



Subject: DEPARTMENT OF TRANSPORTATION TRAVEL GUIDING PRINCIPLES

1. PURPOSE. This Order establishes Departmental Travel Guiding Principles (DTGP) for the Department of Transportation (DOT) and supports the National Performance Review (NPR) recommendation to reduce departmental policy that cannot support an "added value."
2. REFERENCES.
 - a. Title 5 United States Code (USC), Chapter 57.
 - b. Title 41 Code of Federal Regulations (CFR) 301-304, Federal Travel Regulation (FTR).
3. CANCELLATIONS (effective 8/1/95).
 - a. DOT 1500.6A, Travel Manual, dated 1/2/85.
 - b. DOT 1500.10, Travel Services at Headquarters, dated 9/4/87.
 - c. DOT N 1500.26, Use of Amtrak, dated 8/20/79.
 - d. DOT N 1500.35, Transportation Ticket Refunds, dated 1/21/81.
4. POLICY. The FTR as implemented and supplemented by the DTGP contains the authorized regulations governing travel and transportation management in DOT. Heads of Operating Administrations within the Department need to develop and implement specific travel, transportation, and relocation allowance policy and/or procedures to supplement this policy issuance. Some Operating Administrations may wish to adopt the travel policies of other entities.
5. BACKGROUND. The Secretary of Transportation has delegated the authority for travel management to the Assistant Secretary for Budget and Programs. The Office of Financial Management (OFM) under the Assistant Secretary for Budget and Programs is responsible for formulating and issuing the DTGP. The NPR recommends that policy be streamlined and that managers be empowered to make decisions consistent with their mission needs and sound judgment.

6. OFFICIAL FORMS. Hard copy forms (e.g., Travel Authorization, Travel Voucher) are available through forms distribution and on the electronic forms software package. Use of hard copy forms will be superseded when electronic travel processing is available.
7. COORDINATION. The views of the General Counsel, Heads of Operating Administrations, and those elements having an interest were solicited for the DTGP. Future supplements will be coordinated with the General Counsel and organizations deemed to have an interest in the subject matter.
8. DISTRIBUTION. The DTGP, and future supplementation, will be distributed throughout the Department as authorized by the Director of Financial Management. Our distribution will normally be limited to holders of the FTR which is coordinated within each Operating Administration's distribution office.

FOR THE SECRETARY OF TRANSPORTATION:



Louise Frankel Stoll
Louise Frankel Stoll
Assistant Secretary
for Budget and
Programs

INTRODUCTION

EFFECTIVE DATE. Effective August 1, 1995.

CONCEPT OF REGULATIONS. The following Department of Transportation (DOT) policy represents a supplementation of the Federal Travel Regulation (FTR) (41 CFR 301-304). The FTR is issued by the General Services Administration (GSA) on white colored 3-hole punched paper. Filed behind each Chapter and part, on blue colored paper, are the DOT supplemental policies, where applicable. The paragraph references in the DOT Travel Guiding Principles (DTGP) are generally keyed to the corresponding paragraphs in the FTR. However, in some instances, the DTGP will include policies that do not have a FTR corresponding paragraph. Each Operating Administration may or may not want to issue their own specific policies and/or procedures in relation to the entire set of regulations. For ease of identity we suggest that these policies and procedures be issued on another colored paper different from the FTR and DTGP pages. **To understand the entire body of regulations and policy surrounding allowable travel and transportation entitlements, you should first read the FTR, then, if applicable, the DTGP corresponding policy, and, if applicable, your Operating Administration's travel policy and/or procedure.**

The DTGP applies to DOT civilian employees; however, where specifically stated these policies will apply to all Department employees, i.e., civilian, uniformed and foreign service personnel.

DELEGATION OF AUTHORITY. Effective immediately for the next three (3) years, each Administrator of an Operating Administration is delegated the authority to issue policy where designated and/or warranted within the DTGP. At that time, delegation will be reviewed for continuance or withdrawal.

Except where specifically stated otherwise within the DTGP, each Administrator is hereby delegated approving authority where the FTR states "agency head". No other delegation subsequent to this delegation is in effect unless it expressly references and modifies this delegation. This delegation supercedes all previous delegations.

OPERATING ADMINISTRATION PROCEDURES. The responsibility for DOT travel management is vested with the Assistant Secretary for Budget and Programs. The Office of Financial Management (OFM) is responsible for formulating and issuing the DTGP. Operating Administrations may supplement these regulations to:

- Outline internal policy and processing procedures not covered by the FTR or DOT policy (e.g., Delegation of Authority).
- Supplement the policies and procedures for travel situations unique to the individual Operating Administration.
- Set special rates as necessary and authorized.

SUPPLEMENTAL MATERIALS. The following publications are cited by the FTR or DTGP:

- Official Airline Guide (OAG) Official Traveler Flight and Travel Guides - These publications contain schedules and fares for contract carriers, rental car information, and

a listing of hotel/motel locations, which includes those certified under the Hotel and Motel Fire Safety Act of 1990, that provide discounts to Federal travelers. The guides also provide contractor telephone reservation numbers, transportation guidelines, per diem rates, and information pertaining to tax exemption certificates for State and local lodging taxes.

- Joint Federal Travel Regulations (JFTR), Volume 1 - This Per Diem, Travel and Transportation Allowances Committee publication contains basic statutory regulations concerning travel and transportation allowances of members of the Uniformed Services (i.e., United States Coast Guard (USCG)).
- Foreign Affairs Manual, Volume 6 (6 FAM) - This Department of State publication contains regulations, policies, and procedures applicable to employees designated as traveling as Foreign Service personnel.
- United States Department of State (DOS), Standardized Regulations, (Government Civilians, Foreign Areas) (DSSR) - This Department of State publication contains information on allowances and benefits for civilian employees transferred to, from, and between foreign areas.
- Civilian Personnel Per Diem Bulletins - This Department of Defense publication contains locality per diem rates for Alaska, Hawaii, The Commonwealth of Puerto Rico, Northern Marianna Islands and the territories and possessions of the United States.
- Maximum Travel Per Diem Allowances for Foreign Areas, a supplement to the DSSR (Government Civilians, Foreign Areas) - This Department of State publication contains locality per diem rates for foreign areas, including the Trust Territory of the Pacific Islands.
- Decisions of the Comptroller General of the United States - This Office of General Counsel, United States General Accounting Office (GAO), publication contains decisions rendered to heads of departments and establishments and to disbursing and certifying officers (pursuant to 31 USC 3529) on any question of law involved in a payment on any vouchers presented to them for certification. The Civilian Personnel Law Manual contains both published and unpublished decisions that summarize the legal entitlements of Federal employees, including an overview of the statutes and regulations.

