Carrier Terminals. Transportation by airport or hotel limousine (or taxicab if limousine is unavailable) between residence or place of business and carrier terminals is reimbursable. Limousine service or courtesy transportation furnished by hotels/motels is generally less expensive than taxicab service and must be used when practicable. Employees may take a taxicab to a limousine pickup point and a limousine from there to the common carrier terminal. Receipts are required for fares over \$75. ■

E. Between Residence and Office on Day Travel Is Performed. Reimbursement may be authorized for taxicab fare from:

1. **Residence to office** on the day an employee **departs** from the office on an official trip involving at least 1 night away from home.

2. **Office to home** on the day the employee **returns** to the office from such a trip.

F. Between Residence and Office in Cases of Necessity. Reimbursement is allowed for taxicab fare from office to residence for employees dependent on public transportation who have performed officially ordered work outside of regular working hours and the trip home is during hours of darkness or at a time when public transportation is infrequent.

PART THREE--AIRLINE ACCOMMODATIONS

I. POLICY

A. Use less-than-premium-class air accommodations for official travel by air. (Paragraph II. lists certain limited exceptions to this policy.) ■

B. Use GSA contract airlines whenever available, as prescribed in Part Two, subparagraph IV. B.

C. An administrative fee will be incurred when a noncontract ticketed-airline reservation is changed. (See Part Two, subparagraph II. B.) ■

II. PERMITTED USE OF PREMIUM-CLASS SERVICE

A. Premium-class service, such as business or first class, can be authorized only by the Assistant Secretary. Travelers must request authorization through the Administrator to the Assistant Secretary **before** official travel begins. ■

B. Authorization for premium-class service can be approved only under the following circumstances. ■

1. Space is not available in less-than-premium-class accommodations on any scheduled flights in time to accomplish the purpose of the official travel, which is so urgent that it cannot be postponed. ■

2. The employee is so handicapped or otherwise physically impaired that other accommodations cannot be used. The employee's condition must be substantiated by competent medical authority.

3. The Administrator determines that security or other exceptional circumstances makes use of premium-class service essential to the successful performance of the Agency's mission.

4. Less-than-premium-class service on foreign carriers does not provide adequate sanitation or health standards. ■

5. Use of premium-class accommodations would result in an overall savings to the Government based on economic considerations, such as the avoidance of additional subsistence costs, overtime, or lost productive time that would be incurred while awaiting availability of less-than-premium-class accommodations. ■

* * *

III. **REDUCED RATES**

As a general rule, when the same transportation service is available from different common carriers at different prices, select the lowest fare available. In cases where a higher cost is administratively determined to be more advantageous to the Government, provide justification. ■ ■

A. **Travel Between City-Pairs.** Travelers are required to use GSA contract airlines when traveling between designated city-pairs, as prescribed in Part Two, paragraph IV. Travelers may choose a lower fare, instead of a contract fare when: ■ ■

1. Offered by the contract carrier to the general public for the same flight.
2. Offered by a noncontract carrier to the general public at a lower price than any fare offered by the contract carrier, all other cost factors being equal. (Use of a noncontract carrier must be justified and approved, as prescribed in Part Two, subparagraph IV. B.)

B. **Tickets with Penalty Clauses.**

1. Obtain specific approval on the AD-202 for the use of penalty fares for official business.

2. Penalty fares created solely because of a personal stop cannot be authorized. An employee who arranges for the reissuance of an official ticket for personal reasons is liable for all penalties and the cost of the ticket if the trip is canceled for **official** or personal reasons. ■ ■ ■ ■

IV. **UNUSED ACCOMMODATIONS**

The traveler is responsible for canceling reserved travel accommodations as soon as it is known that the accommodations will not be used. The traveler's negligence to take such action makes the traveler liable for any losses suffered by the Government. ■ ■ ■

V. **REFUNDS FROM CARRIERS**

When there are unused accommodations or changes in class of service, a refund, credit, or other form of payment may be due the Government. * * *

A. Conditions which may result in a refund, credit, or other form of payment to the Government:

1. Travel is terminated short of the destination specified on the ticket.
2. Service or class of travel was less than that specified on the ticket issued or on the GTR.
3. The round-trip ticket or any portion of a ticket was not used.
4. The traveler's confirmed, reserved accommodations were not available due to overbooking by the carrier.

B. If the initial purchase of the ticket was with Government funds, the refund should be made to the Government, **NOT** the traveler. The traveler shall not seek or accept any refunds directly from the carrier unless the traveler used a GSA contract credit card.

* * *

C. Refunds, credits, or other forms of repayment are handled as follows:

1. **Government Charge Card.** The employee is responsible for obtaining the proper refund or credit to his or her Government charge card. **NOTE:** The employee **IS NOT** entitled to file a claim on the AD-616 for a ticket purchased for official business when a refund or credit is due. ■ ■ ■ ■

2. **GVTS or TMC.** When tickets are purchased through a TMC, refunds and credits are processed under conditions established by the contract travel agency. An unused ticket or credit memorandum is returned to the contract travel agency through Agency channels. ■ ■ ■ ■

3. **GTR.** When tickets are purchased with a GTR, return the unused tickets or credit notices to NFC with the AD-616 or with a memorandum. ■ ■

a. **With the AD-616.** ■

(1) Enter the words "bill carrier" in the "**VENDOR**" column of Section B. ■

(2) Complete the remainder of the line in Section B with the GTR number, number of travelers, GTR class and the itinerary. * * * ■

(3) Enter the management code to be credited in Section C. ■

(4) Attach unused tickets or credits to the front of the AD-616. * * * ■

b. **With a memorandum.** Include the following information: ■

(1) GTR number. ■

(2) Name and Social Security number of the person responsible for the GTR. ■ ■

(3) Management code to be credited. ■

* * *

VI. TRAVEL PROMOTIONAL MATERIAL

Travel promotional material includes any gift, gratuity, or benefit (e.g., bonus flights, reduced fare coupons, cash, merchandise, gifts, and credits toward future free or reduced costs of services or goods). Employees are required to account to the Government for all promotional material received. Do not report items of nominal value, such as pens, pencils, pads, etc.

A. **Promotional Material.** When an employee receives promotional material from any commercial source (airlines, hotels, or car rental vendors):

1. **The employee** accepts the material on the behalf of the Government and gives material to the Director, BFD, through FSB, Washington, DC 20250. A receipt for the material will be furnished.

2. **BFD** gives tangible personal items such as gifts, cash, and other such items to the Director, Administrative Services Division, through the Property and Service Operations Section.

B. **Frequent Travelers' Programs.**

1. Premium-class accommodations obtained through the redemption of FTB's must be approved by the Administrator.

2. The order of precedence for the use of FTB's must be as follows:

a. To offset Government travel costs by obtaining free or reduced-cost tickets. When possible, employees should retain FTB's for use in obtaining free or reduced fares.

b. To upgrade to higher-than-coach class for travel that would be authorized as premium class under justifications listed in Subparagraph II. B.

c. To upgrade any official travel.

3. An employee who travels frequently should join such programs when there are savings to the Government by participation. An employee may be reimbursed for the membership cost, not to exceed the expected amount of savings.

4. An employee who earns credits for personal travel should maintain a separate, personal membership.

5. An FTB is the property of the Government if **any** part of it is earned through official travel, according to the Comptroller General of the United States.

**PART FOUR--USE OF TAXICABS, RENTAL AUTOMOBILES,
SPECIAL CONVEYANCES, AND TRAINS**

I. TAXICABS

A. **Approval Requirement.** General authorization for the use of taxicabs, limousine, and courtesy transportation furnished by hotels/motels to and from carrier terminals, between residence and office on the day travel is performed, or between residence and office in cases of necessity is contained in Part Two, paragraph VI. For local travel to, from, and between places of work and to and from places where meals are obtained, use of taxicab service may be allowed if it is authorized or approved as advantageous to the Government. However, under these circumstances, other methods of transportation (public transportation systems, Government or private auto) should be considered first.

B. **Tips.** Employees may be reimbursed for tips paid to taxicab, shuttle, or limousine drivers. Reimbursable tips may be up to 15 percent of the fare. Tips may be rounded upward to the next multiple of 5 cents. **EXAMPLE:** A 15 percent tip on a fare of \$4.80 would be 72 cents, which may be rounded up to 75 cents. A tip of 15 cents is allowable on a fare of \$1 or less.

II. RENTAL AUTOMOBILES AND SPECIAL CONVEYANCES

A. **Approval Requirement.** Rental of special conveyances, including boat, automobile, aircraft, or other conveyances, will be allowed for official use if authorized or approved as advantageous to the Government. (See Part Two, paragraph V., for payment of rental automobiles.)

B. **Incidental Charges.** Incidental costs, such as gasoline or oil, should be paid by the traveler and claimed on the AD-616 as miscellaneous expense. Obtain and submit receipts for these charges.

C. CDW Insurance Costs.

1. An employee on official travel should use a Government contract rental vehicle which includes free comprehensive and collision coverage, unlimited mileage, and airport access fees. * * *

2. When an employee obtains a Government contract rental vehicle and purchases insurances by choice, reimbursement is not authorized. If the vehicle is damaged while on official business, the employee may be required to pay for damages up to the deductible amount. The employee should claim reimbursement of the deductible amount as a miscellaneous expense on the AD-616.

D. Hire from Another Employee or Member of an Employee's Family.

There is no requirement that an employee hold the POV title to be reimbursed for mileage. However an employee must provide justification for hiring a vehicle from a family member, another employee, or another employee's family member. The justification must state that the:

1. **Conveyance** was not rented because of such personal or official relationship.

2. **Family member** from whom the conveyance was rented is not dependent upon the traveler for support.

E. Persons Traveling Together. When two or more individuals traveling on official business share a special conveyance or other rented vehicle, each traveler's name and employing agency must be reported on each traveler's voucher. Only one traveler may claim the cost of the rented vehicle.

III. TRAIN ACCOMMODATIONS

A. Sleeping Car Accommodations. Use the lowest level of first-class sleeping accommodations available for overnight train travel. Higher cost accommodations may be used if the lowest accommodations are not available or if the use of superior accommodations is authorized or approved for security reasons. In either case, the employee must state the justification for use of superior accommodations on the travel voucher. The employee will be responsible for excess costs incurred for personal preference or convenience.

B. Other Accommodations. Travelers requiring parlor car or reserved coach accommodations or extra-fare trains should contact their headquarters office. The use of a parlor car seat **may** be allowed when train travel exceeds 4 hours.

**PART FIVE--BAGGAGE, COMMUNICATIONS, AND
MISCELLANEOUS EXPENSES**

I. BAGGAGE

A. **Excess Baggage.** Government or personal property that exceeds in weight or size the amount of baggage that a common carrier will carry free is classified as excess baggage.

1. **Authorization for Excess Baggage.** Charges for carrying excess baggage may be allowed when authorized or approved. For air travel in coach or tourist accommodations, transportation of baggage up to the amount carried free on premium-class accommodations may be authorized at Government expense. ■

2. **Payment of Costs for Baggage.** Pay cash for excess baggage charges that do not exceed \$15. Where excess baggage services are specifically authorized, the AD-202 must state that the traveler should pay cash or whether the charges should be included on the GTR (or billing from contract travel agency). Receipts are required for cash payments for excess baggage charges. The receipt must state the weight of the baggage and the points between which it was transported. Allowable expenses may include:

- a. Baggage transfer charges.
- b. Baggage storage charges.
- c. Baggage checking and handling charges.
- d. Tips for handling Government property carried by the

traveler.

* * *

B. Requirement for Use of Least Costly Means of Shipment.

1. When the weight of property needed by the traveler exceeds the carrier's baggage allowance, the excess baggage shall be shipped by the least costly means available that will meet the traveler's needs. Consider these shipping methods: parcel post, freight, and express service. Consider the probable cost and time required to retrieve the shipment at the destination.

2. Make freight and express shipments on a GBL whenever practicable. If a GBL is not used, pay cash and claim reimbursement on the AD-616. Support the claim with a detailed receipt showing all charges, the number of packages, the content and weight of each package, and the points between which the property was transported.

II. COMMUNICATION SERVICES

A. **Authorization.** Telecommunication services, such as telephone, facsimile, teletype, telegraph, cable, and telecopier, and radio service may be used on official business when necessary. Charges for official local telephone calls are allowed as a business expense. However, travelers are expected to keep all such costs to a minimum and to use the least costly type of service that will suffice.

B. **Policy.** Employees traveling on official business for **more than one night** may make a brief call, limited to 5 minutes, each day to their residence or to a location within the local duty station's regular commuting area to speak to members of their immediate family, such as a spouse, minor children, or anyone sharing the same residence with the employee. The regular commuting area is the one from which an employee regularly commutes.

EXCEPTIONS:

1. If dependent children or dependent family members physically unable to stay alone are moved from the regular commuting area of the ODS while the employee is on official travel, the employee may make a telephone call to the alternate location.

2. An employee without immediate family at the ODS may place **one** "safe arrival" telephone call per week to a nonfamily member within his or her regular commuting area.

3. An employee or spouse traveling for more than one night away from the local duty station's commuting area on a househunting trip may make one telephone call to the local duty station's commuting area for each night of lodging.

4. An employee traveling for more than one night from one ODS to a new ODS without the immediate family may place one telephone call to the former duty station's commuting area for each night of lodging.

5. In the event of a change in the employee's return travel plans and when the immediate family is unavailable, a call may be placed to someone within the local duty station's commuting area who will notify the immediate family of the change.

6. On the last day of travel, claims will be allowed for a brief call placed to the local duty station's commuting area only for notification of a change in schedule.

C. **Telephone Call Reimbursement.** When a Government telephone system is not available, reimbursement is allowed as follows:

1. **Calls Within the 50 States, the District of Columbia, Puerto Rico, and the Virgin Islands.** The amount that may be reimbursed is limited to the cost of a 5-minute call for each night of lodging. Cumulative calling-time is allowed, limited to 5 minutes for each night that lodging is required.

2. **Calls Outside the 50 States, the District of Columbia, Puerto Rico, and the Virgin Islands.** The amount that may be reimbursed is the actual cost of each call made not to exceed \$7, multiplied by the number of lodging nights. **EXAMPLE:** On a 3-night, 4-day trip, the employee has \$21 available for use on one, two, or three telephone calls. ■
■
■
■

3. **Calls Not Completed and Access Charges.** Reimbursement amounts are included in the limits prescribed in Subparagraphs II. C. 1. and 2. ■
■

D. **Use of Telephone Systems for Official Business.** Use Government telephone systems, such as FTS2000 and commercial systems that will be paid by the Government, only for official business, including emergency calls and calls necessary in the interest of the Government. The first system to use is a Government system such as FTS2000. When such a system is not available or convenient, use a commercial system. * * * If the call is made over a commercial long-distance network, claim reimbursement for the cost of the call as a miscellaneous expense on the AD-616. (**NOTE:** There is no monetary or time limit on reimbursement for official calls made to conduct official business.) ■
■

* * *

E. **Claiming Reimbursement for Official Telephone Calls.** Travelers must separate official calls of a personal nature from calls made to conduct official business. Where possible, support claim with a receipt on the AD-616. ■
■
■

F. **Certification Statement.** Travelers who claim reimbursement for official telephone calls of a personal nature made while on official travel must include the following statement in the "Remarks" section of the AD-616: ■
■
■

"THIS IS TO CERTIFY THAT PERSONAL CALLS MADE DURING
OFFICIAL TRAVEL COMPLY WITH THE REQUIREMENTS OF
DR 2300-3 AS DESCRIBED BY FSIS DIRECTIVE 3800-1." ■
■
■

G. **Official Purpose and Personal Business.** Telegrams reserving transportation services are allowable miscellaneous expenses. All communications services used on personal business, including inquiries pertaining to personal salary or benefits, leaves of absence, or travel vouchers, are **personal expenses** and **may not** be claimed for reimbursement. ■

* * *

H. **Charges for Telegraph, Cable, and Radio Services.** Send communications as "Official Business--Collect" to Government offices which have authorized charge accounts, unless otherwise specified. Claim reimbursement for these expenses on the AD-616, and support with a detailed receipt. ■
■

* * *

III. MISCELLANEOUS EXPENSES

A. Expenses Allowable.

1. **Miscellaneous Services.** Certain miscellaneous expenses may be reimbursed when authorized or approved. **EXAMPLES:** Stenographic, typing, and clerical services, and storage of property on official business.

2. **Lodging Taxes.** Per diem rates for lodging in Attachment 6-1 do not include taxes. Claim taxes as a miscellaneous expense, not to exceed the taxes for the authorized lodging amount. When the lodging cost:

a. **Does Not Exceed the Authorized Per Diem Rate.**

An employee travels to a location where the authorized lodging amount is \$90.00 per night. The employee obtains lodging for \$80.00 per night with lodging taxes of \$9.60 per night. The employee must claim the \$80.00 as **Lodging** and the \$9.60 (taxes) as a **Miscellaneous Expense**.

b. **Exceeds the Authorized Per Diem Rate.** An employee travels to a location where the lodging amount is \$88.00 per night. The employee chooses lodging that costs \$102.00 per night. The taxes are 12 percent of the lodging rate (\$12.24). The employee may claim only 12 percent of the authorized lodging amount (\$10.56) as a **Miscellaneous Expense**. The employee is responsible for paying the additional tax of \$1.68, (\$12.24 minus \$10.56), since the lodging cost exceeds the authorized lodging amount for the locality.

