



## Death of an Employee in Travel Status and Reimbursement of Travel Costs

The Service wants to ensure that notification of next of kin and reimbursement of travel costs are handled in a timely manner and without placing any additional burden on the deceased employee's family.

This handout provides an overview of what an employee's family or legal representative can expect from the Service if the employee passes away while in travel status.

### The Service will pay for:

- All costs associated with the TDY trip.
- Preparing and transporting the remains of the deceased.
- Transportation, lodging, meals, and incidental expenses for up to 2 people to accompany the remains.
- Shipping costs to return baggage and other personal items to the employee's permanent duty station or residence.
- When the employee was working at an official duty station in another country, Hawaii, Alaska, or a territory, transportation costs for returning the employee's family and household goods to the continental United States.

### You can expect:

- To be contacted by the employee's supervisor or another co-worker to discuss the arrangements for return of the remains of the deceased.
- To receive reimbursement for the costs listed above through the employee's pre-established electronic fund transfer (the same way that the employee received paychecks).
- To be provided with a point of contact for questions on reimbursement, transportation, relocation, or any other issues resulting from the employee's death.

The Service employee who contacts you will be able to answer questions about the process, or provide you with the appropriate point of contact for additional information.

However, if you wish to read further information about Service policy and the Federal travel regulations governing our process, there are multiple resources available to you.

### For further information:

- Service policy: Service Manual Chapter 265 FW 10
- Federal Travel Regulation (FTR) Chapter 303