

U.S. FISH AND WILDLIFE SERVICE
 TDY TRAVEL – DISCRETIONARY AND TRIP-BY-TRIP ENTITLEMENTS FORM

Traveler Name (Last, First, MI):	Permanent Duty Station:
TDY Travel Locations:	Travel Authorization Type:
	Trip Date(s):

STEP 1 – DOCUMENT REQUESTED ENTITLEMENTS (SEE INSTRUCTIONS ON PAGE 3)
Per Diem
<input type="checkbox"/> M&IE at 101-300% of Per Diem Rate <input type="checkbox"/> Lodging at 151-300% of Per Diem Rate <input type="checkbox"/> Trip Distance 30-50 Miles from Permanent Duty Station / Commuting Residence <input type="checkbox"/> Extended Assignment Adjustment from 55% to _____%
Transportation
<input type="checkbox"/> First Class Accommodations <input type="checkbox"/> Business Class Accommodations <i>(note: not required for Amtrak Acela Express)</i> <input type="checkbox"/> Purchase of Airfare over \$100 with Personal Form of Payment
Other
<input type="checkbox"/> Emergency Travel (Post-Travel Approval) <input type="checkbox"/> Family Member Travel <i>(note: excludes travel for job interviews and tour renewal travel)</i> <input type="checkbox"/> Travel Funded by a Non-Federal Source (Donated Travel) <input type="checkbox"/> Other:

STEP 2 – EXPLAIN AND JUSTIFY THE REQUEST
Explanation and Justification <i>(attach pages if needed)</i>
Total Cost to the Service: \$

STEP 3 – CERTIFY THE REQUEST		
I certify that all of the information included in this form is accurate and complete, and that the requested expenses are required to successfully complete my official TDY trip.		
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> <hr style="border: none; border-top: 1px solid black;"/> <p style="margin: 0;"><i>Traveler Signature</i></p> </td> <td style="width: 50%; border: none;"> <hr style="border: none; border-top: 1px solid black;"/> <p style="margin: 0;"><i>Date</i></p> </td> </tr> </table>	<hr style="border: none; border-top: 1px solid black;"/> <p style="margin: 0;"><i>Traveler Signature</i></p>	<hr style="border: none; border-top: 1px solid black;"/> <p style="margin: 0;"><i>Date</i></p>
<hr style="border: none; border-top: 1px solid black;"/> <p style="margin: 0;"><i>Traveler Signature</i></p>	<hr style="border: none; border-top: 1px solid black;"/> <p style="margin: 0;"><i>Date</i></p>	

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STEP 4 – OBTAIN SIGNATURES FROM REQUIRED APPROVING OFFICIALS (SEE INSTRUCTIONS ON PAGE 3)

Obtain a signature **prior to travel** from each of the required Approving Officials, based on the entitlements selected on Page 1 of this form. See the chart on Page 3 for guidance on required signatures by expense type.

Approvers: Review the following certification prior to signing and dating the form.

I approve the traveler to incur the expense(s) documented on this form to support the successful completion of his / her TDY trip, based on the documentation attached.

Supervisor Signature

Date

Regional / Assistant Director Signature

Date

Other Approver 1 Signature

Title (Please Print)

Date

Other Approver 2 Signature

Title (Please Print)

Date

Other Approver 3 Signature

Title (Please Print)

Date

Other Approver 4 Signature

Title (Please Print)

Date

STEP 5 – INCLUDE A COPY OF THIS FORM WITH YOUR CONCUR RECEIPT PACKET

Once you obtain the required signatures, you must include a copy of the form with you Concur receipt packet. This form is your official record of approval, and must be added to the record in Concur for you to be in compliance with FWS policy.

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INSTRUCTIONS

Travelers use Form 3-2388 to document and obtain pre-travel approval on any Temporary Duty (TDY) related entitlements that require a level of approval higher than the immediate supervisor. Generally, the traveler must follow the steps listed below to complete the form. See 33 FW 15 for additional information on delegations of authority.

- **STEP 1 – Document Requested Entitlements.** Indicate which entitlements the form covers by selecting the checkbox next to each expense type that you are requesting.
- **STEP 2 – Explain and Justify the Request.** Provide a clear, concise explanation of the situation you are facing and a justification for the expense. Be sure to include the total cost to the Service and reference any supporting documentation you are including with the request.
- **STEP 3 – Certify the Request.** Review the form and add your signature and the date of certification.
- **STEP 4 – Obtain Signatures from Required Approving Officials.** Provide the completed FWS Form 3-2388 to the appropriate officials for review and signature. A list of the signatures required for each expense type is included below; contact your Regional FATA to discuss levels of approval for “Other” entitlements. This form may be transmitted via email or fax if you are not in the same geographical location as the required officials.
- **STEP 5 – Include a Copy of this Form with your Concur Receipt Packet.** Once you obtain the required signatures, you must include a copy of the form with your Concur receipt packet. This form is your official record of approval, and must be added to the record in Concur for you to be in compliance with policy.

Discretionary Entitlement	Signature Required?						
	Immediate Supervisor	Regional / Assistant Director	Director, FWS	Director, DOI PFM	Assistant Secretary, DOI PMB	FWS Chief, Office of Law Enforcement	Ethics Officer
M&IE at 101-300% of Per Diem Rate	Yes	Yes	No	No	No	No	No
Lodging 151-300% of Per Diem Rate	Yes	Yes	No	No	No	No	No
Trip Distance 30-50 Miles from Permanent Duty Station / Commuting Residence	Yes	Yes	No	No	No	No	No
Extended Assignment Adjustment from 55% of Per Diem Rate for Lodging and / or M&IE	Yes	Yes	No	No	No	No	No
First Class Accommodations	Yes	Yes	Yes	Yes	Yes	Yes, if due to security	No
Business Class Accommodations (note: not required for Amtrak Acela Express)	Yes	Yes	No	No	No	Yes, if due to security	No
Purchase of Airfare over \$100 with Personal Form of Payment	Yes	Yes	No	No	No	No	No
Emergency Travel (Post-Travel Approval)	Yes	Yes	No	No	No	No	No
Travel of a Family Member (note: excludes job interviews and tour renewal travel)	Yes	Yes	No	No	No	No	No
Travel Funded by a Non-Federal Source (Donated Travel)	Yes	Yes, unless delegated	No	No	No	No	Yes