CONTACTS. The accounting office within each Operating Administration should be the traveler's immediate point of contact since they will have the greatest understanding of their Operating Administration's policies and procedures which implement the DTGP and FTR.

CHANGES. Future changes to entitlements and policy appearing on pages comprising a change will be indicated by a vertical line placed in the margin immediately beside the new or revised portion.

PART 301-1 APPLICABILITY AND GENERAL RULES

Subpart A -- Authority, Applicability and General Rules

§ 301-1.1 Authority.

The Department of Transportation Travel Guiding Principles (DTGP) are issued in accordance with and as a supplement to the Federal Travel Regulation (FTR) (Title 41, Code of Federal Regulations (CFR), Chapters 301-304 (41 CFR 301-304), which is promulgated by the General Services Administration (GSA). The DTGP are issued under the authority of Department of Transportation Order 1500.6B. (DOT Order 1500.6A is now superseded.)

(a) **Employee's obligation.** It is the employee's responsibility to know both the DTGP and FTR . This includes any Operating Administration's policies and procedures governing travel and any related requirements, and to prepare and submit accurate and factual vouchers for reimbursement of travel expenses upon completion of their official travel.

(b) **Supervisor's, Manager's, or Approving Official's obligation.** It is the supervisor's, manager's, or approving official's responsibility to inform their employees of their responsibilities while in an official travel status. This includes the submission and approval of the travel voucher to the accounting office (See DTGP 301-10.1).

§ 301-1.102 Guidelines for issuing travel authorizations.

(b) **Levels of approval and requirements for special purpose travel.**

(i) *Delegations of Authority:*

Foreign travel involving the Administrators, their Deputies, their Associate Administrators, or non-routine travel involving groups of five (5) or more employees will need to be submitted to OST for approval. When foreign travel is planned, all DOT funded travel associated with the trip, e.g., advance accompanying staff and travelers following at a later date should be included in the request for approval. The approval point being the Assistant Secretary for Aviation and International Affairs. The Assistant Secretary for Aviation and International Affairs may issue supplemental guidelines and/or procedures unique to this reporting requirement.

(A) Within the Operating Administrations:

Foreign travel. The Administrators have the authority to approve routine operational foreign travel of their employees, and non-routine foreign travel involving less than five (5) employees.

(B) Within the Office of the Secretary:

For the OST, the approval point is the Assistant Secretary for Aviation and International Affairs.

§ 301-1.103 Instructions/guidelines for travelers.

(f) **Frequent traveler programs.** See FTR 301-3.3(d)(4)(i-iii). In DOT, frequent flyer benefits/coupons can be redeemed for upgrades only if one of the circumstances cited in subparagraphs i-iii is justified and authorized.

DOT F1500.3, Travel Authorization for Temporary Duty, has been updated in accordance with the FTR. See Exhibit A. If other travel forms or variations of this form are going to be used, please coordinate with the OFM in advance.