3. **Rental of Meeting Room.** When it is necessary to rent a separate room in which to transact official business, a separate charge may be authorized or approved. Rental of meeting rooms in the Washington, DC, metropolitan area must be approved by the Procurement and Property Branch, Administrative Services Division.

4. **Traveler's Checks, Money Orders, Certified Checks or ATM Fees.** Reimbursement may be allowed for the cost of:

a. Traveler's checks, money orders, or certified checks purchased for official travel. The amount of the checks or money orders may not exceed the amount of funds necessary to cover the traveler's estimated reimbursement expenses.

b. ATM fees incurred when using the official government issued charge card to obtain cash advances.

c. Cashing checks in foreign countries.

5. **Laundry, Cleaning, and Pressing of Clothes.** ■

a. Claim reimbursement as a separate miscellaneous expense ■
when the following conditions are met: ■

(1) The traveler must incur five or more consecutive ■
night's lodging on official travel. ■

(2) The expenses must be incurred at a TDY site. ■

(3) The expenses may not be incurred on the first or last ■
day of travel. ■

(4) The expenses must be appropriate. ■

b. Reimbursement is limited to actual expenses not to exceed ■
\$10 for each 5 night's lodging or subsequent portion of 5 night's lodging. (**EXAMPLE:** ■
When an employee incurs 7 night's consecutive lodging, reimbursement may be for ■
actual expenses not to exceed \$20, which represents \$10 for the first 5 night's lodging ■
and an additional \$10 for the next portion of 5 night's lodging.) ■

6. **Other Expenses.** Other miscellaneous expenses not mentioned in ■
this Directive when necessarily incurred by the traveler may be allowed when authorized or ■
approved. **EXAMPLES:** Duplicating services; equipment rental, such as overhead projectors; and ■
passport photos. ■

B. **Payment to Government Employees.** Neither payment nor any other ■
reimbursement shall be allowed under any agreement made by a traveler with any other ■
Government employee for personal services. ■

PART SIX--PER DIEM

Section One--Basic Provisions

I. GENERAL

The provisions of this part apply to all TDY travel in CONUS. All TDY travel should be authorized in advance whenever possible. This part applies to:

- A. Employees, including paid and unpaid experts and consultants, performing duties for FSIS.
- B. Travel of members of public advisory committees, which may be paid if the committee has been established by statute or by a specific order of the Secretary of Agriculture.

II. AUTHORITY

Per diem in this part is for official travel away from the employee's official station, except when actual per diem allowances are authorized according to Part Seven. ■

III. DEFINITIONS

- A. **Calendar Day.** The 24-hour period from one midnight to the next (12:01 a.m. to 12:00 midnight).
- B. **Locality Rates.** The maximum rates prescribed for specific localities within CONUS, listed in Attachment 6-1.
- C. **Standard CONUS Rate.** The standard CONUS rate is prescribed for any area in CONUS that is not included in one of the defined localities or areas listed in Attachment 6-1. It is also prescribed in certain specific circumstances, such as relocation travel, for all locations in CONUS.

IV. EXPENSES COVERED BY PER DIEM

The per diem allowance covers all charges, including * * * service charges where applicable, for the following types of per diem allowance expenses: ■

- A. **Lodging.**
 - 1. **Includes** overnight sleeping facilities, bath, personal use of the room during daytime, and service charges for fans, air conditioners, heaters, fires, telephones, and televisions or radios when such charges are not included in the room rate.
 - 2. Does not include accommodations on airplanes, trains, buses, or ships. The cost of accommodations furnished aboard common carriers is part of the transportation cost and is not a per diem allowance. ■

B. M&IE Related to Per Diem Allowances.

1. Meals.

- a. Expenses for breakfast, lunch, and dinner.
- b. Expenses for alcoholic beverages, entertainment, or any expenses incurred for another person are specifically excluded.

2. Incidental Expenses. Reimbursement is limited to \$2 per day.

EXCEPTION: Where meals and lodging are provided, such as OPM training courses with dormitory facilities, reimbursement is limited to \$5 per day.

- a. Fees and tips to waiters, porters, baggage carriers, bellhops, and hotel maids, and stewards and others on ships.

* * *

- b. Transportation between places of lodging or business and places where meals are taken, except as provided in Part Two, paragraph VI.

- c. Telephone calls and telegrams necessary to reserve lodging accommodations.

V. RESPONSIBILITIES

A. Employees. An employee traveling on official business is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business and spending personal funds. Excess costs, circuitous routes, delays, or luxury accommodations and services are unjustified in the performance of official business and are not acceptable under this standard. Employees will be responsible for excess cost and any additional expenses incurred because of personal preference or convenience.

B. Agency. FSIS is responsible for authorizing only those per diem allowances that are justified under the circumstances of the travel and that are allowable. The per diem rates provided in the FTR are the maximum allowable. To prevent the authorization or approval of per diem allowances in excess of the needs of the travel, consider:

- 1. Known arrangements or established cost experience at TDY points, whereby reduced costs of meals or lodging can be obtained.
- 2. Situations where special reduced rates can be obtained for a particular meeting, conference, training, or other TDY assignment.
- 3. Modes of travel where accommodations are provided as part of the transportation costs.
- 4. Situations where the Government furnishes lodging or other lodgings procured through an Agency purchase order.

VI. **LIMITATIONS ON PER DIEM**

A. **Maximum Rates.** In CONUS, the rate(s) may not exceed those listed in Attachment 6-1. (Includes standard CONUS rate for areas not specifically listed.)

B. **Minimum Distance.** The per diem allowance may not be paid:

1. Within an employee's ODS.
2. Within a 25-mile radius of either the employee's PDL or place of abode from which the employee commutes daily when the travel is within one calendar day.
3. Within a 35-mile radius of the employee's PDL when the travel is for more than one calendar day.

VII. **(RESERVED)**

Section Two--Per Diem Computation

VIII. **TRAVEL OF 24 HOURS OR LESS**

A. **Per Diem Allowance.** Per diem is allowed when the period of official travel is more than 12 hours. A flat three-fourths of the M&IE rate for the TDY assignment location is paid.

B. **Per Diem Computation With Lodging.** When lodging is required, the per diem allowance is the actual cost of lodging, limited to the applicable maximum lodging allowance, plus a flat three-fourths of the applicable M&IE rate at the TDY location for each day. **(EXAMPLE:** An employee leaves the PDL at 5:00 p.m. to begin official travel and spends the night at the TDY location. The employee returns the following day at 3:00 p.m. The official travel was less than 24 hours. The employee is entitled to the actual cost of lodging and a flat three-fourths of the applicable M&IE rate for each calendar day.)

IX. **TRAVEL OF MORE THAN 24 HOURS**

The applicable maximum per diem rate for each calendar day is determined by the travel status and location of the employee at 12:00 midnight and by whether or not lodging is required at such location. Only one per diem rate applies for a calendar day (12:01 a.m. to 12:00 midnight) and is determined by the TDY location at the end of the day.

A. **Beginning Day.** The per diem allowance is three-fourths of the M&IE rate of the TDY location, plus the maximum lodging allowance.

B. **Ending Day.** The per diem allowance is three-fourths of the applicable M&IE rate of the TDY location.

C. **Full Calendar Day.**

1. **When Lodging is Required.** The per diem reimbursement is the actual cost of lodging, not exceeding the locality's allowable amount, plus the applicable M&IE rate.

2. **When Lodging is NOT Required.** When an employee is in travel for a full calendar day and does not require lodging, the maximum per diem is the M&IE applicable to the preceding day.

X. **LODGING**

A. **Lodging Location Rules.** Normally per diem is based on the TDY point at the end of the calendar day where lodging is obtained. However, on occasion the employee must obtain lodging at a location other than the TDY point where the maximum per diem rate is higher than that of the TDY point. In such cases, actual per diem allowance may be authorized by the Deputy Administrator, OM. ■

1. Actual per diem allowance may be authorized in advance on FSIS Form ■ 3820-6 (Attachment 7-1). The employee must include a statement on Form 3820-6 satisfactorily explaining the unforeseen circumstances causing him or her to obtain the lodging in an area other than the designated TDY point.

2. If the lodging was obtained because of personal preference, the per diem rate is the rate prescribed for the designated TDY point.

B. **Obtained After Midnight.** When the employee is en route and does not arrive at the lodging location until after midnight, the lodging is claimed for the preceding calendar day and the applicable per diem will be determined as if the employee had been at the lodging location at 12 midnight of the preceding calendar day.

C. **Receipts.**

1. Receipts are required to support all lodging costs for which an allowance is claimed under the lodgings-plus system.

2. If receipts have been lost, obtain copies from the lodging establishment.

D. **Allowable Lodging Costs.**

1. The allowable lodging costs consist only of the actual cost of the lodging incurred up to the maximum allowed for the per diem location.

2. When an employee uses **conventional lodging** facilities (i.e., hotels and motels), the allowable lodging expense is based on the single occupancy room rate. If the lodging receipt shows double occupancy and the person sharing the room is:

a. **A Government employee on official travel**, the double occupancy must be documented giving the name and agency of the other person. One-half of the double occupancy rate is allowed each person.

b. **Not a Government employee**, the FSIS employee will be allowed the single occupancy rate. The name of the other person need not be furnished.

3. When an employee obtains lodging on a weekly or monthly basis, compute the daily lodging cost by dividing the total lodging cost by the number of days the lodging is occupied provided:

a. The employee acted prudently in renting by the week or month.

b. The cost to the Government does not exceed the cost of renting conventional lodging at a daily rate.

4. When an employee obtains lodging from friends or relatives, lodging costs are limited to the **actual additional** expenses incurred by the friends or relatives in furnishing such lodging. (**EXAMPLE:** Increased costs for utilities or rental of furniture.) However, an employee may be reimbursed an additional amount for transportation expenses to and from a place of free lodging, up to the maximum allowable daily lodging cost or \$50 per day, whichever is less. Travel by private automobile to and from the lodging will be reimbursed at the rate applicable when use of a private automobile is advantageous to the Government.

5. Lodging taxes paid by the traveler are reimbursed as a miscellaneous expense. Reimbursement is limited to the tax on the lodging cost authorized for that locality. (See Part Five, Subparagraph III. A.) ■

XI. **REDUCTIONS IN MAXIMUM PER DIEM RATES**

A. **Policy.** FSIS may authorize a reduced per diem rate under appropriate circumstances, such as when lodging or meals are obtained by the employee at reduced cost or furnished at no cost or nominal cost by the Government or when for some other reason the per diem allowance incurred by the employee can be determined in advance.

1. When such factors are known in advance, the per diem rate is authorized at a reduced rate. Send the authorization through FSB for approval.

2. If the reduction is made after the travel has been performed, the reduction is according to Subparagraphs B. through F.

B. **Meals Furnished.** When meals are furnished to the employee:

1. **By the Government**, i.e., through a registration fee, the reduction is as follows:

PER DIEM RATE REDUCTIONS					
MEAL FURNISHED	PER DIEM BASE RATES				
	\$30	\$34	\$38	\$42	\$46
Breakfast	6	7	8	9	9
Lunch	6	7	8	9	11
Dinner	16	18	20	22	24
NOTE: There is no reduction in the \$2 allowed for incidentals.					

2. **By the lodging establishment**, there is no reduction. (**EXAMPLE:** Complimentary breakfast or cocktail-hour buffet.)

C. **Lodging and Meals Furnished by the Government.** When lodging and meals are furnished by the Government, i.e., through a contract, the per diem is \$2. **EXCEPTION:** The per diem is \$5 when attending an OPM training course.

D. **When No Lodging Expenses Are Incurred.** The per diem rate is limited to the M&IE rate.

E. **Extended Stays of More Than 30 Days.** During the first 30 days, the employee is authorized the full per diem rate. After the 30 days, the employee is expected to find long-term accommodations, and the per diem rate is reduced to 55 percent of the locality rate. When a per diem rate is reduced to a lower rate, the AD-202 must show the reduced rate. If the reduced rate is not known when the AD-202 is prepared, include a statement that an amended AD-202 will be issued during the first 30 days to authorize the reduced rate. ■

F. **Meetings and Conferences.** The individual making arrangements should ensure that all attendees are authorized the same per diem rates when lower subsistence costs are used.

XII. **INTERRUPTIONS OF PER DIEM ENTITLEMENT**

A. **Leave and Nonworkdays.**

1. **General.** Disregard leave of absence for one-half or less of the prescribed daily working hours for per diem purposes. There is no per diem allowed if leave is taken for more than one-half of the prescribed working hours for the day. **EXCEPTION:** An employee who interrupts a travel assignment because of an incapacitating illness or injury is entitled to per diem for those days. (See Part Nine.)

2. **In a Per Diem Status.** An employee on TDY is considered in a per diem status on Federal holidays and scheduled nonworkdays (usually weekends) except when the employee returns to the ODS or place of abode and except for the conditions stated in Subparagraph 3.

3. **Nonworkdays.** No per diem is allowed on nonworkdays when:

a. The employee is in a leave status at the end of the normally scheduled workday before the nonworkdays (i.e., Friday) and at the beginning of the workday following the nonworkdays (i.e., Monday); and

b. The period of leave on either of those days is more than one-half of the prescribed working hours for the days.

B. Return to the ODS or Place of Abode for Nonworkdays.

1. An employee who is required to return to his or her ODS on nonworkdays to perform official business is allowed the round-trip transportation expenses and en route per diem.

2. An employee may be authorized return travel, such as transportation costs plus en route per diem, where a significant cost savings can be achieved. Schedule travel time within duty hours to the extent possible and document cost savings.

3. An employee who is on an extended TDY assignment may be granted one round trip to his or her ODS after the first 2 weeks and at 2-week intervals thereafter, provided the following criteria are met.

a. Before approving such travel, the appropriate administrative official must complete a cost analysis that demonstrates the cost effectiveness of such travel in terms of the overall costs of recruiting and retaining employees and the impact of such travel on performance because of morale factors. Include the analysis with the AD-202 for approval by the Deputy Administrator, OM.

b. The employee must be returning to the TDY site for at least 1 full week of duty.

c. Employees exempt from the Fair Labor Standards Act must travel outside of regular duty hours. (See FSIS Directive 4551.1 for provisions of the Act.)

4. An employee who voluntarily returns to his or her ODS or place of abode for nonworkdays is allowed round-trip transportation and en route per diem limited to the travel expenses that would have been incurred had the employee remained at the TDY point. No transportation expenses are allowed for travel to any other point for personal reasons.

XIII. REIMBURSEMENT FOR MIXED TRAVEL

Mixed travel occurs when the daily subsistence is subject to different computation methods or to different maximum rates. The TDY location at the end of the day determines the applicable reimbursement rate for the calendar day.

A. Compute per diem under only one method for each calendar day.

B. When actual per diem allowance expenses are authorized, reimbursement is on a calendar-day basis for the day(s) specified on the AD-202 or amended AD-202. (See Part Seven, paragraph VI.) ■

XIV. (RESERVED)

Section Three--Special Situations

XV. USE OF RECREATIONAL VEHICLES

The term "recreational vehicle" includes mobile homes, campers, camping trailers, or self-propelled mobile recreational vehicles. The use of any recreational vehicle (privately owned or rented) must be approved through authorizing officials on a separate travel authorization.

A. Privately Owned Recreational Vehicle.

1. Compute lodging costs on the basis of fees paid for parking; connection, use, and disconnection of utilities; bath or showers; and dumping of trash. Depreciation **MAY NOT** be included. The total of these fees may not exceed the authorized maximum lodging rate.

2. The M&IE portion of the per diem rate for the TDY point is allowed, unless it is expected that the employee will prepare his or her own meals. In the latter case, a special per diem rate may be authorized in advance of the travel. (See Subparagraph XI. A.)

B. Rented Recreational Vehicle. The rental fee plus the items in Subparagraph A. 1. may be considered as lodging costs. Compute the M&IE portion following Subparagraph A. 2. If the use of a rented recreational vehicle is not approved or authorized as advantageous to the Government, the rental fee may not be included as part of the lodging costs.

XVI. MEETINGS AND CONVENTIONS

The total cost of meals or lodging paid for by the Government plus subsistence paid directly to employees may not exceed authorized rates.

A. Held Outside the ODS. Normally, the per diem rate established in the ATR is authorized for meetings and conventions held outside an employee's ODS.

1. Officials arranging or sponsoring such a meeting or convention are responsible for establishing the appropriate per diem rate (within the maximum established in the ATR), and notifying other FSIS offices and agencies attending the meeting of the per diem rate.

