

MS 812 Staff Travel Procedures

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Responsible Office: Office of Management/Administrative Services/Transportation Division
(M/AS/T)

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1.0 Purpose

These procedures implement MS 812 and set out procedures for both domestic and international official and other authorized travel including:

- entitlements to reimbursements
- shipment and storage of household and personal effects and
- responsibilities of persons traveling on official business.

Transitional Provisions

Travel, transportation, and related expenses under travel orders issued prior to the effective date of these procedures, but incurred after the effective date, are payable:

- (a) Under these procedures; or
- (b) Under procedures in effect at the time the travel order was issued.

2.0 Definitions

City-pair Fares: Reduced fares for scheduled airline passenger service between selected U.S. cities/airports and between selected U.S. and international cities/airports contracted by the General Services Administration (GSA).

Coach-class air accommodations: The basic class of accommodations offered by an air carrier to passengers that includes a level of service available to all passengers regardless of the fare paid. The terms "tourist" or "economy-class" are sometimes used for this class of accommodation.

Code-share flight: A U.S.-flag air carrier service resulting from an agreement between a U.S. carrier and a foreign carrier which allows the U.S. carrier to lease seating space on an aircraft belonging to (and operated by) a foreign carrier. A code-share flight qualifies as a U.S.-certificated service and complies with title 14, Code of Federal Regulations (CFR), provided the ticket or documentation for an electronic ticket, identifies the U.S. carrier's code and flight number. A code-share flight complies with the Fly America Act.

Cost-constructed travel: Travel based on a cost comparison between the cost of official (i.e., direct) travel and the cost of personal (i.e., indirect) travel. When cost-constructing travel, the traveler can only claim the cost of the fare(s) the U.S. Government would have paid to the contract and/or common carrier, or the cost of the commercial fare(s) the traveler actually paid to common carriers (whichever is less). A cost that reflects the total amount of per diem, travel, transportation, and incidental expenses the U.S. Government would pay for an employee's direct travel. For cost-constructing purposes, only the travel and transportation costs may be used as a basis.

Eligible family members: Refer to MS 604

Employee with a disability: An employee who has a disability, as defined in paragraph (a) of this definition, and is otherwise generally covered under the Rehabilitation Act of 1973, as amended (29 U.S.C. 701 - 797b).

(a) "Disability," with respect to an employee, means:

Having a physical or mental impairment that substantially limits one or more major life activities;

- (1) Having a record of such impairment;
- (2) Being regarded as having such an impairment; but
- (3) Does not include an individual who is currently engaging in the illegal use of drugs, when the covered entity acts on the basis of such use.

(b) "Physical or mental impairment" means:

- (1) Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological, musculoskeletal, special sense organ, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, and endocrine; or
 - (2) Any mental or psychological disorder (e.g., mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities).
 - (3) The term “physical or mental impairment” includes, but is not limited to, such diseases and conditions as: cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, mental retardation, emotional illness, and orthopedic, visual, speech and hearing impairments.
- (c) “Major life activities” means functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.
- (d) “Has a record of such an impairment” means the employee has a history of, or has been classified as having, a mental or physical impairment that substantially limits one or more major life activities.
- (e) “Is regarded as having such an impairment” means the employee has:
- (1) A physical or mental impairment that does not substantially limit major life activities but the impairment is treated by the Agency as constituting such a limitation;
 - (2) A physical or mental impairment that substantially limits major life activities as a result of the attitudes of others toward such an impairment; or
 - (3) None of the impairments defined under “physical or mental impairment”, but is treated by the employing Agency as having a substantially limiting impairment.

Household goods (HHG) or Household effects (HHE): Property, unless specifically excluded, associated with the home and all personal effects belonging to an employee and immediate family members on the effective date of the employee’s change of official station orders (the day the employee reports for duty at the new official station) that legally may be accepted and transported by a commercial HHG carrier.

(a) Shipment weights:

- (1) Gross weight: Obtained by adding the weight of outside shipping containers, packing materials and the weight of dunnage or bracing material used to secure articles in such containers.

- (2) Net weight: Consists of weight of actual effects. This means the weight of shipping containers and packing materials is not included in the total weight of the shipment.

(b) Storage

- (1) Temporary storage: The storage of household effects for a limited period of time at place of origin, destination, or en route in connection with transportation to, from, or between official duty stations.
- (2) Continuous storage: The storage of household effects not being shipped to official duty station. These items are stored until end of tour.

Layover: The period of time between connecting flights during travel. Per Diem, including lodging, may be authorized for layovers that encompass hours of darkness during which it could normally be expected that the traveler would need to sleep between flights. Per Diem, including lodging, may be authorized for extended daytime layovers in circumstances during which it could normally be expected that the traveler would need bed-rest (e.g., travelers with special needs or families with infants).

Invitational travel: Authorized travel of individuals either not employed or employed (under 5 U.S.C. 5703) intermittently in the Government service as consultants or experts and paid on a daily when-actually-employed basis and for individuals serving without pay or at \$1 a year when they are acting in a capacity that is directly related to, or in connection with, official activities of the Government. Travel allowances authorized for such persons are the same as those normally authorized for employees in connection with temporary duty (TDY).

Official duty station: The official duty station of an employee or invitational traveler is the location of the employee's or invitational traveler's permanent work assignment. The geographic limits of the official station are:

(a) For an employee:

- (1) Within a 50 mile radius of the corporate limits of the city or town where stationed or if not in an incorporated city or town;
- (2) Within a 50 mile radius of the reservation, station, or other established area including established subdivisions of large reservations) having definite boundaries where the employee is stationed.

(b) For an invitational traveler:

- (1) Within a 50 mile radius of the corporate limits of the city or town where the home or principal place of business exists or if not in an incorporated city or town;

- (2) Within a 50 mile radius of the reservation, station, or other established area (including established subdivisions of large reservations) having definite boundaries where the home or principal place of business is located.

Official rest stop: A U.S. Government funded rest period, not to exceed 24 hours, plus necessary time to obtain the earliest transportation to the authorized destination. Full per diem (lodging, meals and incidental expenses (M&IE)) at the official rest-stop location rate is authorized in these circumstances. See also 14.13 for official rest-stop authorization criteria.

Per Diem allowance: The per diem allowance is a daily payment instead of reimbursement for actual expenses for lodging, meals, and related incidental expenses. The per diem allowance is separate from transportation expenses and other miscellaneous expenses. The per diem allowance covers all charges and services, including any service charges where applicable. Lodging taxes in the United States are excluded from the per diem allowance and are reimbursed as a miscellaneous expense. In foreign locations, lodging taxes are part of the per diem allowance and are not a miscellaneous expense. The per diem allowance covers the following:

- (a) **Lodging:** Includes expenses, except lodging taxes in the United States, for overnight sleeping facilities, baths, personal use of the room during daytime, telephone access fee, and service charges for fans, air conditioners, heaters and fires furnished in the room when such charges are not included in the room rate.
- (b) **Meals:** Expenses for breakfast, lunch, dinner and related tips and taxes (specifically excluding alcoholic beverage and entertainment expenses, and any expenses incurred for other persons).
- (c) **Incidental expenses:**
 - (1) Fees and tips given to porters, baggage carriers, bellhops, hotel maids, hotel servants in foreign countries, stewards or stewardesses and others on ships;
 - (2) Transportation between places of lodging or business and places where meals are taken, if suitable meals cannot be obtained at the TDY site; and
 - (3) Mailing cost associated with filing travel vouchers and payment of Government sponsored charge card billings.

Privately owned vehicle (POV): Any vehicle such as an automobile, motorcycle, aircraft, or boat operated by an individual that is not owned or leased by a Government Agency, and is not commercially leased or rented by an employee under a Government rental agreement for use in connection with official Government business.

Proceed on or about: The date indicated on the travel authorization that the official travel is expected to begin. Official travel may begin as many as two (2) days before or two (2) days after the indicated proceed-to-travel date, but the length of the official travel shall not exceed the total number of days of the temporary duty.

Travel voucher: A written request, supported by documentation and receipts where applicable, for reimbursement of expenses incurred in the performance of official travel, including permanent change of official duty station travel.

Travel management center (TMC): A commercial travel agent under joint contract with the General Services Administration (GSA), Department of State, and other Foreign Affairs agencies.

3.0 Traveler's Responsibility

The traveler is responsible for:

- (a) The correct performance of official travel;
- (b) The payment of any charges incurred through failure to comply with the governing regulations, regardless of who may have assisted the traveler in making travel arrangements; and
- (c) For the value of tickets in traveler's possession purchased with U.S. Government funds or through the exchange of transportation requests.

4.0 Local Transportation

Local transportation, including taxicabs and privately owned motor vehicles at the post of assignment, may be used for the performance of official duties that do not require a travel authorization. Such use shall be in accordance with the policies and procedures as established by the authorizing officer at the post of assignment.

5.0 Passports

5.1 Diplomatic Passports

Only the Peace Corps Director and Deputy Director are entitled to hold Diplomatic passports.

5.2 Official Passports

Peace Corps employees and dependents should perform all official international Peace Corps travel on an official passport. Official passports must be obtained through the Travel Division (M/AS/T).

Employees who anticipate that their work will require overseas travel should obtain an official passport immediately upon entering on duty. Official passports remain the property of Peace Corps. To avoid loss, and to facilitate revalidation and procurement of visas for future trips, HQ employees are requested to return the passport to the Travel Branch after completing travel.

5.3 No-Fee Passports

Special passports issued to Peace Corps volunteers to be used during their service.

5.4 Personal Passports

Anyone performing travel on a personal services contract must use their personal passport, as they are not eligible for official or no-fee passports. Peace Corps employees and dependents should obtain personal passports to use for all unofficial travel.

6.0 Travel Authorizations

6.1 Purpose of Official Travel

Authorizing officials should be cognizant of any personal or other travel plans, including plans to take annual leave in conjunction with travel, and should consider the need for the use of travel substitutes (mail, teleconferencing, etc.), and the most cost-effective routing and means of accomplishing travel. Personal leave during official travel must not increase the cost of the travel to the U.S. Government. Each travel authorization and the associated travel vouchers shall specify and clearly state the purpose of the travel.

6.2 Control of Official Travel

- (a) Official domestic and international temporary duty travel of Peace Corps employees, including experts, consultants, personnel under personal service contracts, employees of other U.S. Government agencies detailed to Peace Corps or performing duties related to Agency programs, is authorized when it is determined that such travel is essential to the needs of the programs of the Agency and that these needs cannot be satisfied by a more economical means.
- (b) It is Peace Corps policy that all temporary duty travel be restricted to that necessary for conducting Government business at home and abroad. Thus, all such travel shall be carefully planned and performed in the most economical and expeditious manner practicable.
- (c) When administering the authorization and payment of travel expenses, travel approving officials:
 - (1) Must limit the authorization and payment of travel expenses to travel that is necessary to accomplish your mission in the most economical and effective manner, under rules stated throughout this chapter;
 - (2) Should give consideration to budget constraints, adherence to travel policies, and reasonableness of expenses;

- (3) Should always consider alternatives, including teleconferencing, prior to authorizing travel.

6.3 Types of Travel Authorizations

To assure adequate managerial and supervisory attention to the need for all travel, each employee's travel shall be authorized separately under one of the types of travel authorizations detailed below.

6.3.1 Limited Open Authorization

A limited open authorization permits an individual to travel without further authorization under certain prescribed conditions, which may include limitations on the purpose(s) of travel, the geographic areas that may be visited, trip costs, and the period of time in which travel is authorized.

To minimize administrative costs and to provide for necessary flexibility while maintaining essential controls, use of open authorizations may be approved by an A Delegate for employees whose work requires frequent repetitive travel.

Approvals must be revalidated no less often than quarterly and should specify realistic limitations on purposes, geographic area, trip duration, and costs. Travel not covered in an open authorization shall be separately authorized on a trip-by-trip basis. Limited open authorizations shall include an estimate of the travel costs to be incurred over the period covered by the authorization. Those estimates will be used to obligate those funds necessary to carry out that travel and thereby provide travel budgetary controls.

6.3.2 Trip-by-Trip Authorization

A trip-by-trip authorization permits a group or an individual to take one or more specific trips identified as to purpose(s), itinerary, time period, and estimated cost.

6.3.3 Group Authorization

This may be issued to permit a group of individuals to take a specific trip identified as to purpose, dates of travel, itinerary and estimated cost. This authorization may be issued to cover travel to a conference or a meeting.

6.3.4 High-Cost Travel Authorizations

Because of the relatively high costs associated with certain kinds of travel, the following travel must be approved by an A Delegate or higher on a trip-by-trip basis:

- (a) All conference attendance, training, entitlement, and relocation travel. In the case of conference attendances the authorizing official shall assure that the numbers of attendees from the office are necessary and justified.
- (b) Travel outside Continental United States (CONUS) for all U.S. based employees, except those whose work requires repetitive foreign travel or emergency foreign travel.

7.0 Travel Authorities

7.1 Delegation of Authority to Authorize and Approve Travel

The officials delegated authority to approve and authorize travel are in MS 114 “Delegation of Authority”), unless otherwise prescribed in this handbook.

7.2 Authorizing or Approving

Approval and Authorization are the two principal steps in the issuance of a Travel Authorization. “Approval” (see e.g. boxes 12a and 12b of Peace Corps Form 840) is approval usually by the employee’s office or the office funding the travel. The final required step is “authorization” (see e.g. box 13 of Peace Corps Form 840) and authorizes the traveler to incur travel expenses and travel. Approval is not sufficient; authorization is required. The traveler should not approve or authorize their own travel.

Travel should be authorized, in writing, before travel begins or any travel expenses are incurred. When, due to unusual circumstance, this is not practicable, travel may be verbally authorized, and then subsequently approved in writing.

8.0 Preparation Of The Travel Authorization

8.1 Travel Authorization Forms

- (a) PC Form-840, “Authorization of Official Travel,” is used for temporary duty travel and incurring related expenses. The PC Form-840 must specify the purpose of travel, the authorized point of departure, the final destination, official places to be visited, travel dates and any special expenses the traveler is authorized to incur.

- (b) PC Form-1513, “Overseas Assignment Travel” is used for travel and shipment of Household Goods for employee and dependants. The PC Form-1513 must specify official duty station of assignment, the authorized point of departure, the final destination, dependants with dates of birth and relationship, shipping entitlements, and any special expenses the travelers are authorized to incur.
- (c) PC Form 206A, “Request and Authorization of Official Travel” is used for official travel of new dependants. The PC Form 206A must specify the employee, official duty station, the new dependant and birth date. This authorization may also add entitlement to a layette shipment for newborn or increased shipping entitlement when adding spouse or domestic partner.
- (d) PC Form 1535, “Authorization and Request for Transportation” is used, for trainee group travel, Peace Corps Response Volunteers, and volunteers being reinstated or transferred. The PC Form 1535 for group travel must specify the training class name and program number, all special expenses being authorized for the group (air travel domestic and international, hotel, buses, & debit cards). A roster of names must be attached. The PC Form 1535 for individual travel must specify volunteer’s name, the authorized point of departure, the final destination, and any special expenses the traveler is authorized to incur.

8.2 Preparation

- (a) Travel authorizations must have all necessary approvals prior to performance of travel.
- (b) Any additional or unusual expense to be incurred in connection with the proposed travel (eg. automobile rental, excess baggage, rental of a conference room, actual expense subsistence rates, etc.) must be specified on the travel authorization with justification for each expense.
- (c) Official long distance telephone calls cannot be reimbursed unless authorized on the travel authorization.

8.3 Travel Advances

Travel advances are covered in detail in the **Overseas Financial management Handbook (OFMH)**.

8.4 Travel Vouchers

- (a) A travel voucher for each trip performed at Peace Corps expense must be completed and submitted within 5 working days after completion of travel. A guide for preparation of travel vouchers is available in the Traveler’s Handbook.

(b) Each traveler is responsible for the preparation and submission of his or her own travel voucher. A record of dates, hours of departure, and arrival is useful in such preparation. The following information must be recorded on the travel voucher.

- (1) The date and time of every departure and arrival and every change from one type of transportation to another;
- (2) Every cash payment for which reimbursement will be claimed, along with the date, place, purpose, and amount; and
- (3) All travel vouchers must be approved by the appropriate headquarters office director, or Country Director.

8.5 Amendments/Cancellations

PC Form-840, "Authorization of Official Travel," is to be used when amending or canceling a previously issued travel authorization.

Headquarters may amend any travel authorization issued by an overseas Post. A Country Director may amend travel authorizations issued by headquarters only after prior approval from the originating office.

9.0 Paying For Travel

The primary payment instruments to be used to procure transportation for official travel are either U.S. Government contractor-issued individually or centrally billed travel cards.

10.0 Temporary Duty Travel (TDY)

Official travel and transportation may be authorized for employees from their home of record or duty station to a temporary duty (TDY) station or stations and thence to such place or to post.

10.1 Definition of "Employee" for Purposes of TDY Allowances

An *employee* is:

- (a) An individual employed by an Agency, regardless of status or rank; or
- (b) An individual employed intermittently in Government service as an expert or consultant and paid on a daily when-actually-employed (WAE) basis; or
- (c) An individual serving without pay or at \$1 a year (also referred to as "invitational traveler").

10.2 Authorizing Temporary Duty (TDY) Travel

Peace Corps employees, personal services contractors, experts and consultants, employees of other agencies detailed to the Peace Corps, and invitational travelers will be issued the following forms for official travel:

- (a) **"Authorization of Official Travel" (PC Form-840)**: Constitutes the legal basis for performing official travel and incurring related expenses. Each travel authorization must specify the:
 - (1) Purpose of travel;
 - (2) Authorized point of departure;
 - (3) Final destination;
 - (4) Official places to be visited; and
 - (5) Special expenses the traveler is authorized to incur.

NOTE: Travelers should carry a copy of the travel authorization while in travel status.

- (b) All travel must be authorized by the Chief, Transportation Division (M/AS/T), the Country Director for travel originating overseas, or the Regional Recruiting Manager.
- (c) Travel authorizations should be typed and have all necessary approvals prior to performance of travel.
- (d) Any additional or unusual expense to be incurred in connection with the proposed travel (eg. automobile rental, excess baggage, rental of a conference room, official long distance telephone calls, actual expense subsistence rates, etc.) must be specified on the travel authorization with justification for each expense.

10.3 Training Attendance

Official travel may be authorized for employees to receive training.

10.4 Conference Travel Attendance

Official travel may be authorized for employees to attend a conference. See section 5.4.5 for more information regarding requirements for conference travel attendance.