| TRAVEL AUTHORIZATION FOR TEMPORARY DUTY | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|--|---|---|------------------------------|---|---|-------------------------------|--|--|------------------------------|---|--|--|--|--|--|--|--|----------------|----------------------------|-------|------------------------------|---|---|-------------------------------|--|--|------------------------------|---|--|--|--|
| PRIVACY ACT NOTICE —Under 5 USC Chapter 57 and Executive Order 9397, the information requested on this form is needed to facilitate authorization action, to determine payment for or reimbursement of allowable travel expenses, and to record and maintain costs of such reimbursements. Information hereon will be used by Federal agency officers and employees who have a need for such information in the performance of their duties. Information will be transferred to appropriate Federal, State, local, and foreign agencies when relevant to civil, criminal, or regulatory investigations, or prosecutions. Providing this information is mandatory, and failure to provide it will result in a delay or suspension of the processing of this form. | | | | ORIGINAL—Obligation Copy (to Finance Office) 1—Travel Management Center Copy 1—Attach to Travel Voucher 1—Issuing Office Copy 1—Employee Copy | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. TYPE OF AUTHORIZATION <input type="checkbox"/> Single Trip <input type="checkbox"/> Limited Open <input type="checkbox"/> Invitational <input type="checkbox"/> Confirmatory <input type="checkbox"/> Unlimited Open | | | 2. AUTHORIZATION NO.: _____ 2A. AMENDMENT NO.: _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3A. ORGANIZATION _____ | | | 3B. OFFICIAL DUTY STATION (ODS) _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4A. TRAVELER(S) NAME _____ | | GOVT. CHARGE CARD HOLDER <input type="checkbox"/> Yes <input type="checkbox"/> No | 4B. TRAVELER'S RESIDENCE City, State (if other than ODS) _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4C. TITLE _____ | | 4D. OFFICE TELEPHONE NO. _____ | | 4E. SOCIAL SECURITY NO. _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| You are authorized to perform travel as indicated below and to be reimbursed for necessary expenses of travel in accordance with the DOT Travel Handbook 1500.6. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5. OFFICIAL ITINERARY AND AUTHORIZED REST STOPS 5A. FROM _____ 5B. TO _____ _____ _____ & RETURN TO: _____ | | SUBSISTENCE CODES: P= Per Diem authorized unless otherwise indicated A= Actual Subsistence S= Special rate | 5C. AUTHORIZED SUBSISTENCE EXPENSE <table border="1" style="width:100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th style="width:10%;">Code</th> <th style="width:15%;">Lodging</th> <th style="width:15%;">M & IE</th> <th style="width:15%;">Maximum Rate</th> <th style="width:15%;">No. Days</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">\$</td> <td style="text-align: center;">\$</td> <td style="text-align: center;">\$</td> <td style="text-align: center;">\$</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> | | | | Code | Lodging | M & IE | Maximum Rate | No. Days | \$ | \$ | \$ | \$ | | | | | | | | | | | | | | | | | | |
| Code | Lodging | M & IE | Maximum Rate | No. Days | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| \$ | \$ | \$ | \$ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6. PERIOD OF TRAVEL _____ | | 6A. BEGIN ON OR ABOUT _____ | 6B. END ON OR ABOUT _____ | 6C. APPROXIMATE NUMBER OF DAYS _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7A. PURPOSE AND JUSTIFICATION OF TRAVEL _____ _____ _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7B. PURPOSE OF TRAVEL CODES <input type="checkbox"/> 1 = Site Visit <input type="checkbox"/> 3 = Training attendance <input type="checkbox"/> 5 = Conference attendance <input type="checkbox"/> 7 = Entitlement travel <input type="checkbox"/> 9 = Emergency travel <input type="checkbox"/> 2 = Information meeting <input type="checkbox"/> 4 = Speech or presentation <input type="checkbox"/> 6 = Relocation <input type="checkbox"/> 8 = Special mission travel <input type="checkbox"/> 10 = Other travel | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8. MODE(S) OF TRANSPORTATION AUTHORIZED: (Authorize only those modes necessary to complete the travel) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1" style="width:100%; border-collapse: collapse; font-size: x-small;"> <tr> <th style="width:30%;">Common Carrier</th> <th style="width:40%;">Privately-Owned Conveyance</th> <th style="width:30%;">Other</th> </tr> <tr> <td><input type="checkbox"/> Air</td> <td><input type="checkbox"/> Auto-Advantageous to the Government Rate Per Mile _____ Cents</td> <td><input type="checkbox"/> Government Vehicle or Aircraft</td> </tr> <tr> <td><input type="checkbox"/> Rail</td> <td><input type="checkbox"/> Motorcycle Rate Per Mile _____ Cents</td> <td><input type="checkbox"/> Rental Car Compact Size</td> </tr> <tr> <td><input type="checkbox"/> Bus</td> <td><input type="checkbox"/> Plane Rate Per Mile _____ Cents</td> <td rowspan="2"><input type="checkbox"/> Other (Specify) _____</td> </tr> <tr> <td><input type="checkbox"/> Premium Class (Attach Approval Form)</td> <td><input type="checkbox"/> POC-Personal Preference (Constructive Cost Comparison Required. See FTR 301-4.3) Rate Per Mile _____ Cents</td> </tr> </table> | | Common Carrier | Privately-Owned Conveyance | Other | <input type="checkbox"/> Air | <input type="checkbox"/> Auto-Advantageous to the Government Rate Per Mile _____ Cents | <input type="checkbox"/> Government Vehicle or Aircraft | <input type="checkbox"/> Rail | <input type="checkbox"/> Motorcycle Rate Per Mile _____ Cents | <input type="checkbox"/> Rental Car Compact Size | <input type="checkbox"/> Bus | <input type="checkbox"/> Plane Rate Per Mile _____ Cents | <input type="checkbox"/> Other (Specify) _____ | <input type="checkbox"/> Premium Class (Attach Approval Form) | <input type="checkbox"/> POC-Personal Preference (Constructive Cost Comparison Required. See FTR 301-4.3) Rate Per Mile _____ Cents | <table border="1" style="width:100%; border-collapse: collapse; font-size: x-small;"> <tr> <th style="width:30%;">Common Carrier</th> <th style="width:40%;">Privately-Owned Conveyance</th> <th style="width:30%;">Other</th> </tr> <tr> <td><input type="checkbox"/> Air</td> <td><input type="checkbox"/> Auto-Advantageous to the Government Rate Per Mile _____ Cents</td> <td><input type="checkbox"/> Government Vehicle or Aircraft</td> </tr> <tr> <td><input type="checkbox"/> Rail</td> <td><input type="checkbox"/> Motorcycle Rate Per Mile _____ Cents</td> <td><input type="checkbox"/> Rental Car Compact Size</td> </tr> <tr> <td><input type="checkbox"/> Bus</td> <td><input type="checkbox"/> Plane Rate Per Mile _____ Cents</td> <td rowspan="2"><input type="checkbox"/> Other (Specify) _____</td> </tr> <tr> <td><input type="checkbox"/> Premium Class (Attach Approval Form)</td> <td><input type="checkbox"/> POC-Personal Preference (Constructive Cost Comparison Required. See FTR 301-4.3) Rate Per Mile _____ Cents</td> </tr> </table> | | | | Common Carrier | Privately-Owned Conveyance | Other | <input type="checkbox"/> Air | <input type="checkbox"/> Auto-Advantageous to the Government Rate Per Mile _____ Cents | <input type="checkbox"/> Government Vehicle or Aircraft | <input type="checkbox"/> Rail | <input type="checkbox"/> Motorcycle Rate Per Mile _____ Cents | <input type="checkbox"/> Rental Car Compact Size | <input type="checkbox"/> Bus | <input type="checkbox"/> Plane Rate Per Mile _____ Cents | <input type="checkbox"/> Other (Specify) _____ | <input type="checkbox"/> Premium Class (Attach Approval Form) | <input type="checkbox"/> POC-Personal Preference (Constructive Cost Comparison Required. See FTR 301-4.3) Rate Per Mile _____ Cents |
| Common Carrier | Privately-Owned Conveyance | Other | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Air | <input type="checkbox"/> Auto-Advantageous to the Government Rate Per Mile _____ Cents | <input type="checkbox"/> Government Vehicle or Aircraft | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Rail | <input type="checkbox"/> Motorcycle Rate Per Mile _____ Cents | <input type="checkbox"/> Rental Car Compact Size | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Bus | <input type="checkbox"/> Plane Rate Per Mile _____ Cents | <input type="checkbox"/> Other (Specify) _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Premium Class (Attach Approval Form) | <input type="checkbox"/> POC-Personal Preference (Constructive Cost Comparison Required. See FTR 301-4.3) Rate Per Mile _____ Cents | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Common Carrier | Privately-Owned Conveyance | Other | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Air | <input type="checkbox"/> Auto-Advantageous to the Government Rate Per Mile _____ Cents | <input type="checkbox"/> Government Vehicle or Aircraft | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| <input type="checkbox"/> Bus | <input type="checkbox"/> Plane Rate Per Mile _____ Cents | <input type="checkbox"/> Other (Specify) _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Premium Class (Attach Approval Form) | <input type="checkbox"/> POC-Personal Preference (Constructive Cost Comparison Required. See FTR 301-4.3) Rate Per Mile _____ Cents | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| COMMON CARRIER REFUNDS: <small>When a ticket is exchanged for one of lesser value, the carrier should issue a receipt or a ticket refund application, and is required to make refund directly to the appropriate Servicing Finance Office.</small> | | SERVICING FINANCE OFFICE ADDRESS: _____ _____ _____ | | TRAVELER'S POTENTIAL LIABILITY NOTICE: <small>Travelers are accountable for all transportation tickets, Government Transportation Requests (GTRs), or other transportation procurement documents received by them in connection with their official travel. If trips are canceled or itineraries changed after tickets (or GTRs) are issued to the traveler, the traveler is liable for the value of the tickets issued until all coupons have been used for official travel purposes or all unused tickets or coupons are properly accounted for on the travel voucher.</small> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9. OTHER EXPENSES AUTHORIZED <input type="checkbox"/> Meeting Registration Fees <input type="checkbox"/> Taxis at TDY Location <input type="checkbox"/> Excess Baggage (see FTR 301-5) <input type="checkbox"/> Other (Specify and justify in item 13) _____ | | 10. TRAVEL ADVANCE AUTHORIZATION <input type="checkbox"/> ATM Services \$ _____ <input type="checkbox"/> Travelers Checks \$ _____ <input type="checkbox"/> Treasury/Cash Payment \$ _____ | | 12. ESTIMATED COST: A. Transportation (Billed directly to Government) \$ _____ B. Other Transportation Including POV Mileage \$ _____ Subsistence Expense \$ _____ Rental Car \$ _____ Other Expenses (Item 9) \$ _____ Sub-TOTAL 12B. \$ _____ TOTAL (12A. & 12B.) \$ _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11. ACCOUNTING CLASSIFICATION CODE _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 13. SPECIAL PROVISIONS/REMARKS: _____ _____ _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Travel voucher must be submitted within three (3) days after completion of travel and travel advance must be refunded at that time. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 14. SIGNATURE OF REQUESTING/APPROVING OFFICIAL _____ | | TITLE _____ | | DATE _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 15. SIGNATURE OF AUTHORIZING OFFICER _____ | | TITLE _____ | | DATE _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

