

U.S. Fish & Wildlife Service

Temporary Duty Handbook

A Guide to the TDY Process

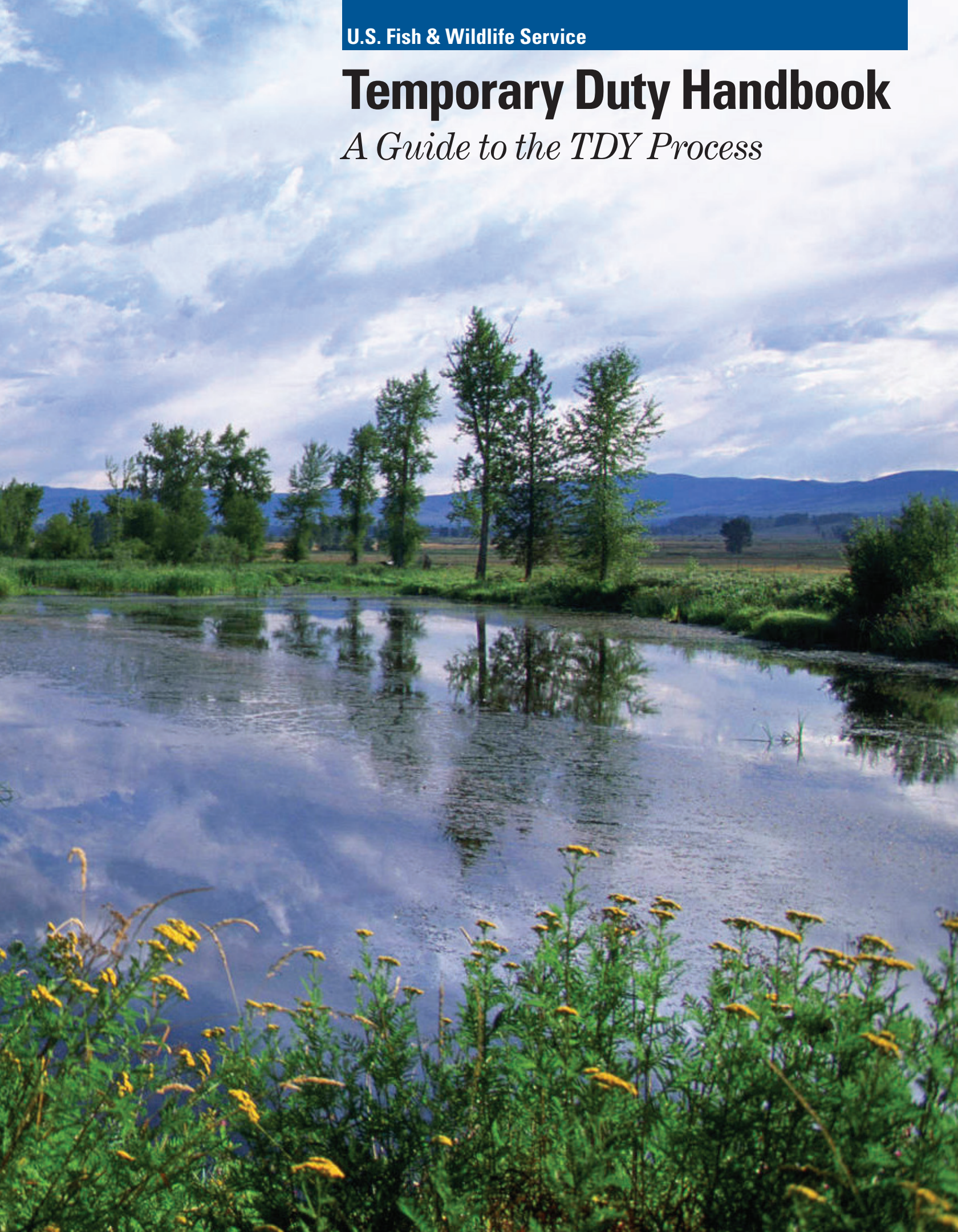


Table of Contents

Table of Contents.....	i
A Memo from the Assistant Director of Business Management and Operations.....	iii
Chapter 1: Definitions and Responsibilities	1
1.1 Defining TDY Travel.....	1
1.2 Complying with Federal Travel Regulations.....	3
1.3 Identifying Responsible Parties.....	4
Chapter 2: Electronic Travel System	7
2.1 Introducing Service Policy on the Electronic Travel System	7
2.2 Understanding Concur Roles and Responsibilities	7
2.3 Adjusting Concur Profile Names and Passwords	19
2.4 Moving or Deactivating a Concur Profile	20
Chapter 3: Travel Payment Methods	22
3.1 Introducing Service Policy on Paying for Travel Expenses	22
3.2 Using the Government Charge Card for TDY Travel	22
3.3 Obtaining a Travel Advance for TDY Travel	26
3.4 Using Other Payment Methods for TDY Travel.....	28
Chapter 4: Travel Authorizations	29
4.1 Introducing Service Policy on Travel Authorizations	29
4.2 Selecting the Appropriate Travel Authorization	29
4.3 Creating a Travel Authorization	34
4.4 Approving a Travel Authorization	35
4.5 Making Changes to a Travel Authorization	36
4.6 Travel Funded by another Government Agency or a Non-Federal Source.....	38
Chapter 5: Transportation	40
5.1 Introducing Transportation Policy	40
5.2 Traveling To and From a TDY Location	41
5.3 Incurring Transportation Costs at Your TDY Location.....	52
5.4 Combining Official and Personal Travel	57
5.5 Completing a Cost Comparison	58
5.6 Documenting Interrupted Travel	60
5.7 Cancelling a Trip.....	60
Chapter 6: Lodging, Meals, and Incidental Expenses.....	62
6.1 Introducing Service Policy on Lodging, Meals, and Incidental Expense Reimbursement	62
6.2 Determining Eligibility for Per Diem	62
6.3 Using the Lodgings-Plus Method of Reimbursement	64
6.4 Using Other Per Diem Methods.....	72
6.5 Combining Official and Personal Travel	76
6.6 Understanding the Impact of Personal Travel Preferences on Per Diem Reimbursement	76
6.7 Documenting Interrupted Travel	76
Chapter 7: Employee Reimbursement	78
7.1 Introducing Service Policy on Employee Reimbursement	78
7.2 Creating a Travel Voucher.....	80
7.3 Reviewing and Approving a Travel Voucher	87
7.4 Making Changes to a Travel Voucher	88
7.5 Receiving Reimbursement	89
7.6 Understanding the Post-Audit Process	89

Chapter 8: Non-Employee Travel and Travel Arranger Responsibilities	91
8.1 Introducing Service Policy on Non-Employee Travel	91
8.2 Arranging TDY Travel	92
8.3 Conducting Invitational Travel	96
8.4 Other Methods of Non-Employee Reimbursement.....	97
Chapter 9: Extended Assignments	103
9.1 Introducing Service Policy on Extended Assignments	103
9.2 Determining Eligibility for Extended Assignment Reimbursement	103
9.3 Traveling to and from an Extended Assignment.....	104
9.4 Calculating Per Diem Reimbursement during an Extended Assignment	104
9.5 Documenting Extended Assignment Reimbursement	105
9.6 Documenting Interruptions to Extended Assignments.....	106
Chapter 10: International Travel.....	109
10.1 Introducing Service Policy on International Travel	109
10.2 Understanding the Role of FWS International Affairs	110
10.3 Government Passport and Visa Processes.....	110
10.4 Completing the Pre-Travel Approval Process / DTS Foreign Travel Package	111
10.5 Creating a Travel Authorization for International Travel.....	113
10.6 Booking International Travel	113
10.7 Submitting a Foreign Travel Package via DTS for Approval	115
10.8 Submitting a Travel Voucher for International Travel	115
Chapter 11: Emergency, Illness, Injury, or Death.....	118
11.1 Introducing Service Policy on Extenuating Circumstances	118
11.2 Dealing with an Emergency	118
11.3 Dealing with Illness or Injury	119
11.4 Handling the Death of an Employee in TDY Status	121
Appendix A: TDY Travel Terms	122
Appendix B: Concur Document Stamps and Pre-Audit Flags	129
Appendix C: Sample Documentation	134
Appendix D: TDY Travel Resources	161

A Memo from the Assistant Director of Business Management and Operations

To: Individuals conducting, coordinating, and approving Temporary Duty travel on behalf of the U.S. Fish and Wildlife Service

Temporary duty (TDY) travel plays an important role in helping the U.S. Fish and Wildlife Service (Service) fulfill its mission to conserve, protect, and enhance fish, wildlife, and plants and their habitats for the continuing benefit of the American people. The Division of Financial Management (DFM) wrote this handbook to capture guidance on the Service's TDY travel policies and our electronic travel system, Concur. Please take some time to familiarize yourself with this Handbook before conducting, coordinating, or approving your next official trip. It is the responsibility of every Service employee to comply with Federal travel regulations so that official travel is conducted in a responsible manner.

If you have any questions about the TDY travel process or this Handbook, please contact your Regional Federal Agency Travel Administrator (Regional FATA). [A complete list of the Regional FATAs is available on DFM's InsideFWS site](#); a list of other TDY resources available to assist you with booking and documenting travel is in Appendix D *TDY Travel Resources*.



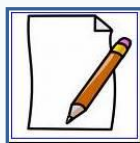
Paul Rauch

Assistant Director, Business Management and Operations

Guide to the Symbols in this Handbook:



Reference



Example



Hint

Chapter 1: Definitions and Responsibilities

This section will help you determine the answer to each of the following questions:

- ✓ How does temporary duty (TDY) travel differ from other types of official travel?
- ✓ How can an employee’s telework agreement impact eligibility for TDY travel allowances?
- ✓ What principles guide travelers conducting TDY travel on behalf of the U.S. Fish and Wildlife Service (FWS, Service)?
- ✓ Which groups of Service employees have responsibilities during the travel process?

1.1 Defining TDY Travel

All employees of the Service have a responsibility to understand the role that travel plays in supporting the Service's programs and mission. This Handbook provides guidance to individuals conducting TDY travel on behalf of the Service and other employees with travel-related responsibilities. Employees should be aware that all travel must be arranged, approved, conducted, and documented in accordance with the Federal Travel Regulation (FTR), Department of the Interior (DOI, Department) policy, and FWS policy.



This Handbook is intended as a guide to assist Service employees in understanding these regulations, and does not replace or supersede the regulations. Employees should contact their Regional Federal Agency Travel Administrators (Regional FATAs) for guidance on situations not covered in this Handbook or access the regulations directly using the following links:

- FTR - www.gsa.gov/federaltravelregulation
- DOI Travel Policy - <http://www.doi.gov//pfm/travel/index.cfm>
- FWS Service Manual Part 265 - <http://www.fws.gov/policy/manuals>
- FWS Travel and Transportation Delegations - 033 FW 15 - <http://www.fws.gov/policy/033fw15.html>

Before implementing any of the guidance in this Handbook, it is important to understand the definition of TDY travel and how it differs from other types of official travel. While this chapter includes guidance to help you distinguish among the different types of official travel, the Handbook as a whole only addresses TDY travel. Employees looking for guidance on local travel, a permanent change of station (PCS) move, or a temporary change of station (TCS) should consult other resources. The table below defines the types of official travel that individuals conduct on behalf of the Service and where employees can find guidance on each type of travel.

Table 1-1 - Types of Official Travel

Travel Type	Definition	Guidance
<i>TDY Travel</i>	<p>Official travel that is 50 miles or farther from both the employee's permanent duty station and commuting residence.</p> <p>Travelers are not eligible for TDY per diem reimbursement (lodging, meals, and incidental expenses) unless the trip duration is 12 hours or longer, including travel time.</p>	<p>Service Manual Part 265 and this Handbook</p>

Travel Type	Definition	Guidance
<i>Local Travel</i>	<p>Travel that does not meet the distance requirement for TDY travel, including government and commercial flights to locations fewer than 50 miles from the permanent duty station and commuting residence.</p> <p>Employees performing local travel use the Claim for Reimbursement for Expenditures on Official Business (SF-1164) to claim reimbursement for Privately Owned Vehicle (POV) mileage costs and the government travel card for all other expenses. They are not entitled to per diem reimbursement, regardless of trip duration.</p>	<p>Memos issued by the FWS Division of Financial Management:</p> <ul style="list-style-type: none"> • Procedures to Claim Reimbursement for Expenditures on Official Business for Local Travel • Distinguishing between TDY and Local Travel Entitlement • Using Government Charge Card for Local Travel
<i>PCS Travel</i>	<p>Travel required as part of an employee's permanent relocation from one official duty station to another, including house hunting trips and en route travel. This travel is not documented in Concur (see Section 1.1.2 for guidance on conducting TDY travel while en route to a PCS).</p>	<p>Service Manual Part 266 Employees on the Move (FWS PCS Handbook) DOI PCS Handbook</p>
<i>TCS Travel</i>	<p>Relocation to a new official station for a temporary period of six to 30 months while performing a long-term assignment and subsequent return to the previous official station after completing that assignment. A TCS is an alternative to remaining in TDY travel status for an extended period of time.</p>	<p>FTR Part 302-3, Subpart E</p>



Overseas Tour Renewal Agreement Travel (OTRAT) is a specific type of TDY travel that involves the employee and his / her immediate family returning home to the continental United States (CONUS), Alaska, or Hawaii between overseas tours of duty. The Department has determined that OTRAT is necessary for recruitment and retention of employees in a post of duty overseas or in a remote location such as Alaska and Hawaii. OTRAT should be documented in Concur using the same processes as other types of TDY travel; see the FTR for entitlements.

1.1.1 Impact of Telework on Travel Allowances

It is important that employees understand how their telework agreements impact eligibility for TDY allowances. Eligibility differs as follows, based on whether the permanent duty station documented on the employee's Notification of Personnel Action (SF-50) is his / her FWS worksite (office) or telework location (generally, residence). See 226 FW 4 and the DOI Telework Handbook (especially Section 13, Section 24, and Appendix 6). Appendix 6 states that the official worksite is where the employee would generally work if he / she did not have a telework agreement and was required to physically report at least twice each biweekly pay period.

If the employee's permanent duty station is the FWS worksite:

- The employee is not eligible to receive TDY or local travel reimbursement when reporting to the worksite, even on days that he / she reports when not regularly scheduled to do so.
- The employee is eligible for local travel reimbursement if travel to a temporary alternate site is within 50 miles of either the employee's commuting residence or permanent duty station. Employees must deduct their normal commuting costs from the reimbursement. For more information, see the February 23, 2009 DFM Memo M-0308 "[Procedures to Claim Reimbursement for Expenditures on Official Business for Local Travel and Other Expenses.](#)"
- The employee is eligible for TDY travel allowances if travel to a temporary duty station is 50 miles or more from both the employee's commuting residence and permanent duty station. The employee is not required to deduct his / her normal commuting costs from the TDY travel allowances unless he / she reports to the permanent duty station to perform work prior to departing on the TDY trip.

If the employee's permanent duty station is the telework location:

- The employee is eligible for local travel reimbursement if travel to a temporary alternate site is within 50 miles of the employee's telework location; this includes travel to a reporting Service office. The employee is not required to deduct any commuting costs from the reimbursement.
- The employee is eligible for TDY travel allowances if travel to a temporary duty station or the reporting Service office is 50 miles or more from the telework location (which may be the employee's residence). Offices may not limit TDY entitlements within a telework agreement when the employee's permanent duty station is the telework location.

Note that the Service does not have authority to pay for local or TDY travel expenses for travel to the reporting office if the telework agreement has expired. It is the employee's responsibility to check that the telework agreement is current and the SF-50 accurately reflects the permanent duty station.

1.1.2 TDY Travel En Route to a PCS

Employees must log all TDY travel in Concur, including TDY travel conducted while en route to a PCS. When an employee conducts TDY travel en route to a PCS, the trip must be noted as such in both the TDY and PCS authorizations. The key rule is that an employee cannot claim both PCS and TDY entitlements on the same day. Other guidance on completing en route TDY travel includes the following:

- When an employee drives 350 miles en route, he / she may either:
 - Claim the day as an en route PCS travel day. In this case, the employee cannot claim any TDY allowances for that day, even if he / she completed eight hours of work.
 - Claim the day as a TDY day if he / she completed a full day of work. In this case, the employee must use the per diem rate for the location where he / she spent the most time that day (i.e., cannot claim partial per diem in multiple locations).
- When an employee is authorized to spend a day completing work from a hotel (e.g., work on a PC), on a refuge, or from another FWS work location, it is a TDY day. The employee must spend at least half of the day working (not on leave) in order to claim TDY allowances.
- If an employee is driving en route to a PCS and conducts an official deviation to drive to a refuge or other FWS work location for TDY travel, the employee should consider which activity (driving en route or completing TDY duties) comprised the majority of the work day when deciding whether to claim TDY or PCS allowances. If the employee is driving a POV, he / she must use one rate for all mileage driven during the day. An employee traveling via POV should keep a log of each day's work or en route travel activities.
- If an employee is flying to a new permanent duty station within CONUS, the employee cannot count the travel as TDY, even if he / she works eight hours during the flight(s). En route PCS per diem will be paid at the standard CONUS rate if travel is within CONUS; if an employee is flying from Alaska or Hawaii to a PCS, per diem is paid at the locality rate of the new duty station.

1.2 Complying with Federal Travel Regulations

The chapters in this Handbook provide an overview of the TDY travel process from pre-travel authorization to post-travel voucher submission. Employees should consider the following basic principles of official travel when reading this Handbook and conducting TDY travel on behalf of the Service:

1. Official travel must be conducted in the most cost effective and efficient manner necessary to accomplish Government business.
2. The traveler must exercise the same care when incurring expenses on official travel that a prudent person would exercise if traveling at personal expense. This principle is known as the "prudent traveler rule."
3. The traveler must obtain authorization to travel in advance of all official travel, except in bona fide emergencies.

4. If the Service issues the traveler a government charge card with the travel business line (i.e., a travel card), the traveler must use the travel card to incur certain travel-related expenses, such as transportation and lodging.
5. The traveler must document all TDY travel arrangements, authorizations, and vouchers in the electronic travel system (Concur).



Travelers should also make an effort to reduce the environmental impacts of travel whenever practical. Reducing environmental impacts is not a sufficient justification for incurring additional travel costs, but travelers should take the following “green travel tips” into account and make environmentally-friendly travel choices when it is cost effective to do so.