2. If the cost of meals is:

a. **Included in the registration fee**, deduct the amount for a meal paid by the Government as prescribed in Paragraph XI.

b. **Not included in the registration fee**, claim the authorized M&IE rate.

3. Where per diem allowances are reimbursed directly to the traveler by a cooperating State through arrangements made by FSIS, the Agency will not pay per diem. ■

B. Held Within the ODS. Meals are not allowed for training, meetings, or conferences attended within the ODS that involve day-to-day Agency operations and concerns.

1. Meals may not be provided for employees attending internal meetings within the ODS, which concern day-to-day operations.

2. The cost of the meals is allowed when the meals are a part of an official training session according to the Federal Personnel Manual.

a. The following criteria must be met for meals to qualify as training.

(1) The meal must be incidental to the meeting which involves substantial time before or after the meal.

(2) Attendance at the meal is necessary for full participation in the business of the meeting.

(3) The employee is not free to partake of the meal elsewhere without being absent from essential formal discussions, lectures, or speeches.

b. The following situations do not qualify as training.

(1) An informational meeting at which the employee learns about day-to-day operations of the Agency or of the Government.

(2) An internal general business meeting.

XVII. TRAVEL FOR TRAINING UNDER PUBLIC LAW 85-507

A. Per diem rates for employees **traveling to and from** training points outside the ODS for training under the Government Employees Training Act are based on the standard CONUS rate.

B. Per diem rates in effect while the employees are **at the training point** are as follows:

1. **For training of 30 days or less**, the per diem rate established in Attachment 6-1, except when a lower rate has been established for the training program or when it has been administratively determined that the reimbursement should be on the actual per diem allowance expense basis. When an employee participates in an OPM training course and the tuition covers the costs of meals and lodging, the per diem rate is \$5. ■

2. **For training of more than 30 days**, up to 55 percent of the per diem rate established in Attachment 6-1. Submit requests for rates in excess of the applicable 55 percent, accompanied by appropriate documentation, through the Director, HRD, to the Deputy Administrator, OM, for approval.

XVIII. **NEW APPOINTEES TO SHORTAGE CATEGORY POSITIONS
AND STUDENT TRAINEES**

Per diem may be paid to student trainees or new appointees to positions for which FSIS has determined that a manpower shortage exists. This applies also when these employees are in training or performing TDY prior to reporting to a designated ODS.

XIX. CHANGE IN TDY FOR OFFICIAL REASONS

When an employee has made advanced arrangements for lodging for a TDY assignment (lodging is prepaid or employee is otherwise obligated to pay for entire lodging period) and the assignment is curtailed, canceled, or interrupted for official purposes, or for other reasons beyond the control of the employee and which are acceptable to the Agency, lodging costs may be calculated according to Subparagraph A. In all instances, the travel voucher must contain a brief explanation of the circumstances, including the period of TDY ordered and the reasons for curtailment, cancellation, or interruption. Authorized allowances must be approved by the Deputy Administrator, AM.

A. If the employee acted reasonably and prudently in obtaining the lodging, the unused portion of the lodging costs may be paid as follows:

1. Divide the total cost of the rental period by the number of days of occupancy. The daily lodging costs computed plus the appropriate allowance for M&IE may be reimbursed not to exceed the per diem rate authorized in the employee's travel authorization.

2. If the per diem rate authorized is not enough for the days of occupancy, the daily lodging cost computed in Subparagraph A. 1., plus the authorized M&IE, may be authorized on an actual expense basis not to exceed the maximum daily rates provided under Part Seven.

3. The excess amount, if any, of the unrefunded lodging cost not reimbursed under Subparagraph A. 2. may be paid as a miscellaneous travel expense incident to the travel assignment.

B. When the TDY assignment is interrupted by another assignment at a different location, the allowable subsistence expenses incurred during the interruption may be reimbursed separately from those authorized in Subparagraph A.

C. If a required rental deposit is forfeited because of the curtailment, cancellation, or interruption for official reasons, the forfeited deposit may be reimbursed as a miscellaneous travel expense. Reimbursement is not allowed for forfeit because of damages to rental lodging.

XX. TRAVEL DURING NONDUTY HOURS

Supervisors will schedule travel during normal duty hours to the maximum extent practicable. An employee should depart from the ODS no earlier than the day preceding the day required for TDY. Return travel should be scheduled promptly. Follow FSIS Directives 4550.1 or 4551.1 as appropriate to determine when travel during nonduty hours is compensable. ■ ■ ■ ■ ■

A. Supervisors must assure that trips are completed within an optimum period of time. ■ ■

B. Supervisors must use the following criteria when requiring travel during nonduty hours: ■
■

1. When an employee is required to be on duty at the ODS the next day. ■

2. When layover until the next workday will require payment of per diem. ■

XXI. TERMINATION OF PER DIEM UPON TRANSFER TO DUTY STATION

When the TDY location at which an employee was detailed and was entitled to per diem ■
becomes the permanent duty location of the employee, entitlement to temporary quarters ■
begins. See FSIS Directive 4300.5 for instructions on termination of per diem when an ■
employee's detail becomes a permanent duty station. ■

**2002 PER DIEM RATES
EFFECTIVE OCTOBER 1, 2001**

2002 Per Diem Rates Effective October 1, 2001

2002 Per Diem Rates Effective October 1, 2001								
STATE	MARKET DESTINATION	County Location	Seasonal Type	Seasonal Dates		Lodging Rate	M&IE Rate	Total
	STANDA RD CONUS					\$55.00	\$30.00	\$85.00
AL	BIRMINGHAM	Jefferson	Non-Seasonal			59.00	\$38.00	\$97.00
AL	DECATUR	Morgan	Non-Seasonal			\$69.00	\$30.00	\$99.00
AL	GULF SHORES	Baldwin	Seasonal-Peak	5/15	9/4	\$101.00	\$34.00	\$135.00
AL	GULF SHORES	Baldwin	Seasonal-Off	9/5	5/14	\$64.00	\$34.00	\$98.00
AL	HUNTSVILLE	Madison	Non-Seasonal			\$70.00	\$38.00	\$108.00
AL	MONTGOMERY	Montgomery	Non-Seasonal			\$61.00	\$38.00	\$99.00
AR	HOT SPRINGS	Garland	Non-Seasonal			\$60.00	\$30.00	\$90.00
AR	LITTLE ROCK	Pulaski	Non-Seasonal			\$72.00	\$34.00	\$106.00
AZ	CASA GRANDE	Pinal	Seasonal-Peak	1/1	4/30	\$80.00	\$34.00	\$114.00
AZ	CASA GRANDE	Pinal	Seasonal-Off	5/1	12/31	\$65.00	\$34.00	\$99.00
AZ	CHINLE	Apache	Seasonal-Peak	5/1	10/31	\$98.00	\$34.00	\$132.00
AZ	CHINLE	Apache	Seasonal-Off	11/1	4/30	\$55.00	\$34.00	\$89.00
AZ	FLAGSTAFF	All points in Coconino County not covered under Grand Canyon per diem area	Seasonal-Peak	5/1	10/31	\$67.00	\$34.00	\$101.00

AZ	FLAGSTAFF	All points in Coconino County not covered under Grand Canyon per diem area	Seasonal-Off	11/1	4/30	\$55.00	\$34.00	\$89.00
AZ	GRAND CANYON	All points in the Grand Canyon National Park and Kaibab National Forest within Coconino County	Seasonal-Peak	5/1	10/21	\$106.00	\$42.00	\$148.00
AZ	GRAND CANYON	All points in the Grand Canyon National Park and Kaibab National Forest within Coconino County		10/22	4/30	\$94.00	\$42.00	

AZ	KAYENTA	Navajo	Seasonal-Peak	4/15	10/15	\$98.00	\$30.00	\$128.00
AZ	KAYENTA	Navajo	Seasonal-Off	10/16	4/14	\$65.00	\$30.00	\$95.00
AZ	PHOENIX/SCOTTSDALE	Maricopa	Seasonal-Peak	1/1	4/15	\$107.00	\$42.00	\$149.00
AZ	PHOENIX/SCOTTSDALE	Maricopa	Seasonal-Off	4/16	5/31	\$79.00	\$42.00	\$121.00
AZ	PHOENIX/SCOTTSDALE	Maricopa	Seasonal-Shoulder1	6/1	8/31	\$59.00	\$42.00	\$101.00
AZ	PHOENIX/SCOTTSDALE	Maricopa	Seasonal-Shoulder2	9/1	12/31	\$90.00	\$42.00	\$132.00
AZ	TUCSON	Pima County; Davis-Monthan AFB	Seasonal-Peak	1/1	4/15	\$85.00	\$38.00	\$123.00
AZ	TUCSON	Pima County; Davis-Monthan AFB	Seasonal-Off	4/16	12/31	\$58.00	\$38.00	\$96.00
AZ	YUMA	Yuma	Non-Seasonal			\$68.00	\$34.00	\$102.00
CA	CLEARLAKE	Lake	Seasonal-Peak	5/5	9/30	\$85.00	\$30.00	\$115.00
CA	CLEARLAKE	Lake	Seasonal-Off	10/1	5/4	\$69.00	\$30.00	\$99.00
CA	CONTRA COSTA COUNTY	Contra Costa	Non-Seasonal			\$108.00	\$42.00	\$150.00
CA	DEATH VALLEY	Inyo	Non-Seasonal			\$60.00	\$46.00	\$106.00

CA	KERN COUNTY	Kern County	Non-Seasonal			\$68.00	\$38.00	
CA	LOS ANGELES	Los Angeles; Orange and Ventura Counties; Edwards AFB; Naval Weapons Center and Ordinance Test Station, China Lake (see Santa Monica)	Non-Seasonal			\$99.00	\$46.00	
CA	MAMMOTH LAKES	Mono	Non-Seasonal			\$70.00	\$46.00	
CA	MARIN COUNTY	Marin County	Non-Seasonal			\$108.00	\$42.00	
CA	MERCED	Merced	Non-Seasonal			\$62.00	\$30.00	
CA	MODESTO	Stanislaus	Non-Seasonal			\$60.00	\$34.00	
CA	MONTEREY	Monterey	Seasonal-Peak	5/1	10/31	\$94.00	\$42.00	
CA	MONTEREY	Monterey	Seasonal-Off	11/1	4/30	\$75.00	\$42.00	
CA	NAPA	Napa	Seasonal-Peak	4/1	11/15	\$125.00	\$42.00	
CA	NAPA	Napa	Seasonal-Off	11/16	3/31	\$110.00	\$42.00	
CA	OAKHURST	Madera	Seasonal-Peak	5/1	9/30	\$79.00	\$38.00	
CA	OAKHURST	Madera	Seasonal-Off	10/1	4/30	\$55.00	\$38.00	
CA	OAKLAND	Alameda	Non-Seasonal			\$118.00	\$38.00	
CA	ONTARIO/BARSTOW/ VICTORVILLE	San Bernardino	Non-Seasonal			\$84.00	\$38.00	

CA	PALM SPRINGS	Riverside	Seasonal-Peak	1/1	5/31	\$129.00	\$42.00	0
CA	PALM SPRINGS	Riverside	Seasonal-Off	6/1	12/31	\$84.00	\$42.00	0
CA	POINT ARENA/GUALALA	Mendocino	Non-Seasonal			\$109.00	\$38.00	0
CA	SACRAMENTO	Sacramento	Non-Seasonal			\$79.00	\$42.00	0
CA	SAN DIEGO	San Diego	Non-Seasonal			\$99.00	\$46.00	0
CA	SAN FRANCISCO	San Francisco	Non-Seasonal			\$159.00	\$46.00	0
CA	SAN LUIS OBISPO	San Luis Obispo	Non-Seasonal			\$79.00	\$38.00	0
CA	SAN MATEO/REDWOOD CITY	San Mateo	Non-Seasonal			\$134.00	\$42.00	0
CA	SANTA BARBARA	Santa Barbara	Non-Seasonal			\$114.00	\$38.00	0
CA	SANTA CRUZ	Santa Cruz	Non-Seasonal			\$108.00	\$42.00	0
CA	SANTA MONICA	City limits of Santa Monica (See Los Angeles)	Seasonal-Peak	6/1	9/30	\$125.00	\$38.00	0
CA	SANTA MONICA	City limits of Santa Monica (See Los Angeles)	Seasonal-Off	10/1	5/31	\$109.00	\$38.00	0
CA	SANTA ROSA	Sonoma	Non-Seasonal			\$89.00	\$42.00	0
CA	SOLONO COUNTY	Solano; Travis Air Force Base	Non-Seasonal			\$79.00	\$42.00	0

CA	SOUTH LAKE TAHOE	El Dorado (see also Stateline, NV)	Seasonal-Peak	6/1	8/31	\$97.00	\$42.00	\$139.00
CA	SOUTH LAKE TAHOE	El Dorado (see also Stateline, NV)	Seasonal-Off	9/1	5/31	\$84.00	\$42.00	\$126.00
CA	SUNNYVALE/PALO ALTO/SAN JOSE	Santa Clara	Non-Seasonal			\$150.00	\$46.00	\$196.00
CA	TAHOE CITY	Placer	Non-Seasonal			\$145.00	\$42.00	\$187.00
CA	TRUCKEE	Nevada	Seasonal-Peak	6/15	9/30	\$81.00	\$42.00	\$123.00
CA	TRUCKEE	Nevada	Seasonal-Off	10/1	6/14	\$63.00	\$42.00	\$105.00
CA	VISALIA	Tulare	Non-Seasonal			\$69.00	\$38.00	\$107.00
CA	WEST SACRAMENTO	Yolo	Non-Seasonal			\$69.00	\$30.00	\$99.00
CA	YOSEMITE NATIONAL PARK	Mariposa	Seasonal-Peak	5/1	9/30	\$114.00	\$46.00	\$160.00
CA	YOSEMITE NATIONAL PARK	Mariposa	Seasonal-Off	10/1	4/30	\$82.00	\$46.00	\$128.00
CO	ASPEN	Pitkin	Seasonal-Peak	1/1	4/30	\$145.00	\$46.00	\$191.00
CO	ASPEN	Pitkin	Seasonal-Off	5/1	12/31	\$89.00	\$46.00	\$135.00
CO	BOULDER	Boulder	Non-Seasonal			\$93.00	\$42.00	\$135.00
CO	COLORADO SPRINGS	El Paso	Seasonal-Peak	5/15	9/15	\$73.00	\$38.00	\$111.00
CO	COLORADO SPRINGS	El Paso	Seasonal-Off	9/16	5/14	\$59.00	\$38.00	\$97.00
CO	CORTEZ	Montezuma	Non-Seasonal			\$69.00	\$34.00	\$103.00

CO	CRESTED BUTTE	City limits of Crested Butte (see Gunnison County)	Seasonal-Peak	11/15	4/15	\$97.00	\$42.00	\$139.00
CO	CRESTED BUTTE	City limits of Crested Butte (see Gunnison County)	Seasonal-Off	4/16	6/15	\$58.00	\$42.00	\$100.00
CO	CRESTED BUTTE	City limits of Crested Butte (see Gunnison County)	Seasonal-Shoulder1	6/16	11/14	\$71.00	\$42.00	\$113.00
CO	DENVER	Denver, Adams, and Arapahoe	Non-Seasonal			\$112.00	\$42.00	\$154.00
CO	DURANGO	La Plata	Seasonal-Peak	5/15	9/30	\$99.00	\$38.00	\$137.00
CO	DURANGO	La Plata	Seasonal-Off	10/1	5/14	\$70.00	\$38.00	\$108.00
CO	FORT COLLINS	Larimer (except Loveland)	Non-Seasonal			\$76.00	\$34.00	\$110.00
CO	GLENWOOD SPRINGS	Garfield	Seasonal-Peak	5/15	10/15	\$95.00	\$30.00	\$125.00
CO	GLENWOOD SPRINGS	Garfield	Seasonal-Off	10/16	5/14	\$55.00	\$30.00	\$85.00
CO	GUNNISON	Gunnison (except Crested Butte)	Seasonal-Peak	5/15	9/30	\$70.00	\$34.00	\$104.00

