

# SBA

SOP 20 11 4

---

## Travel



**SMALL BUSINESS ADMINISTRATION  
STANDARD OPERATING PROCEDURE**

National

SUBJECT: TRAVEL	S.O.P.		REV
	SECTION 20	NO. 11	4

**INTRODUCTION**

1. Purpose. To provide Standard Operating Procedures (SOP) for Small Business Administration (SBA) employees, or others acting on behalf of SBA, who travel on official Government business or are otherwise involved in the administration of the Agency's overall travel activities.
2. Personnel Concerned. All travelers, officials who have been designated to authorize and approve travel, employees responsible for preparing or examining travel reimbursement vouchers, those responsible for payment of travel expenses, and those who require familiarity with travel procedures for the development and enhancement of on-line software programs.
3. Directives Cancelled. SOP 20 11 3 and all revisions thereto.
4. Distribution. Standard.
5. Originator. Office of Financial Management, Office of the Comptroller.

AUTHORIZED BY: Gregory A. Walter Acting Comptroller		EFFECTIVE DATE June 10, 1994
		PAGE 1

SBA Form 989 (5-90) Ref: SOP 00 23

## TABLE OF CONTENTS

TABLE OF CONTENTS.....	3
CHAPTER 1 .....	9
APPLICABILITY, STANDARD PROCEDURE, AND DELEGATED AUTHORITY .....	9
1. BACKGROUND.....	9
2. APPLICABILITY.....	9
3. STANDARD PROCEDURES.....	9
4. CLEARANCE OF TRAVEL.....	13
5. AUTHORIZATION OF TRAVEL.....	14
6. GUIDELINES FOR ISSUING TRAVEL AUTHORIZATIONS.....	15
7. DESIGNATED OFFICIALS FOR THE AUTHORIZATION AND APPROVAL OF TEMPORARY DUTY TRAVEL (TDY)20.....	
CHAPTER 2, .....	25
TRANSPORTATION ALLOWABLE.....	25
8. EXPENSES PAYABLE AS TRANSPORTATION.....	25
9. METHODS OF TRANSPORTATION.....	25
10. LOCAL TRANSPORTATION.....	28
11. EMERGENCY TRAVEL DUE TO ILLNESS OR INJURY OR A PERSONAL EMERGENCY SITUATION .....	31
12. ROUTING OF TRAVEL.....	31
13. USE OF GOVERNMENT-FURNISHED VEHICLES .....	31
CHAPTER 3 .....	33
USE OF COMMERCIAL TRANSPORTATION .....	33
14. TAXICABS.....	33
15. RENTAL AUTOMOBILES AND SPECIAL CONVEYANCES.....	33
16. AIRLINE ACCOMMODATIONS.....	35
17. TRAIN ACCOMMODATIONS.....	39
20. USE OF UNITED STATES FLAG CARRIERS.....	43
21. EXCESS COSTS.....	44
CHAPTER 4 .....	45
TRAVEL BY PRIVATELY OWNED CONVEYANCE.....	45
22. DETERMINATION OF ADVANTAGE .....	45
23. BASIC RULES.....	45
24. AUTHORIZED MILEAGE RATES .....	46
25. USE OF PRIVATELY OWNED CONVEYANCES INSTEAD OF COMMON CARRIER TRANSPORTATION .....	47
26. USE OF PRIVATELY OWNED CONVEYANCES INSTEAD OF .....	49
GOVERNMENT-FURNISHEDAUTOMOBILES .....	49
27. MORE THAN ONE PERSON IN CONVEYANCE.....	50
28. ALLOWANCES FOR SCORE/ACE VOLUNTEERS, ADVISORY COUNCIL MEMBERS, AND OTHER PRIVATE PERSONS.....	50
CHAPTER 5 .....	53
PER DIEM ALLOWANCES .....	53
29. COVERAGE.....	53
30. MAXIMUM PER DIEM RATES.....	56
32. PER DIEM ENTITLEMENT .....	56
33. LODGINGS-PLUS PER DIEM COMPUTATION RULES FOR TRAVEL WITHIN CONUS.....	57
34. PER DIEM COMPUTATION FOR TRAVEL TO, FROM, BETWEEN, OR WITHIN LOCATIONS OUTSIDE CONUS - WORLDWIDE LODGINGS-PLUS PER DIEM SYSTEM.....	63
35. REDUCTIONS IN MAXIMUM PER DIEM RATES.....	64
37. PER DIEM ALLOWANCE COMPUTATIONS FOR SPECIAL SITUATIONS (WORLDWIDE).....	67

38. TIME DETERMINATIONS.....	71
39. LEAVE AND NONWORKDAYS.....	71
40. PRIVATE PERSONS.....	74
41. BREAKDOWN OF PRIVATELY-OWNED AUTOMOBILE.....	75
<b>CHAPTER 6.....</b>	<b>77</b>
ACTUAL SUBSISTENCE EXPENSES.....	77
42. AUTHORITY.....	77
43. RELATIONSHIP TO PER DIEM.....	77
44. CONDITIONS WARRANTING AUTHORIZATION OR APPROVAL OF ACTUAL EXPENSE REIMBURSEMENT.....	77
45. ACTUAL EXPENSE LIMITATIONS.....	78
46. ADVANCE AUTHORIZATION FOR ACTUAL EXPENSE TRAVEL.....	80
47. POSTAPPROVAL OF ACTUAL EXPENSE TRAVEL.....	81
48. ITEMIZATION OF SUBSISTENCE EXPENSES.....	81
49. RECEIPTS.....	81
50. ANNUAL ADMINISTRATIVE REVIEW.....	81
51. MIXED TRAVEL (PER DIEM AND ACTUAL SUBSISTENCE EXPENSE) REIMBURSEMENT.....	82
52. LEAVE AND NON-WORKDAYS.....	82
<b>CHAPTER 7.....</b>	<b>83</b>
MISCELLANEOUS EXPENSES INCIDENT TO OFFICIAL TRAVEL.....	83
53. STANDARD PROCEDURE.....	83
54. OVERTIME.....	83
55. COMMUNICATION SERVICES.....	83
56. BAGGAGE.....	85
57. CONFERENCE ROOMS.....	86
58. POSTAGE STAMPS.....	87
59. STENOGRAPHIC TYPING DUPLICATION, AND MISCELLANEOUS SERVICES.....	87
60. REGISTRATION FEES FOR CONFERENCES AND MEETINGS.....	87
61. TRAVELER'S CHECKS, MONEY ORDERS, OR CERTIFIED CHECKS.....	89
62. PARKING METER FEES, GOVERNMENT-FURNISHED VEHICLES.....	89
63. FEES RELATIVE TO TRAVEL OUTSIDE THE CONTERMINOUS UNITED STATES.....	89
64. OTHER EXPENSES.....	90
<b>CHAPTER 8.....</b>	<b>91</b>
SOURCES OF FUNDS - TRAVEL ADVANCES.....	91
65. PURPOSE.....	91
66. PRINCIPLES.....	91
67. ADVANCES.....	91
68. APPLICABLE LAWS AND REGULATIONS.....	92
69. AMOUNTS OF ADVANCES.....	92
70. TRAVEL ADVANCE REQUEST.....	93
71. FINAL AUTHORIZATION.....	94
72. LIQUIDATION OF TRAVEL ADVANCES.....	94
73. DELINQUENT TRAVEL ADVANCES.....	95
74. OTHER MEANS OF RECOVERY.....	96
75. REPORT OF OUTSTANDING TRAVEL ADVANCES.....	96
<b>CHAPTER 9.....</b>	<b>97</b>
SOURCES OF FUNDS -.....	97
76. PURPOSE.....	97
77. DEFINITIONS.....	97
78. INDIVIDUAL EMPLOYEE CHARGE CARDS.....	97
79. TRAVEL REIMBUSEMENT CLAIMS.....	99
80. UNUSED TICKETS.....	99
81. PARTIALLY USED TICKETS.....	100
82. LOST TICKETS.....	100

83. MONTHLY CONTRACTOR BILLS AND PAYMENTS.....	101
84. BILLING ADJUSTMENTS.....	101
85. SECURITY OF THE CARD.....	102
86. LOST OR STOLEN CARDS.....	102
87. EMPLOYEE TRANSFERS WITHIN THE AGENCY.....	102
88. RETURN OF CARD.....	102
89. EMPLOYEE RIGHTS.....	103
90. GOVERNMENT TRAVEL SYSTEM (GTS) ACCOUNTS.....	104
CHAPTER 10.....	107
CLAIMS FOR REIMBURSEMENT.....	107
91. STANDARD FORM 1012, "TRAVEL VOUCHER".....	107
92. STANDARD FORM 1164, "CLAIM FOR REIMBURSEMENT FOR EXPENDITURES ON OFFICIAL BUSINESS" ..	108
93. RECORDS OF TRAVEL AND EXPENSE.....	108
94. FRAUDULENT CLAIMS.....	109
95. VOUCHER PREPARATION.....	109
96. FREQUENCY OF PREPARATION AND SUBMISSION.....	112
97. SUPPORTING DOCUMENTS AND RECEIPTS.....	112
98. "NO AMOUNT" VOUCHERS.....	114
100. REVIEW AND APPROVAL OF TRAVEL VOUCHERS AND PAYMENT OF TRAVEL REIMBURSEMENTS.....	115
101. SUSPENSION OF CHARGES.....	116
102. RECLAIMS.....	116
103. SCORE/ACE TRAVEL REIMBURSEMENT CLAIMS.....	116
CHAPTER 11.....	119
SPECIAL PROVISIONS.....	119
104. PURPOSE.....	119
105. TEMPORARY DISASTER EMPLOYEES.....	119
106. WITNESSES.....	119
108. PERSONNEL ON ASSIGNMENTS UNDER THE INTERGOVERNMENTAL PERSONNEL ACT.....	122
(IPA).....	122
109. TAX EXEMPTION ON LODGING IN CERTAIN LOCALITIES.....	123
111. TRAVEL EXPENSES OF PRIVATE PERSONS AS ATTENDANTS OF HANDICAPPED EMPLOYEES.....	126
CHAPTER 12.....	127
112. PURPOSE.....	127
113. AUTHORITY.....	127
114. NOTIFICATION.....	127
116. INCAPACITATING ILLNESS OR INJURY OF EMPLOYEE.....	128
117. PERSONAL EMERGENCY SITUATION.....	130
118. PROCUREMENT OF TRANSPORTATION.....	130
CHAPTER 13.....	133
ALLOWANCE EXPENSES IN CONNECTION WITH THE DEATH.....	133
119. AUTHORITY.....	133
120. DEATH RELATED TO PERFORMANCE OF OFFICIAL DUTY.....	133
121. DEATH DURING PERIOD OF ABSENCE FROM DUTY.....	133
122. NOTIFICATION OF RELATIVES.....	133
123. PREPARATION OF EMPLOYEE REMAINS.....	134
124. TRANSPORTATION OF EMPLOYEE REMAINS.....	134
125. TRANSPORTATION OF REMAINS OF A MEMBER OF AN EMPLOYEE'S IMMEDIATE FAMILY.....	134
126. ALLOWABLE COSTS FOR TRANSPORTATION OF REMAINS.....	135
127. METHOD OF PAYMENT.....	135
128. TRANSPORTATION OF DECEASED EMPLOYEE'S DEPENDENTS AND PERSONAL AND.....	136
HOUSEHOLD EFFECTS.....	136
129. TRANSPORTATION OF BAGGAGE.....	137
130. PROHIBITION OF PAYMENT WHEN OTHER LAWS APPLY.....	137

APPENDIX 1 .....	139
APPENDIX 2 .....	141
DEFINITIONS .....	141
APPENDIX 3 .....	149
TABLE OF ACRONYMS .....	149
APPENDIX 4 .....	153
(Paragraph 6) .....	153
APPENDIX 5 .....	159
(Paragraph 91) .....	159
APPENDIX 6 .....	161
(Paragraph 91) .....	161
APPENDIX 7 .....	163
(Paragraph 91) .....	163
APPENDIX 8 .....	165
(Paragraph 91) .....	165
APPENDIX 9 .....	167
(Paragraph 91) .....	167
APPENDIX 10 .....	169
(Paragraph 91) .....	169
APPENDIX 11 .....	171
(Paragraph 91) .....	171
APPENDIX 12 .....	173
(Paragraph 91) .....	173
APPENDIX 13 .....	175
(Paragraph 91) .....	175
APPENDIX 14 .....	177
(Paragraph 92) .....	177
APPENDIX 15 .....	179
(Paragraph 33) .....	179
APPENDIX 16 .....	181
(PARAGRAPH 33) .....	181
APPENDIX 17 .....	183
SAMPLE OF LETTER OF INVITATION .....	183
APPENDIX 19 .....	187
(Paragraph 6) .....	187

**APPENDIX 20** ..... 189  
    **(Paragraph 6)** ..... 189

**APPENDIX 21** ..... 191  
    **(Paragraph 30)** ..... 191

**APPENDIX 22** ..... 193  
    **(Paragraph 35)** ..... 193

## CHAPTER 1

## APPLICABILITY, STANDARD PROCEDURE, AND DELEGATED AUTHORITY

1. BACKGROUND

This SOP is based on chapters 1, 3, and 4 of the Federal Travel Regulation which is promulgated by the Administrator of The General Services Administration under Executive Orders 11609 and 12466 and 5 USC, chapter 57. This SOP is also based on other codified transportation and personnel regulations, and related Comptroller General decisions.

2. APPLICABILITY

- a. SBA Employees. These procedures apply to the official travel of SBA employees, including those employed intermittently as consultants or experts and paid on a daily basis, and individuals serving without pay.
- b. Others. These procedures also apply to the travel of civilian employees of other Government agencies who are performing services for SBA, and the travel of private individuals who have been invited for reasons which benefit the Agency's mission.

3. STANDARD PROCEDURES

- a. Synopsis. It is standard procedure in SBA to limit travel to that of minimum necessity for the effective conduct of official Agency programs. Itineraries must be planned carefully in advance to permit the required business to be accomplished in the most advantageous and expeditious manner. Heads of offices shall schedule, to the maximum extent practicable, the time spent by an employee in travel status away from his or her official duty station within the employee's regularly scheduled workweek. Also, insofar as practicable, travel during non-duty hours shall not be required of an employee.
- b. Traveler's Obligation. Individuals traveling on official SBA business are expected to exercise the same care in including expenses that a prudent person would exercise if traveling on personal business.
- c. Authorizing and Approving Officials' Responsibilities. Authorizing and approving officials have the administrative responsibility to determine the reasonableness of travel costs, as justified by the nature of the travel. The intent here is to limit reimbursable expenses to the extent that they are directly attributable to the travel involved and exceed the costs normally incurred by the employees in regularly reporting to his or her official station. It is the duty of each official who is designated to authorize or approve travel to take the following minimum steps to eliminate nonessential travel and to accomplish essential travel as economically as possible.



- (1) Develop a coordinated travel plan to cover all official needs. For example, an employee performing one phase of work might be able to accomplish work on one or more other phases in the course of an essential trip.
  - (2) Critically examine each trip to determine its necessity. Do not permit travel when the matter can be handled by mail or telephone.
  - (3) Minimize the number of people who must travel for a single purpose; for example, never allow two or more persons to travel when one will suffice.
  - (4) Establish criteria to determine effectiveness of travel performed.
  - (5) Examine travel assignments to assure that travel is performed by employees who can travel most economically to destinations.
  - (6) Authorize itineraries which will most effectively serve travel needs at the least cost.
  - (7) Screen each specific SBA Form 21, "Travel Authorization," to limit trips, numbers of individuals traveling, points to be visited, itineraries, and durations to those that are essential to the performance of Agency missions.
  - (8) Require use of available Government-furnished vehicles when travel by car is officially necessary; when it is determined that such use is advantageous to SBA; or, if privately owned vehicle is used instead by personal preference, limited reimbursement as provided in paragraph 26.
  - (9) Require use of GSA contract air accommodations except where there is a valid reason for nonuse, as provided in paragraph 16.
  - (10) Periodically meet with staff to assure that policies are followed.
- d. SBA Policy Regarding Agency's Gift Acceptance Under 31 U.S.C. S 1353. Section 1353 of Title 31, U.S.C., authorizes the acceptance by executive branch agencies of payment for travel, subsistence, and related expenses from non-Federal sources in connection with the attendance of employees at certain meetings or similar functions. The General Services Administration (GSA) rule implementing this statute is codified at 41 C.F.R. Part 304-1. This rule is the exclusive authority for the acceptance of such payment by agencies. It does not authorize personal acceptance of payments by employees nor does it permit Agency solicitation of payments.
- (1) The SBA policy, with regard to the statute and GSA regulation is as follows.
    - (a) Unsolicited offers to pay SBA for employees attendance at a meeting or similar function should be referred to the appropriate supervisor (who

normally approves the employee's travel (see paragraph 7)) for a determination that the travel is in the interest of the Government and that it is related to the employee's official duties.

- (b) If approval of the travel is recommended by the supervisor, appropriate travel documents should be prepared and reviewed by the Office of the Comptroller, to insure full compliance with applicable travel regulations and policies.
  - (c) If the travel is approved by the supervisor and the Comptroller, copies of all documentation should be referred to the Deputy General Counsel (Central Office employees) or the appropriate regional counsel (field office employees) for a determination as to whether the payment is from a non-Federal source that is not disqualified on conflict of interest grounds.
  - (d) If the travel is approved by the Deputy General Counsel or regional counsel, reports of payments of more than \$250 accepted under this authority should be furnished to the Deputy General Counsel or the regional counsel, as provided for in this directive.
- (2) Duty of authorizing official. Authorizing officials shall also ensure that the acceptance of payment or in kind travel is in accordance with the transportation and per diem allowance set forth in this SOP. This means that along with the written request mentioned above, an SBA 21 shall be completed and pre-approved by the designated authorizing official and then submitted to the designated Counsel's office for review and approval. Each authorized traveler is also required to complete and submit regular SF 1012, "Travel Voucher," that reflects an itemization of the value of travel expenses donated by the non-Federal source to the Administrative Accounting Branch (AAB), Office of Financial Operations (OFO), Denver, within 5 days of the completion of the official travel. **Travelers will only be entitled to reimbursement up to the limitations established in this SOP.**
- (3) Payment other than in kind. Payments from non-Federal source for an employee other than payments in kind, shall be by check or similar instrument made payable to the Small Business Administration (SBA). Any such payment received by the employee on behalf of the SBA for his/her travel should only be accepted on behalf of the Agency and is to be submitted to the AAB/OFO, Denver, with an attached memo within 2 days after completion of the official trip. The memo should indicate the following
- (a) the name of the traveler;
  - (b) the travel authorization number; and,
  - (c) the applicable budgetary code for which the funds shall be credited.

- (4) Payment in kind. When proper advance approval has been obtained to the acceptance of the invitation from the non-Government source, the SBA may receive payment in kind in excess of the maximum per diem rates limitations, provided that the accommodations or other benefits are comparable in value to that offered to, or purchased by, other similar situated individuals attending the meeting or similar function.
- (5) Reimbursement claims for official travel expenses. The employee shall submit to the AAB/OFO, Denver, an SF 1012 (see chapter 10) for all travel expense reimbursement claims, and shall itemize all expenses incurred which exceed maximum rates prescribed in appendix 8. Reimbursement to the employee shall not exceed the maximum rate prescribed in appendix 8.
- (6) Report Requirements: Gratuities that exceed \$250 must be submitted to the Deputy General Counsel (DGC) semiannually for reporting purposes, i.e., May 31 and November 30. Each traveler is responsible for ensuring that his/her SBA 21, corresponding SF 1012, and letter authorizing acceptance of gratuities are forwarded to the DGC for travel performed during the specified periods indicated. The above information should be submitted to the DGC for travel performed during the period between April 1 and September 30, and no later than October 30. The same information is required to be submitted to DGC no later than April 30 for travel performed during the period between October 1 and March 31. In addition to the required information stated above, the following information should also be furnished to the Deputy General Counsel or appropriate regional counsel with the SF 1012.
  - (a) The name and position of the employee(s) that travel.
  - (b) The name of the person or entity making the payment.
  - (c) The nature of the meeting.
  - (d) The time and place of the travel.
  - (e) The amount and method of the payment or the value of the in kind gift.
  - (f) The nature of the expenses.

e. Definitions

- (1) Official station and post of duty. Designated post of duty and official station mean the same. The limits of the official station will be the metropolitan area of the city or town in which the office is located or employee is stationed. If the employee is not stationed in a city or town, the official station is the established or reasonable local commuting area within which the designated post of duty is located. Regional administrators and disaster area directors shall determine the area to be covered by local travel in their region.
- (2) Conterminous United States. Conterminous United States means the 48 contiguous States and the District of Columbia.

- (3) United States. When used in a geographical sense, "United States" means the 50 States and the District of Columbia, The Government of Puerto Rico, Virgin Islands, Guam, American Samoa, and Trust Territory of the Pacific Islands.
- (4) Government-furnished automobile. The term "Government-furnished automobile" includes an automobile which is owned by an agency, assigned or dispatched to an agency on a rental basis from GSA, or leased by the Government from a commercial firm for a period of 30 days or longer.
- (5) Special conveyance. "Special conveyance" is any method of transportation other than common carrier, Government-furnished or privately owned, which requires specific authorization or approval for the use thereof. Such transportation generally includes conveyances obtained through commercial rental for less than 30 calendar days.
- (6) Employee. As used in this chapter, "employee" means the head of the Agency, Agency officials, or any other individual employed by the Agency. This definition also includes an individual employed intermittently by SBA as an expert or consultant and paid on a daily when-actually-employed (WAE) basis and an individual serving without pay or at \$1 a year (5 U.S.C. 5701(2)). This includes the Service Corps of Retired Executives and Active Corps Executive volunteers (SCORE/ACE).
- (7) Government. "Government" means the Government of the United States and the Government of the District of Columbia.
- (8) Agency. "Agency" means SBA or any other executive agency as defined in 5 U.S.C. 105;-a military department; an office, agency, or other establishment in the legislative branch; and the government of the District of Columbia; but does not include a Government-controlled corporation, a Member of Congress, or an office or committee of either House of Congress or of the two Houses.

#### 4. CLEARANCE OF TRAVEL

- a. Responsibility. Travel by Central Office personnel and interregional travel by field office personnel shall be coordinated by the traveler with the appropriate regional administrator or disaster area director.

- b. Method. The traveler shall coordinate the visit with the appropriate regional administrator by letter. A copy shall be forwarded to the appropriate district director if a district office is being visited. If there is not sufficient time for written coordination, the regional administrator may be advised by telephone, and he or she will notify the district director. Clearance with the regional administrator shall be obtained as far in advance as possible. Regional administrators shall be informed of other official travel (for speeches, conferences, seminars, etc.) in their regions, even though the field office is not visited. If the regional administrator considers it advisable, he or she will inform the district director concerned of such scheduled visits. (In disaster situations the disaster area director may perform in the same capacity as the regional administrator.)
- c. Personnel of Other Government Agencies or Private Organizations. Official field visits by personnel of other Government agencies or private organizations, or by representatives of other countries, arranged or coordinated by the Central Office, shall be cleared in advance by the appropriate Central Office official with the regional administrator or disaster area director concerned.

## 5. AUTHORIZATION OF TRAVEL

- a. Travel Policy. It is the policy of SBA that authorizing officials shall authorize only that travel which is necessary to accomplish the purposes of SBA effectively and economically. Due to the emergency nature of travel necessitated by disaster loan-making, the procedural requirements set forth in this paragraph shall be subject to appropriate modifications.
- b. Authorizing Officials' Responsibilities.
  - (1) All travel shall be authorized by appropriate officials designated in paragraph 7 of this SOP. Ordinarily a SBA 21 shall be issued before the incurrence of the expenses. (As used in this SOP, "authorize" is a prior action; "approve" is a post action.)
  - (2) Authorizing and approving officials shall be cognizant of SBA's travel policies and procedures and establish controls to ensure that only travel that is essential to the purposes of the Government and for accomplishment of the Agency's mission in the most effective and economical manner is authorized or approved.
  - (3) Authorizing officials should be aware of travel plans, including plans to take annual leave in conjunction with travel, and shall ensure appropriate consideration of the need for the travel, the use of travel substitutes (i.e., mail, teleconferencing, etc.), and the most cost effective routing and means of accomplishing travel. Each employee's travel shall be authorized separately under specific guidelines provided in paragraph 6.

## 6. GUIDELINES FOR ISSUING TRAVEL AUTHORIZATIONS

- a. Individuals Covered. The temporary duty travel of SBA employees, other Federal and District of Columbia Government employees, SCORE/ACE volunteers, Advisory Council members, and private persons rendering service in connection with making disaster loans will be authorized by the use of SBA 21 (see appendix 1). Other private persons rendering service to SBA will be authorized to travel by Letters of Invitation (see subparagraph 6.b.(2)(b)). An SBA 21 or a Letter of Invitation shall be required for all travel other than local travel, regardless of whether per diem is involved. SBA 21 s and Letters of Invitation shall be issued at least 2 weeks before the date of travel. This priority will afford travelers the opportunity to make necessary arrangements for travel, such as, making airline and hotel reservations, and obtaining travel advances.
- b. Types and Use of Travel Authorizations. General or blanket travel authorizations intended to cover the travel of all SBA employees or groups of employees shall not be used. To ensure adequate managerial and supervisory attention to the need for all travel, each employee's travel shall be authorized separately under one of the following types of travel authorizations.
- (1) Unlimited open authorization. This type of authorization allows an employee to travel for any purpose without further authorization. Unlimited open authorizations shall be issued only for the Administrator of SBA.
  - (2) Limited open authorization. This type of authorization allows an employee to travel without further authorization under certain specified conditions (i.e., travel to specific geographical area(s) for specific periods of time). Limited open authorizations may be provided for employees whose duties require frequent repetitive travel. Such authorizations, however, should be reviewed and revalidated at least quarterly and should include realistic limitations on purpose(s), geographic area(s), number of trips, trip duration, and costs.
    - (a) Temporary disaster employees. Authorizations for temporary disaster employees, hired under the provisions of section 5(b)(8) of the Small Business Act, shall be prepared by the office which hired the employee and is considered to be his or her official duty station. It shall be issued for a specific period of time not exceeding 6 months for a single disaster, and a separate one must be issued for each disaster to which an employee is assigned. The Disaster Declaration number shall be shown in block 10 of the SBA 21 (see paragraph 105).
    - (b) Letters of Invitation. When it is determined that private persons rendering service to SBA without compensation (excluding SCORE/ACE volunteers, Advisory Council members and private persons rendering service in connection with making disaster loans) shall be reimbursed for official travel expenses, a Letter of Invitation shall be prepared by the office requesting the service and shall include the following: (See appendix 4 for a sample Letter)

- (i) purpose of travel;
- (ii) dates of travel, stating the complete itinerary (trip shall not exceed 6 months);
- (iii) types and class of transportation allowed;
- (iv) rates of per diem and/or subsistence and other expense allowances;
- (v) estimated trip cost, i.e., lodging, meals and incidental expenses, and common carrier expenses; and,
- (vi) round-trip Government Travel System (GTS) Expense.

Invitational travelers shall be instructed in the letter to make travel arrangement through the local Federal Travel Management Center (FTMC) or Scheduled Airline Traffic Office (SATO). The traveler shall also be instructed to furnish the FTMC or SATO with the assigned travel authorization number when making reservations. The Government Travel System (GTS) account will be used to cover the common carrier expenses only for the official legs of travel.

The letter of invitation shall be forwarded to the Office of the Comptroller for review at least 2 weeks before the occurrence of travel. It may be signed by any Management Board member, but it must be concurred by the Comptroller to ensure compliance with the Federal travel regulations. Letters of Invitation may also be signed by General or Regional Counsel when for private persons serving as witnesses for the Agency.

- (3) Trip-by-trip authorization. This type of authorization provides for an individual or group of individuals to take one or more specific trips. It shall include the specific purpose, itinerary, and estimated costs. Travel not covered by an unlimited or limited open authorization shall be separately authorized on a trip-by-trip basis. A Letter of Invitation may also authorize travel for private persons on a trip-by-trip basis.
- c. Requirements and Authorizations for Special Purpose Travel. Due to the relatively high costs associated with certain kinds of travel, it shall be authorized only on a trip-by-trip basis by high level officials. The types of travel covered by this requirement are detailed below.
- (1) Conferences, meetings, and training sessions. Travel for conference and meeting attendance and training shall be authorized on a trip-by-trip basis.

Attendance to these sessions requires a completed SBA Form 1179, "Request for Approval to Hold and/or for Employees to Attend Meeting, Conference, Convention, or Symposium." When authorizing travel for conference and meeting attendance, the authorizing or approving official shall ensure that the number of attendees is necessary and justified. Any meeting that involves the attendance of 10 or more SBA employees from the Central Office or a field office must be approved by the respective Management Board member listed below.

- (a) Central Office Approval: The attendance of Central Office employees must be approved by the Chief of Staff, Chief Counsel for Advocacy, Inspector General, Associate Deputy Administrator for Management and Administration, Associate Deputy Administrator for Business Development, Associate Deputy Administrator for Finance, Investment and Procurement, or General Counsel.
  - (b) Field Office Approval: The attendance of employees from the field offices must be approved by the regional administrator. A copy of the approved SBA 1179 shall be sent to the Office of Planning and Budget for control purposes.
- (2) Procurement of Services. When it is necessary to procure lodging, meals, and/or obtain other facilities to conduct training, meetings, or conferences an SBA Form 2, "Requisition for Supplies, Services, and Federal Assistance," shall be completed and submitted through the appropriate Management Board member for approval. The approved SBA 2 should be forwarded to your designated procurement office accompanied by a completed and approved SBA 1179 with a list of attendees. The attendees list should include the length of stay of each attendee. A duplicate list shall also be forwarded to the Administrative Accounting Branch (AAB), OFO, Denver. Subsequent changes that are made to the original list of attendees should be forwarded to the contracting officer and AAB at the earliest convenience.
- (a) Invoice. When an invoice is received by the AAB, OFO, Denver, it should mirror the purchase order; otherwise, it is necessary to amend the purchase order.
  - (b) Allowable Charges. Only charges indicated on the OF 347, "Order for Supplies and/or Services," will be allowed. However, charges which are attributable to individual travelers, such as telephone calls, room service, gratuities, movie rentals, etc., cannot be paid through the OF 347.
  - (c) Reimbursement. When lodging and meal expenses are covered by a OF 347, they should not be claimed on the SF 1012. The affected employees should make a notation in block 12 of the SF 1012 if lodging and/or any meal expenses were covered by the OF 347 and specify the date(s) lodging was procured and which meals were covered, i.e., breakfast, lunch and/or dinner and on what date(s).



- (3) Foreign travel. Foreign travel for all employees shall be authorized on a trip-by-trip basis by the Administrator, Deputy Administrator, or the Associate Deputy Administrator for Management and Administration. However, travel by Region IX employees to the U.S. Trust Territories of the Pacific may be authorized by their Regional Administrator or Disaster Area Director. U.S. Government representatives and attendees at international intergovernmental conferences must be accredited by the State Department.
- (4) Change of official station/relocation. Travel and related entitlements for a change of official station or relocation determined to be in the interest of the Government, as provided in SOP 20 15, "Relocation Allowances," shall be authorized on a trip-by-trip basis by the Comptroller. Regional administrators have also been designated to authorize certain change of station travel within their respective regions.
- d. Purpose(s) of Travel. Each travel authorization and the associated SF 1012 shall specify clearly the purpose(s) of the travel. For uniformity, travelers shall check the appropriate travel purpose on SBA 21 and state that purpose on the SF 1012. A list of travel purposes and explanations are detailed in appendix 5.
- e. Cost Estimates. Travel authorizations shall include estimates of the costs of travel, with the exception of open authorizations covering periods in excess of 3 months. These estimates shall be used to obligate the funds necessary to carry out that travel in order to maintain proper budgetary controls.
- f. Distribution of Individual Travel Authorizations. The SBA 21, is a cut form (single copy), therefore, travelers are responsible for reproducing three (3) copies after obtaining the authorizing official's signature and prior to making the following distribution.

**Central Office:**

- (1) **Original** - After completion of trip, attach to SF 1012 and forward to the Administrative Accounting Branch, Office of Financial Operations, Denver.
- (2) **1st Copy** - Forward to the Office of Planning and Budget (OPB).
- (3) **2nd Copy** - Traveler's copy.
- (4) **3rd Copy** - To be retained by originating office.

**Field Office:**

- (1) **Original** - After completion of trip, attach to SF 1012 and forward to the Office of Financial Operations, Administrative Accounting Branch, Denver.
- (2) **1st Copy** - Forward to your administrative officer for input into the administrative accounting system.
- (3) **2nd Copy** - Traveler's copy.
- (4) **3rd Copy** - To be retained by originating office.

Travelers requesting a check advance must ensure that the 1st copy (legible) of the SBA 21 is forwarded and received by the designated office stated above at least seven (7) days prior to the scheduled trip. Cash advances will only be issued for emergency situations, requiring either the Comptroller's approval for Central Office employees and the regional administrator's approval for field office employees.

g. Office to be Charged with Travel Expense. It is standard procedure to charge travel costs to the office benefiting from an employee's services. Generally, this is the organization code and program code for the office to which the traveler is assigned. However, certain exceptions apply as follows.

- (1) Employees on detail. When an employee is detailed to another office or activity, the benefiting office or activity must issue the required orders and bear the travel costs.
- (2) Employees in national training and other centrally funded programs. For employees detailed under any of the National training or other centrally funded programs, travel shall be paid from special funds established for those purposes.
- (3) Methods of authorizing. All travel being charged to an organization code or program code other than that which the traveler is assigned must be authorized by the use of SBA 21 and signed by the designated authorizing official for the office being charged. In situations where more than one traveler is involved, a letter authorizing the travel may be used. However, each employee authorized by letter to travel shall prepare an SBA 21, reflecting all pertinent data, and signed by his or her supervisor. Distribute according to the instructions in subparagraph 61 of this SOP with copies of the authorizing letter attached.
- (4) Approval of vouchers. SF 1012 for reimbursement for such travel may be approved by the traveler's usual designated approving official; however, a copy of the SF 1012 must be forwarded to the office being charged for their use in maintaining their budgetary records.

7. DESIGNATED OFFICIALS FOR THE AUTHORIZATION AND APPROVAL OF TEMPORARY DUTY TRAVEL (TDY)

The authority to authorize and approve TDY travel rests with officials of SBA delegated such travel authority. (For authorization and approval of permanent change of station travel refer to SOP 20 15, "Relocation Allowances.") The term "authorize official travel" shall mean the official authorized to sign block 19 of SBA 21. The term "approve official travel" shall mean the official authorized to sign block 14 of SF 1012 and block 8 of SF 1164. Other employees may be delegated the authority to administratively approve travel reimbursement vouchers (SF 1012 and SF 1164) in accordance with paragraph 116 of this SOP. See paragraphs 16, 17, and 18 of this SOP for officials designated to authorize or approve first class or extra-fare accommodations. Note that only the Administrator, Deputy Administrator, Associate Deputy Administrator for Management and Administration, or Comptroller may authorize or approve premium class accommodations. The following designated officials are hereby delegated authority to authorize and approve travel, in accordance with the descriptive footnotes shown below.

**ALL TRAVEL (SEE NOTE 1):**

Administrator

Deputy Administrator

Chief of Staff

Associate Deputy Administrator for Management and Administration

**FOOTNOTE A:**

Comptroller

**FOOTNOTE B:**

Associate and Assistant Administrators

Associate Deputy Administrator for Finance, Investment, and Procurement

Counselor to the Administrator

Chief Counsel and Deputy Chief Counsel for Advocacy

Deputy Associate and Deputy Assistant Administrators

**FOOTNOTE B: (cont'd):**

Deputy Comptroller

Director of Equal Employment Opportunity and Compliance

Director and Deputy Director of Personnel

General Counsel and Deputy General Counsel

Inspector General and Deputy Inspector General

Assistant and Deputy Assistant Inspectors General

**FOOTNOTES C and F:**

Central Office Directors

Director of Office of Financial Operations (SEE NOTE 2)

**FOOTNOTES D, E, G and H:**

Regional Administrators

District Directors

**FOOTNOTES D and F:**

Assistant Regional Inspectors General for Auditing

**FOOTNOTES D, E and F:**

Special Agents in Charge

**FOOTNOTES C, F and H:**

Branch Managers

**\* For internal control purposes we recommend that authorized approving officials do not sign their own travel authorization(s).**

A = All travel, except travel to, from, or within foreign countries. (With the exception of ADA/FIP and AA/DA who may authorize travel to the U.S. Trust Territories in cases of disaster.)\*

B = Travel of Central Office employees under their supervision, including those on temporary detail, except the following.

- Their own travel.
- Actual subsistence expense travel.
- Change of official station.
- Travel of private persons other than specifically authorized.
- Registration fees which exceed limitations in paragraph 60 of this SOP.
- Travel to, from, or within foreign countries, with the exception of ADA/FIP and AA/DA, who may authorize travel to the U.S. Trust Territories in cases of disaster.

C = Travel of employees under their supervision but with the same exceptions as in B above. Travel of Central Office Directors must be authorized and approved by their respective senior officials. Travel of disaster area directors must be authorized and approved by the Deputy Assistant Administrator for Disaster Assistance. Travel of branch managers must be approved by their respective regional administrators or district directors. During a disaster, the Disaster Area 4 Director may authorize and approve travel to, from, and within the U.S. Trust Territories of the Pacific.

D = Travel of employees under his/her supervision, including those on temporary detail, except the following.

- His/her own travel.\*
- Actual subsistence expense travel.
- Change of official station; as provided in SOP 20 15, however, regional administrators may authorize and approve change of station travel
- Travel of private persons not related to disaster loan services other than as specifically authorized.
- Registration fees which exceed limitations in paragraph 60 of this SOP.
- Travel to, from, or within foreign countries, with the exception of the Regional Administrator, Region IX, who may authorize travel to, from, and within the U.S. Trust Territories of the Pacific.

E = Travel of National Advisory Council members and District Advisory Council members, subject to provisions of SOP 90 54. (Includes travel of National Advisory Council members to attend district advisory council meetings.)

F = The authority to authorize SBA 21 (as distinguished from the authority to administratively approve SF 1012 or SF 1164) may not be re-delegated.

G = Regional administrators may re-delegate their authority to authorize and approve travel of employees under their supervision (except travel of District Advisory Council members) to assistant regional administrators and deputy regional administrators. However, assistant regional administrators and deputy regional administrators may not authorize or approve their own travel, unless they are acting in the capacity of the regional administrator. District directors may re-delegate their authority to authorize and approve travel of employees under their supervision (except travel of District Advisory Council members) to assistant district directors, deputy district directors, and branch managers.

However, assistant district directors, deputy district directors, and branch managers may not authorize or approve their own travel, unless they are acting in the capacity of the district director. If not included in supplementary procedures, a copy of each delegation shall be furnished the Administrative Accounting Branch, Denver.

H = Travel of SCORE and ACE volunteers.

NOTE 1. Travel to, from, or within foreign countries and territories must be authorized or approved explicitly by the Administrator, Deputy Administrator, or Associate Deputy Administrator for Management and Administration, with the following exceptions: the Regional Administrator, Region IX, may authorize or approve travel to, from, and within the U.S. Trust Territories of the Pacific; during a disaster, the AA/FIP and AA/DA may authorize or approve travel to, from, and within the U.S. Trust Territories; and, the Disaster Area 4 Director may authorize or approve travel to, from, and within the U.S. Trust Territories of the Pacific.

NOTE 2. The Comptroller shall approve request for actual subsistence expense for all Central Office employees. The Director, Office of Financial Operations, Denver, shall approve requests for actual subsistence expenses for field office employees.



## CHAPTER 2,

## TRANSPORTATION ALLOWABLE

8. EXPENSES PAYABLE AS TRANSPORTATION

Transportation expenses which the Agency may pay either directly or by reimbursement include fares, rental fees, mileage payments, and any expenses incident to transportation such as:

- a. baggage transfer;
- b. official telegraph, telephone, radio, and cable messages;
- c. steamer staterooms, steamer chairs, steamer cushions, and steamer rugs; and,
- d. other expenses set forth in chapters 2 through 6, and chapter 9, of this SOP.

9. METHODS OF TRANSPORTATION

- a. Authorized Methods. Methods of transportation authorized for official travel include: railroads, airlines, helicopter service, ships, buses, streetcars, subways, and taxicabs; Government-furnished and contract rental automobiles and airplanes; privately owned and rented automobiles and airplanes; and, any other necessary means of conveyance.
- b. Selecting Method of Transportation to be Used. Travel on official business shall be by the method of transportation which will result in the greatest advantage to the Government, cost and other factors considered. In selecting a particular method of transportation to be used, consideration shall be given to energy conservation and to the total cost to the Government, including costs of per diem, overtime, lost work-time and actual transportation costs. Additional factors to be considered are the total distance of travel, the number of points visited, and the number of travelers. 5 U.S.C. 5733 requires that, "The travel of an employee shall be by the most expeditious means of transportation practicable and shall be commensurate with the nature and purpose of the duties of the employee requiring such travel."
- c. Traveler's Cost Liability when Selected Method is not Used. The traveler shall use the method of transportation administratively authorized or approved by the authorizing official as most advantageous to the Government. Any additional cost resulting from use of a method of transportation other than that specifically authorized, approved, or required by regulation, e.g., contract air service (see subparagraph 9.d.(1)(b)(i), below), shall be the traveler's responsibility.



d. Presumptions as to Most Advantageous Method of Transportation.