- Eliminate travel or use technology in lieu of travel whenever possible;
- Plan multi-leg trips to decrease the amount of travel required to meet multiple objectives;
- Reduce luggage;
- Consider emissions when selecting among transportation vendors;
- Consider hybrid transportation options and emissions when selecting among equally-priced transportation vendors that comply with policy;
- Choose a lodging location that minimizes travel around the TDY site;
- Use public transportation, rideshare, or walk around the TDY location;
- Select green lodging when available under policy;
- Participate in hotel linen and recycling programs; and
- Turn off the lights, TV, and air conditioning when not in your hotel room.

1.3 Identifying Responsible Parties

There are several groups of Service employees that share responsibility for the TDY travel process. This section provides an overview of each group that participates in the travel process and which sections of the Handbook are particularly relevant to their roles. The participants are divided into the following groups:

- **Travelers** - Employees and non-employees¹ who conduct TDY travel on behalf of the Service.
- **Facilitators** - Travel Arrangers, Travel Reviewers, and Regional FATAs who assist travelers with the TDY travel process.
- **Approvers** - Supervisors, Regional Directors, Assistant Directors, and other officials who approve travel-related transactions (e.g., prior approval, authorizations, vouchers).

1.3.1 Travelers

Individuals conducting TDY travel on behalf of the Service are responsible for understanding Service policy on allowable travel costs and how to properly document a TDY trip using Concur. Chapters 4-7 provide guidance on the travel process. In addition, Chapter 8 includes specific guidance for invitational travelers (e.g., non-employees) conducting travel on behalf of the Service.

Travelers should reference the chapters listed below for guidance on specific aspects of the travel process:

- For guidance on obtaining a Concur user profile, see Chapter 2 - *Electronic Travel System*.
- For guidance on requesting pre-authorization to conduct official travel, see Chapter 4 - *Travel Authorizations*.

¹ Non-employees do not access Concur. Invitational travel, including that completed by volunteers and interviewees, is documented in Concur by Travel Arrangers on behalf of invitational travelers. Contractors may be required to travel in accordance with the FTR, but their travel is governed by the terms of their contracts and is not documented in Concur.

- For guidance on arranging transportation and documenting related expenses in Concur, see Chapter 5 - *Transportation*.
- For guidance on per diem entitlements and related actions in Concur, see Chapter 6 - *Lodging, Meals, and Incidental Expenses*.
- For information on identifying and attaching required receipts and documentation following the completion of a TDY trip, see Chapter 7 - *Employee Reimbursement*.
- For information on submitting a travel voucher in Concur for reimbursement of travel-related costs, see Chapter 7 - *Employee Reimbursement*.



This Handbook provides limited guidance on TDY travel that Service employees conduct in response to FWS emergencies (e.g., fire-related travel). Individuals conducting travel associated with mission-related emergencies should contact the program's Travel Arranger or Regional FATA for information on how this Handbook applies to their trips, and any supplemental policies that govern their travel. For example, an employee conducting fire-related travel should reference the Fire Management Handbook and contact his / her Regional Fire Program Administrator with any questions prior to travel.

1.3.2 Facilitators

Travel Arrangers, Travel Reviewers, and Regional FATAs all have important roles in assisting travelers during the TDY travel process.

Travel Arrangers may facilitate the travel process on behalf of either a Service employee or non-employee. Their responsibilities include documenting approval to travel, arranging transportation, creating travel vouchers, and uploading required documentation to Concur. Travel Arrangers should consult Chapters 4-7 to ensure they are adhering to Service policies regarding allowable travel-related costs and required approvals. In addition, Travel Arrangers should see Chapter 8 - *Non-Employee Travel and Travel Arranger Responsibilities* for information on their role in the travel process.

Travel Reviewers are employees who use their knowledge of Federal travel regulations and FWS accounting to review travel vouchers submitted by Service travelers. In offices that have a Travel Reviewer, all travel vouchers are routed to the Travel Reviewer when the traveler applies his / her electronic signature. The Travel Reviewer reviews the travel voucher; if the travel voucher includes an error, the Travel Reviewer requests that the traveler revise it. Once the Travel Reviewer is satisfied that the travel voucher is error-free, he / she stamps the voucher "Reviewed" and Concur routes it to the traveler's Approving Official. Travel Reviewers should reference Chapter 7 - *Employee Reimbursement* and the Travel Voucher Review Checklist in Appendix C *Sample Documentation*.

Regional FATAs assist travelers in obtaining Concur user profiles, perform administrative tasks in Concur, and run reports to meet management's needs. In addition, they provide employees with guidance on Regional and Service-wide travel policies, and are available to assist employees who encounter travel-related issues or must respond to reviewers during the post-audit process. Regional FATAs also assist with many administrative aspects of the travel process and contribute to resolving travel policy issues by escalating concerns to DFM leadership as necessary. Regional FATAs will find information throughout this Handbook and Service Manual Part 265 that they can use to help travelers understand the Service's policy on TDY travel.

1.3.3 Approvers

Several levels of Service officials approve different types of travel and related entitlements. The majority of TDY trips and entitlements are subject to approval by a supervisor one level above the traveler. In this Handbook, a supervisor who meets this requirement is given the title "Approving Official." This Handbook includes guidance that will assist Approving Officials in completing their travel responsibilities. Approving Officials should reference the chapters listed below for guidance on specific aspects of the travel process:

- For information on approving Trip-by-Trip Authorizations and discretionary entitlements, see Chapter 4 - *Travel Authorizations*; Chapter 5 - *Transportation*; and Chapter 6 - *Lodging, Meals, and Incidental Expenses*.
- For information on reviewing travel vouchers, see Chapter 7 - *Employee Reimbursement* and the Travel Voucher Review Checklist in Appendix C *Sample Documentation*.
- For a list of resources to reference when assisting an employee with a travel-related issue, see Appendix D *TDY Travel Resources*.



One of an Approving Official's most important responsibilities is approving travel documentation in Concur. See Chapter 2 - *Electronic Travel System* and [Service Manual Chapter 033 FW 15](#) for additional information about approval levels for TDY entitlements and how to use Concur to approve employees' TDY travel.

Higher Levels of Approval

Some travel-related entitlements are subject to approval at a higher level within the Service or the Department. Chapters 4-11 include additional guidance on these responsibilities, as well as the approval process and timeline for each discretionary entitlement approved at a higher level. Some of the members of FWS and DOI leadership who are responsible for reviewing discretionary entitlements include the following:

- **Supervising FWS Directorate Members (Regional Directors / Assistant Directors)** - Approve travel at Government expense for employees' immediate family members when authorized by law, such as for awards ceremonies, emergency evacuation due to natural disaster, and funerals; per diem above the 55% rate for extended assignments; lodging at 151-300% of the authorized per diem rate for a TDY location; M&IE over 100% of the authorized per diem rate for a TDY location; use of business class transportation accommodations; and per diem within 30-50 miles of an individual's permanent duty station. For the purposes of this Handbook and TDY travel policy, the Chief, Office of Law Enforcement (OLE) shares this level of authority.
- **FWS Director** – Issues Unlimited Open Travel Authorizations, as appropriate.
- **DOI Assistant Secretary - Policy, Management, and Budget (PMB)** – Approves use of first class transportation accommodations and per diem within 30 miles of an individual's permanent duty station or commuting residence.

Chapter 2: Electronic Travel System

This section will help you determine the answer to each of the following questions:

- ✓ What is the electronic travel system?
- ✓ How can a traveler obtain a Concur user profile?
- ✓ Who is responsible for ensuring that TDY travel is documented in Concur?
- ✓ What actions must be completed in Concur for each TDY trip?

2.1 Introducing Service Policy on the Electronic Travel System

The Service has a responsibility to the Department and all taxpayers to ensure that its employees conduct cost effective travel in accordance with Federal travel regulations. In 2013, the Service implemented a new electronic travel system called Concur to support effective management of its TDY travel program. Concur provides travelers with an interface to plan and document TDY travel, and provides FWS management with insight into Service-wide TDY travel and associated costs. Every Service employee has a responsibility to understand Concur and use it to complete required activities during the TDY travel process.



Travelers may hear the Service's electronic travel system referred to as Concur Government Edition, CGE, or Concur. All three terms refer to the same system; this Handbook uses the term Concur.

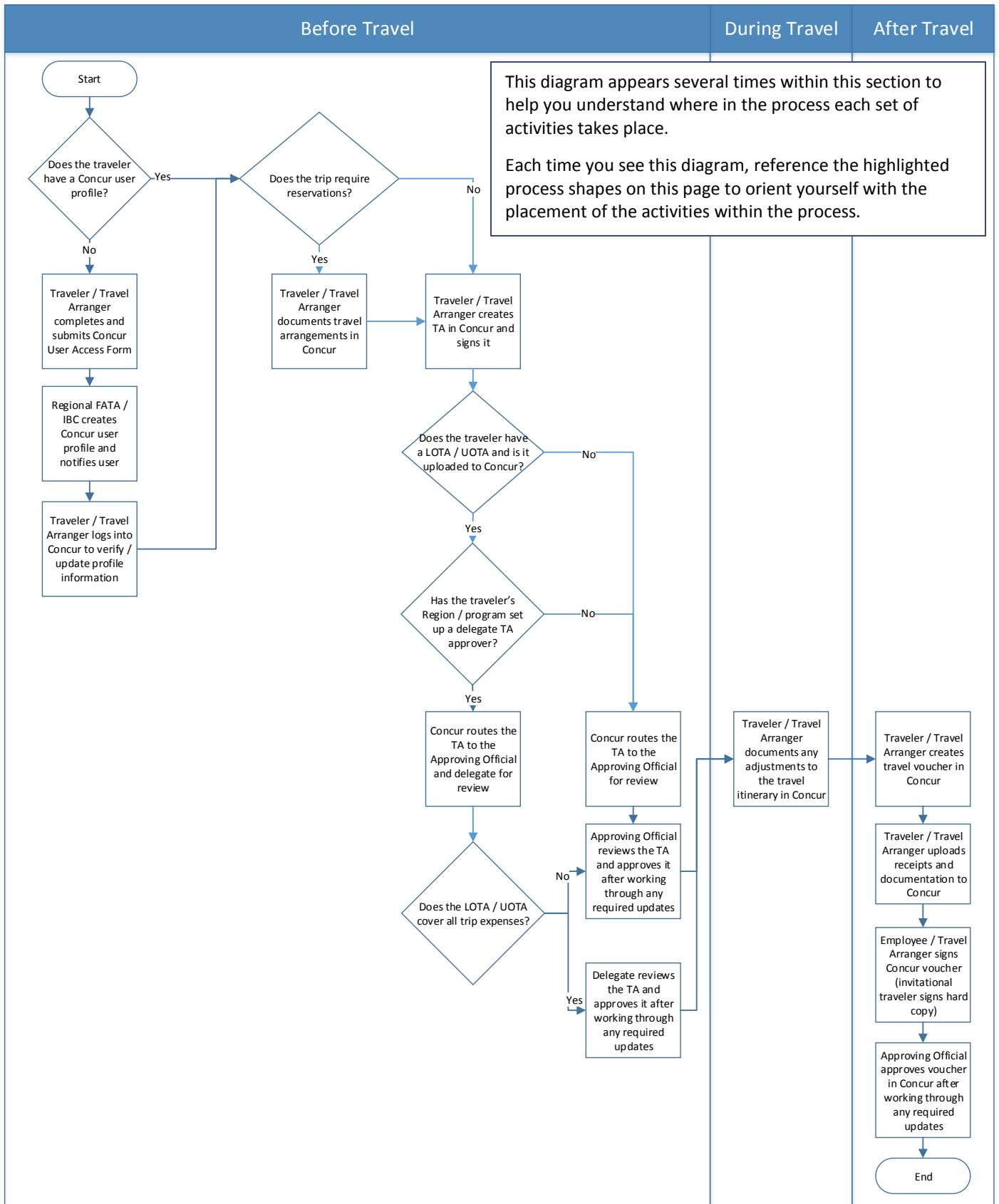
The Service uses Concur as the official system of record of all TDY travel. Each TDY trip conducted by a Service employee or conducted by a non-employee on behalf of the Service must be captured in a record in Concur, with the exception of contractors' travel. The Concur record must include authorization to conduct travel, a list of expenses incurred as a result of the trip, and required receipts and supporting documentation.

Service travelers should be aware that the Service uses Concur to document TDY travel only. PCS travel, TCS travel, and local travel are documented outside of Concur. In addition, it is important for all Service employees to understand that Concur is the means to track travel authorizations, related approvals, and expenses. The system does not confer the authority to approve or incur expenses. Authority to approve and incur expenses is conferred as laid out in the FTR, DOI policy, and FWS policy. All Service employees must be aware of the actions that travel policy authorizes them to take, and seek all required approvals prior to completing travel-related actions in Concur. For example, an employee is able to reserve a rental car in Concur at any time. However, the employee is not authorized to incur the rental car expense until he / she receives approval from an Approving Official. Similarly, Concur allows travelers to locate and book transportation and lodging options that exceed those allowable under Service policy (e.g., rental car upgrade, hotel with a nightly rate that exceeds the maximum allowable rate for the location). While the system will not prevent the reservation of such items, Service travelers must obtain specific pre-authorization to incur these expenses, as an exception to Service policy, in order for the costs to be allowable.

2.2 Understanding Concur Roles and Responsibilities

Several groups share responsibility for ensuring that TDY travel is documented accurately in Concur. The activities that Service employees must complete in Concur can be divided into those completed before a TDY trip, during a TDY trip, and following the completion of a TDY trip. The diagram on the following page is a graphical representation of the activities that Service employees are required to complete to document TDY travel in Concur. This section includes further guidance on these activities and references to other chapters in this Handbook where you can find detailed explanations of the Service policy on each topic.

Figure 2-1 - Required Actions in Concur



2.2.1 Responsible Parties

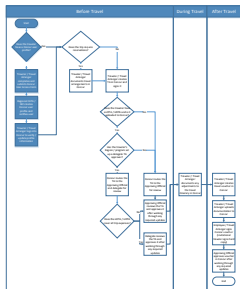
It is important for Service employees to understand the groups that share responsibility for completing required tasks in Concur. The groups listed below work together to ensure TDY travel is documented accurately in the system.

- **Travelers / Travel Arrangers** are responsible for documenting all TDY travel in Concur, as follows:
 - Staff members arrange and document their own travel in Concur.
 - Senior Officials (e.g., Director, Regional Directors, Assistant Directors) generally have Travel Arrangers coordinate travel on their behalf.
 - Non-employees may not log into Concur; Travel Arrangers coordinate travel on their behalf.
- **Travel Reviewers** are responsible for accessing Concur to review travel vouchers.
- **Approving Officials** are responsible for accessing Concur to review travel documentation (i.e., authorizations, vouchers, supporting documentation) and grant approval for employees to incur allowable travel-related costs.
- **Regional FATAs** assist travelers with obtaining user profiles, perform administrative tasks in the system, provide guidance to Regional Concur users, and run reports from the system to meet management needs.
- The **Interior Business Center (IBC)** assists travelers / Travel Arrangers with Concur technical issues, manages travel advances, processes manual travel payments, and audits travel documentation.



Regional policy dictates whether travelers should contact the Regional FATA or IBC for assistance with different types of travel-related issues. Information on when and how to contact IBC for Concur assistance is in Appendix D *TDY Travel Resources*.

2.2.2 Establish a Concur Profile



Any individual conducting TDY travel on behalf of the Service or arranging travel on behalf of a Service traveler must obtain a Concur user profile. The vast majority of Service travelers are expected to access Concur at some point in the TDY travel process. Even when a Service employee is assigned a Travel Arranger to coordinate his / her travel, the employee must still log into Concur to sign his / her own travel vouchers. Non-employees and some seasonal employees without fws.gov email addresses are exempt from the requirement to log into Concur; Travel Arrangers follow a manual process to document these individuals' certification of travel documentation because they are not permitted to access the system.

Regardless of who will access Concur on behalf of the traveler, a profile must be set up in the traveler's name. The traveler, Travel Arranger (if applicable), Regional FATA, and DOI / IBC travel helpdesks work together to complete the Concur User Access Form and establish the traveler's Concur profile. Generally, the responsible parties complete the process by following the steps listed below.

Step 1: Concur user completes and submits the Concur User Access Form.

The first step in the process is for the Concur user to obtain the Concur User Access Form and complete all required sections of the form. The Concur User Access Form is available on the DFM Concur Forms site on InsideFWS (<https://inside.fws.gov/index.cfm/go/post/dfmConcurForms>); a sample Concur User Access Form is included in Appendix C *Sample Documentation*. Staff members who will arrange their own travel in Concur should work with their Administrative Officers to complete all applicable sections of the form. Travel Arrangers should assist their travelers with the required sections of the form. Home phone numbers, personal email addresses, charge card information, and Transportation Security Administration (TSA) Secure Flight information (gender, date of birth) should not be listed anywhere on the form.

Each traveler / Travel Arranger must take care to select the appropriate role(s) for the Concur user from Section B of the Concur User Access Form. The profile's role(s) determines what actions the user will be able to take in the system; the primary functionality associated with each role is outlined in the following table.

Table 2-1 - Roles on Concur User Access Form

Role	Functionality
Federal Traveler	Enables user to create his / her own travel documentation and request travel reservations.
Federal Supervisory Travel Approver	Enables user to review and / or approve travel documents.
Federal Travel Arranger	When accompanied by appropriate group access, enables the user to create travel documentation and request travel reservations on behalf of another traveler (e.g., invitational traveler, Regional Director, Assistant Director).
T-Enter Authority	When accompanied by appropriate group access, enables the Federal Travel Arranger to sign Concur vouchers on another traveler’s behalf.

The traveler / Travel Arranger must submit the completed Concur User Access Form in accordance with Regional policy – either by providing it to the Regional FATA or submitting it directly to the Customer Service Center at travel_helpdesk@ios.doi.gov. The traveler / Travel Arranger must include a valid Employee Identification Number (EIN) or Financial and Business Management System (FBMS) vendor number on the form. This eight-digit identifier is assigned during the payroll process for employees and by completing the FBMS Vendor Request Form (available on the [DFM Concur Forms site](#)) for non-employee invitational travelers. Forms without a valid EIN / FBMS vendor number will be returned.



