

Reclamation Manual

Directives and Standards

Definitions and Terminology

The following definitions are for the purposes of this Directives and Standards (D&S) only.

1. **Actual Expense.** Per diem reimbursement that allows travelers to claim per diem costs:
 - A. In excess of the prescribed locality rate.
 - B. Less than the prescribed locality rate or the authorized amount [Federal Travel Regulation (FTR) 301-11.304].
2. **Approved Accommodations and Lodging.** Any place of public lodging that is listed on the National Master List of all approved accommodations, which is compiled periodically by the Federal Emergency Management Agency (FEMA). Additionally, the approved accommodation list is available on at <http://www.usfa.fema.gov/hotel/index.htm>.
3. **Approving Official.** An employee chosen by the Bureau of Reclamation who is at least one level above the traveler and has the authority to approve travel and travel-related costs.
4. **Common Carrier.** Commercial air, train, bus, ship, and local transit transportation services.
5. **Concur Government Edition (CGE).** CGE service provides the Federal traveler with superior usability and a modern, intuitive, and consistent user experience for end-to-end travel needs. It allows travelers to process authorizations, vouchers, and local vouchers. CGE provides a nearly paper-free process that saves time and the Government money. CGE integrates managing vouchers with a complete start- to-finish Federal travel booking solution. This comprehensive Web-based service provides all of the tools that Federal Government users need to quickly book travel, as well as create and submit vouchers.
6. **Delegation of Authority.** Delegates the Commissioner's authority within Reclamation and establishes a process for further re-delegation of authority.
7. **Department.** The Department of the Interior.
8. **Dual Lodging.** Dual Lodging is described as fixed lodging expenses associated with a Temporary Duty Extended-Travel (TDE), plus the lodging expenses when the employee is required to travel to another Temporary Duty (TDY) location. Lodging will be reimbursed for both the TDE and TDY locations. Dual lodging is not allowable when a traveler is on leave.
9. **E-Gov Travel Services (ETS).** The Government-contracted, end-to-end travel management service that automatically consolidates the Federal travel process in a self-service Web-centric environment, covering all aspects of official travel planning, authorization, reservations, ticketing, expense reimbursement, and travel management

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reporting. The ETS provides the services of a Federal travel management program as specified in 41 Code of Federal Regulations (CFR) 301-73.1 (a).

10. **Emergency Travel.** Emergency travel occurs when a traveler is in travel status and becomes incapacitated by a serious or life-threatening illness or injury, a member of the traveler's immediate family dies or contracts a serious illness, or a disaster that directly impacts the traveler's residence, or is reasonably expected to occur at his/her residence.
11. **Employee.** An individual who receives a salary from the Department or Reclamation.
12. **Government Owned Vehicle (GOV).** A vehicle owned by Reclamation, assigned or dispatched to Reclamation from the General Services Administration (GSA) Interagency Fleet Management System, or leased by Reclamation for a period of 60 days or longer from a commercial source.
13. **Immediate Family.** Members of an employee's household, including the employee's spouse, domestic partner, children of the employee or the employee's spouse/domestic partner, dependent parents, and dependent brothers and sisters.
14. **Extended TDY Tax Reimbursement Allowance (ETTRA).** An allowance provided to travelers on TDE assignment to offset the tax implications associated with completing the assignments.
15. **Long-Term/Indefinite Assignment (TDE).** Travel assignment that lasts more than one year, which is consecutive in a calendar year. Long-Term-Indefinite assignments are taxable.
16. **Incapacitating Illness/Injury.** An illness or injury that occurs suddenly and requires the employee to interrupt or discontinue TDE travel, either temporarily or permanently.
17. **Long-Term Lodging.** When the traveler rents a room, apartment, house, or other lodging on a long-term basis (e.g., weekly, monthly).
18. **Meals and Incidental Expenses (M&IE).** A daily allowance provided to travelers to cover the costs associated with reasonable meals and travel-related incidental expenses. The FTR allows M&IE to travelers in both TDY and TDE status.
19. **Mileage Reimbursement Rate.** A rate set by the GSA provided to a Reclamation traveler when traveling by a Privately Owned Vehicle (POV) for official travel that take into account for costs associated with fuel, maintenance, depreciation, taxes, and insurance. Mileage is reimbursed to and from TDE location. Local mileage is not reimbursable according to 347 Departmental Manual (DM) 200 *Department of the Interior's FTR Special Travel*.