(1) Common carrier.

- (a) Generally most efficient and least costly. Since travel by common carrier (air, rail, or bus) will generally result in the most efficient use of energy resources and is the least costly and most expeditious means of travel, this method shall be used whenever it is reasonably available. Other methods of transportation may be authorized as advantageous only when the use of common carrier transportation would seriously interfere with the performance of official business or impose an undue hardship upon the traveler, or when the total cost of common carrier would exceed the cost of some other method of transportation. The determination that another method of transportation would be more advantageous to the Government than common carrier transportation shall not be made on the basis of personal preference or minor inconvenience to the traveler resulting from common carrier scheduling.
- (b) Selecting the most advantageous method of common carrier transportation
- (i) Contract air service. The use of discount fares offered by contract air carriers between certain cities (city-pairs) is considered advantageous to the Government and is mandatory for authorized air travel between those city-pairs. For policy and specific guidelines and exceptions, see subparagraph 16.c. of this SOP.
- (ii) Non-contract air service. The use of non-contract air service may be authorized or approved only when justified under the conditions provided, see subparagraph 16.c.(2). of this SOP. Advance authorization and the justification for the use of non-contract air service shall be shown on the travel order, or other form of travel authorization, before the actual travel begins unless extenuating circumstances or emergency situations make advance authorization impossible. In this event, the employee shall obtain written approval from the appropriate authorizing official at the earliest possible time after completing the travel. The approval and justification therefore shall be stated on or attached to the travel voucher.
- (iii) Rail or bus service. Rail or bus service may be used when determined by the Agency to be advantageous to the Government, cost, energy, and other factors considered, and when compatible with the requirements of the official travel. The use of discount fares offered to the Government by rail or bus carriers between selected cities (city-pairs) is considered advantageous. Whenever these discount fares are offered and the accompanying service will fulfill mission requirements, they should be used to the maximum extent possible.

For authorized service and accommodations and reduced fares, see paragraph 17 of this SOP.

- (2) Government negotiated flat-rate rental or Government-furnished automobiles. When an automobile is required for official travel, a Government negotiated flat-rate rental or a Government-furnished automobile shall be used as follows.
  - (a) A Government negotiated flat-rate rental automobile is the first resource for short-term rental of an automobile by an employee on temporary duty travel. This applies to employees who travel to their destinations by common carrier, such as airplane, train, or bus and would customarily rent a Government-furnished vehicle for local transportation in the destination area. For travel under this condition, an employee may also use a Government-furnished automobile if a Government negotiated flat-rate rental automobile is unavailable or if use of a Government-furnished automobile is practicable. Government-furnished automobiles will continue to be available for use in isolated areas where commercial rental contractors are not available.
  - (b) A Government-furnished automobile is the first resource when a automobile is required for official travel performed locally or within commuting distance of an employee's designated post of duty. If a Government-furnished automobile is unavailable, a Government negotiated flat-rate rental automobile may be used.
  - (c) If cost considerations are used in determining whether a Government negotiated flat-rate rental or a Government-furnished automobile should be authorized under this policy, the overall cost shall include any administrative costs as well as any costs associated with picking up and returning the automobile.
- (3) Privately owned conveyance. The use of a privately owned conveyance shall be authorized only when its use is advantageous to the Government, except as provided in subparagraph 9.e. of this SOP. A determination that the use of a privately owned conveyance would be advantageous to the Government shall be preceded by a determination that transportation by common carrier, a Government negotiated flat-rate rental automobile, or Government-furnished transportation is not available or would not be advantageous to the Government. To the maximum extent possible, these determinations and the authorization to use a privately owned conveyance shall be made before the performance of travel.
- (4) Special conveyance. Other commercially rented vehicles and other special conveyances shall be used only when it is determined that use of other methods of transportation discussed above would not be more advantageous to the Government.

- e. Permissive Use of a Privately Owned Conveyance. When an employee uses a privately owned conveyance as a matter of personal preference and such use is compatible with the performance of official business, although not determined to be advantageous to the Government under subparagraph 9.d.(3) above, such use may be authorized or approved provided that reimbursement is limited in accordance with the provisions of chapter 4.
- f. Travel by Ocean Vessel. Except for travel between points served by ferries, travel by ocean vessel shall not be regarded as advantageous to the Government in the absence of sufficient justification that the advantages accruing from the use of ocean transportation offset the higher costs associated with this method of transportation (i.e., per diem, transportation, and lost work-time). Authority to authorize or approve travel by ocean vessel shall be retained by the Administrator, the Deputy Administrator, the Associate Deputy Administrator for Management and Administration, and the Comptroller. See chapter 3 for the requirements for use of United States flag ships and for authorized vessel accommodations.

## 10. LOCAL TRANSPORTATION

- a. To, From, and Between Places of Work. Transportation by bus, subway, or streetcar from an employee's official duty station to a temporary duty station, from a temporary duty station to an employee's official duty station, from an employee's residence to a temporary duty station and from a temporary duty station to an employee's residence is allowed as a transportation expense (if no duties are required at the office and arrangements are made in advance). One way or round-trip commuting cost from an employee's residence to his/her official duty station is not an allowable expense. This is considered normal commuting cost. (Concerning transportation by taxicab between such places, see paragraph 14 of this SOP.)
- b. To, From, and Between Places of Work When Traveling Locally Outside of the Official Commuting Area. When authorized to conduct travel outside of the local commuting area, use of a bus, subway, or streetcar is allowed between places of lodging and place of business while in official travel status.
- c. To Places Where Meals are Obtained. Where the nature and location of the work at a temporary duty station are such that suitable meals cannot be obtained there, the expense of daily travel required to obtain meals at the nearest available place may be approved as necessary transportation not incidental to subsistence. A statement of the necessity for such daily travel shall accompany the travel voucher.
- d. To and From Carrier Terminals.
  - (1) Reimbursement shall be allowed for the usual taxicab and airport limousine fares, plus tip, between a common carrier or other terminal and either the employee's home (provided that the employee is not required to report to his/her official duty station first) or place of business at the official duty station

or place of business or lodging at a temporary duty point, or between the airport and airport limousine terminal. However, available courtesy transportation service furnished by hotels/motels should be used by employees to the maximum extent possible as a first source of transportation between place of lodging at the temporary duty point and common carrier terminal. Reimbursement shall be allowed for tips when courtesy transportation service is used.

(2) However, authorizing or approving officials shall, when appropriate, restrict the use of taxicabs under paragraph 10.d.(1). above, or place a monetary limit on the amount of taxicab reimbursement when:

(a) suitable Government or common carrier transportation service, including airport limousine service, is available for all or part of, the distance involved; and,

(b) courtesy transportation service is provided by hotels/motels between the place of lodging at the temporary duty site and the common carrier terminal.

e. Between Residence and Office on Day Travel is Performed. The cost incurred to "commute" to and from an employee's official duty station is a personal expense and is not to be reimbursed by the Government. The same rule will apply when the employee returns from his/her temporary duty station and reports to his/her official duty station then on to his/her residence.

f. Between Residence and Office in Cases of Necessity. Reimbursement for the usual taxicab fares paid by an employee for travel between office and home may be authorized or approved incident to the conduct of official business at an employee's designated post of duty when the employee is dependent on public transportation for such travel incident to officially ordered work outside of regular working hours and when the travel is during hours of infrequently scheduled public transportation or darkness. Authorizing officials are expected to ensure that reimbursements are authorized only when justified and when all circumstances set forth herein are met.

g. Home-to-Work Transportation for Individuals in Field Work Positions. Field work is defined as work performed by an employee at multiple stops, which is directly related to the mission of the Agency and is within the local travel area. Use of vehicles furnished or paid for by the Government may be authorized for home-to-work transportation in connection with field work when all of the following conditions are met.

(1) the job series of the employee is reflected in appendix 6;

(2) for multiple stops within the usual commuting area for the locale of the employee's place of employment;

- (3) when the employee's residence is located within the local commuting area;
- (4) on a case-by-case basis;
- (5) when it can be clearly demonstrated that such usage will substantially increase the Agency's economy and efficiency. The comfort and convenience of an employee is not sufficient justification to authorize home-to-work transportation;
- (6) completion and approval of SBA Form 1689, "Request for Use of a Government Vehicle," prior to scheduled trip; and,
- (7) such usage is authorized by the designated official (see appendix 7). This authority may be carried out by an individual acting in one of the positions below; however, it may not be re-delegated. No one may authorize motor vehicle usage for himself or herself.
  - (a) The Administrator for all regional administrators.
  - (b) The Inspector General for Office of Inspector General employees.
  - (c) The Assistant Administrator for Disaster Assistance for all Disaster Area Office Directors.
  - (d) Disaster Area Directors for their respective Disaster Area personnel.
  - (e) The responsible associate/assistant administrator or equivalent for all other COD employees reporting to his or her organization.
  - (f) The Director, Office of Administrative Services for Central Office Administrative Services support personnel.
  - (g) The Associate Deputy Administrator for Management and Administration or Assistant Administrator for Administration for all other Central Office personnel.
  - (h) Regional administrators for their respective regional Office employees and district directors.
  - (i) District directors for their respective district, branch, and POD offices.

## 11. EMERGENCY TRAVEL DUE TO ILLNESS OR INJURY OR A PERSONAL EMERGENCY SITUATION

Provisions governing reimbursement for allowable transportation in connection with emergency travel due to illness or injury or personal emergency situations are in chapter 12.

## 12. ROUTING OF TRAVEL

- a. By Usually Traveled Routes. All travel shall be by usually traveled routes. Travel by other routes may be allowed when the official necessity therefore is satisfactorily established.
- b. Indirect-Route or Interrupted Travel. When a person for his or her own convenience travels by an indirect route or interrupts travel by direct route, the extra expense shall be borne by him or her. Reimbursement for expenses shall be based only on such charges as would have been incurred by a usually traveled route. When transportation requests are used, they shall be issued only for that portion of the expense properly chargeable to the Government, and the employee shall pay the additional expense, including the Federal transportation tax, from his or her personal funds.

## 13. USE OF GOVERNMENT-FURNISHED VEHICLES

- a. Use Limited to Official Purposes. When a Government-furnished vehicle is used by an employee for official travel, its use shall be limited to official purposes (31 U.S.C. 638a) which include transportation between places where the employee's presence is required incident to official business; between such places and places of temporary lodging when public transportation is unavailable or its use is impractical; and between either of the above places and suitable eating places, drug stores, barber shops, places of worship, cleaning establishments, and similar places necessary for the sustenance, comfort, or health of the employee to foster the continued efficient performance of Government business.
- b. Use of Government Vehicle from Home-to-Work When Conducting Field Work. Employees working in job series indicated in appendix 6 may be authorized use of a Government vehicle when conducting field work. Field work is defined as work performed by an employee at multiple stops, which is directly related to the mission of the Agency and is within the local travel area. Authorized use of a Government vehicle requires the completion of SBA 1689, "Request for Authorization to Use a Government Vehicle," in advance of scheduled trip. Also, a record of actual use of the Government vehicle from home-to-work and normal duty within the local commuting area must be reflected on the SBA Form 1691, "Log of Government Vehicle Usage Between Places," see paragraph 10.g. of this SOP and SOP 00 13 for further instructions.

- c. Government Driver's Identification Card. Under instructions prescribed by the Office of Personnel Management, a Federal employee who must occasionally use a Government-furnished vehicle for official business while on temporary duty away from his or her official station need not possess an SF 46, "U.S. Government Motor Vehicle Operator's Identification Card," if he or she holds a valid state, District of Columbia, or territorial motor vehicle operator's license and presents travel orders specifically authorizing the temporary use of a Government-furnished vehicle.
  
- d. Vehicle not Available. If a Government-furnished vehicle is not available when required as a first resource, a Government-negotiated flat rate rental or other commercially rented vehicle may be used provided such use is consistent with the provisions of subparagraph 9.d. of this SOP.

## CHAPTER 3

## USE OF COMMERCIAL TRANSPORTATION

14. TAXICABS

- a. Approval Requirement. For local travel authorized under subparagraphs 10.a., b., and c. of this SOP, the use of taxicabs may be allowed if authorized or approved as advantageous to the Government. General authorization for the use of taxicabs for local travel in certain situations is contained in subparagraphs 10.d., e., and f. of this SOP. The existence of the following conditions justify the use of taxicabs as being advantageous to the Government.
- (1) Public transportation is not available or cannot be used due to the element of time.
  - (2) Traveler is unfamiliar with the public transportation system.
  - (3) Traveler is so handicapped that use of a public transportation system is impracticable.
  - (4) Traveler is carrying Government furnished material or other personal property necessary for the performance of his or her duties that is so voluminous and/or weighty that the use of a public transportation system would be impracticable, especially during rush hours.
  - (5) Any other justifiable reason making the use of taxicabs more advantageous to the Government.
- b. Reimbursement Limitation. Reimbursement for the use of a taxicab is limited to \$25 (including tip) for each trip, unless a higher fare is specifically approved as provided herein. The approval to pay a full fare in excess of \$25 must be made by an official who has been designated to authorize travel (see paragraph 7), and must be reflected on the travel voucher. A receipt is required whenever a taxi fare is in excess of \$25. If receipts are not obtained, an explanation must be given.
- c. Tips. Reimbursement for tips is limited to 15 cents when the fare is \$1 or less or 15 percent of the reimbursable fare when it exceeds \$1. If the 15 percent is not a multiple of 5, the reimbursable tip may be increased to the next multiple of 5.

15. RENTAL AUTOMOBILES AND SPECIAL CONVEYANCES

- a. Approval Requirement. The hire of boats, automobiles, taxicabs (other than for use under subparagraphs 10.d., e., or f. of this SOP), aircraft, livery, or other conveyance will be allowed if authorized or approved as advantageous to the Government whenever employees are engaged in official business within or outside their designated posts of duty.
- b. Incidental Charges. If the hire of a special conveyance does not include cost of the incidental expenses of gasoline or oil; feeding and stabling of horses; lent of garage, hangar, or bathhouse; subsistence of operator, ferriage, tolls; etc., it should be first paid, if practicable, by the person furnishing the accommodation or by the operator, and should be itemized in the bill.



- c. Damage Waiver or Insurance Costs. Commercial vehicle rental contracts customarily include full insurance coverage for property damage or injury or death to third parties resulting from the rentee's use of the vehicle. Damage to the rented vehicle (collision damage), however, is often covered only above a deductible amount specified in the rental contract, the rentee being responsible for the cost of damage below that amount. In such instances, additional insurance (collision damage waiver or collision damage insurance) to relieve the rentee from liability for damage to the vehicle up to a deductible amount is available in the rental contract for an extra fee.
- (1) SBA will not pay or reimburse employees for the cost of collision damage waiver or collision damage insurance when official travel in the rental vehicle is performed wholly within the conterminous United States, Alaska, Hawaii, the Commonwealth of Puerto Rico, or the United States territories and possessions. However, SBA will pay for damage to the rented vehicle up to the deductible amount contained in the rental contract if the damage occurs while the vehicle is being used for official business.
  - (2) SBA will pay or reimburse employees for the cost of collision damage waiver or collision damage insurance when the vehicle is rented or leased for official travel in foreign areas (areas other than those listed in (1), above) and rental or leasing agency requirements, foreign statutes, or legal procedures which could cause extreme difficulty to employees involved in accidents make such insurance necessary.
  - (3) The cost of personal accident insurance is a personal expense and is not reimbursable.
- d. Hire from Another Employee or Member of an Employee's Family. Charges for the hire of a conveyance of another Government employee, or a member of the traveler's family, or a member of the family of another Government employee shall not be allowed in the absence of a satisfactory explanation showing that the conveyance was not procured because of such personal or official relationship and that the member of the family so furnishing was not dependent upon the traveler for support. The material facts shall be reported in the account.

- e. Persons Traveling Together. When two or more persons travel together by means of a rented vehicle or special conveyance, that fact, together with the name of each traveler and the name of his or her employing agency, must be stated by each traveler on his or her voucher.

## 16. AIRLINE ACCOMMODATIONS

- a. Policy. It is the policy of the Government that employees who use commercial air carriers shall use less-than-premium-class accommodations for domestic and international travel on official business. Only limited exceptions to this policy may be permitted as set forth below.
- b. Circumstances Justifying the Use of First-Class Air Accommodations. The use of premium-class accommodations shall be approved in advance unless extenuating circumstances or emergencies exist making advance authorization impossible. In that case, the traveler is required to obtain approval at the earliest possible time. Additional cost incurred by the traveler, over and above the coach class, will be his/her sole responsibility when premium-class accommodations are denied. Justification for premium-class accommodations shall be submitted in writing by each traveler through his/her respective Management Board member (regional administrator, for field office employees; disaster area directors, for disaster employees) to the Agency official designated in subparagraph 16.b.(2) below. Circumstances justifying the use of premium-class air accommodations are limited to those listed in (1) and (2) directly below.
  - (1) Only class available. Premium-class air accommodations may be used when regularly scheduled flights between the authorized origin and destination points (including connecting points) provide only premium-class accommodations, and the employee certifies this circumstance on the travel voucher. No additional authorization or approval is required.
  - (2) Other circumstances. The Administrator, the Deputy Administrator, the Associate Deputy Administrator for Management and Administration, or the Comptroller may authorize or approve the use of premium-class air accommodations when either one of the following conditions exists.
    - (a) Space is not available in less-than-premium-class accommodations on any scheduled flights in time to accomplish the purpose of the travel, which is so urgent that it cannot be postponed.
    - (b) Premium-class accommodations are necessary because the traveler is so handicapped or otherwise physically impaired that other accommodations cannot be used, and such condition is substantiated by competent medical authority.

- (c) Premium-class accommodations are required for security purposes or because exceptional circumstances, as determined by either one of the officials in (2) above, make their use essential to the successful performance of the Agency's mission.
  - (d) Less-than-premium-class accommodations on foreign carriers do not provide adequate sanitation or health standards.
  - (e) The 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 first-class accommodations.
  - (f) Premium-class accommodations are obtained through the redemption of frequent traveler benefits.
- (3) Procedures for obtaining authorizations. Authorizations for the use of premium-class air accommodations shall be obtained in advance of the actual travel. Requests for authorization shall be made by letter from travelers to their respective Management Board members (for field office employees, this shall be the regional administrator; for disaster employees, the disaster area director). The traveler shall certify in the letter the reason(s) for the use of premium-class accommodations. Requests must be approved by the appropriate Management Board member and forwarded to one of the authorizing officials named above. If advance authorization cannot be obtained, the traveler shall obtain approval of the use of premium-class accommodations at the earliest possible time.
- (4) Traveler's responsibility. The traveler shall attach the authorization for the use of premium-class air accommodations to the travel voucher when it is submitted for reimbursement. In the absence of specific authorization, the traveler shall be responsible for additional costs resulting from the use of premium-class air accommodations. The additional costs shall be the difference between the costs of the premium class accommodations and the next lower class below premium class.
- c. Use of Contract Airline Service. The General Services Administration has entered into contracts with certified air carriers to furnish air passenger transportation for official Government travel at reduced fares between selected city-pairs as reflected in the Federal Travel Directory. A copy of the latest Federal Travel Directory may be obtained from the administrative officer in district and regional offices, and major components of the Central Office. Except for travel conditions indicated in subparagraph 16.c.(2)(c) below, the Government has agreed to place all of its official air travel with the contract air carriers providing scheduled service between the listed city-pairs.

- (1) Procedures for obtaining service.
  - (a) Reservations, ticketing, and payment. Make reservations requesting Government contract fare and obtain tickets per normal procedures (see paragraph 19). Tickets should be coded "YCA," the fare basis for an **unrestricted** contract fare; or "CA" (e.g., "BCA," "MCA," "VCA") for lower, **restricted** contract fares (ticket coding is usually done by the travel agency). Improperly coded tickets should be questioned. However, the main concern shall be the amount of the fare. Standard payment procedures should be used, i.e., Government issued charge card or Government Travel System (GTS). If cash is used, participating airline carriers may furnish contract fares at their option.
  - (b) Airline schedules. Travelers may obtain airline schedules and other information for each specified city-pair by referring to the latest issuance of the Federal Travel Directory.
  - (c) Obtaining lowest fares. Travelers shall request reservations from the contract airline offering the lowest fare for the appropriate city-pair as shown in the Federal Travel Directory. If that carrier cannot provide the required service, the carrier(s) offering the next higher fare, in progressive order, shall be used. When referring to the Federal Travel Directory, it is important that the latest issuance be used.
  - (d) Use of connecting flights. Travelers shall use connecting flights where contract earners do not provide through service and the connection produces lower transportation cost than direct flights using non-contract carriers. In these instances, when making reservations with non-contract carriers, the ticket agents should be advised of the portion(s) of the trips that will be taken at the reduced contract fares.
- (2) Authorizations and justifications for the use of non-contract carriers. Authorizations or approvals for travelers to use other than Government contract carriers may be granted by officials who have been designated to authorize travel (see paragraph 7), when any of the following conditions exist.
  - (a) Space or scheduled flights are not available in time to accomplish the purpose of travel, or the contractor's schedule would require the traveler to incur unnecessary overnight lodging expense.
  - (b) The contractor's schedule for the travel involved is inconsistent with the Government's policy of scheduling travel to the maximum extent practicable during normal working hours.

- (c) A cost comparison substantiates that a restricted or unrestricted coach fare, available to the general public, is lower than the contract fare, all other cost factors being equal, or the use of a non-contract coach fare available to the general public plus the cost of such factors as ground transportation, lost productive time, allowable overtime, and additional overnight lodging expenses, would result in lower costs to the Government than if the same cost factors were added to the contract fare.

**NOTE:** In making cost comparisons, status fares which are restricted to Government travelers and not available to the general public, shall be used. However, as referenced earlier, promotional/restricted fares available to the general public by non-contract carriers may be used for cost comparisons under the following, inclusive conditions.

- (i) The traveler can meet all applicable restrictions at a lower overall cost to the Government, to include both transportation and per diem expenses.
- (ii) The service provided by the non-contract carriers is equal to or better than the contract service with respect to en route travel times. Travelers also should consider any penalty fees that may be imposed by carriers when reservations for promotional/restricted fares are canceled or changed, which increase the cost of transportation by as much as 50 percent.

- (3) Traveler's responsibility. It is the responsibility of each traveler to obtain any specific authority necessary to travel by other than contract carriers between the city-pairs in the Federal Travel Directory. In the absence of specific authorization, the traveler will be responsible for additional costs resulting from the use of other than contract carriers. The additional costs shall be the difference between the fares of the non-contract and contract carriers.

- d. Redemption of Frequent Traveler Benefits. Employees who travel frequently on official business are encouraged to participate in various frequent traveler programs offered by airlines, hotels, and car rental vendors. Employees may be reimbursed for the cost to enter certain frequent traveler programs when entering the program is expected to result in a savings to the Government. Reimbursement for the cost to enter the program may not exceed the expected amount of the savings.

Frequent traveler benefits earned in connection with official travel, such as free airline tickets, hotel rooms, rental vehicles, mileage credits, points, etc., may be used only for official travel. Employees may not retain and use such benefits for personal travel. The redemption of frequent traveler benefits should be used in the following order.

- (1) Free airline tickets, hotel rooms, and rental vehicles for official travel should be used by the employee who earned them.
- (2) Free airline tickets, hotel rooms, and rental vehicles will be redeemed for fellow employees' official travel, within the same office, if such benefits are transferable.
- (3) Upgrades to premium class - It is the general policy of the Government that less-than-premium-class accommodations should be used for all modes of passenger transportation. However, in situations where redemption of frequent traveler benefits for upgrades to premium class air accommodations is allowed, it may be used for official travel. Premium class air accommodations include business-class or first-class or equivalent accommodations. Approval for the use of upgrades is not required.

The employee must explain the redemption of frequent traveler benefits on the travel voucher when used.

Individual office heads should maintain and control an informal record of the use of their staff's frequent traveler benefits.

## 17. TRAIN ACCOMMODATIONS

- a. Sleeping Car Accommodations. When overnight travel is involved, the lowest first-class sleeping accommodations available shall be allowed. Higher cost accommodations may be authorized or approved upon the employee's certification on the travel voucher that lowest first-class accommodations were not available or that use of superior accommodations were authorized or approved by the traveler's regional administrator or Central Office Management Board members as being required for security purposes. When practicable, through sleeping accommodations shall be obtained if they are more economical to the Government.
- b. Parlor Car and Reserved Coach Accommodations. When adequate reserved coach accommodations are available, officials authorizing travel shall require that those accommodations be used to the maximum extent possible. However, use of a parlor car seat may be allowed when the duration of the train travel exceeds 4 hours.
- c. Extra-Fare Trains. Travel by extra-fare trains may be authorized or approved whenever their use is administratively determined to be more advantageous to the Government or is required for reasons of security. The use of National Railroad Passenger Corporation (AMTRAK) Metroliner coach service is considered to be advantageous to the Government. (See subparagraph 17.d.) (Note: Metroliner Club service is considered to be first-class service.)
- d. National Railroad Passenger Corporation (AMTRAK) Metroliner Coach Service. The use of Amtrak Metroliner coach service has been considered to be advantageous for Government travel between certain city-pairs (see the Federal Travel Directory); therefore, this service shall be used to the maximum extent possible:

## 18. STEAMER ACCOMMODATIONS

Except for travel between points served by ferries, travel by ocean vessel shall not be regarded as advantageous to the Government in the absence of sufficient justification that the advantages accruing offset the higher costs associated with this method of transportation; i.e., per diem, transportation, and lost work time. The Administrator, the Deputy Administrator, the Associate Deputy Administrator for Management and Administration, and the Comptroller are the only officials who may authorize travel by ocean vessel. Passage shall be purchased as soon as practicable after travel is authorized. The minimum premium-class accommodations will be allowed when a stateroom is included in the cost of passage or is a separate charge. Higher cost accommodations may be allowed upon certification by the traveler that the lowest premium-class accommodations were not available or that the use of higher cost accommodations were authorized or approved by an official authorized to approve travel by ocean vessel as being required for security purposes.

## 19. PURCHASE OF TICKETS

- a. Use of Federal Travel Management Centers (FTMC) or Scheduled Airline Traffic Offices (SATO). The General Services Administration has entered into contracts with professional travel agents and Scheduled Airline Traffic Offices for the procurement of transportation accommodations for the official travel of the Federal Government. These FTMCs and SATOs are committed to provide Government travelers with GSA contract fares and other lower fares to accomplish their official travel at the least cost. These contract fares shall not be used for personal travel. The FTMCs and SATOs are required to provide a full range of services to Government travelers. The services include scheduling airline, train, bus reservations and ticketing; hotel and motel reservations; commercial auto rentals, etc. Unless specifically authorized or justified, all airline, train, and bus tickets must be purchased through the ticket agents of FTMC or SATO. The use of non-FTMC or non-SATO ticket agencies are prohibited. No traveler can purchase his or her tickets directly from the carriers unless an emergency exists. Employees may purchase their tickets as follows.
  - (1) Use of Government issued credit cards. Employees with Government issued credit cards will use them to purchase all common carrier transportation. Various FTMCs and SATOs may use different procedures for charging tickets to individual traveler accounts. It is, therefore, incumbent upon travelers to coordinate their transportation requirements with their respective administrative officers for proper procedural delineation. Government issued credit cards are issued for official travel only. It is the responsibility of the traveler not to use his or her card for any personal legs of travel.

- (2) Use of Government Travel System (GTS) account. A GTS account was established in all SBA offices, including the Central Office, on October 1, 1988. This account eliminates the need for Government Transportation Requests (GTR). The GTS is a centrally billed account for common carrier travel (air, rail, bus) which provides a number of benefits to SBA, such as streamlined administration, accurate reporting, advance credits, and convenience for travelers while on official government travel. Employees who have GSA contractor-issued charge cards shall not use GTSs to purchase common carrier transportation. However, disaster employees who are required to travel prior to receiving the Government-issued charge card may use the GTS account to purchase lodging for official travel only. The GTS account will be charged for official travel only. No personal travel will be allowed to, be charged on the GTS account. There are no charge cards issued for GTS accounts, and employees who travel twice a year or more shall continue to use their individual charge cards. Under GTS, all offices will be required to use a FTMC or a SATO.

**NOTE:** Failure to participate in the charge card program or decline or cancellation of the card will forfeit the employee's right to use the GTS account and will require the use of personal funds to travel, unless justification is provided and a waiver is granted by the Comptroller.

b. Special Fares.

- (1) Use of Lowest Cost Service. Except for travel to city-pairs where Government contract fares are available, travelers shall use the lowest cost service available when common carriers furnish the same method of travel and accommodations at different fares. Through-fares, special fares, commutation fares, excursion fares, and reduced-rate round-trip fares shall be used for official travel when it can be determined before the start of the trip that this type of service is practical and economical to the Government. However, round-trip tickets for special lower fares which are restricted or have special eligibility requirements shall be purchased only when, on the basis of the travel as planned, it is known or can be reasonably anticipated that these tickets will be used.
- (2) Reduced group or charter fares offered by travel agents. Although there is a general prohibition against the use of non-contract travel agents (see subparagraph 19.c. below), reduced fares for group or charter arrangements available only through non-contract travel agents may be used by individuals or a group of employees, provided an administrative determination has been made by the authorizing official on a case-by-case basis that use of the reduced group or charter fares will result in a monetary savings to the Government by not exceeding the cost of accommodations authorized under subparagraph 19.a. of this SOP, and will not interfere with the conduct of official business. In such instances, payment for transportation may be made by the use of Government-



issued credit cards or the GTS account. For employees without an individual Government-issued credit card or if GTS is unavailable, payment may be made by the use of personal funds or from the travel advances.

- c. Prohibition for the Use of Non-contract Travel Agents. Passenger services by air, bus, rail, water or any combination thereof, normally shall be procured directly from carriers, FTMCs or SATOs. Non-contract travel agents may not be used for this purpose, except as provided below.
- (1) Group or charter arrangements. (See subparagraph 19.b.(2) of this SOP.)
  - (2) Foreign travel as follows:
    - (a) within foreign countries;
    - (b) between foreign countries; or
    - (c) from foreign countries to the United States and its possessions.
- d. Lost or Stolen Tickets. Travelers or other accountable persons are responsible for custody of tickets or other transportation documents procured for official travel. Failure to safeguard them to the extent they are used by unauthorized persons may result in personal liability to the traveler or other accountable person.
- e. Travel Promotional Material. When a traveler receives promotional material (e.g. bonus flights, reduced-fare coupons, cash merchandise, gifts, credit toward future free or reduced costs of services or goods, etc.), the traveler shall accept the material on behalf of the United States Government and relinquish it to his or her appropriate administrative officer who shall be responsible for its future use as follows.
- (1) Promotional coupons or bonuses that provide for future free or reduced costs of services shall be integrated into the office's travel plans to maximize the benefits to the Government.
  - (2) Promotional materials that carry a cash surrender value shall be forwarded to the Administrative Accounting Branch (AAB), Office of Financial Operations (OFO), Denver, for immediate redemption. If the redemption must be made by the traveler, he or she will do so immediately. The cash received shall be presented to the cashier for forwarding to the AAB.
  - (3) Promotional materials that cannot be used by SBA shall be forwarded to AAB for proper disposition in accordance with 41 CFR, Part 101-25.103.4.
- f. Oversold Reserved Accommodations (Denied Boarding). Tariff provisions of certain scheduled air carriers require the payment of liquidated damages in certain situations if the carrier fails to provide confirmed reserved space. When payment of liquidated damages results from travel on official business, these penalty payments are due the Government and not the traveler. Any traveler who has been denied confirmed reserved space shall ensure that the carrier shows the "Treasurer of the United States" as payee on the compensation check and shall forward the payment to the following address:

U.S. Small Business Administration  
 Administrative Accounting Branch  
 P.O. Box 748  
 Denver, CO 80201-0748

- g. Voluntary Vacating of Reserved Airline Accommodations. Airlines are required to ask for volunteers to give up their reserved seats before the airline denies boarding to any passenger with a reservation. Airlines are free to determine the amount to be paid to a volunteer. Employees who voluntarily give up their seats may retain these payments. However, any additional expenses incurred by voluntarily relinquishing the seat must be offset against the payment received. In addition, if the employee's travel is delayed and will cause him or her to miss duty at an official or temporary duty station, the time missed must be charged to annual leave. Airline payments to volunteers are distinguishable from denied boarding compensation under f, above, wherein penalty payments are due the Government.

## 20. USE OF UNITED STATES FLAG CARRIERS

- a. Travel by United States Flag Ships. Section 901 of the Merchant Marine Act of 1936 (46 U.S.C. 1241(a)) provides: "Any officer or employee of the United States traveling on official business overseas or to or from any of the possessions of the United States shall travel and transport his or her personal effects on ships registered under the laws of the United States where such ships are available unless the necessity of the mission requires the use of a ship under a foreign flag: Provided, that the Comptroller General of the United States shall not credit any allowance for travel or shipping expenses incurred on a foreign ship in the absence of satisfactory proof of the necessity therefore."
- b. Use of United States Flag Air Carriers. The Fly America Act, 49 U.S.C. 1517, as implemented by the Comptroller General's guidelines, B-138942, March 31, 1981, requires Federal employees and their dependents, consultants, contractors, grantees, and others performing United States Government financed foreign air travel to travel by U.S. flag air carriers.
- c. Justification and Authorization for Nonuse of United States Flag Air Carriers. Expenditures for commercial transportation on foreign air carrier will be disallowed unless justifications and authorizations are attached to the reimbursement vouchers. The Administrator, Deputy Administrator, and Associate Deputy Administrator for Management and Administration are the only officials who may authorize travel on foreign air carriers. Authorization for use of a foreign flag air carrier is required for any part of foreign travel which must be entered on or attached to the SF 1012. Each request for a change in route or schedule which involves the use of a foreign flag carrier must be accompanied by a statement justifying such use. The following is provided as a guide for preparing the required justification statement.

I certify that it is necessary for \_\_\_\_\_ to use  
 (Name of the traveler)

\_\_\_\_\_  
 (Name of the foreign flag vessel(s) or foreign flag carrier(s) and flight identification number)

between \_\_\_\_\_ and en route from \_\_\_\_\_ to \_\_\_\_\_,

on \_\_\_\_\_ for the following reason(s):  
 (date(s))

\_\_\_\_\_  
 \_\_\_\_\_

Note: Employee liability for disallowed expenditures. Where the travel is by indirect route or the traveler otherwise fails to use available U.S. flag air carrier service, the amount to be disallowed against the traveler is based on the loss of revenues suffered by the U.S. flag air carriers as determined under the formula set forth and more fully explained in 56 Comp. Gen. 209(1977):

Sum of certified carrier segment mileage authorized	_____	X	Fare payable by Government
Sum of all segment mileage authorized			

MINUS

Sum of certified carrier segment mileage traveled	_____	X	Through fare paid
Sum of all segment mileage traveled			

21. EXCESS COSTS

Any increased costs to the Government due to the use of accommodations or transportation not authorized or approved as advantageous to the Government must be paid by travelers from their own funds.

## CHAPTER 4

## TRAVEL BY PRIVATELY OWNED CONVEYANCE

22. DETERMINATION OF ADVANTAGE

- a. Before use of privately owned vehicle is authorized or approved, the authorizing or approving official must determine the following.
  - (1) Whether it is more feasible to use common carrier transportation or a Government-owned vehicle rather than a privately owned vehicle:
  - (2) That the use of a privately owned vehicle is advantageous to the Government.
- b. All advantages and disadvantages shall be considered, including the following.
  - (1) Number and frequency of intermediate stopovers.
  - (2) Availability of common carrier transportation or Government-owned vehicle.
  - (3) Accessibility of common carrier.
  - (4) Suitability of common carrier schedules.
  - (5) Economy.
  - (6) Whether such transportation would result in more expeditious transaction of the official business.
  - (7) Employee performance effectiveness.
  - (8) Other pertinent factors.

23. BASIC RULES

- a. Mileage Payments. When employees and others rendering service to the Government use privately owned motor vehicles or airplanes in the conduct of official business within or outside their designated posts of duty or places of service and such use is authorized or approved as advantageous to the Government or as an authorized or approved exercise of the employee's preference, payment shall be made on a mileage basis.
- b. Mileage Allowance Coverage. Mileage allowance is in lieu of all transportation expenses, with the exception of parking fees, ferry fares, and bridge, road, and tunnel tolls. It covers automobile repairs, towage, and/or other kindred expenses which a traveler may incur.

c. Distance Measurements.

- (1) Automobile and motorcycle travel. When transportation by privately owned motorcycles or automobiles is approved, distances between points traveled shall be as shown in standard highway mileage guides or actual miles driven as determined from odometer readings. (Actual odometer readings need not be shown on the travel voucher.) Any substantial deviations from distances shown in the standard highway mileage guides shall be explained. The mileage rate as authorized or approved may be paid from whatever points the employees or other persons rendering service to the Government begin their journey.
  - (2) Airplane travel. The air mileage between the origin and destination airports, as determined from airways charts issued by the National Oceanic and Atmospheric Administration, Department of Commerce, shall be reported on the reimbursement voucher and shall be used in computing payment for the use of a privately owned airplane. If a detour was necessary because of adverse weather, mechanical difficulty, or other unusual conditions, the additional air mileage may be included in the mileage reported on the reimbursement voucher, and it must be explained. When an official requirement for deviation from direct route travel is such that airway mileage charts are not adequate to determine mileage, the formula of flight time multiplied by cruising speed of the airplane may be the basis for mileage determinations.
- d. Other Allowable Costs. Reimbursement for parking fees; ferry fees, bridge, road, and tunnel fees; and airplane parking, landing, and tie down fees shall be allowed in addition to the mileage allowance unless the travel orders or other administrative determinations restrict such allowances.

24. AUTHORIZED MILEAGE RATES

- a. Maximum Rates. When the use of privately owned conveyances are authorized or approved as advantageous to the Government for the performance of official travel, reimbursement to the traveler shall be at the mileage rates prescribed below.
  - (1) For use of a privately owned motorcycle: 20 cents per mile.
  - (2) For use of a privately owned automobile: 25 cents per mile.
  - (3) For use of a privately owned airplane: 45 cents per mile.
- b. Permanent Change of Station Travel. The regulations contained in SOP 20 15, "Relocation Allowance," shall apply when privately owned automobiles are used in connection with employees' permanent change of station, when appointees or student trainees described therein travel to their first permanent duty stations, or when employees return from posts of duty outside the conterminous United States to places of actual residence for separation.

c. To and From Common Carrier Terminals and Office on the Days of Travel.

- (1) Round-trip mileage instead of taxicabs to common carrier terminals. Instead of using taxicabs under subparagraph 10.d. of this SOP, payment on a mileage basis at the rate of 25 cents per mile and other allowable costs (see subparagraph 23.d. of this SOP), shall be allowed for the round-trip mileage of a privately owned automobile used by employees traveling from either their residences or places of business to common carrier terminals or from common carrier terminals to their residences or places of business. However, the amount of reimbursement for the round trip shall not in either instance exceed the taxicab fare, including tip, allowable under subparagraph 10.c. of this SOP for a one way trip between the applicable points.
- (2) Round-trip mileage instead of taxicab between residence and office on day of travel. The cost incurred to "commute" to and from an employee's official duty station is a personal expense and is not to be reimbursed by the Government. The same applies when an employee returns from his/her temporary duty station and reports to his/her official duty station then on to his/her residence.
- (3) Privately owned conveyance used to transport other employees between residences to common carrier terminals. Payments under (1) above may be made without the taxicab fare limitation when privately owned conveyances used by employees for official travel are also used to pick up and transport additional employees traveling between homes, temporary duty points, and common carrier terminals incident to temporary duty assignments. Employee participation under this provision is voluntary. The names of the additional employees and their employing office must be stated on the travel vouchers.
- (4) Parking when automobile is left at terminal. The fee for parking automobiles at common carrier terminals or other parking areas while travelers are away from their official stations shall be allowed only to the extent that the fee plus the allowable reimbursement for mileage to and from the terminals or other parking areas does not exceed the estimated cost for the use of taxicabs to and from the terminals.

25. USE OF PRIVATELY OWNED CONVEYANCES INSTEAD OF COMMON CARRIER TRANSPORTATION

Whenever, as a matter of personal preference, a privately owned conveyance is used for official purposes instead of common carrier transportation, payment shall be made for actual travel performed computed at the maximum mileage rate prescribed in subparagraph 24.a. of this SOP plus per diem allowable for the actual travel. However, the total allowable shall be limited to the total constructive cost of appropriate common carrier transportation including constructive per diem by that method of transportation. Constructive cost of transportation and per diem by common carrier shall be determined under the following rules.