A Travel Arranger who does not personally conduct travel on behalf of the Service must still obtain a Concur user profile in order to fulfill his / her role in the TDY process. Travel Arrangers who fall into this category should follow Regional policy when completing *Section C: Expense Information* on the Concur User Access Form.

Step 2: DOI / IBC travel helpdesk creates the Concur profile record; Regional FATA adds group access.

After the traveler / Travel Arranger submits the Concur User Access Form, the DOI or IBC travel helpdesk, depending upon Regional policy, creates a Concur user profile in the system. The helpdesk enters the information provided on the Concur User Access Form into the shell of the profile and notifies profile requestor when the profile is available. The requestor then coordinates with the Regional FATA, who must assign the Concur user profile to the appropriate groups within the system. A user’s membership in a group links his / her profile to a program, Region, duty station, etc. for the purposes of travel approvals, reporting, and account administration. All of the Service’s Concur groups start with “DOIF”; “DOI” for the Bureau’s location within the Department of the Interior, and “F” to represent that it is a Fish and Wildlife Service group. From there, each Region / program determines the number of groups that it uses to administer Concur and the naming convention assigned to each. Some Concur users may be assigned to only two groups – the general “DOIF” group and his / her home Region or program’s group. Other Concur users will be assigned to multiple groups to enable more granular Regional / program reporting. Employees should contact their Regional FATAs with questions about group assignments.

Step 3: User logs into Concur (FWS employees only).

After the Regional FATA adds the appropriate group access to the Concur user profile, he / she will notify the user or Travel Arranger that the profile is available by using a system-generated email or sending a personalized email to the user. The employee must use the username and temporary password in the email to log into Concur at <https://cge.concursolutions.com/>. The user will be prompted to set up a permanent password and security question upon initial login. As a reminder, a Travel Arranger should book travel for another traveler by searching for the traveler’s profile, not logging in as the traveler.



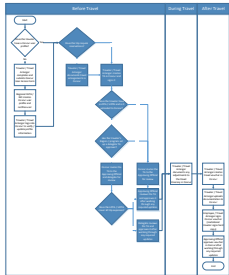
The temporary password provided in the “welcome” email expires after one week. Log into Concur as soon as possible after receiving the notification to avoid issues associated with an expired temporary password. If the temporary password expires, the traveler should contact his / her Regional FATA for a password reset.

The traveler / Travel Arranger will not be able to make travel arrangements in the system if there is information missing from the traveler's user profile (e.g., gender or date of birth under TSA Secure Flight information, phone number, government charge card number). When the traveler / Travel Arranger submits a travel reservation request, he / she will be prompted to review the profile information and complete any missing items. The traveler / Travel Arranger should not attempt to circumvent or exit this prompt. Instead, the traveler / Travel Arranger should take a few minutes to review the information in the profile and complete any required updates, including verifying or updating the government charge card number included in the profile. Remember that only government charge card information should be entered in Concur, not personal charge card information. If a traveler needs to use a personal charge card to cover TDY travel-related costs, the traveler should call the Travel Management Center (TMC) and provide the card number over the phone.



See Chapter 5 - *Transportation* for additional information about TSA Secure Flight requirements and how to update this information in a Concur user profile.

2.2.3 Make Travel Reservations and Document Authorization to Travel in Concur



The traveler / Travel Arranger must document all travel arrangements in Concur in order for the Service to cover the cost of the travel-related expenses. Generally, travelers are required to book transportation, reserve lodging, and arrange other travel-related expenses either by using the Concur search tools or by contacting the TMC for booking assistance. In cases where it is acceptable to book transportation or lodging directly with a vendor (e.g., bus ticket), the traveler / Travel Arranger is responsible for adding the expense to the record in Concur and for modifying or cancelling reservations made outside of Concur as necessary.

The screenshot on the following page illustrates how to populate some of the fields required during an initial reservation search in Concur.

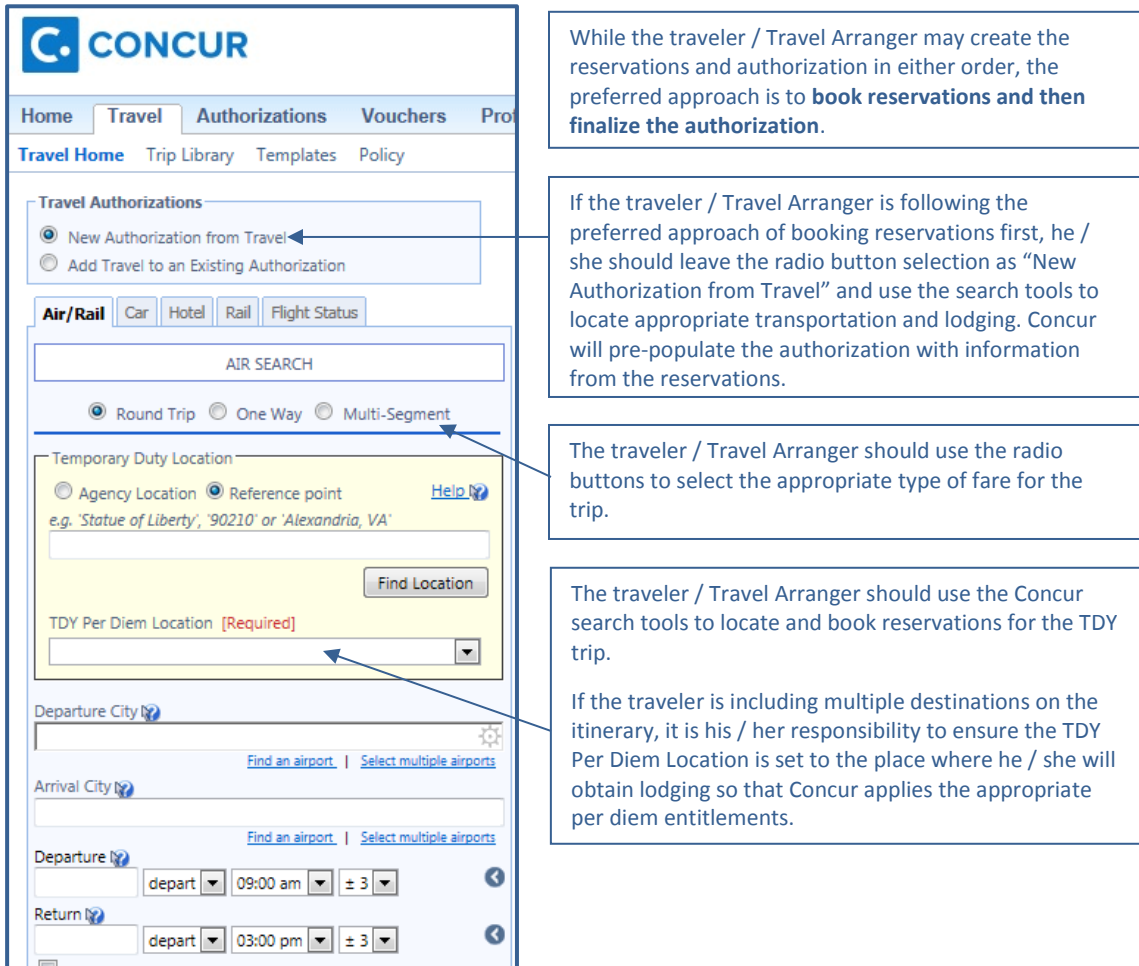


If a traveler is unable to locate or book reservations in Concur, he / she may contact the Service's TMC for assistance in creating an itinerary. As of publication of this Handbook, the Service's TMC is comprised of two vendors: Duluth Travel Services for travelers located in CONUS and El Sol for travelers located outside of the continental United States (OCONUS) in the Pacific area (Alaska, Hawaii, Guam, and the Pacific Islands). The TMC vendor that each traveler should use is based on the work location associated with his / her government charge card, not the destination for a specific TDY trip (e.g., a traveler based in Texas always calls Duluth Travel Services, even when booking travel to Alaska). In the remainder of this Handbook, we use the term TMC to refer to both vendors.

Both TMC vendors are available at 1-855-847-6398. When navigating the phone menu, CONUS travelers should select Option 2; travelers with a work location in Alaska should select Option 3; and travelers with a work location in Hawaii, Guam, or the Pacific Islands should select Option 4.

The TMC charges higher fees to assist with booking travel and adjusting reservations than those associated with self-service booking through Concur. Be a prudent traveler – make your own travel reservations in Concur whenever possible.

Figure 2-2 – Travel Home Screen in Concur



The screenshot shows the Concur Travel Home screen. At the top, there are navigation tabs: Home, Travel, Authorizations, Vouchers, and Profiles. Below this, there are sub-tabs: Travel Home, Trip Library, Templates, and Policy. The main content area is titled "Travel Authorizations" and contains two radio buttons: "New Authorization from Travel" (selected) and "Add Travel to an Existing Authorization". Below this are tabs for "Air/Rail", "Car", "Hotel", "Rail", and "Flight Status". The "AIR SEARCH" section includes radio buttons for "Round Trip" (selected), "One Way", and "Multi-Segment". The "Temporary Duty Location" section has radio buttons for "Agency Location" and "Reference point" (selected), with a "Find Location" button. Below this is a "TDY Per Diem Location [Required]" dropdown menu. The "Departure City" and "Arrival City" sections each have a "Find an airport" and "Select multiple airports" link. The "Departure" and "Return" sections each have a "depart" dropdown, a time selector (09:00 am and 03:00 pm respectively), and a "± 3" dropdown.

While the traveler / Travel Arranger may create the reservations and authorization in either order, the preferred approach is to **book reservations and then finalize the authorization.**

If the traveler / Travel Arranger is following the preferred approach of booking reservations first, he / she should leave the radio button selection as “New Authorization from Travel” and use the search tools to locate appropriate transportation and lodging. Concur will pre-populate the authorization with information from the reservations.

The traveler / Travel Arranger should use the radio buttons to select the appropriate type of fare for the trip.

The traveler / Travel Arranger should use the Concur search tools to locate and book reservations for the TDY trip.

If the traveler is including multiple destinations on the itinerary, it is his / her responsibility to ensure the TDY Per Diem Location is set to the place where he / she will obtain lodging so that Concur applies the appropriate per diem entitlements.



See Chapter 5 - *Transportation* for guidance on booking transportation reservations in compliance with Service policy. See Chapter 6 - *Lodging, Meals, and Incidental Expenses* for guidance on reserving lodging in compliance with Service policy.

The traveler / Travel Arranger must create a travel authorization in Concur for each TDY trip conducted on behalf of the Service. The traveler / Travel Arranger must submit a travel authorization in Concur even if the TDY trip will be formally authorized under a Limited Open Travel Authorization, Unlimited Open Travel Authorization, or hard copy Trip-by-Trip Authorization (DI-1020). Generally, a traveler / Travel Arranger starts a new trip record in Concur by booking travel reservations (e.g., airfare, hotel) and then finalizing the authorization associated with the itinerary. In this case, Concur directs the traveler / Travel Arranger to provide basic trip information as part of confirming reservations, and pre-populates a draft travel authorization based on the reservations. If the traveler / Travel Arranger needs to create an authorization that does not include reservations, he / she may do so by selecting the Authorizations tab from the Concur Home screen, selecting “New Authorization,” and selecting “Authorization” from the Document Type list to access the Document Information screen. In either case, the traveler is responsible for ensuring that the record in Concur includes accurate and complete information related to the trip type, purpose, and duration.

Designating Trip Purpose and Type

It is important to select the correct trip purpose and type codes in Concur, as these fields influence the document routing and approval processes. This information is presented to the traveler in different screens, based upon

whether the traveler books reservations or creates an authorization without reservations, as illustrated in the screenshots that follow.

Figure 2-3 – Populating Basic Trip Information in Concur | Trip Booking Information Screen

Figure 2-4 – Populating Basic Trip Information in Concur | Document Information Screen

Document Information

Document Information | Trip Information

Document Type: Authorization

Document Name: TANUM000008F9

Date: 07/14/2015

Document ID: TANUM000008F9

Document Name: Concur Training in Albuquerque

Sponsored Travel

Currency: U.S. Dollar

Type Code: TRIP BY TRIP

Document Detail: CONFERENCE ATTENDANCE, EMPLOYEE EMERGENCY, MISSION (OPERATIONAL), RELOCATON, SITE VISIT, SPECIAL AGENCY MISSION, TRAINING ATTENDANCE

Select the Trip Purpose that most closely matches the official purpose of the TDY trip; most travel conducted by FWS employees can be classified as MISSION (OPERATIONAL). Use the Document Detail text box directly below the drop-down menu to provide additional detail on the purpose of the trip.

For the Trip Purpose field, the traveler / Travel Arranger should select the option that most closely matches the official purpose of the TDY trip and use the Trip Description or Document Detail text box to add any notes required to explain the selection. The options for trip purpose are as follows:

- **Conference Attendance** - Participation at a conference either as an attendee or presenter; conference travel may never be authorized under a Limited Open / Unlimited Open Travel Authorization. This includes conferences hosted by FWS and non-FWS activities. The traveler must also complete the conference attendance approval process, which is governed by DOI policy.
- **Employee Emergency** - Select this option only in the case of a bona fide emergency when the traveler did not obtain pre-travel authorization due to the urgency of the need to travel. The Service approves emergency travel without pre-authorization on a case-by-case basis. This trip purpose is reserved for mission-related emergencies, not personal emergencies such as illness.
- **Mission (Operational)** - Travel to fulfill official duties in support of the Service’s mission; the majority of TDY travel by FWS employees falls into this category, including internal Service meetings that do not meet the conference criteria.
- **Relocation** - Pre-authorized travel associated with a PCS; travelers use this option only when directed to do so by a PCS Coordinator. This is for OCONUS to CONUS tour renewal travel for the employee and dependents only, not for PCS-related house hunting trips or en route travel.
- **Site Visit** - Do not select this option unless specifically instructed to do so by a supervisor or Regional FATA.
- **Special Agency Mission** - Do not select this option unless specifically instructed to do so by a supervisor or Regional FATA. This code is used for travel to perform duties outside of normal job duties, such as a one-time project requested by a Directorate member or the Department.
- **Training Attendance** - Travel to attend a training session directly tied to job duties; training-related travel may never be authorized under a Limited Open / Unlimited Open Travel Authorization.

For the Type Code field, in the vast majority of cases, travelers should select “Trip-by-Trip” from the list. **Even if the traveler is conducting a trip where all expenses are covered under a Limited Open or Unlimited Open Travel Authorization, the traveler should select “Trip-by-Trip.” FWS travelers are not authorized to use the “Limited Open” type code in Concur.** Travel Arrangers should select “Invitational Travel” when creating an authorization on

behalf of an invitational traveler. Travelers / Travel Arrangers should only select “Tour Renewal Travel” when the employee is traveling from OCONUS to CONUS at the beginning or end of a TCS or PCS, and the PCS Coordinator has authorized the use of this trip type.

Designating / Confirming Trip Duration

A traveler is only eligible to claim per diem reimbursement when his / her TDY trip meets both of the following criteria:

- The traveler is in TDY status for longer than 12 hours.
- The TDY location is 50 miles or farther from the traveler's commuting residence and official duty station. In limited circumstances, the distance requirement can be lowered to 30 miles (e.g., severe weather); see Chapter 6 - *Lodging, Meals, and Incidental Expenses* for additional information on allowable exceptions.

It is critical that the traveler / Travel Arranger document the appropriate trip length when creating a travel itinerary in Concur, in order to ensure that the trip includes only allowable per diem entitlements. Concur includes the following options for trip length:

- **Multi-Day** - The traveler / Travel Arranger should use this option when the trip is longer than 24 hours in duration.
- **>12-24 Hours - With Lodging** - The traveler / Travel Arranger should use this option when the trip is between 12 and 24 hours in duration, and the traveler qualifies for lodging in addition to meal and incidental expense (M&IE) allowances.
- **>12-24 Hours - No Lodging** - The traveler / Travel Arranger should use this option when the trip is between 12 and 24 hours in duration, and the traveler qualifies only for M&IE allowances.
- **12 Hours or Less** - The traveler / Travel Arranger should use this option when the trip is 12 hours or less in duration; the traveler does not qualify for per diem reimbursement.



The “12 Hours or Less” option for trip duration is rarely used, as most TDY travel is longer than 12 hours in duration. When a trip is less than 12 hours in duration, the traveler does not need to log it in Concur when it is routine travel via government vehicle, aircraft, or as a passenger in a POV and meets all of the following criteria:

- The traveler is not claiming reimbursement for any expenses;
- The only centrally billed expense is fuel purchased with a fleet card for a GOV or government plane;
- The traveler has a LOTA that covers the routine travel location(s). Note that, for travel purposes, the permanent duty station must be a street or building address. A large refuge cannot be designated in its entirety as an employee’s permanent duty station; regular travel to locations within a refuge that are 50 miles or more from the permanent duty station address would constitute routine TDY travel.
- Regional or local policy allows employees to complete routine travel without Concur authorizations.

Routine travel is generally travel that occurs at least once a week; Regions may develop their own definitions of routine travel when trips are 50 miles or farther but under 12 hours in duration. All TDY travel by airline, train, boat, bus, rental car, and as the driver of a POV must be logged in Concur.

When logging a trip under 12 hours in duration in Concur:

- The traveler should select the “12 Hours or Less” option for Trip Duration to omit per diem line items from the Expenses tab.
- If the traveler will not receive any reimbursement and there are no individually or centrally billed charges (except for fuel purchased on a fleet card), the traveler should stamp the authorization “No Claim” to avoid the \$14.75 travel authorization / vouchering (TAV) fee.
- If the traveler needs to cancel the trip, he / she should attempt to apply the “Cancelled” stamp. If the “Cancelled” stamp cannot be applied because Concur thinks there are reservations associated with the authorization, a Regional FATA can apply the "Invalid" stamp.

The traveler is responsible for confirming that Concur has populated the appropriate trip duration and per diem entitlements in a draft authorization created from a travel itinerary. If the traveler is creating an authorization without reservations, he / she must select the appropriate trip duration in the Trip Information tab of the Document Information screen, as pictured in the screenshot that follows.