PREPARATION OF TRAVEL AUTHORIZATION FOR TEMPORARY DUTY FORM DOT F 1500.3

- Block 1. Type of Authorization. Check the appropriate type of authorization. "Invitational" and "Confirmatory" are additional descriptors of the other types of authorizations. Generally, "Invitational" and "Confirmatory" authorizations will be designated as "Single Trip".
- Block 2. Authorization No. Enter the travel authorization number assigned.
- Block 2A. Amendment No. Enter the amendment number assigned to differentiate this authorization from the original.
- Block 3A. Organization. Enter the name of the Operating Administration, organizational component and organization/routing symbol (e.g., FAA, Office of Public Affairs, APA-10).
- Block 3B. Official Duty Station. Enter the city and state of the traveler's official duty station (ODS). If the traveler is not a Federal employee (i.e., invitational traveler) leave the space blank.
- Block 4A. Traveler(s) Name. Enter the name of the traveler and the name(s) of other individuals authorized to travel under the traveler's authorization (e.g., spouse, attendant, etc.). Also indicate whether the traveler is a Government travel charge card holder. If the traveler has declined the card or if the card has been suspended/canceled, the "yes" block should be checked.
- Block 4B. Traveler' Residence. Enter the traveler's residence city and state, if different from the ODS entered in Block 3B. If the traveler's entire address is needed, use Block 13, Special Provisions/Remarks.
- Block 4C. Title. Enter the traveler's position title.
- Block 4E. Social Security No. Enter the traveler's number.
- Block 5A Official Itinerary and Authorized Rest Stops. From/To. Enter the location from & B where the employee is authorized to depart from and conclude travel, and the location(s) where official temporary duty will take place. If a rest stop is authorized for official travel outside the continental United States that location must be listed as part of the official itinerary.
Examples of itineraries are:
- Washington, DC, to Oklahoma City, OK, to Washington, DC
 - Atlanta, GA, to Philadelphia, PA, to Washington, DC, to Atlanta, GA
 - Chicago, IL, to any points within Region 3, and return to Chicago, IL

-- Alexandria, VA, to any point(s) in the continental United States,
and return to Alexandria, VA

Use an additional page if the itinerary exceeds the allotted space and attach securely to the travel authorization.

- Block 5C. Authorized Subsistence Expense. If a "P" is entered (or the code block is left empty) the "lodgings-plus" per diem system is authorized. Enter the prescribed maximum allowed for lodging expenses and the fixed allowance for meals and incidental expenses (M&IE); the sum may not exceed the maximum per diem rate for each location where temporary duty (TDY) is authorized. Indicate "A" if actual subsistence expenses are authorized or "S" if a special rate has been established or authorized.
- Block 6. Period of Travel. Enter the estimated beginning and ending dates of the official travel. A 7-day variance will be permitted without requiring an amendment to the Authorization. Authorized annual or personal leave dates will be annotated in Block 13, Special Provisions/Remarks.
- Block 7. Purpose and Justification of Travel. Enter a specific purpose and justification for the travel. Also select the travel purpose category that best defines the specific purpose of the trip. (See FTR 301-1.102(c) for uniform definitions of the purpose codes.)
- Block 8. Mode(s) of Transportation Authorized. Indicate only the mode(s) of transportation that is authorized as necessary and advantageous to the Government in order for the employee to accomplish the purpose of travel. Open authorizations will not authorize all modes of transportation, instead, only the mode(s) the employee usually requires for his/her travel shall be indicated. Local common carrier transportation or privately owned conveyance at the official duty station does not have to be indicated on the travel authorization since their use is considered advantageous to the Government.
- Accounting Office Address. Enter the accounting office address that processes and pays the common carrier transportation charges that are billed directly to the Government for the employee's travel. Do not enter an address if the employee is required to use his/her individual contractor-issued Government travel charge card to obtain the transportation tickets.
- Block 9. Other Expenses Authorized. Indicate only applicable expenses that are necessary to accomplish the purpose of travel.
- Block 10. Travel Advance Authorization. Indicate the method of travel advance authorized and the amount authorized in accordance with the Federal Travel Regulation and Department policy.
- Block 11. Accounting Classification Code. Enter the prescribed accounting classification code(s) as required by the accounting office.

Block 12. Estimated Cost.