CO	GUNNISON	Gunnison (except Crested Butte)	Seasonal-Off	10/1	5/14	\$55.00	\$34.00	\$89.00
CO	JEFFERSON COUNTY	Jefferson County	Non-Seasonal			\$94.00	\$34.00	\$128.00
CO	LOVELAND	City limites of Loveland (see Larimer County)	Non-Seasonal			\$69.00	\$30.00	\$99.00
CO	MONTROSE	Montrose	Non-Seasonal			\$69.00	\$34.00	\$103.00
CO	PUEBLO	Pueblo	Seasonal-Peak	6/1	9/30	\$72.00	\$34.00	\$106.00
CO	PUEBLO	Pueblo	Seasonal-Off	10/1	5/31	\$58.00	\$34.00	\$92.00
CO	SILVERTHORNE/ KEYSTONE	Summit	Non-Seasonal			\$170.00	\$38.00	\$208.00
CO	STEAMBOAT SPRINGS	Routt	Non-Seasonal			\$59.00	\$38.00	\$97.00
CO	TELLURIDE	San Miguel	Seasonal-Peak	12/20	9/30	\$147.00	\$46.00	\$193.00
CO	TELLURIDE	San Miguel	Seasonal-Off	10/1	12/19	\$85.00	\$46.00	\$131.00
CO	TRINIDAD	Las Animas	Non-Seasonal			\$62.00	\$30.00	\$92.00
CO	VAIL	Eagle	Seasonal-Peak	12/1	3/31	\$200.00	\$46.00	\$246.00
CO	VAIL	Eagle	Seasonal-Off	4/1	11/30	\$105.00	\$46.00	\$151.00
CT	BRIDGEPORT/ DANBURY	Fairfield	Non-Seasonal			\$109.00	\$38.00	\$147.00
CT	HARTFORD	Hartford	Non-Seasonal			\$120.00	\$42.00	\$162.00
CT	LAKEVILLE/SALISBURY	Litchfield	Non-Seasonal			\$95.00	\$38.00	\$133.00
CT	MIDDLESEX COUNTY	Middlesex	Non-Seasonal			\$78.00	\$30.00	\$108.00
CT	NEW HAVEN	New Haven	Non-Seasonal			\$87.00	\$38.00	\$125.00
CT	NEW LONDON/GROTON	New London	Seasonal-Peak	5/1	10/31	\$107.00	\$34.00	\$141.00

CT	NEW LONDON/GROTON	New London	Seasonal-Off	11/1	4/30	\$79.00	\$34.00	\$113.00
CT	PUTNAM/DANIELSON	Windham	Non-Seasonal			\$56.00	\$30.00	\$86.00
DC	WASHINGTON	Washington, DC (also the cities of Alexandria, Falls Church, and Fairfax, and the counties of Arlington, Loudon, and Fairfax in Virginia; and the counties of Montgomery and Prince George's in Maryland). (See also Maryland and Virginia)	Non-Seasonal			\$150.00	\$46.00	\$196.00
DE	DOVER	Kent	Seasonal-Peak	5/25	9/4	\$75.00	\$34.00	\$109.00
DE	DOVER	Kent	Seasonal-Off	9/5	5/24	\$64.00	\$34.00	\$98.00
DE	LEWES	Sussex	Non-Seasonal			\$120.00	\$42.00	\$162.00
DE	WILMINGTON	New Castle	Seasonal-Peak	4/1	9/30	\$109.00	\$34.00	\$143.00

DE	WILMINGTON	New Castle	Seasonal-Off	10/1	3/31	\$99.00	\$34.00	\$133.00
FL	ALTAMONTE SPRINGS	Seminole	Non-Seasonal			\$71.00	\$38.00	\$109.00
FL	BRADENTON	Manatee	Seasonal-Peak	1/1	4/30	\$65.00	\$30.00	\$95.00
FL	BRADENTON	Manatee	Seasonal-Off	5/1	12/31	\$55.00	\$30.00	\$85.00
FL	COCOA BEACH	Brevard	Non-Seasonal			\$105.00	\$34.00	\$139.00
FL	DAYTONA BEACH	Volusia	Seasonal-Peak	2/1	8/31	\$90.00	\$38.00	\$128.00
FL	DAYTONA BEACH	Volusia	Seasonal-Off	9/1	1/31	\$69.00	\$38.00	\$107.00
FL	FT LAUDERDALE	Broward	Seasonal-Peak	12/15	4/30	\$100.00	\$42.00	\$142.00
FL	FT LAUDERDALE	Broward	Seasonal-Off	5/1	12/14	\$69.00	\$42.00	\$111.00
FL	FT MYERS	Lee	Seasonal-Peak	1/15	4/15	\$70.00	\$42.00	\$112.00
FL	FT MYERS	Lee	Seasonal-Off	4/16	1/14	\$55.00	\$42.00	\$97.00
FL	FT PIERCE	Saint Lucie	Seasonal-Peak	12/15	4/30	\$70.00	\$46.00	\$116.00
FL	FT PIERCE	Saint Lucie	Seasonal-Off	5/1	12/14	\$55.00	\$46.00	\$101.00
FL	FT WALTON BEACH	Okaloosa	Seasonal-Peak	5/1	10/31	\$110.00	\$38.00	\$148.00
FL	FT WALTON BEACH	Okaloosa	Seasonal-Off	11/1	4/30	\$80.00	\$38.00	\$118.00
FL	GAINESVILLE	Alachua	Non-Seasonal			\$61.00	\$34.00	\$95.00
FL	GULF BREEZE	Santa Rosa	Seasonal-Peak	5/1	9/30	\$115.00	\$38.00	\$153.00
FL	GULF BREEZE	Santa Rosa	Seasonal-Off	10/1	4/30	\$59.00	\$38.00	\$97.00
FL	JACKSONVILLE/ MAYPORT	Duval; Mayport Naval Station	Non-Seasonal			\$65.00	\$34.00	\$99.00
FL	KEY WEST	Monroe	Seasonal-Peak	1/1	4/30	\$180.00	\$46.00	\$226.00
FL	KEY WEST	Monroe	Seasonal-Off	5/1	12/31	\$109.00	\$46.00	\$155.00
FL	KISSIMMEE	Osceola	Seasonal-Peak	2/1	4/30	\$77.00	\$34.00	\$111.00
FL	KISSIMMEE	Osceola	Seasonal-Off	5/1	1/31	\$64.00	\$34.00	\$98.00
FL	LAKELAND	Polk	Non-Seasonal			\$71.00	\$34.00	\$105.00
FL	LEESBURG	Lake	Seasonal-Peak	11/1	4/15	\$68.00	\$30.00	\$98.00
FL	LEESBURG	Lake	Seasonal-Off	4/16	10/31	\$55.00	\$30.00	\$85.00
FL	MIAMI	Dade	Seasonal-Peak	1/1	4/15	\$89.00	\$42.00	\$131.00
FL	MIAMI	Dade	Seasonal-Off	4/16	12/31	\$75.00	\$42.00	\$117.00
FL	NAPLES	Collier	Seasonal-Peak	12/16	4/16	\$109.00	\$38.00	\$147.00

FL	NAPLES	Collier	Seasonal-Off	4/16	12/15	\$69.00	\$38.00	\$107.00
FL	OCALA	Marion	Non-Seasonal			\$59.00	\$30.00	\$89.00
FL	ORLANDO	Orange	Non-Seasonal			\$95.00	\$42.00	\$137.00
FL	PALM BEACH	Palm Beach	Seasonal-Peak	1/1	4/30	\$129.00	\$46.00	\$175.00
FL	PALM BEACH	Palm Beach	Seasonal-Off	5/1	12/31	\$70.00	\$46.00	\$116.00
FL	PANAMA CITY	Bay	Non-Seasonal			\$74.00	\$38.00	\$112.00
FL	PENSACOLA	Escambia	Non-Seasonal			\$60.00	\$30.00	\$90.00
FL	PUNTA GORDA	Charlotte	Seasonal-Peak	12/15	4/15	\$75.00	\$38.00	\$113.00
FL	PUNTA GORDA	Charlotte	Seasonal-Off	4/16	12/14	\$55.00	\$38.00	\$93.00
FL	SARASOTA	Sarasota	Seasonal-Peak	1/1	4/30	\$80.00	\$38.00	\$118.00
FL	SARASOTA	Sarasota	Seasonal-Off	5/1	12/31	\$70.00	\$38.00	\$108.00
FL	SEBRING	Highlands	Non-Seasonal			\$64.00	\$30.00	\$94.00
FL	ST AUGUSTINE	St. Johns	Non-Seasonal			\$65.00	\$38.00	\$103.00
FL	STUART	Martin	Non-Seasonal			\$57.00	\$38.00	\$95.00
FL	TALLAHASSEE	Leon	Non-Seasonal			\$65.00	\$34.00	\$99.00
FL	TAMPA/ST PETERSBURG	Pinellas and Hillsborough	Seasonal-Peak	1/1	4/30	\$105.00	\$38.00	\$143.00
FL	TAMPA/ST PETERSBURG	Pinellas and Hillsborough	Seasonal-Off	5/1	12/31	\$89.00	\$38.00	\$127.00
FL	VERO BEACH	Indian River	Seasonal-Peak	12/15	4/15	\$99.00	\$38.00	\$137.00
FL	VERO BEACH	Indian River	Seasonal-Off	4/16	12/14	\$59.00	\$38.00	\$97.00
GA	ALBANY	Dougherty	Non-Seasonal			\$57.00	\$34.00	\$91.00
GA	ATHENS	Clarke	Non-Seasonal			\$69.00	\$34.00	\$103.00
GA	ATLANTA	Fulton and Gwinnett	Non-Seasonal			\$93.00	\$38.00	\$131.00
GA	CLAYTON COUNTY	Clayton	Non-Seasonal			\$64.00	\$30.00	\$94.00
GA	COBB COUNTY	Cobb	Non-Seasonal			\$78.00	\$34.00	\$112.00

GA	COLUMBUS	Muscogee	Non-Seasonal			\$63.00	\$34.00	\$97.00
GA	CONYERS	Rockdale	Non-Seasonal			\$69.00	\$34.00	\$103.00
GA	DEKALB COUNTY	Dekalb	Non-Seasonal			\$78.00	\$34.00	\$112.00
GA	SAVANNAH	Chatham	Non-Seasonal			\$71.00	\$38.00	\$109.00
IA	CEDAR RAPIDS	Linn	Non-Seasonal			\$60.00	\$34.00	\$94.00
IA	DES MOINES	Polk	Non-Seasonal			\$67.00	\$34.00	\$101.00
ID	BOISE	Ada	Non-Seasonal			\$61.00	\$38.00	\$99.00
ID	COEUR D' ALENE	Kootenai	Non-Seasonal			\$56.00	\$34.00	\$90.00
ID	KETCHUM	Blaine (except Sun Valley)	Seasonal-Peak	5/1	11/30	\$84.00	\$42.00	\$126.00
ID	KETCHUM	Blaine (except Sun Valley)	Seasonal-Off	12/1	4/30	\$74.00	\$42.00	\$116.00
ID	MCCALL	Valley	Non-Seasonal			\$62.00	\$38.00	\$100.00
ID	SUN VALLEY	City Limits of Sun Valley (see Blaine County)	Non-Seasonal			\$149.00	\$42.00	\$191.00
IL	AURORA	Kane (except Elgin)	Non-Seasonal			\$66.00	\$30.00	\$96.00
IL	CHICAGO	Cook and Lake	Non-Seasonal			\$155.00	\$46.00	\$201.00
IL	DU PAGE COUNTY	Du Page	Non-Seasonal			\$89.00	\$38.00	\$127.00
IL	ELGIN	City Limits of Elgin (see Kane County)	Non-Seasonal			\$60.00	\$30.00	\$90.00

IL	ROCKFORD	Winnebago	Non-Seasonal			\$60.00	\$30.00	\$90.00
IN	CARMEL	Hamilton	Non-Seasonal			\$65.00	\$38.00	\$103.00
IN	FT WAYNE	Allen	Non-Seasonal			\$58.00	\$30.00	\$88.00
IN	INDIANAPOLIS	Marion County; Fort Benjamin Harrison	Non-Seasonal			\$70.00	\$42.00	\$112.00
IN	LAFAYETTE	Tippecanoe	Non-Seasonal			\$59.00	\$30.00	\$89.00
IN	MICHIGAN CITY	La Porte	Non-Seasonal			\$65.00	\$34.00	\$99.00
IN	NASHVILLE	Brown	Seasonal-Peak	4/1	11/15	\$75.00	\$38.00	\$113.00
IN	NASHVILLE	Brown	Seasonal-Off	11/16	3/31	\$59.00	\$38.00	\$97.00
IN	SOUTH BEND	St. Joseph	Non-Seasonal			\$61.00	\$34.00	\$95.00
IN	VALPARAISO/ BURLINGTON BEACH	Porter	Non-Seasonal			\$89.00	\$34.00	\$123.00
KS	KANSAS CITY/OVERLAND PARK	Wyandotte and Johnson	Non-Seasonal			\$85.00	\$38.00	\$123.00
KS	WICHITA	Sedgwick	Non-Seasonal			\$59.00	\$38.00	\$97.00
KY	COVINGTON	Kenton	Non-Seasonal			\$80.00	\$38.00	\$118.00
KY	LEXINGTON	Fayette	Non-Seasonal			\$65.00	\$30.00	\$95.00
KY	LOUISVILLE	Jefferson	Non-Seasonal			\$69.00	\$38.00	\$107.00
LA	BATON ROUGE	East Baton Rouge Parish	Non-Seasonal			\$78.00	\$38.00	\$116.00
LA	GONZALES	Ascension Parish	Non-Seasonal			\$59.00	\$34.00	\$93.00
LA	LAKE CHARLES	Calcasieu Parish	Non-Seasonal			\$70.00	\$34.00	\$104.00

LA	NEW ORLEANS	Orleans, St. Bernard, Paquemine and Jefferson Parishes	Seasonal-Peak	1/1	5/31	\$139.00	\$42.00	\$181.00
LA	NEW ORLEANS	Orleans, St. Bernard, Paquemine and Jefferson Parishes	Seasonal-Off	6/1	12/31	\$89.00	\$42.00	\$131.00
LA	SHREVEPORT/ BOSSIER CITY	Caddo	Non-Seasonal			\$60.00	\$38.00	\$98.00
LA	SLIDELL	St. Tammany	Non-Seasonal			\$65.00	\$30.00	\$95.00
LA	ST FRANCISVILLE	West Feliciana	Non-Seasonal			\$75.00	\$38.00	\$113.00
MA	ANDOVER	Essex	Non-Seasonal			\$109.00	\$38.00	\$147.00
MA	BOSTON	Suffolk	Non-Seasonal			\$159.00	\$46.00	\$205.00
MA	CAMBRIDGE	Middlesex (except Lowell)	Non-Seasonal			\$159.00	\$46.00	\$205.00
MA	FALMOUTH	City Limits of Falmouth	Seasonal-Peak	6/1	9/30	\$105.00	\$38.00	\$143.00
MA	FALMOUTH	City Limits of Falmouth	Seasonal-Off	10/1	5/31	\$70.00	\$38.00	\$108.00
MA	HYANNIS	Barnstable	Non-Seasonal			\$94.00	\$38.00	\$132.00

MA	LOWELL	City limits of Lowell (except Cambridge) (See Middlesex County)	Non-Seasonal			\$99.00	\$34.00	\$133.00
MA	MARTHA'S VINEYARD	Dukes	Seasonal-Peak	6/1	10/15	\$150.00	\$46.00	\$196.00
MA	MARTHA'S VINEYARD	Dukes	Seasonal-Off	10/16	5/31	\$85.00	\$46.00	\$131.00
MA	NANTUCKET	Nantucket	Seasonal-Peak	6/15	10/15	\$150.00	\$46.00	\$196.00
MA	NANTUCKET	Nantucket	Seasonal-Off	10/16	6/14	\$75.00	\$46.00	\$121.00
MA	NEW BEDFORD	City limits of New Bedford (see Bristol County)	Seasonal-Peak	5/15	10/15	\$75.00	\$34.00	\$109.00
MA	NEW BEDFORD	City limits of New Bedford (see Bristol County)	Seasonal-Off	10/16	5/14	\$65.00	\$34.00	\$99.00
MA	NORTHAMPTON	Hampshire	Non-Seasonal			\$72.00	\$34.00	\$106.00
MA	PITTSFIELD	Berkshire	Non-Seasonal			\$65.00	\$38.00	\$103.00
MA	PLYMOUTH	Plymouth	Seasonal-Peak	6/15	10/15	\$119.00	\$34.00	\$153.00
MA	PLYMOUTH	Plymouth	Seasonal-Off	10/16	6/14	\$99.00	\$34.00	\$133.00
MA	QUINCY	Norfolk	Non-Seasonal			\$74.00	\$38.00	\$112.00
MA	SPRINGFIELD	Hampden	Non-Seasonal			\$99.00	\$34.00	\$133.00
MA	TAUNTON	Bristol (except New Bedford)	Non-Seasonal			\$74.00	\$30.00	\$104.00