Figure 2-5 - Document Information Screen | Trip Information Tab in Concur; Trip Duration

Document Information | **Trip Information**

Trip No 1 Allow changes to reservations to shorten this trip

Depart From RES, Depart Selection RES,

Return To RES, Return Selection RES,

Trip Duration 12-24 hrs no lodging Trip Begin Date 02/12/2016 Trip End Date 02/12/2016

Comments

Itinerary Locations

Arrival Date, Departure Date, and Itinerary Location are required for each location specified. At least one location is required.

Row	Delete	Arrival Date	Departure Date	Itinerary Location
1		02/12/2016 <input type="text"/>	02/12/2016 <input type="text"/>	ALBUQUERQUE,NM <input type="text"/>



It is the traveler's responsibility to confirm trip duration so that he / she receives lodging and M&IE entitlements only when they are pre-authorized and appropriate. See Chapter 6, Section 6.3.3 *Calculating Per Diem Reimbursement Using the Lodgings-Plus Method* for information on adjusting per diem entitlements in Concur.

Documenting Pre-Authorization to Travel

It is the responsibility of the traveler / Travel Arranger to ensure that the traveler obtains formal pre-authorization from an Approving Official prior to incurring any costs associated with a TDY trip, except in the case of a bona fide emergency. The formal authorization to travel differs, depending upon whether the traveler has a Limited Open / Unlimited Open Travel Authorization, whether the blanket authorization covers all trip expenses, and who approves the traveler's documentation in Concur.

If the traveler does not have a Limited Open or Unlimited Open Travel Authorization, Concur routes all of the traveler's authorizations to his / her supervisor for review and approval. The traveler's reservations will not be ticketed until the traveler's supervisor logs into Concur and electronically approves the authorization. In this case, the formal authorization to conduct TDY travel is the **Concur travel authorization that the supervisor signs electronically**.

If the traveler has a Limited Open or Unlimited Open Travel Authorization:

- The traveler's Region / program may still elect to route all authorizations to an Approving Official for review and approval, making the **Concur travel authorization that the supervisor signs electronically** the official record of approval to travel.
- At Regional / program discretion, the traveler may add a delegate approver (e.g., management assistant, Travel Arranger) as an approver for Concur travel authorizations where all expenses are covered by the Limited Open / Unlimited Open Travel Authorization. In this case, each travel authorization is routed to both the supervisor / delegate for approval. It is the delegate approver's responsibility to understand which expenses are covered under the Limited Open / Unlimited Open Travel Authorization and only approve Concur authorizations that are within these limits. The formal authorization to conduct TDY travel differs as follows:

- The **Limited Open / Unlimited Open Travel Authorization that the traveler uploads to Concur** when all expenses and entitlements are covered under the blanket authorization and the Concur travel authorization is approved by the delegate approver.
- The **Concur travel authorization that the supervisor signs electronically** when the trip includes one or more expenses or entitlements not covered by the Limited Open / Unlimited Open Travel Authorization.
- The **Limited Open / Unlimited Open Travel Authorization and supplemental approval that the traveler uploads with the receipt packet** in limited situations when one or more expenses or entitlements is not covered by the Limited Open / Unlimited Open Travel Authorization and the Approving Official cannot access the system to review the Trip-by-Trip Authorization.



In limited cases, Directorate members may have their Concur approvals routed so that all travel authorizations go to a delegate approver, rather than an Approving Official. In these cases, it is the traveler's responsibility to obtain supervisory approval on a hard copy Trip-by-Trip Authorization for any trip type not covered under a Limited Open / Unlimited Open Travel authorization (e.g., conference-related travel) and to upload this hard copy authorization as part of the Concur receipt packet.

Adding a New Location

On occasion, the travel itinerary that the traveler / Travel Arranger creates in Concur must be updated to add a new location. Service policy requires that the traveler / Travel Arranger make this change in the travel authorization, regardless of the timing of the change. New locations cannot be added directly to a travel voucher; if the traveler needs to add a location after the travel authorization is approved, he / she must amend the authorization.

In order to add a new location, the traveler / Travel Arranger must log into Concur, open the most recent version of the travel authorization, navigate to the Trip Information tab within the Document Information screen, and add the location, as explained below. Please note that it is the traveler's responsibility to verify all per diem entitlements and ensure that the Concur travel itinerary includes only allowable expenses. When conducting travel around a city and its suburbs, the traveler is not required to amend the travel authorization to note different locations within the same metro area if the per diem rates are the same (e.g., switching from a hotel in Alexandria, VA to one in Bethesda, MD does not require amending the authorization, since both are in the DC Metro area and have the same per diem rate).

Figure 2-6 - Document Information Screen | Trip Information Tab in Concur; Adding a Location

The screenshot shows the Concur interface for a travel authorization document. The top navigation bar includes tabs for Summary, Profile, Group, General, Expenses & Receipts, Exceptions, Accounting, Totals, Confirmation, and Perform Pre-Audits. The main content area is titled "Document Summary for TANUM000008FB". Below this, there are sections for "Traveler Details", "Group Travelers", "Document Information", and "Reservation Details". The "Document Information" section is expanded, showing a table with columns for Location Purpose, Location, From, To, and Per Diem Rates. The table contains one row: MISSION (OPERATIONAL), ALBUQUERQUE, NM, 02/09/16, 02/09/16, 83.00 / 46.00 (10/01/13-12/31/49). A callout box with an arrow pointing to the "Document Information" link contains the text: "The Document Summary pane displays the current start date, end date, and TDY locations associated with the trip. Click on the Document Information link to access and update the trip locations."

Document Information | **Trip Information**

Trip No: 1 | Add Trip | Allow changes to reservations to shorten this trip:

Depart From: RES: | Depart Selection: RES: | Return To: RES: | Return Selection: RES: | Trip Duration: 12-24 hrs no lodging | Trip Begin Date: 02/09/2016 | Trip End Date: 02/12/2016

Itinerary Locations

Row	Delete	Arrival Date	Departure Date	Itinerary Location	Purpose
1	X	02/09/2016	02/09/2016	ALBUQUERQUE, NM	MISSION (OPERATIONAL)
2		02/09/2016	02/12/2016	SANTA FE, NM	MISSION (OPERATIONAL)
3					
4					
5					

Callout 1: In this example, the addition of the Santa Fe leg to the trip means that travel now spans multiple days. Concur does not update the Trip Duration to "multiple days" until the user saves changes. The user may manually adjust the field prior to saving if desired.

Callout 2: Use the red "X" in the "Delete" column to remove a location; populate the next available row to add a location.

Callout 3: Click the "Save Changes" button to update the authorization. Saving changes does not automatically re-route the authorization for approval.

Buttons: Save Changes | Cancel | Reset Per Diem

Document Summary for TANUM00008FB

Traveler Details

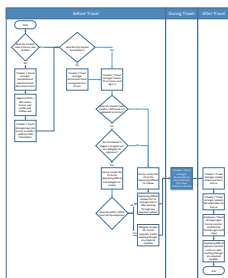
Group Travelers

Document Information | TA Num: TANUM00008FB | Currency: U.S. Dollar

Location Purpose	Location	From	To	Per Diem Rates
MISSION (OPERATIONAL)	ALBUQUERQUE, NM	02/09/16	02/09/16	83.00 / 46.00 (10/01/13-12/31/49)
MISSION (OPERATIONAL)	SANTA FE, NM	02/09/16	02/12/16	94.00 / 71.00 (10/01/14-12/31/49)

Callout: Returning to the Summary tab after saving, the new location now appears in the Document Information section of the Document Summary.

2.2.4 Adjust the Travel Itinerary during TDY Travel



In some cases, a traveler may encounter a situation that requires an adjustment to his / her travel itinerary during a TDY trip. The traveler may adjust his / her travel itinerary during a TDY trip or seek assistance from a Regional FATA as needed. In addition, if a traveler is assigned a Travel Arranger, the Travel Arranger may make required adjustments to the itinerary on behalf of the traveler. Some changes will require contacting the TMC (e.g., airline reservations that require adjustment and re-ticketing). If cancelling a trip fewer than 72 hours from departure, the traveler / Travel Arranger must call the TMC to cancel the reservations and then stamp the authorization "Cancelled" in Concur.

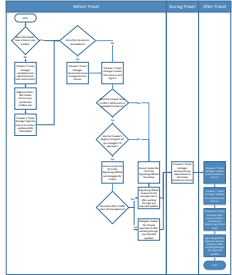
This Handbook includes guidance on how a traveler / Travel Arranger may adjust a travel itinerary in each of the following situations:

- **Interrupted travel** - See Chapter 5, Section 5.6 *Documenting Interrupted Travel* for information on adjusting transportation arrangements for official deviations and Chapter 6, Section 6.7 *Documenting Deviated and Interrupted Travel* for information on adjusting per diem entitlements in these circumstances.

- **Personal emergency, incapacitating illness, or injury** - See Chapter 11 - *Emergency, Illness, Injury, or Death* for information on adjusting travel plans in these circumstances.

It is the responsibility of the traveler / Travel Arranger to ensure that all adjustments to the travel itinerary are accurately reflected in Concur. In some cases, this requires that the traveler / Travel Arranger adjust the travel authorization. In other cases, adjustments may be made directly to the travel voucher following the TDY trip. Additional information on this topic, including a description of the types of changes that require the traveler / Travel Arranger to adjust the travel authorization following a TDY trip, is in Section 4.5 *Making Changes to a Travel Authorization* and Section 7.4 *Making Changes to a Travel Voucher*.

2.2.5 Document Travel Reimbursement in Concur



The traveler / Travel Arranger is required to create travel vouchers in Concur to capture all of the travel-related costs from a TDY trip. In most cases, the traveler / Travel Arranger must submit a single travel voucher within five business days of the end of the TDY trip. However, in the case of an extended assignment (≥ 30 days in one location), the traveler / Travel Arranger must submit an interim travel voucher once every 30 calendar days and a final travel voucher within five business days of the end of the assignment. See Chapter 9 - *Extended Assignments* for additional information on the interim voucher process.

The process of creating and submitting a travel voucher requires that the traveler / Travel Arranger complete all of the actions listed below in Concur; see Chapter 7 – *Employee Reimbursement* for additional information.

- Review the travel authorization;
- Confirm transportation costs, per diem entitlements, and other expenses;
- Confirm lines of accounting;
- Submit required receipts and supporting documentation; and
- Sign the travel voucher.

2.3 Adjusting Concur Profile Names and Passwords

Occasionally, travelers / Travel Arrangers may need to update the name or reset the password associated with a Concur user profile. It is important that the traveler / Travel Arranger follow the Service's procedures for each task in order to minimize the time required to complete the activity and retain access to the profile.

2.3.1 Change a Concur Profile Name

If a Concur user's name changes following profile creation, the name associated with the profile may be adjusted accordingly. The traveler / Travel Arranger must notify the Regional FATA of the need to adjust the first and / or last name associated with the profile. The Regional FATA will either adjust the traveler's name in Concur or provide the traveler with an IBC point of contact for the change, depending upon Regional policy. For all travelers based in CONUS, the Concur user profile is based on the EIN, so adjusting the last name associated with the profile does not require changing the underlying account identifier.

2.3.2 Retrieve a Concur User Name or Password

If a traveler forgets his / her Concur user name or password, he / she should select the "Forgot your user name?" or "Forgot your password?" link on the Concur login screen, as shown on the following page. If the user is unable to retrieve / reset credentials using these options, he / she may contact the Regional FATA for assistance. Note that Concur passwords cannot include some special characters (& < >).

Figure 2-7 - Concur Login Screen

Welcome

WARNING
This is a U.S. Federal Government information system that is "FOR OFFICIAL USE ONLY." [More](#)

Privacy Act Notice
This system contains information protected under the provisions of the Privacy Act of 1974 (Public Law 93-579). [More](#)

If you experience difficulty logging into the site, please click on the **Forgot your password?** link below.

CONCUR

Login

User Name

Password

Login

[Forgot your user name?](#)
[Forgot your password?](#)
Passwords are case sensitive.

When the traveler selects the **"Forgot your user name?"** link, Concur asks the traveler to provide the email account associated with the profile. Upon clicking "Submit," the user will receive an email with his / her user name.

CONCUR

Forgot your user name?

Enter your Email Address

Send me an email with my user name

When the user selects the **"Forgot your password?"** link, Concur asks the user to provide his / her Login ID (user name) and select an option for password recovery / reset; the user will either receive an email with a predetermined password hint or an email with a link to reset the password.

CONCUR

Forgot your password?

Enter your Login ID

Choose an option below.

Send me an email with my password hint
 Send me an email with a link to reset my password

2.4 Moving or Deactivating a Concur Profile

When a Concur user moves from one FWS Region to another or joins the Service from another DOI Bureau, Regional FATAs must ensure that the user's profile is updated with the appropriate groups and the transfer occurs at the right time for "old" travel documents to be closed out and "new" travel costs to go to the appropriate cost center. When the transfer is within a Region, that Region's FATA may handle the required changes. When the transfer involves two Regions or another DOI Bureau, the traveler's Approving Official or Regional FATA should notify the Headquarters FATA for assistance in coordinating the change.



Following a move, travel documents remain attached to a traveler's profile (rather than the cost center). If staff members from the "old" duty station require access to this documentation after the traveler is no longer a part of the group, they should contact the traveler's new Regional FATA to request it.

An employee joining the Service from another DOI Bureau will receive a new Concur profile to prevent travel documentation from transferring between Bureaus. If an individual conducted invitational travel on behalf of another DOI Bureau, and is conducting invitational travel on behalf of the Service, the Regional FATA may create a "duplicate" Concur profile by using the EIN from the other profile and adding an "F" to the end of the identifier to signify that the profile will be used for FWS travel. The Regional FATA may follow the same procedure to create a duplicate Concur profile for interviewees traveling to interview with the Service from another Region or Bureau.

When an employee is separating from the Service (e.g., transfers to a new DOI Bureau, retires), the employee or Approving Official should notify the Regional FATA to review the separating employee's Concur profile for any outstanding travel advances or travel vouchers and deactivate the account no later than the employee's last day of service. After resolving any outstanding issues, the Regional FATA deactivates the employee's Concur profile. The Service requires Regional FATAs to deactivate traveler profiles to retain travel-related documentation while preventing travelers from logging into Concur after they leave the Service. Concur does not permit users to delete signed travel documents, even when they are associated with travel conducted by a former employee who has separated from the Service.



See [Service Manual Chapter 223 FW 13](#) for additional information on the exit clearance process for Service employees.

Chapter 3: Travel Payment Methods

This section will help you determine the answer to each of the following questions:

- ✓ What methods of payment may travelers use to pay for authorized travel expenses?
- ✓ What is the government charge card?
- ✓ Who is required to apply for a government charge card?
- ✓ Where can employees find additional information on the DOI charge card program?
- ✓ When may the Service authorize a travel advance?

3.1 Introducing Service Policy on Paying for Travel Expenses

The Service strives to ensure that official TDY travel is financially neutral for its employees. An important part of achieving this goal is the Service's participation in the General Services Administration (GSA) SmartPay2 program, which enables Federal employees to obtain government charge cards. Government charge cards provide employees with a means of paying for travel-related expenses authorized as part of TDY travel. Generally, the Service requires travelers to use the government charge card to cover travel-related expenses whenever possible.

While many vendors accept the government charge card, the Service's mission sometimes requires employees to travel to areas where charge cards are not widely accepted. Under these circumstances, an employee may be authorized to use the government charge card to make cash withdrawals to pay for authorized travel-related expenses, such as meals, parking, and tolls; or may be required to pay for an official travel expense out-of-pocket and seek reimbursement through the travel voucher process. On a case-by-case basis, the Service may also issue a travel advance using SF-1038 to support a traveler in defraying official travel expenses.



This chapter includes high-level information about the Service's participation in the GSA SmartPay2 program. Travelers should also review the [DOI Integrated Charge Card Policy](#) and resources available on the [DOI Integrated Charge Card Program website](#), and complete any required training as directed by the Agency / Organization Program Coordinator (A/OPC) prior to using a travel card.

3.2 Using the Government Charge Card for TDY Travel

The government charge card provides employees who perform TDY travel as part of their official responsibilities with a means of paying for travel-related expenses. Under the GSA SmartPay2 contract, the Department and its Bureaus contract with JP Morgan Chase & Company (JP Morgan) to provide employees with government charge cards. Government charge cards issued by JP Morgan carry the MasterCard brand. Government charge cards that can be used to pay for travel-related expenses are referred to as government charge cards with the travel business line, or travel cards. The term "travel business line" refers to the charge card type and indicates that the cardholder may use the charge card to incur authorized travel-related transactions.

Employees must recognize that the travel card does not grant them authority to incur travel-related expenses; the authority to incur official travel costs is granted to employees through the travel authorization process. For example, an employee must receive pre-authorization to obtain a rental car during the travel authorization process in order for use of the travel card to pay for the rental car to be considered allowable. Prior to renting a car and charging the cost to the travel card, the employee must review his / her travel authorization and verify that an Approving Official authorized use of a rental car. An employee may not use a travel card to pay for non-official or personal expenses incurred as part of TDY travel that are not covered or reimbursed by the Service. The Service only authorizes employees to use the travel card to pay for allowable costs required to complete the mission of the trip.

3.2.1 Adding a Charge Card to a Concur User Profile

Employees authorized to conduct official TDY travel use Concur to create travel authorizations and file travel vouchers. Each traveler must add a government charge card to his / her Concur user profile prior to creating any documents in the system; without a valid government charge card in the profile, travel reimbursements will not be processed. Even if the employee is not incurring any individually billed expenses that will be billed to a travel card, a government charge card is required to cover the TAV fee the Service pays Concur each time an employee files or amends a travel voucher. Concur automatically adds this fee to the employee’s travel vouchers and charges it to the government charge card listed in his / her Concur user profile.