10.5 Experts and Consultants Travel

Persons employed intermittently as consultants or experts (including citizens or subjects of other countries) are authorized travel expenses, including per diem, while away from their homes or regular places of business.

10.6 Site Travel

Travel of an employee may be authorized to visit a particular site in order to perform operational or managerial activities (e.g., oversee programs or management activities for internal control purposes, audit, inspection or repair activity, negotiation facilitation, instruction, or technical assistance).

10.7 Information Meeting Travel

Official travel and transportation may be authorized for employees to attend a meeting to discuss general Agency operations, and/or to review status reports or discussion topics of general interest. If a site visit is conducted as part of the same trip, the entire trip should be considered a site visit.

10.8 Invitational Travel Authorizations Federally Financed

Each invitational travel authorization shall specify the purpose of the travel (e.g., conference attendance, information meeting, speech presentation, etc).

10.9 Invitational Travel Authorizations Non-Federally Financed

To defray the cost of air travel, any donations from non-Federal sources must comply with the applicable Office of Management and Budget guidelines (OMB 93-11), as well as the Agency regulations regarding gifts of invitational travel (see section 6.4.1 in MS 721, “Gifts and Contributions to the Peace Corps”).

10.10 Special Mission Travel

Travel of an employee may be authorized to carry out a special Agency mission such as providing security to a person or a shipment (e.g., diplomatic pouch), moving witnesses from residence to other locations, and covering travel by Federal beneficiaries and other non-employees.

10.11 Speech or Presentation Travel

Travel of an employee may be authorized to make a speech or a presentation, deliver a paper, or otherwise take part in a formal program other than a training course where the authorizing official makes a specific determination in writing that such activity is related to and in furtherance of the Agency’s mission.

11.0 Arranging And Procuring Travel

11.1 Transportation Expenses

The following transportation expenses, when approved, and actually incurred and necessary, can be itemized and reimbursed if not paid directly by the U.S. Government:

- (a) Travel on railroads, aircraft, vessels, buses, streetcars, taxicabs, and other usual means of conveyance;
- (b) Transfer, storage, and checking of baggage necessary for the purpose of the official travel;
- (c) Charges for transfer, storage, checking, and porters' fees and tips for handling U.S. Government property carried by the traveler;
- (d) Transportation charges for authorized excess official baggage;
- (e) Shipments by express or freight of U.S. Government property not classed as baggage and not admissible to the mail (normally made on U.S. Government bills-of-lading (GBLs) where feasible);
- (f) Packing and necessary preparation for shipment, cost of unloading at destination, and necessary cartage of unaccompanied baggage or personal effects, or baggage accompanying traveler;
- (g) Hire of a boat, automobile, taxicab, aircraft, or other conveyance when authorized or approved as advantageous to the U.S. Government and when employee is engaged in official business within or outside employee's post of duty;
- (h) Transportation by bus, subway, or streetcar between places of business, and between place of lodging and place of business at a temporary duty station; and
- (i) Daily travel to procure meals or lodging at the nearest available place when such cannot be procured at a temporary duty station.

11.2 Special Instructions Regarding Use of Taxicabs

- (a) Reimbursement may be authorized for usual taxicab and airport limousine fares, when applicable, plus tip, from common carrier or other terminal to either the employee's home or place of business, from the employee's home or place of business to common carrier terminal, or between airport and airport limousine terminal. When common carrier transportation service is available for all or part of the distance involved, such as limousine or bus facilities between cities and airport terminals, such service should be used to the maximum extent practicable.

- (b) When suitable common carrier transportation is available but the traveler elects to use a taxicab, an explanation of the circumstances should be furnished on the travel voucher. Taxicab reimbursement in excess of \$75.00 plus tip must be supported by a receipt along with a statement justifying the use of such conveyance.
- (c) Reimbursement may also be authorized or approved for the usual taxicab fares, plus tip, as follows:
 - (1) From the employee's home to office on the day of departure from the office on an official trip requiring at least one night's lodging; and
 - (2) From office to home on the day of return to the office from such a trip.
- (d) The approving official will determine a reasonable amount for a tip when traveling by taxi in different locations.
- (e) In lieu of the use of a taxicab as provided in this section, payment on a mileage basis at the approved General Services Administration (GSA) rate is allowed for the round-trip mileage of a privately owned automobile used in going from either home or place of business to a terminal, from a terminal to either employee's home or place of business, from home to office, or from office to home, provided that the amount of reimbursement for round-trip mileage does not in either instance exceed the taxicab fare, including allowable tip for a one-way trip between the applicable points.

11.3 Travel Management Center (TMC)

- (a) In order to minimize transportation expenses, the Peace Corps requires the use of the services of a travel management center (TMC), which is a commercial travel agent under contract as follows:
 - (1) For travel originating in the continental United States, all employees must use the current TMC under contract with the Peace Corps.
 - (2) For travel originating outside the continental United States, all employees may use the current TMC under contract with the Department of State or other U.S. government agency where employee is stationed. At locations where no TMC exists, passenger transportation services may be procured from branch offices or general service agents of U.S.-flag carriers, or from travel agencies provided that the fare paid to the travel agency is not greater than

the fare that would be chargeable if the services had been obtained directly from the carriers involved.

11.4 Contract Carriers

The use of contract air carriers offering discount (city-pair) fares between certain cities, contracted for by the General Services Administration (GSA), are considered advantageous to the U.S. Government, and their use by travelers and procurement officials is mandatory for authorized air travel between the city-pair except when:

- (a) Space on a scheduled contract flight is not available in time to accomplish the purpose of your travel, or use of contract service would require you to incur unnecessary overnight lodging costs which would increase the total cost of the trip; or
- (b) The contractor's flight schedule is inconsistent with explicit policies with regard to scheduling travel during normal working hours;
- (c) A non-contract carrier offers a lower fare available to the general public, the use of which will result in a lower total trip cost to the U.S. Government, to include the combined costs of transportation, lodging, meals, and related expenses.
(NOTE: This exception does not apply if a contract carrier offers a comparable fare and has seats available at that fare, or if the lower fare offered by a non-contract carrier is restricted to U.S. Government and military travelers on official business, contractor-issued charge card or centrally billed account (e.g., YDG, MDG, ODG, VDG, and similar fares)); or
- (d) Cost effective rail service is available, and such service is cost effective and is consistent with mission requirements; or
- (e) Any group of 10 or more passengers traveling together on the same day, on the same flight, for the same mission, requiring group integrity and identified as a group by the travel management service upon booking is not a mandatory user of the Government's contract city-pair fares. For group travel, agencies are expected to obtain air passenger transportation service that is practical and cost effective to the Government.

11.5 Cities with Multiple Airports

When departing from or arriving at a U.S. metropolitan area with multiple airports such as Chicago, Dallas/Fort Worth, Detroit, Houston, Los Angeles, Miami, New York, San Francisco, and Washington, DC:

- (a) For U.S. domestic travel, the city-pair contract is airport specific and the traveler may use the airport that best suits the traveler's needs and is cost effective;

- (b) For international travel, the city-pair contract is city specific and generally only one airport is identified for contract use. Should contract carriers provide service to/from multiple city airports, the traveler may transit the airport of choice; however, the traveler must use the least costly fare basis available for the authorized class of service for travel to/from the metropolitan area; and
- (c) Absent contract air carriers offering international discount (city-pair) fares to/from U.S. metropolitan areas, travelers will use the least costly fare basis available for travel to/from the U.S. metropolitan area. In all cases, the traveler is expected to use good judgment in minimizing costs to the U.S. Government consistent with accomplishing the mission in a timely manner.

11.6 City-Pair Fares

The use of city-pair fares between certain cities, contracted by the General Services Administration (GSA), are considered advantageous to the U.S. Government, and their use by travelers is mandatory for authorized air travel between the city-pair except when:

- (a) Space on a scheduled contract flight is not available in time to accomplish the purpose of your travel, or use of contract service would require you to incur unnecessary overnight lodging costs which would increase the total cost of the trip; or
- (b) The contractor's flight schedule is inconsistent with explicit policies with regard to scheduling travel during normal working hours; or
- (c) A non-contract carrier offers a lower fare available to the general public, the use of which will result in a lower total trip cost to the U.S. Government, to include the combined costs of transportation, lodging, meals, and related expenses;

NOTE: This exception does not apply if a contract carrier offers a comparable fare and has seats available at that fare, or if the lower fare offered by a non-contract carrier is restricted to U.S. Government and military travelers on official business, contractor-issued charge card or centrally billed account (e.g., YDG, MDG, ODG, VDG, and similar fares); or

- (d) Cost effective rail service is available, and such service is cost effective and is consistent with mission requirements; or
- (e) Any group of ten (10) or more passengers traveling together on the same day, on the same flight, for the same mission, requiring group integrity and identified as a group by the travel management service upon booking, is not a mandatory user of the Government's contract city-pair fares. For group travel, agencies are expected to obtain air passenger transportation service that is practical and cost effective to the Government.

11.7 Capacity Controlled Contract City-Pair

If the Government contract city-pair carrier offers a lower cost capacity-controlled coach class contract fare (e.g., MCA, QCA, VCA, etc.) in addition to the unrestricted coach class contract fares (YCA), the traveler should use the lower cost capacity-controlled fare when it is available and meets mission needs.

11.8 Purchasing a Non-Contract Fare

- (a) Before purchasing a non-contract fare you must meet one of the exception requirements listed in 11.3 and show approval on your travel authorization to use a non-contract fare;
- (b) If the non-contract fare is non-refundable, restricted, or has specific eligibility requirements, you must know or reasonably anticipate, based on your planned trip, that you will use the ticket; and
- (c) Your approving official must determine that the proposed non-contract transportation is practical and cost effective for the Government.

NOTE: Carrier preference is not a valid reason for using a non-contract fare. Any additional costs or penalties incurred by travelers resulting from unauthorized use of non-contract service are borne by the traveler.

11.9 Restrictions from Using Contract Fares

Contracted city pair fares may not be used for personal travel or by contractors performing travel under the terms of their contract.

11.10 Advantageous Methods of Transportation

TMCs must select the method most advantageous to the Government, when cost and other factors are considered. In addition, approving officials must consider energy conservation, total cost to the Government (including costs of per diem, overtime, lost work time, and actual transportation costs), total distance traveled, number of points visited, and number of travelers.

Travelers who do not travel by the method of transportation required by regulation or selected by the TMC will be responsible for any additional expenses.

- (a) **Common carrier:** Travel by common carrier is presumed to be the most advantageous method of transportation and must be used when reasonably available.
- (b) **Government automobile:** When travel must be performed by automobile, a Government automobile is presumed to be the most advantageous method of transportation.

12.0 Fly America Act

- (a) The Fly America Act refers to the provisions enacted by section 5 of the International Air Transportation Fair Competitive Practices Act of 1974 (Public Law 93-624, January 3, 1975), 40 U.S.C. App. 1517, as amended by section 21 of the International Air Transportation Competition Act of 1979 (Public Law 96-192, February 15, 1980), 94 Stat. 43. The Act establishes as a legal requirement that all U.S. Government-financed air travel be performed on U.S.-flag air carriers unless such travel by foreign air carrier is a matter of necessity or when U.S.-flag carrier air service is not available. The relevant Comptroller General Guidelines for implementing this Act are found in B-138942, March 31, 1981.
- (b) A code-share flight is one in which a U.S. carrier has been approved by the Department of Transportation (DOT) to fly between two points, and the U.S. carrier has chosen to lease seats from a foreign carrier rather than put its own airplane on the route. Code-share flights, in most cases, qualify as available U.S.-flag air carrier service provided the ticket identifies the U.S carrier code and flight number.
- (c) In the case of travel between two points abroad, section 706 of the Foreign Relations Authorization Act, Fiscal Year 1979 (Public Law 95-426, 92 Stat. 992), provides that notwithstanding section 1117 of the Fly America Act (49 U.S.C. 1517), U.S. Government-financed air travel by officers and employees of the Peace Corps, their eligible family members, and accompanying baggage may be performed on foreign-flag air carriers between two places both of which are outside the United States.
- (d) The Fly America Act generally requires use of a U.S. air carrier even if the cost of a ticket is less on a foreign air carrier and even if a foreign air carrier's service is preferred by, or more convenient for, the Agency or the traveler.

12.1 Travel between the United States and another Country

Travelers must use U.S. air carriers for travel between the United States and another country unless:

- (a) Use of a U.S. air carrier offers nonstop or direct service (no aircraft change) from origin to destination, but such use would extend travel time (scheduled departure to scheduled arrival), including delay at origin, by 24 hours or more; or
- (b) A U.S. air carrier does not offer nonstop or direct service (no aircraft change) between origin and destination. In such cases, a U.S. air carrier must be used on every portion of the route where U.S. air service is provided. Exceptions can be made when such use, as compared to use of a foreign air carrier, will:
 - (1) Increase the number of aircraft changes abroad by two (2) or more;

- (2) Extend travel time (scheduled departure to scheduled arrival) by at least six (6) hours or more; or
- (3) Require a connecting wait time of four (4) hours or more at an exchange point abroad.

12.2 All Travelers - Agency Mission or Necessity

Use of a foreign air carrier by all travelers is authorized when the authorizing official determines that:

- (a) A U.S. air carrier cannot accomplish the Agency's mission (as stated in the travel orders); or
- (b) Use of a foreign air carrier is a necessity because a U.S. air carrier cannot provide the needed air transportation. Necessity includes, but is not limited to, the following circumstances:
 - (1) **Medical reasons:** Use of a foreign air carrier is necessary for medical reasons, including the need to reduce the number of connections and possible delays when transporting people in need of medical treatment. This includes arrangements to protect the traveler's health and to facilitate emergency visitation travel or a medical evacuation. Travel of medically authorized attendant(s) is also authorized, if the need is certified by VS or Regional Medical Officer;
 - (2) **Traveler's safety:** On a case-by-case basis, use of a foreign air carrier is required to avoid an unreasonable risk to the traveler's safety. This includes ensuring that unaccompanied children (16 years of age or younger at the time of travel) are not required to change airports at interchange points abroad or are otherwise hindered in their safe and speedy passage. An Agency determination and approval of use of a foreign air carrier based on a threat against a U.S. air carrier must be supported by a travel advisory notice issued by the Federal Aviation Administration and the Department of State. An Agency determination and approval of use of a foreign air carrier based on a threat against U.S. Government employees or other travelers must be supported by evidence of the threat(s) that forms the basis of the determination and approval;
 - (3) **Ticket not available in required class of service:** When there is no ticket available in the authorized class of service on a U.S. air carrier and a seat is available in the authorized class of service on a foreign air carrier.

12.3 Other Exceptions

Use of a foreign air carrier for all travelers is authorized in the following exceptional circumstances:

- (a) ***Treaty***: The transportation is provided under the terms of a bilateral or multilateral air transportation agreement to which the U.S. Government and the government of a foreign country are parties, and which the Department of Transportation has determined meets the requirements of the Fly America Act; or
- (b) ***No service***: No U.S. air carrier provides service on a particular leg of the route, in which case a foreign air carrier must be used, but only to and from the nearest interchange point on a usually traveled route to connect with a U.S. air carrier service; or
- (c) ***Involuntary routing***: The U.S. air carrier involuntarily reroutes a traveler on a foreign air carrier; or
- (d) ***Three-hour trip or less***: Travel time (scheduled departure to scheduled arrival) on a foreign air carrier would be three hours or less, and use of the U.S. air carrier would double the travel time; or
- (e) ***Costs paid by third party***: The costs of transportation are reimbursed in full by a third party, such as a foreign government, international Agency, or other organization.

12.4 Justification

- (a) Travelers must sign a justification for use of a foreign air carrier for all foreign air carrier travel except for travel authorized in section 12.2 (b)(1). A copy of the justification must be provided to the transportation office or the travel agent before the ticket is issued and the original justification must be attached to the travel voucher upon completion of travel. The justification must include:
 - (1) Traveler's name;
 - (2) The dates of travel;
 - (3) The origin and the destination of travel;
 - (4) A detailed itinerary of the travel, name of the air carrier and flight number for each leg of the trip; and
 - (5) A statement explaining what exception is met or written approval that foreign air carrier service was deemed a matter of necessity in accordance with paragraph 3.12.3.

- (b) Chief of Transportation Division must approve the justification for use of a foreign air carrier for foreign air carrier travel circumstances outlined in this chapter. The traveler must provide a copy of a signed justification to the travel agent before the ticket is issued and the original justification must be attached to the travel voucher upon completion of travel.

12.5 Traveler's Financial Responsibility for Improper Use of a Foreign Air Carrier

- (a) The traveler is personally responsible for the cost of, and will not be reimbursed for, any improper use of a foreign air carrier service for any part of or the entire trip.

12.6 Code-Share Flights

- (a) Code-share flights reflect an agreement between U.S. carriers and foreign carriers that allows U.S. carriers to lease seating space on aircraft belonging to (and operated by) foreign carriers. Code-share flights comply with the Fly America Act.
- (b) A code-share flight qualifies as U.S. certificated-service flag air service provided the ticket identifies the U.S. carrier's code and flight number. The U.S. carrier is identified by the carrier code written on the ticket. Carrier codes of major U.S. airlines are listed below:

AMERICAN..... AA
CONTINENTAL..... CO
DELTADL
UNITED.....UA
USAIRWAYSUS

13.0 Special Airline Circumstances

13.1 Special Tickets

13.1.1 Frequent Flyer Award Program

Frequent flyer promotional materials and frequent traveler benefits may be used as follows:

- (a) All Peace Corps employees, their dependents, and others whose travel is funded by the Agency may retain for personal use promotional items (i.e., frequent flyer miles, upgrades, access to carrier clubs or facilities) earned as a result of official travel under terms available to the general public and at no extra cost to the U.S. Government.
- (b) Travelers may accept free upgrades of services to business-class or first-class accommodations and check-cashing privileges offered by an airline

as a promotional program, as long as they are obtained under terms available to the general public and at no extra cost to the U.S. Government.

- (c) Travelers may redeem frequent flier miles (or use personal funds) to upgrade to business- or first-class accommodations when performing official travel.
- (d) It is the responsibility of each traveler to communicate directly with a service provider to establish his or her frequent travel promotional benefits account. Costs associated with establishing this account are to be paid by the traveler and are not a reimbursable expense.
- (e) Travelers do not need to report promotional items obtained as a result of official travel as taxable income.