- a. Mode of Common Carrier Transportation Used for Comparison.
- (1) Airplane. The mileage payment shall not exceed the constructive cost of coach accommodations (or tourist or economy accommodations if a carrier uses this term instead of "coach accommodations") on airplanes when such service is provided by a carrier. If it is not provided, the comparison will be made with standard class accommodations if provided; otherwise, with first-class accommodations. When accommodations are provided on both jet and propeller-driven planes, the comparison shall be made with the jet planes. (For the purpose of this provision, a class of service is considered to be provided by a carrier when it is scheduled on flights serving origin and destination points, regardless of whether space would have been available had the traveler used air transportation for the official travel.)
  - (2) Train. When none of the accommodations described in (1) above is provided by an air carrier, the mileage payment shall be limited to the constructive cost of first-class rail transportation or coach accommodations when the elapsed time of the rail journey is 4 hours or less. The constructive cost comparison may also be made with rail transportation, even though air transportation is provided, when an administrative determination is made that such comparison, including related per diem is more economical, and the travel order or other administrative directive so provides.
  - (3) Bus. When neither air nor rail accommodations are provided, the mileage payment shall be limited to the constructive cost of bus transportation.
- b. Other Transportation Costs to be Considered in Addition to Fares. In determining the constructive common carrier costs, travelers shall also include the usual transportation costs to and from the common carrier terminals. In addition, the cost of excess baggage shall be included when it would have been allowed had the travelers used the carriers upon which the constructive transportation costs are determined, provided the travelers certify as to the weight of the baggage or present other acceptable evidence of its weight.
- c. Per Diem Allowance. The constructive per diem shall be the amount which would have been allowed if the travelers used the carriers upon which the constructive transportation costs are determined.
- d. Use of Actual and Reasonable Schedules. In making the foregoing constructive cost comparisons of transportation, scheduled departures and arrivals of planes, trains, and buses at unreasonable hours shall be disregarded. (For this purpose, "unreasonable hours" means those which would unduly inconvenience travelers or adversely affect their safety, or which would result in unduly increasing the constructive per diem.)

26. USE OF PRIVATELY OWNED CONVEYANCES INSTEAD OF GOVERNMENT-FURNISHED AUTOMOBILES

- a. When Government-Furnished Automobiles are More Advantageous to the Government. When use of privately owned conveyances are authorized or approved even though use of Government-furnished automobiles would be more advantageous to the Government, reimbursement to employees shall be limited to the cost which would be incurred for use of Government-furnished automobiles. The normal rate of reimbursement shall be 18 cents per mile. However, office directors should obtain commitments from employees who are expected to perform extensive automobile travel on official business whether they will use Government-furnished automobiles or whether they will elect to use privately owned conveyances. Such commitments will be for periods of time which warrant the making of arrangements for supply of Government-furnished automobiles, and commitment changes shall be made in sufficient time in advance of their effective dates to permit arrangements to be made for acquisition or disposal of Government-furnished automobiles as required. Employees who are committed to use Government-furnished automobiles shall not be authorized reimbursement for use of their privately owned conveyances instead of Government-furnished automobiles; except that, if such employees occasionally use their privately owned conveyances when Government-furnished automobiles are available, mileage reimbursement limited to 9.5 cents per mile, which is the cost of operating Government-furnished vehicles, fixed costs excluded, may be authorized or approved.
- b. Reimbursement Based on Government Costs. It has been determined that the average mileage cost for use of Government-furnished automobiles for travel in the conterminous United States is 18 cents. Therefore, the mileage rate for authorized use of a privately owned conveyances when use of Government-furnished automobiles would be most advantageous to the Government shall be 18 cents. Exceptions to this limitation may be authorized if an authorizing official determines that, because of unusual circumstances, the cost of providing Government-furnished automobiles would be higher than 18 cents. In such instances reimbursements at such higher rates may be allowed within the 25 cents maximum for advantageous use that will most nearly equal the cost of providing a Government-furnished automobile in those circumstances. The higher rates allowed and the justifications must be stated in the travel authorizations on a case-by-case basis. In addition to mileage for distances allowed, employees may be reimbursed for other allowable costs which would have been incurred if Government-furnished vehicles had been used.



- c. Partial Reimbursement When Government-Furnished Automobiles are Available. Employees who are committed to using Government-furnished automobiles, or who because of the availability of Government-furnished automobiles, would not ordinarily be authorized to use privately owned conveyances may, upon their request, use their privately owned conveyances. Reimbursements may, be authorized or approved at the rate of 9.5 cents per mile. This is the approximate cost of operating a Government-furnished automobile, fixed costs excluded.
- d. Reimbursement Claims. When claiming mileage at the 18 cents rate, employees shall state on their vouchers that commitments were not made to use Government-furnished automobiles and that reimbursement for use of privately owned automobiles were not limited to 9.5 cents per mile.

27. MORE THAN ONE PERSON IN CONVEYANCE

Mileage shall be payable to only one of two or more employees traveling together in the same conveyance. However, no deduction shall be made from the mileage payable to the employee entitled thereto because other passengers traveling with him or her contribute to defraying the operating expenses. The names of the employees should be stated on the voucher.

28. ALLOWANCES FOR SCORE/ACE VOLUNTEERS, ADVISORY COUNCIL MEMBERS, AND OTHER PRIVATE PERSONS

Private persons are not authorized use of Government-furnished vehicles; therefore, reimbursement for the use of privately owned automobiles for SCORE/ACE volunteers, advisory council members, and other private persons shall be at the rate of 25 cents per mile for travel authorized as below.

- a. Service Corps of Retired Executives/ Active Corps of Executives (SCORE/ACE) Volunteers. Mileage may be authorized for SCORE/ACE volunteers by either of the appropriate officials designated in paragraph 7 of this SOP. Mileage reimbursements will be allowed for them to provide gratuitous services to small businesses at the request of SBA, to attend meetings, or to perform other functions when directed by the Administrator.
- b. Advisory Council Members. Mileage may be authorized for advisory council members when services rendered to small businesses or meetings attended are at points more than 50 miles from the homes of the advisory council members. (Circuitous travel to one or more points totaling more than 50 miles does not satisfy the minimum distance requirement unless the most distant point of official travel is more than 50 miles by the shortest direct route from the home of the advisory council member.) Authorizations may be by either of the appropriate officials designated in paragraph 7 of this SOP.

- c. Other Private Persons. Mileage may be authorized for other private, persons when invited to perform services for the Agency. The Letter of Invitation must be specific when this mode of transportation is authorized in lieu of common carrier.



## CHAPTER 5

## PER DIEM ALLOWANCES

29. COVERAGE

The provisions of this chapter apply to official SBA travelers both within and outside the conterminous United States except as specifically provided herein.

- a. Travel for Which Per Diem Shall Be Paid. Per diem allowance under this chapter shall be paid for official travel, including travel incidental to change of official station (see SOP 20 15), except when it is determined that, due to unusual circumstances of the assignment, the maximum per diem allowance should be much less than the amount to meet the necessary subsistence expenses of the traveler and reimbursement should be on the basis of actual subsistence expenses as provided in chapter 6 of this SOP. .
- b. Definitions. For purposes of this chapter, the following definitions apply.
  - (1) Calendar day. Calendar day means the 24-hour period from one midnight to the next midnight. For purposes of these procedures, the calendar day technically begins one second after midnight (designated herein as 12:01 a.m.) and ends at 12:00 midnight.
  - (2) CONUS. CONUS refers to both the "Continental United States," defined in 5 U.S.C. 5701(6), and the "conterminous United States," defined in subparagraph 3.e.(2) as the 48 contiguous States and the District of Columbia.
  - (3) Locality rates. Locality rates are maximum per diem rates prescribed for specific localities within CONUS.
  - (4) Standard CONUS rate. Generally, the standard CONUS rate is prescribed for any location within CONUS that is not included in one of the defined localities or areas for which a specific rate is prescribed. The standard CONUS rate is also prescribed in certain specified circumstances as provided herein for all locations within CONUS, including the separately defined localities.
  - (5) Per diem allowance. The per diem allowance is a daily payment instead of actual expenses for lodging, meals, and related incidental expenses (see 29.c. below). The per diem allowance is distinguished from transportation expenses and other miscellaneous travel expenses as described below.

- (a) Transportation expenses. Transportation expenses, with the exception of those indicated in c(3)(c) below, are reimbursable in addition to the per diem allowance. Transportation expenses include commercial bus, air, rail, and vessel/steamship fares. They also include local transit system and taxi fares, cost of commercial rental cars and other special conveyances, and mileage and other allowances for use of privately owned conveyances, including fees for parking, ferries, etc.
  - (b) Other miscellaneous travel expenses. Other miscellaneous travel expenses are those described in chapter 7 that are directly attributable and necessary to the travel and temporary duty as authorized and performed. When authorized or approved by the proper official, these expenses are reimbursable in addition to the per diem allowances and transportation expenses.
- c. Types of Expenses Covered by Per Diem. The per diem allowance covers all charges, including taxes and service charges where applicable, for the following types of subsistence expenses.
- (1) Lodging.
    - (a) "Lodging" includes expenses for overnight sleeping facilities; baths; personal use of the room during daytime; and the service charge for fans, air conditions, heaters, and fires furnished in rooms when such charges are not included in the room rate.
    - (b) "Lodging" does not include accommodations on airplanes, trains, buses, or vessels. The cost of accommodations furnished aboard common carriers is included in the transportation cost and is not considered a subsistence expense. However, in determining the overall cost to the Government when authorizing the mode of transportation to be used, the availability of these accommodations shall be considered.
  - (2) Meals. Meals include the expenses for breakfast, lunch, and dinner (specifically excluded are alcoholic beverages and entertainment expenses, and any expenses incurred for other persons).
  - (3) Incidental expenses related to subsistence.
    - (a) Fees and tips to waiters and waitresses, porters, baggage carriers, bellhops, hotel maids, dining room stewards or stewardesses and others on vessels, and hotel servants in foreign countries.
    - (b) Laundry, and cleaning and pressing of clothing.

- (c) Transportation between places of lodging or business, and places where meals are taken except as provided in subparagraph 10.b. of this SOP.
- (d) Telegrams and telephone calls necessary to reserve lodging accommodations. (See chapter 7 for allowable telegram, and telephone expenses incurred for other purposes.)
- d. Employees' Responsibility. Employees traveling on official business are expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Excess costs, circuitous routes, delays, or luxury accommodations and services unnecessary or unjustified in the performance of official business are not acceptable under this standard. Employees will be responsible for excess costs and any additional expenses incurred for personal preference or convenience.
- e. Authorizing/Approving Official Responsibilities for Authorizing/Approving Rates. It is the responsibility of each authorizing or approving official to authorize or approve only those per diem allowances that are justified by the circumstances affecting the travel and are allowable under the specific rules in this chapter. However, the per diem rates provided for under these rules represent the maximum allowable. To prevent authorization or approval of per diem allowance in excess of amounts required to meet the necessary subsistence expenses of official travel, consideration shall be given to factors such as those listed below that reduce the necessary expenses of employees. (See specific guidelines in paragraph 35 of this SOP for reducing rates.)
  - (1) Known arrangements or established cost experience at temporary duty locations showing that lodging and/or meals can be obtained without cost or at reduced cost to the employee.
  - (2) Situations in which special rates for accommodations have been made available for a particular meeting, conference, training, or other temporary duty assignment.
  - (3) Traveler's familiarity with establishments providing lodging and meals at a lower cost in certain localities, particularly where repetitive travel or extended stays are involved.
  - (4) Modes of transportation where accommodations are provided as part of the transportation cost.
  - (5) Situations in which the Government furnishes lodging, such as Government quarters or other lodging procured for the employee by means of a purchase order.

- (6) Situations where employees are assigned to disaster duty at a single location for a period in excess of 90 days (see subparagraph 35.g.(1). of this SOP for details).

### 30. MAXIMUM PER DIEM RATES

Per diem allowance for travel on official business shall be within the following maximum rates.

- a. Conterminous United States (CONUS). For travel within the conterminous United States, the per diem rate shall not exceed the maximum per diem rate established by the Administrator of GSA.
- b. United States Other Than Conterminous. For travel in the States, Alaska and Hawaii, the Commonwealth of Puerto Rico, the Republic of Panama, and possessions of the United States, the per diem rate is an amount not in excess of the rate prescribed by the Secretary of Defense, and published in Civilian Personnel Per Diem Bulletins, and the Federal Register.
- c. Foreign Areas. For travel in localities, including the Trust Territories of the Pacific Islands, situated outside the Conterminous United States (CONUS), and outside the United States other than Conterminous (see subparagraphs 30.a. and 30.b. of this SOP), the per diem rate is an amount not in excess of the rate prescribed by the Secretary of State and published in the Standardized Regulations (Government Civilians, Foreign Areas). The rate may be obtained from the Office of Financial Management, Washington, D.C., and the Administrative Accounting Branch, Denver.

### 31. RATE ADJUSTMENT REQUESTS

- a. A request may be submitted to the Comptroller for review of the subsistence costs in a particular city or area when travel to the location is repetitive or on a continuing basis and travelers' experiences indicate that the prescribed standard CONUS per diem rate is inadequate. Other per diem localities will be surveyed on an annual basis by GSA to determine whether rates are adequate. Requests shall be evaluated and the results sent to GSA.
- b. Requests for rate adjustments shall include a description of the surrounding location involved (county, or other defined area) and a recommended rate supported by a statement explaining the circumstances that cause the existing rate to be inadequate. The request should include an estimate of the annual number of trips to the location, the average duration of such trips, and the primary purpose of travel to the locations.

### 32. PER DIEM ENTITLEMENT

- a. No Allowance at Official Station. A per diem allowance will not be allowed within a 50-mile radius of either the official station (see definition in subparagraph 3.e. of this SOP) or within the vicinity of the place of abode (home) from which the employee commutes daily to the official station. Under specific circumstances, the Comptroller may authorize per diem within the 50-mile radius of your official duty station on a case-by-case basis, based upon commuting time or distance, the location of your residence and official duty station, and the purpose of your temporary duty as it relates to the commute.

- b. Travel of 10 Hours or Less (10-Hour Rule). A per diem allowance shall not be allowed when the period of official travel is 10 hours or less during the same calendar day.
- c. Beginning and Ending of Entitlement. For computing per diem allowances, official travel begins at the time an employee leaves his or her residence, office, or other authorized point of departure and ends when the traveler returns to his or her residence, office, or other authorized point at the conclusion of the trip.
- d. Deductions for Meals and/or Lodging Furnished. Where meals and/or lodging are furnished without charge or at a nominal cost by a Federal Government agency at a temporary duty station, an appropriate deduction shall be made from the authorized per diem rate. (See subparagraph 33.a.(2).of this SOP.)

### 33. LODGINGS-PLUS PER DIEM COMPUTATION RULES FOR TRAVEL WITHIN CONUS

Except as otherwise provided in this chapter, the per diem allowances for all official travel, including travel incident to a change of official station, shall be computed under the lodgings-plus per diem system as prescribed herein. Under this system, the per diem allowance for each travel day is established on the basis of the actual amount the traveler pays for lodgings plus a prescribed allowance for meals and incidental expenses (M&IE), the total not to exceed the applicable maximum per diem rate. The rules provided in subparagraphs 33.a. through 33.d. below shall be applied in the specific situations covered.

- a. Maximum CONUS Per Diem Rates. Maximum per diem rates prescribed under paragraph 30 of this SOP for travel within CONUS are for certain specific localities. For all CONUS locations not specifically listed, a standard maximum per diem rate of \$66 is prescribed. For all CONUS locations, whether or not they are specifically listed, the standard CONUS rate applies in certain specified travel circumstances (see subparagraph 33.b.(2) below) and for subsistence allowance incident to a change of official station (see SOP 20 15, chapters 2 and 5). The following elements make up the per diem allowance.



- (1) Maximum lodging expense allowance. The maximum per diem rates include a maximum amount for lodging expenses. The traveler will be reimbursed for actual lodging costs incurred up to the applicable maximum amounts allowed for that locality. Receipts for lodging are required as provided in subparagraph 33.c.(1) below.
- (2) Meals and Incidental Expenses (M&IE) allowance. The maximum per diem rates include a fixed allowance for meals and incidental expenses (M&IE rate). When the M&IE rate, or fraction thereof, is authorized or approved as provided herein, it is payable to the traveler without itemization of expenses or receipts. For partial days of travel, the M&IE rate shall be prorated as provided in subparagraphs 33.b.(1)(c), 33.b.(2)(a)(iii) or 33.b.(2)(c)(ii) of this SOP. The M&IE rate shall be allocated as shown below when making necessary deductions from the per diem for meals furnished to the employee without charge by the Federal Government. However, the total amount of deductions made on partial days shall not cause the employee to receive less than the amount allocated for incidental expenses.

	M&IE			
	\$26	\$30	\$34	\$38
Breakfast	5	6	7	8
Lunch	5	6	7	8
Dinner	14	16	18	20
Incidentals	2	2	2	2

- b. Per Diem Allowance Computations. The per diem allowance is to be calculated using the rules stated in subparagraph 33.b.(1) through 33.b.(4) below.

- (1) Travel of less than 24 hours.
- (a) 10 hours or less. Per diem will not be allowed for travel of 10 hours or less within the same calendar day (see subparagraph 32.b. of this SOP).
- (b) Exception to 10-hour rule. Per diem shall not be allowed for employees who qualify for per diem solely on the basis of working a nonstandard workday (e.g., four 10-hour days or other compressed schedule). In such instances, per diem shall not be allowed for travel period less than or equal to the employee's scheduled workday hours plus 2 hours. The scheduled nonstandard workday hours must be stated on travel voucher.
- (c) More than 10 hours. When an entire trip for which per diem has been authorized is more than 10 hours but less than 24 hours, the travel period will be divided into 6-hour periods starting from the actual time travel begins and ending with the traveler's arrival at home, office, or other authorized point, upon conclusion of the trip. The per diem allowance for the trip will be calculated as follows.

- (i) Lodging not required. When travel period for which per diem has been authorized is more than 10 hours but less than 24 hours, the travel period will be divided into 6-hour periods as follows. One quarter day of M&IE will be allowed each quarter day or fraction thereof. If more than one temporary duty point is involved, the per diem allowance will be calculated using the M&IE rate prescribed for the location where the majority of the time is spent performing official business.

First quarter 12:01 AM - 06:00 AM

Second quarter 06:01 AM - 12:00 Noon

Third quarter 12:01 PM - 06:00 PM

Fourth quarter 06:00 PM - 12:00 Midnight

- (ii) Lodging required. If lodging is required, the rules for travel of more than 24 hours apply.

- (2) Travel of more than 24 hours. The applicable maximum per diem rate (standard CONUS or locality rate for each calendar day of travel will be determined by the travel status and location of the employee at 12:00 midnight, and whether lodging is required at such location. When lodging is required, the applicable maximum per diem rate shall be the maximum rate prescribed for the temporary duty location or en route stopover point where lodging is obtained (see subparagraphs 33.b.(3) and 33.b.(4) below for rules on lodging location and travel incident to a change of official station). Only one maximum rate will be applicable to a calendar day (12:01 a.m. - 12:00 midnight). The following rules shall be applied in calculating the allowable per diem.

(a) Day of departure.

- (i) Lodging Required. When lodging is required on the day travel begins (day of departure from the home, office, or other authorized point), the per diem allowable shall be the actual cost of lodging incurred by the employee, limited to the applicable maximum lodging allowance prescribed for the location of the lodging, plus the applicable M&IE rate prorated as provided in (iii) below.
- (ii) Lodging Not Required. When lodging is not required on the day travel begins, (day of departure from the home, office, or other authorized point), the per diem allowable shall be the standard CONUS M&IE rate prorated as provided in (iii) below.

- (iii) Method of prorating the M&IE rate. The M&IE rate, shall be prorated by dividing the day of departure into 6-hour periods starting from the actual time travel begins and running through 12:00 midnight. For each 6-hour period, or fraction thereof at the beginning or end of a partial travel day, one-fourth of the applicable M&IE rate shall be allowed.
- (b) Full calendar days of travel.
- (i) Lodging required. For each full calendar day (12:01 a.m. - 12:00 midnight) that the employee is in a travel status and lodging is required (whether en route or at a temporary duty location), the per diem allowable shall be the actual cost of lodging incurred by the traveler, limited to the applicable maximum lodging allowance prescribed for the location of the lodging, plus the applicable M&IE rate.
  - (ii) Lodging not required. For any full calendar day of travel when lodging is not required (such as when employee is en route overnight to the next temporary duty station), the per diem allowance shall be the applicable destination M&IE rate.
- (c) Day travel ends.
- (i) Determining Applicable Rate. For the day travel ends (the day the traveler returns to the official station, home, or other authorized point), the per diem allowable shall be the M&IE rate applicable to the preceding calendar day prorated as provided in (ii) below.
  - (ii) Method of prorating M&IE rate. The M&IE rate shall be prorated by dividing the day travel ends into 6-hour periods beginning at 12:01 a.m. and running until the employee arrives at his/her home, office, or other authorized point at the conclusion of the trip. For each 6-hour period, or fraction thereof, one-fourth of the applicable M&IE rate shall be allowed.
- (d) Lodging obtained after midnight. Although per diem generally is based on the employee's location at midnight, there will be instances in which he/she is en route and does not arrive at the lodging location (either temporary duty location or en route stopover point) until after midnight. In such cases, the lodging shall be claimed for the preceding calendar day and the applicable maximum per diem for the proceeding day will be determined as if the employee had been at the lodging location at 12:00 midnight of that day.

(3) Lodging location rules.

- (a) Lodging at temporary duty location. It is presumed that the employee will obtain lodging at the temporary duty location. However, if the employee obtains lodging away from or outside the temporary duty location because of personal preference or convenience, the allowable per diem shall be limited to the maximum per diem rate prescribed for the temporary duty location. .
- (b) Lodging not available at temporary duty location. In certain circumstances lodging accommodations may not be available at the temporary duty location, and the employee must obtain lodging in an adjacent locality where the prescribed maximum per diem rate is higher than the maximum per diem rate for the location of the temporary duty point. In such instances, if the lodging costs are excessive, the authorizing official may make an administrative determination on an individual case basis to authorize or to approve the higher maximum per diem rate. If the higher maximum rate is not justified and authorized in advance, the employee must furnish a statement with the travel voucher satisfactorily explaining the circumstances that caused him/her to obtain lodging in an area other than at the temporary duty point designated in the travel authorization.
- (4) Change of official station travel. The standard CONUS rate will be the applicable maximum per diem rate for en route travel performed incident to a change of official station. (See SOP 20 15 for details.)

c. Receipt Requirements and Allowable Lodging Expenses.

- (1) Lodging receipt requirements. Receipts shall be required to support all lodging costs for which an allowance is claimed under the lodgings-plus per diem system except that a statement instead of a receipt may be accepted for the fee or service charge incurred for the use of Government quarters.
  - (a) Double occupancy. If the lodging receipt shows a charge for double occupancy, such fact shall be shown on the travel voucher with the name and employing agency or office, of the person sharing the room if such person is a Government employee on official travel. One-half of the double occupancy charge shall be allowable for each employee. If the person sharing the room is not another Government employee on official travel, identification of the person sharing the room is not required, and the employee may be allowed the single room rate.
  - (b) Receipts lost or impractical to obtain. If receipts have been lost or destroyed or are impractical to obtain, a statement acceptable to the approving official explaining the circumstances shall be furnished with the travel voucher, including the name and address of the lodging facility, the dates the lodging was obtained, and the cost incurred.

- (2) Allowable lodging expenses. The traveler will be reimbursed only for his/her actual cost of lodging up to the maximum amount. No minimum amount is authorized for lodging under the lodgings-plus per diem system since reimbursement is based on the actual cost of lodging incurred by the employee. Expenses incurred in the situations described below will be allowed as lodging expenses.
- (a) Conventional lodging. When an employee uses conventional lodging facilities (e.g. hotels, motels, and boarding houses), the allowable lodging expense will be based on the single room rate for the lodging used (for double occupancy, see subparagraph 33.c.(1)(a) of this SOP). (See subparagraph 37.a.(2) of this SOP for computing daily lodging expense when lodging is rented on a weekly or monthly basis.)
  - (b) Government quarters. A fee or service charge paid for the use of Government quarters is an allowable lodging expense.
  - (c) Lodging with friends or relatives. When the employee obtains lodging from friends or relatives (including members of the immediate family) with or without charge, no part of the per diem allowance will be allowed for lodging unless the host actually incurs additional costs in accommodating the traveler. In such instances, the additional costs substantiated by the employee and determined to be reasonable, not to exceed \$15, will be allowed as a lodging expense. Neither costs based on room rates for comparable commercial lodging in the area nor flat "token" amounts will be considered as reasonable. Employee must receive a receipt from host reflecting costs and submit with travel voucher.
  - (d) Lodging in non-conventional facilities. When no conventional lodging facilities are present (e.g., in remote areas) or when there is a shortage of rooms because of an influx of attendees at special events (e.g., world fairs or international sports events), cost of lodging obtained in non-conventional facilities may be allowed. Such facilities may include college dormitories or similar facilities, as well as rooms made available to the public by area residents in their homes. In such cases, the traveler must provide an explanation of the circumstances which is acceptable to the approving official.
  - (e) Use of travel trailer or camping vehicle for lodgings. A per diem allowance for lodging may be allowed when the traveler uses a travel trailer or camping vehicle while on temporary duty assignments away from his or her official station. (See subparagraph 37.b.)

- d. Deviation for Lodgings-Plus Per Diem System. It may be determined that the lodgings-plus per diem system, as prescribed in this paragraph, is not appropriate for certain travel assignment situations, such as when quarters or meals, or both, are provided at no cost or at a nominal cost by the Government or when, for some other reason, the per diem costs to be incurred by the employee can be determined in advance. In such instances, a specific per diem rate may be established within the maximum per diem otherwise applicable to the travel situation and appropriate reductions made in accordance with paragraph 35 of this SOP, provided the exception from the lodgings-plus per diem system and the specific per diem rate are authorized in advance on the travel authorization. Such specific per diem rate authorized and stated on the travel authorization shall be the per diem rate payable on the travel voucher without receipts and/or itemization by the traveler.

34. PER DIEM COMPUTATION FOR TRAVEL TO, FROM, BETWEEN, OR WITHIN LOCATIONS OUTSIDE CONUS - WORLDWIDE LODGINGS-PLUS PER DIEM SYSTEM

- a. Starting December 1, 1990, the Worldwide Lodging-plus System (WWLPS) was implemented Government-wide. Per diem allowances authorized should be computed under the WWLPS. This includes official travel to, from, between, or within locations outside CONUS, including travel incident to a change of official station. Under this system, the per diem allowance for each travel day is established on the basis of the actual amount the traveler pays for lodgings plus a prescribed allowance for meals and incidental expenses (M&IE), the total not to exceed the applicable maximum per diem rate. Travelers are required to submit lodging receipts when filing their travel vouchers.
- b. Rest Stops When Travel Outside CONUS is Involved.
- (1) When travel is directly between authorized origin and destination separated by several time zones and either the origin or destination point is outside CONUS, a rest period not in excess of 24 hours may be authorized or approved when air travel between the two points is by less-than-premium-class accommodations and the scheduled flight time including stopover, exceeds 14 hours by a direct or usually traveled route.
  - (2) The rest stop may be authorized at any intermediate point, including points within CONUS, provided the point is midway in the journey or as near to midway as requirements for use of U.S. flag air carriers and carrier scheduling permit.
  - (3) The per diem rate for the rest stop shall be the rate applicable for the location of the rest stop (see 34a above).

- (4) When carrier schedules or the requirements for use of U.S. flag air carriers preclude an intermediate rest stop, or a rest stop is not authorized, it is recommended that the employee be scheduled to arrive at the temporary duty point with sufficient time to allow a reasonable rest period before reporting for duty. (See paragraph 20 of this SOP for guidelines on the use of U.S. flag carriers.)

**NOTE:** A rest stop shall not be authorized when an employee, for personal convenience, elects to travel by an indirect route resulting in travel time in excess of 14 hours.

### 35. REDUCTIONS IN MAXIMUM PER DIEM RATES

A reduced per diem may be authorized in individual situations under certain circumstances. If it can be determined in advance of the travel that one of the following situations is present, a reduced per diem should be authorized commensurate with the known expense level. Such reduced rate authorized on the travel authorization shall be the per diem rate payable on the travel voucher without additional required receipts and/or itemization by the employee. When reduced rate situations involve partial days, authorizing officials may either prorate the rate by quarters or prescribe a special rate for the partial travel days, or an amount determined under the lodgings-plus system, as considered appropriate by the Agency. Specific situations where reduced rates may be appropriate are as follows.

- a. When No Lodging Expenses Are Incurred. For travel within or outside CONUS, which is less than 24 hours, or in any other travel situation where lodging expense will not be incurred, including instances where lodging is furnished by the Government without charge, the maximum per diem rate shall be reduced accordingly. For CONUS or OCONUS (Outside Conterminous United States) travel, the lodgings-plus per diem system automatically reduces the maximum per diem rate to the M&IE rate (or fraction thereof). When lodging is furnished at no cost to the employee through use of purchase order, SBA shall not authorize or approve a per diem allowance for other subsistence expenses that will, when combined with the cost of lodging furnished, exceed the applicable maximum per diem rate.
- b. When Meals/Lodging Are Furnished by the Government. When all or part of the meals and/or lodging are furnished at no cost or at a nominal cost by the Government, the applicable maximum per diem rate or the M&IE rate, as appropriate, shall be reduced to a daily amount commensurate with the remaining expenses expected to be incurred by the employee. If a reduced per diem rate was not authorized in advance of the travel, an appropriate deduction shall be made from the total per diem payable on the travel voucher.

- (i) CONUS Locations. The applicable M&IE rate for CONUS locations shall be reduced by the dollar amount shown in the subparagraph 33.a.(2) of this SOP when meals are furnished to the employee without charge or at a nominal cost by the Federal Government.
  - (ii) OCONUS Locations. The M&IE rates for locations in both non-foreign and foreign areas shall be reduced by the applicable dollar amount shown in subparagraph 33.a.(2) of this SOP when meals are furnished to the employee without charge or at a nominal cost by the Federal Government: as shown in appendix 22. For M&IE rates greater than \$265, allocate 15 percent, 25 percent, and 40 percent of the total breakfast, lunch, and dinner, respectively. The remainder is the incidental expense allowance.
- c. Extended Stays. When travel assignments involve extended periods of more than 30 days at temporary duty locations, and travelers are able to secure lodging and/or meals at lower costs, the per diem rate should be reduced accordingly. If the extended temporary duty is for purposes of training, see subparagraph 35.e. below.
- d. Meetings and Conventions. In the interest of uniform treatment of employees, whenever a meeting or conference is arranged which will involve the travel of attendees from other agencies or components of SBA, and reduced cost lodging accommodations have been prearranged at the meeting or conference site, the sponsoring officials shall recommend to the other participating agencies or components a per diem allowance that would be reasonable.
- e. Training Assignments of More Than 30 days. SBA may pay 55 percent of the maximum per diem rate from the first day of such an assignment. Any payment greater than 55 percent rate may be paid only after documentation of the circumstances leading to the conclusion that the greater payment would be in the public interest. This documentation should be included in the training agreement or the travel authorization. (See chapter 410 of the "Federal Personnel Manual" for more details and for other reduced per diem rates that may be realized.)
- f. Intermediate Place of Temporary Duty. When overnight lodging is obtained at an intermediate place of temporary duty, and it is necessary to retain a place of lodging at the primary detail point, per diem or subsistence, as applicable, shall be allowed at the intermediate place of temporary duty, and the lodging cost at the primary detail point shall be allowed to the extent that such cost would have been allowed had the intermediate place of temporary duty not been necessary. In this connection, the cost of the lodging at the primary detail point will be claimed under the "Other" column on the travel voucher.
- g. Per Diem After 90 Days.
  - (1) Justification necessary. As a rule, except when performing disaster duties or in long-term training, employees will not receive per diem after 90 days at one point of temporary duty. Before per diem after 90 days is authorized, consideration shall be given to a change of station or a reduction in the per diem rate. A justification for per diem after 90 days (except for disaster duties or long-term training) shall be submitted to the Comptroller prior to the end of the 90-day



period. Reasons must be stated in sufficient detail showing clearly the need for the rate of per diem recommended and why it is officially necessary to continue the temporary detail.

- (2) Disaster Employees. After the first 90 days of an assignment to a single location, the per diem rate of a temporary disaster employee shall be reduced to 60 percent of the maximum rate. A waiver of this rule may be allowed on a case-by-case basis when determined that other higher rates (not to exceed the maximum statutory per diem rates) are necessary because the travel involves justifiable circumstances. The waiver must be a written amendment to the travel authorization showing justification(s), and be approved by the Disaster Area Director or the next higher level of authority. The above reduction will also apply to other disaster employees on a case-by-case basis if circumstances so justify and the employees have been notified in writing at least 30 days in advance of the effective date of the reduction. These rules also apply to disaster employees assigned to actual subsistence expense travel. It shall be the responsibility of the officials approving the travel reimbursement vouchers to enforce the above provisions.
  
- (3) Justification for a Waiver: The justification for a waiver of the above provision must include, at a minimum, sufficient documentation to assure the approving official that a waiver of the reduction is warranted. This documentation should be maintained in a separate file in the office with the waiver request for future internal control reviews. Examples of such documentation shall include the following.
  - (a) A statement from two lodging facilities that no long term reduced rates will be made available to employees. The name, title, and telephone number of the person making the statement must be included with the date of contact.
  - (b) Steps taken by employees to demonstrate that reasonable efforts were made to secure reduced lodging rates.
  - (c) Receipts for lodging and meals that demonstrate the continuance of full per diem is required.
  
- (4) Blanket Waiver. Where there are multiple employees at a single location on per diem for the same purpose, a "blanket" waiver may be used to extend full per diem allowance beyond the 90 day period. The same justifications of the waiver must be provided, however, each employee must individually certify to the need for the waiver. The "blanket" waiver must include the name of each employee covered by the waiver and specify any specific conditions that may apply to one or more employees, i.e., time limitations.

(5) Review of a Waiver. The granting of a waiver should only be done when the approving official is assured that it is warranted and that sufficient funds are available for the additional cost to be incurred. The waiver should be considered to be temporary in duration. Therefore, regular reviews of the justification for continued waiver of the reduction may be made by the approving official. These regular reviews should be made; at a minimum, every 90 days after the initial granting of the waiver. The review should include the obtainment of additional documentation similar to the original documentation required for the initial waiver. The approving official must again be assured that the waiver is necessary and in the best interest of the Government. This additional documentation should also be made a part of the waiver file for future internal control reviews. Absent additional documentation to demonstrate continued waiver of the reduction, the reduction should be immediately enforced on the affected employees.

(6) Employees in Long-Term Training. For details, see subparagraph 35.e. of this SOP.

h. Evidence of Authority. When the Comptroller or his/her designee authorizes per diem under these provisions, an extra copy of the authorization will be furnished as evidence of authority to travel.

### 36. "MIXED TRAVEL" REIMBURSEMENTS

Mixed travel occurs when official travel within a single trip is subject to payment of per diem under the lodgings-plus system and an actual expense allowance under the actual expense system. Reimbursement will be computed allowance under the one system for each calendar day except that in special situations, the Agency may approve the reimbursement of appropriate expenses incurred for occasional meals or lodging that are determined to be necessary and justified by the circumstances involved. The actual expense allowance for lodging or each meal may not exceed the applicable lodging or individual meal allowance provided in the per diem allowances, or 150 percent of those amounts, if special or unusual circumstances are involved.

### 37. PER DIEM ALLOWANCE COMPUTATIONS FOR SPECIAL SITUATIONS (WORLDWIDE)

a. Per Diem for Weekly or Monthly Rentals.

(1) Types of expenses included in lodging costs. When an employee rents a room, apartment, house, or other lodging incident to a temporary duty assignment, the following expenses may be considered part of the lodging cost.

(a) If the lodging is unfurnished, the rental cost of appropriate and necessary furniture and appliances, such as a stove, refrigerator, chairs, tables, bed, sofa, television, and vacuum cleaner.

- (b) Cost of connection, use, and disconnection of utilities.
- (c) Cost of reasonable maid fee and cleaning charges.
- (d) Monthly telephone use fee (does not include installation and long-distance calls)
- (e) If ordinarily included in the price of a hotel or motel room in the area concerned, the cost of special user fees, such as cable TV charges and plug-in charges for automobile head-bolt heaters.

**NOTE:** The purchase of housekeeping necessities (towels, bedding, dishware, cleaning supplies, etc.) is not allowed.

- (2) Computation of daily lodging costs. When the employee obtains lodging on a weekly or monthly rental basis, the daily lodging cost shall be computed by dividing the total lodging cost for the expenses listed in paragraph 37.a.(1) above by the number of days the accommodations are actually occupied, provided that the employee acts prudently in renting by the week or month and that the cost to the Agency does not exceed the cost of renting conventional lodging at a daily rate. Otherwise, the daily lodging costs shall be computed by dividing the total lodging cost by the number of days in the rental period (e.g., 7 or 30 days, as appropriate).

(3) Per Diem Allowable.

- (a) Under the lodgings-plus system, the allowable per diem consists of the daily lodging cost calculated under subparagraph 37.a.(2) of this SOP plus the applicable M&IE rate not to exceed the maximum per diem rate prescribed for the location involved.
- (b) When a reduced per diem rate is being established in advance of the travel, the daily lodging cost calculated in subparagraph 37.a.(2) of this SOP shall be added to the amount determined by the Agency to be necessary for meals and incidental expenses (M&IE).

- b. Per Diem Allowances for Use of a Recreational Vehicle for Lodging. The term "recreational vehicle" includes mobile homes, campers, camping trailers, or self-propelled mobile recreational vehicles.

(1) Privately Owned.

- (a) Lodging costs. When an employee uses a privately owned camping or recreational vehicle while on official travel, allowable expenses which may be considered as a lodging cost include parking fees; for connection, use, and disconnection of utilities (electricity, gas, water, and sewage); bath or

shower fees; and dumping fees. Depreciation shall not be considered as a lodging cost.

(b) Meals and incidental expenses. When use of the recreational vehicle is for a temporary duty assignment within CONUS, allowance shall not exceed the applicable M&IE rate.

(c) Per diem computation. The daily lodging costs plus an appropriate rate for meals and incidental expenses determined under subparagraph 37.b.(1)(b) of this SOP shall be the per diem rate limited to the applicable maximum rate for the locality involved. A reduced per diem rate may be authorized within the applicable maximum per diem rates if the actual costs expected to be incurred can be determined in advance of the travel.

(2) Rental recreational vehicle. When the use of a rented recreational vehicle is authorized or approved as advantageous to the Government, the rental fee and the allowable expenses shown in subparagraph 37.b.(1)(a) of this SOP may be considered as lodging costs. Advantageous use might occur when the employee is on an extended temporary duty assignment in a remote area or when conventional lodging facilities are limited or not available. If use of a rented recreational vehicle is not authorized or approved as advantageous, only those expenses listed in subparagraph 37.b.(1)(a) may be considered as lodging costs.

c. Per Diem Computations When Temporary Duty is Curtailed, Canceled, or Interrupted for Official Purposes. When an employee has made advance arrangements for lodging (such as those described in subparagraphs 37.a. or 37.b. of this SOP), with reasonable expectation of the travel assignment being completed as ordered or directed, and subsequently the temporary duty assignment is curtailed, canceled, or interrupted for official purposes, or for other reasons beyond the employee's control that are acceptable to the approving official, lodging costs may be calculated and paid as follows. '

(1) Travel assignment curtailed or interrupted. When the temporary duty assignment is curtailed or interrupted for the benefit of the Government or for other reasons beyond the employee's control, and the employee is unable to obtain a refund of prepaid rent, expenses incurred for unused lodging may be reimbursed under the following conditions.

(a) Determination of reasonableness. It must be determined that the employee acted reasonably and prudently in incurring allowable lodging expenses pursuant to temporary duty travel orders. Included in this determination should be a consideration of whether the employee sought to obtain a refund of the prepaid lodging cost or otherwise took steps to minimize the costs once the temporary duty was officially curtailed or interrupted.

- (b) Adjusted calculation and reimbursement of lodging costs. If SBA determines that the employee acted reasonably, the unused portion of prepaid lodging cost may be reimbursed as follows.
- (i) The daily lodging costs for the period covered by the voucher shall be calculated by dividing the total cost for the rental period by the number of days of actual occupancy. The total of the lodging costs thus calculated plus the appropriate daily amount authorized for meals and incidental expenses may be reimbursed not to exceed the per diem rate authorized in the employee's travel orders for the days that the lodging was occupied.
  - (ii) If the authorized per diem rate is insufficient for the days of occupancy, the daily lodging cost calculated in paragraph 37.c.(1)(b)(i) of this SOP, plus the amount authorized for meals and incidental expenses may be reimbursed on an actual expense basis not to exceed appropriate maximum daily rates determined as provided in chapter 6 of this SOP.
  - (iii) The excess amount (if any) of the un-refunded lodging cost not reimbursed under paragraph 37.c.(1)(b)(ii) of this SOP may be paid as a miscellaneous travel expense incidental to the travel assignment, if otherwise proper.
  - (iv) In instances where the travel assignment was interrupted for official purposes (e.g., when the employee is directed to perform temporary duty at another location), allowable subsistence expenses (if any) incurred during the interruption may be reimbursed separately from those reimbursements outlined in paragraphs 37.c.(1)(b)(i) and 37.c.(1)(b)(ii) of this SOP, if otherwise proper, and in conformance with the provisions this chapter.
- (2) Travel assignment canceled. When the employee incurs lodging expenses in reasonable expectation of a travel assignment being completed as ordered or directed and, due to a change in travel orders, the travel assignment is canceled prior to its commencement, the prepaid lodging expenses may be reimbursed as a miscellaneous travel expense, provided the amounts are reasonable and the conditions in paragraph 37.c.(1)(a) of this SOP are met.
- (3) Forfeited rental deposits. If, in situations described in paragraphs 37.c.(1) and 37.c.(2) of this SOP, the employee was required by the terms of a lease or rental agreement to pay rental deposit and all or part of the deposit were forfeited to cover unpaid lodging costs, the amount of the forfeited deposit may be reimbursed as a miscellaneous travel expense, provided the conditions in paragraph 37.c.(1)(a) of this SOP are met. Reimbursement for deposits forfeited for damages to lodging accommodations shall not be allowed.

