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Bulletin

Title: Procedures for Arranging Leisure Travel in Conjunction with Official Travel

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This Bulletin provides procedures for arranging leisure travel when taken in conjunction with official travel.

Since January 1, 2005, Research, Education, and Economics (REE) offices have been migrating to the Electronic Data Systems (EDS) FedTraveler reservation and ticketing service as local Travel Management Center (TMC) task orders expire. Some TMC task orders allowed REE travelers to arrange leisure travel in conjunction with official travel. The Office of the Chief Financial Officer (OCFO) has informed the Department of Agriculture agencies that the EDS FedTraveler reservation and ticketing service may not be used to arrange leisure or personal travel. The EDS FedTraveler reservation and ticketing service must be used for official travel only. OCFO has issued the following procedures to arrange leisure travel in conjunction with official travel:

- Travelers must reserve and ticket their official travel using FedTraveler. The tickets should be for transportation directly to and from their official duty station to their temporary duty station(s).
- To arrange leisure travel, the traveler must exchange the tickets issued for official travel directly with the airline and have the airlines reissue the tickets to add any non-official destinations. The traveler must pay any difference in cost between the cost of the official travel and the cost of the leisure travel with a personal credit card. The difference in cost is the responsibility of the traveler and may not be reimbursed. Any credit due if the reissued tickets are less costly should be credited to the form of payment (either the traveler's individually billed account or the government transportation system account) used to purchase the official transportation tickets.
- Travelers may not use government contract airfare for leisure travel; government contract airfare is for official travel only.
- Travelers are ineligible for per diem for personal days taken in conjunction with official travel.
- Travelers must have specific authorization for leave taken with official travel.

Please contact your transportation assistant for questions on this policy.

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