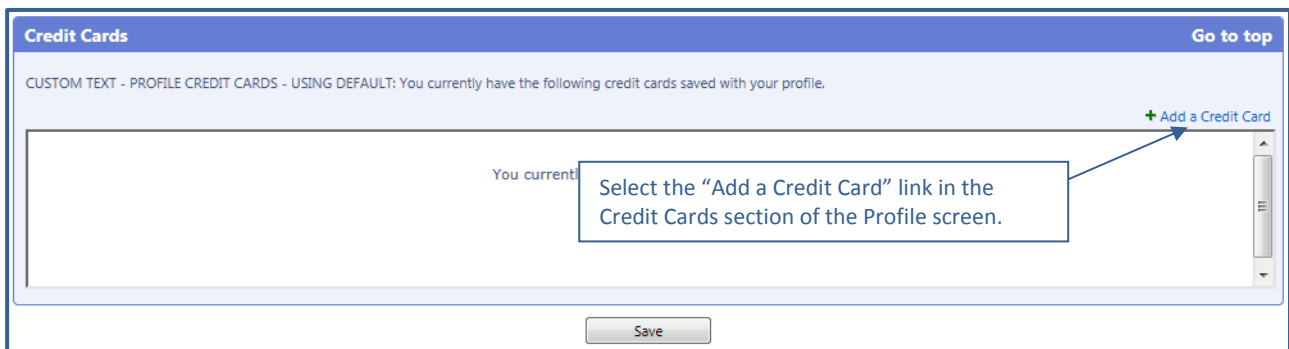
Users should not add personal / non-government charge cards to Concur user profiles. Charge card numbers should not be listed on the Concur User Access Form. Instead, the traveler / Travel Arranger should add the appropriate charge card to the profile upon initial login. First, select “Profile” from the Concur Home screen. Then, select “Personal Information” from the drop-down menu; scroll down to the Credit Cards section of the Profile screen and input the information as illustrated in the screenshots below.



In the two situations described below, the government charge card listed in the Concur user profile will not be a travel card; see Chapter 8 – *Non-Employee Travel and Travel Arranger Responsibilities* for more guidance on how to arrange travel for non-employees.

- If the Concur user profile is established for an invitational traveler and the sponsoring office will need to purchase airfare for the traveler, the user’s profile will include a **corporate card**. The Travel Arranger should submit the Corporate Card Authorization Form (<https://inside.fws.gov/index.cfm/go/post/dfmConcurForms>) to the A/OPC. The A/OPC will be unable to add the applicable corporate card number for use by the traveler until the Regional FATA or IBC has established the profile in Concur and the Travel Arranger has updated the TSA Secure Flight information. As a reminder, the corporate card may not be used to pay for the invitational traveler’s lodging or rental car cost, only the traveler’s airline costs.
- If the Concur user profile is established for an invitational traveler and the sponsoring office will not need to purchase airfare for the traveler, the Travel Arranger should add a **purchase card** number to the profile. The purchase card may not be used for individual travel costs (e.g., lodging, rental car, transportation); it is entered into Concur to cover TAV fees only.

Figure 3-1 – Profile Screen in Concur | Adding a Credit Card



The screenshot shows the 'Add a Credit Card' form in a Windows Internet Explorer browser window. The URL is [https://cge.concursolutions.com/profile/CreditCardEditor.asp?uID=gWqCL\\$S\\$JN2yosM\\$PjW8P82UJHzd2w8V8R1](https://cge.concursolutions.com/profile/CreditCardEditor.asp?uID=gWqCLSJN2yosM$PjW8P82UJHzd2w8V8R1). The form includes the following fields and callouts:

- Display Name (e.g., My Corporate Card):** A text input field containing 'Vanessa Raba'. Callout: 'When the pop-up window appears, enter the information associated with the travel card.'
- Your name as it appears on this card:** A text input field containing 'Vanessa Raba'.
- Card Type:** A dropdown menu.
- Credit Card Number:** A text input field.
- Expiration Date:** Two dropdown menus showing '7' and '2015'.
- Use this card as the default card for:** A section with four checkboxes: 'Plane Tickets', 'Rail Tickets', 'Car Rentals', and 'Hotel Reservations'. This section is highlighted with a red box. Callout: 'Select the check boxes to use the travel card as the default card for all expense types (plane tickets, rail tickets, car rentals, hotel reservations) unless specifically instructed not to do so by the A/OPC or Regional FATA.'
- Billing Address:** A section with a text input field for the street address, dropdowns for 'City', 'State' (set to 'None Selected'), and 'Country' (set to 'United States of America'). Callout: 'After reviewing the information, click "Save" to add the charge card to the profile.'
- Buttons:** 'Save', 'Reset', and 'Cancel' buttons.
- Tip:** A tip box on the right side of the form: 'Tip: If you complete your personal profile, we'll fill in this address information for you each time you add a new card.'

Below the form is a 'Credit Cards' section with the heading 'Credit Cards' and the text 'You currently have the following credit cards saved with your profile.' It displays a credit card with a logo, 'GOV CC', a masked number 'XXXX-XXXX-XXXX-9000', and an expiration date 'Exp: 11/2017'. A '+ Add a Credit Card' button is visible. Callout: 'Check that the card now appears in the Credit Cards section of the Profile screen.'

The Department has established policies and procedures for using the travel card to pay for costs within common expense categories. Travelers are strongly encouraged to review the DOI Integrated Charge Card Program Policy Manual and Service charge card policy prior to using the travel card to incur TDY travel costs. The table on the following page provides an introduction to permitted and prohibited uses of the travel card. Remember, the term "permitted" refers to how an employee should use his / her travel card, provided that an Approving Official authorized the expense as part of the traveler's official TDY trip. Travelers must use the travel card to pay for expenses with a check mark in the "Mandatory" column. Travelers should use the travel card to pay for expenses with a check mark in the "When Practical" column when the vendor accepts the government charge card and it does not place a burden on the traveler to do so.

Table 3-1 - Use of the Travel Card

Expense Type	Permitted		Prohibited
	Mandatory	When Practical	
Transportation tickets (e.g., airline, rail, ferry, bus tickets)	✓		
Transaction fees (e.g., travel booking fee, TAV fee) ¹	✓		
Lodging and any lodging taxes not waived by the vendor	✓		
Rental vehicles	✓		
Fuel and oil for commercial rental vehicles	✓		
Meals and other official expenses		✓	
Taxis and shuttle buses		✓	
Laundry and dry cleaning		✓	
Parking		✓	
Local ground transportation while in TDY status		✓	
Expenses associated with local travel (e.g., taxi, parking, tolls) ²		✓	
ATM withdrawals		✓	
Fuel or repair services for the employee's POV			✓
Rental vehicles for personal or unofficial use			✓
Travel expenses for a person other than the cardholder, including other Service employees ³			✓
Consultant / contractor travel ⁴			✓
Reservation of a block of sleeping rooms, meeting rooms, equipment, or related services ⁵			✓
Conference, training, and registration fees ⁶			✓



Travelers with purchase authority may charge conference, training, and registration fees to their charge card. Travelers must be certain they carry purchase authority before authorizing the charges / fees, as these fees are not permitted on the travel line. Travelers are responsible for reviewing and complying with purchase card guidance (e.g., guidance on completing Acquisition Requests). Travelers should not claim conference, training, or registration fees on an SF-1164.

3.2.2 Obtaining a Government Charge Card

Employees anticipating a need to travel in order to fulfill their job responsibilities must apply for a government charge card with the travel business line (i.e., a travel card) within 30 calendar days of appointment. A new employee must settle outstanding obligations on any previous government charge cards before JP Morgan will issue a new travel card. As part of the application process, employees are required to complete web-based cardholder training.

¹ For Service employees without travel card, purchase card should be used. For invitational travelers requiring airfare, corporate card should be used. For invitational travelers not requiring airfare, purchase card should be used.

² Local travel is outside the scope of this Handbook. See [DFM Memo M0370 "Using Government Charge Card for Local Travel"](#) (dated 10/28/2014) for additional information.

³ If a traveler does not have a travel card, he / she may receive a travel advance by submitting an SF-1038 to IBC.

⁴ Contract should be used.

⁵ Contract or purchase card should be used.

⁶ Contract or purchase card should be used. These fees can generally be paid in advance of travel.

Travelers should review the DOI Integrated Charge Card Program Policy Manual and contact their A/OPCs with questions about applying for travel cards. The office of primary responsibility for FWS-issued government charge cards is the Division of Financial Management in Denver, CO.

3.2.3 Making an ATM Cash Withdrawal

Employees who hold travel cards with ATM privileges may use the government charge card to make ATM cash withdrawals up to five calendar days before beginning official TDY travel and during official TDY travel. Employees may not make any ATM cash withdrawals following the conclusion of their TDY travel. Employees make ATM cash withdrawals to obtain cash to pay for authorized travel-related expenses, such as meals, parking, and tolls. The Service limits employees' ATM cash withdrawals to the lesser of the following two amounts:

- The traveler's expected M&IE allowances and reimbursable out-of-pocket expenses, such as local transportation at the TDY location and parking.
- A maximum of \$260 per day / \$570 per week.

Employees whose expected allowances for M&IE and reimbursable out-of-pocket expenses exceed the daily and weekly cash advance limits may need to make multiple ATM cash withdrawals over the course of their official TDY travel. Travelers should plan ATM cash withdrawals around the weekly cycle limit, which resets each Wednesday. For example, if a traveler withdraws \$250 on Thursday and \$250 on Monday, he / she will be unable to make another withdrawal until the following Wednesday.

Employees will be charged a cash advance fee for making an ATM cash withdrawal (the rate was 1.75% as of publication of this Handbook) and may be charged an access fee for using an ATM that is not associated with JP Morgan. To claim reimbursement of these fees, employees must keep their ATM cash withdrawal receipts and include them as part of their Concur receipt packets when filing travel vouchers. If a traveler loses an ATM cash withdrawal receipt, he / she should ask the Regional FATA how to best document the expense in Concur in accordance with Regional policy (e.g., submit charge card statement showing withdrawal and corresponding fee). Travelers may only claim the total amount associated with the fees (e.g., withdrawal fees, access fees, service charges) and may not claim the amount of the advance itself. The traveler must include the receipts in order to document the total cost associated with the fees that he / she is claiming. Note that ATM fees resulting from use of a personal (non-government) charge card are not reimbursable.

3.2.4 Reviewing and Paying the Charge Card Statement

On a monthly basis, employees will receive account statements for their travel cards. The Service requires that employees and their supervisors review the account statements to verify the accuracy and appropriateness of transactions and identify any billing errors, fraud, or misuse. A cardholder must pay JP Morgan the full amount of the balance listed in the "New Balance" field on his / her account statement by the statement due date, regardless of whether the Service has issued payment for reimbursable costs listed on his / her travel voucher. See the DOI Integrated Charge Card Program Manual for additional information on paying charge card statements and late fees.



Travelers should consult the [DOI Integrated Charge Card Program Guidance](#) and their A/OPCs to resolve any billing errors (e.g., miscoded transactions), and should not attempt to resolve these errors through Concur.

3.3 Obtaining a Travel Advance for TDY Travel

The Service issues travel advances under very limited circumstances. A travel advance is a direct deposit made by the Service to support a traveler in defraying travel-related costs. The amount of the travel advance will vary based on the traveler's circumstances. The circumstances under which the Service may issue travel advances and the associated maximum allowable amounts for the travel advances are as follows:

- When a traveler declines the travel card, the Service may issue a travel advance in an amount of up to 80% of the traveler's expected M&IE allowance for the trip. Travel advances for extended TDY assignments are issued in 30-day increments.
- When a traveler does not qualify for a travel card (e.g., non-employee invitational traveler), or is traveling to an area where the card is not widely accepted, the Service may issue a travel advance in an amount of up to 80% of the traveler's expected lodging and M&IE allowance for the trip.



To receive a travel advance, employees must complete the Advance of Funds Application and Account form ([SF-1038](#)) and submit it to IBC with a copy of the associated travel authorization using one of the following methods:

Fax electronic copies to:

Attn: Roberta Millen
(303) 969-6631

Mail hard copies to:

IBC - Accounting Operations Branch
7301 W. Mansfield Avenue D2730
Denver, CO 80235

A sample SF-1038 is included in Appendix C *Sample Documentation*.

Requests for new travel advances are limited by outstanding advances; the Service decreases a traveler's request for a new advance by the amount of any outstanding advance. The Service may not issue travel advances for less than \$50, unless refusal of the advance subjects the employee to financial hardship. The Service may not issue travel advances following the conclusion of a TDY trip or to assist travelers in paying for training costs. In addition, if an employee loses his / her charge card privileges due to misuse or account delinquency, the employee must use personal funds to finance travel expenses and the Service may not issue the employee a travel advance except under hardship conditions.

After IBC receives the traveler's request, an IBC team member reviews the request for accuracy and completeness. IBC will contact the traveler if there is any information missing or to discuss any discrepancies during the request intake process. The funds are obligated and certified by a technician, who enables the payment process. IBC enters the information from the forms into FBMS, and the funds are disbursed into the traveler's account. Travelers should allow five business days for processing.

3.3.1 Repayment in the Event of Cancellation / Postponement

In the event that the Service issues a traveler an advance and the traveler's trip is cancelled or indefinitely postponed, the traveler must immediately repay the travel advance to the Service. To repay the Service, the employee must issue a personal check to the "U.S. Fish and Wildlife Service," include the relevant TA number on the check, and follow Regional procedures to submit the check to a local Collection Officer or to Cost Accounting (see address below). The traveler should include a copy of the collection transmittal receipt with his / her Concur receipt packet.



Checks for repayment should be sent to the following address:

Attn: U.S. Fish and Wildlife Service Cost Accounting
P.O. Box 272065
Lakewood, CO 80227

3.3.2 Repayment Following TDY Travel

Travelers repay the Service for any travel advances issued via SF-1038 and used on a TDY trip during the travel voucher process. IBC runs a daily report of outstanding travel advances, and reduces the traveler's M&IE allowance (or another reimbursable expense, if M&IE is insufficient) on the associated travel voucher by the amount of the travel advance. Travelers should not take action to adjust their vouchers to account for travel advances issued via SF-1038.

3.4 Using Other Payment Methods for TDY Travel

The Service permits travelers to use cash, a personal credit card, or another personal form of payment to pay for travel-related expenses when a vendor does not accept the travel card (i.e., MasterCard brand) or when paying with the travel card is not practical. The Service's preference is that a traveler use the travel card to make an ATM cash withdrawal when cash is required to cover travel-related expenses. When travelers are unable to use their travel cards or make ATM cash withdrawals, they may claim reimbursement for payments made using personal cash or another method of personal payment through the travel voucher process described in Chapter 7 - *Employee Reimbursement*. Travelers should consult with their A/OPCs prior to using cash, a personal credit card, or another personal form of payment for any expenses that require use of the travel card. Purchases of airline tickets over \$100 with a personal form of payment require pre-approval by the traveler's supervisor and Supervising Directorate Member.



Employees may not claim reimbursement for ATM fees associated with withdrawals from personal accounts. Travelers should either make an ATM withdrawal with a government charge card or obtain a travel advance from IBC.

Chapter 4: Travel Authorizations

This section will help you determine the answer to each of the following questions:

- ✓ What types of travel authorizations are used by the Service?
- ✓ How is each type of travel authorization used?
- ✓ How is a travel authorization created?
- ✓ Who can approve a travel authorization?
- ✓ What are the Service's documentation standards for travel authorizations?
- ✓ How is a travel authorization adjusted?

4.1 Introducing Service Policy on Travel Authorizations

Once a traveler identifies the need to conduct official travel in support of the Service's mission, he / she must obtain authorization to travel. Travel authorizations are the tools that the Service uses to approve official travel and appropriate entitlements. Service travelers must always obtain written authorization prior to conducting official travel or incurring any costs associated with travel. The only exception to this requirement is a bona fide emergency.



In the event of a bona fide emergency, Service employees may conduct official travel without obtaining prior authorization. Emergency travel may include any of the following situations:

- The employee must deal with an official situation in person, and the issue is so critical that the travel cannot be postponed.
- The Service designates an employee's TDY location as a zone from which employees must be evacuated for a military cause, another cause that creates an imminent danger to life or property (e.g., flood, hurricane), or adverse living conditions seriously affecting their health or safety.
- The employee experiences an incapacitating illness or injury while in TDY status.
- The employee experiences a personal emergency while in TDY status, including the death, serious illness, or injury of members of the employee's immediate family; or a catastrophic occurrence or impending disaster directly impacting the employee's home occurs or is reasonably expected to occur. Immediate family generally includes spouse, children under 18, and other legal dependents.

Post-travel approval must be granted by a supervisor or Approving Official who would have approved or directed the travel prior to the trip being conducted. The employee must capture the expenses that require post-travel approval in a written approval (e.g., email) from an Approving Official or complete the FWS Discretionary and Trip-by-Trip Entitlements Form (FWS Form 3-2388) and obtain approval on the form. The traveler must include the email or signed FWS Form 3-2388 with his / her Concur receipt packet. Post-travel approval is granted at the discretion of the Service, and cannot be assumed. The Service requires travelers to conduct travel in adherence with the standard approval process whenever possible. See Chapter 11 – *Emergency, Illness, Injury, or Death* for additional information about allowable expenses during emergency travel.

Generally, Regional policy dictates restrictions on dependents' emergency travel. Travelers should contact their Regional FATAs with questions about Regional policy regarding dependents' emergency travel.

4.2 Selecting the Appropriate Travel Authorization

There are three types of TDY authorizations issued to Service travelers: Limited Open Travel Authorizations, Unlimited Open Travel Authorizations, and Trip-by-Trip Authorizations. Each of these documents serves a different

purpose. It is important for travelers and Approving Officials to understand the allowable uses and limitations associated with each type of authorization.

4.2.1 Limited Open and Unlimited Open Travel Authorizations

Limited Open and Unlimited Open Travel Authorizations are two types of blanket authorizations; this designation indicates that they can be issued to cover multiple trips conducted by a Service traveler. The processes used to create a Limited Open and Unlimited Open Travel Authorization are very similar, as are the documentation requirements associated with each of these types of authorizations. The major difference between the two types of authorizations is that Unlimited Open Travel Authorizations are used far less frequently within the Service than Limited Open Travel Authorizations. This section includes guidance on creating and using these types of authorizations, including which Service travelers and types of TDY trips are authorized under each.



Even if the traveler is conducting a trip where all expenses are covered under a Limited Open or Unlimited Open Travel Authorization, the traveler should select “Trip-by-Trip” as the Trip Type in Concur so that the Concur authorization is processed properly. FWS travelers are not authorized to use the “Limited Open” Type Code in Concur. See Section 2.2.3 *Make Travel Reservations and Document Authorization to Travel in Concur* for additional information on this topic.