13.1.2 Compensation Received from Airlines for Denied Boarding

- (a) **Voluntary:** A traveler may keep payments from a carrier for voluntarily vacating a transportation seat. However, no additional expenses (per diem or miscellaneous reimbursable) may be paid as a result of the traveler's delay. Additional travel expenses incurred as a result of voluntarily giving up a seat are the traveler's financial responsibility.
- (b) **Involuntary:** If a traveler is involuntarily denied a transportation seat, the traveler enters an onward travel status for per diem and miscellaneous travel expense reimbursement. Any monetary compensation (including meal and/or lodging vouchers) for the denied seat belongs to the U.S. Government.

13.2 Liquidated Damage Payments to Traveler for Involuntary Denial of Boarding

- (a) When carrier tariffs require liquidated damage payments to travelers for the carrier's failure to provide confirmed reserved space, such payments by the liable carrier are to be by check, made payable to the "Treasurer of the United States." In no case is the traveler permitted to accept from the carrier a check showing the traveler as payee.
- (b) The traveler is to acknowledge receipt of the check and submit a copy of the acknowledgment and the check with the travel voucher. Payment of denied boarding compensation to the Treasurer of the United States is a U.S. Government requirement and is no reflection on the carrier.

13.3 Official Travel Use

- (a) Through fares, special fares, commutation fares, and excursion- and reduced-rate round-trip fares should be used for official travel only when the authorizing officer determines prior to the start of a trip that use of these is practical and economical to the U.S. Government. Round-trip tickets with such fares should be authorized only when, on the basis of the journey as planned, the traveler knows or reasonably anticipates that such tickets will be utilized in accordance with their restrictions. See also *contract carriers* in section 11.0.
- (b) Staff Offices and Posts have the option of using restricted or penalty fares subject to the conditions set out in this section. The authorizing office will assume financial responsibility for any and all penalties associated with these fares should changes be required by the U.S. Government. The employee will be responsible for any penalties incurred for personal convenience.
- (c) An employee may purchase a restricted or penalty fare for official travel based on personal convenience (e.g., the employee is taking an indirect route for personal reasons), but the employee is responsible for any and all penalties incurred in connection with such fares. The employee will be reimbursed for such travel on a cost-constructive basis.
- (d) If an approving official chooses to use restricted or penalty fares, the official must provide the Travel Management Center with a written travel authorization reflecting authority for the use of these fares.

13.4 Direct And Indirect Travel

All arrangements for indirect travel for personal convenience shall be made by the traveler directly with the transportation company furnishing the services, the traffic management center, or a travel agency.

NOTE: The traveler is not authorized U.S. Government rates when traveling indirectly and/or for personal convenience.

Traveler reimbursement will be limited to the cost of travel by a direct route on an uninterrupted basis. The traveler will be responsible for any additional costs.

13.4.1 Direct Travel

All official travel must be by a usually traveled route, referred to as "direct travel," or "direct route." A usually traveled route is one or more routes that are essentially the same in travel time and cost to the U.S. Government.

13.4.2 Indirect Travel

Any personal travel done on a cost-constructive basis against official (i.e., direct) travel. Indirect travel is subject to the provisions of these procedures.

13.4.3 Personal Financial Responsibility

When a traveler deviates from a usually traveled route for personal convenience, the traveler must bear the extra expense for the portion of the journey that is by an indirect route or for accommodations superior to those authorized.

13.4.4 Reimbursement Limitations

- (a) Reimbursement for costs incurred on that portion of the journey which is traveled by an indirect route is limited to the total cost of per diem, incidental expenses, and transportation by less than premium-class air accommodations (regardless of mode of travel used in indirect travel, except as provided in paragraph (d) below), which would have been incurred by traveling on a usually traveled route. Air travel cost is the full city-pair price, not the capacity controlled fare.
- (b) In no case may reimbursement for indirect travel exceed the allowable costs actually incurred for such indirect travel.
- (c) Leave is charged for any excess travel time.
- (d) When travel is authorized and actually performed by a privately owned vehicle, reimbursement is limited to the total cost of per diem and mileage that would have been incurred by direct travel.

13.5 Travel Arrangements

13.5.1 Domestic Travel

Each office coordinates travel plans with the TMC. They will make arrangement for airline/rail reservations and tickets for all domestic and international travel. This includes all invitational travel. For further information and guidance, contact the TMC within the Transportation Division (M/AS/T).

13.5.2 International Travel

The TMC within the Transportation Division (M/AS/T) will provide the following services for international temporary duty and Post assignment travel:

- (a) Assist in arranging for issuance of passport if necessary;
- (b) Secure all official visas;
- (c) Take necessary photos for passport and visas;
- (d) Prepare itinerary in accordance with official travel schedule;
- (e) Make reservations and arrange for ticket; and
- (f) Make hotel reservations and rental car reservations.

13.5.3 Peace Corps Post

Peace Corps Posts will make reservations and other travel arrangements for overseas employees.

13.5.4 Return to Post before Completion of Temporary Duty Assignment

Transportation expenses to an employee's designated post of duty and per diem en route are allowable whenever the employee becomes incapacitated because of illness or injury, not due to employee's own misconduct, while en route to or while at the temporary duty station before completion of temporary duty assignment.

13.5.5 Time Zone Dislocations

- (a) Travelers flying on a direct route, without interruption, except for flight connections, with a difference of five or more time zones between authorized points of travel should, whenever possible, arrange departure to allow arrival at destination a full day before commencing duty.
- (b) When the flight is of such duration that it includes an authorized rest stop, as provided in paragraph 14.13, the same efforts should be made to allow arrival at destination a full day before commencing duty, provided there is a difference of five or more time zones between the rest stop and the destination point.
- (c) In cases meeting the criteria in either paragraph a or b of this section, excused absence without charge to leave may be granted for any part of the 24-hour adjustment period following arrival at the duty point which happens to fall within working hours.
- (d) Per diem during the adjustment period is payable to temporary duty travelers, including eligible family members authorized to travel at U.S.

Government expense when accompanying employees to temporary duty points.

13.6 Service/Cancellation Fees

When a reservation for accommodations on a train, vessel, or plane is canceled because of unavoidable delay or official necessity, the cost of the service fee charged by the carrier is allowed. Fees paid for cancellations of reservations for personal reasons or personal delays in notifying the carrier are not reimbursable.

14.0 Premium-Class Travel

Premium-class travel includes business-class, first-class, and when ticketed as business or first-class, single-class as described in paragraph 14.1.

14.1 Classes of Air Accommodations

The classes of air accommodations are as follows:

- (a) ***Coach-class***: Basic class of accommodations offered to travelers regardless of fare paid. The terms “tourist” or “economy-class” are sometimes used for this class of accommodation. When authorizing this class of accommodation, use of the contract city-pair fare is mandatory;
- (b) ***Business-class***: Premium-class of accommodation offered by the airlines that is higher than coach and lower than first-class, in both cost and amenities. This class of accommodation is generally referred to as “business,” “business elite,” “business first,” “world business,” “connoisseur,” or “envoy” depending on the airline. Not all city-pair fares are available in business-class, and even when use of business-class is authorized, the use of business-class city-pair fares is optional. This class of service may only be authorized in accordance with the provisions of paragraph 14.5;
- (c) ***First-class***: Highest class of accommodation offered by the airlines in terms of both cost and amenities and termed “first-class” by the airlines and any reservation system. This class of accommodation may only be authorized in accordance with the provisions of paragraph 14.4. There are no contract city-pair fares for this class of accommodation; and
- (d) ***Single-class***: When an airline offers only one class of accommodations to all travelers.

14.2 Classes of Train Accommodations

- (a) ***Coach-class***: Basic class of accommodations offered by a rail carrier to passengers that includes a level of service available to all passengers regardless of

the fare paid. Coach-class includes reserved coach accommodations as well as slumber coach accommodations when overnight train travel is involved.

- (b) ***Slumber coach:*** Includes slumber coach accommodations on trains offering such accommodations, or the lowest level of sleeping accommodations available on a train that does not offer slumber coach accommodations.
- (c) ***First-class:*** Includes bedrooms, roomettes, club service, parlor car accommodations, or other premium accommodations.
- (d) ***Business-class:*** A class of service offered on Amtrak Acela, or Metroliner extra fare train service.
- (e) ***Extra fair train:*** A train that operates at an increased fare due to the extra performance of the train (i.e., faster speed or fewer stops).

14.3 General Policies

14.3.1 Personal Liability

A traveler must use coach-class accommodations, unless premium-class accommodations are authorized in accordance with this section. If the traveler does not obtain written authorization in accordance with this section, the traveler is responsible for the difference between the first-class or business-class air accommodations used and authorized coach-class or equivalent accommodations.

14.3.2 Entitlement

A traveler is not entitled to premium-class travel. Premium-class travel results in significant additional costs to the Government. Any consideration of approval for premium-class travel must take into consideration all relevant factors, including, but not limited to, budgetary concerns, operational and programmatic needs, and responsible public administration.

14.4 First-Class Air and Train Travel

Generally, first-class accommodations will not be authorized. Travelers may be authorized to use first-class air accommodations only when a Designated Approving Official specifically approves or authorizes the travel in accordance with this section and when one or more of the following reasons apply:

- (a) ***No coach- or business-class accommodations are reasonably available:*** The use of first-class accommodations may be authorized or approved when coach-class air accommodations or business-class air accommodations are not reasonably available. “Reasonably available” means available on an airline that is scheduled

to leave within 24 hours of the proposed departure time, or scheduled to arrive within 24 hours of the proposed arrival time.

- (b) ***Regularly scheduled flights provide only first-class air accommodations:*** The use of first-class air accommodations may be authorized or approved when regularly scheduled flights between the authorized origin and the destination points, including connecting points, provide only first-class air accommodations.
- (c) ***Travel by an employee with a disability:*** The use of first-class air accommodations may be authorized or approved when necessary to accommodate an employee's disability or other special need. The disability or special need must be substantiated in writing by a competent medical authority, as determined by Peace Corps. The competent medical authority's justification must specify a current condition and, unless the medical authority indicates the disability is a lifelong disability of the type to require this travel accommodation, the determination must be issued or updated not more than one year in advance of the planned travel. However, the Agency reserves the right to request such a statement at any time it deems appropriate or necessary. The use of first-class accommodations also may be authorized for an attendant(s) to accompany the employee authorized first-class accommodations under this paragraph, provided that a qualified and competent medical authority certifies, in writing, that the employee's disability or special need requires the services of the attendant(s) en route. All medical certifications must be submitted to the appropriate Designated Approving Official as specified in paragraph 14.11. For more information regarding travel accommodations for an employee with a disability or special need, see section 2.0.
- (d) ***Security reasons:*** The use of first-class accommodations may be authorized or approved when exceptional security circumstances require such travel. Exceptional security circumstances include, but are not limited to:
 - (1) Use of other than first-class accommodations that would endanger the traveler's life or government property; or
 - (2) The traveler is a courier accompanying controlled pouches or packages.
- (f) ***When required because of Agency mission:*** The use of first-class air (not applicable to train) accommodations may be authorized or approved when required because of "Agency mission." The Designated Approving Official must set forth the criteria and factors supporting this class of travel in a written justification as required by paragraph 14.10.2 when approving first-class accommodations for this reason.
- (g) ***Personal upgrades:*** Travelers may upgrade to first-class at their personal expense, including through redemption of frequent flyer benefits.

- (h) ***Inadequate foreign coach-class train accommodations:*** When coach-class train accommodations on a foreign rail carrier do not provide adequate sanitation or health standards.

14.5 Business-Class Air Travel

Generally, business-class accommodations will not be authorized. Travelers may be authorized to use business-class air accommodations when a Designated Approving Official specifically approves or authorizes the travel in accordance with the policies and procedures of this section and based upon one or more of the following reasons:

- (a) ***Coach-class air accommodations are not available:*** The use of business-class air accommodations may be authorized or approved when regularly scheduled flights between the authorized origin and destination points (including connection points) provide only first-class and business-class air accommodations, or when available coach-class accommodation tickets may not be purchased on a refundable basis.
- (b) ***No space available in coach-class air accommodations:*** The use of business-class air accommodations may be authorized or approved when space is not available in coach-class accommodations on any flight scheduled in time to accomplish the purpose of the official travel, and the travel is urgent and cannot be postponed.
- (c) ***Travel by an individual with a disability or specified need:*** The use of business-class air accommodations may be authorized or approved when necessary to accommodate an employee's disability or other special need. The disability or special need must be substantiated in writing by a competent medical authority, as determined by Peace Corps. The competent medical authority's justification must specify a current condition and, unless the medical authority indicates the disability is a lifelong disability of the type to require this travel accommodation, the determination must be issued or updated not more than one year in advance of the planned travel. However, the Agency reserves the right to request such a statement at any time it deems appropriate or necessary. The use of business-class air accommodations also may be authorized for an attendant(s) to accompany the employee authorized business-class accommodations under this paragraph, provided that a qualified and competent medical authority certifies, in writing, that the employee's disability or special need requires the services of the attendants en route. All medical certifications must be submitted to the appropriate Designated Approving Official as specified in paragraph 14.11. For more information regarding travel accommodations for an employee with a disability or special need, see section 2.0.
- (d) ***Security or exceptional circumstances:*** The use of business-class air accommodations may be authorized or approved when such accommodations are required for security purposes. See also section 14.4 above.

- (e) ***Inadequate foreign-carrier coach-class accommodations:*** The use of business-class air accommodations may be authorized or approved when coach-class air accommodations on foreign carriers do not provide adequate sanitation or health standards.

NOTE: Any travel on foreign carriers must be performed in accordance with Agency requirements and the Fly America Act.

- (f) ***Overall cost savings:*** The use of business-class air accommodations may be authorized or approved when such accommodations would result in an overall savings by such considerations as avoiding additional subsistence costs, overtime, or lost productive time that would be incurred while awaiting availability of coach-class air accommodations. Overall cost savings must be computed by and/or verified by the Transportation Division.
- (g) ***Travel in excess of 14 hours:*** The use of business-class accommodations may be authorized in accordance with paragraph 14.7.
- (h) ***Agency mission:*** The use of business-class air accommodations may be authorized or approved when required because of "Agency mission." The Designated Approving Official must set forth the criteria and factors supporting this class of travel in a written justification as required by in section 14.10.2 (b) when approving business-class accommodations for this reason.
- (i) ***Personal upgrades:*** Travelers may upgrade to business-class at personal expense, including through redemption of frequent flyer benefits.
- (j) ***Acceptance of payment from non-Federal source:*** Business-class air accommodations may be authorized or approved when the employee's transportation is paid in full through Agency acceptance of payment from a non-Federal source as otherwise authorized by law or regulation, and such outside funded travel has been approved in advance, in accordance with title 41, CFR, chapter 304, and Agency procedures including prior clearance by the Designated Agency Ethics Official, or designee.
- (k) ***Business-class travel within the United States:*** U.S. domestic flights do not usually offer separate and distinct business-class seats. The Government, however, may not directly book employees eligible for business-class into first-class accommodations. When business-class accommodations are authorized and the airline places an individual in first-class seating at no additional cost for the part of the routing within the United States via a connection, such seating would be considered business-class accommodations for the purpose of this rule.

14.6 Business-Class Train Travel (Extra-Fare Train Service)

Extra-fare train service may be used whenever it is more advantageous to the Government or is required for security reasons. The use of the lowest class of service available on any Amtrak Acela or Metroliner train service (including Acela Express) is deemed advantageous to the Government and no further Agency approval is needed. On the Amtrak Acela Express or Metroliner train service, the lowest available class is business and on the Amtrak Regional train service the lowest available class of service is coach. Amtrak Acela and Metroliner first-class accommodations may be authorized/approved only as provided in 14.9.

14.7 Travel in Excess of 14 hours and Business-Class Travel

Business-class accommodations may be authorized, but are not required to be authorized, if the travel meets all the following criteria:

- (a) Either the origin or destination or both are outside the continental United States;
- (b) The scheduled flight time, including estimated stopovers and change of planes, is more than 14 hours;
- (c) The traveler is not authorized a rest period en route or upon arrival at destination;
- (d) The calculation of the 14-hour travel period begins upon departure of the flight (wheels up). If the traveler has an en route rest period, the 14-hour calculation starts over again. See also section 14.13 for the definition of *rest period*.

14.8 Business-Class Lounge in Lieu of Rest Stop

- (a) Travelers who fly more than 14 hours in economy-class for certain types of official travel (e.g., PCS or TDY), and are eligible for a government funded overnight rest stop in route to their destination, have the option to purchase and be reimbursed for a day pass at a business class lounge for the intermediate point in lieu of taking the overnight rest stop.
- (b) Travelers are responsible for requesting the approved overnight rest stop or the business class lounge day pass from the authorizing office, prior to travel. Travelers will be reimbursed on their travel voucher for the pass.
- (c) If the traveler selects the business class lounge option they are no longer authorized an overnight rest stop and will be expected to continue travel on the next available flight to the destination.

- (d) If the traveler cost constructs or deviates from the authorized itinerary, the traveler loses eligibility for the overnight rest stop or will not be reimbursed for the cost of the business class lounge day pass.
- (e) Travelers who are authorized premium class travel may use the business class lounge, if the service is offered free of charge by the airline, but are not authorized reimbursement separately for the cost of the day pass.
- (f) Travelers who do not qualify for a paid rest stop, on their official travel itinerary, may elect to purchase a day pass at their own expense or by frequent flyer miles.

14.9 Advance Approval

A traveler is responsible for obtaining authorization of premium class accommodations in advance of the actual travel. If the necessary documentation and approval by the Designated Approving Official cannot be completed in advance of travel due to an emergency situation, the traveler is responsible for obtaining advance approval from the following individuals (or any person serving in an official acting capacity in such positions) in the following order of precedence: Associate Director for Management, Deputy Associate Director for Management, Chief of Administrative Services, or Chief of the Transportation Division.

At the conclusion of any premium travel approved under emergency circumstances, the traveler must prepare and submit the required documentation as early as possible.

14.10 Documentation

14.10.1 Travel Authorization (TA)

A TA must document approved premium class accommodations and must be accompanied by the approval memorandum described in paragraph 14.10.2 below.

14.10.2 Approval Memorandum and Justification

- (a) **Approval:** All premium-class authorizations must be set forth in a memorandum by the appropriate Designated Approving Official, with clearance as required, and must contain the name, grade, and title of the traveler; points between which first-class or business-class air accommodations are authorized, additional cost to the Government resulting from the difference between first-class or business-class and coach-class air accommodations, beginning date of travel, end date of travel, and an explanation of circumstances justifying the use of first-class or business-class air accommodations.

