



Temporary Duty Travel Reimbursement

This policy summarizes how to arrange Temporary Duty Travel (> 50 miles from your home or permanent duty station) including requesting authorization and filing a voucher for reimbursement of your travel costs using GovTrip. In addition, the OIG requires you to adhere to Federal Travel Regulations (FTR), http://www.firstgov.gov/Federal_Employees/Travel.shtml, which you need to review before you travel for the OIG. Note: For Local Travel (< 50 miles from your home or permanent duty station), please see Policy Directive 560-02, Local Travel Reimbursement.

If I am a first time OIG traveler, what forms do I need to submit before I travel?

Complete and fax the two forms listed below (<http://arc.publicdebt.treas.gov/DWP/fs/fstoig1.htm>) to 304-480-5510 for processing:

1. Form PD F 5984E Direct Deposit and Other Employee Payments (to get reimbursements deposited directly into your bank account).
2. Citibank Government Travel Card (Individually Billed Account) Setup (at least two weeks prior to traveling; to get a credit card to reserve and pay for airline tickets and hotel rooms, and get a travel cash advance, etc.). **Important:** Once you receive your credit card, follow the instructions that come with it to self register in GovTrip. (You should have received a paper copy of the instructions in your new employee package.)

What are some important things I need to know about my Government Travel Card?

DO use it for all official travel expenses (e.g., air/rail tickets, hotels, transportation/shuttle services, car rental, and food establishments that accept it).

DON'T use it for any non-official travel expenses (e.g., personal expenses, office equipment, supplies, etc.).

DO check and pay the monthly credit card balance on the bill mailed to you timely. If you don't pay your bills on time, your credit rating may suffer and Citibank will suspend your card after 60 days. For payments more than 120 days overdue, Citibank may use a collection agency. Citibank may garnish your salary to collect unpaid bills.

DO call Citibank at 1-800-790-7206 immediately if your card is lost or stolen.

How do I arrange for Temporary Duty travel?

1. After your supervisor tells you to plan your trip, log into GovTrip to create your authorization.
2. Using GovTrip, you will determine:
 - a. Where you will stay (per diem is based on where you stay, not where you work),
 - b. How long you will stay (you only get per diem if you are gone more than 12 hours),
 - c. How you will travel to and from your destination (by plane, personal vehicle, etc.), and
 - d. What travel related expenditures you'll have.
3. Review, and route your travel authorization for approval. Once you have completed this process, American Express will book your transportation, hotel, and car rental, if applicable.
4. Take your approved authorization on your trip since it serves as your travel orders.

Important: Only if a General Services Administration (GSA) approved hotel isn't available at the GSA set government rate, and then only with the explicit approval of the Inspector General, Deputy Inspector General, or Assistant Inspector Generals/Counsel, can you stay in a hotel that

exceeds the GSA set government rate. Also, you need to plan on traveling the most timely, direct and efficient route, unless your supervisor authorizes otherwise.

How do I make travel reservations?

Once you have completed your travel authorization in GovTrip, American Express will make all the necessary reservations, except you may contact Amtrak yourself to reserve/purchase rail tickets directly.

Which type of airline flight must I select?

Unless you meet FTR exceptions, you need to use one of two types of GSA City Pair tickets:

1. GSA City Pair w/Capacity Limits (Highlighted in Yellow). (Discounted government contracted fares at a discounted price; fully refundable and no penalty fees for cancellations or changes.)
2. GSA City Pair (Highlighted in Green). (Standard government contracted fares at a discounted price; fully refundable and no penalty fees for cancellations or changes.)

If you meet an FTR exception, your supervisor may allow you to select a "Me Too Fare" (Not highlighted). (These non-government contracted fares may not be refundable and may carry penalty fees for cancellations or changes. To select one of these, you will need to provide a justification in the authorization before electronically signing the request.)

Can I get trained in GovTrip?

Yes, at <http://arc.publicdebt.treas.gov/DWP/fs/fstoig1.htm> under the GovTrip tab.