Limited Open Travel Authorizations

Limited Open Travel Authorizations are issued annually, at the discretion of each Region and program, to cover an employee's TDY travel to a specific duty station or geographical area. A Limited Open Travel Authorization is created using the manual Travel Authorization Form (DI-1020) and approved by the traveler's supervisor. The following table includes guidance for creating a Limited Open Travel Authorization using Form DI-1020.

Table 4-1 - Guidance for Completing Form DI-1020

Section	Guidance
Places of Travel	<ul style="list-style-type: none"> Use this section to document all TDY locations covered by the Limited Open Travel Authorization. Specify a city, region, or geographical area.
Purpose and Remarks	Include a detailed explanation of the role of TDY travel in the traveler's official duties.
Per Diem Allowance	<ul style="list-style-type: none"> Include the phrase "Maximum Allowable," rather than a specific dollar amount, if the traveler is eligible to claim 100% of the per diem rate on the date of travel. Use this section to document any reduction of the allowable per diem rate, either by listing a percentage of the standard per diem rate or a Flat Rate that the traveler is entitled to claim.
Period of Travel	Use this section to document the time period covered by the Limited Open Travel Authorization; at a minimum, the traveler must obtain a new Limited Open Travel Authorization each fiscal year.

Section	Guidance
Mode of Travel	<ul style="list-style-type: none"> Use this section to document the types of transportation expenses the traveler is authorized to incur. Specifically authorize use of penalty fares, when appropriate. Specify the use of a POV as an allowable mode of travel, when beneficial to the Government, in order for the traveler to claim POV mileage reimbursement on his / her travel voucher as appropriate. Clearly state that any time the one-way TDY distance is 250 miles or more, a cost comparison of POV vs. flights must be included in the voucher. If authorizing use of a rental car, specify that this expense is only allowable when beneficial to the Government.
Miscellaneous	Use this section to document any other allowable expenses.
Signatures	Obtain signatures from the traveler, Authorizing Officer, and Budget and Finance Officer.



There are some types of TDY trips that may not be authorized under a Limited Open Travel Authorization. For each of the following types of TDY travel, the traveler must obtain an Approving Official's approval on a Trip-by-Trip Authorization prior to travel, even if he / she has a current Limited Open Travel Authorization:

- Attending or providing training, including courses at the National Conservation Training Center (NCTC).
- Attending an external meeting or conference.
- International travel, including travel to Mexico and Canada.
- Travel received from a non-Federal source (donated travel).
- Invitational travel.
- TDY trips of 30 calendar days or longer to a single destination (see Chapter 9 - *Extended Assignments*).
- Travel to a location not included on the Limited Open Travel Authorization.
- Any travel (including meetings and conferences) that requires approval at a level higher than the official signing the LOTA. Note that the Director's Office is the OPR on conferences requiring high level approval.

Discretionary Entitlements

In order to promote consistency in the use of Limited Open Travel Authorizations (LOTAs), Regions should refer to the table below. Discretionary entitlements with a check mark in the "Allowable" column may be included on a LOTA when the traveler may claim these items for official TDY travel. Discretionary entitlements listed in the "Unallowable" column may not be included on a LOTA; a traveler who requires one of these discretionary entitlements for a TDY trip must complete the FWS Discretionary and Trip-by-Trip Entitlements Form (FWS Form 3-2388) and travel under his / her LOTA, or obtain approval on a Trip-by-Trip Authorization for the trip.

Table 4-2 - Use of the LOTA to Document Discretionary Entitlements

	Allowable (May be included on LOTA)	Unallowable (May not be included on LOTA; must be documented on FWS Form 3-2388 or Trip-by-Trip Authorization)
Actual Expense Per Diem Reimbursement		✓
Per Diem Reimbursement in Excess of 100% of GSA Rate		✓

	Allowable (May be included on LOTA)	Unallowable (May not be included on LOTA; must be documented on FWS Form 3-2388 or Trip-by-Trip Authorization)
TDY Travel Reimbursement <50 Miles from Permanent Duty Station or Commuting Residence		✓
Flat Rate / Camp Rate Per Diem Reimbursement		✓
Conference Lodging Allowance		✓
Dual Lodging		✓
Rental Car (when accompanied by a qualifying statement about incurring this cost only when it is beneficial to the Government)	✓	
GPS Unit in a Rental Car (unless the LOTA is for law enforcement personnel, a firefighter, or travel to an extremely remote location)		✓
Premium Accommodations (including coach class upgrades) <i>Exception: Amtrak Acela can be authorized on a LOTA</i>		✓
Non-Contract / Penalty Fares	✓	
Permanent Medical Waiver from Flying (temporary waiver must be on a Trip-by-Trip Authorization)	✓	
Excess Baggage (more than one checked or carry-on bag, or baggage over the airline's weight limit)		✓
Special Equipment that Necessitates Excess Baggage (when accompanied by a qualifying statement limiting excess baggage charges to those associated with materials consistently required for the employee to complete his / her official role)	✓	
Emergency Travel	✓	
Personal Leave in Conjunction ¹		✓
Expenses Associated with a Special Need	✓	
Cancellation / Change Fees (fees charged by a travel vendor when a reservation is cancelled / changed, even for official purposes)		✓

Unlimited Open Travel Authorizations

Unlimited Open Travel Authorizations are completed in the same manner as Limited Open Travel Authorizations, but do not restrict the locations where the employee may conduct travel. The Service restricts use of the Unlimited Open

¹ If the traveler uses FWS Form 3-2387 to document a personal deviation that impacts the cost of the trip, he / she does not need to complete FWS Form 3-2388.

Travel Authorization to Regional Directors and Assistant Directors, in order to maintain controls over travel. Each request for an Unlimited Open Travel Authorization must be approved by the FWS Director.

Documentation Requirements

The traveler must document formal pre-authorization to conduct TDY travel and incur all of the expenses associated with his / her TDY trip. If the traveler's Limited Open / Unlimited Open Travel Authorization addresses all of the expenses and entitlements associated with the TDY trip, the traveler must attach a copy of the approved DI-1020 as part of his / her travel authorization and travel voucher receipt packet in order to demonstrate pre-authorization to conduct official travel. The Concur authorization may be approved by a delegate approver (e.g., management assistant, Travel Arranger).

If the traveler's Limited Open / Unlimited Open Travel Authorization addresses only some of the expenses and entitlements associated with the TDY trip, the traveler must either have the Concur travel authorization for the trip electronically approved by an Approving Official or obtain supervisory approval outside of the system (e.g., FWS Form 3-2388, email) to incur the expenses not addressed on the Limited Open / Unlimited Open Travel Authorization. Any documentation supporting formal authorization to travel (e.g., DI-1020, FWS Form 3-2388, email approval) must be uploaded with the Concur receipt packet.



See Section 2.2.3 *Make Travel Reservations and Document Authorization to Travel in Concur* for additional information on how to document formal authorization to travel when a traveler has a Limited Open / Unlimited Open Travel Authorization and the Region or program has set up routing to send Concur travel authorizations to a delegate approver (e.g., management assistant, Travel Arranger).

FWS Form 3-2388

FWS Form 3-2388 is the standard form that Service employees and their supervisors use to document discretionary and trip-by-trip entitlements required for TDY travel. A traveler must complete FWS Form 3-2388 when his / her trip includes an expense that requires approval above the supervisor level. If a supervisor approves the travel authorization and has the authority to approve all expenses listed therein, the traveler is not required to complete Form 3-2388.

FWS Form 3-2388 allows travelers to document approval to claim the following travel expenses:

- M&IE at 101-300% of the per diem rate for the location;
- Lodging at 151-300% of the per diem rate for the location;
- Per diem when the TDY location is 30-50 miles from the permanent duty station or commuting residence;
- Adjustment of extended assignment per diem from 55%;
- First class accommodations;
- Business class accommodations (except Acela train);
- Purchase of airfare over \$100 with a personal form of payment;
- Emergency travel (post-travel approval);
- Family member travel (excluding job interview and tour renewal travel); and
- Travel funded by a non-Federal source (donated travel).

FWS Form 3-2388 includes specific instructions on how to use the form to document each type of expense. The fillable version of the form is available online at <http://www.fws.gov/forms/3-2388.pdf>; a sample FWS Form 3-2388 is included in Appendix C *Sample Documentation*.

4.2.2 Trip-by-Trip Authorizations

Every TDY trip has a corresponding Trip-by-Trip Authorization in Concur; **travelers are not authorized to use the “Limited Open” Trip Type Code**. In most cases, the Concur Trip-by-Trip Authorization electronically signed by the traveler’s Approving Official is the official record of pre-authorization to conduct official travel.

At Regional / program discretion, when a traveler has a Limited Open / Unlimited Open Travel Authorization, that traveler may add a delegate alternate approver (e.g., management assistant, Travel Arranger) for Concur travel authorizations where all expenses are covered under the blanket authorization. See Section 2.2.3 *Make Travel Reservations and Document Authorization to Travel in Concur* for guidance on how adding a delegate impacts the process for documenting authorization to travel.

4.3 Creating a Travel Authorization

As explained above, the traveler must create a travel authorization in Concur for every TDY trip he / she conducts on behalf of the Service, regardless of whether the supervisor will formally authorize the trip under a Limited Open Travel Authorization, Unlimited Open Travel Authorization, or Trip-by-Trip Authorization. The process for creating a travel authorization can be divided into the following three steps, each of which is discussed in additional detail in this section:

- Make travel reservations and log basic trip information.
- Justify discretionary entitlements.
- Review and sign the travel authorization.

4.3.1 Make Travel Reservations and Log Basic Trip Information

Concur is set up so that, generally, the traveler books travel reservations first, and then confirms or adjusts the information in the travel authorization. If a trip does not require reservations (e.g., traveler is driving a POV or GOV to NCTC), the traveler may move directly to populating the Document Information screen for the travel authorization. Regardless of whether Concur pre-populates the trip information based on travel reservations or the traveler populates it in the Document Information screen, the traveler is responsible for ensuring that the travel authorization includes only allowable expenses and entitlements. Section 2.2.3 *Make Travel Reservations and Document Authorization to Travel in Concur* has additional information and screenshots to help travelers / Travel Arrangers complete these steps in Concur.

4.3.2 Justify Discretionary Entitlements

When documenting anticipated expenses, it is important to remember that all expenses and entitlements must be addressed prior to travel in order for the traveler to claim reimbursement after the trip. It is the traveler's responsibility to provide a thorough and complete justification for each discretionary entitlement included on his / her travel authorization. Discretionary entitlements include rental cars, excess baggage, premium accommodations, Actual Expense lodging rates, and excess M&IE per diem entitlements.

If the traveler is conducting travel under a Trip-by-Trip Authorization, he / she documents these justifications in the Concur travel authorization. If the traveler is conducting travel under a Limited Open / Unlimited Open Travel Authorization that does not address all of the entitlements, he / she must obtain supervisory approval either in Concur or, in cases where a delegate approver is included on the traveler’s routing list, by using FWS Form 3-2388 or obtaining an alternate form of supervisor approval (e.g., email) prior to booking travel. In these cases, the signed FWS Form 3-2388 or other form of supplemental approval must be included as part of the Concur receipt packet.



Travelers and Approving Officials must remember that discretionary entitlements may only be authorized when they are beneficial to the Government. It may be helpful to consider the answer to each of the following questions when evaluating discretionary entitlements.

- **Rental Car:** Did the traveler consider an alternate form of transportation (e.g., Metro)? Is the employee traveling with other Service employees? If so, do they plan to share a rental car?
- **Excess Baggage:** Is the traveler checking more than one bag or exceeding the airline's weight limit because he / she is carrying materials required for the official portion of the trip?
- **Excess Per Diem:** How did the traveler evaluate the available lodging and meal options?



In addition to documenting discretionary expenses and / or entitlements on FWS Form 3-2388, there are some situations that require travelers to complete cost comparisons using the FWS Cost Comparison Form (FWS Form 3-2387). The following scenarios are common examples of travel-related decisions that require the traveler to complete a cost comparison (see Section 5.5 *Completing a Cost Comparison* for additional information):

- The traveler decides to travel by POV, rail or bus, rather than commercial air carrier, for personal reasons and the trip is further than 250 miles each way.
- The traveler conducts a personal deviation in conjunction with official travel.
- The traveler decides to park his / her POV at an airport rather than taking local transit / taxi, and the POV mileage plus parking costs are \$150 or more.

4.3.3 Review and Sign the Travel Authorization

Once the traveler creates an itinerary and documents anticipated expenses, he / she must review the information for accuracy. When the traveler selects the option to electronically sign the authorization, he / she will receive a reminder that applying an electronic signature is a legally binding action. Remember that all Service employees are responsible for understanding and applying Service policy on allowable travel costs.

4.4 Approving a Travel Authorization

When a traveler is granted authorization to travel, he / she may incur expenses on behalf of the Government. As a result, all travel authorizations and supplemental approvals must be issued by a supervisor at least one level above the traveler. It is the traveler's responsibility to submit the authorization, FWS Form 3-2388, or other request (e.g., email) for approval in advance of incurring travel costs. It is the Approving Official's responsibility to review travel documentation within three business days of receipt. The only situation in which an Approving Official is not required to actively approve a travel authorization or issue supplemental approval prior to travel is when the travel is authorized under a Limited Open / Unlimited Open Travel Authorization that addresses all of the required expenses and entitlements, and routing is set up to send the traveler's authorizations to a delegate approver (e.g., management assistant, Travel Arranger). In all other cases, the Approving Official must actively approve a travel authorization in Concur or hard copy, or issue supplemental approval prior to travel.

Approving Officials must review travel documents to ensure that the estimated costs are reasonable and appropriate. Supervisors must only approve entitlements and expenses appropriate to their level of authority. If an Approving Official corresponds with a traveler to obtain clarification on requested entitlements or expenses prior to approving a travel document, the traveler should include a copy of the correspondence with his / her receipt packet.



As a reminder, completing OCONUS and foreign travel requires completing additional reviews. See Chapter 10 - *International Travel* for additional information on how to complete and document these types of trips in compliance with policy.

4.4.1 Higher Levels of Approval

There are some entitlements that, per Service policy, may not be delegated past a certain level of authority. Supervisors must only approve entitlements and documentation appropriate to their level of authority. Ultimately, it is the traveler's responsibility to understand the types of expenses that require a higher level of approval, and to obtain authorization from the appropriate officials. Some common examples of expenses and entitlements that require a higher level of approval are listed below; see 033 FW 15 for additional information:

- Use of cash or non-Government charge cards to cover transportation costs in excess of \$100 for official TDY travel must be approved by the Supervising Directorate Member.
- Lodging costs at 151-300% of the authorized per diem rate for the TDY location must be approved by the Supervising Directorate Member.
- M&IE costs over the authorized per diem rate for the TDY location and per diem over 55% for extended assignments must be approved by the Supervising Directorate Member.
- Use of first class transportation must be approved by the DOI Assistant Secretary - Policy, Management, and Budget.
- Use of business class transportation, with the exception of the Amtrak Acela Express train, must be approved by the Supervising Directorate Member.
- Travel at Government expense for immediate family members when authorized by law, such as for awards ceremonies, emergency evacuation due to natural disaster, assisting an employee with special needs, and funerals, must be approved by the Supervising Directorate Member

These approvals require that the traveler complete FWS Form 3-2388 or obtain an alternate form of written approval (e.g., email) from the appropriate official. The traveler must include a copy of the signed FWS Form 3-2388 or alternate approval with his / her Concur receipt packet.



See Service Manual Chapter 033 FW 15 (<http://www.fws.gov/policy/033fw15.html>) for a complete list of the TDY-related levels of approval / delegations of authority.

4.4.2 Alternate Approvers

Every traveler's profile includes a list of individuals who may approve his / her travel documentation; this list drives the electronic routing process within Concur and is known as the routing list. The routing list includes both an Approving Official and a designee who may approve travel documentation if the Approving Official is out of the office or otherwise unable to access Concur for a limited period of time. The alternate approver must also be a supervisor at least one level above the traveler. The only exception is when the traveler has a Limited Open / Unlimited Open Travel Authorization. In this case, a management assistant or Travel Arranger (delegate approver) may approve travel authorizations for trips where all expenses are covered by the Limited Open / Unlimited Open Travel Authorization.

Including an alternate approver on the routing list helps prevent travel reservations from being held up by an Approving Official's absence. Designees receive all notifications issued to the Approving Official, but take action to approve travel documentation only if the Approving Official is unable to do so. Approving Officials must alert their designees to any planned absences and state the period of time that the designee must monitor the notifications and approve travel documentation on behalf of the Approving Official. Supervisors may contact the Regional FATA to confirm their alternate approvers or discuss any situations that necessitate multiple designees.

4.5 Making Changes to a Travel Authorization

If a traveler or Approving Official identifies the need to adjust or amend a travel authorization, the changes must be documented in Concur. The process for updating a travel authorization differs, depending upon when in the process

the need for the required change is identified. A traveler must determine the status of his / her travel authorization prior to making any required changes.



A traveler can view the current status of all of his / her travel authorizations by selecting "View Authorizations" from the Concur Home screen. A sample document list is included below.

Figure 4-1 – View Authorizations in Concur

Name	Type	TA Num	Trip Name	PNR #	Ticket By	Depart Date	Last Stamped	Status	In Use By
TANUM000008FG	Authorization	TANUM000008FG	Trip from Washington to Portland			01/25/2016	07/16/2015	RESERVATIONS UPDATED	
TANUM000008F4	Authorization	TANUM000008F4				11/01/2015	07/09/2015	CREATED	
TANUM000008F3	Authorization	TANUM000008F3				11/01/2015	07/09/2015	CREATED	
TANUM000008F2	Authorization	TANUM000008F2				10/01/2015	07/07/2015	CREATED	
TANUM000008FE	Authorization	TANUM000008FF				09/30/2015	07/15/2015	CREATED	
TANUM000008FE	Authorization	TANUM000008FE				08/31/2015	07/15/2015	AUTHORIZATION SIGNED	
TANUM000008F1	Authorization	TANUM000008F1				08/15/2015	07/06/2015	CREATED	

The following scenarios provide guidance on how to adjust or amend travel authorizations at different points in the travel process:

Scenario 1: A traveler identifies a required change prior to signing the authorization.