(b) **Agency mission:** When approval of premium-class travel is based upon "Agency mission," under paragraphs 14.4 (f) or 14.5 (h) above, approving officials must decide if the purpose of the trip and the cost associated with premium-class travel are necessary to accomplish the Agency's mission. Factors and circumstances approving officials should consider when authorizing premium-class travel on the basis of "Agency mission" are:

- (1) Does the traveler need space and privacy to prepare and review sensitive non-public materials;
- (2) Does the traveler need space and privacy for confidential communications;
- (3) Does the traveler need extra space to prepare materials or conduct work that cannot be conducted before or after actual travel time;
- (4) Has an authorized rest stop been considered if it is a more cost effective option and does not undermine operational needs;
- (5) Can the trip be performed at a different time using coach-class at a lower cost;
- (6) Does the overall benefit of the upgrade to business-class outweigh the additional costs of such travel;

NOTE: This section is not applicable for travel by train.

(c) **Ticketing:** The travel management center (where applicable) will not ticket first-class or business-class accommodations without the appropriate documentation.

(d) **Blanket approvals:** All requests for premium-class accommodations will be made on a case-by-case basis. Blanket approval of TAs for premium class accommodations is prohibited.

14.11 Approvals and Responsibilities

(a) **Designated Approving Official:** A Designated Approving Official must not be subordinate to the traveler, except as provided herein. The Designated Approving Officials (or their designee) for premium-class travel are as follows:

- (1) The Chief of Staff or Deputy Chief of Staff is the approving authority for all staff at Headquarters and Regional Recruiting Offices, unless provided otherwise herein;
 - (2) Regional Directors are the approving officials for Country Directors and overseas staff;
 - (3) The Director or Deputy Director is the Approving Official for the Chief of Staff;
 - (4) The Director or Chief of Staff is the approving official for the Deputy Director;
 - (5) The Deputy Director or Chief of Staff or Deputy Chief of Staff is the approving official for the Director.
- (b) **Chief of Staff:** All approvals for premium class travel must be cleared by the Chief of Staff, or Deputy Chief of Staff, when the Chief of Staff, or Deputy Chief of Staff, is not the Designated Approving Official.
- (c) **Chief of the Transportation Division:** The Chief of the Transportation Division is responsible for ensuring that the documentation provided by the approving officials complies with this policy. Any discrepancies will be reported to the Chief of Administrative Services for appropriate action.

14.12 Recordkeeping

- (a) **Data collection:** The Transportation and Travel Management Division (M/AS/T) is responsible for collecting data for each instance of premium-class travel.
- (b) **Reporting requirements for premium travel:** The Office of Management (M/AS/T) must submit to General Services Administration, no later than 60 days after the end of each fiscal year, or as otherwise required, a compiled record of all premium-class travel authorized during the fiscal year, or for such other report recipient and reporting period as required.

14.13 Rest Periods

14.13.1 General

A **rest period** is an opportunity for rest at a lodging accommodation, for a period of at least 12 hours and not more than 24 hours measured from the time of arrival at the lodging accommodation to the time when the traveler departs from the lodging accommodation to resume travel or official duties begin.

14.13.2 En Route Rest Period

Officials authorized to approve an employee's travel, may approve, in their discretion, a rest period en route for travel when:

- (a) Either the origin or destination or both are outside the continental United States (OCONUS);
- (b) The traveler is not flying premium-class; and
- (c) The scheduled flight time, including estimated stopovers and change of planes, is more than 14 hours.

14.13.3 Destination Rest Period

If a rest period is not approved en route or any regularly-scheduled stopovers do not meet the definition of a rest period, and the traveler is not flying premium-class, the approving official must authorize a rest period, as defined in section 14.13.1, at the destination (TDY location or duty station).

14.13.4 Departure Time

Officials authorized to approve an employee's travel may require an employee to depart at a time that will permit a rest period at the destination prior to the necessary or required time to report to duty at such destination.

14.13.5 Additional Per Diem

This section does not prohibit an Authorizing Official from authorizing additional per diem over 24 hours for reasons other than to provide a rest period (e.g., where it would result in overall savings to the Agency).

15.0 Travel By Privately Owned Vehicle Or Privately Owned Conveyance

Employees may be authorized, but cannot be directed, to use a Privately Owned Vehicle for official travel. The Agency does not reimburse for travel by privately owned aircraft or vessel.

15.1 Advantageous to U.S. Government

The use of a privately owned conveyance shall be authorized only when such use is advantageous to the Government. To the maximum extent possible, the determination to use a privately owned conveyance shall be made by the office head before the performance of travel. In determining whether the use of a privately owned vehicle is advantageous to the U.S. Government, consider:

- (a) The feasibility of using common carrier transportation or U.S. Government-owned conveyances based on availability, suitability of schedules, and other applicable requirements;
- (b) The advantages resulting from the more expeditious transactions of the public business, economy, and employee performance effectiveness; and
- (c) Any other advantages and/or disadvantages to the U.S. Government in the particular case.

The authority to travel by privately owned vehicle (POV) contained in this section is applicable to the employee and/or other family member(s) authorized to travel. The vehicle to be used must be the property of the employee or family member prior to the initiation of travel. Any reimbursement for travel by POV authorized by this section is limited to the actual mileage between authorized points on a direct route plus related per diem, not to exceed 10 days.

15.2 Privately Owned Vehicle (POV) Use for Personal Convenience

When privately owned conveyance is determined not advantageous to the U.S. Government the employee may elect to use a privately owned vehicle for personal convenience. Any reimbursement for expenses for travel will be the lesser of:

- (a) Mileage at the rates provided in this section, plus related per diem and other expenses;
- (b) For the portion of the route connected by air service, reimbursement may not exceed the constructive cost of the authorized U.S. Government fare on a direct route, plus the constructive related per diem had the travel been performed by common carrier and other expenses. For any portion of the route not connected by air service, reimbursement may not exceed the constructive cost of less than premium-class accommodations on a surface common carrier;
- (c) ***Reimbursement based on Government costs:*** Unless the traveler is committed to using a Government automobile as provided in paragraph (d) of this section, reimbursement will be limited to the cost that would be incurred for use of a Government automobile, which in CONUS is currently 51 cents per mile;
- (d) If the authorizing official determines the cost of providing a Government automobile would be higher because of unusual circumstances, it may allow reimbursement not to exceed the mileage rate provided by GSA for a privately owned automobile;
- (e) ***Partial reimbursement when traveler is committed to using a Government-owned automobile:*** When the traveler is committed to using a Government automobile or would not ordinarily be authorized to use a privately owned automobile due to the availability of a Government automobile, but nevertheless

request to use a privately owned automobile, the traveler will be reimbursed at the current rate of 19 cents per mile. This is the approximate cost of operating a Government-owned automobile, fixed cost excluded. In addition, parking fees, bridge, road and tunnel fees are reimbursable.

15.3 Mileage Reimbursement

Mileage reimbursement rates are set by the General Services Administration (GSA). Please refer to the [GSA Privately Owned Vehicle \(POV\) Mileage Reimbursement Rates](#) table for the most recently posted rates.

NOTE: In addition to mileage allowance, parking fees, ferry fees, bridge, road, and tunnel fees are authorized reimbursable expenses. Charges for repairs, depreciation, replacements, grease, oil, antifreeze, towage and similar speculative expenses, gasoline, insurance, state and Federal taxes are not reimbursable.

15.4 Transporting Multiple Employees in a POV

Using a POV to transport other employees is strictly voluntary. Employees may be reimbursed if another employee(s) travels on the same trip in the same POV. However, mileage is payable to only one employee. No deductions will be made from mileage allowance if other passengers contribute to defraying expenses.

15.5 Computing Expenses

15.5.1 Parking When Automobile is Left at Terminal

The fee for parking an automobile at a common carrier terminal or other parking area while the traveler is away from his or her official station shall be allowed only to the extent that the fee plus the allowable mileage reimbursement to and from the terminal or other parking area does not exceed the estimated cost for the use of a taxicab and/or limousine, whichever is less, to and from the terminal.

15.5.2 Distances

When travel is performed by a privately owned motor vehicle, distances are to be determined by use of standard highway mileage guides. Travelers must explain any substantial deviation from distances shown in the standard highway mileage.

15.5.3 Allowable Travel Time

Allowable time for travel by privately owned conveyance is limited to that which is reasonably required. Variations in driving conditions do not permit the establishment of daily mileage requirements. However, in the United States, 483 kilometers or 300 miles per day is considered the

normal driving distance. Where road, climatic, and other factors beyond the control of the traveler cause interruptions and deviations resulting in travel time in excess of that normally required, the traveler will include a full explanation on the travel voucher. The traveler must also explain any unusual circumstances that influence the elapsed time for travel by privately owned aircraft.

16.0 Rental Vehicles

16.1 Use of a Commercial Rental Vehicle

- (a) A commercial rental vehicle may be used for official travel only when the circumstances of the travel can justify such use and administrative determination by the approving official has been made that a GSA vehicle or a GSA contract rental vehicle is not available or that it is more advantageous to Peace Corps.
- (b) Authorization to use a commercial rental vehicle must be included on the Travel Authorization with justification.
- (c) A compact car will be requested (GSA contract or other contractor) in all cases when subcompacts meet the requirements of the travel assignment. Standard sized vehicles will be requested only for multi-person use, transportation of bulky related material, or non-availability of smaller vehicles. If a compact car is not available, the next smallest car will be requested.
- (d) Travelers are responsible for any additional cost resulting from the unauthorized use of a commercial rental automobile for other than official travel-related purposes.

16.2 Damage Waiver or Insurance Costs

- (a) Peace Corps may not pay or reimburse the employee for the cost of vehicle collision damage waiver or collision damage insurance when official travel in the rental vehicle is performed wholly within the continental United States, Alaska, Hawaii, the Commonwealth of Puerto Rico, or the United States territories and possessions. However, if the damage occurs while the vehicle is begin used for official business, the Peace Corps will act as a self-insurer in an amount equal to the deductible contained in the rental contract.
- (b) Peace Corps may pay or reimburse the employee for the cost of additional insurance (insurance 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 above). However, reimbursement is limited to instances in which the purchase of such insurance is required to meet requirements of a country where purchase of vehicle insurance is authorized per MS 526, "Motor Vehicle Insurance".

- (c) The costs of insurance for personal bodily injury, loss of life, or for the cost of medical services are personal expenses and are not reimbursable under travel regulations.

16.3 Rental Vehicle for Personal Convenience

When the employee elects to use a rented vehicle for personal convenience, and use of the rental vehicle has not been specifically authorized, reimbursement for travel expenses will be the lesser of:

- (a) Rental car fees (exclusive of CDW), related per diem on a direct route at 300 miles per day, plus actual expenses for gas and tolls; or
- (b) The constructive cost of the U.S. Government airfare on a direct route, plus per diem and other expenses. For any portion of the journey not connected by air service, reimbursement may not exceed the constructive cost of less than premium-class accommodations on a surface common carrier.

16.4 GSA Contract Rental Vehicles

In the selection of commercially rented vehicles, first consideration shall be given to rental agencies with a GSA Federal Supply Schedule contract.

17.0 Airline Luggage Allowances

17.1 Checked Luggage

The weight and the number of pieces authorized to be transported at U.S. Government expense as checked luggage depends on whether the travel originates on a U.S.-flag carrier or on a foreign-flag carrier. Travelers will be reimbursed airline fees charged for checked luggage as long as the checked luggage is within the normal prescribed weight limits that are not considered excess. Excess baggage charges may be allowed by authorizing officials.

17.2 Checked Luggage Allowance for Travel that Begins on U.S.-Flag Carriers

Travelers on U.S.-flag carriers are authorized two checked pieces of luggage not to exceed the weight and dimensions authorized by the carrier. If, in conjunction with international travel, the traveler is required to change to a foreign carrier en route to his or her destination, or has a separate ticket for the domestic portion of his or her travel, and is assessed an excess luggage charge by that carrier, he or she may claim as a miscellaneous expense the charge attributable to the difference between the U.S. carrier's international baggage allowance and the other carrier's more restrictive baggage allowance. The traveler must submit the receipt for excess baggage charges with his or her travel voucher.

17.3 Checked Luggage Allowance for Travel that Begins on Foreign Carriers

- (a) The checked luggage allowance for international travel that begins on foreign carriers is, for the most part, 44 lbs. (20 kg.) for economy class and 66 lbs. (30 kg.) for first-class. When travel on the foreign carrier constitutes the first leg of the international itinerary, the traveler is authorized the foreign carrier's first-class baggage allowance.
- (b) However, in cases where the traveler is eligible for business-class travel under the provisions of 14.5 but elects to take economy class with an official rest stop, the authorizing officer at post, in cases of post-funded travel, or the approving official for headquarters funding, may authorize a checked luggage allowance that will bring the total up to the U.S. carrier international luggage allowance when it is advantageous to the U.S. Government.
- (c) The traveler may pay for the charges directly and claim them as a miscellaneous expense documented on his or her travel voucher. The traveler must submit a receipt for excess baggage charges with his or her travel voucher.

NOTE: Charges for weight that exceed the foreign carrier's first-class luggage allowance are not reimbursable by the U.S. Government and are the traveler's responsibility except when excess baggage is authorized for coach travel in lieu of business-class accommodations.

17.4 Excess Luggage Option Allowed for Home Leave Travel

- (a) A traveler on home leave round-trip orders may elect to carry one additional accompanying bag not to exceed 50 lbs., in lieu of using the unaccompanied air shipment allowance on either the inbound portion or the outbound portion of his or her travel, or both, provided the excess baggage authorization is reflected in the travel orders. If the employee selects this option, each eligible family member must also utilize it.
- (b) Additional luggage, in excess of the additional 50 lb. bag described above, may be allowed but only if specifically approved in the travel authorization or amendment.

18.0 Per Diem Rates

18.1 Policy

The Agency has a uniform worldwide lodgings-plus per diem computation system for all official travel, based on travel inside and outside the continental United States.

18.2 Scope and Applicability

- (a) Per diem in lieu of subsistence is payable when a traveler is away from a duty station on official business. When reimbursement of actual subsistence expenses is authorized or approved, see section 22.
- (b) New appointees who reside within fifty (50) miles of the temporary duty location at the time of appointment, or other employees who commute daily from their permanent residence, are not entitled to any per diem or subsistence.

18.3 Change in Rate after Travel Commences

If the maximum per diem rate authorized is changed after a traveler begins travel, the traveler is paid at the changed rate as of the date such new rate becomes effective, unless a lower rate is specified in the travel authorization.

18.4 Maximum Rates

Maximum authorized per diem rates for official travel shall be daily rates not in excess of the rates established. Worldwide per diem rates include a maximum amount for lodging expense and a fixed allowance for meals and incidental expenses (M&IE).

NOTE: Receipts for lodging are required.

18.5 Rates Applicable Inside Continental United States (CONUS)

The maximum per diem rates authorized for travel within CONUS are established by the Administrator of General Services. To find current rates in CONUS use [GSA's interactive map](#).

18.6 Rates Applicable in Foreign Localities

The maximum per diem rates, based on the worldwide lodgings-plus system, for travel in foreign localities are those established by the U.S. Department of State. The rates are published in section 925, the Per Diem Supplement to the Standardized Regulations (Government Civilians, Foreign Areas). Current foreign per diem rates can also be found on the [U.S. Department of State website](#).

18.7 Rates Applicable in Non-foreign Localities outside Continental United States (OCONUS)

The maximum per diem rates, based on the worldwide lodgings-plus system for travel in parts of the United States outside of the continental United States are those established by the Per Diem, Travel and Transportation Allowance Committee of the Department of Defense. These maximum per diem rates are

listed in Civilian Personnel Per Diem Bulletins published periodically in the Federal Register.

18.8 Rates Applicable for In Country Staff Travel

- (a) For the purpose of sections 18.8, in-country staff includes:
- (1) Direct-hire employees assigned to the Post and their dependents;
 - (2) Contractors assigned to the Post and their dependents, if permitted by the terms of the contract country;
 - (3) Invitational travelers who reside in the country where the travel is performed.
- (b) Because Peace Corps in-country staff should live and work in a manner that involves them with host country people, it is important that Peace Corps staff travel in a manner that enables them to reside in accommodations that are affordable by host country people. In addition, because of in-country familiarity with local prices and bargaining practices, in-country staff travel is normally less expensive than the per diem rates established in the U.S. Department of State, Standardized Regulations (Government Civilians, Foreign Areas).
- (c) Accordingly, Country Directors are authorized to establish in-country staff per diem rates that are lower than those found in the Standardized Regulations. The established rate shall not be more than those authorized in the Standardized Regulations. Any established rate must apply to all in-country staff (Country Director, drivers, etc.).
- (d) Rates should be set in accordance with the lodgings-plus per diem system established in the Federal Travel Regulation and based on the following:
- (1) The average cost of meals and miscellaneous expenses, other than lodging;
 - (1) The difference in costs by locality within the country, and;
 - (2) Seasonal differences in cost.
- (e) Per diem rates for cities not in the Standardized Regulations must be approved by the Regional Director.
- (f) Country Director shall periodically review the rates and, when warranted, adjust the rates

- (g) Once established or changed, the rates should be forwarded to the Regional Office, the Office of Global Accounts Payable (OCFO/OGAP), and the Travel Branch (M/AS/T) for reference.

18.9 Reductions in Per Diem Rates

- (a) The Agency may authorize a reduced per diem rate lower than the prescribed maximum rate when:
 - (1) The authorizing officer determines that the lodgings-plus per diem system prescribed in this section is not appropriate for a certain travel assignment, such as when quarters or meals, or both, are provided at no cost or at a nominal cost by the U.S. Government; or
 - (2) The per diem costs to be incurred by the employee can otherwise be determined in advance and will be lower than the maximum per diem rate.

In instances where commercial lodging is not required, or the commercial lodging includes kitchen facilities, the M&IE portion of the per diem will be reduced to 50 % of the prescribed M&IE rate for the travel location.

- (b) Provided that the exception from the lodgings-plus system is specifically stated approved and authorized in advance on the travel authorization. Such a specific per diem rate must be stated on the travel authorization before the travel begins and may not be changed after the travel is underway or completed.

The specific per diem rate shall be the per diem rate payable on the travel voucher without receipts and/or itemization by the employee, except the miscellaneous expenses over \$75 must be itemized and supported by receipts.