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20. **Official Duty Station.** The location where Reclamation employee regularly performs official duty. If the Reclamation employee travels regularly, the official duty station is considered the location where the work activities of the employee's positions are based.
21. **Official Travel.** Travel approved on an official travel authorization form that takes Reclamation employee(s) away from the official duty station or other authorized point of departure to a TDE location. Official travel applies to both TDY and TDE assignment.
22. **Per Diem.** The per diem is a daily payment instead of reimbursement for actual expenses for lodging and meals and incidental expenses (M&IE). The per diem includes all charges and services, including any service charges where applicable. Lodging taxes in the United States are excluded from the per diem and are reimbursed as a miscellaneous expense. In the foreign locations, lodging taxes are part of the per diem. The per diem covers:
 - A. Lodging, and the lodging portion includes rent, furniture and applicable rental, connecting, using, and disconnecting utilities; reasonable housekeeping services; internet and monthly telephone access fees, not including installation and long distance calls; 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 excluded are alcoholic beverage and entertainment expenses).
 - C. Incidental Expenses. Fees and tips given to porters, baggage carriers, hotel staff, and staff on shipping.
23. **Permanent Change of Station (PCS).** The process that an employee completes to permanently relocate from one official duty station to another. Traveler should refer to the DOI PCS Policy or 347 DM 302 DOI FTR Implementation Instructions for guidance on relocation travel.
24. **Privately Owned Vehicle (POV).** Any vehicle (e.g., automobile, motorcycle, aircraft, boat) operated by Reclamation employee for official Government business that is owned and/or leased by the employee rather than the Government or a rental car company. Local travel "POV" expenses (347 DM 200 DOI FTR) states cost of transportation from the place of lodging to the place of duty is included in the per diem. Transportation costs between place of lodging and places where meals are obtained are part of the "incidental expenses" allowance. Shuttle, taxi, metro-line transportation, subway expenses are reimbursable.
25. **Reduced Per Diem Rate.** A per diem rate below the maximum locality rate for the pre-authorized travel location generally associated with TDEs or when the per diem rate can be determined in advance and are lower than the prescribed per diem rate (41 CFR 300-3.1).

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Reduced rate is the amount that is allowed per the FTR 301-11.200 for lodging and M&IE on a daily basis that has been reduced to 55 percent on TDE assignments unless otherwise justified according to the criteria established in this D&S.

26. **Residence.** Residence is considered to be the place the employee commutes daily to and from his/her official duty station.
27. **Temporary Change of Station (TCS).** A TCS is, when a Reclamation employee is required to complete relocation to a new official duty station for a long-term assignment lasting at least 6 consecutive months and not to exceed 30 consecutive months; and return to the previous official duty station once the assignment is complete.
28. **Temporary Duty (TDY) Travel.** TDY is an official travel away from an employee's official duty station that fulfills some or all of the following criteria. TDY may be conducted by commercial transportation, GOV or POV based on the following circumstances:
 - A. For an approved official purpose.
 - B. Greater than 12 hours in duration.
 - C. Further than 50 miles from both the employee's official duty station and commuting residence.
29. **Travel Advance.** Prepayment of estimated travel expenses to a traveler through direct deposit (41 CFR 300-3.1). Travel advance is needed when an employee does not qualify for a travel card, does not have Automated Teller Machine (ATM) privilege, is waiting for a travel card, or is travelling to areas where travel card is not widely accepted.
30. **Travel Card.** A Government charge card with the travel business line.
31. **Travel Authorization.** The form used to authorize official travel and travel-related expenses. A specific trip-by-trip travel authorization allows an individual or a group of individuals to take one or more specific official business trips, which must include specific purpose, itinerary, and estimated costs (FTR 300-3.1).
32. **Travel Voucher (TDE).** A written request, for TDE, supported by documentation and receipts where applicable for reimbursement of expenses incurred in the performance of official travel.
33. **Temporary Duty Extended (TDE) - Travel.** A trip of 30 consecutive calendar days or longer at one location, which is further than 50 actual miles driven one-way from the official duty station and the commuting residence of the traveler. (FTR 11.1 defined by DM 347 301-11.1) and is not considered as TCS.