MA	WORCESTER	Worcester	Non-Seasonal			\$79.00	\$34.00	\$113.00
MD	For The counties of Montgomery and Prince George's SEE DISTRICT OF COLUMBIA)	Montgomery and Prince George's counties	Non-Seasonal			\$119.00	\$46.00	\$165.00
MD	ANNAPOLIS	Anne Arundel	Non-Seasonal			\$90.00	\$42.00	\$132.00
MD	BALTIMORE	Baltimore	Non-Seasonal			\$110.00	\$42.00	\$152.00
MD	COLUMBIA	Howard	Non-Seasonal			\$110.00	\$42.00	\$152.00
MD	FREDERICK	Frederick	Non-Seasonal			\$65.00	\$30.00	\$95.00
MD	GRASONVILLE	Queen Annes	Non-Seasonal			\$75.00	\$38.00	\$113.00
MD	HARFORD COUNTY	Hartford County	Non-Seasonal			\$104.00	\$38.00	\$142.00
MD	LEXINGTON PARK/ LEONARDTOWN/ LUSBY	St. Marys and Calvert	Non-Seasonal			\$66.00	\$34.00	\$100.00
MD	OCEAN CITY	Worcester	Seasonal-Peak	6/15	10/31	\$144.00	\$46.00	\$190.00
MD	OCEAN CITY	Worcester	Seasonal-Off	11/1	6/14	\$59.00	\$46.00	\$105.00
MD	ST. MICHAELS	Talbot	Non-Seasonal			\$100.00	\$42.00	\$142.00
ME	BAR HARBOR	Hancock	Seasonal-Peak	6/15	10/15	\$110.00	\$38.00	\$148.00
ME	BAR HARBOR	Hancock	Seasonal-Off	10/16	6/14	\$89.00	\$38.00	\$127.00
ME	BATH	Sagadahoc	Seasonal-Peak	5/1	10/31	\$61.00	\$34.00	\$95.00
ME	BATH	Sagadahoc	Seasonal-Off	11/1	4/30	\$55.00	\$34.00	\$89.00
ME	KENNEBUNK/KITTERY/S ANFORD	York	Seasonal-Peak	6/15	10/31	\$129.00	\$38.00	\$167.00
ME	KENNEBUNK/KITTERY/S ANFORD	York	Seasonal-Off	11/1	4/30	\$69.00	\$38.00	\$107.00
ME	PORTLAND	Cumberland	Seasonal-Peak	7/1	10/31	\$119.00	\$38.00	\$157.00

ME	PORTLAND	Cumberland	Seasonal-Off	11/1	6/30	\$79.00	\$38.00	\$117.00
ME	ROCKPORT	Knox	Seasonal-Peak	7/1	8/26	\$87.00	\$42.00	\$129.00
ME	ROCKPORT	Knox	Seasonal-Off	8/27	6/30	\$55.00	\$42.00	\$97.00
ME	WISCASSET	Lincoln	Seasonal-Peak	7/1	10/31	\$99.00	\$38.00	\$137.00
ME	WISCASSET	Lincoln	Seasonal-Off	11/1	6/30	\$72.00	\$38.00	\$110.00
MI	ANN ARBOR	Washtenaw	Non-Seasonal			\$75.00	\$38.00	\$113.00
MI	BERRIEN COUNTY	Berrien	Non-Seasonal			\$59.00	\$30.00	\$89.00
MI	CHARLEVOIX	Charlevoix	Seasonal-Peak	6/1	8/31	\$105.00	\$38.00	\$143.00
MI	CHARLEVOIX	Charlevoix	Seasonal-Off	9/1	5/31	\$59.00	\$38.00	\$97.00
MI	DETROIT	Wayne	Non-Seasonal			\$109.00	\$46.00	\$155.00
MI	EAST LANSING	City Limits of East Lansing (see Ingham County)	Non-Seasonal			\$65.00	\$38.00	\$103.00
MI	FRANKENMUTH	Saginaw	Non-Seasonal			\$69.00	\$34.00	\$103.00
MI	FRANKFORT	Benzie	Non-Seasonal			\$62.00	\$34.00	\$96.00
MI	GAYLORD	Otsego	Non-Seasonal			\$65.00	\$38.00	\$103.00
MI	GRAND RAPIDS	Kent	Non-Seasonal			\$62.00	\$34.00	\$96.00
MI	HOLLAND	Ottawa	Non-Seasonal			\$60.00	\$34.00	\$94.00
MI	LANSING	Ingham (except East Lansing)	Non-Seasonal			\$65.00	\$34.00	\$99.00
MI	LELAND	Leelanau	Non-Seasonal			\$75.00	\$34.00	\$109.00
MI	MACKINAC ISLAND	Mackinac	Non-Seasonal			\$165.00	\$46.00	\$211.00
MI	MIDLAND	Midland	Non-Seasonal			\$72.00	\$34.00	\$106.00
MI	MOUNT PLEASANT	Isabella	Non-Seasonal			\$65.00	\$34.00	\$99.00
MI	MUSKEGON	Muskegon	Seasonal-Peak	5/1	8/31	\$79.00	\$30.00	\$109.00
MI	MUSKEGON	Muskegon	Seasonal-Off	9/1	4/30	\$59.00	\$30.00	\$89.00
MI	ONTONAGON	Ontonagon	Non-Seasonal			\$65.00	\$30.00	\$95.00

MI	PETOSKEY	Emmet	Seasonal-Peak	6/1	10/31	\$65.00	\$38.00	\$103.00
MI	PETOSKEY	Emmet	Seasonal-Off	11/1	5/31	\$55.00	\$38.00	\$93.00
MI	PONTIAC/TROY	Oakland	Non-Seasonal			\$94.00	\$38.00	\$132.00
MI	AUBURN HILLS	Bay	Non-Seasonal			\$94.00	\$38.00	\$132.00
MI	SAULT STE MARIE	Chippewa	Seasonal-Peak	5/15	10/15	\$63.00	\$34.00	\$97.00
MI	SAULT STE MARIE	Chippewa	Seasonal-Off	10/16	5/14	\$55.00	\$34.00	\$89.00
MI	SOUTH HAVEN	Van Buren	Non-Seasonal			\$76.00	\$34.00	\$110.00
MI	TRAVERSE CITY	Grand Traverse	Non-Seasonal			\$125.00	\$42.00	\$167.00
MI	WARREN	Macomb	Non-Seasonal			\$79.00	\$34.00	\$113.00
MN	ANOKA COUNTY	Anoka	Non-Seasonal			\$65.00	\$34.00	\$99.00
MN	DAKOTA COUNTY	Dakota	Non-Seasonal			\$80.00	\$34.00	\$114.00
MN	DULUTH	St. Louis	Seasonal-Peak	6/1	10/31	\$85.00	\$42.00	\$127.00
MN	DULUTH	St. Louis	Seasonal-Off	11/1	5/31	\$56.00	\$42.00	\$98.00
MN	MINNEAPOLIS/ST PAUL	Hennepin County and Fort Snelling Military Reservation and Navy Astronautics Group (Detachment BRAVO and Ramsey County	Non-Seasonal			\$95.00	\$46.00	\$141.00
MN	ROCHESTER	Olmsted	Non-Seasonal			\$73.00	\$34.00	\$107.00
MO	BRANSON	Taney	Seasonal-Peak	4/1	12/31	\$62.00	\$34.00	\$96.00
MO	BRANSON	Taney	Seasonal-Off	1/1	3/31	\$55.00	\$34.00	\$89.00
MO	HANNIBAL	Marion	Non-Seasonal			\$57.00	\$30.00	\$87.00
MO	JEFFERSON CITY	Cole	Non-Seasonal			\$60.00	\$30.00	\$90.00

MO	OSAGE BEACH	City Limits of Osage Beach (See Camden County)	Non-Seasonal			\$89.00	\$30.00	\$119.00
MO	PLATTE COUNTY	Platte (except Kansas City International Airport)	Non-Seasonal			\$61.00	\$34.00	\$95.00
MO	SPRINGFIELD	Greene	Non-Seasonal			\$63.00	\$30.00	\$93.00
MO	ST. LOUIS	St. Louis and St. Charles	Non-Seasonal			\$90.00	\$46.00	\$136.00
MS	BAY ST. LOUIS	Hancock	Seasonal-Peak	4/1	10/31	\$69.00	\$38.00	\$107.00
MS	BAY ST. LOUIS	Hancock	Seasonal-Off	11/1	3/31	\$55.00	\$38.00	\$93.00
MS	BILOXI/GULFPORT	Harrison	Non-Seasonal			\$72.00	\$38.00	\$110.00
MS	ROBINSONVILLE	Tunica	Non-Seasonal			\$59.00	\$34.00	\$93.00
MT	BIG SKY	Gallatin (except West Yellowstone)	Non-Seasonal			\$125.00	\$46.00	\$171.00
MT	POLSON/KALISPELL	Lake and Flathead	Seasonal-Peak	6/1	9/15	\$64.00	\$30.00	\$94.00
MT	POLSON/KALISPELL	Lake and Flathead	Seasonal-Off	9/16	5/31	\$55.00	\$30.00	\$85.00
MT	WEST YELLOWSTONE	City limits of West Yellowstone (see Gallatin County)	Seasonal-Peak	6/1	9/30	\$92.00	\$34.00	\$126.00

MT	WEST YELLOWSTONE	City limits of West Yellowstone (see Gallatin County)	Seasonal-Off	10/1	5/31	\$55.00	\$34.00	\$89.00
NC	ATLANTIC BEACH	Carteret	Seasonal-Peak	6/1	8/31	\$64.00	\$30.00	\$94.00
NC	ATLANTIC BEACH	City limits of Atlantic Beach	Seasonal-Off	9/1	5/31	\$55.00	\$30.00	\$85.00
NC	CHAPEL HILL	Orange	Non-Seasonal			\$80.00	\$38.00	\$118.00
NC	CHARLOTTE	Mecklenburg	Non-Seasonal			\$71.00	\$38.00	\$109.00
NC	CHEROKEE	Swain	Seasonal-Peak	4/1	10/31	\$62.00	\$30.00	\$92.00
NC	CHEROKEE	Swain	Seasonal-Off	11/1	3/31	\$55.00	\$30.00	\$85.00
NC	FAYETTEVILLE	Cumberland	Non-Seasonal			\$63.00	\$34.00	\$97.00
NC	GREENSBORO	Guilford	Non-Seasonal			\$87.00	\$38.00	\$125.00
NC	KILL DEVIL	Dare	Seasonal-Peak	5/1	9/30	\$114.00	\$38.00	\$152.00
NC	KILL DEVIL	Dare	Seasonal-Off	10/1	2/28	\$75.00	\$38.00	\$113.00
NC	KILL DEVIL	Dare	Seasonal-Shoulder1	3/1	4/30	\$55.00	\$38.00	\$93.00
NC	NEW BERN/HAVELOCK	Craven	Non-Seasonal			\$62.00	\$34.00	\$96.00
NC	RALEIGH	Wake	Non-Seasonal			\$74.00	\$38.00	\$112.00

NC	RESEARCH TRIANGLE PARK/DURHAM	Durham	Non-Seasonal			\$85.00	\$42.00	\$127.00
NC	WILMINGTON	New Hanover	Seasonal-Peak	4/1	9/15	\$65.00	\$34.00	\$99.00
NC	WILMINGTON	New Hanover	Seasonal-Off	9/16	3/31	\$58.00	\$34.00	\$92.00
NC	WINSTON-SALEM	Forsyth	Non-Seasonal			\$64.00	\$38.00	\$102.00
NE	OMAHA	Douglas	Non-Seasonal			\$63.00	\$38.00	\$101.00
NH	CONCORD	Merrimack	Seasonal-Peak	5/1	10/31	\$68.00	\$34.00	\$102.00
NH	CONCORD	Merrimack	Seasonal-Off	11/1	4/30	\$58.00	\$34.00	\$92.00
NH	CONWAY	Carroll	Non-Seasonal			\$89.00	\$38.00	\$127.00
NH	DURHAM	Strafford	Non-Seasonal			\$89.00	\$30.00	\$119.00
NH	HANOVER/ SULLIVAN COUNTY	Grafton and Sullivan	Non-Seasonal			\$95.00	\$42.00	\$137.00
NH	LACONIA	Belknap	Non-Seasonal			\$73.00	\$34.00	\$107.00
NH	MANCHESTER	Hillsborough	Non-Seasonal			\$89.00	\$34.00	\$123.00
NH	NEWINGTON	Rockingham County; Pease AFB (except Portsmouth)	Seasonal-Peak	7/1	10/31	\$81.00	\$42.00	\$123.00

NH	NEWINGTON	Rockingham County; Pease AFB (except Portsmouth)	Seasonal-Off	11/1	6/30	\$65.00	\$42.00	\$107.00
NH	PORTSMOUTH	City limits of Portsmouth (see Rockingham)	Seasonal-Peak	1/1	10/15	\$85.00	\$42.00	\$127.00
NH	PORTSMOUTH	City limits of Portsmouth (see Rockingham)	Seasonal-Off	10/16	12/31	\$69.00	\$42.00	\$111.00
NJ	ATLANTIC CITY	Atlantic	Seasonal-Peak	6/1	11/30	\$149.00	\$42.00	\$191.00
NJ	ATLANTIC CITY	Atlantic	Seasonal-Off	12/1	5/31	\$109.00	\$42.00	\$151.00
NJ	CAPE MAY	Cape May (except Ocean City)	Seasonal-Peak	6/1	11/30	\$155.00	\$42.00	\$197.00
NJ	CAPE MAY	Cape May (except Ocean City)	Seasonal-Off	12/1	5/31	\$95.00	\$42.00	\$137.00
NJ	CHERRY HILL/CAMDEN/MOORESTOWN	Camden and Burlington	Non-Seasonal			\$74.00	\$42.00	\$116.00

NJ	EATONTOWN	Monmouth County; Fort Monmouth (except Freehold)	Non-Seasonal			\$84.00	\$38.00	\$122.00
NJ	EDISON	Middlesex County (except Piscataway)	Non-Seasonal			\$169.00	\$30.00	\$199.00
NJ	FLEMINGTON	Hunterdon	Non-Seasonal			\$80.00	\$34.00	\$114.00
NJ	FREEHOLD	City limits of Freehold (see Monmouth County)	Non-Seasonal			\$85.00	\$34.00	\$119.00
NJ	MILLVILLE	Cumberland	Non-Seasonal			\$58.00	\$30.00	\$88.00
NJ	NEWARK	Essex, Bergen, Hudson and Passaic	Non-Seasonal			\$125.00	\$42.00	\$167.00
NJ	OCEAN CITY	City limits of Ocean City (See Cape May County)	Seasonal-Peak	6/15	9/15	\$215.00	\$38.00	\$253.00
				9/16	6/14			

NJ	PARSIPPANY/ PICATINNEY ARSENAL/DOVER	Morris	Non-Seasonal			\$114.00	\$38.00	\$152.00
NJ	PISCATAWAY/ BELLE MEAD	Somerset/ The city limits of Piscataway	Non-Seasonal			\$144.00	\$38.00	\$182.00
NJ	PRINCETON/ TRENTON	Mercer	Non-Seasonal			\$139.00	\$42.00	\$181.00
NJ	TOMS RIVER	Ocean	Seasonal-Peak	5/15	9/15	\$89.00	\$38.00	\$127.00
NJ	TOMS RIVER	Ocean	Seasonal-Off	9/16	5/14	\$79.00	\$38.00	\$117.00
NJ	UNION COUNTY	Union	Non-Seasonal			\$107.00	\$38.00	\$145.00
NM	ALBUQUERQUE	Bernalillo	Non-Seasonal			\$65.00	\$38.00	\$103.00
NM	CLOUDCROFT	Otero	Seasonal-Peak	6/1	10/31	\$74.00	\$30.00	\$104.00
NM	CLOUDCROFT	Otero	Seasonal-Off	11/1	5/31	\$65.00	\$30.00	\$95.00
NM	LOS ALAMOS	Los Alamos	Non-Seasonal			\$71.00	\$34.00	\$105.00
NM	SANTA FE	Santa Fe	Non-Seasonal			\$99.00	\$46.00	\$145.00
NM	TAOS	Taos	Non-Seasonal			\$75.00	\$34.00	\$109.00
NV	INCLINE VILLAGE/CRYSTAL BAY	City limits of Incline Village and Crystal Bay	Seasonal-Peak	5/15	9/15	\$99.00	\$38.00	\$137.00
NV	INCLINE VILLAGE/CRYSTAL BAY	City limits of Incline Village and Crystal Bay	Seasonal-Off	9/16	5/14	\$79.00	\$38.00	\$117.00
NV	LAS VEGAS	Clark County; Nellis AFB	Non-Seasonal			\$79.00	\$38.00	\$117.00