18.10 Reductions from Lodging Allowance

Travelers will be reimbursed for less than the lodgings allowance in the Civilian Personnel Per Diem Bulletins published periodically in the Federal Registrar by the Secretary of Defense (for non-foreign localities) and in Section 925, the Per Diem Supplement to the Standardized Regulations published by the Secretary of State (for foreign areas), as stated in the following situations:

- (a) **Government quarters:** Travelers will be reimbursed, as a lodging expense, the fee or service charge paid for use of Government quarters. No additional reduction is made in the employee's per diem when a member of the employee's family accompanies the employee at the employee's personal expense and such family member is provided U.S. Government accommodations. An appropriate charge

should be made directly to the employee by the Agency providing the meals and/or lodging.

- (b) ***Lodging with friend(s) or relative(s) (with or without charge):*** Travelers may be reimbursed for additional costs the host incurs in accommodating the traveler only if the traveler is able to substantiate the costs and the Agency determines them to be reasonable. The traveler will not be reimbursed the cost of comparable conventional lodging in the area or a flat "token" amount.
- (c) ***Non-conventional lodging:*** The traveler may be reimbursed the cost of other types of lodging when there are no conventional lodging facilities in the area (e.g., in remote areas) or when conventional facilities are in short supply because of an influx of attendees at a special event (e.g., world fair or international sporting event). Such lodging includes college dormitories or similar facilities or rooms not offered commercially but made available to the public by area residents in their homes.
- (d) ***Recreational vehicle (trailer/camper):*** The traveler may be reimbursed, as a lodging expense, for costs such as parking fees, fees for connection, use, and disconnection of utilities, electricity, gas, water and sewage, bath or shower fees, and dumping fees. Peace Corps will not reimburse you for:
 - (1) Personally-owned residence. You will not be reimbursed for any lodging expenses when staying at your personally owned residence.
 - (2) Personally owned Recreational vehicle (trailer/camper). You will not be reimbursed any expenses associated with the purchase. Sale or payment of a recreational vehicle or camper at a TDY location.

18.11 Deductions from the Meals and Incidental Expenses (M&IE) Allowance

- (a) Meals and incidental expense (M&IE) allowance must be adjusted for meals furnished by the U.S. Government by deducting the appropriate amount for the meal
- (b) The Agency may allow an employee to claim the full M&IE allowance if:
 - (3) Employee is unable to consume the furnished meal(s) because of medical requirements or religious beliefs; or
 - (2) Employee requested an was subsequently granted approval to claim the full M&IE allowance prior to travel; or
 - (3) Employee made a reasonable effort to make alternative meal arrangements, but was unable to do so; or

- (4) Employee was unable to take part in a Government-furnished meal due to the conduct of official business.

NOTE: The total amount of deductions made will not cause an employee to receive less than the amount allowed for incidental expenses. There is no deduction for refreshments furnished by US Government at meetings, etc.

18.12 Reductions in Payment of Per Diem for Family Members

- (a) When family members accompanying employees are authorized per diem under the provisions of these procedures, the following maximum per diem rates apply:
 - (1) For spouses who accompany the employee, per diem is allowed up to seventy-five percent (75%) of the employee's applicable rate for lodging and seventy-five percent (75%) of the employee's applicable rate for meals and incidental expenses;
 - (2) For accompanied children 12 years of age and over, per diem is allowed up to seventy-five percent (75%) of the employee's applicable rate for lodging and seventy-five percent (75%) of the employee's applicable rate for meals and incidental expenses;
 - (3) For accompanied children 11 years of age and under, per diem is allowed up to fifty percent (50%) of the employee's applicable rate for lodging and fifty percent (50%) of the employee's applicable rate for meals and incidental expenses.
- (b) For spouses and family members who do not accompany the employee, per diem for the first traveler is allowed up to the maximum rate for lodging and meals and incidental expenses authorized for the employee. Reductions are taken as above for additional family members accompanying the first traveler.

18.13 Special Provisions Relating to Families

When an employee is authorized an official stopover in Washington headquarters, in conjunction with home leave, transfer, or separation travel, payment of travel and per diem will not be authorized for the employee's family via this stopover point unless specifically authorized by the Regional or Associate Director, and only if such stopover is in the interest of the Agency.

19.0 Computing Per Diem

19.1 Worldwide Travel

When travel is over 12 hours and overnight lodging is required you are reimbursed your actual lodging costs not to exceed the maximum lodging rate for the TDY location or stopover point.

- (a) To compute per diem for travel of more than 24 hours:
 - (1) The day of departure – 75% of M&IE rate;
 - (2) Full days of travel – 100% of M&IE rate; and
 - (3) The last day of travel – 75% of M&IE rate.
- (c) To compute per diem for travel more than 12 hours but less than 24 hours:
 - (1) 75% of M&IE rate for each calendar day that the person has travel status.
- (d) No per diem is allowed for official travel that is 12 hours or less.

19.2 Computations for Long-Term Lodging

When a traveler rents lodging on a long-term basis (e.g., weekly or monthly), per diem is computed by dividing the total lodging cost by the number of days of occupancy for which one is entitled to per diem, provided the cost does not exceed the daily rate of conventional lodging. The following expenses may be considered part of the long-term lodging cost:

- (a) Rental cost for a furnished dwelling; if unfurnished, the rental cost of the dwelling and the rental cost of appropriate and necessary furniture and appliances (e.g., stove, refrigerator, chairs, tables, bed, sofa, television, or vacuum cleaner);
- (b) Cost of connecting/disconnecting and using utilities;
- (c) Cost of reasonable maid fees and cleaning charges;
- (d) Monthly telephone usage fee (does not include installation and long-distance calls); and
- (e) If ordinarily included in the price of a hotel/motel room in the area concerned, the cost of special user fees (e.g., cable TV charges and plug-in charges for automobile head bolt heaters).

19.3 Crossing the International Date Line

When a traveler crosses the international date line (180th meridian), the actual elapsed travel time will be used to compute per diem entitlement rather than calendar days.

20.0 Per Diem When Payable

20.1 Away from Duty Station

Per diem is payable only when an employee is on travel orders away from their permanent duty station. When an employee commutes daily to his or her official station, per diem is not allowed either at their permanent duty station or place of abode.

20.2 Per Diem at Employee's Official Duty Station

For the purposes of authorizing per diem or subsistence expense, the official duty station is defined as within a 50 mile radius of both employee's work place and home.

Where posts of duty have extraordinary circumstances, the Chief of Transportation may approve exceptions to the 50 mile radius.

20.3 Travel Status

For computing per diem allowances abroad, official travel begins at the time the traveler leaves home, office, or other authorized point of departure and ends when the traveler returns to home, office, or other authorized point at the trip's conclusion.

20.4 Delays and Interruptions En Route

- (a) Per Diem is allowed when interruptions occur on an official trip because of an authorized stopover, or because of circumstances beyond the control of the traveler.
- (b) Delays of travel that would require payment of two (2) days or more of per diem are considered inordinate delays. No per diem is payable for such a delay absent adequate justification as determined by the office or authorizing official who approves travel.

20.5 Awaiting Transportation

Per diem is allowed for only such periods awaiting onward transportation as are reasonably necessary under the circumstances. The travel voucher should contain an explanation of the circumstances necessitating any waiting period in excess of 12 hours at transfer points in the United States and 24 hours at transfer points abroad.

20.6 Non-Workdays

- (a) Per Diem is payable for non-workdays (normally weekends or holidays) except when:
 - (1) Those non-workdays are both preceded and followed by periods of leave other than sick leave granted; or
 - (2) A leave of absence is both preceded and followed by non-workdays, in which case payment of per diem is limited to two (2) non-workdays.
- (b) If an employee, while in travel status, for personal convenience returns on non-workdays to their post or place of abode from which they commute daily to their official station, they may be reimbursed for the round trip transportation and per diem en route in an amount not to exceed the per diem which would have been allowed had the employee remained at their temporary duty station.

20.7 Leave of Absence

Except for absences listed below for illness or injury, no per diem is payable for leave of absence taken while in travel status except that per diem may be paid for days in which the leave taken is four (4) hours or less.

20.8 Illness or Injury

- (a) Whenever a traveler takes leave of absence of any kind because of illness or injury not due to the traveler's own misconduct, per diem is continued for periods not to exceed fourteen (14) calendar days in any one period of absence unless, under the circumstances, a longer period is approved by the Authorizing Official for travel.
- (b) No evidence of the illness or injury need be submitted with the travel voucher but the type of leave and duration thereof must be shown on the voucher. The evidence filed at the traveler's post, as required by pertinent annual and sick leave regulations will suffice.

- (c) Per diem is not payable where the traveler receives hospitalization and meals, or reimbursement for them, under any Federal statute, except that receipt of partial or total reimbursement under the Federal Employees Health Benefits Program does not preclude payment of per diem.

21.0 Temporary Duty Per Diem

21.1 Temporary Duty

- (a) For the purpose of this section, "temporary duty" means a period of consultation, orientation, training, promotion panel service, other temporary detail, or any combination thereof, authorized in a travel order and performed while detailed to a location rather than assigned there.
- (b) Temporary duty in one location interrupted by leave or temporary duty of thirty (30) days or more in another location is treated as two (2) separate periods of temporary duty.

21.2 Length of Temporary Duty in the United States

- (a) When a period of temporary duty in the United States is expected to last for six (6) months or less, employees generally will be detailed to the location and per diem will be authorized.
- (b) If the duty is expected to last more than six (6) months, employees usually will be assigned to that location. Travel and transportation for family and effects may be authorized and no per diem will be paid other than while in travel status.

21.3 Maximum Rates in the United States

Maximum per diem rates based on the lodgings-plus system for all employees during periods of temporary duty at any one location in the United States are as follows:

- (a) For the initial thirty (30) days of temporary duty in one location, the employee will be reimbursed the daily locality rate based on the lodgings-plus per diem system.

NOTE: Lodging receipts will be required for all temporary lodging;

- (b) If no lodging cost is incurred, the employee's per diem will be reduced to the meals and incidental expenses (M&IE) rate applicable to the location of the temporary duty assignment. If more than one temporary duty point is involved, the allowance will be the M&IE rate prescribed for the location where the majority of the time is spent performing official business. If lodging is furnished at nominal cost, the employee may be reimbursed the above meals and

incidental expenses (M&IE) cost plus the nominal cost of lodging not to exceed the maximum allowable lodging portion of the per diem rate;

- (c) For the 31st through the 120th day of temporary duty, the employee may be reimbursed at a daily locality rate not to exceed 50% of the lodging and 50% of the M&IE per diem rate;
- (d) For the 121st day and succeeding day(s) of temporary duty, the employee may be reimbursed at the daily locality rate not to exceed 25% of the lodging and 25% of the M&IE per diem rate.

21.3.1 Temporary Detail into Change of Station

Occasionally, an employee's temporary detail (with per diem) immediately precedes or leads into a permanent change of station (PCS) to the detailed post. When that happens, the per diem is payable starting with the day the employee leaves on the temporary detail and ending at either the midnight of the day before the employee is officially notified of the PCS or on the effective date of the transfer, whichever time is shorter.

21.4 Consultation and Home Leave

21.4.1 Home Leave Destination not within Metropolitan Area of New Duty Station

- (a) When the travel authorization of an employee directs the employee to proceed on leave and transfer to a post in the United States, including consultation performed upon arrival at the post, per diem for consultation is payable only if it is immediately followed by the employee taking leave and is not allowed for consultation performed after the employee completes leave and returns to employee's new post.
- (b) If the leave is canceled or postponed, authorized per diem for consultation continues through midnight of the day prior to the effective date of such cancellation or postponement.
- (c) Per diem is payable when additional consultation is ordered or when consultation is ordered during, but not after, home leave.

21.4.2 Home Leave Destination within Metropolitan Area of New Duty Station

When the home leave destination of the employee is within the metropolitan area of the post to which the employee is transferred, authorized per diem ceases upon arrival at the post and does not accrue for

consultation which may be performed at the post before, during, or after the period of such authorized home leave.

21.5 Travel on Non-Workday to Location Other than Official Duty Station

A traveler on TDY who travels for personal reasons on a non-workday from a TDY site to a location other than the home or official duty station is authorized per diem for the non-workday not to exceed the amount payable had the employee remained at the TDY site. Transportation costs to and from the other location is not reimbursed.

21.6 Allowable Travel and Miscellaneous Expenses

21.6.1 Exercising Care in Incurring Expenses

An employee traveling on official business is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business and 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.

21.6.2 Miscellaneous Expenses Not Covered by Per Diem

- (a) The following travel expenses, when actually incurred and necessary, can be itemized and reimbursed over and above the per diem allowance for lodging and meals and incidental expenses (M&IE):
- (1) Official telephone calls, faxes, and radio and telegraph messages in connection with items classified as official business, internet access fees while performing official business (reimbursement must be authorized in advance of travel on the travel authorization);
 - (2) Commissions for conversion of currency, fees for traveler's checks, money orders and certified checks, transaction fees for use of ATMs with a Government contractor-issued charge card;
 - (3) Lodging taxes in domestic and non-foreign areas (Alaska, Hawaii, U.S. territories, and possessions), energy surcharge and lodging resort fees (when such fees are not optional);
 - (4) Fees in connection with the issuance of passports and visas and other legally required costs, photographs for passports and

visas, certificates of birth, health and identity, and affidavits attesting thereto, foreign country entrance and exit fees;

- (5) Inoculations that cannot be obtained without cost through a Federal dispensary (reimbursement must be authorized in advance of travel on the travel authorization);
- (6) Hire of conference center room or hotel room for official use when necessary to transact official business; use of business centers, computers, printers, faxing machines and scanners, for official purposes; clerical assistance and services of typists, data processors, or stenographers, when used in connection with preparation of official reports or correspondence; and services of guides, interpreters, packers, and drivers of vehicles (reimbursement must be authorized in advance of travel on the travel authorization); and
- (7) Day pass for access to business class lounge at the intermediate point on the traveler's authorized itinerary in lieu of an authorized U.S. Government-funded overnight rest stop for travelers in coach class accommodations when official travel is in excess of 14 hours (reimbursement must be authorized in advance of travel on the travel authorization);
- (8) Laundry, dry-cleaning, and pressing at locations inside CONUS;

NOTE: Traveler must incur a minimum of four (4) consecutive nights lodging on official travel to qualify for this reimbursement. Laundry and dry cleaning expenses have not been removed from foreign per diem rates established by the Department of State, or from non-foreign area per diem rates established by the Department of Defense. Separate claims for laundry and dry cleaning expenses incurred in foreign areas and non-foreign areas are not allowed.

(b) Reimbursement for maid services in a foreign locality is permissible if all of the following requirements are met:

- (1) U.S. Government quarters are furnished at no cost to the traveler;
- (2) Reimbursement does not exceed 10% of the applicable daily lodging rate for the locality averaged over the period of the traveler's stay in the quarters;

- (3) U.S. Government employees, contractors, or their eligible family members cannot be the recipients of any part of the payment;
- (4) Payment is receipted and represents a customary payment;
- (5) Payment is made in a foreign area; and
- (6) Reimbursement is authorized in advance of travel on the travel authorization.

21.7 Expenses Allowable

21.7.1 Items Included in Per Diem

The following items are included in the per diem allowance (see definition in section 1.5) and may *not* be paid or reimbursed separately:

- (a) Charges for lodging, including:
 - (1) Overnight sleeping facilities;
 - (2) Personal use of room and bath during daytime;
 - (3) Telephone access fee; and
 - (4) Service charges for fans, radios, televisions, air conditioning, heaters and fires in rooms.
- (b) Charges for meals, including:
 - (1) Expenses for breakfast, lunch and dinner; and
 - (2) Related tips and taxes.
- (c) Incidental expenses, including:
 - (1) Fees and tips given to waiters, porters, baggage handlers, bellhops, hotel servants, dining room stewards, and similar employees; and
 - (2) Transportation between place of lodging or business and places where meals are taken.
- (d) Your M&IE allowance must be adjusted for meals furnished to you by the Government by deducting the appropriate amount. Amounts to be

deducted are listed here Chapter 301 -- Temp Duty (TDY) Allowances
Complimentary meals provided by common carriers or hotels (e.g., complimentary breakfast) have no impact on per diem rates paid.

21.7.2 Personal and Other Expenses

(a) Costs of a personal nature are not reimbursable, such as:

- (1) Personal telephone calls, faxes, and radio and telegraph messages reserving hotel accommodations, requesting leave, inquiring as to status of salary, expense vouchers, advance of funds, and reply thereto, or any other matter of personal nature;
- (2) Internet access fees for conducting personal business, internet service provider (ISP) fees (e.g., monthly charges for AOL or Yahoo access);
- (3) Transaction fees for use of ATMs with a personal charge card;
- (4) Alcoholic beverages;
- (5) Entertainment expenses; and
- (6) Any expenses incurred for other persons.

(b) Other expenses which are not reimbursable, include:

- (1) Lodging taxes in foreign areas; and
- (2) Costs associated with any payments or gratuities given to U.S. Government employees.

22.0 Reimbursement of Actual Subsistence Expenses

22.1 Conditions and Limitations

- (a) Because of relatively high cost associated with certain kinds of travel, request for actual subsistence expenses shall be authorized on a trip-by-trip basis and approved by the Chief, Transportation Division prior to travel.
- (b) Authorization or approval for reimbursement of actual subsistence expenses will be limited to a specific travel assignment when, due to special or unusual circumstances of the assignment, the maximum locality per diem rate would be much less than the amount required to meet the necessary subsistence expenses of the traveler. When an employee is separated from the Agency, no actual subsistence is payable for consultation at the place of residence for separation.

- (c) Authorization to travel on an actual subsistence expense basis is limited to those travel assignments where necessary subsistence costs are unusually high. Actual subsistence is not authorized where expenses may exceed the maximum locality per diem rate by only a small amount. Normally, authorization to travel on an actual subsistence expense basis is limited to cases where the cost of lodging (exclusive of meals) absorbs all (or practically all) of the maximum locality per diem rate and the traveler has no alternative but to incur such costs. Examples of some conditions warranting authorization or approval of actual expenses are:
- (1) The employee is attending 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 rate; or
 - (2) The travel is to an area where the applicable maximum per diem rate 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 fairs, conventions, or natural disasters.
- (d) In the event the travel assignment includes both normal and unusual conditions, reimbursement of subsistence on an actual expense basis is authorized or approved for only that portion of the travel where the unusual conditions prevail.
- (e) Authority to receive reimbursement of actual subsistence expenses must be included in the travel authorization or in an amendment thereto. Where actual expenses are less than the maximum authorized, only actual expenses are reimbursed. The amount authorized per calendar day for a specific travel assignment is stated on the travel authorization.