- d. Per Diem While Aboard Government Vessel. For temporary duty aboard Government vessels where meals and lodgings are furnished at no cost or at a reduced cost, an appropriate reduced per diem rate shall be authorized or approved. The term "Government vessel" includes vessels owned and operated, leased and operated, or chartered by the Government.

### 38. TIME DETERMINATIONS

- a. Duty to Record Pertinent Times. The date and hour of departure from and arrival at the official station or any other place at which official travel begins or ends must be shown on the travel voucher. The same information also must be shown for points at which temporary duty is performed when such arrival or departure affects the per diem allowance or other travel expenses. Other points visited should also be shown, but the time of arrival and departure need not be entered.
- b. Use of Standard Time. The hours of departure and arrival recorded on the voucher will be those of the standard time in effect at the place involved.

### 39. LEAVE AND NONWORKDAYS

- a. Per Diem Entitlement.
- (1) Leave. Leave of absence (other than as provided in subparagraph d below) for one-half, or less, of the prescribed daily working hours shall be disregarded for per diem purposes. Where the leave is more than one-half of the prescribed daily working hours, no per diem shall be allowed for that day.
- (2) Non-workdays. Employees are considered to be in a per diem status on non-workdays except when they return to their official station or place of abode (place of abode means the place from which the employee commutes daily to the official station), except under conditions stated in subparagraph 39.a.(a) or 39.a.(b) of this SOP.
- (a) Leave before and after non-workdays. Per diem shall not be paid for non-workdays when:
- (i) employees are in a leave status at the end of the workday before the non-workdays and at the beginning of the workday following the non-workdays, and
- (ii) the period of leave on either of those days is more than one-half of the prescribed working hours for that day.

- (b) Leave between non-workdays. Per diem shall not be paid for more than two non-workdays in cases where leave of absence is taken on for all of the prescribed working hours between the non-workdays.

b. Return to Official Station for Non-workdays.

- (1) Required return--official business. An employee who is required by administrative officials to return to his/her official station for the non-workdays to perform official business or because it is otherwise advantageous to the Government shall be allowed the round-trip transportation expenses and per diem for the en route travel.
- (2) Authorized return--substantial cost savings. SBA may authorize per diem and transportation expenses to an employee to return home for non-workdays where a significant cost savings will be achieved. Travel time shall be scheduled within the employee's duty hours to the extent practicable. The cost of lost productivity attributable to the duty hours involved in traveling to and from the employee's residence for non-workdays shall be considered in determining the cost savings.
- (3) Authorized return incident to extended temporary duty. Employees who are required to perform routinely extended periods of temporary duty may, within the limits of appropriations available for payment of travel expenses, be authorized round-trip transportation expenses and per diem en route for periodic return travel to their official stations or places of abode for non-workdays when in temporary duty status for 28 or more consecutive days. This provision allows one round-trip every four weeks of the authorized date of departure to the temporary duty location. The utmost discretion and consideration of the length and purpose of the temporary duty assignments and the distance of the return travel should be used when making such determination. The Government-issued charge card and contract fares may be used when purchasing round-trip transportation to and from the employee's official duty station or place of abode. Authorized return travel requires pre-approval and must be reflected on the itinerary of the SBA 21. A cost comparison will not be required. The periodic return travel may also be authorized as provided in paragraphs 39.b.(3)(a) and 39.b.(3)(b) of this SOP.

- (a) The Comptroller or his designee has determined, based on an appropriate cost analysis, that the costs of periodic weekend return travel (including the cost of potential overtime, if applicable) are outweighed by savings in terms of increased employee efficiency and productivity as well as reduced costs of recruitment and retention of employees. This cost analysis shall be conducted no less frequently than every other year.
- (b) Return travel for non-workdays authorized under these provisions constitutes an exception to the directive on scheduling of travel contained in 5 U.S.C. 61 O 1(b)(2) and therefore should be performed outside the employee's regularly scheduled duty hours or during periods of authorized leave. However, in the case of employees not exempt from the Fair Labor Standards Act overtime provisions, consideration should be given to scheduling the authorized travel to minimize payment of overtime, including scheduling of travel during regularly scheduled duty hours when necessary. (See Office of Personnel Management regulations for further guidelines covering overtime during travel.)

**NOTE:** Travelers in temporary duty status for less than 28 days who request to return to their official duty station sooner than once every four weeks, will be allowed to do so only on a voluntary basis.

- (4) Voluntary return. When an employee voluntarily returns to his/her official station or place of abode for non-workdays, the maximum reimbursement for the round-trip transportation and per diem en route shall be limited to the per diem allowance and travel expenses which would have been allowed had the employee remained at the temporary duty station. Reimbursement to employees that are in extended temporary duty status for less than 28 consecutive days from the authorized date of departure or the previous authorized return trip shall be based on the provision stated above. Voluntary return travel shall be performed during non-duty hours or periods of authorized leave. If a traveler voluntarily travels elsewhere, transportation costs will not be allowed; however, subsistence will be allowed on a comparative basis. The use of the Government-issued charge card and contract fares are prohibited.
- c. Indirect Route or Interrupted Travel. If there is an interruption of travel or deviation from the direct route resulting in excess travel time because of an employee's personal preference or convenience, or through the taking of leave, the per diem allowed shall not exceed that which would have been allowed on uninterrupted travel by a direct or usually traveled route except for certain emergency travel situations.



- d. Illness, Injury, or a Personal Emergency Situation. Provisions governing per diem allowable for emergency travel performed due to employee's incapacitating illness or injury, or because of a personal emergency situation, as well as the continuation of per diem due to incapacitating illness or injury of the employee, are found in chapter 12 of this SOP.

#### 40. PRIVATE PERSONS

- a. Per Diem Authorized. A per diem allowance may be authorized for private persons who render services to SBA for additional subsistence expenses incurred because of absence from their home or regular place of business. The allowance does not apply where the private person's home or place of business is in the same city where the service to SBA is rendered.
- b. Advisory Council Members. Per diem and travel allowances may be authorized for National or District Advisory Council members to attend meetings called by SBA. Officials authorized to approve their travel are cited in paragraph 7 of this SOP. Payment of per diem and travel allowances to Advisory Council members is subject to the limitation in paragraph 40.c. of this SOP.
- c. Fifty-Mile Limitation. Per diem and travel allowances in connection with paragraph 40.b. of this SOP apply only when services rendered to small businesses or meetings attended were at points more than 50 miles from the home of the Advisory Council member. (Circuitous travel to one or more points totaling more than 50 miles does not satisfy the minimum distance requirement for reimbursement unless the most distant point of the official travel is more than 50 miles by the shortest direct route from the home of the Advisory Council member.)
- d. SCORE/ACE Volunteers. Per diem and travel allowances may be authorized by regional administrators, district directors, and branch managers, on a case-by-case basis, for SCORE/ACE volunteers who will provide services and/or training to small businesses at SBA's request.

41. BREAKDOWN OF PRIVATELY-OWNED AUTOMOBILE

Per diem for time spent in accomplishing repairs to a privately-owned vehicle used for official travel maybe allowed on the basis of administrative determination that:

- a. such mode of transportation was advantageous to the Government;.
- b. the delay was reasonable under the circumstances; and
- c. the course of action followed by traveler after breakdown of his or her



## CHAPTER 6

ACTUAL SUBSISTENCE EXPENSES42. AUTHORITY

Travelers may be authorized reimbursement for actual subsistence expenses of official travel when the maximum per diem allowance is determined to be inadequate because of unusually high expenses due to special or unusual circumstances or for occasional meals and for lodging as provided herein. The authorization or approval of a traveler's actual subsistence expense reimbursement has been delegated by the Administrator to the Comptroller or his designees (see paragraph 46 of this SOP).

43. RELATIONSHIP TO PER DIEM

Generally, authorization or approval of actual subsistence expenses is contingent on the entitlement to per diem. Except as otherwise provided herein, the definitions, rules, and types of expenses covered in chapter 5, applicable to an employee's entitlement to a per diem allowance, shall apply to travel on an actual expense basis.

44. CONDITIONS WARRANTING AUTHORIZATION OR APPROVAL OF ACTUAL EXPENSE REIMBURSEMENT

a. Actual subsistence expense reimbursement may be authorized or approved for specific travel assignments within and outside the conterminous United States when it is determined that the maximum per diem allowance would be inadequate due to the unusual circumstances, or unusually high expenses, of the travel assignment. Actual subsistence expense reimbursement shall not be authorized or approved when the actual and necessary subsistence expenses exceed or are expected to exceed the applicable maximum per diem allowance by only a small amount. Since lodging costs constitute a major portion of the subsistence expenses, travel on an actual expense basis may be authorized or approved for travel when, due to special or unusual circumstances, the lodging costs absorb all or nearly all of the applicable maximum per diem allowance (see paragraph 30 of this SOP). Examples of travel assignments or situations that may warrant authorization or approval of actual and necessary expenses include, but not limited to, the following.

- (1) The employee attends a meeting, conference, or training session away from the official duty station where lodging and meals must be procured at a prearranged place (such as the hotel where the meeting, conference, or training session is being held), and the lodging costs incurred, because of these prearranged accommodations, absorb all or practically all of the applicable maximum per diem allowance.

- (2) The travel is to an area where the applicable maximum per diem allowance is generally adequate, but subsistence 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.
  - (3) Based on a situation described in subparagraph 44.a.(2) above, affordable lodging accommodations are not available or cannot be obtained within a reasonable commuting distance of the employee's temporary duty point and 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.
  - (4) The employee, because of special duties of the assignment, necessarily incurs unusually high expenses in the conduct of official business, such as to procure superior or extraordinary accommodations, including a suite or other quarters for which the charge is well above that which he or she would normally have to pay for accommodations.
  - (5) The employee necessarily incurs unusually high expenses incident to his or her assignment to accompany another employee in a situation as described in subparagraph 44.a.(4) above.
- b. Situations Requiring Reimbursement for Occasional Meals and/or Lodging. Although lodging and/or meals are furnished without cost (or at a nominal cost) for a particular assignment, the employee may necessarily incur expenses for occasional lodgings and/or meals. Reimbursement of actual expenses incurred for occasional meals or lodging that are determined to be necessary and justified by the circumstances involved may be approved. The actual expense allowable for lodging or each meal may not exceed the lodging or individual meals allowance provided in the applicable maximum per diem allowances, or 150 percent of those amounts if special or unusual circumstances are involved.

#### 45. ACTUAL EXPENSE LIMITATIONS

- a. Travel Within CONUS. For travel within CONUS, the maximum daily rate for subsistence expenses shall not exceed 150 percent of the applicable maximum per diem rate (rounded to the next highest dollar) prescribed in appendix 8 for the travel assignment location. Reimbursement for meals and incidental expenses (M&IE) shall not, under any circumstances, exceed 150 percent of the M&IE rate applicable to the temporary duty location. All expenses incurred and claimed shall be allowed only to the extent determined to be necessary and reasonable. When the actual subsistence expenses incurred during any one day are less than the maximum daily rate authorized, the employee shall be reimbursed only for the lesser amount. Authorizing officials may limit reimbursement for meals and incidental expenses to 100 percent of the applicable M&IE rates (\$26 or \$34) and deviate from the

usual requirement for receipts and/or itemization of such expenses while traveling on actual subsistence. This means that SBA may now limit traveler's M&IE to \$26 or \$34 while authorizing an amount not to exceed 150 percent of the applicable lodging costs. In such instances, the M&IE rate shall be prorated for partial days of travel.

b. Travel Outside CONUS.

(1) Maximum daily rates. For travel outside CONUS, the maximum daily rate for actual subsistence shall not exceed the amounts prescribed in (a) or (b) below, whichever is greater.

(a) One hundred and fifty (150) percent of the applicable maximum per diem rate (rounded to the next higher dollar) prescribed by the Departments of State and Defense for foreign areas, respectively.

(b) Fifty dollars (\$50) plus the applicable maximum per diem rate prescribed by the Departments of State and Defense for foreign and non foreign areas, respectively.

(2) Reimbursement Limitation. When the actual subsistence expenses incurred during any one day are less than the maximum daily rate authorized, the employee shall be reimbursed only for the lesser amount. Expenses incurred and claimed (including those for fractional days) shall be reviewed and allowed only to the extent determined to be necessary and reasonable. Reimbursement for meals and incidental expenses generally should not exceed 50 percent of the maximum daily rate authorized under (1), above.

c. Lodging Procured by Purchase Order. When actual subsistence expense reimbursement is authorized or approved and lodging is furnished to the employee at no cost through use of a purchase order, reimbursement for other subsistence expenses shall not be authorized or approved that will, when combined with the cost of lodging furnished, exceed the maximum daily rate authorized.

d. Travel to a Presidentially Declared Disaster Area. For travel to a Presidentially declared disaster area, the Director of the Federal Emergency Management Agency (FEMA) may request establishment of a maximum daily rate for subsistence expenses above the maximum rate prescribed in paragraph 45.b.(1)(a) of this SOP. The Administrator of General Services may establish an appropriate maximum daily rate, not to exceed 300 percent of the maximum -per diem rate prescribed for the area, pursuant to a review of the justification supporting the request. Such higher established rate shall apply for all official travel to the disaster area and will be effective for a period not to exceed 30 days. The Administrator of the General Services Administration may extend the period of effectiveness in increments of

30 days upon the request of the Director of FEMA. Requests should be submitted by the Disaster Area Director to the Office of the Comptroller, Central Office, who then forwards it to the Administrator of the General Services Administration, Washington, DC 20405, and must contain the following information.

- (1) A copy of the Presidentially disaster declaration and a specification of the geographic area encompassed.
- (2) A recommended maximum daily rate not to exceed 300 percent of the maximum per diem rate prescribed for the area.
- (3) A description of the specific circumstances which justify the establishment of the recommended rate.
- (4) A recommended time period for effectiveness of the maximum daily rate requested to be established.

46. ADVANCE AUTHORIZATION FOR ACTUAL EXPENSE TRAVEL

Travel may be performed on the basis of actual subsistence expense, subject to observance of the stated criteria and limitations for each calendar day or fraction thereof. Request for actual subsistence expense shall be made by memorandum from travelers to their designated official listed below with the supervisor's approval and respective Management Board member's concurrence, at least 2 weeks prior to the trip. The following officials have been designated by the Comptroller to authorize actual subsistence expense travel.

- a. Field Request. All field office requests for the authorization of actual subsistence expense travel shall be directed to the Director, Office of Financial Operations, Denver, CO, through the applicable regional administrator.
- b. Central Office Requests. All Central Office (including Disaster Area Offices) requests for the authorization of actual subsistence expense travel shall be directed to the Comptroller through the applicable Management Board member. Request for actual subsistence expense should include the following.
  - (1) Dates, point of travel, and sufficient information to show why regular per diem allowance is not adequate for necessary expenses.
  - (2) Show that reasonable efforts were made to obtain lodging within the applicable per diem rate and include the names of at least two hotels contacted, the lodging rates quoted, the name of the person giving the rate, and a cost comparison. For example, if affordable lodging accommodations are not available or cannot be obtained within a reasonable commuting distance of the employee's temporary duty point and transportation costs to commute to and from the less expensive lodging facility consume most of all of the savings achieved from

occupying less expensive lodging, then it should be so stated and a breakdown given of the costs involved. When travel will be performed partly on an actual expense basis and partly on a per diem basis (see paragraph 36 of this SOP). After receipt of the authorization letter, an SBA 21 shall be prepared specifying the actual expense authorized.

#### 47. POSTAPPROVAL OF ACTUAL EXPENSE TRAVEL

Post-approval of reimbursement for subsistence expense is limited to emergency situations in which prior authorization was not received. However, post-approval actions may not be granted to cover expenses which exceed actual expense limitations specified in a travel authorization.

#### 48. ITEMIZATION OF SUBSISTENCE EXPENSES

When travel is authorized or approved on an actual subsistence expense basis, the employee shall itemize on the travel voucher each expense for which reimbursement is claimed on a daily basis. Meals must be itemized separately, i.e., breakfast, lunch, and dinner. Those expenses that do not usually accrue on a daily basis, such as laundry and cleaning, and pressing of clothing, may be averaged over the number of days that actual expense reimbursement is authorized or approved. (See exception to itemization requirement in subparagraph 45.a. of this SOP, when traveling on an actual subsistence expense basis in CONUS, and meals and incidental expenses are limited to 100 percent of the M&IE rate.)

#### 49. RECEIPTS

Receipts (or acceptable evidence of personal obligations of the traveler which preclude vendor's recourse to the Government) shall be obtained for lodging. Receipts shall also be obtained for other allowable cash expenditures in excess of \$25 plus any applicable tax. Items for which receipts are required regardless of the amount involved are detailed in subparagraph 113.c. of this SOP. When receipts are not available, an explanation must be included on the travel voucher. (See exception to the requirement for receipts in subparagraph 45.a. of this SOP, when traveling on an actual subsistence expense basis in CONUS and meals and incidental expenses are limited to 100 percent of the M&IE rate.)

#### 50. ANNUAL ADMINISTRATIVE REVIEW

The Comptroller shall direct that an annual review be made of all travel performed under the provisions of this chapter to assure that travel on an actual expense basis has been administered in accordance with the spirit and intent of the law, and that steps will be taken to prevent any abuses.



51. MIXED TRAVEL (PER DIEM AND ACTUAL SUBSISTENCE EXPENSE) REIMBURSEMENT

- a. When actual expense reimbursement is authorized or approved for a particular duty location, and is the only reimbursement system involved, the partial day of travel to and from that location also will be on an actual expense basis. However, if the en route travel to or from the actual expense location includes more than one day, actual expense reimbursement or per diem may be authorized, whichever is administratively advantageous and commensurate with the expenses expected to be incurred by the traveler.
- b. If actual expense reimbursement authorized for particular locations is intermingled with per diem and other locations in a single trip, either within or outside CONUS, the Agency shall determine when the transition between reimbursement systems occurs. Only one method or system can be authorized for any given calendar day.

52. LEAVE AND NON-WORKDAYS

When traveling on an actual subsistence expense basis, the same rule as in paragraph 39 of this SOP will apply for leave and non-workdays except that when a traveler voluntarily returns to his or her official station, or place of abode from which he or she commutes daily to the official station, the round-trip transportation and subsistence en route may not exceed the subsistence and travel expense which would have been allowable had the traveler remained at the temporary duty station. If a traveler voluntarily travels elsewhere, transportation costs will not be allowed; however, subsistence will be allowed on a comparative basis.

## CHAPTER 7

MISCELLANEOUS EXPENSES INCIDENT TO OFFICIAL TRAVEL53. STANDARD PROCEDURE

Reimbursements for miscellaneous expenses incident to the performance of official travel may be allowed to the extent that they are attributable solely to the conduct of official business. Miscellaneous expenses not enumerated herein, that were necessary to incur by travelers in connection with the transaction of official business, shall be allowed when approved.

54. OVERTIME

- a. Under 5 U.S.C. Under Title 5 of the U.S. Code, travel in connection with the performance of official business does not necessarily establish a basis for overtime compensation (cash payment or compensatory time off), even though the assignment duties must be performed outside of the basic workweek. An employee may be required to travel on non-workdays and may not properly refuse to undertake such travel solely because circumstances are such that overtime is not authorized for travel time. See SOP 35 50, "Occasional Overtime and Holiday Work, Night and Sunday Duty."
- b. Under FLSA. Under the Fair Labor Standards Act, travel outside of the basic workweek in connection with the performance of official business may be hours worked for nonexempt employees and may result in a claim for overtime. Consequently, officials directing travel must control the official assignments of their nonexempt employees to preclude such claims under FLSA. See SOP 35 50 for details.

55. COMMUNICATION SERVICES

- a. Authorization. When necessary, telephone, teletype, telegraph, cable, and radio service may be used while traveling on official business.
- b. Type of Service Used.
  - (1) Government equipment. Whenever possible, official long distance telephone calls and other communications services shall be through the use of Government-owned and -leased equipment.
  - (2) Use of commercial services. If Government services are not available, the least expensive practicable type and class of commercial service shall be used.

- c. Written Messages. When necessary, written messages may be used while on official business. However, care shall be exercised in preparing messages to provide only those words, figures, and punctuation necessary to the meaning of the message.
- d. Official Communications.
- (1) Local calls. Charges for local telephone calls on official business shall be allowed as a transportation expense and claimed in the "other" column on the travel voucher. (See Figure 5 regarding entry of such calls on travel vouchers as a transportation expense.)
  - (2) Reservation of accommodations. Charges for commercial communication services when necessary for reserving airplane, train, or other transportation accommodations for official business are transportation expenses and may be allowed when supported by a satisfactory explanation. Claims for these charges shall be entered in the "other" column on the travel voucher.
  - (3) Use of Government telephone systems during official travel. The Federal Telecommunications System (FTS) intercity network and other Government-provided long distance telephone services are to be used only to conduct official business; i.e., if the call is necessary in the interest of the Government (31 U.S.C. 1348(b)). These networks are to be used for placement of calls instead of the commercial toll network to the maximum extent practicable, (see subparagraph 55.b. of this SOP). Authorization or approval of each employee's use of the Government telephone systems (including calls over commercial systems which will be paid for by the Government) shall be in accordance with the following directives.
    - (a) An employee traveling overnight on official business may make personal phone calls at the expense of the Agency. The FTS 2000 Network should be used whenever available. Charges for personal phone calls will be reimbursable up to \$20 of the actual expense per 7 days while on official CONUS travel or \$45 per seven days while on official OCONUS travel.
    - (b) For a traveler to be reimbursed, proof of any expenditures for such telephone calls must be attached to the SF 1012 . Examples of acceptable proof would be hotel room bills or personal home bills identifying the specific calls made and amounts involved. Calls made from telephone booths should be charged to the traveler's home bill so that there is evidence the call was made.
- e. Supporting Statement. Charges for official commercial telephone calls, telegrams, cablegrams, or radiograms on official business may be allowed provided a statement is furnished showing the points between which service was rendered, the date, the amount paid for each telephone call, telegram, cablegram, or radiogram, and that

they were required on official business. When the public interest so requires, the points between which telephone service was rendered need not be stated in the travel voucher, but may be stated in confidence to the appropriate official.

f. Charges for Telegraph, Cable, and Radio Services.

- (1) Collect service. Official telegrams, cablegrams, and radiograms sent to Government offices having authorized charge accounts shall be endorsed by the sender as "Official Business-Collect" unless otherwise directed. All others shall be prepaid.
- (2) Cash payment. When "collect" service is refused, payment of the amount demanded shall be made. A report of the circumstances and a receipted copy of the message shall be attached to the travel voucher when submitted for reimbursement.

56. BAGGAGE

a. Definitions.

- (1) Baggage. The term "baggage", as used in this SOP, means transportable Government property, suitcases, garment bags, or other personal property of the traveler necessary for official travel.
- (2) Excess baggage. Baggage in excess of the weight, size, or number of pieces that is carried free by transportation companies shall be classed as excess baggage.

b. Authorization for Excess Baggage. When less than first-class accommodations are used, transportation of baggage up to the number pieces or weight carried free on first-class service shall be allowed Government expense; in all other instances, excess baggage charges shall be allowed only when authorized in the travel authorization or specifically approved on the travel voucher.

c. Payment of Cost of Baggage.

- (1) Transportation charges for excess baggage. As a general rule, an SBA traveler shall pay for excess baggage in cash or by charge to the Government issued credit card. Claim for reimbursement shall be included on the travel voucher.
- (2) Transfer of baggage. Necessary charges for the transfer of baggage shall be allowed.
- (3) Storage of baggage. Charges for the storage of baggage shall be allowed when it is shown that the storage was solely on account of official business.

- (4) Checking and handling of baggage. Charges for checking baggage shall be allowed. Charges or tips at transportation terminals shall not be allowed for handling personal property carried by the traveler but may be allowed for handling Government property.
- d. Stoppage in Transit. Care should be taken to stop baggage that has been checked on a ticket beyond the point where traveler leaves the carrier. If baggage cannot be intercepted on unused portion of ticket, full explanation of the facts shall be made on the travel voucher. Failure to observe this rule will result in charge to travelers for any excess cost to the Government.
- e. Shipment of Baggage.
- (1) Selection of transportation service. When the total weight of Government property and personal effects or other property needed by the traveler exceeds the baggage allowance, quantities in excess of the allowance shall be shipped by parcel post, where practical, or, if not suitable for mailing, by freight or express if any of those less costly means of shipment will suffice. Shipments must not be made as accompanied baggage or express when ordinary freight service will meet the official needs. Due consideration must be given to the probable cost of collecting or delivering the shipment and the time required for transmission.
- (2) Use of Government bills of lading. Express and freight shipments shall be made on Government bills of lading unless such handling will interfere with the official purposes of the trip or unless it is not practical. Charges on shipments made on Government bills of lading must not be paid by the traveler.
- (3) Government bills of lading, not accepted. When acceptance of shipments on Government bills of lading is refused, payment of the amount demanded shall be made. A report of the circumstances shall be sent to the administrative office. When Government bills of lading are refused or not used and cash payment is demanded, the carrier's receipt showing the original point of shipment, destination, number of packages, contents and separate weight of each package, and rate and amount of charges paid shall be accepted in support of the charge.

## 57. CONFERENCE ROOMS

- a. When necessary to engage a room at hotel or other place to transact official business, a separate charge shall be allowed if official necessity is shown. The traveler will pay the cost of the accommodations and claim reimbursement on the travel voucher. A receipt shall be obtained and attached to the voucher. Government-owned conference rooms shall be used when available, either at an SBA

office or through the local offices of GSA. If commercial facilities are used, the voucher must reflect the steps taken to utilize Government-owned facilities, and if not considered adequate, the reasons for such conclusion.

- b. Any meeting that involves the attendance of 10 or more employees must be approved by the respective Management Board member who will also approve the completed SBA Form 1179, "Request for Approval to Hold and/or for Employees to Attend Meeting, Conference, Convention, or Symposium." A copy of the approved SBA 1179 should be sent to the Office of Planning and Budget for control purposes.
- c. Under no circumstances are officials to negotiate with hotel or other lodging establishments to have room rates of those attending the conference, increased in order to obtain the conference room at no charge. This would be paid from traveler's per diem or subsistence allowance.

#### 58. POSTAGE STAMPS

Reimbursement will be allowed for cost of postage stamps purchased and required for mailing official letters, documents, and reports. The number of regular, special delivery, and other stamps purchased and used, together with the cost, must be itemized in the travel voucher.

#### 59. STENOGRAPHIC TYPING DUPLICATION, AND MISCELLANEOUS SERVICES

Ordinarily, stenographic, typing duplication, and miscellaneous services should be performed only by Government employees. Travelers will not procure such services unless there is no reasonable alternative. If situations so required, stenographic, typing, duplication, or miscellaneous services essential to conduct of official business may be procured in absence of Government facilities. In such event, traveler will pay the cost from personal funds and claim reimbursement on his or her travel voucher. An itemized invoice or statement marked "PAID" by the firm of individual concerned, showing the exact nature of service performed, should be attached to the travel voucher. A statement giving the reasons why such services were considered necessary, will be required.

#### 60. REGISTRATION FEES FOR CONFERENCES AND MEETINGS

- a. Synopsis. Registration fees and necessary traveling expenses (other than those related to training) may be allowed for attendance at conferences and meetings, provided attendance is concerned with official functions or activities for which SBA appropriations have been made, and provided it is determined that attendance will contribute to the conduct of SBA's mission. In those specific instances only, employees may be reimbursed from funds appropriated to SBA for the cost of any required attendance fees. Registration fees will not be allowed for SBA sponsored functions; therefore, it must be stated on the reimbursement voucher that the fee paid was not for an SBA sponsored function.

b. Authorization. Reimbursement is subject to proper authorization as provided below.

- (1) Staff officials. The Deputy Administrator, Associate Deputy Administrator for Management and Administration, associate administrators, assistant administrators, the General Counsel, Inspector General, and Comptroller may be reimbursed for such fees upon their own authorization, regardless of amount. They also are authorized to approve such fees for employees under their supervision, not to exceed \$300 for any one employee for any one meeting.
- (2) District directors and regional administrators. In the case of field office employees, subject to determination by the authorizing official that proper criteria have been met, the following applies.
  - (a) District directors are authorized to approve such fees for themselves and for employees under their supervision, not to exceed a total of \$300 for any one meeting, regardless of the number of employees attending.
  - (b) Regional administrators are authorized to approve such fees for themselves and for employees under their supervision, not to exceed \$300 per employee for any one meeting.
- (3) Reservation of approval to the Comptroller. With respect to Central or field office employees where approval is required for fees in excess of the above limitations, the request for approval shall be directed to the Comptroller.

c. Restriction as to Number of SBA Participants. The number of SBA employees in attendance on any one occasion shall be limited and, where possible, only one employee should represent his or her office.

d. Request for Approval. Each request for approval of fees shall indicate:

- (1) amount of fee;
- (2) identity and place of meeting;
- (3) name and title of employee; and,
- (4) brochure, if available, and other pertinent information to show official nature of attendance.

e. Reimbursement Claims. All reimbursement claims (SF 1012, "Travel Voucher," or SF 1164, "Claim for Reimbursement for Expenditures on Official Business,") shall be documented and/or accompanied by the specific data below.

- (1) Amount of fee.

- (2) Identity of meeting and place held.
- (3) Number of meals included in fee (show whether breakfast, lunch, or evening meal). If no meals are included, so indicate.
- (4) Necessary receipts. (See subparagraph 113.c. of this SOP)
- (5) State that the fee paid was not for an SBA sponsored function.

- f. Meals Furnished as a Part of the Fee. As a general rule, subsistence expense at the official post-of-duty is personal to the employee. Therefore, meals are not an allowable expense, except when the registration fee includes cost of meals(s) and such cost cannot be separated or distinguished from the total charge. However, reimbursement will be allowed for meals obtained while attending a local meeting or conference that was not sponsored by SBA if it has been determined that: the meal was incident to the meeting or conference; attendance was necessary to full participation; and the employee was not free to partake of meals elsewhere without having been absent from discussion, lectures or speeches concerning purpose of conference. If claimant was in a per diem status, appropriate reduction shall be made for meals furnished as part of the cost of registration, in accordance with paragraph 33 of this SOP.
- g. Authorization and Approval of Training. SOP 34 10 "Training Programs," contains procedures for authorization and approval of training.

#### 61. TRAVELER'S CHECKS, MONEY ORDERS, OR CERTIFIED CHECKS

Reimbursement for the cost of traveler's checks, money orders, or certified checks purchased in connection with official travel may be allowed. The amount of the checks or money orders may not exceed the amount of funds necessary to cover the estimated reimbursable expenses.

#### 62. PARKING METER FEES, GOVERNMENT-FURNISHED VEHICLES

Employees may be reimbursed for the payment of parking meter fees while driving Government-furnished vehicles on official business.

#### 63. FEES RELATIVE TO TRAVEL OUTSIDE THE CONTERMINOUS UNITED STATES

Reimbursement for the following expenses may be authorized or approved.

- a. Conversion of Currency. Commissions for conversion of currency in foreign countries.
- b. Check Cashing Costs. Charges covering exchange fees for cashing United States Government checks or drafts issued for the reimbursement of expenses incurred for



travel in foreign countries. Exchange fees incurred in cashing checks or drafts issued in payment of salary shall not be allowed in travel expense accounts.

- c. Trip Insurance. Cost of trip insurance purchased by employees for use of a Government-furnished or privately owned vehicle during official business for specific or individual trips into a foreign country. Trip insurance covers potential liability for property damage or personal injury or death to third parties. Reimbursement is limited to instances in which the purchase of such insurance is required by foreign statute or is a practical necessity due to the legal procedures of a foreign country which, in the event of an accident, could result in detainment of the driver and impoundment of the vehicle. The amount of reimbursement is limited to the cost of the minimum amount of insurance required for the use of a foreign country's roads or the minimum amount required to be purchased by industrial custom.
- d. Travel Document Costs. Fees in connection with the issuance of passports, visa fees, costs of photographs for passports and visas, costs of certificates of birth, health, and identity, and of affidavits and charges for inoculation which cannot be obtained through a Federal dispensary.

#### 64. OTHER EXPENSES

Miscellaneous expenditures not enumerated herein, when necessarily incurred by the traveler in connection with the transaction of official business, shall be allowed when approved.

## CHAPTER 8

SOURCES OF FUNDS - TRAVEL ADVANCES65. PURPOSE

This chapter contains responsibilities and procedures for obtaining, using, and accounting for advances of public funds for official travel.

66. PRINCIPLES

Travel advances may be used by employees traveling on official business to reduce the need for employees having to use their own money. Advances will be available through use of an individually-issued Government charge card (e.g., Diners Club, American Express). Automated Teller Machine (ATM) advances are limited to \$1,000. Cash advances needed in excess of this limitation will be issued either by the Automated Clearing House (ACH) Network or by Treasury check. Cash travel advances should not be used, except in the case of an emergency. If an emergency arises and a cash advance is needed, an exception shall be issued only on a case-by-case basis, provided approval is granted by the Comptroller for Central Office employees and the regional administrator for the respective field office. Employees who have a Government charge card are required to use the card to pay for official travel expenses to the maximum extent possible. ACH, check, or cash travel advances of \$1,000 or less will not be available to Government charge cardholders. Travelers requesting a check advance, with the exception of ATM program participants, must ensure that the 1st copy (legible) of the SBA 21 is forwarded and received by the designated office stated in paragraph 7 at least seven (7) days prior to the scheduled trip. Cash advances will only be issued for emergency situations.

Note: Failure to participate in the ATM program or decline by the card-issuing company will forfeit the employee's right to a check or cash travel advance and will require the use of personal funds to travel, unless justification is provided and a waiver is granted by the Comptroller.

67. ADVANCES

- a. Entitlement. Advances may be made to employees of SBA who are entitled to per diem, actual subsistence expense, mileage allowance, or for necessary procurement of transportation by group or charter, and are not covered by the Government credit card or a GTS. In addition, funds may be advanced to private persons or employees of other Federal agencies when traveling for SBA, and a need for funds is justified. However, these advances may only be approved by the Administrator, Deputy Administrator, Associate Deputy Administrator for Management and Administration, Comptroller, Inspector General, regional administrators, and district directors. The approving officials will be responsible for ensuring that the advances are recovered.

- b. Limitations. Advances shall be limited to amounts, within prescribed maximums, necessary to accomplish the purpose for which the funds are advanced. As a general rule; the following pertains.
- (1) An outstanding travel advance shall not exceed a traveler's average monthly reimbursable travel expenses not covered by a Government charge card.
  - (2) Employees serving under time-limited appointments shall not retain a travel advance beyond 30 days, with the exception of disaster employees on continuous travel (see subparagraph 69.b.(3) of this SOP).
  - (3) Advance should not be made until the traveler is ready to incur travel expenses. Advances may be used only for proper expenditures under laws and regulations which apply to the type of advance. All advances must be accounted for properly and refunded when the need therefore ceases.

#### 68. APPLICABLE LAWS AND REGULATIONS

Laws and regulations governing advances of public funds to employees and others are embodied in the Federal Travel Regulations, 41 CFR Part 301-10.3.

#### 69. AMOUNTS OF ADVANCES

- a. Minimum. An advance of funds shall not be allowed for an amount less than \$50. (This minimum refers to an individual request, not to the outstanding balance.)
- b. Maximum. An advance of funds shall not exceed 80 percent of the minimum estimated expenses expected to incur prior to reimbursement. (See limitations below.)
  - (1) Travelers eligible to receive Government charge card. An advance of funds for an employee eligible to receive a Government charge card shall be limited to \$25 for each day in travel status within the conterminous United States plus an allowance for ground transportation for the first and last days of travel, subject to a maximum advance of \$750. For travel outside of the conterminous United States the daily allowance will depend upon the area to which traveling, subject to a maximum advance of \$1,200. The fact that an employee loses his or her charge card privileges due to carelessness or indifference to the timely payment of bills does not alter these limitations.
  - (2) Travelers not eligible to receive Government charge cards. For travelers not eligible to receive Government charge cards, the advance of funds may not exceed \$1,800 for regular travel within the conterminous United States. For travel, outside of the conterminous United States the advance shall not exceed

\$2,500. An advance of funds for an employee serving under a time-limited appointment shall not exceed \$1,000, with the exception of temporary disaster employees whose limitations are stated in subparagraph 69.b.(3) of this SOP.

(3) Temporary disaster employees on continuous travel. The maximum amount of travel advance allowed temporary disaster employees on continuous travel is \$1,800 for the first 30 days of assignment to a particular disaster area. The advance shall be reduced to \$1,200 after the first 30 days, to \$600 after 60 days, and fully liquidated after 90 days at a particular disaster area or upon termination of continuous travel, whichever occurs first.

c. Determining Reasonableness of Amount. All requests for advances of funds shall be reviewed by the designated approving officials. It should be assured that the amounts requested do not exceed 80 percent of the estimated reimbursements and appears reasonable in view of projected travel.

## 70. TRAVEL ADVANCE REQUEST

a. Prescribed Form. Refer to the instructions on the reverse of SBA 21 for completing blocks 12, 13 and 15. The SF 1038, "Advance of Funds Application and Account," is no longer used for this purpose.

b. Social Security Number. For the purpose of identification and the timely processing of travel advance requests, each applicant is requested to include his or her social security number in block 3 of SBA 21. In view of the Privacy Act of 1974, the inclusion of a social security number is at the traveler's discretion and on a voluntary basis. However, failure to provide the requested social security number may result in delay or suspension of the advance of funds request.

c. Approving Officials. Those officials having the authority to approve travel reimbursement vouchers may also approve the applications for travel advances. When determined that an advance is necessary and is within the maximum limitation, the approving official shall place initials in the appropriate approval box in block 12 and indicate the approved amount in block 13 of the SBA 21. If an ATM advance is approved, indicate in block 15 the applicable ATM fee, which is derived by multiplying the approved amount by the prevailing fee percentage rate.. The authorizing official should sign and date block 19 and show his or her title. If an employee applying for advance of funds is serving under a time-limited appointment, the approving officials shall so indicate in the "Remarks" portion of the form. Approving officials shall take necessary steps to ensure recovery of travel advances in accordance with the provisions of paragraph 72 of this SOP.

d. Disposition of Applications. Follow the procedures outlined in subparagraph 6(f) of this SOP for proper distribution of SBA 21.

## 71. FINAL AUTHORIZATION

The Administrator or his designees have the final authority for the payment of travel advances. The officials so designated are:

- a. Comptroller,
- b. Director, Office of Accounting Operations,
- c. Director, Office of Financial Operations,
- d. Chief, Administrative Accounting Branch,
- e. the chief fiscal officer in a disaster fiscal office,
- f. a person officially serving in an acting capacity for any of the above, and/or
- g. the AAB, Certifying Officer, who is on site in a disaster field office.

## 72. LIQUIDATION OF TRAVEL ADVANCES

- a. Conditions. Advances for travel and related expenses must be liquidated under the following circumstances.
  - (1) Upon completion of trip for which the advance was made.
  - (2) Upon cancellation or indefinite postponement of authorized travel or other change in travel status on which the advance was based.
  - (3) Upon termination of services, employee resignation, transfer to another agency, or otherwise.
  - (4) At the end of 30 days for any employee serving under a time-limited appointment with the exception of disaster employees on continuous travel.
- b. Individual Trips. A travel voucher submitted by an employee for an individual trip shall be applied toward the liquidation of a travel advance on the basis of such trip. If the traveler does not indicate on his or her voucher that an advance for the specific trip is to be liquidated from the proceeds of the voucher, such application will be made automatically by the Administrative Accounting Branch.
- c. Temporal Employees. An employee serving under time-limited appointment shall liquidate any travel advance at the end of the first 30 days of such appointment, with the exception of disaster employees on continuous travel (see subparagraph 69.b.(3) of this SOP).

- d. Continuous Travel Status. Employees whose travel is substantially continuous or recurring and authorized under a limited open authorization (see subparagraph 6.b.(2) of this SOP) may retain necessary funds advanced to them until termination of such travel status. However, the outstanding travel advance should not be more than the traveler's average monthly reimbursable travel expenses.
- e. Periodic Review of Balances. Central and field office heads shall make periodic review of outstanding balances and shall advise the Administrative Accounting Branch, Denver, of any account which should be closed or reduced. The active cooperation of administrative officials in controlling the total amount of funds outstanding is essential and expected.
- f. Employee Remittances. If the amount of reimbursement to an employee is too small to liquidate an advance, the employee's remittance for the difference shall be sent to the Administrative Accounting Branch, Denver. Remittances to reduce or liquidate an outstanding travel advance shall be drawn payable to Small Business Administration and shall be identified as to purpose, i.e., FOR OUTSTANDING TRAVEL ADVANCE. DO NOT SEND CASH. If the employee's remittance does not accompany the related SF 1012, the traveler will be requested to forward his or her check or money order for the required amount. If it is not received within the time limit provided in the request, action will be initiated to withhold such sum from the employee's next salary check. '
- g. Officials Responsible for the Recovery of Advances.
  - (1) The following officials are designated and charged with the responsibility to assure recovery of any advance.
    - (a) Comptroller.
    - (b) Director, Office of Accounting Operations.
    - (c) Director, Office of Financial Operations.
    - (d) Chief, Administrative Accounting Branch.
  - (2) In addition to the above, if circumstances so warrant, the officials named in paragraph 7 of this SOP will be requested to assist in the recovery of an advance which they have approved for private persons or employees of other agencies.