NV	STATELINE	Douglas (see also South Lake Tahoe, CA)	Non-Seasonal			\$129.00	\$42.00	\$171.00
NY	ALBANY	Albany	Non-Seasonal			\$96.00	\$42.00	\$138.00
NY	THE BRONX/BROOKLYN/QUEENS	The boroughs of The Bronx, Brooklyn and Queens	Non-Seasonal			\$170.00	\$46.00	\$216.00
NY	BUFFALO	Erie	Non-Seasonal			\$78.00	\$42.00	\$120.00
NY	GLENS FALLS	Warren	Seasonal-Peak	6/1	9/30	\$74.00	\$34.00	\$108.00
NY	GLENS FALLS	Warren	Seasonal-Off	10/1	5/31	\$55.00	\$34.00	\$89.00
NY	ITHACA	Tompkins	Non-Seasonal			\$69.00	\$34.00	\$103.00
NY	KINGSTON	Ulster	Non-Seasonal			\$79.00	\$38.00	\$117.00
NY	LAKE PLACID	Essex	Seasonal-Peak	6/15	10/15	\$86.00	\$38.00	\$124.00
NY	LAKE PLACID	Essex	Seasonal-Off	10/16	6/14	\$59.00	\$38.00	\$97.00
NY	MANHATTAN	The borough of Mannhattan	Non-Seasonal			\$198.00	\$46.00	\$244.00
NY	NASSAU COUNTY/GREAT NECK	Nassau	Non-Seasonal			\$190.00	\$42.00	\$232.00
NY	NIAGARA FALLS	Niagra	Seasonal-Peak	5/1	10/31	\$89.00	\$34.00	\$123.00
NY	NIAGARA FALLS	Niagra	Seasonal-Off	11/1	4/30	\$55.00	\$34.00	\$89.00
NY	NYACK/PALISADES	Rockland	Seasonal-Peak	4/1	9/30	\$67.00	\$38.00	\$105.00
NY	NYACK/PALISADES	Rockland	Seasonal-Off	10/1	3/31	\$57.00	\$38.00	\$95.00
NY	OWEGO	Tioga	Non-Seasonal			\$73.00	\$30.00	\$103.00
NY	POUGHKEEPSIE	Dutchess	Non-Seasonal			\$74.00	\$38.00	\$112.00
NY	ROCHESTER	Monroe	Non-Seasonal			\$83.00	\$42.00	\$125.00
NY	SARATOGA SPRINGS	Saratoga	Seasonal-Peak	7/1	10/31	\$95.00	\$38.00	\$133.00

NY	SARATOGA SPRINGS	Saratoga	Seasonal-Off	11/1	6/30	\$75.00	\$38.00	\$113.00
NY	STATEN ISLAND	Richmond	Non-Seasonal			\$120.00	\$42.00	\$162.00
NY	SUFFOLK COUNTY	Suffolk	Non-Seasonal			\$149.00	\$38.00	\$187.00
NY	SYRACUSE	Onondaga	Non-Seasonal			\$70.00	\$34.00	\$104.00
NY	TARRYTOWN	Westchester (except White Plains)	Non-Seasonal			\$114.00	\$42.00	\$156.00
NY	WATERLOO/ ROMULUS	Seneca	Seasonal-Peak	6/15	9/15	\$89.00	\$34.00	\$123.00
NY	WATERLOO/ ROMULUS	Seneca	Seasonal-Off	9/16	6/14	\$69.00	\$34.00	\$103.00
NY	WATKINS GLEN	Schuyler	Non-Seasonal			\$59.00	\$34.00	\$93.00
NY	WEST POINT	Orange County	Non-Seasonal			\$121.00	\$34.00	\$155.00
NY	WHITE PLAINS	City limits of White Plains (see Westchester County)	Non-Seasonal			\$165.00	\$42.00	\$207.00
OH	AKRON	Summitt	Non-Seasonal			\$72.00	\$38.00	\$110.00
OH	BELLEVUE	Huron	Non-Seasonal			\$72.00	\$30.00	\$102.00
OH	CAMBRIDGE	Guernsey	Non-Seasonal			\$60.00	\$34.00	\$94.00
OH	CINCINNATI	Hamilton and Warren	Non-Seasonal			\$69.00	\$46.00	\$115.00
OH	CLEVELAND	Cuyahoga	Non-Seasonal			\$86.00	\$42.00	\$128.00
OH	COLUMBUS	Franklin	Non-Seasonal			\$75.00	\$38.00	\$113.00

OH	FAIRBORN	Greene	Non-Seasonal			\$66.00	\$34.00	\$100.00
OH	GENEVA	Ashtabula	Non-Seasonal			\$59.00	\$34.00	\$93.00
OH	HAMILTON	Butler	Non-Seasonal			\$59.00	\$34.00	\$93.00
OH	LANCASTER	Fairfield	Non-Seasonal			\$66.00	\$30.00	\$96.00
OH	PORT CLINTON/OAK HARBOR	Ottawa	Seasonal-Peak	6/1	9/5	\$95.00	\$34.00	\$129.00
OH	PORT CLINTON/OAK HARBOR	Ottawa	Seasonal-Off	9/6	5/31	\$69.00	\$34.00	\$103.00
OH	SANDUSKY	Erie	Seasonal-Peak	5/1	9/5	\$85.00	\$38.00	\$123.00
OH	SANDUSKY	Erie	Seasonal-Off	9/6	4/30	\$55.00	\$38.00	\$93.00
OH	TOLEDO	Lucas	Non-Seasonal			\$69.00	\$30.00	\$99.00
OK	OKLAHOMA CITY	Oklahoma	Non-Seasonal			\$65.00	\$38.00	\$103.00
OR	ASHLAND	Jackson	Non-Seasonal			\$59.00	\$42.00	\$101.00
OR	BEAVERTON	Washington	Non-Seasonal			\$59.00	\$38.00	\$97.00
OR	BEND	Deschutes	Seasonal-Peak	6/1	9/30	\$69.00	\$38.00	\$107.00
OR	BEND	Deschutes	Seasonal-Off	10/1	5/31	\$59.00	\$38.00	\$97.00
OR	CLACKAMAS	Clackamas	Non-Seasonal			\$66.00	\$34.00	\$100.00
OR	CRATER LAKE	Klamath	Non-Seasonal			\$74.00	\$38.00	\$112.00
OR	EUGENE	Lane (except Florence)	Non-Seasonal			\$62.00	\$38.00	\$100.00
OR	FLORENCE	City limits of Florence (see Lane County)	Non-Seasonal			\$80.00	\$34.00	\$114.00
OR	GOLD BEACH	Curry	Non-Seasonal			\$58.00	\$30.00	\$88.00
OR	LINCOLN CITY/NEWPORT	Lincoln	Non-Seasonal			\$65.00	\$34.00	\$99.00

OR	PORTLAND	Multnomah	Non-Seasonal			\$91.00	\$38.00	\$129.00
OR	SEASIDE	Clatsop	Seasonal-Peak	7/1	8/31	\$79.00	\$34.00	\$113.00
OR	SEASIDE	Clatsop	Seasonal-Off	9/1	6/30	\$59.00	\$34.00	\$93.00
PA	ALLENTOWN	Lehigh	Non-Seasonal			\$62.00	\$30.00	\$92.00
PA	CHESTER/RADNOR/ES SINGTON	Delaware (except Wayne)	Non-Seasonal			\$75.00	\$34.00	\$109.00
PA	EASTON	Northampton	Non-Seasonal			\$69.00	\$34.00	\$103.00
PA	ERIE	Erie	Non-Seasonal			\$65.00	\$30.00	\$95.00
PA	GETTYSBURG	Adams	Seasonal-Peak	5/1	10/31	\$82.00	\$34.00	\$116.00
PA	GETTYSBURG	Adams	Seasonal-Off	11/1	4/30	\$55.00	\$34.00	\$89.00
PA	HARRISBURG	Dauphin (except Hershey)	Non-Seasonal			\$79.00	\$42.00	\$121.00
PA	HERSHEY	City limits of Hershey (see Dauphin County)	Seasonal-Peak	6/1	9/15	\$125.00	\$42.00	\$167.00
PA	HERSHEY	City limits of Hershey (see Dauphin County)	Seasonal-Off	9/16	5/31	\$55.00	\$42.00	\$97.00
PA	KING OF PRUSSIA/FT WASHINGTON/ BALA CYNWYD	Montgomery	Seasonal-Peak	4/1	11/30	\$119.00	\$42.00	\$161.00

PA	KING OF PRUSSIA/FT WASHINGTON/ BALA CYNWYD	Montgomery	Seasonal-Off	12/1	3/31	\$99.00	\$42.00	\$141.00
PA	LANCASTER	Lancaster	Seasonal-Peak	5/1	10/31	\$70.00	\$38.00	\$108.00
PA	LANCASTER	Lancaster	Seasonal-Off	11/1	4/30	\$60.00	\$38.00	\$98.00
PA	MALVERN/ DOWNINGTON/ VALLEY FORGE	Chester	Non-Seasonal			\$83.00	\$38.00	\$121.00
PA	MECHANICSBURG	Cumberland	Non-Seasonal			\$74.00	\$34.00	\$108.00
PA	PHILADELPHIA	Philadelphia	Non-Seasonal			\$118.00	\$46.00	\$164.00
PA	PITTSBURGH	Allegheny	Non-Seasonal			\$79.00	\$46.00	\$125.00
PA	READING	Berks	Non-Seasonal			\$75.00	\$38.00	\$113.00
PA	SCRANTON	Lackawanna	Non-Seasonal			\$60.00	\$30.00	\$90.00
PA	WARMINSTER	Bucks County; Naval Air Development Center	Non-Seasonal			\$75.00	\$42.00	\$117.00
PA	WAYNE	City limits of Wayne (see Delaware County)	Non-Seasonal			\$100.00	\$42.00	\$142.00

RI	EAST GREENWICH	Kent County; Naval Construction, Battalion Center, Davisville	Non-Seasonal			\$79.00	\$38.00	\$117.00
RI	NEWPORT	Newport	Seasonal-Peak	4/1	12/31	\$111.00	\$42.00	\$153.00
RI	NEWPORT	Newport	Seasonal-Off	1/1	3/31	\$79.00	\$42.00	\$121.00
RI	NORTH KINGSTOWN	Washington	Non-Seasonal			\$89.00	\$30.00	\$119.00
RI	PROVIDENCE	Providence	Non-Seasonal			\$89.00	\$42.00	\$131.00
SC	AIKEN	Aiken	Non-Seasonal			\$65.00	\$30.00	\$95.00
SC	CHARLESTON/ BERKELEY COUNTY	Charleston and Berkely	Non-Seasonal			\$99.00	\$42.00	\$141.00
SC	COLUMBIA	Richland	Non-Seasonal			\$65.00	\$30.00	\$95.00
SC	GREENVILLE	Greenville	Non-Seasonal			\$65.00	\$38.00	\$103.00
SC	HILTON HEAD	Beaufort	Seasonal-Peak	3/15	9/30	\$95.00	\$42.00	\$137.00
SC	HILTON HEAD	Beaufort	Seasonal-Off	10/1	3/14	\$75.00	\$42.00	\$117.00
SC	MYRTLE BEACH	Horry County; Myrtle Beach AFB	Seasonal-Peak	3/1	11/30	\$99.00	\$42.00	\$141.00
SC	MYRTLE BEACH	Horry County; Myrtle Beach AFB	Seasonal-Off	12/1	2/28	\$59.00	\$42.00	\$101.00
SD	CUSTER	Custer	Seasonal-Peak	6/15	8/19	\$70.00	\$30.00	\$100.00

SD	CUSTER	Custer	Seasonal-Off	8/20	6/14	\$55.00	\$30.00	\$85.00
SD	HOT SPRINGS	Fall River	Seasonal-Peak	6/15	10/15	\$108.00	\$30.00	\$138.00
SD	HOT SPRINGS	Fall River	Seasonal-Off	10/16	6/14	\$79.00	\$30.00	\$109.00
SD	RAPID CITY	Pennington	Seasonal-Peak	5/15	9/30	\$99.00	\$34.00	\$133.00
SD	RAPID CITY	Pennington	Seasonal-Off	10/1	5/14	\$55.00	\$34.00	\$89.00
SD	STURGIS	Mead	Seasonal-Peak	6/15	8/15	\$79.00	\$30.00	\$109.00
SD	STURGIS	Mead	Seasonal-Off	8/16	6/14	\$55.00	\$30.00	\$85.00
TN	ALCOA/TOWNSEND	Blount	Non-Seasonal			\$63.00	\$34.00	\$97.00
TN	GATLINBURG	Sevier	Seasonal-Peak	5/1	10/31	\$78.00	\$38.00	\$116.00
TN	GATLINBURG	Sevier	Seasonal-Off	11/1	4/30	\$70.00	\$38.00	\$108.00
TN	MEMPHIS	Shelby	Non-Seasonal			\$70.00	\$38.00	\$108.00
TN	MURFREESBORO	Rutherford	Non-Seasonal			\$57.00	\$30.00	\$87.00
TN	NASHVILLE	Davidson	Non-Seasonal			\$82.00	\$42.00	\$124.00
TN	TOWNSEND	City limits of Townsend (see Blount County)	Non-Seasonal			\$63.00	\$34.00	\$97.00
TN	WILLIAMSON COUNTY	Williamson	Non-Seasonal			\$60.00	\$30.00	\$90.00
TX	AMARILLO	Potter	Non-Seasonal			\$57.00	\$30.00	\$87.00
TX	ARLINGTON	Tarrant	Non-Seasonal			\$77.00	\$34.00	\$111.00
TX	AUSTIN	Travis	Non-Seasonal			\$80.00	\$38.00	\$118.00
TX	BRYAN	Brazos (except College Station)	Non-Seasonal			\$60.00	\$30.00	\$90.00
TX	COLLEGE STATION	City limits of College Station (see Brazos County)	Non-Seasonal			\$69.00	\$34.00	\$103.00

TX	CORPUS CHRISTI	Nueces	Non-Seasonal			\$59.00	\$38.00	\$97.00
TX	DALLAS	Dallas	Non-Seasonal			\$89.00	\$46.00	\$135.00
TX	EL PASO	El Paso	Non-Seasonal			\$78.00	\$38.00	\$116.00
TX	FORT DAVIS	Jeff Davis	Non-Seasonal			\$68.00	\$30.00	\$98.00
TX	FORT WORTH	City limits of Fort Worth	Non-Seasonal			\$94.00	\$38.00	\$132.00
TX	GALVESTON	Galveston	Non-Seasonal			\$76.00	\$42.00	\$118.00
TX	GRANBURY	Hood	Non-Seasonal			\$60.00	\$30.00	\$90.00
TX	HOUSTON	Harris County; L.B. Johnson Space Center and Ellington AFB	Non-Seasonal			\$73.00	\$42.00	\$115.00
TX	KILLEEN	Bell	Non-Seasonal			\$59.00	\$30.00	\$89.00
TX	LAREDO	Webb	Non-Seasonal			\$70.00	\$30.00	\$100.00
TX	MCALLEN	Hidalgo	Non-Seasonal			\$70.00	\$34.00	\$104.00
TX	PLANO	Collin	Non-Seasonal			\$70.00	\$34.00	\$104.00
TX	SAN ANTONIO	Bexar	Non-Seasonal			\$91.00	\$42.00	\$133.00
TX	SOUTH PADRE ISLAND	Cameron	Seasonal-Peak	3/1	8/15	\$91.00	\$38.00	\$129.00
TX	SOUTH PADRE ISLAND	Cameron	Seasonal-Off	8/16	2/28	\$70.00	\$38.00	\$108.00
TX	WACO	McLennan	Non-Seasonal			\$57.00	\$30.00	\$87.00
UT	BULL FROG	Garfield	Non-Seasonal			\$73.00	\$30.00	\$103.00
UT	CEDAR CITY	Iron	Non-Seasonal			\$59.00	\$34.00	\$93.00
UT	MOAB	Grand	Seasonal-Peak	3/15	10/31	\$90.00	\$34.00	\$124.00
UT	MOAB	Grand	Seasonal-Off	11/1	3/14	\$55.00	\$34.00	\$89.00
UT	OGDEN/LAYTON/ DAVIS COUNTY	Weber and Davis	Seasonal-Peak	1/15	2/28	\$169.00	\$34.00	\$203.00

UT	OGDEN/LAYTON/ DAVIS	Weber and Davis	Seasonal-Off	3/1	1/14	\$69.00	\$34.00	\$103.00
UT	PARK CITY	Summit	Seasonal-Peak	12/15	3/31	\$169.00	\$46.00	\$215.00
UT	PARK CITY	Summit	Seasonal-Off	4/1	12/14	\$79.00	\$46.00	\$125.00
UT	PROVO	Utah	Seasonal-Peak	1/15	2/28	\$169.00	\$38.00	\$207.00
UT	PROVO	Utah	Seasonal-Off	3/1	10/31	\$69.00	\$38.00	\$107.00
UT	PROVO	Utah	Shoulder-1	11/1	1/14	\$60.00	\$38.00	\$98.00
UT	SALT LAKE CITY	Salt Lake and Dugway Proving Ground and Tooele Army Depot	Seasonal-Peak	1/15	2/28	\$169.00	\$42.00	\$211.00
UT	SALT LAKE CITY	Salt Lake and Dugway Proving Ground and Tooele Army Depot	Seasonal-Off	3/1	1/14	\$75.00	\$42.00	\$117.00
VA	(For the cities of Alexandria, Fairfax, and Falls Church, and the counties of Arlington, Fairfax, and Loudoun SEE District of Columbia)	Arlington, Fairfax, and Loudoun	Non-Seasonal			\$119.00	\$46.00	\$165.00
VA	CHARLOTTESVILLE	Chase City	Non-Seasonal			\$60.00	\$42.00	\$102.00
VA	COLONIAL HEIGHTS	Colonial Heights	Non-Seasonal			\$77.00	\$30.00	\$107.00
VA	LYNCHBURG*		Non-Seasonal			\$64.00	\$38.00	\$102.00