22.2 Travel Inside and Outside the Continental United States (CONUS)

- (a) When traveling inside or outside the continental United States (CONUS), an employee may be reimbursed only actual expenses for each day. Actual subsistence reimbursement may not exceed 300% of the rate prescribed by Federal Travel Regulations, rounded to the next higher dollar. When only meals and incidental expense (M&IE) are authorized, reimbursement may not exceed 300 % of the M&IE rate applicable to the temporary duty location.
- (b) When traveling inside or outside CONUS, expenses incurred and claimed shall be reviewed and allowed only to the extent determined to be necessary and reasonable. Itemization of expenses is required. Receipts will be required for

lodging, regardless of amount, and any individual item when the cost exceeds \$75.

22.3 Maximum Daily Rates and Reimbursement Limitations

The amount of reimbursement may not exceed the daily maximum rates. However, Authorizing Officers are encouraged to set appropriate rates lower than these maximum amounts.

22.4 Lodging Procured by Purchase Order

When lodgings are procured directly by purchase order, the authorizing officer must limit reimbursements made to the employee. The maximum amount an employee may be reimbursed is the meals and incidental expenses (M&IE) rate for the temporary duty location. A combination of the above expenses may not exceed the daily maximum per diem rate authorized.

22.5 Computation of Mixed Travel

For travel involving payment of both per diem and actual subsistence, the authorizing official determines when the transition between reimbursement systems occurs. Only one method or system is authorized for any given calendar day.

22.6 Itemizing Expenses

All travelers are required to submit with their travel vouchers an itemized listing of the amount spent daily for expenses incurred on an actual subsistence basis. This listing shows the daily amount spent for:

- (a) Lodging;
- (b) Meals; and
- (c) All other items of subsistence expense.

23.0 Conference Planning

23.1 Required Planning Actions

When planning a conference, the planner must determine which conference expenditures minimize costs and provide the greatest Government advantage by:

- (a) Ensuring appropriate management and oversight of the planning process;

- (b) Performing cost comparisons of the size, scope, and location of the proposed conference;
- (c) Determining if a Government-owned facility is available at a lesser rate than a commercial facility;
- (d) Considering conference alternatives (e.g., teleconferencing or lower off-season alternatives);
- (e) Maintaining written documentation of the alternatives considered and the selection rationale used;
- (f) Exercising strict fiscal responsibility in determining the best site;
- (g) Minimizing the conference administrative costs;
- (h) Minimizing the attendees' travel costs; and
- (i) Minimizing the attendees' time costs.

NOTE: Individuals must have the requisite travel contracting authority to obligate the Government for conference arrangements.

23.2 Cost Considerations

When planning a conference, the conference planner should consider all direct and indirect conference costs paid by the Government. The conference planner must do cost comparisons to ensure the greatest benefit to the Government. Examples of such costs include:

- (a) Authorized travel and per diem expenses;
- (b) Attendees' travel and time cost;
- (c) Commuting and ground transportation for attendees;
- (d) Lodging adequacy at the established per diem rate;
- (e) Rent of rooms for official business;
- (f) Registration fees;
- (g) Equipment availability (e.g., audiovisual, fax);
- (h) Computer and telephone access fees;

- (i) Printing; and
- (j) Light refreshments for morning, afternoon, or evening breaks (see MS 729).

23.3 Conference Site Selection Process

Conference planners shall select conference sites that minimize conference costs and use U.S. Government-owned or U.S. Government-provided conference facilities to the maximum extent possible. The authorizing officer should avoid conference sites that might appear extravagant to the public. In addition, the need for conference meeting for which the travel and per diem estimate exceeds \$5,000 shall be authorized by an Associate Director or equivalent.

23.3.1 Documentation

A minimum of three (3) sites must be considered for the conference, with each site selected based on the belief that it would result in lower overall conference costs and conference attendees' travel costs. The conference planner must complete a conference planning worksheet, which is a record of the cost of each alternative conference site considered for each conference sponsored or funded, in whole or in part, for 30 or more attendees. The documentation must be available for inspection by the Office of Inspector General (OIG), or for other interested parties.

23.3.2 Locality Per Diem Rate

Initial selection of a location must be based on the established per diem rate; however, to provide flexibility in the selection of the appropriate lodging facility at the most advantageous location, the lodging portion of the established per diem rate may be exceeded by up to 25% if necessary. For example, if the established geographical lodging portion of the per diem rate is \$100, then facilities with lodging rates up to \$125 may be considered when selecting the conference location. The sponsoring or co-sponsoring office shall survey the cost of conference facilities at each of the considered sites, and shall determine the potential cost to the U.S. Government of conducting the conference at each of the alternative sites.

23.3.3 Exceptions

A conference site may be selected without following the procedures outlined above for the reason of disproportionate participation. The procedures outlined above do not apply when a majority of the U.S. Government attendees are from the locality proposed as the conference site, or when only one site accomplishes conference goals. In the latter case, the authorizing officer must certify in writing that the selected

locality is the only conference site compatible with accomplishing the sponsoring or co-sponsoring office's objectives.

23.3.4 Geographic Location of Conference Site

In determining where to locate the conference, consider:

- (a) Targeted audience;
- (b) Total costs, including per diem and transportation;
- (c) Accessibility by car or air;
- (d) Whether recreational activities are necessary; and
- (e) Expense of desired facility (significant savings can be achieved in off-season periods).

23.3.5 Types of Facilities for Conference Site

- (a) **Federal Government:** Use Government-owned or Government-provided conference facilities to the maximum extent possible;
- (b) **Convention centers:** Excellent for very large meetings, trade shows and exhibits; usually located near a large number of hotels;
- (c) **Conference centers:** Dedicated meeting facilities; good for smaller meetings when numerous breakout sessions are planned;
- (d) **Colleges and universities:** Many have good meeting facilities and can offer sleeping accommodations when school is not in session; and
- (e) **Hotels:** Commercial facilities that may be used to meet all conference needs or just the overnight stay of conference participants.

23.3.6 Accommodation Approval

- (a) FEMA-approved accommodations must be used when sponsoring or funding a conference, in whole or in part, at a place of public accommodation in the U.S. in accordance with 15 U.S.C 2225a. FEMA publishes a [list of hotels/motels](#) that meet fire and life requirements of the Hotel and Motel Fire Safety Act of 1990.
- (b) The designated approving official sponsoring and/or funding of a conference can make a written determination, on an individual case basis, that waiver of the requirement to use FEMA-approved accommodations is necessary and in the public interest for a particular event. If applicable, this written waiver must be attached to the conference planning worksheet.

23.4 Conference Date Selection

For availability and economical reasons, the best months are April, May, September, October, and November. Conference planners should book the facility as early as possible to increase the chances of getting the desired date. However, pay particular attention to commitments for September or October due to fiscal year budget considerations.

23.5 Requirements for Attendance

Sponsoring, funding, or attending a conference at a place of public accommodation must be authorized by a travel approving authority designated in MS 114, "Delegation of Authority."

23.6 Advertisement or Application Form for Conference Attendance

Any advertisement or application for attendance at a conference sponsored or funded by the Agency must include a notice:

- (a) That attendees must use a FEMA-approved place of public accommodation unless a waiver has been issued as indicated in 23.3.6; and
- (b) Of the prohibition of use of non-FEMA-approved places of public accommodation to all non-Federal entities (e.g., contractors to which the Agency provides Federal funds).

23.7 Selection of Attendees

The Agency shall minimize attendees' travel costs by authorizing the minimum participation necessary to accomplish Agency goals. The authorization official shall assure that the number of attendees is necessary and justified, and take travel expense into consideration when selecting attendees.

23.8 Conference Administrative Costs

Conference administrative costs may not be included in an attendee's per diem allowance payment for attendance at a conference. Per diem is intended only to reimburse the attendee's subsistence expenses. Administrative costs must be paid separately.

23.9 Conference Lodging Allowance

The conference lodging allowance is a pre-determined maximum allowance of up to 25% greater than the applicable locality lodging portion of the per diem rate (rounded to the next highest dollar) and:

- (a) Is not an actual expense allowance; and
- (b) May not be used concurrently with the actual expense method of reimbursement.

23.10 Conference Lodging Allowance Approval Authority

23.10.1 Government Sponsored Conference

The approval authority for the conference lodging allowance is the Government Agency sponsoring the conference. The sponsoring Agency will determine the appropriate conference lodging allowance, up to 25% above the established lodging allowance for the chosen location, and that rate shall be allowable for all employees of any Agency authorized to attend the conference. The determination must be made by a senior Agency official at the sponsoring Agency.

23.10.2 Non-Government Sponsored Conference

The Chief, Transportation Division may authorize a member to be reimbursed for lodging expenses incurred up to the conference lodging allowance rate.

NOTE: If the conference lodging allowance is inadequate, actual expense authorization reimbursement procedures apply (see also section 22.0).

23.11 Conference M&IE Rate

When meals or light refreshments are furnished by the Peace Corps or are included in the registration fee the applicable M&IE will be calculated as follows:

- (a) If meals are furnished the appropriate deduction from the M&IE rate must be made as lined out in section 18.11.
- (b) If light refreshments are furnished at nominal or no cost to the attendee, no deduction of the attendee's M&IE allowance is permitted. See MS 729

23.11.1 Meals

When the Peace Corps furnishes one or two meals at nominal or no cost, or includes them in the registration fee, the proportional meal rate applies to employees for each day meals are furnished. See also 23.11 (a) above.

23.12 Additional References

Additional suggested guidance for conference planning can be found in FTR Chapter 301 Appendix E, “Suggested Guidance for Conference Planning.”

23.13 Approvals and Responsibilities

23.13.1 Designated Conference Approving Officials

- (a) **Delegates:** Have the authority to sponsor conferences and approve conference travel in accordance with federal regulations and Peace Corps policy.
- (b) **Country Directors:** Have the authority to sponsor in-country conferences and approve conference travel for personnel assigned to Peace Corps posts overseas and others for travel on official business for Peace Corps, in accordance with federal regulations and Peace Corps policy.
- (c) Only designated conference approving officials have the authority to sign a letter of intent or commit the Agency for conference related expenses.

23.13.2 Conference Planners

Conference Planners will comply with the policies set forth in this manual section to ensure all conference related costs are minimized as much as possible while accomplishing program objectives.

The Conference Planner will complete the conference planning worksheet, a conference request memorandum, and a letter of intent, along with any other supporting documentation, and submit them to the Chief of Transportation Division for review.

23.13.2.1 Promotional Materials

Conference planners or parties involved in conference planning may not retain for personal use any promotional benefits or materials received from a travel service or conference facility provider as a result of booking a conference.

23.13.3 Chief of Transportation Division

- (a) The Chief of Transportation Division will review all conference planning worksheets and conference approval memorandums for compliance with the policies set forth in these procedures. Upon

favorable review, the Chief of Transportation Division will provide an approval notification memorandum to the requestor. Unfavorable reviews will be returned for additional justification for an exception or disapproved.

- (b) The Chief of the Transportation Division will maintain records of all conference request memorandums, conference planning worksheets, and any supporting documentation for the current fiscal year and the previous two fiscal years.

23.14 Government Credit Cards

- (a) For the purposes of conference travel, the government centrally billed travel credit cards are payment mechanisms to allow the Agency to pay for travel related expenses for groups. The authority to use or approve a centrally billed travel card to pay for expenses does not constitute authority to authorize the expense. All conference related expenses that will be charged to a centrally billed travel account must be approved by the designated approving officials prior to payment.
- (b) An approval consists of a travel authorization for travel or per diem, or an approved conference request memorandum for any administrative expenses (e.g., for conference rooms and audio visual equipment).

23.14.1 Central Billed Travel Account (CBA) Holder

The CBA card holder will only charge items to the credit card that have been approved as indicated in section 23.13 above.

23.14.2 Central Billed Travel Account Approving Official

The CBA approving official will ensure supporting documentation is maintained along with appropriate billing receipts.

23.14.3 Record Keeping

Centrally Billed Travel Account holders will maintain appropriate records as required in MS 892, "Records Management."

24.0 Employment and Assignment Travel

When two or more types of travel are combined, the pertinent provisions apply separately to each segment of the trip. Types of official travel are as follows:

24.1 Assignment Travel

- (a) Official travel and transportation for U.S. citizen and Foreign Service national employees, their families, and effects, may be authorized from place of residence or other place specifically authorized to official duty station.
- (b) Effects may be authorized to be shipped at U.S. Government expense from place of residence to Official Duty Station or to place of storage. Shipment of effects is authorized for employees whose tour of duty at post is one year or more or who serve less than a year and are transferred or otherwise removed from post for the convenience of the U.S. Government.

24.2 Relocation Travel

Official travel and transportation may be authorized for employees to move from one official duty station to another. This includes permanent change-of-station (PCS) and transfer moves.

24.3 Storage of Motor Vehicles

Peace Corps employees are not authorized storage of motor vehicles at Peace Corps expense.

24.4 Unaccompanied Air Baggage (UAB)

24.4.1 Authorization and Weight Allowance

- (a) An unaccompanied air baggage weight allowance for employees and their eligible family members authorized to travel is granted according to the following schedule unless otherwise prohibited by regulations:

Gross Weight	Kilograms	Pounds
First person traveling	113	250
Second person traveling	91	200
Third person traveling	68	150
Fourth or more persons traveling	45	100

- (b) The unaccompanied baggage weight allowance is in addition to the household effects weight allowance. Unaccompanied baggage may be shipped as airfreight by the most direct route between authorized points of origin and destination, regardless of the modes of travel used. UAB may be shipped cost-constructively between points other than those authorized with the employee responsible for any excess charges.
- (c) Unaccompanied baggage is considered to be personal belongings needed by the traveler upon arrival at his or her destination. Therefore,

the transportation of unaccompanied baggage must be initiated promptly, preferably in advance of the traveler's departure. Shipment of UAB must be initiated within 30 days of the traveler's arrival at the final destination.

- (d) UAB is not authorized for TDY travel unless specifically authorized in the travel authorization or when such TDY travel is in conjunction with travel on direct transfer, home leave, or home leave and transfer, in which case UAB may be shipped between points specified in such authorization.
- (e) This weight allowance is not applicable for a newborn child when an employee is granted a layette weight allowance. In such cases, the normal increase in the UAB will be effective when the next travel authorization is used authorizing travel of the family.
- (f) UAB is authorized for travel against the separate maintenance allowance (SMA) travel authorization.
- (g) Packed items of air freight may not exceed the following standard measurements and weights: 0.424 cubic meters or 15 cubic feet; 1.524 meters or 60 linear inches; or 90.90 kilograms or 200 pounds per carton.
- (h) UAB shipments are measured by gross weight. Gross weight is the net weight of the shipment plus any outside containers and bracing required by the packers or the airlines. It is recommended that 5-10 pounds per box be allowed for this purpose. If the weight limit is exceeded the employee must resolve the overweight problem or pay the vendor directly for the excess.
- (i) For the UAB shipment, the employee should only consider those items that will be required immediately upon arrival, such as clothing, toiletries, pots, pans, unbreakable dishes, sheets, blankets, and essential light housekeeping articles. Airfreight is not meant to include TV sets, major appliances, or any item that exceeds the standard measurement and weight (15 cubic feet or 200 pounds) per box. Fragile items, which may be damaged by rough loading and unloading, should not be sent by airfreight.

24.5 Domestic & International Shipping And Storage Allowances

24.5.1 Allowances for Domestic Shipment and Storage of Effects

The maximum weight limitations that may be authorized for shipment and storage of effects for Peace Corps employees relocated in the

continental United States are 11,000 lbs. net weight for an employee with a family and 7,500 lbs. for a single employee.

24.5.2 Allowances for International Shipment and Storage of Effects

Peace Corps employees and qualifying family members are authorized shipment and storage of personal and household effects in conjunction with overseas assignment. The allowance for combined shipment and storage, regardless of family size is 14,000 lbs. The maximum amount allowed for shipment is as follows:

	Maximum Shipment
Single employee	2,500 lbs.
+1 Qualified family member	3,500 lbs.
Each additional qualified family member add	500 lbs.

All amounts shown are net weight allowances. See also definition of *net weight* in section 2.0. The allowances for shipment and storage are in addition to any allowance authorized for excess baggage and unaccompanied baggage.

24.5.3 Time Limitation on Shipping Effects

The family and effects may accompany, precede, or follow the employee. However, after the employee completes travel pursuant to the authorization, unless the time limit is extended by special justification, the actual departure of all family members and the shipment of all effects may not be deferred more than 12 months on international travel and six months for domestic travel.

24.5.4 Allowance for Consumables

When the Department of State has designated a Post as one where conditions make it difficult to obtain locally the consumables required by employees and their dependents, a separate additional allowance may be authorized for shipment of consumables. This additional allowance will be authorized for shipment to Post only.

The shipment of consumables will be limited to a maximum of 2,500 pounds per family unit. Consumables may be shipped in up to three shipments within the first year at Post.

24.5.5 Employee Responsibility for Excess Shipping Cost

- (a) HHE may be shipped at Peace Corps' expense to and from points listed on the employees travel authorization and from authorized point of storage onward. Any other shipments to alternate destinations or from alternate origins will be on a cost-constructive basis, with the employee paying any excess costs. Employee is also responsible for any charges incurred due to weight of shipment exceeding authorized amounts. When possible the transportation office will advise the employee of the excess charges before the effects are shipped.
- (b) The net weight of any effects which become a total loss in transit due to military action, theft, fire, shipwreck, or other causes is not charged against the employee's weight allowance. Subsequent shipment may be made equal to the weight of the lost or totally damaged effects without excess transportation costs being charged to the employee.

24.5.6 Loss or Damage to Effects

Peace Corps employees should refer to MS 762, "Employee Personal Property Loss or Damage," for specific details regarding property loss and damage. Peace Corps does not insure the effects of employees except as outlined in MS 762. Private insurance is recommended for valuable items.

24.5.7 Shipment of Privately Owned Motor Vehicles (POV)

Except as noted below, shipment of POVs at Peace Corps expense is not authorized.

In certain extraordinary circumstances, the Regional Director may approve the shipment of an employee's vehicle from one overseas Post to another if an employee is being reassigned for the convenience of the Peace Corps. Such shipments will generally be approved only when an employee is being reassigned prior to the end of a regularly scheduled tour of duty, and where the reassignment has been initiated by the Peace Corps, and where the employee either is allowed inadequate time to dispose of a vehicle or would otherwise suffer unusual financial loss if shipment were not authorized at Peace Corps' expense.

