

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

FSIS DIRECTIVE

3805.3
REVISION 1

1/28/05

CONDITIONS FOR REIMBURSING TRAVEL EXPENSES OF NONGOVERNMENT TRAVELER

I. PURPOSE

This directive provides conditions to determine when to reimburse transportation and other travel expenses of nongovernment individuals, experts, or consultants who are invited to participate in developing regulatory policy, serve as panel members at Agency public meetings or conduct other official business on behalf of the Government.

II. CANCELLATION

This directive cancels FSIS Directive 3805.3, dated 4/2/03.

III. REASON FOR REISSUANCE

This revision:

A. Establishes conditions for FSIS to use in considering whether to reimburse travel expenses of an individual, expert, or consultant (nongovernment) who is invited to:

1. Speak or serve as a panel member at an Agency public meeting.
2. Conduct other official business on behalf of the government.

B. Advises the FSIS sponsoring office to determine the availability of funds before the approval of travel expenses.

C. Delegates authority to authorize nongovernment travel from the Assistant Administrator for the Office of Management to the Assistant Administrator that is sponsoring the nongovernment travel.

DISTRIBUTION:
All Offices

OPI:
BD – Fiscal Services Branch

IV. REFERENCES

FSIS Directive 3800.1, Temporary Duty Travel Within CONUS
FSIS Directive 3805.1, Travel Authorizations
FSIS Directive 3810.3, Travel Vouchers
41 CFR 301-11.5, Federal Travel Regulation

V. REIMBURSEMENT CONDITIONS

- A. The sponsoring Assistant Administrator's office must have sufficient funds for reimbursement of travel expenses.
- B. The traveler is not an employee of the U.S. Government.
- C. Participation of the traveler is necessary to advance the mission of the Agency.
- D. Travel expenses are a significant financial hardship for the participant or their employer.
- E. Traveler must provide bank account and routing number on the travel voucher to receive Electronic Funds Transfer (EFT) reimbursement.

VI. POLICY

FSIS complies with all relevant Travel Regulations when reimbursing travel expenses for nongovernment travelers. **Example:** FSIS will reimburse per diem and lodging expenses, following Federal Travel Regulation, 41 CFR Chapter 301, Appendix A.



Assistant Administrator
Office of Management