### 73. DELINQUENT TRAVEL ADVANCES

The following advances shall be considered delinquent, requiring prompt repayment.

- a. Those not liquidated at the time of submission of the reimbursement voucher for which the advance was made.
- b. Those outstanding more than 30 days for an employee serving under a time-limited appointment, with the exception of disaster employees (see subparagraph 69.b.(3) of this SOP).
- c. For employees, other than temporary, in substantially continuous or recurring travel status:
  - (1) that portion of the advance which exceeds average monthly reimbursable travel expenses, and
  - (2) those outstanding 10 calendar days following termination of such continuous or recurring travel status.

#### 74. OTHER MEANS OF RECOVERY

The Administrative Accounting Branch will advise a traveler whose advance is considered delinquent that prompt payment is expected. If full payment is not made, the amount of the delinquency will be set off from the traveler's next travel reimbursement voucher, from current salary due, or retirement credit, or his or her estate, or by deduction from any amount due from the United States, or by other legal method of recovery that may be necessary. Salary or other amounts due shall be considered before the retirement credit. In view of these protections, which are specifically included in the law, travelers shall not be required to furnish bonds in order to obtain travel advances (P.L. 92-310, June 6, 1972; 31 U.S.C. 1201(a)). The Agency's payroll system will automatically deduct any outstanding travel advance balance from a separating employee's final pay check.

#### 75. REPORT OF OUTSTANDING TRAVEL ADVANCES

Each month, the Administrative Accounting Branch shall prepare a list of all travel advances outstanding. The list shall include age analysis of each account and state the necessary recovery action. When analysis indicates there is no longer need for the advance, or the balance exceeds the actual need, the matter shall be referred to the appropriate office head for action. The office head will be expected to participate in the recovery action. The lists shall be held by the AAB for comparisons of continuous violators and used by the Director, OFO, the Comptroller, etc., for action deemed necessary. AAB will also forward a letter to the traveler by AAB requesting immediate repayment and indicating that salary deductions will be made if necessary.

## CHAPTER 9

SOURCES OF FUNDS -  
CONTRACTOR-ISSUED CHARGE CARDS AND GTS ACCOUNTS

76. PURPOSE

This chapter prescribes policies and procedures for using the travel and transportation expense payment system which provides for the use of General Services Administration (GSA) contractor-issued charge cards and Government Travel System (GTS) accounts by SBA travelers for the procurement of passenger transportation services, payment to commercial facilities for subsistence (lodging, meals, etc.), and incidental travel and transportation expenses during official travel.

77. DEFINITIONS

For purpose of this chapter, certain terms used herein are defined as follows.

- a. Contractor. The Contractor issuing and administering the Government charge card to be used for official Government travel.
- b. GTS Accounts. SBA's Government Travel System accounts established by contractor at the request of SBA.
- c. SATO. Scheduled Airline Traffic Office. SATOs are travel offices, staffed by scheduled airlines' personnel, that provide reservations, ticketing, and related travel management services for official Government travelers.
- d. FTMC. Federal Travel Management Center. FTMCs are commercial travel agents under contract to GSA that provide reservations, ticketing, and related travel management services for official travelers.

78. INDIVIDUAL EMPLOYEE CHARGE CARDS

- a. Issuing Charge Cards. The Office of the Comptroller shall, in coordination with other management officials, determine employees who shall be issued individual charge cards. Any SBA employee having to conduct official business travel shall complete a government charge card account application and Automated Teller Machine (ATM) Program & Enrollment Form for approval and submission to the contractor by the Office of Financial Operations, Denver. Once the Government charge card application and the ATM Program & Enrollment Form is approved and processed by the Contractor, the charge card and Personal Identification Number (PIN) will be issued directly to the employee in his or her name. The card is valid for a 2-year period from date of issue.

Note: The PIN should not be shared or revealed to anyone. The cardholder is solely responsible for any misuse of his/her card or PIN.



- b. Limitations on Advances. Travel advances for employees with charge cards shall be limited as follows.
- (1) Recurring advances. Employees who are issued charge cards will be expected to reduce the balance of their recurring travel advance. In conjunction with subparagraph 78.b.(2) of this SOP, the amount of the travel advance should be commensurate with the frequency and duration of travel. Due consideration must be given to the amount of expenses that will be charged to the card.
  - (2) Specific advances. Advances required for meals and miscellaneous subsistence expenses will generally be limited to \$25 per travel day, plus an amount for anticipated taxi fares, mileage, and tolls. At the discretion of an authorized approving official, based on abnormal circumstances, the amount advanced per travel day may be increased. Advances will not be made for amounts less than \$50.
- c. Authorized Card Usage. All travel expenses (common carrier, hotel/motel, restaurants, car rentals, etc.) incident to official travel should be charged to the card whenever and wherever possible. The proper use of the card is based on the following criteria.
- (1) It is limited to expenses incurred incident to officially authorized Government travel. Personal and family member use of the card is prohibited. However, common or shared services or facilities (rooms, meals, etc.) with family members or business associates may be charged to the card while on official business. Only the official portion of the charged expenses may be claimed on the travel SF 1012. Purchases made in retail stores are limited to official business.
  - (2) The rules governing the use of Government contract carriers are still applicable when using the card.
  - (3) Employees shall continue to use applicable Federal Travel Management Centers or SATOs for common carrier transportation. If employees do not personally pick up tickets and present their charge cards, the travel facility may require travelers to complete signature on file forms to authorize them to charge the employees' charge cards. Charging tickets more than a week in advance should be avoided unless it is necessary to obtain a discount fare. Otherwise, a situation may develop whereby an employee will receive his or her bill for the ticket prior to receiving his or her reimbursement check or electronic funds transfer payment from Treasury.
  - (4) If an authorized ticketing facility is not available, employees may purchase their tickets directly from the common carrier at the Government rate as set forth in the Federal Travel Directory or at the lowest coach fare available.

(5) Employees shall continue to use prudent travel practices and observe the rules and regulations governing official travel as set forth in this SOP.

- d. Limited Use of Government Transportation System (GTS). Employees who have GSA contractor-issued charge cards shall not use GTSs to purchase common carrier transportation.

Note: Failure to participate in the charge card program or decline or cancellation of the card by the Contractor will forfeit the employee's right to use the GTS account and will require the use of personal funds to travel, unless justification is provided and a waiver is granted by the Comptroller.

## 79. TRAVEL REIMBURSEMENT CLAIMS

- a. Preparing and Submitting SF 1012, "Travel Voucher." Upon completion of official travel, employees must prepare and submit their approved SF 1012 within 5 workdays to the AAB (Denver) through the designated approving and certifying officials. This priority will enable the Administrative Accounting Branch to examine SF 1012s and expedite processing and issuing of travel reimbursement to the traveler in a timely manner by either the ACH payment method or Treasury check. The cost of common carrier services will be itemized on the back of the SF 1012 with a certification that the amount of the claim constitutes the cost of common carrier transportation used.
- b. Method of Reimbursement. SBA employees enrolled in the Direct Deposit/Electronic Funds Transfer (DD/EFT) program for biweekly salary payments will receive their travel reimbursements electronically through the Automated Clearing House (ACH) network. ACH is a processing and delivery network facility that provides for the distribution and settlement of electronic financial transactions. SBA employees may enroll in the program for the purpose of obtaining their travel reimbursements through the ACH network. Those employees who do not wish to enroll in the program will continue to receive their travel reimbursements via Treasury check method.
- c. Transportation Charges and Assignment of Rights. Use of charge cards to purchase passenger transportation services is considered to be a cash purchase. SF 1012s submitted for reimbursement of transportation purchased with charge cards must include the traveler's initials beside the statement in block 12 which assigns to the United States all rights which the traveler has in connection with the recovery of overcharges from the carrier(s).

## 80. UNUSED TICKETS

- a. If a transportation ticket is completely unused, the tickets and passenger coupon should be returned to the travel agent, SATO, or airline representative by the employee and a refund credit receipt should be obtained. This receipt must be retained until the appropriate credit is issued on a subsequent statement. The

employee shall not submit his or her unused tickets with the SF 1012 nor make claims for unused tickets. The claiming of an unused ticket on SF 1012, may be considered falsification of the expense item (see "NOTE" in Block 13 of the SF 1012).

- b. If a charge appears on the statement, but the credit does not, immediate credit can be received in the following way.
  - (1) Subtract the amount of the credit from your payment.
  - (2) Send a copy of the refund credit receipt with the payment to the charge card contractor.
  - (3) The Contractor will monitor the Government credit card account and take whatever steps are necessary to obtain the credit. The cardholder will be advised of the final resolution.

#### 81. PARTIALLY USED TICKETS

- a. If a transportation ticket is partially used, the unused tickets and passenger coupon shall be returned to the travel agent, SATO, or airline representative by the employee and a "refund credit receipt" should be obtained. Copies of the passenger coupon (if available) and the "refund draft" issued by the transportation company representative, along with the charge and "refund credit receipt" slips, must be submitted with the SF 1012 in order to obtain reimbursement for the transportation used. The cost of the unused portion of the ticket cannot be claimed on SF 1012. (See "NOTE" in block 13 of SF 1012.)
- b. If a charge appears on the statement, but the credit does not, immediate credit can be obtained by following the procedure in subparagraph 80.b. of this SOP.

#### 82. LOST TICKETS

- a. Most carriers will attempt to reissue a ticket in accordance with their individual procedures. Employees should explain their ticket loss to the ticket agent and request an alternate ticket. Most carriers will comply if boarding passes have not already been issued against the lost ticket and if the employee can produce proper identification and a copy of the travel orders. However, if an alternate ticket cannot be provided, the employee will have to purchase a new ticket and file a Lost Ticket Application immediately with the office location where the original ticket was purchased.
- b. To obtain a credit on your statement, submit a copy of the Lost Ticket Application following the procedure in subparagraph 80.b. of this SOP.
- c. If the lost original ticket was partially used, a copy of the Lost Ticket Application should be submitted with the SF 1012 along with the charge slip. Employees will

be personally responsible for the cost of the lost tickets and for any Lost Ticket Application service charge.

### 83. MONTHLY CONTRACTOR BILLS AND PAYMENTS

- a. A separate account will be established in the name of each individual SBA cardholder. Bills will be sent out around the middle of each month for all charges incurred. Payment is expected to be made in full within 25 days of the statement date. The SBA Standards of Conduct, 13 CFR. - 105.519, require SBA personnel to pay their just financial obligations in a proper and timely manner. Failure to pay Government charge card bills when due could result in disciplinary action.
- b. The employee will receive a monthly billing statement at his or her home address. A statement will be issued when expenditures are incurred or when a credit is posted to the account. If a monthly statement is not received, the employee should contact the Contractor. A receipt copy of charges will be included with the billing statement when the service establishment submits a copy of the charge to the contractor. If the service establishment submits charges to the contractor on magnetic tape, the charges will be descriptively listed on the statement in lieu of a record of charges.
- c. The employee is personally liable for all charges which have been incurred regardless of whether or not they exceed the amount for which a traveler is entitled to be reimbursed under SBA regulations.
- d. Officials responsible for authorizing travel are to ascertain that an employee's Government charge card account is not delinquent concerning previous travel expenses before authorizing any new travel. Accordingly, these officials will be notified by SBA's Government charge card coordinator of any accounts which are delinquent for 75 days or more.

### 84. BILLING ADJUSTMENTS

If a bill contains a disputed charge, it is the employee's responsibility to contact government credit card company in the following manner to resolve the dispute.

- a. An employee may contact the contractor by telephone.
- b. A letter may be sent to the contractor, in lieu of a telephone call, identifying the disputed item by reference number and describing any circumstances surrounding the dispute.
- c. The contractor will need to know the following:
  - (1) your name and account number;
  - (2) reference number of the disputed charge;

(3) establishment where charge was incurred;

(4) amount of charge; and,

(5) statement date.

#### 85. SECURITY OF THE CARD

- a. Employees will receive the card at their address and will be responsible for exercising the same care and responsibility for the security of the card and number as they would with a personal charge card.
- b. The card shall be maintained by the employee only.
- c. Employees should exercise caution and care in giving the card number to another employee to make travel arrangements on their behalf and when giving signature on file authorizations to travel agents or SATO offices.
- d. Employees are encouraged to black out the charge card number from any receipts submitted with their SF 1012.

#### 86. LOST OR STOLEN CARDS

- a. If a charge card is lost or stolen the nearest office of the contractor.
- b. The employee is not liable for any fraudulent charges if the card is lost or stolen, provided he or she promptly notified the contractor. The employee may be required to review any charges considered fraudulent and sign an affidavit of forgery stating he or she did not make the charges. All charges will be the employee's responsibility should he or she refuse to sign the affidavit.
- c. A replacement card will be mailed to the employee within 24 hours if the card has been lost or stolen in the United States or Canada. "While-you-wait," replacement of lost or stolen cards will be available at designated contractor offices overseas and in the Washington, D.C. area office.

#### 87. EMPLOYEE TRANSFERS WITHIN THE AGENCY

Employees shall notify their Agency coordinator when they are transferred from one office or organization within the Agency to another. This notification is necessary to keep internal management reports current.

#### 88. RETURN OF CARD

- a. When an employee retires, leaves the Agency, or transfers to another Government agency, the following procedures must be strictly adhered to in order for clearance to

be obtained from the Office of Financial Operations, Administrative Accounting Branch.

- b. Central Office. The cards must be cut in half and forwarded to the Agency Coordinator, Office of Financial Operations, Denver.
- c. Field Offices. The cards must be cut in half and forwarded to the Administrative Officer who will forward them to the Agency Coordinator, Office of Financial Operations, Denver.
- d. The approving official must certify on the SBA Form 78, "Final Salary Clearance," that the card has been returned.

#### 89. EMPLOYEE RIGHTS

Under the terms of its contract with the General Services Administration, the contractor company may not do the following.

- a. Establish preset expenditure limits.
- b. Conduct credit checks on employees designated to receive Government cards.  
  
Note: The contractor may request a credit report in connection with any update, renewal of the card or the account, or future extension of credit.
- c. Release credit information to other than authorized employing Agency officials or the individual cardholder.
- d. Sell or otherwise provide employees' names or addresses to other commercial interests.
- e. Charge membership, interest, or late payment fees.
- f. Include commercial advertisements or other forms of solicitation with monthly billing statements.
- g. Issue or cancel employee cards without the concurrence of the authorized Agency coordinator.
- h. Hold employees liable for any charges made with lost or stolen cards, provided the employee notifies the contractor promptly upon discovering that his or her card has been lost or stolen.

## 90. GOVERNMENT TRAVEL SYSTEM (GTS) ACCOUNTS

- a. Establishment. GTS accounts will be established in SBA offices which use FTMCs or SATOs.
- b. Use of GTS Accounts. GTS accounts are to be used for the purchase of common carrier tickets only, principally for infrequent travelers and other employees not designated to receive individual charge cards and employees that have requested, but have not received their individual Government-issued credit card. However, disaster employees that are required to travel prior to receiving the Government issued government credit card may use the specifically established GTS Lodging account to purchase lodging for official travel only until such cards are issued. (Employees with individual charge cards shall not use the GTS account.)

Note: Failure to participate in the Government charge card program or decline or cancellation of the Government charge card by the contractor will forfeit the employee's right to use the GTS account and will require the use of personal funds to travel, unless justification is provided and a waiver is granted by the Comptroller.

- c. Travel Reimbursement Claims. Upon completion of official travel, the traveler shall complete and submit a SF 1012 to the Administrative Accounting Branch (Denver) through the designated approving and certifying officials. In block 12 of the SF 1012, first section, inscribe "GTS."
- d. Unused Transportation Tickets. Travelers shall return any unused transportation tickets (wholly or partially unused) to the FTMC or SATO that furnished them. A credit will either be issued directly to the individual cardholder's account, if this was the method used to purchase the ticket(s), or against the Agency's centrally billed account for tickets purchased against the GTS account. The FTMC or SATO will issue a refund advice to the traveler. The traveler shall furnish the credit or refund advice to the Administrative Officer for field office employees or Central Office Cashier for Central Office employees. A photo copy of the credit or refund advice will be attached to the SF 1012 when submitted to the Administrative Accounting Branch.

Pages 105 - 106 (Reserved)







## CHAPTER 10

CLAIMS FOR REIMBURSEMENT91. STANDARD FORM 1012. "TRAVEL VOUCHER"

- a. Only Authorized Form. SF Form 1012, "Travel Voucher," is the only authorized form for claiming reimbursement of travel expenses when per diem and/or subsistence is involved. It shall be prepared by typewriter or by pen and permanent ink. Only the original should be signed by the traveler and the approving official and forwarded to the Administrative Accounting Branch (Denver) for examination, certification, and payment. If additional space is required, the back of another SF 1012 is to be used, leaving the front blank. Proper page numbers and last name of traveler must be included in the spaces provided. To prevent possible duplicate payment, photocopies of the SF 1012 are NOT acceptable for payment.
- b. Identification. For the purpose of identification and the timely processing of SF 1012s, each traveler should include his or her social security number in the space provided on SF 1012. In view of the Privacy Act of 1974, the inclusion of social security numbers is voluntary; however, its inclusion is mandatory on vouchers claiming travel and/or relocation allowances which are or may be taxable income. Failure to provide the requested social security number may result in delay or suspension of reimbursement.
- c. Responsibility for Preparation. Travelers are responsible for the accurate and complete preparation of their claims. Their responsibility for errors of omission or commission cannot be shifted to another individual. (See note included in block 13 of SF 1012.) Erasures and alterations in the totals on a receipt must be initialed by the person who issued the receipt. Other erasures and alternations on vouchers (i.e. clerical errors) or on receipts must be initialed by the traveler.
- d. Preparation of Travel Vouchers for Other Than SBA Employees. Whenever persons other than SBA employees have been requested to travel in the interest of SBA business, the office requesting their travel shall be responsible for assisting them in preparing their travel reimbursement vouchers.
- e. Method of Reimbursement. Effective March 1, 1992, SBA employees enrolled in the Direct Deposit/Electronic Funds Transfer (DD/EFT) program for biweekly salary payments will receive their travel reimbursements electronically through the Automated Clearing House (ACH) network. ACH is a processing and delivery network facility that provides for the distribution and settlement of electronic financial transactions. SBA employees may enroll in the program solely to receive their travel reimbursements through the ACH network. Those employees who do not wish to enroll in the program will continue to receive their travel reimbursements via Treasury check method.

92. STANDARD FORM 1164, "CLAIM FOR REIMBURSEMENT FOR EXPENDITURES ON OFFICIAL BUSINESS"

The Standard Form 1164 may be used by travelers to make reimbursement claims for local travel when no per diem or subsistence is involved. The SF 1164 may also be used by travelers to make reimbursement claims for non-local travel of privately owned vehicle (POV) expenses, when no per diem or subsistence is involved, i.e., when no lodging cost is incurred and the period of official travel is 10 hours or less. This form should be properly completed, showing in the "From" column, the complete name and address where travel commenced and in the "To" column, the complete name and address where travel ended.

- a. Central, field and disaster office employees will be allowed to receive up to \$150 from the imprest fund cashier for local travel reimbursement, if funds are available and an SF 1164 is properly completed. In emergency situations, up to \$300 may be reimbursed from the imprest fund, if pre-approved by the office director in the field or the Director, Office of Accounting Operations (OAO), for Central Office employees.
- b. Field and disaster area office employees that are unable to receive reimbursement through the imprest fund should submit their completed SF 1164 to the local office, for input directly into the FFS administrative accounting system. The FFS will allow input from an SF 1164 up to \$300 provided proper approval has been obtained. This entry into the FFS will result in the issuance of an ACH payment or a Treasury check directly to the traveler.
- c. Central Office employees unable to have their approved SF 1164 for processing through the Central Office cashier, should continue to submit their SF 1164s to the AAB/OFO, Denver, for reimbursement by either the ACH payment method or Treasury check.
- d. When central, field, or disaster employees SF 1164 exceeds \$300, it must be submitted to AAB/OFO, Denver, for processing. The FFS will not allow input of amounts that are greater than \$300 from the SF 1164. The processing of these documents by AAB/OFO, Denver, will result in the reimbursement to the traveler by either the ACH payment method or Treasury check.

93. RECORDS OF TRAVEL AND EXPENSE

All persons authorized to travel on business for the Government should keep a record of expenditures properly chargeable to the Government, noting each item and the time and date at which the expense is incurred. A copy of SF 1012, SF 1012a (yellow memorandum), or SF 1164 may be used for this purpose. It will facilitate preparing the travel voucher, as all expenses will be arranged by date for easy transcription by a secretary or typist.

#### 94. FRAUDULENT CLAIMS

A claim against the United States is forfeited if the claimant attempts to defraud the Government in connection therewith (28 U.S.C. 2514). In addition, there are two criminal provisions of the U.S. Code under which severe penalties may be imposed on a traveler who knowingly presents a false, fictitious, or fraudulent claim against the United States (18 U.S.C. 287 and 1001). Traveler's claims for reimbursement shall accurately reflect the facts involved in every instance so that any violation or apparent violation of those provisions may be avoided. When it is determined that a traveler has submitted a claim, part of which is believed to be fraudulent, that part will be deducted from the total claim and not paid to the traveler under any circumstances. If that portion has been paid to the traveler and has been subsequently determined to be fraudulent, the traveler will be required to reimburse that amount to SBA. If any reviewing official suspects that a traveler has submitted a fraudulent claim, a referral should be made to the cognizant Central Office Duty Station of the Investigations Division, OIG.

#### 95. VOUCHER PREPARATION

##### a. Itemization.

- (1) Chronological order. Expenses incurred shall be itemized on the SF 1012 in chronological order, except that travelers may enter total amounts spent during a voucher period for local telephone calls; local metropolitan streetcar, bus, and subway fares; and parking meter fees.
- (2) Leave of absence. When leave of absence of any kind is taken while in travel status, the exact hour of departure from and return to duty status must be entered on the SF 1012.
- (3) Indirect-route travel. When, for personal reasons, travel is performed over an indirect route, the SF 1012 must reflect the details of the expenses actually incurred, the hour of departure from post of duty, and the hour of arrival at post of duty. Comparative SF 1012s should be prepared and submitted when such circumstances cannot be easily explained in a single SF 1012. (See (2) above when leave has been taken.)
- (4) Reclaiming suspended items. The reclaiming of items suspended from previous SF 1012 must be entered after all other items, or they may be reclaimed on a separate SF 1012.
- (5) Receipts attached chronologically. Receipts must be attached to the SF 1012 in the order of the occurrence.

b. Subsistence Claims.

- (1) Per diem. Where per diem is authorized, the itemization of subsistence expenses must not be made on the SF 1012. The exact period for which per diem is claimed must be stated.
- (2) Actual subsistence expenses. When actual subsistence reimbursement is authorized, travelers shall itemize on the SF 1012 each expense for which reimbursement is claimed on a daily basis. (See paragraph 48 of this SOP.)

c. Transportation Expenses.

- (1) When Using Government-Issued Credit Card or Cash. Travelers using their Government-issued credit card or cash to purchase authorized passenger transportation service for official travel shall account for those expenses on the SF 1012, furnishing pertinent receipts, passenger coupons, or other appropriate evidence to support the claim for reimbursement. Receipts are not required for local transit system fares. Travelers who have procured passenger transportation services with their individually Government-issued credit card or cash shall assign to the Government his/her right to recover any excess payment involving a carrier's use of improper rates by initialing the following statement in block 12 of the SF 1012: "I hereby assign to the United States any rights I may have against other parties in connection with any reimbursable transportation charges described below, . . ."
- (2) Travel by privately owned vehicle. When travel is performed by privately owned motorcycle or automobile, the points between which travel is performed shall be shown on the SF 1012. Distances should also be noted on the voucher. Mileage claims may be verified against standard highway mileage guides. (The "Rand McNally Road Atlas" is the official guide for this purpose.) Any excess mileage, unusual condition, or circumstance that may affect allowances must be adequately explained on the SF 1012. If odometer readings are not available due to a broken odometer, etc., the claim may be based on map mileage for point to point travel. When transportation is authorized by a privately owned vehicle on an actual expense basis, a statement shall also be furnished showing: the type and make of vehicle used; the quality of gasoline and oil consumed; places between which the travel was performed; the distance traveled; unit price per gallon or quart paid; and whether all gasoline, oil, garage rent, feed and stabling of horses, and bridge, ferry, or other tolls for which claim is made were used for or required by official travel.
- (3) Special conveyance. When a special conveyance is used, the SF 1012 must show the dates, points of travel, and the kind of conveyance used. When mileage is claimed, the rules in (2) above will apply.

- (4) Payment to other employees. Reimbursement shall not be allowed for payments made to other Government employees for transportation expenses except in cases of necessity. Such cases of necessity shall be satisfactorily explained.
- d. Return to Official Station or Home on Non-Workdays. When return to the official duty station or place of abode from which the employee commutes daily to his/her official temporary duty station is made over a weekend or on any non-workday, the following information will be entered on the SF 1012.
- (1) Date and hour of departure from temporary duty point and arrival at official duty station (or home).
  - (2) Date and hour of departure from official duty station (or home) and return to temporary point.
  - (3) Cost of transportation for round trip or the round trip mileage traveled by privately owned vehicle. (Mileage is not payable if the employee travels as a passenger in another Government traveler's privately owned vehicle.)
- e. Foreign Travel.
- (1) Foreign currencies used. Persons traveling in foreign countries will report their reimbursable expenses by item and in the currency of the country in which the expenses are incurred. The total expenditures in foreign currency must be converted into United States dollars at the rate of exchange at which the foreign currency was obtained. The rates of conversion and the commissions charged must be shown.
  - (2) Claims for exchange fees. Charges for cashing United States Government checks issued to reimburse expenses incurred for travel in foreign countries shall be allowed in subsequent SF 1012s.
- f. Erasures and Alterations. Erasures and alterations to totals on the SF 1012 must be initialed by the traveler. Erasures and alterations to totals on receipts must be initialed by the person who signed the receipt.
- g. Purpose of Travel Statement. The purpose(s) of travel shall be stated on the SF 1012 form for each trip for which reimbursement is being claimed. If travel is performed for several different purposes such as travel authorized under a limited open authorization, the purpose of travel for each trip must be stated on the reimbursement claim. The purpose of travel statement should be consistent with the purpose(s) stated on the corresponding SBA Form 21, "Travel Authorization" (see appendix 5).

## 96. FREQUENCY OF PREPARATION AND SUBMISSION

### a. Timely Submission of Forms.

- (1) SF 1012, "Travel Voucher" - All travelers should submit their SF 1012 within 5 days after the completion of the trip, but in any case no later than the 10th of the month following the month in which travel was performed. However, see exceptions in b. through e. below.
  - (2) SF 1164, "Claim for Reimbursement for Expenditures on Official Business" -The time limitation for filling an SF 1164, "Claim for Reimbursement for Expenditures on Official Business," is set for three (3) months from the date of occurrence. All SBA employees (including SCORE/ACE volunteers and National Advisory Council members) must file their claims within this three month timeframe, otherwise they lose the right to file such claims.
- b. For Trips with Travel Advances Outstanding. SF 1012s shall be submitted within 5 workdays after completion of the trip. If the SF 1012 does not liquidate the total amount of the advance, a check for the remaining balance shall be attached to the SF 1012.
  - c. For Change of Official Station. SF 1012s shall be submitted to the Administrative Accounting Branch, Denver, immediately upon completion of travel and/or shipment of household goods.
  - d. Travel 30 Days or Longer. Travelers may submit two vouchers within a month, but in any case at least monthly. Upon completion of the trips and if travel advance(s) is outstanding the procedures in b above will apply.
  - e. SCORE/ACE Volunteers. SCORE/ACE volunteers shall be permitted, at their option, to accumulate their official reimbursement expenditures on a 30-day basis. Such monthly claims should be forwarded to the Administrative Officer at the local office for review and submission to the Administrative Accounting Branch, Denver, on or after the 15th of each month. (See paragraph 103 of this SOP for additional procedures concerning the submission of the SF 1012 by SCORE/ACE volunteers.)

## 97. SUPPORTING DOCUMENTS AND RECEIPTS

- a. Types of Documents. In addition to required expense statements or other declarations, the SF 1012 shall be supported, as applicable, by documents and receipts prescribed below.
- b. Supporting Documents. The following documents, when applicable, shall be submitted in support of SF 1012s.

- (1) SBA 21, or Letter of Invitation for private persons.
  - (2) Certificate of non-availability of United States carriers.
  - (3) Authorization required under chapter 3 when first-class accommodations are used.
- c. Receipts Required. Receipts are required for allowable cash expenditure of amounts in excess of \$25, plus any applicable tax. Receipts are required for the following regardless of the amount.
- (1) Lodging.
  - (2) Excess baggage (the receipt shall indicate the weight of the baggage and the points between which the baggage was moved).
  - (3) Baggage transfer and checking charges.
  - (4) Clerical assistance.
  - (5) Fees relating to travel outside the conterminous United States.
  - (6) Stenographic and typing service, etc.
  - (7) Shipments, freight and express, regardless of amount.
  - (8) Steamer chairs, steamer cushions, and steamer rugs.
  - (9) Storage of baggage or property.
  - (10) Telegrams, cablegrams, radiograms (a statement must be furnished showing the points between which service was rendered, the date, the amount paid for each telegram, cablegram, or radiogram, and that they were required on official business).
  - (11) Telephone messages and long distance calls.
  - (12) Copies of records, etc., furnished by State officials (clerks of courts, etc.).
  - (13) Individually Government-issued credit card and cash payment for passenger transportation services.
  - (14) Registration fees and other expenses in connection with attendance at meetings.
  - (15) Operating expenses of special conveyance or rental cars such as gasoline, oil, garage and hangar rent, feeding and stabling of horses.



- (16) Rental of rooms for official business.
- (17) Rental of typewriters.
- (18) Specialized, personnel, such as guides, interpreters, packers, and drivers of vehicles.
- (19) Hire of special conveyance or rental cars. Receipts are required in support of claims for reimbursement of hire of special conveyances, such as livery, boat, automobile, aircraft, etc., (but not for taxicab fares for local transportation). The receipt must describe the service hired, the service rendered, and the rate of compensation by the day, hour, or other unit, as may have been agreed upon, and when applicable, an itemized account of any funds spent in paying damages sustained by the vehicle. If the subsistence of a driver or team is included in the cost, that fact must be stated. A receipted bill or other form of receipt may be accepted, provided it is made to show the period of time and service rendered or articles purchased and the unit price.

d. Lack of Receipt.

- (1) Impracticable to Obtain. If it is impracticable to furnish receipts in any instance, as required above, the failure to do so must be fully explained on the SF 1012. Mere inconvenience in the matter of taking receipts shall not be considered. In no case shall a receipt be taken in duplicate.
- (2) Confidential Expenditure. When the duties of the traveler are of a confidential nature and the public interest so requires, the requirements for receipts may be waived by the appropriate approving official. A statement must be noted on the SF 1012 that a waiver was granted.

98. "NO AMOUNT" VOUCHERS

When a GTS is used for travel, but there is no claim for per diem or other expenses, the traveler shall submit an SF 1012 promptly following the completion of travel. The SF 1012 shall be approved in the usual manner, and forwarded to the Administrative Accounting Branch (AAB), Denver. The travel itinerary shall be shown.

- a. When a ticket is purchased under the GTS account and is not used it shall be returned to the issuing agent for credit or refund advice. A photocopy of the credit or refund advice must be attached to the SF 1012. When there are other amounts for reimbursement to the traveler, the transaction(s) should be reported on the pertinent SF 1012.

- b. When there is no claim for per diem or other expenses, a "No Amount" SF 1012 must be prepared and forwarded to the AAB, Denver, promptly.

#### 100. REVIEW AND APPROVAL OF TRAVEL VOUCHERS AND PAYMENT OF TRAVEL REIMBURSEMENTS

- a. Prior to transmittal to AAB, the SF 1012 or SF 1164 must be administratively reviewed and approved. The purpose of the administrative review of the completed reimbursement document is primarily to ensure that the travel for which expenses are being claimed was performed as authorized. This review should not be a detailed audit for accuracy and shall not duplicate the functions of the voucher examiners and certifying officers in AAB, but should be consistent with a supervisor's review responsibilities outlined in subparagraph 3.c. of this SOP.
- b. Approval delegations will be granted only to heads of organizational units and supervisors responsible for administrative direction of travel. The same individuals who have been delegated the authority to approve travel are also delegated the authority to certify that long distance telephone calls claimed on an SF 1012 are necessary in the interest of the Government. Approving officials may not approve their own travel vouchers unless authorized in paragraph 7 of this SOP. If the designated approving official does not have personal knowledge of the travel performed, he/she should obtain the initials of the supervisory official who does have such knowledge. The SF 1012 or SF 1164 for SCORE/ACE volunteers and Advisory Council members may be approved by the designated officials who authorized the travel.
- c. Approval designations shall be by functional title and not by name. A copy of each designation shall be furnished to the AAB, Denver.
- d. If the SF 1012 is inadequately prepared or incomplete, the approving official should return the voucher to traveler.
- e. If the approving official does not approve of one or more items on the SF 1012, he/she should approve the portion of SF 1012 and address a letter to the AAB, indicating the reason(s) why administrative approval is withheld on disallowed items. This action should be taken only when the approving official doubts the propriety of all or a major portion of the entire claim. (The SF 1012, with approving official's signature, should accompany the letter.)
- f. If post approval of travel not previously authorized is necessary, authorization must be prepared and submitted with the SF 1012.
- g. Effective March 1, 1992, SBA employees who are enrolled in the Direct Deposit/Electronic Funds Transfer (DD/EFT) program for salary payments will receive their travel reimbursements electronically through the Automated Clearing House (ACH) network. ACH provides for the distribution and settlement of

electronic financial transactions. Employees may enroll in the program solely to receive their travel reimbursements, through the Automated Clearing House Network. Those employees who do not wish to enroll in the program will receive their travel reimbursements via the Treasury check method.

#### 101. SUSPENSION OF CHARGES

Items on the SF 1012 that are not properly stated in accordance with these procedures, or not supported by receipts when required, will be suspended. The traveler will be notified of such suspension and given the reasons therefore.

#### 102. RECLAIMS

If the traveler wishes to reclaim a suspended amount, he/she should prepare the SF 1012 in the usual manner, including only the item(s) in question, and provide new supporting data to support suspended expense. The reasons for reclaim should be stated briefly and concisely, but with enough information to enable AAB, Denver, to determine the propriety of payment of the reclaim amount. The original suspension notice should accompany the reclaimed SF 1012. A small amount should be reclaimed on the next regular SF 1012 rather than on a separate SF 1012. The total of the suspended amount(s) reclaimed should be included in item 13 of the SF 1012.

#### 103. SCORE/ACE TRAVEL REIMBURSEMENT CLAIMS

Travel reimbursement claims of SCORE/ACE volunteers will be made as follows.

- a. All claims for local travel which do not include per diem, will normally be paid from the local imprest fund, by the use of SF 1164, "Claim for Reimbursement for Expenditures on Official Business." The form will be properly completed, showing in the "FROM" column, the complete address where travel commenced and in the "TO" column, the complete address where travel ended. If a visit was made to a small business concern, the name of the establishment should also be shown. The amount claimed on the SF 1164 will be subject to the normal administrative limitations, including the maximum disbursement of \$150. If the SF 1164 exceed this amount, the form should be forwarded to the AAB, Denver, for reimbursement via the Treasury check method.
- b. Volunteers remotely located from the local SBA office may mail their SF 1164s to the local office for processing in the Federal Financial System (FFS). A check will be forwarded to the SCORE/ACE volunteer by Treasury check. This procedure will be limited to a monthly claim of at least \$10.
- c. All travel expenses involving subsistence must be claimed by using the SF 1012, "Travel Voucher," which shall be submitted to the AAB through the local office.

- d. The time limitation for filing an SF 1164 is set for three (3) months from the date of occurrence. All SBA employees (including SCORE/ACE volunteers and National Advisory Council members) must file their claims within the three-month timeframe, otherwise they lose their right to file for claims.
- e. The budgetary coding to use in connection with the foregoing is as follows.

Organization: 4-digit office identification code.

Fund/FY: 9 followed by the last digit of the digit of the fiscal year in which travel was made, i.e., 92 for fiscal year 1992.

Object Class (BOC) if:

From imprest fund:	2591
For site visits:	2113
For meetings:	2121
Activity:	70160



## CHAPTER 11

SPECIAL PROVISIONS104. PURPOSE

This chapter deals with travel circumstances not ordinarily present in day-to-day operations, but which may confront travelers or supervisory officials occasionally.

105. TEMPORARY DISASTER EMPLOYEES

In accordance with section 5(b)(8) of the Small Business Act (15 U.S.C. §634(b)(8)), any person employed by SBA to render temporary service in connection with disaster loan work may be authorized transportation expenses and per diem from the SBA office to which appointed, to and while at the disaster area and other posts of duty relating to such assignment; and upon completion of assignment, return to the SBA office to which appointed. In such cases, the employing office shall be shown in the "Official Duty Station" block on SF 1012, "Travel Voucher." Payment of per diem must be limited to a period not in excess of 6 months for any one employee for any one disaster. Even though authority may be obtained by the appointing officer to extend the original appointment(s) for a period or periods totaling more than 6 months, the above mentioned 6 month limitation still applies. An SBA 21 shall be issued for all travel of temporary disaster employees (see paragraph 6). Under item 13, "Remarks," the following will be shown.

- a. Date employee entered on duty.
- b. Date on which per diem must terminate.
- c. Statement that employee cannot be paid per diem in excess of 6 months for any one disaster.
- d. Provision that return trip must commence no later than 2 weeks after termination of employee from SBA. (Otherwise return trip will be at employee's expense.)

106. WITNESSES

- a. SBA Employees. An employee's entitlement to travel as a witness is not limited to judicial proceedings but includes any proceedings for which he or she is called upon. The summons may be in the form of any written request, invitation, or call evidenced by an official writing. The procedures governing testimony of employees are in SOP 40 03; "Disclosure of Information," and those governing court leave are in chapter 6, SOP 36 30, "Leave." Employees are entitled to travel when summoned to testify as follows.

- (1) When summoned, or assigned by SBA, to testify as a witness on behalf of the United States in an official or non-official capacity, or to produce official records, an employee may be reimbursed for travel expenses and per diem in lieu of subsistence.
  - (2) When summoned, or assigned by SBA, to testify as a witness on behalf of a party other than the United States in an official capacity, or to produce official records, an employee is entitled to reimbursement for travel expenses and per diem in lieu of subsistence. However, any monies received from the court authority or party which caused him or her to be summoned must be submitted to the Central Office Cashier.
  - (3) When summoned to testify as a witness on behalf of a State or local government in a non-official capacity, an employee is not entitled to travel or per diem. Any monies received (other than for travel) must be submitted to the Central Office Cashier.
- b. Private Persons. Private persons who have received letters of invitation signed by appropriate SBA officials shall be entitled to reimbursement for travel expenses and per diem (subparagraph 6.b.(4)).

#### 107. LOCAL TRAVEL FOR TRAINING OR OTHER OFFICIAL BUSINESS

- a. Definition. Local travel is defined as travel performed within and adjacent to the official station of an employee, when the travel is necessary to conduct official business for SBA. The corporate limits of the city or town and the usual commuting area of the official station should be considered in establishing boundaries for local travel. The usual commuting area for local travel purposes should be that served by local transportation facilities such as buses, streetcars, subways, taxicabs, boats, and trains. Regional administrators shall administratively determine the area to be covered by local travel in their region. For Central Office employees in the Washington, DC, metropolitan area, the local travel area has been established as follows: the District of Columbia, the cities of Alexandria, Fairfax, and Falls Church in Virginia; Arlington and Fairfax Counties in Virginia; and Montgomery and Prince George's Counties in Maryland. Central Office employees physically located outside the Washington, DC metropolitan area but organizationally assigned to the Central Office shall use the local travel area established by the appropriate regional administrator.
- b. Policy. When an employee travels locally for training, conferences, meetings or other official business for SBA, pre-authorization to commute directly to the temporary duty site from the employee's residence versus leaving from the official duty station is required by the appropriate authorizing official. Transportation may include Government conveyance, public conveyance, or privately-owned vehicle (POV). Prudent discretion should be exercised by the authorizing official to assure that the authorized transportation is the most cost efficient method for the U.S.

Government. If a privately owned vehicle is authorized and used, the mileage rate shall not exceed the current POV mileage rate. Reimbursement for taxi fare shall be allowed, subject to limitations in paragraph 14 of this SOP, only when such mode of transportation has been approved by the authorizing official as a necessary expense. The traveler is required to submit all necessary receipts when claiming reimbursement on local travel.

However, when it is advantageous to the Government for an employee to come first to his/her official duty station and then proceed to the temporary duty station, the cost the employee incurs to "commute" to and from his official duty station is a personal expense and is not to be reimbursed by the Government. The employee will be reimbursed only for the additional cost incurred, i.e., the difference between normal commuting cost and the cost actually incurred. The same rule applies when the employee travels first from his/her residence to the temporary duty station, then on to his/her official duty station.

Meetings convened at the duty station by an employee's supervisor are work related duties. Travel expenses are commuting costs and are not reimbursable, regardless of the time period involved. Employees working overtime and performing their usual duties will not be reimbursed for travel costs. However, when the employee is dependent on public transportation and incident to officially ordered work outside of their regular work hours, travel will occur during hours of infrequently scheduled public transportation or darkness, SBA may reimburse for the usual taxicab fare, plus tip.