24.5.8 Shipment of Privately Owned Motor Vehicles at Employee's Expense

Employees may ship automobiles at their own expense, provided the American Embassy or the host country has not established rules to the contrary.

24.5.9 Free Entry of Effects into the United States

- (a) Peace Corps employees who return to the United States upon termination of “assignment to extended duty,” abroad may import effects free of duty under subheading 9805.00.20 HTSUS (Harmonized Tariff Schedule of the United States). This same privilege applies to returning family members who have resided with employees at such post and to any person evacuated to the United States under Government orders.
- (b) Travel orders for employees entitled to duty free entry show the employee’s title (if any) and the following:
 - (1) Personal and household effects of this employee and members of the employee’s family are eligible for duty free entry under subheading 9808.00.50, HTSUS, since the employee has completed an assignment of extended duty abroad.
- (c) If the employee is returning to the same post for another tour of duty after home leave, the following is also to be added to the statement:

Home leave covered by these orders is statutory leave prior to return for a new assignment to extended duty abroad.

24.5.9.1 Limitations for Free Entry

- (a) Alcoholic beverages:
 - (1) 19 CFR 148.74(c) limits the amount of alcoholic beverages (and tobacco) that may be imported duty-free into the United States by persons 21 years of age and over and requires that such items accompany the person making the claim for free entry upon the person's arrival in the United States. Under no circumstances should alcoholic beverages be combined with unaccompanied baggage or household effects for shipment under travel orders;
 - (2) U.S. customs authorities reserve the right to examine all shipments entering the United States. If a shipment of unaccompanied baggage or household effects is found to contain alcoholic beverages, the owner will be subject to penalties by law;
 - (3) Alcoholic beverages not accompanying travelers are forwarded through commercial channels and are not

shipped in care of U.S. Dispatch Agencies. Owners will be responsible for clearance and payment of import duties as well as Federal and State taxes to the Customs authorities without the assistance of U.S. Dispatch Agencies.

24.6 Separation from Peace Corps Employment

- (a) When an employee is separated from the Peace Corps employment and qualifies for travel and shipment of effects, the actual departure of the employee, the departure of the employee's family, and the transportation of all effects shall not be deferred more than 12 months (six months if only domestic travel is involved). The time limitation will be calculated from the employee's last day in pay status.
- (b) If travel or transportation of effects is interrupted for personal convenience in connection with a separation, the final departure of persons and effects from any point(s) of interruption must take place within the time limitation specified in the separation order.

24.7 Storage of Household Effects

Continuous storage of household effects in the United States is authorized when an employee is assigned or transferred to a post abroad.

- (a) Allowable expenses for storage of effects may include the cost of:
 - (1) Storage;
 - (2) Packing necessary to prepare the effects for storage;
 - (3) Cartage incident to storage;
 - (4) Warehouse labor charges;
 - (5) Carting, warehouse labor charges, and unpacking effects when residence quarters are next occupied;
 - (6) In cases involving continuing storage, if no adequate facilities for such storage are available at the place where the effects are located, expenses in connection with shipment of the effects to a designated place of storage shall be allowable;
 - (7) Other miscellaneous expenses, not enumerated in this section, when necessarily incurred in connection with the storage of effects;

- (8) Services of designated storage firms, with which Peace Corps has a contract or approved prices or arrangements. If other firms are requested by an employee, approval must be authorized, in advance, by the Chief, Transportation Division. If approved, the employee must pay any excess storage charges involved.
- (9) If employee has belongings in a storage facility that cannot bill Peace Corps directly they may pay the charges and be reimbursed on a quarterly basis.

24.7.1 Controlled Storage

- (a) Controlled storage may be authorized for items of high value except:
 - (1) Furniture;
 - (2) Pianos;
 - (3) Electronic items of any type;
 - (4) Alcoholic beverages;
 - (5) Motorized vehicles or conveyances of any type; and
 - (6) Small, easily pilferable items such as jewelry and coin collections.
- (b) To be eligible for controlled storage, items must have a value of \$2,100 or greater or must be part of a set which, as a set, has a value of \$2,100 or greater. A set is defined as a group of items that belong together and are commonly used or displayed together.
- (c) High-value items may be items that have special storage requirements, such as furs, art work, or other delicate items that require cold or controlled temperatures to prevent deterioration or damage.
- (d) The stated value of each item must be supported by:
 - (1) A purchase receipt showing the U.S. dollar value, the date and location of purchase, and the names of the vendor and the buyer if the item was purchased during the requesting employee's current tour of duty; or
 - (2) An independent certified appraisal conducted within 12 months of the date of the request by an appraiser who is a member of a recognized society of appraisers. The appraisal

must be accompanied by a statement of the appraiser's qualifications, a list of all appraisal organizations of which the appraiser is a member, and the standards used to appraise the item(s).

In addition, the employee must provide a brief statement identifying each item that has one or more special storage requirements (such as cold storage) and the reason for such requirements.

- (e) The minimum weight requirement of 200 net pounds for continuous storage does not apply to controlled storage shipments.
- (f) Requests for controlled storage must include an itemized inventory of the storage shipment and the supporting explanations and documents required under paragraph (d) of this section. Such requests must be by memorandum addressed to the Chief, Transportation Division (M/AS/T) for approval and amendment of travel authorization.

24.7.2 Temporary Storage at Time of Termination

In connection with the separation of an employee from Peace Corps, temporary storage is authorized for an aggregate period of three (3) months for each separate storage lot of household effects. For effects already in storage in the United States, the three month authorization commences from last day in-pay status. For effects originating abroad, the three months authorized may be applied to storage in-transit and/or storage at destination.

24.8 Relocation

"Authorization of Official Travel - Overseas Assignment" (PC 1513) constitutes the legal basis for performing official travel for Peace Corps employees and dependents, shipment and storage of effects, and authorized stopovers (including training in Washington) for travel between home of record and Post of assignment.

24.8.1 Approvals

Travel authorizations for assignment to Post are initiated by the Transportation Division (M/AS/T) and approved by the Regional Director and the Chief Administrative Officer.

24.8.2 Authorization

All travel authorizations for assignment to Post and amendments must be authorized by the Chief, Transportation Division (M/AS/T).

24.8.3 Amendments

The appropriate Regional Staffing Analyst will request in the form of a memorandum to the Transportation Office (M/AS/T) the specific changes be made to the original travel authorization. Transportation will issue the amended travel authorization. Amended travel authorizations must be approved by the Regional Director and the Chief Administrative Officer.

24.8.4 Separation/Reassignment and Home Leave

The Country Director will issue the necessary travel authorization based on cabled authority from the Regional Staffing Analyst. The travel authorization may be issued and authorized only after cabled authority has been received. The travel authorization and ticket must conform to the travel as authorized in the cable.

24.9 Change Of Duty Station Travel Within The United States

PC Form-840, "Authorization of Official Travel", will be issued to authorize all change of duty station travel. The office head requesting change of station travel shall initiate the travel authorization and coordinate the transfer with the Transportation Division (M/AS/T).

24.9.1 Approvals

Change of duty station travel within the United States shall be approved by the office head and the appropriate Associate Director.

24.10 Accountability for U.S. Government Bills-Of-Lading (GBL)

Agencies shall maintain accountability records and control of the Government Bills-of-Lading (GBL) log. Employees responsible for the issuance and use of the GBL log shall be held accountable for their disposition.

25.0 Family Travel

25.1 For Representational Purpose

25.1.1 Eligibility and Purpose

Travel for representational purposes may be authorized for one family member only. The authorizing officer is expected to make sparing and judicious use of this authorization. In all cases, the justification must demonstrate a clear advantage to the United States.

25.1.2 Within Country of Assignment

- (a) As a general guideline, local travel of a family member should be authorized when:
 - (1) Representation by the officer alone could not be accomplished effectively;
 - (2) Protocol or local customs would be served; or
 - (3) The travel is necessary in connection with VIP visits or important meetings at which spouses of foreign dignitaries are present.
- (b) The Country Director in consultation with heads of other agencies in their country of assignment will develop local rules and practices to promote the maximum degree of uniformity in the exercise of this authority.

25.1.3 Outside Country of Assignment

Representational travel outside the country of assignment is restricted to family members of high-level officers and will be authorized only when a clear need for dual representation exists. Normally, travel will be restricted to eligible family members of Country Directors. In exceptional circumstances; however, the eligible family members of a subordinate officer may be authorized such travel. Typical circumstances warranting representational travel outside the country are the following:

- (a) When a Country Director accompanies a foreign dignitary to the United States on a state visit or as a presidential guest and the dignitary is accompanied by a spouse or other members of the household;
- (b) When attending an international conference or meeting sponsored by a group or organization of nations, such as the United Nations, and the spouses of participants have also been invited to attend; and
- (c) When the President sends U.S. delegations abroad, or congressional or other high-level delegations proceed abroad, and participants are accompanied by their spouses.

25.1.4 Documentation

The Regional Director must provide and sign a justification statement. For control and inspection purposes the authorizing officer should record and file the justification for authorizing representational travel.

25.1.5 Authorization

The Director of the Peace Corps must approve all travel under these provisions based on a recommendation from the Regional Director.

25.2 Newly Acquired Family Member

Employees assigned to a post who acquire a family member subsequent to the issuance of assignment travel orders may be authorized travel expenses for the family member. Travel of the newly acquired family member will be authorized from either place of acquisition or residence. Proof in either case is required. OF 126 adding new dependant should be forwarded to the Transportation Division. Travel, Shipment and storage of additional effects may be authorized in accordance with 24.1.

25.3 Advance Return Of Family Financed By U.S. Government

25.3.1 General Policy

In certain cases an employee's family may be authorized, before the employee's eligibility for travel, to return to employee's residence in the United States.

25.4 Conditions of Authorization

- (a) The Regional Director may authorize advance travel of an employee's family members when the Country Director abroad determines that the public interest requires the return of a member of the family for compelling personal reasons of a humanitarian or compassionate nature, including but not limited to, cases which may involve physical or mental health or death of any member of the immediate family.
- (b) The Agency may authorize advance travel of family members when there is an obligation imposed by an authority or circumstances over which the individual has no control.
- (c) Advance travel may be authorized by the Agency after family members have been at the post at least six (6) months under the following conditions:

- (1) A child who is not eligible for educational travel has been at a post abroad and educational needs (for the equivalent of grades 1 through 8 only) so require; or
- (2) A child 21 years or older, is unmarried, and has traveled to the post before attaining such age.

25.4.1 Authorized Costs

Only one-way transportation will be authorized for advance return of family. If a family member subsequently travels at U.S. Government expense to the same or another post to which the employee is assigned, the total cost of the advance return and subsequent travel may not exceed the cost which would have been incurred had the family member traveled at the same time as the employee.

25.4.2 Repayment Agreement

Before any obligation of U.S. Government funds is incurred, the employee shall execute a repayment agreement. The original, plus one additional copy, should be forwarded to the Regional Staffing Analyst.

25.4.3 Repayment Requirements

The conditions under which repayment must be made by the employee for travel expenses borne by the U.S. Government in connection with the advance return of employee's family are as follows:

- (a) The employee fails to complete the service period (see section 9.1 in MS 642, "Conditions of Service for U.S. Overseas Staff") required to become eligible for travel and transportation at U.S. Government expense; or
- (b) There is a change of dependency status which cancels the eligibility of family member(s) for return travel to the United States at U.S. Government expense.

25.4.4 Repayment Liquidation or Refund

If the employee is subsequently transferred, assigned, separated, or returned on leave at U.S. Government expense to the United States and the expenses of the advance travel become a proper obligation of the U.S. Government, the employee will be relieved of the obligation set forth in the repayment agreements to the amount of allowable expenses.

If the employee has previously made repayment, the employee may request and receive an appropriate refund.

25.4.5 Advance Travel of Family Financed by Employee

- (a) The employee may arrange for advance travel of family, paying the cost initially and claiming reimbursement after the employee has been issued travel authorization. This covers the travel of family and after the employee has reached eligibility date. Reimbursement is limited to the amounts payable had the family traveled at the same time as the employee.
- (b) Reimbursement may be made for advance travel or return travel to the United States for a spouse and/or minor children of an employee who have traveled to the post as eligible family members (even if, because of divorce or annulment, such spouse and/or minor children have ceased to be eligible family members as of the date the employee becomes eligible for travel). Reimbursable travel may not be deferred more than six months after the employee completes personal travel pursuant to the authorization.
- (c) If the advance travel of family was to the employee's temporary duty (TDY) post and the employee was transferred to the post at the end of the employee's TDY, employee may claim reimbursement for expenses of allowable travel and transportation of family and effects which were incurred prior to the effective date of transfer of the employee and the date of employee's transfer travel authorization.

25.5 Educational Travel

25.5.1 General Policy

Eligible Peace Corps dependents may be authorized educational travel to a school in the United States for secondary education (in lieu of education allowance) and for college education.

The educational travel allowance, which permits payment of travel expenses from the employee's Post to a school in the United States and return to the Post for dependents of Peace Corps employees, is limited to one round trip per year.

25.5.2 Eligibility

A child must be a member of the employee's family, refer to MS 604, and must be under 21 for secondary school and under 23 for post-secondary school.

25.5.3 Timing

- (a) The first leg of the first trip normally establishes the anniversary date for travel eligibility purposes. In subsequent years, trips may not begin before the anniversary date. Since schools have widely varying opening and closing dates, especially on the college level, a fourteen (14) day period prior to the eligibility date may be allowed on an individual case-by-case basis.
- (b) Children must be outside the United States for fourteen (14) consecutive days prior to departure on educational travel trips to the U.S., except when a child's trip abroad within the fourteen (14) days was not at Peace Corps expense. The first round trip may originate from Post or school.
- (c) Educational travel to a foreign area will not be authorized for the child when the Peace Corps anticipates authorizing the employee's transfer to the U.S., or when home-leave travel for the employee is scheduled within thirty (30) days of the scheduled date of the child's departure for the Post.

25.5.4 Education Allowance

A child may not receive both educational travel and an education allowance. If the child may be authorized either, the employee must choose which to use. See also section 4.2 in MS 642, "Conditions of Service for U.S. Overseas Staff."

25.5.5 Travel of Children 21 Years of Age or Older

- (a) An employee's child who is unmarried and who is 21 years of age or older may be authorized return travel to the employee's place of residence for separation purposes in the United States, provided the child, when attaining the age of 21 was at, or proceeding to, a post abroad to which the employee was assigned. The first travel authorization that is issued to the employee authorizing travel of the family after a child has reached the age of 21, constitutes authority for such travel. The return of the child to the United States should be completed within one (1) year of the date the employee's travel begins.
- (b) A child 21 years or older, who proceeds to the employee's post, may not be returned to the United States nor perform any travel at U.S. Government expense, except as provided for educational travel up to the 23rd birthday, plus additional years allowed for any military service.

- (c) Travel of a child who is under 21 will usually be authorized to an employee's next assignment if the employee's transfer is to occur before the child's 21st birthday. If that child's travel does not commence prior to turning 21, that authorization is no longer valid.

25.5.6 Exceptions to Educational Travel

- (a) The age limit for a dependent to commence the last portion of educational travel from the United States is before the 21st birthday for secondary education and before the 23rd birthday for college education.
- (b) When a dependent's basic education is delayed by military service, the age limit is extended an additional year for each year or fractional year of military service.
- (c) For college education, the final trip from the U.S. must commence within three months from the date the child finishes college education.
- (d) If a child commences home leave/return travel before attaining the age of 21 and turns 21 while in travel status, the child is authorized to return to post under the travel authorization that was in effect prior to his turning 21.

NOTE: Peace Corps FP employees may choose to receive an educational allowance in lieu of educational travel. The educational allowance is covered in section 270 of the U.S. Department of State Standardized Regulations. Other authorized allowances are outlined in MS 642, "Conditions of Service for U.S. Overseas Staff."

25.6 Travel of Family While Employee Is On Temporary Duty (TDY) En Route To or From Post Of Assignment

- (a) Payment of per diem during an employee's period of TDY, which may not exceed thirty (30) calendar days total, is authorized for members of an employee's family accompanying the employee to the post of assignment only under the following conditions:
 - (1) When the employee is ordered to stop within the country of destination for orientation, training, or consultation while en route to post of assignment;
 - (2) When the employee is ordered to stopover outside the country of destination for orientation, training, or other TDY while en route to the post of assignment, provided that the stopover is in the positive

interest of the U.S. Government and is made necessary by a threat to the health, safety, or well-being of the employee's family if required to continue on to post of assignment other than in the company of the employee;

- (3) In cases where the family member, because of representative responsibility in the U.S. Government's interest, is required to stop at Agency headquarters while en route abroad to employee's post of assignment in order to undergo special orientation and/or training designed to ensure the effective discharge of those responsibilities; or
- (4) In any other cases when specifically authorized by the Agency in advance in writing in travel orders.

(b) When an employee is ordered to stop for TDY in the United States or abroad en route to or from employee's post of assignment, the family does not have to accompany the employee as long as they join the employee at the stopover point. Per diem at the stopover point may be allowed for members of the family only during the period of TDY of the employee and for the actual time at the TDY location.

(c) Per diem, not to exceed three (3) work days, may be authorized when an employee or the employee's family members who are at a constituent post and are traveling on home leave, transfer, or separation orders must stop, at the time of travel, at the Embassy in country or at an Embassy in a neighboring country for the purpose of storing or retrieving effects or obtaining passports, visas, or immunizations.

(d) Stopovers shall generally not be authorized for family members in connection with international, interagency, interregional, or intermission conferences, unless specifically authorized by the Agency in advance in writing and reflected in travel orders.

25.7 Return Travel Of Spouses, Domestic Partners, And/Or Dependent Children To The United States In Connection With Separation Or Divorce

(a) Return travel of an employee's spouse may be authorized when a permanent separation or divorce is intended. Return travel of the employee's spouse may be on a cost-constructive basis from the employee's post of origin to the employee's separation address in the United States. Generally, a separation agreement should exist, but in the absence of an agreement, the Country Director abroad may determine that such travel is warranted and may initiate authorization action. The circumstances upon which this determination is based should be summarized in writing and retained at post.