A -- Transportation (Billed directly to the Government) -- Enter only the common carrier transportation costs that will be billed directly to and paid by the Government (i.e., centrally-billed accounts, individual Government Transportation Requests). An accounting office address must appear in the space provided.

B -- Other Transportation including Privately Owned Vehicle (POV) Mileage -- Enter all other authorized common carrier transportation and POV mileage that is procured by the traveler and will be reimbursed to the traveler upon submission of his/her voucher. Enter common carrier costs to be purchased through the use of the traveler's individual Government travel charge card.

Subsistence Expense -- Enter the estimated costs of the traveler's subsistence expenses.

Rental Car -- Enter the estimated cost of the authorized rental car.

Other Expenses -- Enter the total estimated cost of the other expenses authorized in Block 9.

Block 13. Special Provisions/Remarks. Enter in this space any data or information required in other blocks of the travel authorization when the space provided in the blocks is inadequate. Examples of the type of items to be included in this block, when applicable, are:

- Justification of non-contract carrier
- Authorization for actual subsistence expense
- Unusual expenses authorized in Block 9
- Date(s) of annual or personal leave
- Acknowledgment of an exchange/cancellation fee in conjunction with special discount common carrier fares
- Justification for a rental car larger than a compact size

Block 14. Signature, Title and Date of Requesting/Approval Official The official requesting the temporary duty travel will sign the authorization unless he/she is also the authorizing official, in which case this block will be left blank. Enter the requesting official's title and date of request in the spaces provided.

Block 15. Signature, Title and Date of Authorizing Official The official delegated authority to authorize temporary duty travel will sign the travel authorization and show in the spaces provided his/her title and date of approval.

PART 301-3--USE OF COMMERCIAL TRANSPORTATION

§ 301-3.3 Travel policy and class of service authorized.

(a) **General policy.** To meet the GSA requirement, the Department requests reports from each Operating Administration on a semiannual basis for all premium class accommodations. In addition to the information required by FTR 301-3.3(e)(1), these reports also will contain the class of service (first class, business, etc.), whether frequent traveler coupons were used to purchase or upgrade the travel, and the authorizing official. To facilitate reporting, all Operating Administrations shall use the "Request for Approval of Premium-Class Accommodations" form. See Exhibit B. (Use of this form is required by all DOT employees.)

(b) **Train accommodations.**

(3) *Authorization or approval of the use of first-class train accommodations (i) Authorization or approval.* See DTGP 301-3.3(d)(3) of this section.

(ii) *Requirements.* Authorization for the use of premium-class accommodations shall be made on DOT's "Request for Approval of Premium-Class Accommodations". See Exhibit B.

(c) **Steamer accommodations.**

(3) *Authorization or approval of the use of first-class steamer accommodations-(i) Authorization or approval.* See DTGP 301-3.3(d)(3) of this section.

(ii) *Requirements.* Authorization for the use of premium-class accommodations shall be made on DOT's "Request for Approval of Premium-Class Accommodations". See Exhibit B.

(d) **Airline accommodations.**

(3) *Authorization or approval of the use of premium-class airline accommodations-(i) Authorization or approval.* Authority to approve any premium class travel, including the redemption of frequent flyer benefits for an accommodation upgrade, may be approved by Secretarial Officers and their deputies and Administrators and their deputies. No redelegation of this authority is allowed. (This policy applies to all DOT employees.)

(5) *Use of premium-class other than first-class accommodations.* Within the Department, the use of business class is permissible only under the same circumstances that apply to the use of first-class. See FTR 301-3.3(d)(4)(i-iii). (This policy applies to all DOT employees.)

(ii) *Requirements.* Authorization for the use of premium-class accommodations shall be made on DOT's "Request for Approval of Premium-Class Accommodations". See Exhibit B.

DOT TRAVEL GUIDING PRINCIPLES
Chapter 301--Travel Allowances

§ 301-3

| DEPARTMENT OF TRANSPORTATION REQUEST FOR APPROVAL OF PREMIUM - CLASS ACCOMMODATIONS | | DISTRIBUTION: ORIGINAL - Attach to Employee Voucher 1 Copy to Operating Administration 1 Copy to Financial Mgt. (B-30) |
|--|--|---|
| 1. MODE OF TRAVEL <input type="checkbox"/> Air - First Class <input type="checkbox"/> Air - Premium less than First Class <input type="checkbox"/> Train - First Class <input type="checkbox"/> Ship - First Class Steamer | 2a. NAME OF TRAVELER 2b. TITLE/POSITION AND GRADE 2c. OFFICE TELEPHONE NUMBER | |
| 3. OPERATING ADMINISTRATION | 4. DATE OF REQUEST | 5. OFFICIAL DUTY STATION |
| 6. TRAVEL AUTHORIZATION NUMBER | 7. PERIOD OF OFFICIAL TRAVEL BEGINNING DATE _____ ENDING DATE _____ | |
| 8. PURPOSE OF TRAVEL (CHECK ONLY ONE) (SEE FTR 301-1.102 FOR DEFINITIONS) | | |
| SITE VISIT <input type="checkbox"/> 0 INFORMATION MEETING <input type="checkbox"/> 1 TRAINING ATTENDANCE <input type="checkbox"/> 2 SPEECH OR PRESENTATION <input type="checkbox"/> 3 CONFERENCE ATTENDANCE <input type="checkbox"/> 4 | RELOCATION <input type="checkbox"/> 5 ENTITLEMENT TRAVEL <input type="checkbox"/> 6 SPECIAL MISSION TRAVEL <input type="checkbox"/> 7 EMERGENCY TRAVEL <input type="checkbox"/> 8 OTHER TRAVEL PURPOSES <input type="checkbox"/> 9 | |
| 9a. ITINERARY (AS SHOWN ON THE TRAVEL AUTHORIZATION) | 9b. ORIGIN AND DESTINATION POINTS FOR WHICH APPROVAL OF PREMIUM-CLASS ACCOMMODATIONS IS BEING REQUESTED | |
| 10. REASON AND SPECIFIC JUSTIFICATION FOR USE OF PREMIUM-CLASS ACCOMMODATION (JUSTIFICATION NECESSARY FOR EACH PREMIUM-CLASS LEG OF THE ITINERARY). SEE FTR 301-3.3 | | |
| 11. COSTS | | |
| ACTUAL FIRST CLASS FARE | \$ | _____ |
| COACH CLASS FARE | \$ | _____ |
| ADDITIONAL COST | \$ | _____ |
| REQUESTING OFFICIAL | APPROVING OFFICIAL (SECRETARIAL OFFICER, ADMINISTRATOR, OR DEPUTY) | |
| SIGNATURE | SIGNATURE | DATE |
| NAME & TITLE | NAME & TITLE | |

DTGP: 08-01-95
 Effective: 08-01-95

EXHIBIT B

PART 301-6--COMMUNICATION SERVICES

§ 301-6.4 Official communications.