- c. Modes of Transportation. Employees shall use the least expensive modes of transportation for local travel whenever possible. Approving officials have the authority to limit reimbursement to the public transportation fare (bus, subway, or streetcar), when public transportation is reasonably available. Interagency motor-pool vehicles must be used for performing local travel when available and their use is advantageous to the Government. Privately-owned vehicles may be used to perform local travel on a mileage basis at the current rates in effect. (See chapter 4, "Travel by Privately-Owned Conveyance," for applicable rates). The use of taxicabs shall be allowed for local travel only when public transportation is not available and/or circumstances warrant their use as being advantageous to the Government.
- d. Travel Authorization. An SBA 21, is not necessary for travel solely within the local travel area. Travel outside the designated local travel area must be authorized on an SBA 21, regardless of whether per diem is involved.
- e. Reimbursement Procedures.
  - (1) Reimbursement for allowable transportation expenses incurred in performing local travel by all modes of transportation shall be claimed on SF 1164, "Claim for Reimbursement for Expenditures on Official Business." The employee's actual home address shall be shown on the SF 1164 in block c (mailing



address) not the office address. The signature of the approving official on the SF 1164 shall indicate that the mode of transportation used to perform the local travel was more advantageous to the Government than other available modes of transportation.

- (2) When submitting an SF 1164 to the imprest fund cashier for reimbursement of local travel expenses which involves commuting travel, the following statement must be included on the face thereof: "Reimbursement is for expenses exceeding the employee's normal commuting costs." This requirement is applicable only to those situations where commuting travel is involved.
- (3) Employees who perform local travel regularly should maintain, on the original only of the SF 1164, a running record of all expenses incurred for each trip. When reimbursement is required, but generally not more frequently than once a month, the form shall be signed by the employee and submitted through channels to the approving officer. After approval, the claim shall be submitted to an imprest fund cashier if one has been authorized and the expense is within payment authority, or through the Administrative Accounting Branch for payment by check or electronic funds transfer. It is appropriate for one traveler to pay and claim reimbursement for an entire expense (taxicab fare, bridge toll, etc.) when local travel involves two or more employees engaged on official SBA business. The names of the travelers accompanying the claimant should be shown on the SF 1164.

- f. Time Limitation for Filing, SF 1164. The time limitation for filing an SF 1164 is set for three (3) months from the date of occurrence. All SBA employees (including SCORE/ACE volunteers and National Advisory Council members) must file their claims within the three-month timeframe, otherwise they lose the right to file for such claims.

Three reimbursement claims on the SF 1164 for use of a taxicab under conditions described in subparagraph 107c of this SOP shall include a complete explanation of the circumstances which justified use of a taxicab between an employee's office and home, including the hour of departure from the office. The justification must show (1) that the employee is dependent upon public transportation for travel incident to officially ordered work outside of the regular work hours and (2) that the travel was performed during hours of infrequently scheduled public transportation or darkness. The form shall be signed by the employee and submitted through channels to the approving officer.

#### 108. PERSONNEL ON ASSIGNMENTS UNDER THE INTERGOVERNMENTAL PERSONNEL ACT (IPA)

- a. Synopsis. Travel and transportation expenses and allowances for personnel on assignments under the Intergovernmental Personnel Act (IPA) are subject to the Federal Travel Regulations and agreements between SBA, the State and local

governments involved, and the personnel so assigned. SOP 33 34 specifies the individuals authorized to negotiate and sign assignment agreements with representatives of non-Federal jurisdictions.

- b. SBA Personnel. SBA employees assigned to new locations under the authority of this Act may be paid transportation expenses and per diem to and from the assigned location, and per diem at the location during the period of assignment; or transportation expenses and per diem to and from the assigned location, and the cost of shipping their household goods. The authority for either must be administratively determined and so specified on Optional Form 69, "Assignment Agreement." A copy of the OF 69 must be attached to the travel voucher for reimbursement. The per diem rates allowed while at the assigned location will be the same as those allowed for employees in long-term training (see paragraph 35 of this SOP). All other travel allowances and restrictions in this SOP will apply. Travel and per diem allowances will be charged to the activity from which the employee was assigned unless otherwise specified.
- c. State and Local Government Personnel. State and local government personnel who have been assigned to SBA under this act will receive the same travel and per diem allowances as SBA personnel.

#### 109. TAX EXEMPTION ON LODGING IN CERTAIN LOCALITIES

Employees on official travel may obtain exemptions from lodging tax by submitting exemption certificates at lodging establishments in certain areas. The areas listed below are the only ones exempting lodging tax to Government employees. However, should regional offices discover new localities providing exemption from lodging tax for travelers on official business, a memorandum should be addressed to the Comptroller for evaluation. Tax exemption certificates may be used only when traveling on official business. Use of this certificate for personal travel is considered fraudulent. **The use of fraudulent certificates is prohibited.** Only original certificates, for the related locality, will be used. The areas currently offering tax exemptions are as follows. (Note: A listing of areas offering tax exemptions may also be found in the Federal Travel Directory.)

#### CALIFORNIA

- a. Concord. Exemption certificates may be obtained from the lodging establishment.
- b. Long Beach. Exemption certificates may be obtained from the lodging establishment or the City of Long Beach, Business License Section, 333 West Ocean Boulevard, Long Beach, CA 90802. (A copy of SBA 21 must also be presented.) For assistance call (213) 590-6212.

- c. Los Angeles. Exemption certificates may be obtained from the lodging establishment. Exemptions are only available with the use of the Government issued credit card. For assistance call (213) 626-9271.
- d. Millbrae. Exemption certificates may be obtained from the lodging establishment.
- e. Monterey County. (For the cities of Monterey, Carmel, King City, Big Sur, Carmel Bay and Pebble Beach.) Exemption certificates may be obtained from the lodging establishment. For assistance call Monterey County Clerk's Office at (408) 667-2770.
- f. Orange County. (Excludes the city of Anaheim.) Exemption certificates may be obtained from the lodging establishment.
- g. Oxnard. Exemptions are available with the use of the Government issued credit card and presentation of official travel order.
- h. San Bruno. Exemption certificates may be obtained from the lodging establishment or by contacting the city finance office at (415) 877-8883.
- i. San Francisco. Exemptions are only available with the use of the Government issued credit card. For assistance call (415) 554-4431.
- j. San Jose. Exemption certificates may be obtained from the lodging establishment or City of San Jose, Finance Department-Treasury Division, Room 217, City Hall, San Jose, CA 95110-1787. For assistance call (408) 277-4184.
- k. Seaside. Exemptions are available by presenting an official travel authorization, properly completed tax exemption certificate, and satisfactory credentials to the lodging establishment. For assistance call the Revenue Office at (408) 899-6243.
- l. Ventura. Exemption certificates may be obtained from the lodging establishment. For assistance call (805) 654-7857.

### **DELAWARE**

- m. State of Delaware. Exemption certificates may be obtained from GSBA, Federal Supply Service Bureau, Traffic and Travel Coordinator (4FBT-2), 26 Federal Plaza, New York, NY 10278. For assistance call 212-264-1259.

### **FLORIDA**

- n. State of Florida. Exemptions are available by presenting an official travel authorization to the lodging establishment.

**NEW YORK**

- o. State of New York. Exemption certificates may be obtained from GSBA, Federal Supply Service Bureau, Traffic and Travel Coordinator (4FBT-2), 26 Federal Plaza, New York, NY 10278. For assistance call (212) 264-1259, or State of New York, Department of Taxation and Finance Forms Control Unit, State Campus, Albany, NY 12227.

**OKLAHOMA**

- p. Oklahoma City. Exemption forms may be obtained from lodging establishment.
- q. Tulsa. Exemption are available by presenting an official travel authorization.

**OREGON**

- r. Portland. Exemption may be obtained by a letter on SBA letterhead stating the traveler is on official business and will be reimbursed by the Federal Government, or by presenting a copy of an official Government travel authorization. The traveler's name and travel dates must be specified. Should traveler have problems claiming the exemption, refer hotel operators to the Bureau of Licenses at (503) 796-5157.
- s. Washington County. Exemptions are available by presenting an official travel authorization and properly completed tax exemption certificate. All unincorporated areas, as well as the following cities, do not exempt travelers: Beaverton, Forest Grove, Hillsboro, Tigard, Tualatin, and Wilsonville.

**PENNSYLVANIA**

- t. Pennsylvania. Exemptions certificates may be obtained from the Commonwealth of Pennsylvania, Department of Revenue, Bureau of Business Trust Fund Taxes, P.O. Box 8057, Harrisburg, PA 17105-8057 ; or General Services Administration, Federal Supply Service Bureau, Traffic and Travel Coordinator (4FBT-2), 26 Federal Plaza, New York, NY 10278. Exemptions are available by presenting a properly completed tax exemption certificate and satisfactory credentials to the lodging establishment. For assistance call (212) 264-1259.

**TEXAS**

- u. Texas. Federal travelers lodging in Texas while on temporary duty or permanent change of station travel are exempt from hotel/motel tax if a properly filled exemption certificate and satisfactory credentials are presented. To obtain certificates contact the Comptroller of Public Accounts, Tax Publications, 111 E. 17th Street, Austin, TX 78774. For assistance call 1-800-252-5555 or (512) 463-4600.

110. SINGLE OCCUPANCY AUTHORIZED

Travelers are authorized to obtain single occupancy accommodations while in travel status for SBA. However, travelers may use multiple occupancy accommodations on a voluntary basis, but shall not be required to do so.

111. TRAVEL EXPENSES OF PRIVATE PERSONS AS ATTENDANTS OF HANDICAPPED EMPLOYEES

When an authorizing official determines that a handicapped employee who is incapable of traveling alone should perform official travel, then the travel expenses of an escort are necessary expenses of travel and may be paid by the Government. The rules contained in this SOP will apply.

## CHAPTER 12

EMERGENCY TRAVEL OF EMPLOYEE DUE TO ILLNESS  
OR INJURY OR A PERSONAL EMERGENCY SITUATION112. PURPOSE

This chapter provides for the payment of allowable transportation and subsistence expenses when an employee discontinues or interrupts a temporary duty travel assignment prior to its completion because of incapacitating illness or injury or a personal emergency situation.

113. AUTHORITY

Reimbursement for transportation and per diem expenses allowable under this chapter may only be authorized or approved by the Administrator, Deputy Administrator, Associate Deputy Administrator for Management and Administration, Comptroller, Inspector General, regional administrators, district directors and disaster area directors. Reimbursement shall be based on the exigencies of the employee's personal situation and the travel assignment.

114. NOTIFICATION

As soon as an employee is incapacitated by illness or injury or informed of an emergency situation which necessitates discontinuation or interruption of the temporary duty travel assignment, he or she should attempt to contact the designated travel-approving official for instructions. In the event that such contact cannot be made on a timely basis, the designated approving official may approve payments after the travel has been performed.

115. DEFINITIONS

As used in this chapter, the following definitions apply.

- a. Official Station. The term "official station" also refers to the home or regular place of business as it pertains to experts and consultants described in 5 U.S.C. 5703.
- b. Alternate Location. An alternate location is a destination, other than the employee's official station 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 considered to be an alternate location.
- c. Incapacitating Illness or Injury of Employee. An incapacitating illness or injury is one that occurs suddenly for reasons other than the employee's own misconduct and renders the employee incapable of continuing, either temporarily or permanently, the

travel assignment. A sudden illness or injury 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 temporary duty location.

- d. Family. Family means those individuals who are members of the employee's household at the time the emergency situation arises. For compassionate reasons, when warranted by the circumstances of particular emergency situation, an authorizing or approving official named in paragraph 113 of this SOP may, on an individual-case basis, expand this definition to encompass other members of the extended family of an employee and employee's spouse, who are dependents of the employee or members of the employee's immediate household. In using this authority and deciding each case, approving officials shall evaluate the extent of the emergency and the employee's relationship to, and degree of responsibility for, the individual(s) involved in the emergency situation.
- e. Personal Emergency Situation. Personal emergency situation means the death or serious illness or 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 official station or the family and occurs while the employee is at, or en route to or from, a temporary duty location.
- f. Serious Illness or Injury of Family Member. Serious illness or injury of a family member means a grave, critical, or potential life-threatening illness or injury; a sudden injury, such as an automobile or other accident, where the exact extent of injury may be undetermined but is thought to be critical or potentially life-threatening based on the best assessment available; or other situations involving less serious illness or injury of a family member in which the absence of the employee would result in great personal hardship for the immediate family.
- g. Fire, Flood, or Act of God. Fires or floods may be due to natural causes or human actions (e.g., arson) or other identifiable causes. Act of God means an extraordinary happening by a natural cause (such as fire, flood, tornado, hurricane, earthquake, or other natural catastrophe) for which no one is liable because experience, foresight, or care could not prevent it.

#### 116. INCAPACITATING ILLNESS OR INJURY OF EMPLOYEE

When an employee interrupts or discontinues a travel assignment because of an incapacitating illness or injury, transportation expenses and per diem may be allowed to the extent provided below.

- a. Continuation of Per Diem at Point of Interruption. An employee who interrupts the temporary duty Assignment because of an incapacitating illness or injury and takes leave of any kind shall be allowed A per diem allowance, as appropriate, not to exceed the maximum rates prescribed under paragraph 30 Of this SOP for the

location where the interruption occurs. Such per diem may be continued for a reasonable period, normally not to exceed 14 calendar days (including fractional days) for any one period of absence. However, a longer period may be approved by the Comptroller if justified by the circumstances of a particular case. The point of interruption may include the nearest hospital or medical facility capable of treating the employee's illness or injury. Per diem shall not be allowed while an employee is confined to a hospital or medical facility that is within proximity of the official station or that is the same one the employee would have been admitted to if the illness or injury had occurred while at the official station.

- (1) Receipt of payments from other Federal sources. If, while in travel status under circumstances described above, the employee receives hospitalization (or is reimbursed for hospital expenses) under any Federal statute (including hospitalization in a Veterans Administration or military hospital) other than 5 CFR Part 890 (Federal Employee's Health Benefits Program), the per diem allowance for the period involved shall not be paid or, if paid, shall be collected from the employee.
- (2) Documentation and evidence of illness. The type of leave and its duration must be stated on the travel voucher. No additional evidence of the illness or injury need be submitted with the travel voucher. The evidence filed with SBA, as required under the annual and sick leave regulations of the Office of Personnel Management, shall suffice.

b. Return to Official Station or Home. When an employee discontinues a temporary duty assignment before its completion because of an incapacitating illness or injury, expenses of appropriate transportation and per diem while en route shall be allowed for return travel to the official station. Such return travel may be from the point of interruption or other point where the per diem allowance was continued as provided in subparagraph 116.a. of this SOP. If, when the employee's health has been restored, the approving official decides that it is in the Government's interest to return the employee to the temporary duty location, such return is considered to be a new travel assignment at the Government's expense.

c. Travel to an Alternate Location and Return to the Temporary Duty Assignment.

- (1) Conditions and allowable expenses. When an employee, with the approval of an appropriate Agency official, interrupts a temporary duty assignment because of an incapacitating illness or injury and takes a leave of absence for travel to an alternate location to obtain medical services, and then returns to the temporary duty assignment, reimbursement for certain excess travel cost may be allowed as provided in paragraph 116.c.(2) of this SOP. The nearest hospital or medical facility capable of treating the employee's illness or injury will not be considered an alternate location.



- (2) Calculation of excess costs. The reimbursement that may be authorized or approved under paragraph 116.c.(1) of this SOP shall be the excess (if any) of actual costs of travel from the point of interruption to the alternate location and return to the temporary duty assignment, over the constructive costs of round-trip travel between the official station and the alternate location. The actual cost of travel will be the transportation expenses incurred and en route per diem for the travel as actually performed from the point of interruption to the alternate location and from the alternate location to the temporary duty assignment. (No per diem is allowed for the time spent at the alternate location.) The constructive cost of travel is the sum of transportation expenses the employee would reasonably have incurred for round-trip travel between the official station and the alternate location (had the travel begun at the official station) plus per diem calculated for the appropriate en route travel time. The excess cost that may be reimbursed is the difference between the two calculations.

#### 117. PERSONAL EMERGENCY SITUATION

- a. Return to Official Station or Home. When an employee discontinues a temporary duty assignment before its completion because of a personal emergency situation, expenses for appropriate transportation and per diem while en route may be allowed, with the approval of the designated approving official, for return travel from the point of interruption to the official station. If, when the personal emergency situation has been resolved, the approving official decides that it is in the Government's interest to return the employee to the temporary duty location, such return is considered to be a new travel assignment at the Government's expense.
- b. Travel to an Alternate Location and Return to the Temporary Duty Assignment. When an employee, with the approval of an appropriate Agency official, interrupts a temporary duty assignment because of a personal emergency situation and takes a leave of absence for travel to an alternate location where the personal emergency exists, and returns to the temporary duty assignment, reimbursement may be allowed for certain excess travel costs (transportation and en route per diem) to the same extent as provided in subparagraph 116.c. of this SOP, for incapacitating illness or injury of the employee.

#### 118. PROCUREMENT OF TRANSPORTATION

- a. Use of Discount Fares. The discount fares offered by contract air carriers in certain city pairs, as well as other reduced fares available to federal travelers on official business, should be used to the extent possible for travel authorized or approved under this chapter.
- b. Return to Official Station. When the employee is authorized emergency return travel from the point of interruption or discontinuance of the travel assignment to the official station, appropriate transportation services may be purchased by SBA or the

employee. The unused return portion of round-trip transportation tickets procured by SBA for the travel assignment shall be used if appropriate for the mode of transportation required for the emergency travel. If not used, SBA and the employee shall ensure a proper accounting for all unused tickets.

- c. Travel to Alternate Location. The authorizing or approving official may require employees to use personal funds for emergency travel to an alternate location and return to the temporary duty assignment. A Government-issued charge card also may be used for this purpose. However, if the employee does not have sufficient personal funds available and is not a Government charge card holder, SBA may procure appropriate transportation. The employee, upon completion of the emergency travel shall reimburse the Government for any cost of such transportation or travel advance that is above the amount of allowable reimbursement authorized or approved under this chapter.



## CHAPTER 13

ALLOWANCE EXPENSES IN CONNECTION WITH THE DEATH  
OF CERTAIN EMPLOYEES AND DEPENDENTS119. AUTHORITY

This chapter sets forth the allowable expenses, not otherwise provided for by law, authorized by 5 U.S.C. §5742 for the preparation and transportation of the remains of a deceased employee and for the transportation of the immediate family and household goods of a deceased employee. These provisions apply to employees while they are on official travel and temporary duty, absent from duty at temporary duty stations, and at official duty stations outside the conterminous United States. The provisions are applicable whether the employees' deaths were or were not work-related. Provisions are also made for returning the remains of dependents who die while residing with an employee on foreign assignment outside the United States.

120. DEATH RELATED TO PERFORMANCE OF OFFICIAL DUTY

When an employee's death results from injuries sustained while he or she was actually performing official duty, the expenses for preparation and transportation of the remains will be properly payable under the provisions of 5 U.S.C. §8134. The authorized allowances may not be denied because of the deceased employee's entitlement to burial benefits as a veteran of the Armed Forces of the United States.

121. DEATH DURING PERIOD OF ABSENCE FROM DUTY

The provisions of this chapter apply when an employee dies while temporarily away from his or her temporary duty station or official station outside the United States (during a period of travel within or outside the United States or while stationed outside the United States). If the temporary absence is for the purpose of taking leave or occurs during non-workdays, the allowable cost for the transportation of remains shall not exceed the amount which would have been allowed if death had occurred at the temporary duty station or at the official station outside the United States.

122. NOTIFICATION OF RELATIVES

The Central or field (region, district, or branch) office head within whose jurisdictional area death occurs shall immediately, upon learning of the death of an employee, communicate by telephone or telegraph all known facts surrounding the death to the Central or field office that was the deceased employee's permanent duty station. The official so contacted shall, in his official capacity, promptly notify the next-of-kin or legal representative of the deceased employee, and inform him or her of the allowances prescribed herein. If death occurs while the employee is en route between jurisdictional areas in the company of another employee, the accompanying employee shall immediately contact the Central or field office head within whose jurisdictional area

death occurs. Every reasonable assistance should be extended for preparation and transportation of the deceased employee's remains.

#### 123. PREPARATION OF EMPLOYEE REMAINS

The amount allowed for preparing the remains of an employee who dies while traveling on official business within the conterminous United States is limited to \$250. When death occurs during a travel status outside the conterminous United States or at the official station outside the United States, the actual costs for preparation of the remains of an employee shall be allowed. Costs may include the following.

- a. Costs of embalming or cremation.
- b. Necessary clothing.
- c. Casket or container suitable for shipment to place of interment.
- c. Expenses necessarily incurred in complying with local laws and laws at the port of entry in the United States applicable to the preparation of remains for transportation and burial.

Note: Allowable costs do not include preparation of remains of deceased dependents of employees.

#### 124. TRANSPORTATION OF EMPLOYEE REMAINS

- a. Death During Travel Status Within the United States. Transportation of the remains is authorized to the decedent's place of actual residence, official station, or place of interment in the United States. The cost of transportation shall not exceed the cost of travel to the place of actual residence or official station, whichever is more distant.
- b. Death During Travel Status or While Stationed Outside the United States. Transportation of remains is authorized to the decedent's actual place of residence, official station, or place of interment in the United States. The cost of transportation shall not exceed the cost to the official station or place of actual residence, whichever is more distant.

#### 125. TRANSPORTATION OF REMAINS OF A MEMBER OF AN EMPLOYEE'S IMMEDIATE FAMILY

Under the authority of 5 U.S.C. §5742(c), the payment for transportation of remains of a member of an employee's immediate family who dies while residing with an employee stationed outside the conterminous United States may be authorized.

## 126. ALLOWABLE COSTS FOR TRANSPORTATION OF REMAINS

- a. Shipment of Remains by Common Carrier. Allowable expenses for shipment of remains by common carrier shall be:
- (1) from place of death to a mortuary,
  - (2) procurement of shipping permits,
  - (3) furnishing an outside case for shipment of remains (including sealing of such case when necessary),
  - (4) removal to common carrier,
  - (5) transportation of remains by common carrier, and/or
  - (6) one removal from common carrier.
- b. Overland Shipment of Remains by Hearse. Allowable expenses for overland shipment of remains by hearse shall not include furnishing an outside shipping case. Allowable expenses, not to exceed cost of shipment by common carrier, shall be:
- (1) cost of hearse hire, or of other means of conveyance, and
  - (2) ferry charges, bridge tolls, and similar items.
- c. Escort for Remains. Travel expenses of an escort for the decedent are not allowable. However, an escort may use one of the two tickets required by railroads to ship the decedent as baggage.

## 127. METHOD OF PAYMENT

- a. Transportation of Remains by SF 1169. Unless next of kin or legal representative desires to complete the arrangements, transportation of remains should be effected through the issuance of SF 1169, "United States of America Transportation Request," to obtain two first-class tickets necessary to ship the remains by rail as baggage. SF 1169 shall be issued by the office head making the arrangements; SF 1169a (white memo card copy) shall be forwarded immediately to the Administrative Accounting Branch, Denver.
- b. When Express Shipment of Remains is Necessary or Preferred. When express shipment is necessary, or performed by next of kin or legal representative, transportation of remains may be made by use of SF 1103, "U.S. Government Bill of Lading" (GBL), issued by the Office of Procurement and Grants Management (OPGM) or field office that is authorized to issue GBL's. If time does not permit obtaining an SF 1103, the remains may be shipped on a commercial bill of lading,

with instructions for conversion to GBL. Alternatively, when warranted by time considerations, the local General Services Administration (GSA) office may be requested to issue an SF 1103 for charge to SBA. If any of these means of shipment is used in lieu of SF 1169, OPGM should be informed of action taken or contemplated.

- c. When Cash Payment for Shipment of Remains is Considered Appropriate. If, due to circumstances, use of either an SF 1169 or an SF 1103 is not feasible, cash payment may be made by the deceased employee's legal representative, or by an SBA employee, and reimbursement claimed.
- d. Advice of Shipment. The office head making the arrangements shall inform the Comptroller immediately upon effecting shipment of the remains, as to the method of shipment, and shall make known the extent of any expense incurred.
- e. Appropriation to be Charged. The appropriation or fund to be charged with allowable expenses shall be that from which the deceased employee's travel expenses would normally be paid.
- f. Payment of Allowable Expenses. Payment of allowable expenses shall be made directly to persons performing the services or to any person making the original payment. Claims for reimbursement must be supported by receipts.

128. TRANSPORTATION OF DECEASED EMPLOYEE'S DEPENDENTS AND PERSONAL AND HOUSEHOLD EFFECTS

- a. While Stationed Outside the Conterminous United States.
  - (1) Allowable costs. The cost of return transportation of the deceased employee's dependents, and personal and household effects of the decedent and of his dependents, may be allowed when the employee dies while stationed at a post outside the conterminous United States or while in transit to or from such post. Allowable transportation costs may not exceed the cost of returning the dependents, and personal and household effects from the post-of-duty, by the most direct route, to the decedent's former home or such other place in the United States not more distant than the former home, as may be designated by the Comptroller.
  - (2) Time limitation. Travel of dependents and shipment of effects must be undertaken within one year from date of the employee's death. Extension of time for shipment may be granted by the Comptroller, prior to expiration of the one year limit.
  - (3) Transportation of dependents. Reimbursement of these expenses is subject to the provisions set forth in the SOP 20 15, "Relocation Allowances."

- (4) Transportation of household goods. The costs allowed for the transportation of household goods are limited to those prescribed in chapter 8 of SOP 20 15. Reference in SOP 20 15 to "employee" shall mean the deceased employee's legal representative or a member of his or her immediate family when the term is used in connection with the transportation of the household goods of a deceased employee.
- b. While Stationed in Alaska or Hawaii. When an employee stationed in Alaska or Hawaii dies, his or her immediate family and household goods may be returned to his or her actual place of residence in the conterminous United States. (See 40 Comptroller General 196.) There is no authority for paying the costs of preparing and transporting the remains of a deceased employee who dies while stationed in Alaska or Hawaii (who was not in travel status at time of death) to his or her place of actual residence or place of interment in the conterminous United States.
- c. While Stationed in the Conterminous United States. When an employee stationed in the conterminous United States dies while on temporary duty, transportation expenses shall not be authorized for his or her immediate family or his or her household goods. The deceased employee's baggage at the temporary duty point shall be transported at Government expense to his or her official station or place of actual residence.

#### 129. TRANSPORTATION OF BAGGAGE

The allowable cost for transportation of personal baggage other than household goods shall include the expenses actually and necessarily incurred in transporting personal baggage as prescribed in paragraph 56 of this SOP. Expenses in connection with the transportation of baggage by a privately owned conveyance which would not have been incurred if the baggage had been transported by common carrier shall not be allowed. Reimbursement for loss or damage to baggage during transit shall not be allowed, nor shall charges for marine and other insurance be allowed.

#### 130. PROHIBITION OF PAYMENT WHEN OTHER LAWS APPLY

Payment of allowances provided by this chapter shall not be made if payment is authorized by any other law of the United States. However, the allowances provided by this chapter shall not be denied because the deceased employee is eligible for burial benefits as a veteran of the Armed Forces of the United States.





## APPENDIX 1

INDEX TO FORMS AND REPORTS		
Form No.	Title	Paragraph
SBA 21	Travel Authorization	6
SF 1012	Travel Voucher	6
SBA 1179	Request for Approval to Hold and/or For Employees to Attend Meeting, Conference, Convention or Symposium	6
SBA 2	Requisition for Supplies, Services and Federal Assistance	6
OF 347	Order for Supplies and/or Services	6
SF 1164	Claim for Reimbursement for Expenditures on Official Business	7
SBA 78	Final Salary Payment Clearance	88
SF 1012A	Travel Voucher Memorandum	93
SBA 879	Central Office Budgetary Code Guide	103
SBA 879A	Field Office Budgetary Code Guide	103
OF 69	Assignment Agreement	108
SF 1103	United States Government Bill of Lading	127



## APPENDIX 2

### DEFINITIONS

**Agency** - Means SBA or any other executive agency as defined in 5 U.S.C. 105; a military department; an office, agency, or other establishment in the legislative branch; and the Government of the District of Columbia; but does not include a Government-controlled corporation, a Member of Congress, or an office or committee of either House of Congress or of the two Houses.

**Actual Subsistence** - Is a method of reimbursing travelers for their actual costs (not to exceed 150% of the GSA prescribed maximum per diem rate for the specified area) when actual expenses are unusually high due to special or unusual circumstances. Subsistence generally includes items such as lodging, meals, and laundry costs.

**Administrative Accounting Branch** - The Administrative Accounting Branch, Office of Financial Operations, Denver, is the fiscal office which processes the travel transactions.

**Agency Charge Card Coordinator** - The person designated by the Agency to administer the contractor-issued Government charge card program including processing applications for the card and answering employee questions.

**Allowable Lodging Expenses** - The traveler will be reimbursed only for his/her actual cost of lodging up to the maximum prescribed amount.

**Alternate Location** - An alternate location is a destination, other than the employee's official station or point of interruption, where necessary medical services or 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 considered to be an alternate location.

**Baggage** - Government property and personal property of the traveler necessary for the purpose of the official travel.

**Calendar Day** - Calendar day means the 24-hour period from one midnight to the next midnight. For the purpose of the Federal Travel Regulations, the calendar day technically begins one second after midnight (written as 12:01 a.m.) and ends at 12:00 midnight.

**Code of Federal Regulations** - The governing Federal Travel Regulations (FTR) are published in 41 CFR Part 301-304.

**Common (Commercial) Carrier** - Any firm furnishing commercial transportation which includes airplanes, trains, ships and buses.

## APPENDIX 2 (cont'd)

### DEFINITIONS

**Conterminous United States (CONUS)** - Conterminous United States means the 48 contiguous States and the District of Columbia.

**Conventional Lodging** - When an employee uses conventional lodging facilities (hotels, motels, boarding houses, etc.), the allowable lodging expense will be based on the single room rate for the lodging used.

**Destination Rate** - This is the rate applicable to the next temporary duty location or where the employee makes an en route stopover to obtain overnight lodging.

**Double Occupancy** - If the lodging receipt shows a charge for double occupancy, such fact shall be shown on the travel voucher with the name, and employing agency or office of the person sharing the room, if such is a Government employee on official travel. One-half of the double occupancy charge shall be allowable for each employee. If the person sharing the room is not another Government employee on official travel, identification of the person sharing the room is not required and the employee may be allowed the single room rate which must be shown by the employee.

**Employee** - "Employee" means the head of the Agency, Agency officials, or any other individual employed by the Agency. This definition also includes an individual employed intermittently by SBA as an expert or consultant and paid on a daily when-actually-employed (WAE) basis and an individual serving without pay or at \$1 a year (5 U.S.C. 5701(2)). This includes SCORE/ACE volunteers.

**Excess Baggage** - Baggage in excess of the weight, size or number of pieces that is carried free by transportation companies shall be classified as excess baggage.

**Family** - Family means those individuals who are members of the employee's household at the time the emergency situation arises.

**Federal Travel Directory (FTD)** - This directory contains schedules and fares for the contract carriers and hotel/motel discount rates as well as travel and transportation discounts offered to Federal employees. Contractor telephone reservation numbers, service use guidelines, car rental rates, and reservation procedures are reflected in this directory.

**Federal Travel Regulation (FTR)** - The Federal Travel Regulation which is issued by the General Services Administration establishes per diem, travel transportation and relocation allowances for civilian employees of the agencies including civilian employees of the Department of Defense (DOD).

## **APPENDIX 2 (cont'd)**

### **DEFINITIONS**

**Field Work** - Work performed by an employee at multiple stops which is directly related to the mission of the Agency and is within the local travel area.

**Fire, Flood, or Act of God** - Fires or floods may be due to natural causes, human actions (e.g., arson), or other identifiable causes. Act of God means an extraordinary happening by a natural cause (as fire, flood, tornado, hurricane, earthquake, or other natural catastrophe) for which no one is liable because experience, foresight, or care could not prevent it.

**Fly America Act** - Refers to provisions enacted by section 5 of the International Air Transportation Fair Competitive Practices Act of 1974 (Pub. L. 93-623, January 3, 1975), 49 U.S.C. App. 1517, as amended by section 21 of the International Air Transportation Competition Act of 1979 (Pub. L. 96-192, February 15, 1980), 94. Stat. 43.

**Government** - "Government" means the Government of the United States and the Government of the District of Columbia.

**Government-Contract Rental Automobile** - A "Government-contract rental automobile" is an automobile obtained for short-term use from a commercial firm under the provisions of an appropriate General Services Administration (GSA) Federal Supply Schedule contract.

**Government-Furnished Automobile** - The term "Government-furnished automobile" includes an automobile which is owned by an agency, assigned or dispatched to an agency on a rental basis from a GSA interagency motor pool, or leased by the Government from a commercial firm for a period of 30 days or longer.

**Government Quarters** - A fee or service charge paid for the use of Government quarters is an allowable lodging expense.

**Incapacitating Illness or Injury of Employee** - For the purpose of emergency travel for illness, injury or personal emergency situation (41 CFR Part 301-12 of the Federal Travel Regulation), incapacitating illness or injury is one that occurs suddenly for reasons other than the employee's own misconduct and renders the employee incapable of continuing, either temporarily or permanently, the travel assignment. A sudden illness or injury 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 temporary duty location.

## APPENDIX 2 (cont'd) DEFINITIONS

**Incidental Expenses Covered by Per Diem** - This includes fees and tips to porters, baggage carriers, bellhops, hotel room service personnel, stewards or stewardesses and other personnel on vessels, and hotel servants in foreign countries; laundry, cleaning, and pressing of clothing; transportation between places of lodging or business and places where meals are taken, as a matter of personal preference or for variety.

**Indirect Route or Interrupted Travel** - If there is an interruption of travel or deviation from the direct route resulting in excess travel time because of an employee's personal preference or convenience or through the taking of leave, the per diem allowed shall not exceed that which would have been allowed on uninterrupted travel by a direct or usually traveled route.

**International Dateline (IDL)** - The International Dateline is a hypothetical line approximately along the 180 meridian where each calendar day begins, e.g. when it is Sunday just east of the IDL it is Monday just west of it.

**Letter of Invitation** - Official travel orders for private persons rendering service to the Agency without compensation.

**Limited Open Authorization** - This type of authorization allows an employee to travel without further authorization under certain specified conditions, i.e., travel to specific geographical area(s) for specific periods of time. Limited open authorizations may be provided for employees whose duties require frequent repetitive travel. Such authorizations, however, should be reviewed and revalidated at least quarterly and should include realistic limitation on purpose(s), geographic area(s), number of trips, trip duration, and costs.

**Locality Rates** - These are the maximum rates prescribed for specific locations both within as well as outside of CONUS.

**Lodging** - The term lodging includes expenses for overnight sleeping facilities; baths; personal use of the room during daytime; and services charged for fans, air conditioners, heaters and fires furnished in rooms when such charges are not included in the room rate. The term lodging does not include accommodations on airplanes, trains, buses, or vessels. The cost of accommodations furnished aboard common carriers is included in the transportation cost and is not considered an expense covered by per diem. However, in determining the overall cost to the Government, when authorizing the mode of transportation to be used, the availability of these accommodations shall be considered.

## APPENDIX 2 (cont'd)

### DEFINITIONS

**Maximum Per Diem Rates** - Per diem shall be at daily rates not in excess of the maximum amount established for the prescribed locality. Per diem rates include a maximum amount for lodging expenses and a fixed allowance for meals and incidental expenses (M&IE).

**Meals** - Expenses for breakfast, lunch, and dinner, and related tips and taxes (specifically excluding alcoholic beverage and entertainment expenses and any expenses incurred for other persons).

**Meals Furnished** - When all or part of the meals are furnished at no cost or at a nominal cost to the employee by the Federal Government or other entities, the applicable maximum per diem rate or the M&IE rate, as appropriate, shall be reduced to a daily amount commensurate with the expenses expected to be incurred by the employee. If there is a charge for the meal for which a deduction has been made, reimbursement shall be allowed for the amount paid, not to exceed the amount deducted for the meal. No rounding.

**Meal and Incidental Expenses & IE)** - This is the flat rate entitlement portion of lodging-plus which is calculated based on the hours you are in travel status. The meals portion covers expenses for breakfast, lunch, and dinner (specifically excluding alcoholic beverages and entertainment expenses, and any expenses incurred for other persons). The incidental expenses (IE) includes subsistence expenses such as fees and tips to waiters, waitresses, porters, baggage carriers, bellhops, hotel maids; laundry, cleaning and pressing of clothing; transportation between places of lodging/business and places where meals are taken; and telephone calls necessary to reserve lodging accommodations.

**Meal and Incidental Rate** - Maximum dollar amount specified for each per diem locality as well as the specific amount for each meal and the incidental portion.

**Methods of Transportation** - The methods of transportation available for conducting official travel include railroads, airlines, helicopter service, ships, buses, streetcars, subways, and taxicabs; Government-furnished and contract rental automobiles and airplanes; privately owned and rented automobiles and airplanes; and any other necessary means of conveyance.

**Mileage Allowance** - A fixed rate per mile allowed (instead of actual expenses) for operating a privately-owned vehicle (POV).

**Mixed Travel** - Mixed travel occurs when official travel within a single trip is subject to payment of per diem under the lodgings-plus system and an actual expense allowance under the actual expense system.

Effective Date: June 10, 1994

Page 145



## APPENDIX 2 (cont'd)

### DEFINITIONS

**Official Station and Post of Duty** - Designated post of duty and official station mean the same. The limits of the official station will be the metropolitan area of the city or town in which the office is located or employee is stationed. If the employee is not stationed in a city or town, the official station is the established or reasonable local commuting area within which the designated post of duty is located. Regional administrators shall determine the area to be covered by local travel in their region.

**Other Miscellaneous Travel Expenses** - Other miscellaneous travel expenses are those that are directly attributable and necessary to the travel and temporary duty as authorized and performed. When authorized or approved by the agency concerned, these expenses are reimbursable in addition to the per diem allowance and transportation expenses.

**Outside Conterminous United States (OCONUS)** - Outside Conterminous United States means places outside the 48 contiguous States and the District of Columbia, i.e., Alaska, Hawaii, American Samoa, Guam, Puerto Rico, Virgin Islands of the U.S., and foreign countries.

**Per Diem** - An allowance for daily payment of lodging, meals, and related incidental expenses. Under this formula method (Lodging-Plus), actual costs may be more or less than the per diem allowance. Essentially, per diem includes a fixed daily amount prescribed by regulations for MME plus actual lodging costs, not to exceed the maximum amounts.

**Per Diem Allowance** - Per diem allowances are daily payment for the expenses of lodgings, meals, and related incidental expenses. The per diem allowance is distinguished from transportation expenses and other miscellaneous travel expenses.

**Per Diem Computation** - The daily lodging costs plus an appropriate rate for meals and incidental expenses shall be the per diem rate, limited to the applicable maximum rate for the locality involved. The authorizing official may authorize a reduced per diem rate within the applicable maximum per diem rate if the actual costs expected to be incurred can be determined in advance of the travel.

**Permanent Duty Station (PPS)** - Permanent duty station or official station to which the employee is permanently assigned.

**Personal Emergency Situation** - The death or serious illness 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 official station, or the family, and occurs while the employee is at, or en route to or from, a temporary duty location.

**APPENDIX 2 (cont'd)****DEFINITIONS**

**Privately-Owned Vehicle (POV)** - A privately-owned automobile, aircraft, or motorcycle used by the traveler other than on a "for hire" or rental basis. A privately-owned vehicle could belong to the traveler, a family member, or a friend.

**Receipts Lost or Impractical to Obtain** - If receipts have been lost or destroyed or are impractical to obtain, a statement acceptable to the Agency explaining the circumstances shall be furnished with the travel voucher, including the name and address of the lodging facility, the dates the lodging was obtained, and the cost incurred. Agencies may require employees to obtain copies of lost or destroyed receipts from the lodging establishment.

**Receipt Requirements** - Receipts shall be required to support all lodging costs for which allowance is claimed under the lodgings-plus per diem system except that a statement instead of a receipt may be accepted for the fee or service charge incurred for the use of Government quarters. Receipts are not required when a specific or reduced rate has been authorized in advance of the travel.

**Recreation Vehicle for Lodging** - Recreation vehicles include mobile homes, campers, camping trailers, or self-propelled mobile recreational vehicles.

**Special Conveyance** - "Special conveyance" is any method of transportation other than common carrier, Government-furnished or privately owned vehicle, which requires specific authorization or approval for the use thereof. Such transportation generally includes conveyances obtained through commercial rental for less than 30 calendar days.

**Standard CONUS Rate** - This rate is prescribed for any location within the 48 Contiguous States not included in the specific localities listed in the FTR or FTD.

**Temporary Duty (TDY)** - Authorized assignment from your official duty station to which the traveler will return upon completion of an assignment

**Transportation Expenses** - Transportation expenses include commercial bus, air, rail, or vessel/steamship fares and are reimbursable in addition to the per diem allowance. Transportation expenses also include local transit systems and taxis; cost of commercial rental cars and fuel; and mileage and other allowances to cover operating expenses for use of privately owned conveyances, including fees for parking, ferries, and tolls, etc.

## APPENDIX 2 (cont'd)

### DEFINITIONS

**Travel Management Center (TMC)** - "Travel Management Center" (TMC) is a commercial travel agency operated by travel agents under contract with GSA. Each region is assigned to a different TMC. The TMC is required to provide a full range of services to SBA travelers. The services include airline, train, and bus reservations, ticketing and delivering of tickets; hotel and motel reservations; commercial auto rentals, etc. Unless specifically authorized or justified, all airline, train, and bus tickets MUST be purchased through the ticket agents of the assigned TMC. The use of non-TMC ticket agents is prohibited. The ticket agents, as defined by GSA, even include airline representatives. No traveler can purchase his/her tickets directly from the carriers unless an emergency exists.