VA	MANASSAS/ WOODBIDGE	Prince William	Non-Seasonal			\$84.00	\$34.00	\$118.00
VA	RICHMOND	Chesterfield and Henrico Counties; also Defense Supply Center	Non-Seasonal			\$77.00	\$38.00	\$115.00
VA	ROANOKE*		Non-Seasonal			\$59.00	\$34.00	\$93.00
VA	VIRGINIA BEACH	Virginia Beach (also Norfolk, Portsmouth and Chesapeake)	Seasonal-Peak	4/1	10/31	\$109.00	\$38.00	\$147.00
VA	VIRGINIA BEACH	Virginia Beach (also Norfolk, Portsmouth and Chesapeake)	Seasonal-Off	11/1	3/31	\$55.00	\$38.00	\$93.00
VA	WALLOPS ISLAND	Accomack	Seasonal-Peak	6/1	9/5	\$89.00	\$34.00	\$123.00
VA	WALLOPS ISLAND	Accomack	Seasonal-Off	9/6	5/31	\$69.00	\$34.00	\$103.00

VA	WILLIAMSBURG	Williamsburg (also Hampton, Newport News, York County, Naval Weapons Station, Yorktown	Seasonal-Peak	4/1	10/31	\$99.00	\$38.00	\$137.00
VA	WILLIAMSBURG	Williamsburg (also Hampton, Newport News, York County, Naval Weapons Station, Yorktown	Seasonal-Off	11/1	3/31	\$59.00	\$38.00	\$97.00
VA	WINTERGREEN	Nelson	Non-Seasonal			\$125.00	\$46.00	\$171.00
VT	BURLINGTON/ST ALBANS	Chittenden and Franklin	Non-Seasonal			\$89.00	\$38.00	\$127.00
VT	MANCHESTER	Bennington	Non-Seasonal			\$68.00	\$42.00	\$110.00
VT	MIDDLEBURY	Addison	Non-Seasonal			\$68.00	\$38.00	\$106.00
VT	MONTPELIER	Washington	Non-Seasonal			\$62.00	\$30.00	\$92.00
VT	WHITE RIVER JUNCTION	Windsor	Seasonal-Peak	9/15	10/31	\$90.00	\$34.00	\$124.00
VT	WHITE RIVER JUNCTION	Windsor	Seasonal-Off	11/1	9/14	\$55.00	\$34.00	\$89.00
WA	ANACORTES	Skagit and Island	Non-Seasonal			\$64.00	\$38.00	\$102.00
WA	BREMERTON	Kitsap	Non-Seasonal			\$61.00	\$34.00	\$95.00

WA	EVERETT	Snohomish (except Lynwood)	Non-Seasonal			\$59.00	\$38.00	\$97.00
WA	FRIDAY HARBOR	San Juan	Seasonal-Peak	5/1	9/30	\$95.00	\$42.00	\$137.00
WA	FRIDAY HARBOR	San Juan	Seasonal-Off	10/1	4/30	\$65.00	\$42.00	\$107.00
WA	LYNNWOOD	City limits of Lynwood (see Snohomish County)	Non-Seasonal			\$89.00	\$34.00	\$123.00
WA	OCEAN SHORES	Grays Harbor	Seasonal-Peak	4/1	9/30	\$82.00	\$38.00	\$120.00
WA	OCEAN SHORES	Grays Harbor	Seasonal-Off	10/1	3/31	\$55.00	\$38.00	\$93.00
WA	OLYMPIA/ TUMWATER	Thurston	Non-Seasonal			\$58.00	\$38.00	\$96.00
WA	PORT ANGELES	City limits of Port Angeles (see Clallam County)	Non-Seasonal			\$65.00	\$38.00	\$103.00
WA	PORT TOWNSEND	Jefferson	Non-Seasonal			\$79.00	\$34.00	\$113.00
WA	SEATTLE	King	Non-Seasonal			\$143.00	\$46.00	\$189.00
WA	SEQUIM	Clallam (except Port Angeles)	Seasonal-Peak	6/29	9/1	\$62.00	\$34.00	\$96.00
WA	SEQUIM	Clallam (except Port Angeles)	Seasonal-Off	9/2	6/28	\$55.00	\$34.00	\$89.00
WA	SPOKANE	Spokane	Non-Seasonal			\$63.00	\$38.00	\$101.00
WI	BROOKFIELD	Waukesha				\$66.00	\$38.00	

WI	GREENBAY	Brown	Non-Seasonal			\$59.00	\$34.00	
WI	LAKE GENEVA	Walworth	Seasonal-Peak	6/1	9/4	\$85.00	\$38.00	
WI	LAKE GENEVA	Walworth	Seasonal-Off	9/5	5/31	\$66.00	\$38.00	
WI	MADISON	Dane	Non-Seasonal			\$62.00	\$38.00	
WI	MILWAUKEE	Milwaukee	Non-Seasonal			\$95.00	\$42.00	
WI	RACINE	Racine	Non-Seasonal			\$80.00	\$30.00	
WI	SHEBOYGAN	Sheboygan	Non-Seasonal			\$59.00	\$30.00	
WI	STURGEON BAY	Door	Seasonal-Peak	5/15	10/15	\$81.00	\$34.00	
WI	STURGEON BAY	Door	Seasonal-Off	10/16	5/14	\$56.00	\$34.00	
WI	WISCONSIN DELLS	Columbia	Seasonal-Peak	6/1	9/30	\$85.00	\$38.00	
WI	WISCONSIN DELLS	Columbia	Seasonal-Off	10/1	5/31	\$55.00	\$38.00	
WV	BERKELEY SPRINGS	Morgan	Non-Seasonal			\$69.00	\$34.00	
WV	CHARLESTON	Kanawha	Non-Seasonal			\$78.00	\$38.00	
WV	MARTINSBURG/ HEDGESVILLE	Berkeley	Non-Seasonal			\$59.00	\$30.00	
WV	MORGANTOWN	Monongalia	Non-Seasonal			\$66.00	\$34.00	
WV	SHEPHERDSTOWN	Jefferson	Non-Seasonal			\$79.00	\$38.00	
WV	WHEELING	Ohio	Non-Seasonal			\$71.00	\$34.00	
WY	CODY	Park	Seasonal-Peak	5/15	10/15	\$98.00	\$30.00	
WY	CODY	Park	Seasonal-Off	10/16	5/14	\$55.00	\$30.00	
WY	JACKSON	Teton	Seasonal-Peak	11/1	9/15	\$115.00	\$42.00	
WY	JACKSON	Teton	Seasonal-Off	9/16	10/31	\$69.00	\$42.00	

**PART SEVEN--REIMBURSEMENT OF ACTUAL
PER DIEM ALLOWANCES**

I. WHEN PERMITTED

A. **General.** Reimbursement of actual per diem allowance is allowed for the actual amounts that are incurred while on official travel, up to a specified limit. Authority for reimbursement is normally contingent upon entitlement to per diem. Normally, FSIS employees are expected to travel on a per diem basis. However, a traveler may be reimbursed for actual and necessary allowances of a specific official trip when such expenses are unusually high due to special or unusual circumstances or for occasional meals or lodging. (See Paragraph III.)

B. **Authority.** Approval of actual per diem allowances has been delegated to the Deputy Administrator, OM, and may not be redelegated. Employees should request approval of actual per diem allowances advance on FSIS Form 3820-6 (Attachment 7-1). Requests for post approvals are limited to those cases where the extra costs incurred were unforeseen. Post-approval requests must be accompanied by a statement explaining why the actual per diem allowance could not be approved in advance.

C. **Allowable Expenses.** Actual per diem allowance reimbursement is allowed for the same type of expenses covered by per diem provided such expenses are actual and necessary for the particular travel assignment.

D. **Prudent Traveler.** An employee traveling on per diem allowance is expected to incur such expenses in the same manner that a prudent person would if traveling on his or her own funds (Prudent Person Rule).

II. GUIDELINES FOR AUTHORIZING ACTUAL PER DIEM ALLOWANCES

A. Actual per diem allowance is limited to emergency situations or to travel where unforeseen circumstances caused actual and necessary per diem allowances (usually lodging costs) to be significantly greater than that allowed under per diem.

B. The information required on FSIS Form 3820-6 to request actual per diem allowances must be complete and **SPECIFIC** and must justify the reason(s) for the request.

EXAMPLES:

1. Travel is to an area where the maximum per diem allowance is generally adequate, but actual per diem costs have escalated for short periods of time during special functions or events, such as missile launching periods, international or national sports events, world's fairs, conventions, or natural disasters.

2. In a situation such as described in Subparagraph B. 1., affordable lodging accommodations are not available or cannot be obtained within a reasonable commuting distance of the employee's TDY point. In addition, the transportation costs to commute to and from the less expensive lodging facility consume most or all of the savings achieved from occupying less expensive lodging. In such situations, the request for actual per diem allowance must be accompanied by a list of hotels that were contacted and the quoted hotel rates. ■

C. M&IE is limited to 100 percent of the M&IE rate for the locality involved unless a higher amount is justified and specifically included in the request for actual per diem allowance. ■
NOTE: When 100 percent of the M&IE is authorized, the M&IE for the first and last days of travel must be according to Part Six. Itemization of the M&IE is required when more than 100 percent of the M&IE is authorized as part of the per diem allowance. ■

D. Actual per diem allowance will be authorized or approved when the actual and necessary expenses exceed or are expected to exceed the per diem allowance by \$5 per night of lodging or \$15 per trip. Specific justification is necessary.

III. OCCASIONAL MEALS OR LODGING

When an employee is on a particular assignment and meals or lodgings are furnished without cost (or at a nominal cost), the employee may necessarily incur occasional expenses for meals or lodging. FSIS may approve reimbursement for such meals and lodging when they are determined to be necessary and justified under the circumstances involved. The meal or lodging expense may not exceed the individual meal allowance or lodging for the locality involved or 300 percent of those amounts if special or unusual circumstances are involved.

IV. MAXIMUM DAILY RATES AND REIMBURSEMENT LIMITATIONS

A. **Maximum Reimbursable.** The maximum reimbursable amount that may be authorized or approved for each calendar day shall not exceed 300 percent of the maximum per diem rate for the locality involved rounded to the next highest dollar. (See Subparagraph II. C. for limits on M&IE.) **EXAMPLE:** Actual per diem allowances are authorized in Des Moines, IA, where the per diem rate is \$101 (lodging plus M&IE). The maximum that may be allowed is \$303. ■

B. **Maximum Claimable.** When the actual per diem allowance incurred during any 1 day are less than the maximum amount authorized, only the lesser amount may be reimbursed. Expenses incurred and claimed (including fractional days) shall be reviewed by the official authorized to approve the voucher and allowed only to the extent determined to be reasonable and necessary. ■

C. **Reduction of Maximum Reimbursable Amount.** When meals are furnished without charge to the employee and M&IE is limited to 100 percent of the locality M&IE (except for situations involving occasional meals in Paragraph III.), the M&IE portion of the actual per diem allowances authorized shall be reduced according to Part Six, subparagraph XI. B. ■

V. **DOCUMENTATION, REVIEW, AND CONTROL**

A. **Itemization.** When travel is authorized or approved on an actual per diem allowances basis, a traveler must itemize on the travel voucher each expense for which reimbursement is claimed on a daily basis. Lodging and each individual meal (i.e., breakfast, lunch, and dinner) shall be itemized separately. Those expenses that do not accrue on a daily basis, such as laundry and cleaning, may be averaged over the number of days that actual per diem allowances are authorized or approved. ■ ■ ■ ■

B. **Receipts.** Receipts are required for lodging regardless of amount, and for any expenses over \$75. The provisions of Part Six, subparagraph X.D., covering double occupancy apply here. **EXCEPTION:** When reimbursement for M&IE is limited to 100 percent of the locality M&IE, receipts or itemization of M&IE is not required.

VI. **MIXED TRAVEL (PER DIEM AND ACTUAL)**

Mixed travel may involve either more than one maximum reimbursement rate during a trip or reimbursement on both a per diem and an actual per diem allowance expense basis. The applicable rate or reimbursement method shall be on a calendar day basis and shall be based on the TDY location at the end of the day. Only one rate and reimbursement method shall be authorized for meals or lodging as provided in Paragraph III. The reimbursement method and maximum rate for the day of departure from the ODS will be the same as for the first lodging location. On the day of return to the ODS, the same method and maximum rate of reimbursement applicable to the previous calendar day shall apply. ■ ■

VII. **AMENDMENTS**

After-the-fact approval may not be used to change actual per diem allowances from actual to per diem. An actual per diem allowance rate may not be changed after the fact unless there is an error apparent on the face of the AD-202 or in its attached documents. ■ ■

VIII. **INTERRUPTION OF SUBSISTENCE STATUS**

The provisions of Part Six, paragraph XII., on taking leave while on per diem apply also to travel on actual per diem allowances, as do the provisions for nonworkdays, return to the ODS, and illness or a personal emergency situation. ■

**Example of Completed FSIS Form 3820-6
 Request for Actual Per Diem Allowances**

U.S. DEPARTMENT OF AGRICULTURE FOOD SAFETY AND INSPECTION SERVICE					
REQUEST FOR ACTUAL PER DIEM ALLOWANCES					
TRAVELER'S NAME John Jones					
DATES OF TRAVEL 01/12-16/98			TEMPORARY DUTY LOCATION: Minneapolis, MN		
MAXIMUM PER DIEM RATE IN ACCORDANCE WITH ATR/FTR \rightarrow LODGING RATE: <u>85.00</u> + M&IE <u>46.00</u> = TOTAL PER DIEM <u>\$131.00</u>					
JUSTIFICATION FOR REQUESTING ACTUAL PER DIEM ALLOWANCES					
Contacted several hotels in the area and due to the numerous conference being held, the hotels were not offering the government rate. Therefore, the ABC Inn was selected because it offered the lowest rate.					
NAME OF HOTEL/TELEPHONE NO.	QUOTED LODGING RATE <i>(Exclude Taxes)</i>	ROOMS AVAILABLE <i>(Y/N)</i>	EXCESS LODGING COST	LOCAL TRANSPORTATION COST	TOTAL COST
ABC Inn (123) 456-7890	101.00	Y	16.00	0.00	\$101.00
XYZ Inn (234) 567-8901	108.26	Y	23.26	25.00	\$133.26
Motel One (345) 678-9012	106.48	N	21.48	0.00	\$106.48
Lodge 7 (456) 789-0123	100.98	N	15.98	25.00	\$125.98
JUSTIFICATION FOR HOTEL SELECTED IF NOT LEAST EXPENSIVE CONSIDERING OVERALL COSTS:					
COMMENTS / RECOMMENDATIONS <i>(To be completed by FSE)</i>					
FSIS FORM 3820-6 (12/15/98) REPLACES FSIS FORM 3820-6 (12/97), WHICH MAY BE USED UNTIL EXHAUSTED. <i>Designed on FormFlow Software.</i>					

PART EIGHT--SOURCES OF FUNDS

Section One--Basic Provisions

I. EMPLOYEE RESPONSIBILITY

All employees traveling on official business are responsible for meeting their current travel expenses. However, employees should not have to pay official travel expenses entirely from personal funds unless they elected not to use alternative sources made available by the Government. ■
■
■
■

A. **Personally Held GSA Contract Credit Card.** A Government charge card may be used to procure transportation exceeding \$100 from a TMC authorized to accept the card, **except** where a TMC or SATO is authorized as the primary source for obtaining airline accommodations. ■
■
■
■

* * *

B. **Travel Advance.** FSIS may issue an advance of funds. (See Paragraph IX.) ■

C. **GTR.** A GTR is used to obtain common carrier services when a Government contract credit card or a TMC is not available .

* * *

II. (RESERVED)

Section Two--Use of Government Transportation Request

III. GENERAL

The GTR is used to obtain common carrier services when a GSA contract credit card or a TMC is not available. The regulations for using the GTR are prescribed by GSA in 41 CFR 101-41.

IV. RESTRICTIONS ON USE OF TRAVEL AGENCIES

Travel agencies other than those specifically under contract with GSA may not be used to procure transportation for official travel.

V. RESTRICTIONS ON USE OF GTR'S

The GTR **may not** be used for:

A. Any **personal** transportation services in conjunction with an official trip. The extra cost of the personal transportation services plus the applicable share of the Federal transportation tax must be paid by the traveler from personal resources at the time the GTR is exchanged for tickets. A GTR may be used **only** for the official portion of a trip.

B. For individually procured taxi, airport limousine, local bus, streetcar or subway transportation, automobile rental, or other for-hire automobile services.

VI. CONTROL OF THE GTR

A. The GTR must be requisitioned from NFC by individual employees under the authority of an approving official. The request for a GTR must be submitted on an AD-497. GTR's are issued in books of 10 to an **individual employee** rather than to an office.