(c) Use of Government telephone systems during official travel. When a Government telephone system (e.g., FTS) is not available to place an authorized brief long-distance telephone call to the traveler's residence or immediate family member, a telephone call may be made on a commercial system. A brief telephone call is defined as being five (5) minutes or less in duration. Reimbursement for authorized personal calls on a commercial system will be made under the following circumstances unless the Head of an Operating Administration chooses to further limit these expenses.

Within Continental United States: A claim of no more than \$5.00 may be made for each day in a travel status for which a call is placed. Reimbursement will not be made for more than one call per day.

Outside Continental United States: A claim of no more than five (5) documented minutes may be made for each day in a travel status which a call is placed. Reimbursement will not be made for more than one call per day. For those telephone calls that cannot be verified via a receipt, \$10 will be the maximum reimbursement allowed.

In addition, a hotel/motel telephone connection fee of up to \$1 will be reimbursable.

PART 301-7 -- PER DIEM ALLOWANCES

§ 301-7.4 Rate adjustment requests for travel within Continental United States.

(a) All rate adjustment requests will be forwarded through the Office of Financial Management, B-30, for review, coordination, and submission to GSA.

PART 301-8--REIMBURSEMENT FOR ACTUAL SUBSISTENCE EXPENSES

§ 301-8.3 Maximum daily rates and reimbursement limitations.

(c) Travel to an area within the Continental United States where special or unusual circumstances result in an extreme increase in subsistence costs for a temporary period.

(2) This authority is not redelegated. Requests shall be submitted in writing to the Assistant Secretary for Budget and Programs, through the Director of Financial Management, B-30, for review, coordination, and submission to GSA.

PART 301-10--SOURCES OF FUNDS

§ 301-10.1 General Policy.

(a) **Minimizing cash requirements.** Frequent travelers (see FTR 301-10.1(c)) shall obtain the individual Government contractor-issued charge card, which will be issued with an ATM PIN. The card will be used for all official business common carrier transportation expenses, and is proper to use for all other official travel related expenses. Written requests for a waiver from this policy will be forwarded to the Director of Financial Management, B-30, for review and approval.

(b) **Managing financial resources.**

(3) To meet GSA and Internal Revenue Service (IRS) requirements, travel vouchers are to be processed by the accounting office within 15 workdays upon completion of the trip. The 15 workdays (usually 20-25 calendar days) is comprised of three (3) workdays at the end of a trip for the traveler to submit a voucher, two (2) workdays for the supervisor to approve the voucher and ten (10) workdays for the accounting office to process the settlement. For those individuals on extended TDY, the employee shall submit a voucher(s) for each 30 day calendar period or portion thereof within 3 workdays.

§ 301-10.2 Procurement of common carrier transportation.

(a) **U.S Government transportation requests (GTR's).** Common carrier transportation services will be procured with the individual Government contractor-issued charge card unless the traveler is ineligible to receive the card, an infrequent traveler, or an invitational traveler. (See FTR 301-15 Subpart C) When the individual Government contractor-issued charge card cannot be used, the traveler will procure common carrier transportation services through a Travel Management Center with payment being charged to a centrally-billed account established with the Government charge card contractor, or if not available, a centrally-billed or individual GTR may be used.

§ 301-10.3 Advance of Funds.

(a) **Authority.** Direct deposit, travelers checks and ATM cash withdrawals have been determined to be in the best interest of the government.

(d) **Control and recovery of advances.** To meet GSA and IRS tax requirements, the Department has implemented an automated system to administratively offset salary payments for delinquent or excessive travel advance balances.

A travel advance is liquidated when the approved travel voucher is processed by the accounting office. Travel advances are considered overdue (delinquent) 30 calendar days after completion of travel or the travel event for which the advance was made (e.g., house hunting trip, temporary quarters subsistence allowance, etc.,). Travel advances not repaid promptly in accordance with the FTR and DTGP are treated as debts to the Government and are subject to mandatory recovery. This includes collection action and the assessment of administrative and interest charges as specified under the Federal Claims Collection Standards (FCCS), Title 4 of the Code of Federal Regulations (4 CFR) 102.3, and DOT implementation of the Federal Claims Collection Act, 49 CFR 89, Subpart B.

- Employees with overdue/excessive advances will be notified in writing of the nature and amount of their debt within 10 workdays of the date their advances become delinquent or in the case of continuing advances when the advance is found to be in excess of a 45 calendar day computed need. Written notifications will be issued to employees that action to offset overdue/excessive amounts

from their salaries will be taken unless timely repayment is made or other settlement arrangements are made with the accounting office before the end of the specified times.

- Employees with timely responses to notifications will be given a reasonable opportunity to inspect and copy agency travel advance records, request a review of their indebtedness, and/or, in lieu of offset, enter into a written agreement to repay the advance. A repayment agreement will only be accepted if the employee is able to establish and document that an offset would result in an undue financial hardship. The agreement can only be approved by the Operating Administration's Chief Financial Officer or for Federal Aviation Administration field employees, the Regional Administrator. This authority may not be redelegated. Documentation must be in accordance with specific guidelines available from the accounting office. Repayment agreements are subject to taxation as earned income and will be taxed and reported to the IRS on the employee's annual W-2 form.
- If an employee does not respond within the allotted time, the accounting system will automatically prepare and forward a request for offset action to the servicing payroll office.
- Any delay in repayment of the travel advance balance that has been found to be delinquent or excessive will, under IRS regulations (Title 26, CFR, section 1.62-2), require the amount to be reported as income on the employee's income tax return.

PART 301-11 --CLAIMS FOR REIMBURSEMENT

§ 301-11.4 Submission and review of travel vouchers.

(a) **Agency administrative procedures.** See DTGP 301-10.1.

(c) **Payment center/accounting office functions and responsibilities.** For those offices within DOT that use an automated travel management system, this responsibility resides with the travel authorizing official.