**Trip-By-Trip Authorization** - This type of authorization provides for an individual or group of individuals to take one or more specific trips. It shall include the specific purpose, itinerary, and estimated costs. Travel not covered by an unlimited or limited open authorization shall be separately authorized on a trip-by-trip basis. A Letter of Invitation may also authorize travel for private persons on a trip-by-trip basis.

**United States** - When used in a geographical sense, "United States" means the 50 States and the District of Columbia.

**Unlimited Open Authorization** - This type of authorization allows an employee to travel for any purpose without further authorization. Unlimited open authorizations shall be issued only for the Administrator of SBA.

**Voluntary Return** - When an employee returns to his/her official station or place of abode for workdays/non-workdays for reasons other than to conduct official business.

## APPENDIX 3

## TABLE OF ACRONYMS

Acronym	Title
AAB	Administrative Accounting Branch
ACE	Active Corps of Executives
ACH	Automated Clearing House
ATM	Automated Teller Machine Cash Advance Program
BO	Branch Office
CO	Central Office
CFR	Code of Federal Regulation
CONUS	Conterminous United States
DD/EFT	Direct Deposit/Electronic Funds Transfer
DO	District Office
FLSA	Fair Labor Standards Act
FFS	Federal Financial System
FPM	Federal Personnel Manual
FTD	Federal Travel Directory
FTMC	Federal Travel Management Center
FTR	Federal Travel Regulations
FTS	Federal Telecommunication System
FY	Fiscal Year
GSA	General Services Administration

**APPENDIX 3 (cont'd)****TABLE OF ACRONYMS**

<u>Acronym</u>	<u>Title</u>
GBL	United States Government Bill of Lading
GFV	Government Furnished Vehicle
GTS	Government Travel System
IE	Incidental Expenses
IDL	International Dateline
IPA	Intergovernmental Personnel Act
JFTR	Joint Federal Travel Regulations
LTA	Lost Ticket Application
M&IE	Meals and Incidental Expenses
MBM	Management Board Member
NAC	National Advisory Council
OAQ	Office of Accounting Operations
OAS	Office of Administrative Services
OB	Official Business
OC	Office of the Comptroller
OCONUS	Outside Conterminous United States
OF	Optional Form
OFM	Office of Financial Management
OFO	Office of Financial Operations

**APPENDIX 3 (cont'd)**  
**TABLE OF ACRONYMS**

Acronym	Title
OIG	Office of Inspector General
OPM	Office of Personnel Management
PD	Per Diem
PDS	Permanent Duty Station
PIN	Personal Identification Number
POD	Post of Duty
POV	Privately-Owned Vehicle
RA	Regional Administrator
SATO	Schedule Airline Traffic Office
SBA	Small Business Administration
SCORE	Service Corps of Retired Executives
SF	Standard Form
SOP	Standard Operating Procedures
TA	Travel Authorization
TDY	Temporary Duty Station
TMC	Travel Management Center
TV	Travel Voucher
WAE	When-Actually-Employed
WWLPS	Worldwide Lodging-plus System
US	United States



## APPENDIX 4

### (Paragraph 6)

#### INSTRUCTIONS FOR THE COMPLETION OF SBA FORM 21

SBA Form 21, "Travel Authorization," is to be completed by the person performing the travel assignment or by the authorizing official, as follows.

- Item 1.** Document ID No. Each SBA 21 should be assigned a unique Document ID number. This eleven (11) digit code should be obtained from the appropriate office that has authorizing authority. The authorizing office should maintain a log of the numbers assigned.
- The 1st digit is the last digit of the fiscal year that the travel is being charged against, i.e., FY 1994 = 4
  - The 2nd through 5th digits represent the Organization Code.
  - The 6th through 9th digits are the sequential numbers which represent the number and order of the latest obligating document (including not only TAs but SBA Form 2s, "Requisition for Supplies and Services;" SF 182s, "Request, Authorization, Agreement and Certification of Training;" and SBA 789s, "Printing Request") that was issued by each organization (i.e., 1st document = 0001, 2nd document = 0002, etc.).
  - The 10th through 11th digits have been designated for group travel orders. (The use of the 10th and 11th digits are discussed in detail in a separate notice that addresses group travel.)

BFY (Budget Fiscal Year). This is a two (2) digit code which represents the last two digits of the fiscal year that travel expenses will be charged against, i.e., FY 1994 = 94.

FUND. This code is four (4) digits.

0100 - must be used as the code for all offices EXCEPT the Office of Inspector General (OIG).

0200 - must **ONLY** be used by the OIG.

**Item 2.** Self Explanatory.

**Item 3.** Social Security Number. In addition to including the traveler's social security number, also indicate whether or not the traveler is an SBA employee.



**APPENDIX 4 (cont'd)**  
**(Paragraph 6)**

**INSTRUCTIONS FOR THE COMPLETION OF SBA FORM 21**

- Item 4.**     Mailing Address. The traveler's home address should be used where applicable, for the mailing of travel by OFO.
- Item 5.**     Depart/Return Dates. Self-explanatory
- Item 6.**     Mode of Travel. Specify the mode of transportation that will be used in conjunction with official travel. If a rental car is needed, the approving official's initials (the initials of the official approving in Item 19 of the TA) must be included in the specified block. There is no longer a specific block to indicate the use of a Privately Owned Vehicle (POV). However, if the use of a POV is requested, refer to SOP 20 11, paragraph 9 (d) 3. If the use of a POV is authorized, make a notation in the "Other" category block of this item.
- Item 7.**     Remarks. Provide any additional information that will assist with expediting the processing of this form and the corresponding travel voucher. This includes the authorization of actual subsistence, exceptions to the use of GSA common carriers, the intermingling of personal travel with official travel, etc.
- Item 8.**     Purpose of Travel. Place an X in the appropriate box. If indicated "Other," explain in the space provided for Item 7 (Remarks).
- Item 9.**     Estimated Days on Travel. Indicate the total number of days that you will be in travel status. This should equal the return date minus the departure date shown in Item 5.
- Item 10.**    Disaster Declaration No. Enter the six digit declaration number. (This block should only be completed when performing Disaster Declared travel)
- Item 11.**    Official Duty Station and Telephone No. Enter the city and state of your official duty station. If you are in temporary duty status indicate your permanently assigned location site. Enter the office phone number where you can be contacted to discuss travel issues.

**APPENDIX 4 (cont'd)**  
**(Paragraph 6)**

**INSTRUCTIONS FOR THE COMPLETION OF SBA FORM 21**

**Item 12.** Travel Information. Indicate, by checking the America Express Cardholder block, if an American Express card was issued, then specify the type of advance requested if the Cardholder is indicated, you are only entitled to an Automated Teller Machine (ATM) advance once your office is included in the ATM program.

The authorizing official shall enter his/her initials in the appropriate block to indicate approval of the type of advance requested. If necessary, make the appropriate change to the type of advance requested.

**Item 13.** Advance Amount Requested and Approved Amount.

Specify the amount of travel advance requested.

Refer to SOP 20 11, chapter 8, for advance entitlement, limitations, and minimum and maximum amounts allowed.

The authorizing official shall indicate the amount of travel advance approved.

**Item 14.** Itinerary (TDY Points). Self-explanatory.

**Item 15.** Estimated Costs. Enter the amount of the estimated travel expenses.

Transportation, Per Diem, Other. These costs should be combined (excluding transportation expenses covered by the SBA Government Transportation Account (GTA) Account).

GTA Transportation. This line should be completed only if transportation costs were paid through the SBA GTS account. **DO NOT** include this amount when calculating the travel advance.

ETA Lodging. This line should be completed only if lodging costs were paid through SBA GTA account. **DO NOT** include this amount when calculating the travel advance.

**APPENDIX 4 (cont'd)****(Paragraph 6)****INSTRUCTIONS FOR THE COMPLETION OF SBA FORM 21**

Total Estimated Cost. This line should total the three preceding lines.

**Item 16.** Budgetary Code. This code is thirteen (13) digits in length and represents the ORG, BOC, and Program codes. If multiple appropriation codes are necessary, they should be reflected on this form. Refer to SBA 879 and 879-A to obtain the appropriate codes and definitions

ORG (Organization). Is a four (4) digit, location code.

BOC (Budget Object Class). Is a four (4) digit, object class code.

Program Activity). Is a five (5) digit, activity code.

**Item 17.** Traveler's Signature/Date. Self explanatory.

**Item 18.** Supervisor's Signature.. Traveler's supervisor must sign and date. Title and name must be typed in the designated space.

**Item 19.** Authorizing Official's Signature. Traveler's authorizing official must sign and date. Title and name must be typed in the designated space.

APPENDIX 4 (cont'd)

<b>SMALL BUSINESS ADMINISTRATION TRAVEL AUTHORIZATION</b>															
<b>1. DOCUMENT ID. NO.</b> 4 - 6 1 2 1 - 0 4 5 6 -		<b>BFY</b> _____	<b>FUND</b> _____												
<b>3. SOCIAL SECURITY NUMBER</b> 1 1 1 - 2 2 - 3 3 3 3		<b>2. TRAVELER'S NAME (Last, First, Middle Initial)</b> Smithson, John E.													
<b>SBA EMPLOYEE?</b> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		<b>4. MAILING ADDRESS FOR TRAVEL REIMBURSEMENT</b>  1824 Pershing Drive, NW Atlanta, GA 30207													
<b>5. DEPART DATE</b> 08/09/94 <b>RETURN DATE</b> 08/14/94		<b>7. REMARKS</b>  _____													
<b>6. MODE OF TRAVEL (Check all that apply)</b> <input checked="" type="checkbox"/> COMMON CARRIER (C) (INITIAL) _____ <input type="checkbox"/> RENTAL CAR (L)..... APPROVED <input type="checkbox"/> <input type="checkbox"/> OTHER (Z) - specify _____		<b>9. ESTIMATED DAYS ON TRAVEL</b> 6													
<b>8. PURPOSE OF TRAVEL</b> <input type="checkbox"/> CONFERENCE (C) <input type="checkbox"/> RELOCATION (R) <input type="checkbox"/> D.C. - DIRECTED (D) <input type="checkbox"/> SPEECH (S) <input type="checkbox"/> ENTITLEMENT (E) <input type="checkbox"/> TRAINING (T) <input type="checkbox"/> INFO MEETING (I) <input checked="" type="checkbox"/> SITE VISIT (V) <input type="checkbox"/> SPEC MISSION (M) <input type="checkbox"/> CLASSIFIED (X) <input type="checkbox"/> EMERGENCY (P) <input type="checkbox"/> CICR (Y) <input type="checkbox"/> OTHER (Z)		<b>10. DISASTER DECLARATION NO.</b> <b>11. OFFICIAL STATION AND TELEPHONE NO.</b>													
<b>13. ADVANCE AMOUNT REQUESTED</b> \$50		<b>APPROVED AMT.</b> \$50													
<b>12. TRAVEL INFORMATION</b> (YES) (INITIAL)															
AMERICAN EXPRESS CARDHOLDER <input checked="" type="checkbox"/>		APPROVED <input type="checkbox"/>													
ATM ADVANCE REQUEST <input type="checkbox"/>		APPROVED <input type="checkbox"/>													
IMPREST FUND ADVANCE REQUEST <input type="checkbox"/>		APPROVED <input type="checkbox"/>													
CHECK ADVANCE REQUEST <input type="checkbox"/>		APPROVED <input type="checkbox"/>													
<b>14. ITINERARY (TDY POINTS)</b> <table style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">DATE</th> <th style="width: 30%;">FROM</th> <th style="width: 30%;">TO</th> <th style="width: 20%;">PER DIEM RATE</th> </tr> </thead> <tbody> <tr> <td>08/09/94</td> <td>Atlanta, GA</td> <td>Washington, DC</td> <td>\$ 151</td> </tr> <tr> <td>08/14/94</td> <td>Washington, DC</td> <td>Atlanta, GA</td> <td></td> </tr> </tbody> </table> <p>Note: After 90 days at a single TDY point, the per diem will be reduced to 60 percent of the maximum unless a waiver is approved by the Comptroller to maintain the maximum per diem.</p>				DATE	FROM	TO	PER DIEM RATE	08/09/94	Atlanta, GA	Washington, DC	\$ 151	08/14/94	Washington, DC	Atlanta, GA	
DATE	FROM	TO	PER DIEM RATE												
08/09/94	Atlanta, GA	Washington, DC	\$ 151												
08/14/94	Washington, DC	Atlanta, GA													
<b>15. ESTIMATED COSTS</b> TRANSPORTATION, PER DIEM, OTHER (P)    \$ 1,015 GTA TRANSPORTATION (S)    _____ GTA LODGING (M)    _____ TOTAL ESTIMATED COSTS    \$ 1,015		In compliance with the Privacy Act of 1974, solicitation of the information on this form is authorized by 5 USC Chapter 57 of the Federal Travel Regulation (FPMR 101-7). Disclosure of the requested information is voluntary; however, failure to provide the information required may result in delay or suspension of your advance fund request. When travel is cancelled or indefinitely postponed, the full amount of any advance shall be repaid immediately.													
<b>16. BUDGETARY CODE</b> ORG (Location)    BOC (Object Class)    PROGRAM (Activity) X X X X    X X X X    X X X X X		<b>17. TRAVELER'S SIGNATURE, DATE</b>  _____													
The person named in item 2 above is authorized to travel and to incur necessary travel expense in accordance with the U.S. Code, the Federal Travel Regulation, and SBA travel procedures, as limited hereon. I certify that the travel hereon has been reviewed and determined to be essential for the accomplishment of the Administration's programs and missions and that funds are available for obligation and expenditures.															
<b>18. SUPERVISOR'S SIGNATURE</b> _____ <b>DATE</b> _____		<b>19. AUTHORIZING OFFICIAL'S SIGNATURE</b> _____ <b>DATE</b> _____													
TYPE: SUPERVISOR'S NAME, TITLE		TYPE: AUTHORIZING OFFICIAL'S NAME, TITLE													

SBA FORM 21 (4-94) PerForm Version Ref SOP 20 11  
 Previous Edition is Obsolete

- Submit original to AAB (Denver) with voucher
- After approval, submit copies for obligation as follows:
  - Office of Inspector General (OIG): to IG Central Office
  - Central Office: to Office of Planning and Budget (OPB)
  - SBA Field Offices: to respective administrative office





**APPENDIX 5****(Paragraph 91)****Explanation of Entries Included in Sample Travel Voucher on Following Page (Reflecting Use of Contractor-Issued Credit Card):**

- 1/ Name and signature must be identical. Signature must be in ink.
- 2/ Social security number requested for timely processing of voucher.
- 3/ Show first and last day covered by travel voucher.
- 4/ Traveler must initial statement in Block 12 when common carrier transportation is purchased with cash or credit card.
- 5/ Traveler's working title shall be shown immediately after or below signature.
- 6/ "Amount Claimed" is brought forward from reverse side of voucher or attached continuation sheet.
- 7/ Signature of official authorized to administratively approve voucher must be in ink. Title must also be shown.
- 8/ Block 17 will be completed by voucher examiner.
- 9/ Show correct budgetary coding. Refer to SBA 879 or 879A, as applicable.
- 10/ Show purpose of travel on travel voucher and on travel authorization.

APPENDIX 5 (cont'd)

<b>TRAVEL VOUCHER</b>		1. DEPARTMENT OR ESTABLISHMENT, BUREAU DIVISION OR OFFICE Small Business Admin. <i>119 7540-00-63*</i>		2. TYPE OF TRAVEL <input checked="" type="checkbox"/> TEMPORARY DUTY <input checked="" type="checkbox"/> PERMANENT CHANGE <input checked="" type="checkbox"/> <i>Deo</i> Effective Date		3. VOUCHER NO. ---		4. SCHEDULE NO. ---	
5. a. NAME (Last, first, middle initial) Smith, John E. <i>1/</i>		d. SOCIAL SECURITY NO. 111-22-3333 <i>2/</i>		6. PERIOD OF TRAVEL a. FROM 11-3-92 Page 160 11-7-92 <i>3/</i>		7. TRAVEL AUTHORIZATION a. NUMBER(S) 7113-7210 b. DATE(S) 10-28-92		10. CHECK NO.	
c. MAILING ADDRESS (Include ZIP Code) 1824 Pershing Drive Washington, DC 20013		j. OFFICE TELEPHONE NO. 205-1111		e. PRESENT DUTY STATION Washington, DC		f. RESIDENCE (City and State) Washington, DC		11. PAID BY	
8. TRAVEL ADVANCE		9. CASH PAYMENT RECEIPT		a. DATE RECEIVED		b. AMOUNT RECEIVED \$		c. PAYEE'S SIGNATURE	
a. Outstanding 160 00		b. Amount to be applied 160 00		c. Amount due Government (Attached: <input type="checkbox"/> Check <input type="checkbox"/> Cash) -0-		d. Balance outstanding -0-			
12. GOVERNMENT TRANSPORTATION REQUESTS, OR TRANSPORTATION TICKETS, IF PURCHASED WITH CASH (List by number below and attach passenger coupon; if cash is used show claim on reverse side.)		I hereby assign to the United States any right I may have against any parties in connection with reimbursable transportation charges described below, purchased under cash payment procedures (FPMR 101-7) <i>Traveler's Initials</i>							
		AGENT'S VALUATION OF TICKET (a)	ISSUING CARRIER (Initials) (b)	MODE, CLASS OF SERVICE AND ACCOMMODATIONS (c)	DATE ISSUED (d)	POINTS OF TRAVEL			
						FROM (e)	TO (f)		
Ticket No. 3927-697-230  Purchased with charge card		469.00	TW	YCA	10-10-92	Washington, DC	San Antonio, TX Huron, SD Washington, DC		
13. I certify that this voucher is true and correct to the best of my knowledge and belief, and that payment or credit has not been received by me. When applicable, per diem claimed is based on the average cost of lodging incurred during the period covered by this voucher.		Industrial <i>5/</i>		Specialist		DATE	AMOUNT CLAIMED		\$ 884 40 <i>6/</i>
NOTE: Falsification of an item in an expense account works a forfeiture of claim (28 U.S.C. 2514) and may result in a fine of not more than \$10,000 or imprisonment for not more than 5 years or both (18 U.S.C. 287, i.d. 1001).									
14. This voucher is approved. Long distance telephone calls, if any, are certified as necessary in the interest of the Government. (NOTE: If long distance telephone calls are included, the approving official must have been authorized in writing by the head of the department or agency to so certify (31 U.S.C. 680e).)		Director, <i>7/</i>		Impact Mgmt		DATE	17. FOR FINANCE OFFICE USE ONLY COMPUTATION		\$ <i>8/</i>
APPROVING OFFICIAL SIGN HERE									
15. LAST PRECEDING VOUCHER PAID UNDER SAME TRAVEL AUTHORIZATION		a. VOUCHER NO.		b. D.O. SYMBOL		c. MONTH & YEAR		d. TOTAL VERIFIED CORRECT FOR CHARGE TO APPROPRIATION	
16. THIS VOUCHER IS CERTIFIED CORRECT AND PROPER FOR PAYMENT		AUTHORIZED CERTIFYING OFFICIAL SIGN HERE		DATE		e. APPLIED TO TRAVEL ADVANCE (Appropriation symbol):		\$	
E 18. ACCOUNTING CLASSIFICATION		XXXX.XX.XXXXX.XXXX <i>9/</i>		Travel Purpose: Site Visit		<i>10/</i>		\$	
17. NET TO TRAVELER		\$							

**APPENDIX 6****(Paragraph 91)****Explanation of Entries Included in Sample Travel Voucher on Following Page (Reflecting Single Trip Claiming. Air Fare and Lodging Charged on the Government-Issued Contractor Charge Card):**

- 1/ Show dates in chronological order on which each item of expense was incurred.
- 2/ Show times of departure and arrival for each point involved.
- 3/ Long distance telephone calls for official business are reimbursable.
- 4/ Amount claimed for taxi fare cannot exceed actual fare plus 15 percent for tip even though a greater amount was actually paid because of larger tip.
- 5/ Amount claimed on last day of travel must be based on the same method and maximum rate of reimbursement applicable to the previous calendar day.
- 6/ Lodging paid for by traveler using individual Government-issued charge card.
- 7/ Common carrier fare paid by the Government-issued charge card must be shown on voucher and included in the "total amount claimed."



INSTRUCTIONS TO TRAVELER (Unlisted items are self-explanatory)

Complete this information if this is a continuation sheet

PAGE 2 OF 2 PAGES

TRAVEL AUTHORIZATION NO. 3-8880.0001

TRAVELER'S LAST NAME JANNESKI

**SCHEDULE OF EXPENSES AND AMOUNTS CLAIMED**

Col. (c) If the vouchers include per diem allowances for members of employee's immediate family, show members' names, ages, and relationship to employee and marital status of children (unless information is shown on the travel authorization.)

Col. (d) Show amount incurred for each meal, including tax and tips, and daily total meal cost.

Col. (e) Show expenses, such as: laundry, cleaning and pressing of clothes, tips to bellboys, porters, etc. (other than for meals).

Col. (f) Complete for per diem and actual expense travel.

Col. (g) Show total subsistence expense incurred for actual expense travel.

Col. (h) Show per diem amount, limited to maximum rate, or if travel on actual expense, show the lesser of the amount from col. (j) or maximum rate.

Col. (i) Show expenses, such as: taxi/limousine fares, air fare (if purchased with cash), local or long distance telephone calls for Government business, car rental, relocation other than subsistence, etc.

**INSTRUCTIONS TO TRAVELER (Unlisted items are self-explanatory)**

Col. (d) Show amount incurred for each meal, including tax and tips, and daily total meal cost.

Col. (e) Show expenses, such as: laundry, cleaning and pressing of clothes, tips to bellboys, porters, etc. (other than for meals).

Col. (f) Complete for per diem and actual expense travel.

Col. (g) Show total subsistence expense incurred for actual expense travel.

Col. (h) Show per diem amount, limited to maximum rate, or if travel on actual expense, show the lesser of the amount from col. (j) or maximum rate.

Col. (i) Show expenses, such as: taxi/limousine fares, air fare (if purchased with cash), local or long distance telephone calls for Government business, car rental, relocation other than subsistence, etc.

DATE	TIME (Hour and am/pm)	DESCRIPTION (Departure/arrival city, per diem computation, or other explanation of expense)	MEALS				MISCEL- LANEOUS SUBSIS- TENCE (h)	LODGING (i)	TOTAL SUBSISTENCE EXPENSE (j)	MILEAGE RATE: 0.25 \$ NO OF MILES (k)	AMOUNT CLAIMED		
			BREAK-FAST (d)	LUNCH (e)	DINNER (f)	TOTAL (g)					MILEAGE (l)	SUBSISTENCE (m)	OTHER (n)
9 Aug	3:15 pm	Dep: Residence via taxi to Airport								0.00		5.00	
	4:47 pm	Dep: Airport for Wash., DC								0.00			
	6:25 pm	Arr: Wash., DC via Limo from Airport to Hotel								0.00		5.00	
		Long-distance telephone call to residence (OB)								0.00		3/ 9.00	
13 Aug		Long-distance telephone call to residence (OB)								0.00		6.00	
	5/	5 1/2 days of M&IE @ \$34 & Lodging @ \$79				187.00	6/	395.00		0.00	582.00		
14 Aug	4:10 pm	Dep: Hotel via Limo to Airport								0.00		5.00	
		Dep: Airport for Atlanta, GA								0.00			
	5:53 pm	Arr: Atlanta, GA via taxi to residence								0.00		4/ 5.65	
	7:00 pm	Arr: Residence								0.00			
		Airfare Purchased with Card								0.00		7/ 336.00	
<b>SUBTOTALS</b>										0.00	582.00	371.65	
<b>TOTALS</b>										0.00	582.00	371.65	

If additional space is required, continue on another SF 1012-A BACK, leaving the front blank.

In compliance with the Privacy Act of 1974, the following information is provided: Solicitation of the information on this form is authorized by 5 U.S.C. Chap. 57 as implemented by the Federal Travel Regulations (FPMR 101-7), E.O. 11669 of July 23, 1971, E.O. 11012 of March 27, 1962, E.O. 9397 of November 22, 1943, and 26 U.S.C. 6011(b) and 6109. The primary purpose of the requested information is to determine payment or reimbursement to eligible individuals for allowable travel and/or relocation expenses incurred under appropriate administrative authorization and to record and maintain costs of such reimbursements to the Government. The information will be used by officers and employees who have a need for the information in the performance of their official duties. The information may be disclosed to appropriate Federal, State, local, or foreign agencies, when relevant to civil, criminal, or regulatory investigations or prosecutions, or when pursuant to a requirement by this agency in connection with the hiring or firing of an employee, the issuance of a security clearance, or investigations of the performance of official duty while in Government service. Your Social Security Account Number (SSN) is solicited under the authority of the Internal Revenue Code (26 U.S.C. 6011(b) and 6109) and E.O. 9397, November 22, 1943, for use as a tax payer and/or employee identification number; disclosure is MANDATORY on vouchers claiming travel and/or relocation allowance expense reimbursement which is or may be taxable income. Disclosure of your SSN and other requested information is voluntary in all other instances; however, failure to provide the information (other than SSN) required to support the claim may result in delay or loss of reimbursement.

**TOTAL AMOUNT CLAIMED** 953.65

Enter grand total of columns (l), (m) and (n), below and in item 13 on the front of this form.

STANDARD FORM 1012 BACK (10-77)

**APPENDIX 7****(Paragraph 91)****Explanation of Entries Included in Sample Travel Voucher on Following Page (Reflecting Single Trip Claiming Air Fare Charged on the Government-Issued Contractor Charge Card and Lodging Paid for by Purchase Order):**

- 1/ Show dates in chronological order on which each item of expense was incurred.
- 2/ Show times of departure and arrival for each point involved.
- 3/ Long distance telephone calls for official business are reimbursable.
- 4/ Amount claimed for taxi fare cannot exceed actual fare plus 15 percent for tip, even though a greater amount was actually paid because of larger tip.
- 5/ Amount claimed on last day of travel must be based on the same method and maximum rate of reimbursement applicable to the previous calendar day.
- 6/ Lodging paid for by traveler using individual Government-issued charge card.
- 7/ Common carrier fare paid by the Government-issued charge card must be shown on voucher and included in the "total amount claimed."

**SCHEDULE OF EXPENSES AND AMOUNTS CLAIMED**

**INSTRUCTIONS TO TRAVELER (Unlisted items are self-explanatory)**

Col. (c) If the voucher includes per diem allowances for members of employee's immediate family, show members' names, ages, and relationship to employee and marital status of children (unless information is shown on the travel authorization.)

Col. (d) Show amounts incurred for each meal, including tax and tips, and daily total thru meal cost.

Col. (e) Show expenses, such as laundry, cleaning and pressing of clothes, tips to bellboys, porters, etc. (other than for meals).

Col. (f) Show local subsistence expense incurred for actual expense travel.

Col. (g) Show per diem amount, limited to maximum rate, or if travel on actual expense, show the lesser of the amount from col. (f) or maximum rate.

Col. (h) Show expenses, such as: taxi/limousine fares, air fare (if purchased with cash), local or long distance telephone calls for Government business, car rental, relocation other than subsistence, etc.

Col. (i) Show amounts incurred for each meal, including tax and tips, and daily total thru meal cost.

Col. (j) Show expenses, such as: laundry, cleaning and pressing of clothes, tips to bellboys, porters, etc. (other than for meals).

Col. (k) Complete for per diem and actual expense travel.

Col. (l) Show per diem amount, limited to maximum rate, or if travel on actual expense, show the lesser of the amount from col. (j) or maximum rate.

Col. (m) Show expenses, such as: taxi/limousine fares, air fare (if purchased with cash), local or long distance telephone calls for Government business, car rental, relocation other than subsistence, etc.

DATE	TIME (Hour and am/pm)	DESCRIPTION (Departure/arrival city, per diem computation, or other explanations of expense)	MEALS				MISCEL- LANEOUS SUBSIS- TENCE (n)	LODGING (j)	TOTAL SUBSISTENCE EXPENSE (j)	MILEAGE RATE: 0.25 \$ NO. OF MILES (k)	AMOUNT CLAIMED		
			BREAK- FAST (d)	LUNCH (e)	DINNER (f)	TOTAL (g)					MILEAGE (l)	SUBSISTENCE (m)	OTHER (n)
9 Aug	3:15 pm	Dep: Residence via taxi to Airport, No Limo available (c)								0.00		5.00	
	4:47 am	Dep: Airport for Washington, DC								0.00			
	6:25 pm	Arr: Washington, DC via Limo from Airport to Hotel								0.00		5.00	
		Long Distance Telephone Call to Residence (OB)								0.00		9.00	
13 Aug		Long Distance Telephone Call to Residence (OB)								0.00		6.00	
14 Aug	4:10 pm	Dep: Hotel via Limo to Airport								0.00		5.00	
		Dep: Airport for Atlanta, GA								0.00			
	5:53 pm	Arr: Airport via taxi to Residence								0.00		5.65	
	7:00 pm	Arr: at Residence								0.00			
		5 1/2 days M&IE @ \$34 & 5 days Lodging paid by purchase order.				187.00		187.00		0.00	187.00		
		Airfare purchased with charge card								0.00		336.00	
										0.00			
										0.00	187.00	371.65	
										0.00	187.00	371.65	

*If additional space is required, continue on another SF 1012-A BACK, leaving the front blank.*

In compliance with the Privacy Act of 1974, the following information is provided: Solicitation of the information on this form is authorized by 5 U.S.C. Chap. 57 as implemented by the Federal Travel Regulations (FPMR 101-7), E.O. 11609 of July 23, 1971, E.O. 11012 of March 27, 1962, E.O. 9397 of November 22, 1943 and 26 U.S.C. 6011(b) and 6109. The primary purpose of the requested information is to determine payment or reimbursement to eligible individuals for allowable travel and/or relocation expenses incurred under appropriate administrative authorization and to record and maintain basis of such reimbursements to the Government. The information will be used by officers and employees who have a need for the information in the performance of their official duties. The information may be disclosed to appropriate Federal, State, local, or foreign agencies, when relevant to civil, criminal, or regulatory investigations or prosecutions, or when pursuant to a requirement by this agency in connection with the hiring or firing of an employee, the issuance of a security clearance, or investigations of the performance of official duty while in Government service. Your Social Security Account Number (SSN) is solicited under the authority of the Internal Revenue Code (26 U.S.C. 6011(b) and 6109) and E.O. 9197, November 22, 1943, for use as a tax payer and/or employee identification number; disclosure is MANDATORY on vouchers claiming travel and/or relocation allowance expense reimbursement which is, or may be, taxable income. Disclosure of your SSN and other requested information is voluntary in all other instances; however, failure to provide the information (other than SSN) required to support the claim may result in delay or loss of reimbursement.

**TOTAL AMOUNT CLAIMED** 558.65

STANDARD FORM 1012 BACK (10-77)

**APPENDIX 8****(Paragraph 91)****Explanation of Entries Included in Specimen Travel Voucher on Following Page (Reflecting Mileage for Destination and In and Around Travel):**

- 1/ Show dates, in chronological order, on which each item of expenses was incurred. Also, times of departure and arrival for each point involved.
- 2/ Show authorized mileage rate.
- 3/ The authority to use POV must be included in travel authorized if not explained on travel voucher.
- 4/ Traveler's claim for subsistence is limited to the maximum per diem allowable unless actual subsistence is authorized.
- 5/ Any deviation from normal distance shall be explained.

**SCHEDULE OF EXPENSES AND AMOUNTS CLAIMED**

**INSTRUCTIONS TO TRAVELER (Unlisted items are self-explanatory)**

Col. (c) If the voucher includes per diem allowances for members of employee's immediate family, show members' names, ages, and relationship to employee and marital status of children (unless information is shown on the travel authorization.)

Col. (4) Show amount incurred for each meal, including tax and tips, and daily total meal cost.

Col. (g) Show expenses, such as: laundry, cleaning and pressing of clothes, tips to bellboys, porters, etc. (other than for meals).

Col. (i) Complete for per diem and actual expense travel.

Col. (j) Show total subsistence expense incurred for actual expense travel.

Col. (m) Show per diem amount, limited to maximum rate, or if travel on actual expense, show the lesser of the amount from col. (i) or maximum rate.

Col. (n) Show expenses, such as: taxi/limousine fares, air fare (if purchased with cash), local or long distance telephone calls for Government business, car rental, relocation other than subsistence, etc.

Complete this information if this is a continuation sheet. **PAGE 2** OF **2** **PAGES**

**TRAVEL AUTHORIZATION NO.**  
3.6868.001

**TRAVELER'S LAST NAME**  
MINNICK

DATE	TIME (Hour and am/pm)	DESCRIPTION (Departure/arrival city, per diem computation, or other explanations of expense)	MEALS				ITEMIZED SUBSISTENCE EXPENSES				MILEAGE RATE: 0.25 \$ NO. OF MILES (k)	AMOUNT CLAIMED			
			BREAK-FAST (a)	LUNCH (e)	DINNER (f)	TOTAL (g)	MISCELLANEOUS SUBSISTENCE (h)	LODGING (i)	TOTAL SUBSISTENCE EXPENSE (j)	MILEAGE (l)		SUBSISTENCE (m)	OTHER (n)		
1 Sep	7:00 am	Dep: Washington, DC via POA Harbor Tunnel Toll, Kennedy Expressway Tolls										0.00			1.00
3 Sep	9:35 am	Arr: King of Prussia, PA									3	139	34.75		2.00
4	6:10 pm	Arr: Washington, DC											0.00		1.00
5	2 3/4 days	2 3/4 days of M&IE @ \$34 & Lodging @ \$ 83				93.50				166	100	259	0.00	259	50
<b>SUBTOTALS</b>											69	50	259	50	6.00
<b>TOTALS</b>											69	50	259	50	6.00

*If additional space is required, continue on another SF 1012-A BACK, leaving the front blank.*

In compliance with the Privacy Act of 1974, the following information is provided: Solicitation of information on this form is authorized by 5 U.S.C. Chap. 57 as implemented by the Federal Travel Regulations (FPMR 101-7), E.O. 11609 of July 22, 1971, E.O. 11012 of March 27, 1962, E.O. 9397 of November 22, 1943, and 26 U.S.C. 6011(b) and 6109. The primary purpose of the requested information is to determine payment or reimbursement to eligible individuals for allowable travel and/or relocation expenses incurred under appropriate administrative authorization and to record and maintain costs of such relocations for the Government. The information will be used by officers and employees who have a need for the information in the performance of their official duties. The information may be disclosed to appropriate Federal, State, local, or foreign agencies, when relevant to civil, criminal, or regulatory investigations or prosecutions, or when pursuant to a requirement by this agency in connection with the hiring or firing of an employee, the issuance of a security clearance, or investigations of the performance of official duty while in Government service. Your Social Security Account Number (SSN) is solicited under the authority of the Internal Revenue Code (26 U.S.C. 6011(b) and 6109) and E.O. 9397, November 22, 1943, for use as a tax payer and/or employee identification number; disclosure is MANDATORY on vouchers claiming travel and/or relocation allowance expense reimbursement which is, or may be, taxable income. Disclosure of your SSN and other requested information is voluntary in all other instances; however, failure to provide the information (other than SSN) required to support the claim may result in delay or loss of reimbursement.

**TOTAL AMOUNT CLAIMED** 335.00

Enter grand total of columns (l), (m) and (n), below and in item 13 on the front of this form.

**APPENDIX 9****(Paragraph 91)****Explanation of Entries Included in Specimen Travel Voucher on Following Page (Reflecting Mileage for Destination and In and Around Travel):**

- 1/ Show dates in chronological order on which each item of expenses was incurred. Also times of departure and arrival for each point involved.
- 2/ Show authorized
- 3/ The authorized mileage rate.
- 4/ Traveler's claim for subsistence is limited to the maximum per diem allowable unless actual subsistence is authorized.
- 5/ Any deviation from normal distance shall be explained.

**INSTRUCTIONS TO TRAVELER (Unlisted items are self-explanatory)**

Complete this information if this is a continuation sheet. **PAGE 2** OF **2** **PAGE#**

**TRAVEL AUTHORIZATION NO.**  
3.7878.0001

**TRAVELER'S LAST NAME**  
JACKSON

**SCHEDULE OF EXPENSES AND AMOUNTS CLAIMED**

Col. (e) If the voucher includes per diem allowances for members of employee's immediate family, show members' names, ages, and relationship to employee and marital status of children (unless information is shown on the travel authorization.)

Col. (d) Show amount incurred for each meal, including tax and tips, and daily total (g) Show expenses, such as laundry, cleaning and pressing of clothes, tips to bellboys, porters, etc. (other than for meals) (h) Complete for per diem and actual expense travel. (i) Show total subsistence expense incurred for actual expense travel. (j) Show per diem amount, limited to maximum rate, or if travel on actual expense, show the lesser of the amount from col. (i) or maximum rate. (k) Show expenses, such as taxi/limousine fares, air fare (if purchased with cash), local or long distance telephone calls for Government business, car rental, relocation other than subsistence, etc.

DATE	TIME (Hour and am/pm)	DESCRIPTION (Departure/arrival city, per diem computation, or other explanations of expense)	MEALS				MISCELLANEOUS SUBSISTENCE (n)	LODGING (l)	TOTAL SUBSISTENCE EXPENSE (j)	MILEAGE RATE: 0.25 ¢	NO. OF MILES (k)	AMOUNT CLAIMED		
			BREAK-FAST (d)	LUNCH (e)	DINNER (f)	TOTAL (g)						MILEAGE (i)	SUBSISTENCE (m)	OTHER (n)
13 Jul	8:00 am	Dep: Richmond, VA via POA										0.00		
	7:00 pm	Air: New Bern, NC via Goldsboro, NC (OB), 3/4 M&IE @ \$26 & Lodging @ \$43, Mileage for travel in/around New Bern				19.50	43.00	62.50		10		2.50	62.50	
14 Jul	2:45 pm	Dep: New Bern, NC										0.00		
	4:00 pm	Air: Morehead City, NC. Mileage for travel in/around Atlantic Beach, Salter Path, and return to Morehead City, NC; in Morehead City, NC								66		16.50		
		1 day M&IE @ \$26 & Lodging @ \$58				26.00	58.00	84.00		27		0.00	84.00	4/
15 Jul	11:45 am	Dep: Morehead City, NC										0.00		
	9:50 pm	Air: Richmond, VA via Goldsboro (OB)								286		71.50		
		1 day M&IE @ \$26										0.00		
	5/	Excess mileage (12 miles) caused by detour between New Bern and Goldsboro				26.00		26.00				0.00	26.00	
										<b>SUBTOTALS</b>		149.25	172.50	
										<b>TOTALS</b>		149.25	172.50	

If additional space is required, continue on another SF 1012-A BACK, leaving the front blank.

In compliance with the Privacy Act of 1974, the following information is provided: Solicitation of the information on this form is authorized by 5 U.S.C. Chap. 57 as implemented by the Federal Travel Regulations (FPMR 101-7), E.O. 11649 of July 22, 1971; E.O. 11012 of March 27, 1962; E.O. 9397 of November 22, 1943, and 26 U.S.C. 6011(b) and 6109. The primary purpose of the requested information is to determine payment or reimbursement to eligible individuals for allowable travel and/or relocation expenses incurred under appropriate administrative authorization and to record and maintain costs of such reimbursements to the Government. The information will be used by officers and employees who have a need for the information in the performance of their official duties. The information may be disclosed to appropriate Federal, State, local, or foreign agencies, when relevant to civil.

criminal or regulatory investigations or prosecutions, or when pursuant to a requirement by this agency in connection with the hiring or firing of an employee, the issuance of a security clearance, or investigations of the performance of official duty while in Government service. Your Social Security Account Number (SSN) is solicited under the authority of the Internal Revenue Code (26 U.S.C. 6011(b) and 6109) and E.O. 9397, November 22, 1943, for use as a tax payer and/or employee identification number; disclosure is MANDATORY on vouchers claiming travel and/or relocation allowance expense reimbursement which is, or may be, taxable income. Disclosure of your SSN and other requested information is voluntary in all other instances; however, failure to provide the information (other than SSN) required to support the claim may result in delay or loss of reimbursement.

**TOTAL AMOUNT CLAIMED** 321.75

Enter grand total of columns (l), (m) and (n), below and in item 13 on the front of this form.

**APPENDIX 10****(Paragraph 91)****Explanation of Entries Included in Sample Travel Voucher on Following Page (Reflecting Leave Taken While in Travel Status):**

- 1/ Show dates in chronological order on which each item of expense was incurred. Also show time of departure and arrival for each point involved.
- 2/ Show authorized mileage rate.
- 3/ M&IE on first day of travel covers three 6-hour periods, hence  $3/4 \times \$26.00$  or \$19.50.
- 4/ The maximum per diem for first day of travel is the maximum M&IE for three 6-hour periods beginning when travel begins plus the maximum lodging allowance of \$46.00.
- 5/ The number of hours and type of leave taken must be shown. Also, show the time when official duty was resumed.
- 6/ The maximum M&IE for the last day of travel covers four 6-hour periods or one full day beginning at 12:01 a.m.