- (b) Return travel of spouse or partner may be included in the first travel authorization issued to the employee authorizing travel of the family after an agreement to separate or divorce is reached.
- (c) Only one-way transportation from the employee's post of origin to the employee's service separation address, or to any other location in the United States on a cost-constructive basis, will be authorized for return travel of spouse or partner. If the employee subsequently requests travel of the spouse or partner at U.S. Government expense to the same or another post to which the employee is assigned, the total cost of the return and subsequent travel may not exceed the cost which would have been incurred had the spouse or partner traveled at the same time as the employee. In such cases, if the cost of the return and subsequent travel exceeds the employee's authorized travel, the employee will be liable for payment of the excess cost.
- (d) Before any expenses are incurred for return travel of spouse or partner, the spouse or partner shall execute an agreement which states that the spouse or partner understands that travel back to the same post will not be authorized at U.S. Government expense, and that the agreement is signed voluntarily.
- (e) Travel of dependent children of an employee may be authorized under this provision only if a legal custody agreement exists or the employee otherwise agrees in writing to permit the children to leave post permanently with the spouse or partner. The employee must also submit a revised Form OF-126, "Foreign Service Residence and Dependency Report," to declare as a loss those children for whom return travel is requested under this provision.

25.8 Travel Of Children Of Separated Parents

- (a) This regulation will apply to children of single and non-married parents, provided all legal requirements regarding custody have been fulfilled. Peace Corps will authorize one round trip per tour per child below the age of 21 years for children of separated parents.
- (b) Peace Corps employees who request this travel must provide information needed to travel for review and approval prior to issuance of travel orders. The Regional Director will authorize all travel for children of separated parents. Instructions for an official passport application will be provided by the Transportation Division.

26.0 Home Leave Travel

- (a) Official travel and transportation may be authorized for U.S. citizen employees and their families from post or any place abroad where presence is due to U.S. Government orders to home leave residence in the United States, or if the employee's designated home leave

residence is outside the area of employment, in a U.S. commonwealth or possession, and return or transfer to another official station. Home leave travel is not authorized for family members already on separate maintenance allowance (SMA) authorization.

- (b) The family may not travel until the employee is eligible for home leave and has been issued home leave orders. It is given at the end of a thirty (30) month tour and provides ten (10) days leave. MS 635, "Absence and Leave," addresses home leave policy.

27.0 Medical Travel

27.1 General

- (a) Medical travel, per diem, and/or allowances may be authorized for Peace Corps employees or eligible family members in need of medical or dental care in a situation where local medical facilities are inadequate to provide required services.
- (b) Medical travel may be authorized only for medical and dental treatment which cannot be postponed until the employee's next scheduled travel (e.g., transfer, home leave, or post-funded TDY travel). To the greatest extent possible, medical and dental treatment should be scheduled to coincide with other nonmedical travel in order to avoid the necessity of separate medical or dental travel.
- (c) Travel for a medical clearance examination or for immunizations will not be authorized.
- (d) Travel for routine or planned medical or surgical follow-up will not be authorized except when approved by the Medical Director or designee.

27.2 Authority

When the Foreign Service medical provider (FSMP) determines that a patient is unable to obtain suitable medical care at post, the Country Director at post will issue a travel authorization to the nearest medical evacuation site determined by the FSMP. When the FSMP recommends medical evacuation to the U.S. for medical care, the concurrence and approval of the Medical Director or designee is required.

27.3 Medical Evacuations (MEDEVACS) to the United States

In emergency situations where prior consultation with the Office of Medical Services (MED) is not possible, the Country Director at post, with the concurrence of the FSMP responsible for that post, may issue a travel authorization to the U.S. without approval of the Medical Director. The authorizing officer must provide the Medical Director with the date, travel

arrangements, request for hospitalization, and reason for the evacuation as soon as possible following the authorization of the evacuation.

27.4 Family Members and Attendants

The Country Director, with the approval of a FSMP, may issue travel orders for a medical or nonmedical attendant or family member to accompany a patient when the patient is a minor child or an adult who is incapacitated or unable to travel alone. Per diem for the attendant or family member is limited to three (3) days, excluding travel time. Per diem may be extended if the family member or attendant's presence is medically required.

27.4.1 Family Member Incapable of Self-Care at Post

If a family member is incapable of self-care at post and no suitable arrangements can be made for the care of that family member, the Country Director at post may authorize the family member(s) to travel with the patient. In such cases, the family member(s) should be included on the patient's travel orders to be eligible for per diem.

27.4.2 Non-Concurrent Travel of Family Member

Non-concurrent travel of a family member may be approved by the Medical Director or designee when that family member's presence is required during the evaluation or treatment of a patient. The Medical Director or designee approves per diem for the family member for the period of time medically advisable during the evaluation and treatment of the patient.

27.4.3 Nonemployee Attendants

- (a) MED or a FSMP may recommend authorization of a nonemployee attendant to accompany a patient. In such cases, the Peace Corps pays compensation, the cost of transportation, and the expenses related to travel.
- (b) Compensation for professional services should be in accordance with the prevailing rate for similar services at the location where the evacuation originated.

27.5 Travel and Per Diem Allowances

- (a) If an employee or eligible family member is authorized travel for medical or dental care at a locality other than the site determined by the Foreign Service medical provider (FSMP), as providing appropriate care, travel costs and per

diem will be at the rate of the selected location or the FSMP-designated site, whichever is lower.

- (b) For emergency dental care, three (3) days of per diem are authorized. For required dental care, only one (1) day of per diem is authorized. For routine dental care, per diem is not authorized.
- (c) Per diem is not authorized during periods of hospitalization.
- (d) Per diem is not authorized during home leave unless MED holds the individual in the United States beyond the originally planned home leave to determine the individual's medical clearance. Per diem will not cover the originally planned period of home leave but will cover extra days beyond home leave required to make the medical clearance decision. Per diem may be authorized for employees or eligible family members for a period up to 180 days. Medical per diem will not be authorized once the patient is issued a new medical clearance and any necessary assignment changes have been made. The Medical Director or designee may extend per diem beyond 180 days if prolonged treatment is required in exceptional medical conditions. Additional per diem may not be granted after the point at which the patient is issued a final medical clearance determination or maximum benefit of treatment has been reached.
- (e) Per diem may be authorized in conjunction with official U.S. Government or personal travel if there is a significant change in an individual's medical condition during travel that cannot be evaluated or treated at post of assignment (e.g., abnormal mammogram or test results, serious injury or illness). The per diem will be authorized only if the unexpected medical care resulted in delay of return to post. The per diem will not cover the originally planned length of travel, only the extra length of stay needed because of medical care.

28.0 Direct Departure

When it is the judgment of the Director that the departure of an employee assigned by the Agency to a post under the Peace Corps' jurisdiction would be in the interest of the U.S. Government, the authorizing officer at the post may issue a travel authorization detailing the employee to a nearby country. For the Agency, the post-authorizing officer may issue a travel authorization transferring a Peace Corps employee and that employee's eligible family members to Washington, DC. Travel authorization transferring an employee to Washington, DC, must originate and have prior approval of Washington, DC headquarters.

28.1 Procedures in Connection with Directed Departure

The Country Director may authorize purchase of transportation permitting the detail of an employee or to transfer an employee and eligible family members.

The travel order establishing the official obligation of funds will be issued by the Agency, after the travel commences, upon receipt of all reports required. Travel will be chargeable to the current applicable appropriation. Other fiscal data will be supplied by the OCFO. Movement of household effects shall not be authorized until receipt of instructions from headquarters.

29.0 Travel Under Authorized/Ordered Emergency Evacuation

- (a) When the Director makes a determination that an emergency exists at a post requiring the evacuation of official U.S. citizen employees, official travel and transportation may be authorized for the employees, their eligible family members, and effects from post of assignment to place designated in the travel orders.
- (b) When the determination that an emergency exists at a post requiring the evacuation of Foreign Service national employees, official travel may be authorized for the Foreign Service national employees and their immediate families to the nearest practicable place for the duration of the emergency.
- (c) The authorizing officer at post may issue individual or blanket travel authorizations in the case of an emergency evacuation, and shall furnish evacuation travel authorization copies to the Office of Administrative Services, Transportation Division (M/AS/T).

29.1 Prohibitions against Official and Personal Travel to Posts under Authorized/Ordered Emergency Evacuation

- (a) This policy is based upon provisions of the Diplomatic Security Act (22 U.S.C. 4802) concerning the protection of U.S. Government personnel overseas.
- (b) All official travel by an employee or family member to a post in evacuation status, including temporary duty (TDY) travel by locally engaged staff (other than those permanently residing in the restricted location), requires the formal approval of the Regional Director.
- (c) Restrictions on official and personal travel to posts under *authorized departure*:
 - (1) In limited circumstances, the Regional Director may delegate to the Country Director, whose post is under authorized departure, the authority to approve the official and personal (i.e., home leave, annual leave, etc.) travel to and from post for permanently assigned employees and family members who do not elect authorized departure;
 - (2) Only the Regional Director can approve travel to post for employees and family members and members of household who

were away from post when authorized departure was approved, and for employees arriving to begin an assignment (permanent change of station (PCS) travel). It is longstanding policy not to allow family members to PCS to posts under authorized departure;

- (3) Employees who are away from post when authorized departure is approved must submit a formal request to return to post, through the country director concurrence to obtain the Regional Director's approval to return to post; and
- (4) Family members and members of households who are away from post when an authorized departure is approved must submit requests to return to post to the Regional Director, through the country director, making clear that the intention of the travelers is to remain at post and not to immediately elect authorized departure.

(e) Restrictions on official and personal travel to posts under ***ordered departure***:

- (1) In all circumstances only the Regional Director can approve official and personal travel to posts under ordered departure;
- (2) Employees away from post when an ordered departure is approved must submit a formal request, with country director concurrence, and obtain the Regional Director's approval to return to post. Typically, the Regional Director approves requests to return to post for employees who perform emergency functions as designated by the country director; and
- (3) Family members and members of household are not entitled to return to post if they are away from post when an ordered departure is approved.

(f) Restrictions on official and personal transit travel of a country in which the post is under ***authorized*** or ***ordered departure***:

- (1) Transit of a country in which the post is under authorized or ordered departure should be avoided;
- (2) Should there be an instance where a transit is unavoidable (e.g., an employee, family member or member of household transiting a country in which the post is under evacuation via a direct connecting flight with no intention to exit the airport), post should be informed of the party's transit; and

- (3) If the individual is required to stay overnight at the transfer point, the person must obtain the Regional Director's approval, with the recommendation of post. While this may seem burdensome, approval ensures that the Department and the host mission are aware of the employee's presence and location should further emergencies arise.

30.0 Staff Emergency Visitation Travel

The Peace Corps will authorize emergency visitation travel for an overseas employee or an eligible family member in case of serious illness, injury or death of a member of the employee's or eligible family member's immediate family. In addition, emergency visitation travel is authorized to enable an employee or eligible family member to accompany to the place of interment the remains of a family member who dies abroad. Refer to MS 604 for eligible family members.

30.1 Guidelines

30.1.1 Number of Persons Authorized Travel

Ordinarily, only one member of a family may travel at Government expense on emergency visitation travel. However, there may be exceptional circumstances, such as serious injury to a dependent child attending school away from post, which would require the presence of the employee and/or eligible dependent(s). In such cases, the limitations prescribed in these regulations apply to each traveler. For example, if more than one person travels, the deductible prescribed in section 18.11 applies to each traveler.

A minor child or a family member incapable of caring for self may be authorized travel along with the family member who is authorized emergency visitation travel if the Country Director determines that adequate care is not available at post.

30.1.2 Travel by Alternative Family Members

Ordinarily, the employee or the spouse will undertake the emergency travel when the circumstances involve a member of that particular person's immediate family. However, in exceptional circumstances such as the serious illness or injury of the person who normally would be authorized to travel, the Country Director may authorize the spouse to perform the emergency visitation travel instead.

30.1.3 Limitations on Authorized Travel

Authorization of emergency visitation travel due to serious illness, injury, or death of an immediate family member is subject to the following conditions:

- (a) An employee or eligible dependent is limited to one roundtrip for each serious illness or injury of each immediate family member. However, the employee or eligible dependent may receive additional emergency travel authorization upon the death of the family member whose illness or injury was the occasion of the first emergency visitation travel;
- (b) No per diem, excess baggage, unaccompanied baggage or other expenses are authorized in connection with emergency visitation travel;
- (c) In the event the seriously ill, injured, or deceased immediate family member is outside the United States or the remains of an immediate family member who has died abroad are to be accompanied to a place outside the United States, the cost of the travel by the employee or eligible dependent may not exceed the transportation expenses that would have been incurred for travel between the place where visitation travel begins and the employee's separation residence of record; and
- (d) An employee on TDY travel will be returned to their duty station in the event of notification of a seriously ill, injured, or deceased immediate family member. They may travel to another destination on a cost-constructive basis.

30.1.4 Charge to Leave

Time away from post on emergency visitation travel, including travel time, is charged to annual leave, sick leave, compensatory time off, or leave without pay, as appropriate. Country Directors may advance annual leave to cover emergency visitation travel in accordance with MS 635, "Absence and Leave."

30.2 Procedures

Employees are responsible for informing their families of the following procedures.

30.2.1 Serious Illness or Injury

- (a) During normal working hours, the U. S. based family requiring the presence of the overseas staff member or dependent, should contact the Peace Corps Regional Office regarding the emergency. (During

evenings and weekends, the family should contact the duty officer in the Office of Special Services (VS/SS), who will then contact the designated official from the Regional Office.)

- (b) The Regional Office must have the name of the ill family member, the name of the attending physician and the physician's phone number.
- (c) The Regional Office will then contact the State Department's Medical Office regarding the emergency.
- (d) The official from the State Department Medical Office will contact the family's attending Physician.
- (e) Based upon the medical determination as to the seriousness of the case, the State Department will advise Peace Corps Regional Office whether emergency travel is warranted.
- (f) If emergency travel is necessary, the Regional Office will cable the Post (the cable will be sent NIACT IMMEDIATE) to authorize the travel of the employee or eligible dependent.
- (g) The Regional Office will keep the family, post, and region apprised of the conditions and travel relating to the case.

30.2.2 Death

The U. S. based family should contact Peace Corps Regional Office
They will cable the authorization of emergency travel to the post.

30.3 Documentation

The employee or eligible dependent will prepare a statement not more than thirty (30) days after the completion of the travel describing the circumstances for which travel was performed. The statement will include the name, address, and relationship of the ailing or deceased family member. This statement should be submitted to Human Resource Management (M/HRM) for inclusion in the employees official personnel file.

31.0 Voluntary Separate Maintenance Allowance (SMA) Travel

31.1 Authorization

- (a) Travel may be authorized for all eligible family members for whom SMA is granted under Section 260 of the Department of State Standardized Regulations (DSSR). See MS 642.
- (b) Only one change of status of SMA for each family member will be permitted for a single tour of duty. See DSSR 264.2(2) regarding change in status in an evacuation.

31.2 Authorized SMA Location(s)

The following SMA travel at U.S. Government expense may be approved to authorized location(s):

- (a) When the employee's point of origin is in the United States, the employee's family members may remain at the employee's last official duty station in the United States or travel to Washington, DC when the employee is transferred to a foreign post of assignment;
- (b) When an employee transfers from one foreign post of assignment to another, the employee's family member(s) may travel to the home leave location designated on Form OF-126, "Foreign Service Residence and Dependency Report," or Washington, DC;
- (c) If an SMA is granted during an employee's tour of duty abroad, the employee's family members may be authorized travel to the home leave location designated on Form OF-126, or Washington, DC.

31.3 Alternate SMA Location(s)

- (a) An employee's family members traveling to an alternate SMA location in the United States may do so on a cost-constructive basis. The maximum amount of reimbursement is the cost required to move the family members from the authorized point of origin to the authorized SMA point.
- (b) An employee's family members traveling to a foreign alternate SMA location may do so on a cost-constructive basis. The maximum amount of reimbursement is the cost required to move the family members from the authorized point of origin to the authorized SMA point.
- (c) Should an employee's SMA grant be terminated due to the employee's subsequent transfer to another post of assignment while the family members are at a foreign location, the employee will be responsible for the payment of excess travel costs involved in relocating the family members to the new post of assignment. The excess travel costs, if any, shall be determined through a cost-constructive analysis that compares the travel cost of the employee's eligible family members that would have been authorized from an authorized SMA location to the next post of assignment compared to the amount that is actually incurred. Any amount in excess of the amount allowable is payable by the employee.
- (d) Family members in a foreign alternate SMA location have no diplomatic status or privileges.

31.4 SMA in Connection with Medical Travel

- (a) An employee may be eligible for separate maintenance allowance (SMA) when an eligible family member is away from post for ninety (90) or more consecutive days for medical care.
- (b) SMA may be authorized for an employee if an eligible family member is delayed for thirty (30) or more days while awaiting medical clearance. SMA and per diem cannot be paid for the same period.
- (c) SMA cannot be paid on behalf of an eligible family member for the period that the family member is hospitalized at U.S. Government expense.

31.5 SMA Travel Financed by Employee

An employee who initially pays the costs of advance travel of family members may subsequently claim reimbursement of travel and transportation expenses if the Agency later authorizes an SMA grant for the affected family members. An employee may not recover a greater amount than would have been incurred had the U.S. Government procured the travel.

32.0 Travel Of Employee With Disability Or Special Need

Peace Corps may authorize and administer payment to reasonably accommodate an employee(s) with a disability or special need, and subsequent travel expenses incurred.

32.1 Authorization and Documentation for Payment

- (a) Additional travel expenses necessary to accommodate an employee(s) with a disability or special need will be reimbursed when the disability or special need is either:
 - (1) Clearly visible and discernible; or
 - (2) Substantiated in writing by a competent medical authority.
- (b) Proper documentation from a medical authority, which validates the disability or special need, must be submitted to the Chief, Transportation Division (M/AS/T), in addition to a memorandum, requesting reimbursement for additional travel expenses.

32.2 Expenses Allowable for Reimbursement

The Peace Corps may pay for any expenses deemed necessary by the Chief, Transportation Division (M/AS/T), to accommodate an employee with a disability or special need including, but not limited to, the following expenses:

- (a) Specialized transportation to, from, and/or at the TDY duty location;
- (b) Specialized services provided by a common carrier to accommodate the employee's disability or special need;
- (c) Premium-class accommodations if necessary to accommodate the disability or special need;
- (d) Costs for handling baggage that are a direct result of the disability or special need;
- (e) Renting and/or transporting a wheelchair; and
- (f) Transportation and per diem expenses incurred by a family member or other attendant who must travel with the employee to make the trip possible. See also section 3.10.4 (c) and 3.10.5 (c).