PART 301-15 --TRAVEL MANAGEMENT PROGRAMS

Subpart C-Travel and Transportation Expense Payment System: Contractor-issued Charge Cards, Centrally Billed Accounts, Travelers Checks, and Automated-Teller-Machine (ATM) Services.

§ 301-15.47 ATM Services.

(a) **Enrollment in the ATM program.** Employees are eligible to enroll in the ATM service and obtain advances if they meet the following conditions:

- The employee has a contractor-issued Government charge card; or
- The employee is a frequent traveler and travels for the department two or more times a year; and,
- The employee has accounted for and/or repaid all prior travel advances including any delinquent amounts, repayment agreements, and continuing travel advances issued by any organizational component within DOT.

(b) **Use of ATM services.** For every seven (7) day period, an ATM cash withdrawal limit of \$1,000 is established. ATM cash withdrawals are to be obtained upon approval of the travel authorization, no earlier than 3 working days prior to the date of departure, and no later than the last day of travel. The ATM cash withdrawal must be approved on the travel authorization. In an emergency situation, an ATM cash withdrawal may be obtained while in a travel status without prior approval on the travel authorization. A statement justifying the emergency cash withdrawal must be added to the travel voucher. A cash withdrawal of less than \$50 is not authorized.

Employees eligible for and authorized to receive cash withdrawals via the ATM may not apply for nor receive a travel advance in the form of a Treasury check, ACH Direct Deposit, or imprest fund monies for travel and/or transportation allowances unless there are extenuating circumstances, justified and approved by the Travel Authorizing Official.

PART 301-16 -- CONFERENCE PLANNING

§ 301-16.1 **Policy.** It is departmental policy that participants in conferences will be limited to the minimum number that can be clearly justified in view of the benefits to the Department and the total costs involved in participation. Commitments to participate in conferences will not be made until the appropriate authorization is obtained.

§ 301-16.3 **Authorization of Government sponsorship or co-sponsorship of a conference.** The Chief of Staff, or his/her designee, who is authorized to act as the Department Coordinator will authorize attendance of 10 or more employees. All requests for authorization will be submitted from the Departmental Officers and their designees, and Administrators and their designees at or above the Regional Director/District Commander level through the Executive Secretariat.

Each Departmental Officer and Administrator is to designate a conference coordinator who will be responsible for monitoring conference travel. Conference coordinators at headquarters level will serve as liaisons with the Executive Secretariat and will obtain additional information to facilitate approval of conference authorization requests as needed. Names of designated coordinators will be included on requests submitted to the Chief of Staff for approval.

§ 301-16.4 **Selection of a conference site.** Sites ought to be chosen to avoid the appearance of a resort-type of environment. Conference sites should be carefully chosen to assure that they are economically advantageous to the Government from a travel and administrative cost standpoint.

§ 301-16.5 **Selection of conference attendees.**

(a) **Agency responsibilities.** Conference authorization requests will be prepared and submitted at least two (2) weeks in advance of the conference and all requests must contain the minimum information listed below.

- (1) Name of Conference Coordinator
- (2) Title and Purpose of the Conference
- (3) Number, Name and Title of Attendee(s) Traveling (including Invitational Travelers)
- (4) Location of the Conference
- (5) Travel and Associated Costs of Attendance
- (7) Background-Provide a clear rationale for participation
- (8) Gifts to the Department in cash or "in kind" which have been offered
- (9) Signature of Requesting Official -The requesting official will be the Head, or Acting Head, of an Operating Administration or Departmental Office only

**PART 302-8 --TRANSPORTATION AND TEMPORARY STORAGE OF
HOUSEHOLD GOODS AND PROFESSIONAL BOOKS, PAPERS, AND
EQUIPMENT**

§ 302-8.3 Transportation within the continental United States. Full Value Protection Service (FVPS) is the level of insurance liability for shipment of household goods (HHG) under a Government Bill of Lading (GBL) in lieu of Depreciated Value Service (DVS) used prior to December 17, 1991, for DOT.

Under FVPS, the carrier's liability for any given item is limited to the replacement cost of the item based on the current market price to replace the item, not to exceed the total shipment value. The valuation of goods (total shipment value) under FVPS is \$3.50 times the net weight. Use of the FVPS must be ordered in writing and declared on the GBL. When excess valuation is requested by the employee, the cost for the excess will be paid by the employee.

PART 302 -12 -- USE OF RELOCATION SERVICE COMPANIES

§ 302-12.3 Agency responsibilities. The Department has determined that relocation service companies are to be made available to employees. The principal Departmental operational contact and liaison for the relocation services contract is the technical officer located in the Travel and Relocation Systems Division, AAA-300, of the Federal Aviation Administration. Each Operating Administration will appoint a primary and alternate relocation services coordinator (RSC) to act as liaison between the technical officer, the contractor, and employees. The RSC will counsel employees and resolve problems involving contractor service. In addition, regional and district RSC's should be designated to service field activities where justified by the volume of employee transfers.

**PART 304--PAYMENT FROM A NON-FEDERAL SOURCE FOR
TRAVEL EXPENSES**

§ 304-1.3 Policy.

(c) **Administration and delegation of authority.** The Secretary and the Deputy Secretary have the authority to accept travel payments for themselves and Departmental employees.

(1) **Offers of travel payments for travel within the continental United States.** Authorization is delegated to the Associate Deputy Secretary, General Counsel, Assistant Secretaries, Executive Secretariat, Inspector General, Deputy Chief Financial Officer, and Administrators, for themselves and their employees.

(2) **Offers of travel payments involving foreign travel.** The Assistant Secretary for Aviation and International Affairs is delegated the authority to: 1) accept offers of travel payments for OST employees, and 2) Administrators, Deputy Administrators, Associate Administrators, and 3) for travel involving five or more Departmental employees. See DTGP 301-1.102(b)(i)(A).

§ 304-1.5 Conflict-of-interest analysis.

(a) Within DOT, the conflict of interest analysis shall be performed in writing for each travel payment offer by the appropriate legal office within OST and each OA prior to acceptance of the offer. Exhibit B is available for your use.

§ 304-1.9 Reports.