If a traveler decides an adjustment is required prior to electronically signing the travel authorization, he / she must edit the current version of the authorization in Concur. The traveler can add expenses and adjust the itinerary prior to submitting the travel authorization to the Approving Official for review.

Scenario 2: An Approving Official identifies a required change during his / her review.

If an Approving Official decides an adjustment is required during his / her review of the travel authorization, the Approving Official may either electronically return the authorization to the traveler with a note regarding the required change, or request a change outside of the system (e.g., by emailing the traveler). The traveler must edit his / her Concur authorization, sign the updated version, and re-submit it to the Approving Official.

Scenario 3: A traveler identifies a required change to an approved authorization prior to travel.

The process for changing a travel authorization in this scenario differs, based on whether the reservation that must be changed has been ticketed. If a traveler decides a change is required to his / her airfare after the reservation is ticketed, but before he / she conducts the trip, the traveler should contact the TMC for assistance in making the change. Travelers should be aware that the TMC charges a fee for changes that require its agents to issue (or re-issue) airline tickets. If the traveler cancels a trip with the assistance of the TMC, he / she must change the status of the travel authorization to CANCELLED in Concur after the reservations have been cancelled. Travelers can adjust all non-ticketed transportation reservations and lodging reservations directly in Concur. Travelers should be aware that city-pair airfares are not ticketed until 72 hours prior to the start of the TDY trip.

Scenario 4: A traveler notes a discrepancy between an authorization and the actual trip taken.

If a traveler identifies a significant discrepancy between the travel authorization and the actual trip taken, he / she should amend the travel authorization in Concur and re-submit the authorization for the necessary approvals prior to creating a travel voucher. Significant discrepancies that require a traveler to amend and re-submit a travel authorization include the following:

- The traveler conducts TDY travel to a location not addressed on the original travel authorization.
- The traveler adjusts the timeframe of the trip and conducts TDY travel on a set of dates more than 48 hours outside of those documented on the authorization.

In either of these cases, the traveler must provide an explanation of how the trip differed from the itinerary (e.g., traveled home three days later than planned, added a TDY location), sign the updated version, and re-submit it to the Approving Official. If a traveler requires post-travel approval on a travel expense or entitlement that does not impact trip locations or dates, he / she may obtain approval outside the system and include the approval as part of the receipt packet without resubmitting the authorization.



Travelers should not amend travel authorizations because actual expenses differ from cost estimates included in the authorization. Adjustments to expense amounts may be made directly to the travel voucher. It is the traveler's responsibility to ensure that all expenses included on the travel voucher are supported by the appropriate approvals. See Chapter 7 - *Employee Reimbursement* for additional information on properly completing a travel voucher when expenses differ from the cost estimates included in the travel authorization.

4.6 Travel Funded by another Government Agency or a Non-Federal Source

Any time a Service employee conducts official travel, he / she must comply with Service policies and procedures. This section includes requirements for documenting TDY travel funded by another Government agency or a non-Federal source.

4.6.1 Travel Funded by another Government Agency

When a Service employee conducts official travel on behalf of another Government agency or another DOI Bureau, he / she is responsible for complying with all Service policies and procedures. The traveler / Travel Arranger must arrange travel, incur costs, claim reimbursement, and document the trip in compliance with the policies outlined in Chapters 4-7 of this Handbook. Generally, this travel is logged in Concur. If there is a conflict between the two agencies' travel policies, the employee should contact his / her Regional FATA for guidance on how to address the issue.

The FWS official authorizing the travel must work with the sponsoring Government agency to complete an Inter / Intra-Agency Travel Agreement (Form 3-2368). Form 3-2368 is available online at <http://www.fws.gov/forms/3-2368.pdf>. A sample Form 3-2368 is included in Appendix C *Sample Documentation*. The Service will receive reimbursement from the sponsoring Government agency through the Intra-Governmental Payment and Collection (IPAC) process.



This process is reversed when an employee of another Federal Government agency or DOI Bureau conducts official travel on behalf of the Service. See Section 8.4.1 *Travel as an Employee of another Federal Government Agency* for guidance on how to document travel when an employee of another Federal Government agency conducts official travel on behalf of the Service. Generally, this travel is not logged in Concur, unless the individual is traveling for a job interview with FWS.

4.6.2 Travel Funded by a Non-Federal Source

When a Service employee conducts official travel funded partially or in full by a non-Federal source (donated travel), he / she is responsible for complying with all Service policies and procedures. The traveler must notify his / her Ethics Counselor and Supervising Directorate Member (or delegate) of the offer of donated travel prior to incurring any costs associated with the TDY trip.

The traveler must work with his / her Ethics Counselor and Supervising Directorate Member (or delegate) to obtain the required approvals and document the donated travel in accordance with Service Manual Chapter 212 FW 3. This process includes determining whether it is appropriate for the Service to accept the offer of donated travel, documenting the donated travel on the travel authorization, completing a technical compliance review of the request, and completing the Report of Payment Accepted From a Non-Federal Source Under 31 U.S.C. 1353 (DI-2000). The complete policy is available online at <http://www.fws.gov/policy/212fw3.html>; Form DI-2000 is available online at http://www.doi.gov/ethics/forms/upload/DI-2000_2014-fillable.pdf. A sample Form DI-2000 is included in Appendix C *Sample Documentation*.

After the traveler receives approval to accept funding from a non-Federal source on behalf of the Service, he / she must arrange the TDY trip by completing all required steps in the TDY travel process and documenting the trip in Concur. The traveler / Travel Arranger must arrange travel, incur costs, claim reimbursement, and document the TDY trip in compliance with all Service travel policies.



It is very important that only non-Federal sources free of conflicts of interest make financial contributions to Service employees' travel. Contact your Ethics Counselor immediately upon becoming aware of an offer to travel at the expense of a non-Federal source to ensure that the proper Service officials are aware of the offer and all required reviews and documentation are completed.

Chapter 5: Transportation

This section will help you determine the answer to each of the following questions:

- ✓ What modes of transportation may employees use when conducting official travel?
- ✓ What is the Service's policy on first class and business class airline tickets?
- ✓ How do travelers book transportation for official travel?
- ✓ What is the process for combining official and personal travel?
- ✓ What is the process for completing a cost comparison?

5.1 Introducing Transportation Policy

One of a traveler's most important responsibilities during the travel process is developing an itinerary that complies with Federal travel regulations, Departmental policy, and Service policy. Generally, travelers must use Concur or contact the TMC to locate and reserve transportation for official travel. In cases where it is acceptable to book transportation directly with a vendor (e.g., bus ticket), or in cases where transportation is not added to the authorization by the TMC, the traveler is responsible for adding the expense to the record of the TDY trip in Concur. All forms of transportation, including the use of Government-Operated Vehicles (GOVs), must be recorded in Concur. Travelers must use the mode of transportation most beneficial to the Government, or cover any additional cost resulting from use of another mode of transportation for personal preference. Since transportation is frequently the most expensive component of travel, it is important that all employees understand how to properly request, approve, reserve, and document transportation for TDY travel.



DOI policy prohibits travelers from using third party booking services (e.g., Expedia, Orbitz) to arrange official travel. The TMC is open twenty-four hours a day, seven days a week and can book reservations at any time, including for emergency travel. As a result, there are very few cases in which travelers may bypass Concur and the TMC. **There is no blanket authority to bypass the TMC to book a lower cost flight.** If the traveler locates a lower cost flight and the TMC is unable to book it, the traveler should obtain the agent's name and an explanation of why the lower cost fare cannot be booked and provide both to the Regional FATA. The Regional FATA will work with the Division of Financial Management to resolve the issue.

Here are the approved cases in which travelers may bypass both Concur and the TMC to work directly with an airline:

- If a source outside of DOI (e.g., State Department, embassy) is legitimately paying for and / or booking the flight, that organization will not use Concur or the TMC.
- If the traveler misses a connecting flight for an itinerary originally booked through Concur or the TMC, the traveler may rebook at the airline ticket counter. Supervisory approval is not required unless there is an additional cost to the Service or the traveler will be delayed in reporting for duty.
- If the traveler booked a flight through Concur or the TMC, but must make special arrangements directly with the airline at no additional cost to the Service. For example, the traveler is carrying a pet at personal expense, needs to request a special meal, or wants to change from a window seat to an aisle seat.
- If a flight is not available in Concur, and the TMC is unable to book any flight at any cost between the point of origin and destination, the traveler may book directly with the airline. The traveler should provide an explanation for booking with the airline (including the name of the TMC agent he / she worked with when attempting to locate a flight) in the travel authorization, voucher, and an email to the Regional FATA.
- If it is local travel (under 50 miles from permanent duty station or commuting residence), the traveler may purchase a discount bush pilot or small airline package directly from the airline.

5.2 Traveling To and From a TDY Location

An Approving Official may authorize use of any of the following modes of transportation for travel to and from a TDY location when the traveler provides sufficient justification on his / her travel authorization:

- Commercial air service
- GOV
- Government aircraft
- POV
- Rail / bus service
- Rental car



In special cases, Approving Officials may authorize modes of transportation not included on this list. For example, TDY travel within Alaska may require that a traveler rent a snowmobile or travel by ferry. It is the traveler's responsibility to document when alternate modes of transportation are required because a TDY location is not accessible by conventional modes of transportation.

5.2.1 Commercial Air Service

The Service considers travel by commercial air service to be the most advantageous mode of transportation for conducting official business over 250 miles. It is the traveler's responsibility to select flights that comply with Service policy and are cost effective and efficient. This almost always means traveling by a direct route on a contract carrier in coach class accommodations. The following section includes guidance on locating and booking allowable flights, as well as exceptions to the requirement to purchase coach class accommodations on city-pair flights.

City-Pair Airfares

The Service participates in GSA's City-Pair Program. Air carriers under contract with GSA for the City-Pair Program offer considerable discounts on certain airfares, called city-pair fares and listed as "Government Contract" fares in Concur. In addition to discounting airfares, contract carriers generally offer fully-refundable fares with no advanced purchase required and no minimum or maximum length of stay, to provide travelers flexibility when planning official travel. Travelers are generally required to take city-pair fares whenever they are available. This requirement is the incentive for airlines to participate in the City-Pair Program and provides carriers the business volume necessary to offer discounted rates. Choosing not to use a contract carrier because of personal preference is a violation of the contract. The screenshots that follow provide guidance on how to search for flights in Concur and select flights that comply with Service policy. A [full list of GSA city-pair fares](#) is available on GSA's website.

Figure 5-1 - Flight Search Screen in Concur

The screenshot shows the Concur flight search interface. Key fields and callouts are as follows:

- Temporary Duty Location:** Includes radio buttons for "Agency Location" and "Reference point", a text input field with "Albuquerque, NM, USA", and a "Find Location" button. Callout: "First, select the TDY location associated with the official purpose of the trip."
- TDY Per Diem Location:** A dropdown menu showing "ALBUQUERQUE -- BERNALILLO COUNTY".
- Departure City:** A dropdown menu showing "Washington, DC - Ronald Reagan National Arpt". Callout: "Departure City will default to your preferred departure airport, if you have logged one in your Concur profile."
- Arrival City:** A dropdown menu showing "ABQ - Albuquerque Intl Arpt - Albuquerque, NM". Callout: "Enter an Arrival City if it does not populate from the Temporary Duty location."
- Departure:** Date and time fields for "09/23/2015" at "09:00 am". Callout: "Enter the dates and times that you need to depart and return for the TDY trip."
- Return:** Date and time fields for "09/25/2015" at "03:00 pm".
- Options:** Includes checkboxes for "Pick-up/Drop-off car at airport", "Find a Hotel", "Specify airline", "Refundable only air fares", and "Flights w/ no double connections". A "Search" button is at the bottom.

Travel

Search Review/Change Details/Rename Confirm Authorization Voucher

Washington, DC To Albuquerque, NM
 Wed, Sep 23 - Fri, Sep 25

Print / Email

Hide matrix

All	Delta	American Airlines	Southwest	US Airways	Multiple Carriers	United
260 results						
Govt. Contract Discounted 70 results	389.20 70 results	--	--	--	--	--
Non-Contract Government 182 results	--	389.20 80 results	--	389.20 66 results	389.20 12 results	389.20 24 results
Lowest Published 8 results	--	--	353.50 8 results	--	--	--

Baggage Fee Policies Show fare display legend

Shop by Fares Shop by Schedule Sorted By: Policy - Most Compliant

AIR FARES

Expand All Details

Displaying: 130 out of 151 results.

Price	Carrier	Depart	Arrive	Stops	Duration
Starting From: \$389.20	Delta	DCA	08:00 am	ABQ	12:16 pm
		ABQ	01:09 pm	DCA	10:37 pm
				1	6h 16m
				1	7h 28m
				R	More like this +
					Show fares
Starting From: \$389.20	Delta	DCA	11:00 am	ABQ	06:00 pm
		ABQ	01:09 pm	DCA	11:38 pm
				1	9h
				1	8h 29m
				R	More like this +
					Show fares

The matrix at the top of the search results screen summarizes available flights by carrier and fare type.

Selecting "Show fare display legend" will bring up a key to the icons displayed with the available flights. Note that the "three star" icon indicates a city-pair fare.

The fare list color-codes flights by compliance. Green flights comply with policy; yellow and red fares are out of compliance and require justification in the Pre-Audit screen.

If a city-pair fare displays as yellow, it means there is a lower-cost city-pair fare available.



Some carriers offer additional discounts on city-pair fares. If a further discount is available, the traveler will have an option to select "Govt. Contract Discounted" or "Govt. Contract" on the screen where he / she selects seats for the flights. The traveler should select "Govt. Contract Discounted" as shown below.

Select the seat icon to choose a seat for the flight.

Select the "Govt. Contract Discounted" radio button to obtain the most highly discounted city-pair fare. Book flights as early as possible to obtain discounted rates.

Other Airfares

When a city-pair airfare exists, and air travel is the most cost effective mode of transportation, there is a limited set of circumstances in which a traveler may travel by non-contract carrier. Approving Officials may only authorize fares offered by non-contract carriers in the following situations:

- There is no space available on a contract carrier in time to accomplish the purpose of travel.
- The scheduled city-pair service would require the traveler to incur an overnight lodging expense.
- The contract carrier's schedule is inconsistent with the Service's policy of scheduling travel to the maximum extent practical during normal working hours.
- Group travel must be booked for 10 or more passengers traveling together on the same flight for the same official business. Generally, a Travel Arranger books group travel through the TMC and selects flights that are practical and cost-effective.
- City-pair flights are not available between the commercial airports that service the traveler's official duty station and the TDY location.
- The non-contract carrier offers a fare in Concur or through the TMC that is available to the general public and will result in a lower total trip cost to the Government than any city-pair or other fare offered by the contract carrier.



Travelers should be aware that non-contract fares may change between the time the traveler reserves a seat and the airline issues the ticket, and may include fees added by the airlines (e.g., fuel surcharge, taxes) that do not apply to city-pair fares. In order to qualify under the "lower total trip cost" exception, travelers must compare the combined costs of transportation, lodging, meals, and related expenses. The traveler must meet all qualifying restrictions associated with the non-contract fare and consider the likelihood of incurring penalties associated with cancelling a non-refundable tickets or adjusting a reservation. Travelers may also be required to calculate lost productive time as part of the cost comparison; see Section 5.5 for more information.

When a traveler qualifies to use a non-contract airfare under one of these exceptions, he / she must document the exception on the travel authorization by selecting one of the reason codes in Concur, as shown below.

Figure 5-2 - Pre-Audit Reason Codes in Concur

The screenshot shows a 'Travel Policy Violation' dialog box in Concur. It contains a warning icon and the text: 'Fare is not a Government City Pair Contract Fare'. Below this is a 'CUSTOM TEXT' field with the instruction: 'Please choose the reason for selecting this travel option. If more than one reason applies, choose the most applicable. This reason applies to this entire trip.' A drop-down menu is open, showing several options: 'Contract fare used or No contract fare exists for city-pair market', 'Space on a scheduled contract flight is not available in time to accomplish the purpose of your travel', 'The contractor's flight schedule is inconsistent with policies of your Federal department with regard to scheduling', 'A non-contract carrier offers a lower fare to the general public which will result in a lower trip cost to the Gov't', and 'Cost effective rail service is available and is consistent with mission requirements'. There are 'Save' and 'Cancel' buttons. Below the dialog, the 'Chosen:' section shows 'Cost: \$450.00' and a table of flight details.

Outbound Flight					
Southwest	1247	Ronald Reagan National Arprt (DCA)	01/25/2016 9:05 AM	Midway (MDW)	01/25/2016 10:30 AM
Southwest	2729	Midway (MDW)	01/25/2016 12:55 PM	Portland Intl Arprt (PDX)	01/25/2016 5:00 PM

Seeing a "Travel Policy Violation" in Concur does not automatically signify that the traveler has "done something wrong." It simply means that Concur has detected an item on the itinerary that is not in compliance with standard FWS policy and requires the traveler to justify the policy exception.

The traveler must select the option from the drop-down list that best describes his / her reason for requiring an exception to policy.

If a traveler is conducting a trip under a Limited Open / Unlimited Open Travel Authorization that does not specifically allow the use of a non-contract fare, the traveler must obtain supervisor approval on the Concur authorization. If the traveler's authorization is approved by a delegate approver (e.g., Management Assistant, Travel

Approver), the traveler must document supervisory approval for the non-contract fare outside of the system (e.g., email approval) and include it with the Concur receipt packet.

TSA Secure Flight Information

TSA requires identifying information, including birthdate and gender, from all individuals traveling by commercial air carrier. Each Concur user must update his / her Concur profile to include TSA Secure Flight information or work with a Travel Arranger to have the information added to the system. Each Service traveler must verify that the information stored in his / her Concur profile matches the information on the Government-issued photo ID that he / she uses to travel (e.g., driver's license, Government passport). If the traveler identifies a discrepancy between his / her Concur profile and photo ID, the traveler must resolve the issue by updating his / her Concur profile as follows:

- If the traveler must adjust his / her first name or middle initial, he / she may make these changes in Concur.
- If the traveler must adjust his / her last name, the traveler must contact his / her Regional FATA for assistance in making this change. The Regional FATA will adjust the traveler's name in Concur or provide an IBC point of contact for the change, depending upon Regional policy.