1. **Employees** are personally responsible for all GTR's issued to them, and shall:

a. Keep GTR's in a safe place at all times.

b. Safeguard tickets received in exchange for a GTR. If a GTR or tickets issued for them are lost through negligence or fault of the employee and then misused, the employee will be held financially liable.

c. Void any GTR that is spoiled or canceled by writing "VOID" or "CANCELED" on the front side of both the original and the copy. Return the GTR to NFC attached to an AD-497.

d. After using the GTR, submit the copy of the GTR to the approving official for review and approval.

2. **Approving officials** shall:

a. Verify that the travel shown on the GTR was actually performed or that unused tickets are attached to the AD-616 to obtain full credit.

b. Ensure that a review is made of the monthly NFC report to determine that all travel reported was official business. ■

c. Transfer the accountability for GTR's upon separation or transfer of an employee responsible for GTR's. ■

B. When a transfer in accountability involves two or more employees, the newly appointed official should supply NFC, by memorandum, with the name and Social Security numbers of the new and previous approving officials. An AD-497 is required if only one accountable employee is transferred. If the accountable employees are transferred to two or more approving officials, an AD-497 will be required for each employee changed.

VII. REPORTING A LOST OR STOLEN GTR

A. Report a lost or stolen GTR immediately to NFC on an AD-497 through supervisory channels. When a GTR previously reported lost or stolen is subsequently found, notify NFC by memorandum, indicating the GTR number and date of recovery. Attach an AD-497 with all blocks completed except for block 5 (type of action).

B. If the lost or stolen GTR was completed to show the common carrier name, service desired, and point of origin, promptly notify the carrier not to honor the GTR.

VIII. (RESERVED)

Section Three--Travel Advances

IX. AUTHORITY

A. FSIS Directive 3800.5 covers travel advance procedures. Employees should:

1. Contact the supervisor or administrative official for assistance in requesting an advance and to obtain approval for the advance.
2. Submit the approved request for a travel advance to NFC at least 2 weeks before departure date. (**NOTE:** Headquarters employees may obtain a travel advance through an imprest fund.)

B. Employees may receive advances as follows:

1. An employee may receive an advance NOT to exceed 100 percent of estimated out-of-pocket expenses for the following allowances: ■ ■

a. M&IE. ■

b. Local transportation expenses. ■

c. Other miscellaneous expenses that are not payable with a GSA contract charge card. ■ ■

2. An employee ineligible for a GSA contract charge card or an eligible employee of a bargaining unit who did not apply for a GSA contract charge card (see FSIS Directive 3830.2) may receive an advance for 80 percent of estimated expenses that are normally charged to a GSA contract charge card, such as lodging and rental car. ■ ■ ■ ■

3. An employee with a GSA contract charge card who travels to a location where the GSA contract charge card is not accepted for lodging expenses may receive an advance to cover lodging expenses. The advance may not exceed 80 percent of the lodging cost. (**NOTE:** An employee whose GSA contract charge card was suspended or revoked may not receive an advance for **lodging** unless traveling to a location that does not accept the GSA contract charge card. In such case, the employee may receive an advance NOT to exceed 80 percent of the **lodging** expenses.) ■ ■ ■ ■ ■ ■ ■ ■

4. An exception to Subparagraphs 1 through 3 may be granted for financial hardship. The authorizing official may authorize up to 100 percent of the estimated out-of-pocket expenses. The employee submits a written request including an adequate explanation of the financial hardship. This exception is decided on a case-by-case basis. ■ ■ ■ ■

5. The maximum that may be advanced for TDY is \$5,000.

X. **RECOVERY OF ADVANCES**

A. **General.** Funds advanced to employees for travel expenses must be spent for official travel or returned to the Government. NFC maintains a record of each employee's travel advance account by Social Security number. These accounts are increased each time an employee receives an advance and may be reduced by:

1. Using the funds for official travel and applying the advance by deducting some or all of the expenses claimed on the travel voucher.
2. Direct repayment to NFC.
3. Collection action (withholding from the employee's salary or allowances) initiated by NFC.

B. **Excessive Advances.** See FSIS Directive 3800.5 for information on responsibilities and procedures for limitation of travel advances.

XI. **(RESERVED)**

**Section Four--Use of Cash to Procure
Common Carrier Transportation**

XII. **POLICY**

A. Employees **MUST** use cash to procure all passenger transportation costing \$10 or less. (Cash includes personal checks, travelers checks, and personal credit cards.)

B. Employees **MAY** also use cash only when: ■

1. The official common carrier transportation cost is \$100 or less, ■
excluding Federal transportation tax, except where a TMC or SATO is authorized as the ■
primary source for obtaining airline accommodations. ■

2. A reduced group fare or excursion fare is procured from the travel agent ■
for an employee or group of employees according to the FTR. Use of cash for reduced fares ■
requires prior approval. ■

XIII. **APPROVAL**

A. The Deputy Administrator, AM, approves the emergency use of cash in excess ■
of \$100. (An emergency is any mission requirement or unforeseen circumstance that prevents ■
a traveler from using normal methods to procure passenger transportation.) **EXAMPLE:** An ■
employee is required to travel on short notice and does not have access to a GSA Government ■
charge card, GTR, GVTS, or authorized TMC to procure the needed common carrier ■
transportation. ■

B. Travel vouchers claiming reimbursement for NONEMERGENCY use of cash ■
in excess of \$100 are approved by the Administrator of GSA. It is recommended that the other ■
reimbursable expenses of the trip be submitted on a separate travel voucher; inasmuch as the ■
voucher for nonemergency use of cash must be sent to GSA for approval, it will be an ■
extended period of time before payment can be made. ■

C. Submit vouchers for both nonemergency and emergency use of cash in excess of \$100 to the Director, BFD, Room 3150, South Building, Washington, DC 20250, along with a written justification. ■
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■

XIV. **PERSONAL CREDIT CARDS**

When an employee uses a personal credit card to procure transportation from a common carrier, it is considered a use of cash. **EXCEPTION:** The use of a Government contract credit card is not considered a use of cash for this purpose when the cost is over \$100. ■
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**PART NINE--EMERGENCY TRAVEL OF EMPLOYEE DUE TO
ILLNESS OR INJURY OR A PERSONAL EMERGENCY
SITUATION**

I. GENERAL

Transportation and subsistence expenses may be allowed when an employee discontinues or Interrupts a TDY assignment because of incapacitating illness or injury or a personal emergency situation. ■

II. AUTHORITY TO APPROVE

A. Continuation of per diem at point of interruption for up to 14 calendar days (see Paragraph V.) because of illness or injury may be authorized or approved by program deputy administrators. This authority may not be redelegated.

B. The authority to approve the following allowances has been delegated to the Deputy Administrator, AM.

1. Subsistence to employees remaining at point of interruption beyond the initial 14 days because of illness or injury.

2. Transportation and subsistence payments due to personal emergency situations.

3. Transportation expenses to alternate locations or to the ODS due to illness, injury, or personal emergency situation.

III. DEFINITIONS

A. **Alternate Location.** A destination, other than employee's ODS or the point of interruption, where necessary medical services or a personal emergency situation exists. In the case of illness or injury of the employee, the nearest hospital or medical facility capable of treating the illness or injury is not an alternate location.

B. **Incapacitating Illness or Injury of Employee.** One that occurs suddenly for reasons other than the employee's own misconduct and renders the employee incapable of continuing, either temporarily or permanently, with the TDY assignment. It may include a recurrence of a previous medical condition thought to have been cured or under control. The illness or injury may occur while the employee is at or en route to or from a TDY point.

C. **Family.** Those individuals who are members of the employee's household at the time the emergency arises. For compassionate reasons, when warranted by the circumstances of a particular emergency situation, the definition is expanded to include other members of the extended family of the employee and employee's spouse, such as individuals who are dependents of the employee or members of the employee's immediate household. The use of this authority to approve emergency travel situations is subject to evaluation based on the employee's relation to and degree of responsibility for the individuals involved in the emergency situation.

D. **Personal Emergency Situation.** The death or serious injury of a member of the employee's family or a catastrophic occurrence or impending disaster such as a fire, flood, or act of God which directly affects the employee's home at the ODS or the family and occurs while the employee is at or en route to or from a TDY point.

E. **Serious Illness or Injury.** A grave, critical, or potentially life-threatening illness or injury. A sudden injury such as an automobile or other accident where exact extent of the injury may be undetermined but thought to be life threatening. Other illness or injury to family member where the absence of the employee would create great hardship for the immediate family.

F. **Fire, Flood, or Act of God.** An extraordinary happening by a natural cause (fire, flood, tornado, hurricane, earthquake, or other natural catastrophe) for which no one is liable because experience, foresight, or care could not prevent it. Fires or floods may be caused by willful and want on human actions (e.g., arson) or other identifiable causes.

IV. **EMPLOYEE RESPONSIBILITIES**

When the traveling employee is incapacitated by illness or injury, or learns of an emergency situation which causes him or her to stop or interrupt a TDY assignment, he or she should try to contact the travel approving official for instructions. If it is not possible for the employee to make the contact on a timely basis, the payments may be post approved.

V. **INCAPACITATING ILLNESS OR INJURY**

A. **Continuation of Per Diem at Point of Interruption.** An employee who interrupts the TDY assignment because of an illness or injury and takes leave of any kind is allowed a per diem allowance not to exceed the maximum for the locality where the interruption occurs. Such per diem may continue for a reasonable period, normally not to exceed 14 calendar days (including fractions of a day) for any one period of absence. A longer period is granted if justified under the circumstances. The point of interruption may include the nearest hospital or medical facility capable of providing treatment. Do not allow per diem in the proximity of the ODS or at a hospital or medical facility to which the employee would have been admitted had the illness or injury taken place at the ODS.

1. Per diem shall not be paid (or if paid, will be collected) if the employee, while in pay status, receives hospitalization (including at Veterans hospitals or military hospitals) under any Federal statute as stated by the FEHB program.

a. If an employee is hospitalized and payment is under the FEHB, the room charge, if separately billed, may be used for the lodging portion of the per diem in CONUS.

b. If no separate room charge is made, 50 percent of the daily charge (exclusive of tests, medications, doctors fees, and the like) may be used for per diem purposes.

2. The type and length of the leave taken must be stated on the AD-616. No other evidence need be submitted. The evidence filed under the annual and sick leave regulations shall suffice.

B. Return to ODS or Home. When an employee discontinues a TDY assignment before its completion because of an incapacitating illness or injury, the cost of appropriate transportation and per diem en route will be allowed for return travel to the ODS. The return travel may be from the point of interruption or other point, such as a medical facility, where per diem was continued. If, when the employee has recovered, the Agency determines that it is in the Government's interest to return the employee to the TDY point, such return is considered a new travel assignment.

C. Travel to an Alternate Location and Return to the TDY Assignment.

1. **Conditions and Allowable Expenses.** An employee, with the proper approval, may interrupt a TDY assignment because of illness or injury and take leave of absence for travel to an alternate location for medical services. If the employee returns to the TDY assignment, certain excess travel costs may be allowed as provided herein. The nearest medical facility capable of treating the employee's illness or injury will not be considered an alternate location.

2. **Calculation of Excess Costs.** Reimbursement is allowed for the excess costs, if any, of the actual costs of travel from the point of interruption to the alternate location and return to the TDY assignment over the constructive costs of round-trip travel between the ODS and the alternate location.

a. The actual cost of travel shall be the transportation expenses incurred and en route per diem for the travel actually performed from the point of interruption to the alternate location and the TDY assignment. No per diem is allowed at the alternate location.

b. The constructive cost of the travel is the sum of reasonable transportation costs between the ODS and the alternate location, plus the appropriate en route per diem.

VI. PERSONAL EMERGENCY SITUATION

A. Return to ODS or Home. When an employee interrupts a TDY assignment before its completion because of a personal emergency situation, expenses for transportation and en route per diem may be allowed, with the approval of the proper authorizing official, for the return travel to the ODS. If, when the personal emergency situation has been resolved, the employee is returned to the TDY point for further duty, such return is considered to be a new travel assignment.

B. Travel to an Alternate Location and Return to the TDY Point. When an employee interrupts a TDY assignment, with the approval of the proper authorizing official, and takes leave of absence for a personal emergency situation and travels to an alternate location, and returns to the TDY assignment, certain excess travel costs may be reimbursed as prescribed in Subparagraph V. C.

VII. **PROCUREMENT OF TRANSPORTATION**

A. **Discount Fares.** Use to the extent possible the fares offered by contract air carriers in certain city-pairs.

B. **Return to ODS.** When an employee is authorized return travel to the ODS from the point of interruption, appropriate transportation services may be paid by the Government or by the employee. The employee should properly account for any tickets not used for such return travel.

C. **Travel to an Alternate Location.** An employee may be required to use personal funds for travel to an alternate location; however, if the employee does not have enough personal funds for such travel and does not possess a GSA contract charge card, FSIS may either procure the transportation for the employee or, if there is sufficient time, advance funds to the employee. The employee, upon completion of the travel, shall reimburse FSIS for any cost of transportation or travel that is over and above the costs authorized by this part.

PART TEN--CLAIMS FOR REIMBURSEMENT

I. SUBMISSION

Use an AD-616 to claim reimbursement of travel expenses. Procedures are contained in FSIS Directive 3810.3. The approving official's signature confirms that the travel claimed was performed as authorized. NFC is responsible for a detailed audit.

II. RECORDS OF TRAVEL AND EXPENSES

All persons traveling on official business should keep a record of all expenditures that are chargeable to the Government. The record should show each expenditure and the date incurred. The information recorded will be available for proper and accurate preparation of the travel voucher. Travel documents, such as vouchers, AD-202's, and advances should be retained for a minimum of 3 years.

III. TRAVEL VOUCHERS AND ATTACHMENTS

A. **Evidence of Authorization.** Travel on TDY assignments is authorized on an AD-202. See Part One.

B. **Receipts Required.**

1. **Lodging receipts** are required for **all** travel vouchers and must be attached to the original voucher.

2. **Other receipts** are required for expenses exceeding \$75. ■

C. **Receipts Not Practicable to Obtain.** If it is not practicable to furnish required receipts, fully explain the failure to do so on the travel voucher. Mere inconvenience in obtaining receipts is not a sufficient reason for not obtaining receipts.

D. **Leave of Absence.** Where sick or annual leave is taken while in official travel status, write the word "leave" on the top of the voucher and show the exact time of departure from and return to duty status. Send all such vouchers directly to the NFC Travel Unit, marked "Special Handling." NFC will audit the vouchers to ensure that they comply with the FTR. If the TDY assignment is interrupted because of illness, apply the provisions of Part Nine relating to travel because of illness, injury, or personal emergency situation.

IV. **FRAUDULENT CLAIMS**

A claimant's signature on the voucher certifies that the expenses were incurred on official business and the voucher is correct and accurate in all respects. Falsification of an item in a travel voucher may result in forfeiture of the entire claim for the day the expense was incurred. The penalty prescribed by law for submitting a false claim is a fine of not more than \$10,000 or imprisonment for not more than 5 years, or both. ■

V. **SUSPENSION OF CLAIMS**

A. Items on travel vouchers that do not comply with the FTR and the procedures in this Directive and in FSIS Directive 3810.3 or that are not supported by receipts when required shall be suspended. The traveler will be notified by NFC of such action and informed of the reasons for the suspension.

B. The suspended items that can be properly substantiated may be claimed on a subsequent travel voucher. Full itemization is required for all suspended items which are reclaimed, and charges must be supported by the original suspension notice or a copy thereof.

C. If the approving official and the employee disagree over whether or not an expense is allowable, the approving official should not sign the voucher but should forward it to the next higher level of approval for review and determination.

PART ELEVEN—PRE-EMPLOYMENT INTERVIEW TRAVEL

I. GENERAL

This part summarizes the conditions under which pre-employment interview travel may be

■
authorized. The Director, PD, determines when a preemployment interview for a position is ■
necessary. The Deputy Administrator, AM, authorizes travel for a pre-employment interview, ■
when determined to be necessary. ■

II. POSITIONS FOR WHICH TRAVEL MAY BE AUTHORIZED

A. **Senior Executive Service.** Any type of position. ■

B. **Excepted Service.** The Director, PD, determines which qualified applicants will be ■
interviewed for employment. ■

C. **Competitive Service.** When the: ■

1. Positions to be filled exceed 1 year. ■

2. Travel is cost effective. Since no minimum grade level has been established, ■
include the following in the justification: ■

a. The position title, series, and grade level. ■

b. The impact on later selection and job offer. ■

c. Any other pertinent factors. ■

III. OTHER REQUIREMENTS

A. **Limitations.** Limit the payment of travel expenses to a reasonable number of the ■
best qualified applicants. **NOTE:** This authority may not be used merely to defray the cost of travel ■
of a new employee to the first duty station. ■

B. **Records.** The authorizing official establishes a record of the following factors and ■
maintains the record for review by PD for 2 years. ■

1. Title, series, grade, and appointing authority for the position. (**EXAMPLE:** ■
Transfer or certificate.) ■

2. How the decision to pay interview expenses met the requirements of Chapter ■
572, Federal Personnel Manual. ■

3. The number of applicants for whom expenses were paid and the results of the ■
interview. ■



Assistant Deputy Administrator
Administrative Management