(a) **Agency reports.** To meet the GSA requirement, the Department requests reports of travel payments from each Secretarial Office and Operating Administration on a semiannual basis (by offer, by individual). The reports are to be submitted to the Office of Financial Management, B 30, no later than ten (10) working days after the end of the each reporting period (March 31 and September 30). To facilitate compiling the Department's report to the Office of Government Ethics, all Secretarial Offices and Operating Administrations shall use the "Report of Payment Accepted From Non-Federal Sources Under 31 U.S.C. 1353" form. See Exhibit A. The "Request for Acceptance of Payment for Travel Under 31 U.S.C. 1353 (41 CFR 304-1)", Exhibit B, is supplied as a sample of the type of information your legal office will need to make the conflict of interest analysis. Each Secretarial Office and Operating Administration shall establish internal guidance for its employees 1) regarding procedures for requesting the acceptance of offers of travel payments, and 2) reporting the payments of travel expenses accepted.

TYPE ALL INFORMATION

Page 1 of 2 pages

U. S. DEPARTMENT OF TRANSPORTATION
REPORT OF PAYMENT ACCEPTED FROM NON-FEDERAL SOURCES
UNDER 31 U.S.C. 1353

- FOR PERIOD BEGINNING OCTOBER 1, 19____, AND ENDING MARCH 31, 19____.
 FOR PERIOD BEGINNING APRIL 1, ____ AND ENDING SEPTEMBER 30, ____.

This report implements 31 U.S.C. 1353. It does not supersede other reports that may have to be filed when travel or travel expenses are accepted under other authority. For definitions and policies, see 41 C.F.R. Part 304.1.

1. Departmental Element

2. Event (Identify meeting or similar function for which payment was accepted under 31 U.S.C. 1353)

3. Sponsor of Event

4. Location of Event

5. Dates of Event From:

To:

6. Nature of Event

7. Employee

Name:
Position:

8. Accompanying Spouse (If applicable)

Travel Dates:

From: To:

Travel Dates:

From: To:

9. Non-Federal Sources of Payment (Identify all non-Federal sources from which payment is or was accepted under 31 U.S.C. 1353 for this employee and/or accompanying spouse in connection with this event. List each as: A. XYZ Corp.; B. MBU Assn., etc.)
A.

10. Nature of Payments (Itemize on back of form.)

11. Total Value of Payment(s) Accepted. (Indicate total amount of payments accepted under 31 U.S.C. 1353 for this employee and/or accompanying spouse in connection with this event.) Total: \$ _____

Total of Payments to Agency by Check \$ _____

Total of Payments Provided in Kind \$ _____.

12. Approval.

Approved by:

Date: _____

Name and Title: _____

13. Nature of Payments. For each payment accepted, identify (a) nature of benefit; (b) mode of payment; (c) individual for whom provided; (d) non-Federal source; and (e) amount of payment. When describing mode of payment, use "C" for check to Department or "K" for in kind. Use "E" for employee or "S" for spouse when identifying individual for whom payment was provided, and use applicable letter from question 9 to identify non-Federal source. To value benefits provided in-kind, use cost to other participants for waiver of conference or training fee. For transportation or lodging, use cost to donor or consult rate for similar benefit in effect at time benefit provided. For travel on private or chartered aircraft, determine value by computing total constructive cost of transportation using premium class air fare. For meals and other benefits, use cost to donor or reasonable approximation.

| (a) Nature of Benefit | (b) C or K | (c) E or S | (d) A,B,C, or D | (e) \$ |
|---|------------|------------|--------------------|--------------|
| <i>Example: Round- trip commercial air transportation between Washington, DC, and Chicago, IL</i> | <i>K</i> | <i>E</i> | <i>A</i> | <i>\$445</i> |
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TYPE ALL INFORMATION

Page 1 of 2 pages

Request for Acceptance of Payment for
Travel Under 31 U.S.C. 1353 (41 CFR 304-1)

Departmental Element:

1. Employee Name and Position

2. Accompanying Spouse (If applicable)

Travel Dates: Fm _____ To _____ Travel Dates: Fm _____ To _____

3. Name and description of the Non-Federal source offering the travel.

- 4a. Briefly describe the nature and purpose of the meeting or event. If the meeting or event relates to a statutory or regulatory function of the Department or to promotional vendor training or marketing of a product or service of a vendor, you cannot accept the offer of payment.

4b. Date(s) of the event. From _____ To _____

5. Identify the other expected attendees.

6. Briefly describe the purpose for which your spouse is attending the meeting or event (e.g., support of DOT's mission, witness your receipt of an award).

Payment shall not be accepted from a non-Federal source if a conflict of interest exists AND if acceptance under the circumstances would cause a reasonable person with knowledge of all the facts to question the integrity of the Department (see paragraph 304-1.5 of the FTR). (When completing the following information, please be as precise as possible. Use additional sheets of paper as needed.)

- 7a. Describe any duties you have that can affect the non-Federal source.
- 7b. Describe any matters pending before the Department or any interest in the Department's programs or regulations that any of the participants in the meeting may have.
- 7c. Identify the nature and sensitivity of any matter pending at the Department that may affect the interests of the non-Federal source. Also describe your role in deciding any such matter. If there are none, please indicate this.

8. Describe the particular interest or benefit to the Department in your attending the meeting or event and describe how the event is related to your official duties.

9a. List the travel benefits offered, the value, and the method of providing the benefits (in kind, e.g. a prepaid airline ticket or hotel room, or by check to the Department). Employees may not receive reimbursement directly from a non-Federal source.

9b. If the travel benefits exceed the maximum rates allowable for reimbursement, provide information regarding whether other meeting participants are receiving comparable benefits or payments from the non-Federal source.

10. The information provided in this form adequately supports determinations that the travel payment offered by _____ is (1) for travel related to _____ official duties, (2) for attendance at a meeting or similar function, (3) supports a further determination that the non-Federal source is not disqualified on conflict of interest grounds, and (4) acceptance under the circumstances would not cause a reasonable person with knowledge of all the facts to question the integrity of the Department's programs or operations. Accordingly, I recommend that the travel payment offered by the non-Federal source be accepted under the interim regulations of the General Services Administration in 41 CFR Part 304-1.

Requesting Official as shown on the Travel Authorization

Date

CONCURRENCES

Office of the General Counsel or Chief Counsel (as appropriate)

Date

ACCEPTING OFFICIAL

Typed Name

Date

Typed Title

Attachments

- Copy of approved Travel Authorization
- Copy of Invitation
- Copy of Brochure (when appropriate) describing the event