What do we pay for Travel Management Center (TMC) – American Express – services?

For each authorization, American Express will charge the OIG a small fee (charged to and reimbursed to your government travel card directly) ranging from \$12.50 to \$50.00 depending on the whether or not an agent assisted (with \$12.50 charged when you do it all yourself online and with > \$35.00 charged when an agent helps over the phone or by email).

What if I need to make reservations for other employees?

Log in to GovTrip and select tab "Official Travel – Others" then select "Create Authorizations/Orders." Search the system and select the traveler by name.

What transportation expenses are typically allowed?

- Air, rail, and bus
- Rental car
- Taxi, shuttle bus service, subway, ferry
- Mileage allowance for personal vehicles
- Tolls and parking fees

What miscellaneous expenses are typically allowed?

- Automated Teller Machine (ATM) access and service Fees
- Hotel telephone line access fees when using a Government telephone card
- American Express service/transaction Fees
- Gasoline for rental cars
- Additional 25 percent over government rate to stay in a conference hotel guest room
- Hotel taxes, energy surcharges and lodging resort fees (when optional or not waived)
- Laundry at your travel location (after four consecutive nights)

I know I can voucher hotel taxes, but where can I find out where I may use a tax exemption certificate?

<http://www.gsa.gov/Portal/gsa/ep/channelView.do?pageTypeld=8203&channelPage=%2Fep%2Fchannel%2FgsaOverview.jsp&channelId=-16881>

What is a "Per Diem Allowance"?

For travel of 12 hours or longer, you get a daily allowance for lodging, meals and incidental expenses. The rates, all listed in GovTrip, vary by location.

Can I get a cash advance for Temporary Duty Travel, and if so, where?

Yes, for up to 100 percent for ground transportation and miscellaneous expenses and 80 percent of meals and other authorized expenses at your nearest ATM. Do not get a cash advance more than three days before you travel. Remember to authorize and voucher the ATM transaction fee (1.75 percent of the cash advance) and any other bank ATM service charges (generally \$2).

Important: An unauthorized cash withdrawal on your government travel credit card for personal use violates Federal regulations and may result in loss of card privileges and disciplinary action.

What if I miss my flight or my trip is canceled or rescheduled?

For missed flights/rescheduled trips, call American Express to reschedule. For canceled trips, cancel your authorization in GovTrip and immediately notify American Express and ask to credit your account for the unused ticket. You can get reimbursed for American Express' service/transaction fees by completing a local travel voucher in GovTrip.

May I use any frequent flyer benefits I accumulate from my government travel?

Yes. You can use them for government travel upgrades or for your personal travel.

When I return to the office, how do I get reimbursed for my travel expenses?

Prepare and forward a travel voucher in GovTrip to your supervisor for electronic signature within 5 business days after your return or every 30 days for continuous travel. The Bureau of Public Debt will deposit the reimbursement directly into your bank account.

If I change my salary/payroll direct deposit, do I need to complete a new direct deposit form for my travel reimbursements?

Yes or your travel payments will go into the previously designated account. You can find the Travel Form PD F 5384E and instructions at <http://arc.publicdebt.treas.gov/fs/fstoig1.htm>.

What travel receipts do I need to keep?

Scan all receipts for lodging, air/rail/bus tickets, rental car, and expenses over \$75.00 into GovTrip. Your supervisor can review them there. Additionally, the BPD Administrative Resource Center audits 10 percent of vouchers. If yours gets selected, provide any requested information within 2 weeks. The system maintains them for at least 6 years 3 months.

If I cannot get to GovTrip during an emergency, how do I get travel authorized?

Your supervisor may give you verbal authorization.

Who do I call?

For questions regarding this policy document, please call the Office of Management main line at (202) 927-5200 or send an email to OIG-OM@oig.treas.gov. For questions regarding your travel or GovTrip, call BPD at (304) 480-8000, opt. 1.