Complete this information if this is a continuation sheet. PAGE 2 OF 2 PAGES

TRAVEL AUTHORIZATION NO. 3.8820.0001

TRAVELER'S LAST NAME TAMPIA

**SCHEDULE OF EXPENSES AND AMOUNTS CLAIMED**

Col. (c) If the voucher includes per diem allowances for members of employee's immediate family, show members' names, ages, and relationship to employee and marital status of children (unless information is shown on the travel authorization.)

Col. (d) Show amounts incurred for each meal, including tax and tips, and daily total meal cost.

Col. (e) Show expenses, such as laundry, cleaning and pressing of clothes, tips to bellboys, porters, etc. (other than for meals).

Col. (f) Complete for per diem and actual expense travel.

Col. (g) Show total subsistence expense incurred for actual expense travel.

Col. (h) Show per diem amount, limited to maximum rate, or if travel on actual expense, show the lesser of the amount from col. (j) or maximum rate.

Col. (i) Show expenses, such as taxi/limousine fares, air fare (if purchased with cash), local or long distance telephone calls for Government business, car rental, relocation other than subsistence, etc.

**INSTRUCTIONS TO TRAVELER (Unlisted items are self-explanatory)**

Col. (a) Breakfast

Col. (b) Lunch

Col. (c) Dinner

Col. (d) Total

Col. (e) Miscellaneous Subsistence

Col. (f) Lodging

Col. (g) Total Subsistence Expense

Col. (h) Mileage

Col. (i) Subsistence

Col. (j) Other

DATE	TIME	DESCRIPTION (Departure/arrival city, per diem computation, or other explanations of expense)	MEALS				MISCELLANEOUS SUBSISTENCE	LODGING	TOTAL SUBSISTENCE EXPENSE	MILEAGE RATE	AMOUNT CLAIMED		
			BREAKFAST	LUNCH	DINNER	TOTAL					MILEAGE	SUBSISTENCE	OTHER
19 92 1/ (a)													
6 May	8:00 am	Dep: Sioux Falls by POA								0.00			
	5:00 pm	Arr: Grand Forks, 3/4 M&IE @ \$26 & Lodging @ \$46				19 50	46 00	65 50	353	88 25	65 50	4/	
7 May	5:30 pm	Left duty status at Grand Forks, 1 day M&IE @ \$26, Lodging @ \$46				26 00	46 00	72 00		0.00	72 00		
8 May	8:30 am	8 Hours Annual Leave 5/								0.00			
9 May	9:00 am	Dep: Grand Forks (Resume duty status)								0.00			
	2:45 pm	Arr: Huron, 3 days M&IE @ \$26 & Lodging @ \$35				78 00	105 00	183 00	307	76 75	183 00		
12 May	8:00 am	Dep: Huron								0.00			
	9:30 pm	Arr: Deadwood, 2 days M&IE @ \$26 & Lodging @ \$35				52 00	70 00	122 00	340	85 00	122 00		
14 May	8:00 am	Dep: Deadwood								0.00			
	10:30 pm	Arr: Sioux Falls via Kodaka (OB), 1 day M&IE @ \$26				26 00		26 00	335	83 75	26 00		
		Use of POA determined to be advantageous to Government.								0.00			
		(See Authorization.)								0.00			
<b>SUBTOTALS</b>										333 75	468 50		
<b>TOTALS</b>										333 75	468 50		

If additional space is required, continue on another SF 1012-A BACK, leaving the front blank.

In compliance with the Privacy Act of 1974, the following information is provided: Solicitation of information on this form is authorized by 5 U.S.C. Chap. 57 as implemented by the Federal Travel Regulations (FPMR 101-7), E.O. 11609 of July 22, 1971, E.O. 11012 of March 27, 1962, E.O. 9397 of November 22, 1943, and 26 U.S.C. 6011(b) and 6109. The primary purpose of the requested information is to determine payment or reimbursement to eligible individuals for allowable travel and/or relocation expenses incurred under appropriate administrative authorization and to record and maintain costs of such reimbursements to the Government. The information will be used by officers and employees who have a need for the information in the performance of their official duties. The information may be disclosed to appropriate Federal, State, local, or foreign agencies, when relevant to civil, or regulatory investigations or prosecutions, or when pursuant to a requirement by this agency in connection with the hiring or firing of an employee, the issuance of a security clearance, or investigations of the performance of official duty while in Government service. Your Social Security Account Number (SSN) is solicited under the authority of the Internal Revenue Code (26 U.S.C. 6011(b) and 6109) and E.O. 9397, November 22, 1943, for use as a tax payer and/or employee identification number; disclosure is MANDATORY on vouchers claiming travel and/or relocation allowance expense reimbursement which is, or may be, taxable income. Disclosure of your SSN and other requested information is voluntary in all other instances; however, failure to provide the information (other than SSN) required to support the claim may result in delay or loss of reimbursement.

**TOTAL AMOUNT CLAIMED** \$12,25

Enter grand total of columns (i), (m) and (n), below and in item 13 on the front of this form.

STANDARD FORM 1012-BACK (10-77)

**APPENDIX 11****(Paragraph 91)****Explanation of Entries Included in Sample Travel Voucher on Following Page (Reflecting Comparative Costs - Claiming the Lesser Amount):**

- 1/ Show date in chronological order on which each item of expense was incurred. Also, show times of departure and arrival for each point involved.
- 2/ Show authorized mileage rate.
- 3/ The \$71.00 subsistence claimed is based on \$26.00 M&IE for a full day plus the standard CONUS maximum of \$45.00 allowed for lodging for this county.
- 4/ M&IE claimed on the last day of travel is for four 6-hour periods beginning at 12:01 a.m.
- 5/ The lesser amount is claimed when a comparative voucher is submitted.



**APPENDIX 12****(Paragraph 91)****Explanation of Entries Included in Sample Travel Voucher on Following Page (Reflecting POV to and from Common Carrier Terminal; Local Transit System Used at Temporary Duty Location):**

- 1/ Show date, in chronological order, on which each item of expense was incurred. Also, show times of departure and arrival for each point involved.
- 2/ Show authorized mileage rate.
- 3/ Local transit systems to be used where available and feasible.
- 4/ Subsistence is based on the actual cost of lodging and M&IE.

**Note:** The airfare is not cited on the travel voucher when the GTS account is used.

APPENDIX 12  
(Paragraph 91)

SCHEDULE OF EXPENSES AND AMOUNTS CLAIMED		INSTRUCTIONS TO TRAVELER (Unlisted items are self-explanatory)										AMOUNT CLAIMED	
DATE	TIME	DESCRIPTION	BREAK-FAST	LUNCH	DINNER	TOTAL	MISCELLANEOUS SUBSIDIES	LOGGING	TOTAL SUBSIDISE EXPENSE	MILEAGE RATE	MILEAGE	SUBSISTENCE	OTHER
19 92	(Hour and am/pm)	(Departure/arrival city, per diem computation, or other explanation of expense)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	0.25 \$	(k)	(m)	(n)
1/	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(m)	(n)
19 Oct	7:00 am	Dep: Residence for BWI Airport by POA (Less costly than Taxi)									10.50		
	8:15 am	Dep: Airport for Atlanta, GA									0.00		
	10:05 am	Arr: Atlanta, GA Limo from Airport to Hotel (no tip)									0.00		10.00
	3/	Subway from Hotel to Regional Office and Return									0.00		2.00
20 Oct		Subway from Hotel to Regional Office and Return									0.00		2.00
21 Oct		Subway from Hotel to Regional Office and Return									0.00		2.00
22 Oct		Subway from Hotel to Regional Office and Return									0.00		2.00
23 Oct	11:00 am	Dep: Hotel via Limo to Airport (no tip)									0.00		10.00
	12:25 pm	Dep: For BWI Airport									0.00		
	2:00 pm	Dep: BWI Airport via POA to Residence									10.50		
		Arr: at Residence, 4 1/2 days M&IE @ \$14 & 4 days Lodging @ \$79				153.00		316.00	469.00		0.00	469.00	
		Use of POA between Residence & Airport was less costly than taxi.									0.00		
<b>SUBTOTALS</b>											21.00	469.00	28.00
<b>TOTALS</b>											21.00	469.00	28.00

Complete this information if this is a continuation sheet. PAGE 2 OF 2 PAGES TRAVEL AUTHORIZATION NO. 3,9939,9090 TRAVELER'S LAST NAME EMERSON

Col (c) If the voucher includes per diem allowances for members of employee's immediate family, show members' names, ages, and relationship to employee and marital status of children (unless information is shown on the travel authorization.)

Col (d) Show amount incurred for each meal, including tax and tips, and daily total (e.g.) meal cost.

Col (e) Show expenses, such as laundry, cleaning and pressing of clothes, tips to bellboys, porters, etc. (other than for meals).

Col (f) Complete for per diem and actual expense travel.

Col (g) Show total subsistence expense incurred for actual expense travel.

Col (h) Show per diem amount, limited to maximum rate, or if travel on actual expense, show the lesser of the amount from col. (j) or maximum rate.

Col (i) Show expenses, such as taxi/limousine fares, air fare (if purchased with cash), local or long distance telephone calls for Governmental business, car rental, relocation other than subsistence, etc.

Col (j) Show total subsistence expense incurred for actual expense travel.

Col (k) Mileage rate: 0.25 \$

Col (l) Mileage: 10.50

Col (m) Subsistence: 469.00

Col (n) Other: 28.00

In compliance with the Privacy Act of 1974, the following information is provided: Solicitation of the information on this form is authorized by 5 U.S.C. Chap. 57, Subchapter II, Section 1706, and the Federal Travel Regulations (FPMR 101-7), E.O. 11659 of July 28, 1971, E.O. 11012 of March 27, 1962, E.O. 9397 of November 22, 1943 and 26 U.S.C. 6011(b) and 6109. The primary purpose of the requested information is to determine payment or reimbursement to eligible individuals for allowable travel and/or relocation expenses incurred under appropriate administrative authorization and to record and maintain costs of such reimbursements to the Government. The information will be used by officers and employees who have a need for the information in the performance of their official duties. The information may be disclosed to appropriate Federal, State, local, or foreign agencies, when relevant to civil, criminal or regulatory investigations or prosecutions, or when pursuant to a requirement by this agency in connection with the hiring or firing of an employee, the issuance of a security clearance, or investigations of the performance of official duty while in Government service. Your Social Security Account Number (SSAN) is solicited under the authority of the Internal Revenue Code (26 U.S.C. 6011(b) and 6109) and E.O. 9397, November 22, 1943, for use as a tax payer and/or employee identification number. Disclosure is MANIPULATED by vouchers claiming travel and/or relocation allowance expense reimbursement which is, or may be, taxable income. Disclosure of your SSN and other requested information is voluntary in all other instances; however, failure to provide the information (other than SSN) required to support the claim may result in delay or loss of reimbursement.

Enter grand total of columns (l), (m) and (n), below and in item 13 on the front of this form.

**TOTAL AMOUNT CLAIMED** \$18,000

STANDARD FORM 1012 BACK (10-77)

**APPENDIX 13****(Paragraph 91)****Explanation of Entries Included in Sample Travel Voucher on Following Page (Reflecting Use of Government Travel System (GTS) Account):**

- 1/ A check made payable to "Small Business Administration," for the amount that the advance exceeds the amount claimed, must accompany the voucher.
- 2/ Enter the GTS and ticket number for tickets purchased using a Government Travel System account.

**NOTE:** The amount of the airfare is not included in the amount claimed.

APPENDIX 13(cont'd)

<b>TRAVEL VOUCHER</b> <small>(Read the Privacy Act Statement on the back)</small>		<b>1. DEPARTMENT OR ESTABLISHMENT, BUREAU DIVISION OR OFFICE</b>		<b>2. TYPE OF TRAVEL</b> <input checked="" type="checkbox"/> TEMPORARY DUTY <input type="checkbox"/> PERMANENT CHANGE OF STATION		<b>3. VOUCHER NO.</b>	
						<b>4. SCHEDULE NO.</b>	
<b>TRAVELER (PAYEE)</b>	<b>6. a. NAME (Last, first, middle initial)</b> EMERSON, ALLISON P.			<b>b. SOCIAL SECURITY NO.</b> 123-45-6789		<b>6. PERIOD OF TRAVEL</b> a. FROM 10-19-92 b. TO 10-23-92	
	<b>c. MAILING ADDRESS (Include ZIP Code)</b> 21213 Chambers Avenue Laurel, MD 20707			<b>j. OFFICE TELEPHONE NO.</b> 202-205-8888		<b>7. TRAVEL AUTHORIZATION</b> a. NUMBER(S) b. DATE(S) 10-1-92	
	<b>e. PRESENT DUTY STATION</b> WASHINGTON, DC			<b>f. RESIDENCE (City and State)</b> LAUREL, MD			<b>10. CHECK NO.</b>
	<b>8. TRAVEL ADVANCE</b> a. Outstanding b. Amount to be applied c. Amount due Government (Attached: <input checked="" type="checkbox"/> Check <input type="checkbox"/> Cash) 1/ d. Balance outstanding		<b>9. CASH PAYMENT RECEIPT</b> a. DATE RECEIVED b. AMOUNT RECEIVED \$ c. PAYEE'S SIGNATURE		<b>11. PAID BY</b>		
<b>12. GOVERNMENT TRANSPORTATION REQUESTS, OR TRANSPORTATION TICKETS, IF PURCHASED WITH CASH</b> <small>(List by number below and attach passenger coupon, if cash is used show claim on reverse side.)</small>		I hereby assign to the United States any right I may have against any parties in connection with reimbursable transportation charges described below, purchased under cash payment procedures (FPMR 101-7) <span style="float:right">▶ <i>Traveler's Initials</i></span>					
		<b>AGENT'S VALUATION OF TICKET</b> <small>(a)</small>	<b>ISSUING CARRIER</b> <small>(Initials)</small> <small>(b)</small>	<b>MODE, CLASS OF SERVICE AND ACCOMMODATIONS</b> <small>(c)</small>	<b>DATE ISSUED</b> <small>(d)</small>	<b>POINTS OF TRAVEL</b> FROM <small>(e)</small> TO <small>(f)</small>	
GTS 2/		328.00	DL	YCA	10-16-92	WASHINGTON, DC ATLANTA, GA WASHINGTON, DC	
<b>13. I certify that this voucher is true and correct to the best of my knowledge and belief, and that payment or credit has not been received by me. When applicable, per diem claimed is based on the average cost of lodging incurred during the period covered by this voucher.</b>							
<b>TRAVELER SIGN HERE</b> ▶				<b>DATE</b>		<b>AMOUNT CLAIMED</b> ▶ \$	
<small>NOTE: Falsification of an item in an expense account works a forfeiture of claim (28 U.S.C. 2514) and may result in a fine of not more than \$10,000 or imprisonment for not more than 5 years or both (18 U.S.C. 287; i.d. 1001).</small>							
<b>14. This voucher is approved. Long distance telephone calls, if any, are certified as necessary in the interest of the Government. (NOTE: If long distance telephone calls are included, the approving official must have been authorized in writing by the head of the department or agency to so certify (31 U.S.C. 680a).)</b>					<b>17. FOR FINANCE OFFICE USE ONLY COMPUTATION</b>		
<b>APPROVING OFFICIAL SIGN HERE</b> ▶					<b>DATE</b>		a. DIFFERENCES, IF ANY (Explain and show amount)
<b>15. LAST PRECEDING VOUCHER PAID UNDER SAME TRAVEL AUTHORIZATION</b>					b. TOTAL VERIFIED CORRECT FOR CHARGE TO APPROPRIATION \$		
a. VOUCHER NO		b. D.O. SYMBOL		c. MONTH & YEAR		c. APPLIED TO TRAVEL ADVANCE (Appropriation symbol): \$	
<b>16. THIS VOUCHER IS CERTIFIED CORRECT AND PROPER FOR PAYMENT</b>					d. <b>NET TO TRAVELER</b> ▶ \$		
<b>AUTHORIZED CERTIFYING OFFICIAL SIGN HERE</b> ▶					<b>DATE</b>		
<b>18. ACCOUNTING CLASSIFICATION</b>							
Specimen Travel Voucher (Reflecting Face - Using Government Travel System (GTS) Account)							

1012-116

NM 7540-00-634-4180

APPENDIX 14

(Paragraph 92)

<b>CLAIM FOR REIMBURSEMENT FOR EXPENDITURES ON OFFICIAL BUSINESS</b>	1. DEPARTMENT OR ESTABLISHMENT, BUREAU, DIVISION OR OFFICE Small Business Administration Office of the Comptroller	2. VOUCHER NUMBER
	3. SCHEDULE NUMBER	
<i>Read the Privacy Act Statement on the back of this form.</i>		
CLAIMANT	4. a. NAME (Last, first, middle initial) SMITH, John E.	b. SOCIAL SECURITY NO. XXX-XX-XXXX
	c. MAILING ADDRESS (include ZIP Code) 1824 Pershing Drive Washington, DC 20013	d. OFFICE TELEPHONE NUMBER 205-8888
5. PAID BY		

6. EXPENDITURES (If fare claimed in col. (g) exceeds charge for one person, show in col. (h) the number of additional persons which accompanied the claimant.)

DATE	C C O D E	MILEAGE RATE	AMOUNT CLAIMED			
			MILEAGE	FARE OR TOLL	ADD. PERSONS	TIPS AND MISCELLANEOUS
(a)	(b)	(c)	(f)	(g)	(h)	(i)
12-92	A					
		(c) FROM	(d) TO	(e)		
		SBA-409 3rd St., SW OMB - NEOB - 17th St, NW				
		and return				
		Taxi - Metro not available			6.75	
If additional space is required continue on the back.			SUBTOTALS CARRIED FORWARD FROM THE BACK			

7. AMOUNT CLAIMED (Total of cols. (f), (g) and (i)) \$ 6.75	<b>TOTALS</b>	6.75
---	---------------	------

8. This claim is approved. Long distance telephone calls, if shown, are certified as necessary in the interest of the Government. (Note: If long distance calls are included, the approving official must have been authorized, in writing, by the head of the department or agency to so certify (31 U.S.C. 680a).)

*Sign Original Only*

10. I certify that this claim is true and correct to the best of my knowledge and belief and that payment or credit has not been received by me.

PAYMENT DESIRED *Sign Original Only*  
 CHECK  CASH

APPROVING OFFICIAL SIGN HERE

DATE

CLAIMANT SIGN HERE

9. This claim is certified correct and proper for payment.

*Sign Original Only*

DATE

11. CASH PAYMENT RECEIPT	
a. PAYEE (Signature)	b. DATE RECEIVED
	c. AMOUNT
	\$

AUTHORIZED CERTIFYING OFFICER SIGN HERE

ACCOUNTING CLASSIFICATION

12. PAYMENT MADE BY CHECK NO.

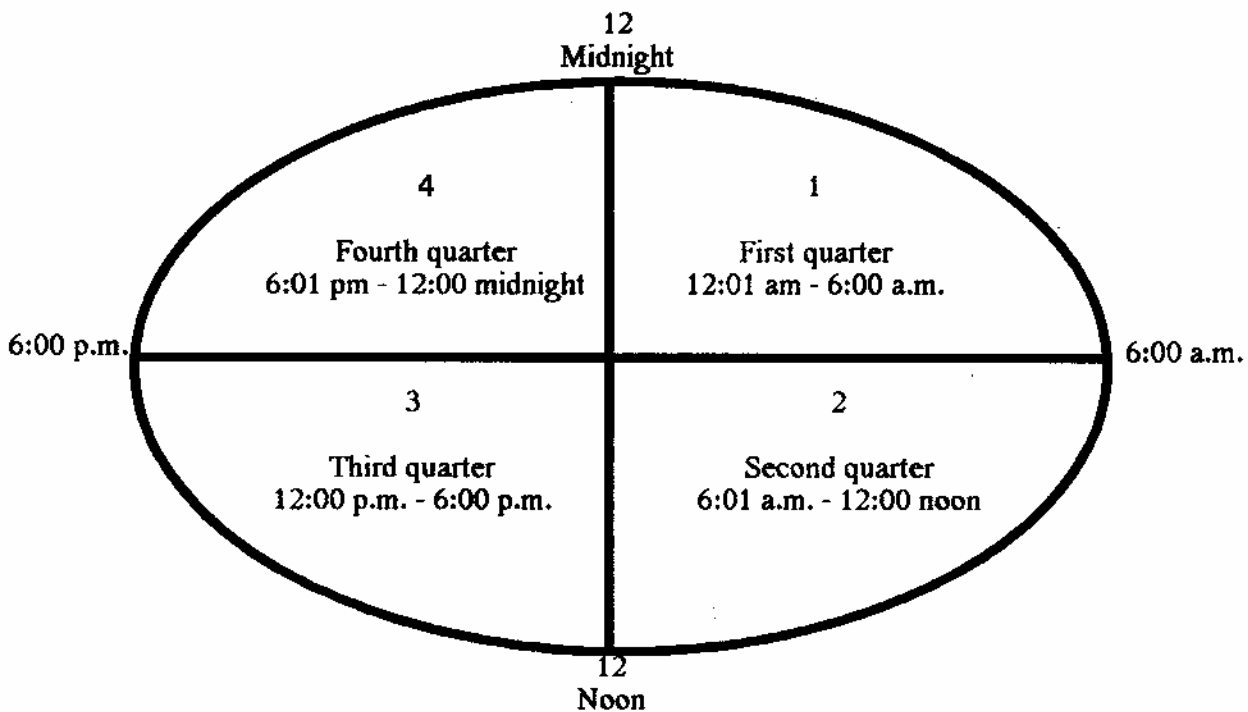




APPENDIX 15

(Paragraph 33)

QUARTER-DAY SYSTEM



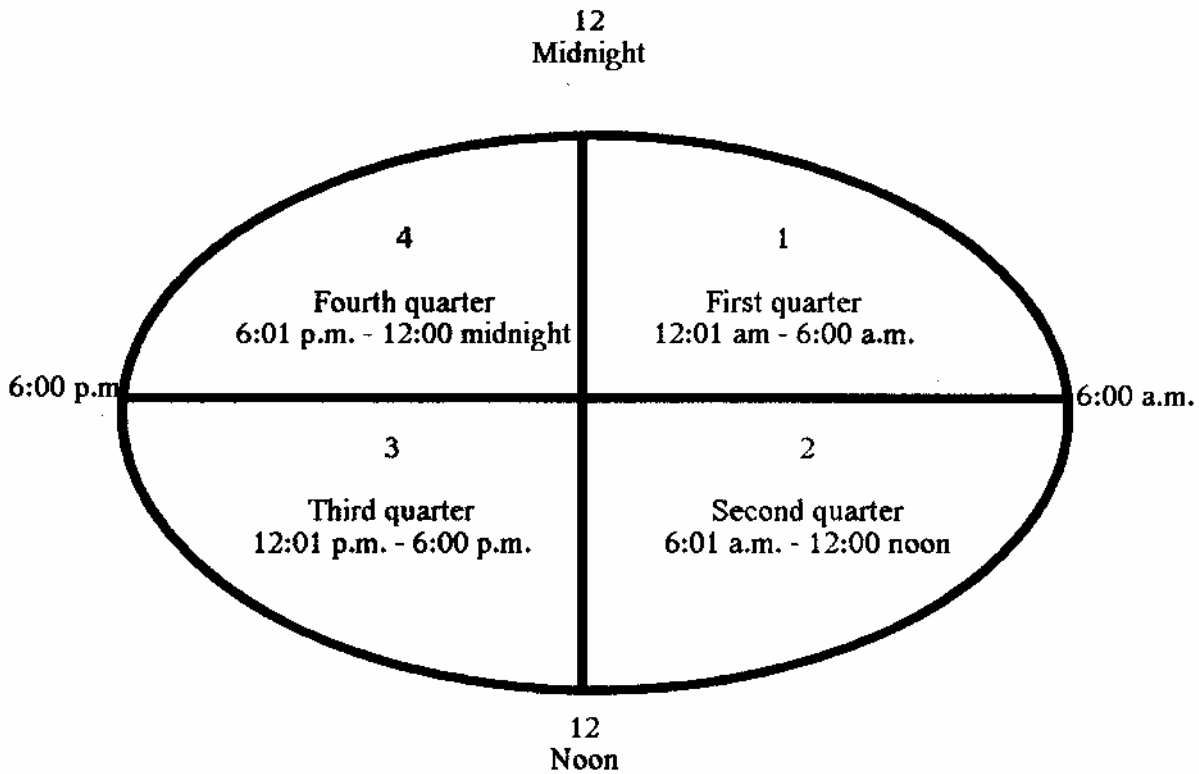
Day of Departure

The M&IE rate shall be prorated by dividing the day of departure into 6-hour periods starting from the actual time travel begins (from residence or office) and running through midnight. For each 6-hour period, or fraction thereof, one-fourth of the applicable M&IE rate shall be allowed.



**APPENDIX 16  
(PARAGRAPH 33)**

**QUARTER-DAY SYSTEM**



**Day Travel Ends**

For the day travel ends (when employee returns to the official station or other authorized point), the per diem allowable shall be the M&IE rate applicable to the preceding calendar day prorated as provided below.

The M&IE rate shall be prorated by dividing the day travel ends into 6 hour periods beginning at 12:01 a.m. and running until employee arrives at home, office, or other authorized point at the conclusion of trip. For each 6-hour period, or fraction thereof, one-fourth of the applicable M&IE rate shall be allowed.



**APPENDIX 17**

**SAMPLE OF LETTER OF INVITATION  
(Paragraph 6)**

Name  
Address of Invited Person

Dear Mr./Ms.:

The Small Business Administration (SBA), Office of \_\_\_\_\_ (1) wishes to extend to you an invitation to attend the \_\_\_\_\_ (2) which will be held from \_\_\_\_\_ (3) to \_\_\_\_\_ (3).

The purpose of this \_\_\_\_\_ (2) is to \_\_\_\_\_ (4). To make your travel arrangements, please call (the local Travel Management Center (TMC) or Scheduled Airline Traffic Office (SATO)) at (telephone number) and furnish the travel authorization number listed below. You will be provided a round-trip air coach ticket at no cost to you from \_\_\_\_\_ (5) to \_\_\_\_\_ (5). The Government Travel System (GTS) account will be used for this purpose. Failure to use the designated travel agency to obtain common carrier transportation tickets will result in reimbursement being limited to the round-trip government contract fare.

In addition, you will be reimbursed per diem expenses based on actual cost of lodging up to \$ \_\_\_\_\_ (6) per day plus \$ \_\_\_\_\_ (6) for meals and incidentals. However, your allowance for meals and incidental expenses on the first and last days of travel will be \$ \_\_\_\_\_ (7) for each 6-hour period or fraction thereof. Additionally, you will be allowed reasonable transportation expenses to and from the airport and parking fees.

You should retain all receipts for lodging, and incidental expenses, etc. amounting to \$25.00 or more. The SBA staff will assist you in the preparation of the travel voucher (SF 1012) to claim reimbursement for your travel and subsistence expenses.

If you have any questions concerning the above, please contact \_\_\_\_\_ (8) on \_\_\_\_\_ (9).

Sincerely,

Concurrence:

\_\_\_\_\_  
John Doe  
Comptroller

\_\_\_\_\_  
Name, Title of  
Management Board Member

\_\_\_\_\_  
(10)  
Authorization No.

\_\_\_\_\_  
(10)  
Appropriation Code

\_\_\_\_\_  
(11)  
Total Estimated Travel Expense

\_\_\_\_\_  
(12)  
Total Estimated GTS Expense

**NOTE: This letter is your official travel order. Therefore, to prevent any delay or rescheduling of our itinerary, carry this letter with you when boarding or making connecting flights.**

(See Additional Instructions on Next Page)

**APPENDIX 17 (cont' d)****SAMPLE OF LETTER OF INVITATION****(Paragraph 6)**Instructions for Completing  
Letter of Invitation

- |   |  |
|---|--|
| (1) Originating SBA Office.   | (7) 25% of the applicable M&IE rate.               |
| (2) Specify if it is a meeting, conference, or other                                      | (8) Name of person to contact.                     |
| (3) Date(s) of travel or meeting.   | (9) Telephone number with area code.               |
| (4) State briefly the purpose of travel.  | (10) To be provided by the originating SBA office. |
| (5) State complete itinerary.   | (11) Total estimated travel expense.               |
| (6) Specify rates of per diem for the city and/or<br>subsistence allowance (per App. 21). | (12) Total estimated GTS expense.                  |

**APPENDIX 18**  
**(Paragraph 6)**

**TRAVEL PURPOSE CATEGORIES**

The following defines the travel purposes detailed in block 6 of the SBA Form 21, "Travel Authorization."

1. Site Visit - Travel to a particular site in order to personally perform operational or managerial activities (e.g., to oversee program activities, grant operations, or management activities for internal control purposes; carry out an audit, inspection, or repair activity; conduct negotiations; provide instructions; or provide technical assistance).
2. Information Meeting - Travel to attend a meeting to discuss general Agency operations, review status reports, or discuss topics of general interest. If a site visit was conducted as part of the same trip, consider the entire trip to be for the purpose of a site visit.
3. Training Attendance - Travel to receive training.
4. Speech or Presentation - Travel to make a speech or a presentation, deliver a paper, or otherwise take part in a formal program other than a training course.
5. Conference Attendance - Travel to attend a conference, convention, seminar or symposium for purposes of observation or education only, with no formal role in the proceedings.
6. Relocation - Travel performed in conjunction with a transfer from one official duty station to another (same as a permanent change of station or PCS move). This includes new appointees when they are authorized relocation allowances for reporting to their first duty station.
7. Entitlement Travel - Travel entitlement for which an employee, or dependent, may be eligible while serving at a duty station outside the conterminous United States; e.g., tour renewal agreement travel for the purpose of taking leave between tours of duty; educational travel, etc. (This type of travel is normally performed in conjunction with a travel entitlement resulting from a change of station assignment or renewal of a tour of duty at duty stations located outside the conterminous United States.)



**APPENDIX 18 (cont'd)**  
**(Paragraph 6)**

**TRAVEL PURPOSE CATEGORIES**

8. Special Mission Travel - Travel to carry out a special Agency mission; e.g., move non-combat military units; provide security to a person or a shipment (such as a diplomatic pouch); move witnesses from residence to other locations; travel by Federal beneficiaries and other non-employees.
9. Emergency Travel - Travel to return an employee from a temporary assignment location at Government expense to his or her designated post of duty or home, or other alternate location, where he or she would normally be present to take care of the emergency situation if the Government had not directed or assigned the employee to another location to perform official business.
10. Other Travel - All travel performed for reasons (purposes) which are not shown in one of the other nine categories listed above. Even though stated as "other travel," travel authorization and voucher should also detail specific purpose.

**APPENDIX 19  
(Paragraph 6)**

**JOB SERIES THAT MAY BE AUTHORIZED  
HOME-TO-WORK TRANSPORTATION  
FOR FIELD WORK IN THE LOCAL TRAVEL AREA**

<u>SERIES</u>	<u>OCCUPATION</u>	<u>OFFICE</u>
0340	Program Management	R, D, B, A
0341	Administrative Officer	A
0342	Support Services Supervisor	A
0360	Equal Opportunity Compliance	COD
0511	Auditing	COD
0801	General Engineer	R, PCR
0828	Construction Analyst	A
0905	General Attorney	R, D, B, A
1101	General Business & Industry	R, D, B, POD
1102	Contracting	R, PCR
1150	Industrial Specialist	R
1165	Loan Specialist	R, D, B, A, POD
1811	Criminal Investigating	COD

**R** -Region

**D** -District

**B** -Branch

**A** - Area (Disaster Area Offices)

**POD** - Post of Duty

**COD** - Central Office Duty

**PCR** - Procurement Center Representative



**APPENDIX 20  
(Paragraph 6)  
APPROVAL REQUIRED FOR  
HOME-TO-WORK  
USE OF A GOVERNMENT-FURNISHED VEHICLE  
(WITHIN THE LOCAL COMMUTING AREA)**

<u>Approval Required</u>	<u>Type of Travel</u> During normal duty status (within local commuting area):
1. a. Administrator may designate positions through a Notice but authority may not be re-delegated. Individual usage may then be reviewed and approved under normal delegations of authority.	1. Field Work
b. Administrator must approve each request by a person whose position was not included within designations of positions. Not re-delegable.	
2-4 Administrator must approve each request. Not re-delegable.	2. Clear and Present Danger 3. Emergencies 4. Compelling Operational Considerations
5. Administrator may designate employees who are performing law enforcement work and thereafter normal delegations of authority apply.	5. Criminal Law Enforcement Work
6. Normal delegation of authority.	6. During Temporary Duty Status. Travel outside of the local commuting area.



**APPENDIX 21  
(Paragraph 30)**

**MAXIMUM PER DIEM RATES FOR CONUS**

Effective with this edition, maximum CONUS per diem rates will no longer be published in SOP 20 11, "Travel." Instead, the periodic state-by-state listings of CONUS per diem rates promulgated by GSA will continue to be sent forward to all SBA personnel, under cover of an SBA Information Notice. These compilations will represent the official Agency per diem guidance to be used by SBA personnel in making travel plans and processing travel-related records.



**APPENDIX 22**  
**(Paragraph 35)**  
**REDUCTION TO M&IE RATES FOR NON-CONUS LOCATIONS WHEN**  
**MEALS ARE FURNISHED BY THE FEDERAL GOVERNMENT**

M&IE RATE	BREAKFAST	LUNCH	DINNER	INCIDENTALS
1	0	0	0	1
2	0	0	1	1
3	0	1	1	1
4	1	1	1	1
5	1	1	2	1
6	1	2	2	1
7	1	2	3	1
8	1	2	3	2
9	1	2	4	2
10	2	2	4	2
11	2	3	4	2
12	2	3	5	2
13	2	3	5	3
14	2	4	5	3
15	2	4	6	3
16	2	4	7	3
17	3	4	7	3
18	3	5	7	3
19	3	5	8	3
20	3	5	8	4
21	3	5	9	4
22	3	6	9	4
23	3	6	9	5
24	4	6	9	5
25	4	6	10	5
26	4	7	10	5
27	4	7	11	5
28	4	7	11	6
29	4	7	12	6
30	5	7	12	6
31	5	8	12	6
32	5	8	13	6
33	5	8	13	7
34	5	9	13	7
35	5	9	14	7
36	5	9	15	7
37	6	9	15	7
38	6	10	15	7
39	6	10	16	7



40	6	10	16	8
41	6	10	17	8
42	6	11	17	8
43	6	11	17	9
44	7	11	17	9
45	7	11	18	9
46	7	12	18	9

**APPENDIX 22 (cont'd)**  
**(Paragraph 35)**  
**REDUCTION TO M&IE RATES FOR NON-CONUS LOCATIONS WHEN**  
**MEALS ARE FURNISHED BY THE FEDERAL GOVERNMENT**

M&IE RATE	BREAKFAST	LUNCH	DINNER	INCIDENTALS
47	7	12	19	9
48	7	12	19	10
49	7	12	20	10
50	8	12	20	10
51	8	13	20	10
52	8	13	21	10
53	8	13	21	11
54	8	14	21	11
55	8	14	22	11
56	8	14	23	11
57	9	14	23	11
58	9	15	23	11
59	9	15	24	11
60	9	15	24	12
61	9	15	25	12
62	9	16	25	12
63	9	16	25	13
64	10	16	25	13
65	10	16	26	13
66	10	17	26	13
67	10	17	27	13
68	10	17	27	14
69	10	17	28	14
70	11	17	28	14
71	11	18	28	14
72	11	18	29	14
73	11	18	29	15
74	11	19	29	15
75	11	19	30	15
76	11	19	31	15
77	12	19	31	15
78	12	20	31	15
79	12	20	32	15
80	12	20	32	16
81	12	20	33	16
82	12	21	33	16
83	12	21	33	17
84	13	21	33	17

85	13	21	34	17
86	13	22	34	17
87	13	22	35	17
88	13	22	35	18
89	13	22	36	18
90	14	22	36	18
91	14	23	36	18
92	14	23	37	18

**APPENDIX 22 (cont'd)**  
**(Paragraph 35)**  
**REDUCTION TO M&IE RATES FOR NON-CONUS LOCATIONS WHEN**  
**MEALS ARE FURNISHED BY THE FEDERAL GOVERNMENT**

<b>M&amp;IE RATE</b>	<b>BREAKFAST</b>	<b>LUNCH</b>	<b>DINNER</b>	<b>INCIDENTALS</b>
93	14	23	37	19
94	14	24	37	19
95	14	24	38	19
96	14	24	39	19
97	15	24	39	19
98	15	25	39	19
99	15	25	40	19
100	15	25	40	20
101	15	25	41	20
102	15	26	41	20
103	15	26	41	21
104	16	26	41	21
105	16	26	42	21
106	16	27	42	21
107	16	27	43	21
108	16	27	43	22
109	16	27	44	22
110	17	27	44	22
111	17	28	44	22
112	17	28	45	22
113	17	28	45	23
114	17	29	45	23
115	17	29	46	23
116	17	29	47	23
117	18	29	47	23
118	18	30	47	23
119	18	30	48	23
120	18	30	48	24
121	18	30	49	24
122	18	31	49	24
123	18	31	49	25
124	19	31	49	25
125	19	31	50	25
126	19	32	50	25
127	19	32	51	25
128	19	32	51	26
129	19	32	52	26
130	20	32	52	26

131	20	33	52	26
132	20	33	53	26
133	20	33	53	27
134	20	34	53	27
135	20	34	54	27
136	20	34	55	27
137	21	34	55	27
138	21	35	55	27

**APPENDIX 22 (cont'd)**  
**(Paragraph 35)**  
**REDUCTION TO M&IE RATES FOR NON-CONUS LOCATIONS WHEN**  
**MEALS ARE FURNISHED BY THE FEDERAL GOVERNMENT**

M&IE RATE	BREAKFAST	LUNCH	DINNER	INCIDENTAL S
139	21	35	56	27
140	21	35	56	28
141	21	35	57	28
142	21	36	57	28
143	21	36	57	29
144	22	36	57	29
145	22	36	58	29
146	22	37	58	29
147	22	37	59	29
148	22	37	59	30
149	22	37	60	30
150	23	37	60	30
151	23	38	60	30
152	23	38	61	30
153	23	38	61	31
154	23	39	61	31
155	23	39	62	31
156	23	39	63	31
157	24	39	63	31
158	24	40	63	31
159	24	40	64	31
160	24	40	64	32
161	24	40	65	32
162	24	41	65	32
163	24	41	65	33
164	25	41	65	33
165	25	41	66	33
166	25	42	66	33
167	25	42	67	33
168	25	42	67	34
169	25	42	68	34
170	26	42	68	34
171	26	43	68	34
172	26	43	69	34
173	26	43	69	35
174	26	44	69	35
175	26	44	70	35
176	26	44	71	35

177	27	44	71	35
178	27	45	71	35
179	27	45	72	35
180	27	45	72	36
181	27	45	73	36
182	27	46	73	36
183	27	46	73	37
184	28	46	73	37

**APPENDIX 22 (cont'd)**  
**(Paragraph 35)**  
**REDUCTION TO M&IE RATES FOR NON-CONUS LOCATIONS WHEN**  
**MEALS ARE FURNISHED BY THE FEDERAL GOVERNMENT**

M&IE RATE	BREAKFAST	LUNCH	DINNER	INCIDENTAL S
185	28	46	74	37
186	28	47	74	37
187	28	47	75	37
188	28	47	75	38
189	28	47	76	38
190	29	47	76	38
191	29	48	76	38
192	29	48	77	38
193	29	48	77	39
194	29	49	77	39
195	29	49	78	39
196	29	49	79	39
197	30	49	79	39
198	30	50	79	39
199	30	50	80	39
200	30	50	80	40
201	30	50	81	40
202	30	51	81	40
203	30	51	81	41
204	31	51	81	41
205	31	51	82	41
206	31	52	82	41
207	31	52	83	41
208	31	52	83	42
209	31	52	84	42
210	32	52	84	42
211	32	53	84	42
212	32	53	85	42
213	32	53	85	43
214	32	54	85	43
215	32	54	86	43
216	32	54	87	43
217	33	54	87	43
218	33	55	87	43
219	33	55	88	43
220	33	55	88	44
221	33	55	89	44
222	33	56	89	44



223	33	56	89	45
224	34	56	89	45
225	34	56	90	45
226	34	57	90	45
227	34	57	91	45
228	34	57	91	46
229	34	57	92	46
230	35	57	92	46

**APPENDIX 22 (cont'd)**  
**(Paragraph 35)**  
**REDUCTION TO M&IE RATES FOR NON-CONUS LOCATIONS WHEN**  
**MEALS ARE FURNISHED BY THE FEDERAL GOVERNMENT**

M&IE RATE	BREAKFAST	LUNCH	DINNER	INCIDENTALS
231	35	58	92	46
232	35	58	93	46
233	35	58	93	47
234	35	59	93	47
235	35	59	94	47
236	35	59	95	47
237	36	59	95	47
238	36	60	95	47
239	36	60	96	47
240	36	60	96	48
241	36	60	97	48
242	36	61	97	48
243	36	61	97	49
244	37	61	97	49
245	37	61	98	49
246	37	62	98	49
247	37	62	99	49
248	37	62	99	50
249	37	62	100	50
250	38	62	100	50
251	38	63	100	50
252	38	63	101	50
253	38	63	101	51
254	38	64	101	51
255	38	64	102	51
256	38	64	103	51
257	39	64	103	51
258	39	65	103	51
259	39	65	104	51
260	39	65	104	52
261	39	65	105	52
262	39	66	105	52
263	39	66	105	53
264	40	66	105	53
265	40	66	106	53