Travelers are not permitted to provide gender and date of birth on the Concur User Access Form; the traveler / Travel Arranger must populate these items in the user's Concur profile prior to booking travel. Failure to update this information will result in an error when attempting to book reservations. The traveler / Travel Arranger will be redirected to the Profile screen to provide the required information before being able to make travel reservations.

First Class and Business Class Accommodations



This section provides guidance on when travelers may travel in first class or business class at the expense of the Government. A traveler may upgrade official travel to first class or business class at his / her personal expense without requiring any additional approval. The traveler must use a personal credit card or other personal form of payment to cover the cost associated with the upgrade. Any time a traveler uses a government charge card to cover the cost associated with travel in first class or business class, he / she is subject to the requirements and approval process outlined in this section.

The guidance in this section does not apply to travel in business class on the Acela Express Amtrak train. Since business class is the lowest class of service available on the Acela, supervisors may issue approval to purchase these fares.

Service policy prohibits the purchase of first class and business class tickets at the expense of the Government, except under extremely limited circumstances and then only with specific advanced written authorization. DOI is required to report all instances of first class and business class air travel at the expense of the Government to GSA on an annual basis. As a result, requests to fly in first class or business class are scrutinized. The traveler must submit a written request for approval (e.g., FWS Form 3-2388) prior to traveling in first class or business class, and must include a copy of the approved request as part of his / her Concur receipt packet.

A traveler may request approval to fly in first class or business class at the expense of the Government only if he / she qualifies under one of the following exceptions:

- Premium accommodations are required for a disabled or otherwise physically impaired traveler to conduct official travel.
- Space is not available in coach class on any scheduled flight in time to accomplish the purpose of the official travel (generally, within 24 hours of proposed departure or arrival), and the travel is so urgent that it cannot be postponed.
- Premium class accommodations are required for security purposes, or other exceptional circumstances make the accommodations essential to the successful performance of the mission.

- The use of premium class accommodations will result in a lower total trip cost to the Government than awaiting availability of coach accommodations (business class only).

Additional information on requesting, approving, and documenting first class or business class travel for each of these exceptions is included below.

Scenario 1: Premium accommodations are required for a disabled or otherwise physically impaired traveler to conduct official travel

The traveler's request must be supported by a current statement issued by a competent medical authority. This certification must be updated annually, unless the physical impairment is a lifelong impairment. The traveler must obtain approval from each of the individuals listed below.

For first class travel:

- His / her supervisor
- Supervising Directorate Member
- Director, FWS
- Director, DOI Office of Financial Management
- DOI Assistant Secretary of Policy, Management, and Budget (PMB)

For business class travel:

- His / her supervisor
- Supervising Directorate Member



Approving Officials may authorize additional travel-related costs for travelers with special needs (e.g., wheelchair rental, travel of an attendant), as required. See Section 7.1.2 *Travel of an Employee with Special Needs* for additional information on this topic.

Scenario 2: Premium accommodations are required because space is not available in coach class on any scheduled flight in time to accomplish the purpose of the official travel.

The traveler's request must include an explanation of why the matter is so urgent that it cannot be postponed and how delaying the trip would endanger the mission. The explanation must describe when the travel requirement became known and when travel was scheduled, including reasons for any failure to make advance travel arrangements. The traveler must obtain approval from each of the individuals listed below.

For first class travel:

- His / her supervisor
- Supervising Directorate Member
- Director, FWS
- Director, DOI Office of Financial Management
- DOI Assistant Secretary of PMB

For business class travel:

- His / her supervisor
- Supervising Directorate Member

Scenario 3: Premium accommodations are required for security purposes or other exceptional circumstances make the accommodations essential to the successful performance of the mission.

The traveler's request must include an explanation of the situation, including the reason that coach class accommodations are insufficient to successfully perform the official travel. The traveler must obtain approval from each of the individuals listed below.

For first class travel:

- His / her supervisor
- Supervising Directorate Member
- Chief, FWS Office of Law Enforcement
- Director, FWS
- Director, DOI Office of Financial Management
- DOI Assistant Secretary of PMB

For business class travel:

- His / her supervisor
- Supervising Directorate Member
- Chief, FWS Office of Law Enforcement

Scenario 4: The use of premium accommodations will result in a lower total trip cost to the Government than awaiting availability of coach class accommodations (business class only).

The traveler's request must include a cost comparison of the available tickets. The traveler must consider additional per diem, overtime, and lost productive time that would accrue while awaiting availability of coach class accommodations. The comparison must be based on contract air service, where available, and travel by the most direct route. The traveler must obtain approval from each of the individuals listed below.

For business class travel:

- His / her supervisor
- Supervising Directorate Member



Under coach class seating upgrade programs (e.g., "Coach Elite," "Coach Plus," "Economy Plus," "Preferred Coach"), a passenger pays a fee to obtain a more desirable seat in the coach class cabin. A traveler may not select one of these "premium" seats if a coach class seat is available, unless covering the cost difference with personal funds.

However, exceptions to policy to authorize coach class upgrades are not subject to the approval process required for first class and business class accommodations. A supervisor may authorize a coach class upgrade when it is in the interest of the Government (such as when no regular coach seats are available), and should authorize a coach class upgrade in lieu of first class or business class accommodations whenever possible. An Approving Official may also authorize a coach class upgrade when a traveler has physical characteristics (such as being tall) that would cause significant discomfort if seated in coach class. A coach class upgrade must be specifically addressed within the travel authorization in order for a traveler to claim the expense on his / her travel voucher.

Airline Loyalty Programs

The Service encourages travelers to participate in airline loyalty programs to earn benefits that defray the cost of travel. A traveler should add any loyalty program memberships to his / her Concur profile in order to earn loyalty program benefits when conducting official travel. Travelers may upgrade official air travel to first class or business class by using a "free upgrade" earned through participating in a loyalty program without requiring any additional approvals. Travelers should contact the TMC to book flights for official travel using rewards earned through airline loyalty programs, and must clearly document any free upgrades or upgrades using rewards or at personal expense in the Concur receipt packet. Travelers may also retain loyalty program benefits earned when conducting official travel for personal use.



To add an airline loyalty program to a Concur user profile, the traveler should select the "Personal Information" option from the Profile tab at the top of the Concur Home screen. Select "Travel Preferences" from the "Travel Settings" menu on the left side of the page. Click the "Add a Program" link on the right side of the page at the top of the Frequent Traveler Programs section and complete the fields to log loyalty program membership information.

After completing this process, the traveler's loyalty program account number will automatically populate in Concur when the traveler selects a flight offered by an airline in whose program he / she participates. Travelers should check at the airport kiosk to ensure that the information was applied correctly.

Baggage

A traveler may travel with one bag (either checked or carry-on) that meets the airline's weight restrictions at the expense of the Service. If the airline charges the traveler a fee for checking or carrying on one bag, the traveler may charge the fee to his / her government charge card. If the airline charges for checked baggage but not carry-on baggage, using a carry-on bag is encouraged.

Since airlines have varying policies on baggage fees, travelers may be unaware of the fees prior to traveling. If a traveler incurs a baggage fee that was not included on the travel authorization, he / she should add the expense directly to the travel voucher and include an explanation in the text box associated with the baggage charge in the Expenses tab. Since the Approving Official authorized use of the airline, the traveler is not required to re-submit the travel authorization for post-travel approval on the baggage charge. Form 3-2388 is not required unless the traveler exceeds three bags (checked plus carry-on). Tips for baggage handling by airport, train, or bus personnel are reimbursable up to \$2 per large bag.



An Approving Official may authorize a traveler to exceed the one bag limit or weight limit when he / she is carrying equipment or materials required for the official portion of the trip. If the traveler consistently requires special equipment to complete his / her official duties on TDY travel, the Approving Official may include this entitlement on a Limited Open Travel Authorization as "special equipment required to complete mission of travel." Otherwise, the traveler must include a description of the equipment or materials in the travel authorization or supplemental approval for each trip.

Generally, charges for transporting recreational equipment (e.g., golf clubs, skis) are not reimbursable, and a traveler may bring these items on a TDY trip only at his / her own expense. If a traveler believes such items are required for official use, he / she should contact the Regional FATA for guidance on documenting the expense.

Fast Pass Memberships

Airport security fast pass memberships (e.g., TSA Pre-Check, Clear) allow cleared individuals at certain airports to use special lanes to expedite the security process. Generally, GSA has ruled that fast pass memberships are not necessary to complete TDY travel and FWS may not reimburse travelers for costs associated with these memberships. However, DOI policy includes an exception: FWS may purchase the \$100 Global Entry membership for employees who travel internationally three times or more per calendar year and whose lost productive time processing through customs outweighs the cost associated with the membership. Additional information about the memberships is available at <http://www.tsa.gov/tsa-precheck> or 866-289-9673; see Chapter 10 for more information on international travel.

Taxi Fares and Terminal Parking

The traveler must use shuttle service or courtesy transportation to and from the transportation terminal when provided for free or at nominal cost, unless doing so would adversely affect his / her travel or unduly extend the duration of the TDY trip. An Approving Official may authorize a traveler to take a taxi to the airport or train / bus terminal or incur the cost associated with parking his / her POV or GOV for the duration of the TDY trip. The

Approving Official must authorize whichever method is advantageous to the Government. A cost comparison is required if the mileage reimbursement plus parking is \$150 or more.

5.2.2 Government-Operated Vehicles (GOVs)

The Service may authorize a traveler to use an FWS-operated GOV for TDY travel. GOVs are considered more cost effective than POVs or commercial rental vehicles. It is the traveler's responsibility to proactively search for a GOV for TDY travel and include documentation in his / her Concur receipt packet illustrating these attempts when a GOV cannot be located and another mode of transportation is used instead. Approving Officials should assist employees in determining when GOVs are available, and authorize the use of GOVs whenever practical.

Once notified that a GOV is available for a TDY trip, the traveler must take action to reserve it in a timely manner. It is the traveler's responsibility to add the use of a GOV to the record of the TDY trip in Concur. Use of the GOV is logged in Concur as a zero dollar expense; the traveler should use a fleet charge card to cover any costs associated with use of the GOV (e.g., fuel). If a traveler buys fuel with a fleet card, he / she should not enter this expense in Concur. If a traveler must purchase fuel with a travel card (e.g., the traveler loses or forgets the fleet card), he / she must enter the expense in Concur. Travelers should contact the Contracting and General Services team or the fleet manager with any questions about using GOVs or the Service's fleet management policies. For example, personal use of GOVs and whether the vehicles can be taken home overnight is governed by fleet policy, not this Handbook.

It is important that the traveler log use of a GOV in Concur, as shown below, to clearly document that a Government vehicle was used and no other form of transportation is missing from the record of the trip.

Figure 5-3: Expenses & Receipts Tab in Concur | Adding a GOV

The screenshot displays the Concur system interface for adding a GOV. The top navigation bar includes 'Home', 'Travel', 'Authorizations', 'Vouchers', and 'Profile'. The 'Authorizations' tab is active, showing a progress bar with 'Create' and 'Review/Submit' steps. A callout box points to the 'Expenses & Receipts' tab in the sub-navigation bar. Below this, the 'Add Expense Details' section is visible, featuring a dropdown menu for 'Expense Description'. A callout box points to the 'Government Vehicle' option in this dropdown. The 'Expense List' table below shows a list of expenses with columns for '#', 'Action', 'Delete', 'Date', 'Source', 'Expense Description', 'Amount', and 'Type'. The table contains five rows of data.

#	Action	Delete	Date	Source	Expense Description	Amount	Type
1	[Icons]	<input type="checkbox"/>	08/07/2015	TDY Vo			
2	[Icons]	<input type="checkbox"/>	11/14/2015	Lodging			
3	[Icons]	<input type="checkbox"/>	11/14/2015	M&IE			
4	[Icons]	<input type="checkbox"/>	11/15/2015	Lodging			
5	[Icons]	<input type="checkbox"/>	11/15/2015	M&IE			

#	Action	Delete	Date	Source	Expense Description	Amount	Type
1		<input type="checkbox"/>	07/15/2015		TDY Voucher Fee	14.75	RO
2		<input type="checkbox"/>	09/30/2015		Government Vehicle	0.00	
3		<input type="checkbox"/>	09/30/2015		Lodging	121.00	



If a traveler has to pick up a GOV at the permanent duty station, the supervisor must determine whether the employee will be completing regular job duties at the duty station, or is merely picking up the GOV, equipment, or other travelers. If the traveler is at the permanent duty station only to pick up the GOV and not complete job duties, the TDY trip begins at his / her residence and POV mileage from the residence to the permanent duty station is reimbursable.

5.2.3 Alternate Modes of Transportation

A traveler may travel to and from a TDY location by POV, rail, or bus only when it is advantageous to the Government and specifically addressed within the travel authorization. The traveler must document when he / she selects a mode of transportation for personal reasons and it is neither the most cost effective mode of transportation nor specifically authorized as an exception to policy. When travel is conducted by POV, rail, or bus for personal reasons, the traveler must complete a cost comparison as described in Section 5.5 *Completing a Cost Comparison*. The traveler will receive reimbursement for the total cost associated with the mode of transportation most beneficial to the Government.

In all of the following cases, travel by an alternate mode of transportation is considered to be for personal reasons:

- All TDY travel locations are adequately served by commercial airline, and the scheduled departure and arrival times would result in a more efficient trip than travel by POV, rail, or bus.
- Some of the TDY travel locations are adequately served by commercial airline, and the cost of combining air travel and use of a special conveyance (e.g., ferry) is less than the cost of travel by POV, rail, or bus.
- The traveler conducts personal travel in conjunction with an official TDY trip and travel by POV, rail, or bus is not otherwise beneficial to the Government.
- The traveler decides to travel by POV, rail, or bus based on a fear of flying that is not documented in a current medical statement issued by a competent medical authority.

5.2.4 POV Mileage Reimbursement

For many TDY trips over 250 miles, the total trip cost for travel by POV will exceed that of a common carrier itinerary, due to increased per diem costs and lodging expenses. When developing an itinerary that includes travel by POV, the traveler must determine whether use of a POV is advantageous to the Government or is for personal reasons, and claim only allowable costs based on that determination. A traveler must complete Form 3-2387 to document the cost comparison any time he / she uses a POV for travel over 250 miles.



This section includes guidance on using a POV to travel to and from a TDY location. See Section 5.3.2 for information on claiming POV mileage reimbursement for travel around the TDY location during travel (e.g., mileage from temporary duty site to hotel).

GSA Mileage Reimbursement Rates

The Service uses two GSA mileage reimbursement rates to calculate reimbursement for travel by POV: a rate for travel by POV that is beneficial to the Government when a GOV is not available (POV-GOV Not Available), and a lower rate when a GOV is available and the traveler uses a POV (POV-GOV Available). GSA sets the mileage reimbursement rates based upon the incremental cost to a traveler when he / she uses a POV for official travel. These rates usually change annually in January; travelers should visit the GSA website (<http://www.gsa.gov/mileage>) or contact their Regional FATA to check on the current mileage reimbursement rates.

The mileage reimbursement rates account for the following costs:

- Fuel
- Maintenance
- Depreciation
- Taxes
- Insurance

The Service will not reimburse the traveler for any costs associated with fuel, additional insurance coverage, repairs, or accidents that occur while using a POV on TDY travel. Since tolls and parking fees incurred during TDY travel are not considered in the GSA mileage reimbursement rates, these charges are reimbursable to the traveler. However, travelers should avoid using toll roads or incurring parking costs whenever practical.



Since the GSA mileage reimbursement rate accounts for the cost of insurance, the Service will not reimburse a traveler for any costs associated with additional insurance coverage or accidents that occur while using a POV on TDY travel. The Service cannot require a traveler to conduct travel by POV or penalize an employee for declining to travel by POV.

Calculating POV Mileage Reimbursement

A traveler must track the total distance of his / her trip either by documenting odometer readings or using Google Maps (www.googlemaps.com) or MapQuest (www.mapquest.com). The starting point for the mileage calculation must match the starting point documented on the Concur travel authorization. The starting point must be either the traveler's commuting residence or official duty station, depending upon the location he / she departed from immediately prior to beginning TDY travel.

Travelers should be aware that the Service uses Google Maps and MapQuest to benchmark trip distances. If the mileage that Google Maps / MapQuest calculates differs significantly from the mileage that the traveler reports, the Service will reimburse the traveler for the lesser of the two distances. Travelers must document any extenuating circumstances that cause trip totals to exceed standard point-to-point distances (e.g., highway construction requires use of an alternate route).

The traveler must use the criteria outlined in Section 5.2.2 *Alternate Modes of Transportation* to determine which mileage reimbursement rate applies to his / her trip. Once a traveler selects the appropriate reimbursement rate in Concur and enters the total trip distance, the system calculates the total mileage reimbursement by multiplying the distance traveled by the applicable rate. The following scenarios illustrate how the decision to travel by POV when a GOV is available impacts a traveler's mileage reimbursement.



Scenario 1

Dan has to travel from Denver, CO to Phoenix, AZ to perform official duties at a refuge. The total distance for the round trip to Phoenix and back is 1,650 miles. Dan decides to drive because he doesn't like to fly; he does not have a medical waiver. There is a GOV available, but Dan takes his POV instead. Dan is eligible for the following POV mileage reimbursement:

1,650 (Total miles traveled)
x 0.23 (Per mile rate – POV-GOV Available)
\$379.50 (Total reimbursement)

Scenario 2

Mary has to travel from Broadus, MT to Monticello, UT to address an urgent situation. The total distance for this trip is also 1,650 miles. Mary could drive from Broadus to Billings, MT, fly to Grand Junction, UT, and drive to Monticello. However, this itinerary results in a longer total trip time and higher total trip cost than driving to Monticello. There is no GOV available. Mary is eligible for the following POV mileage reimbursement:

1,650 (Total miles traveled)
x 0.575 (Per mile rate – POV-GOV Not Available)
\$948.75 (Total reimbursement)



If a traveler is transporting other FWS employees in a POV, mileage is payable to only one employee. No deduction will be made from the traveler's mileage reimbursement if other passengers contribute to defraying his / her expenses. As a result, the employee who owns the POV should cover all costs associated with the use of the vehicle (e.g., fuel). The passenger employee should list the POV as a zero dollar expense in Concur and include a justification explaining that he / she was a passenger in another employee's POV.

5.2.5 Rail or Bus Service

Travelers may use rail or bus service only when an Approving Official determines it is beneficial to the Government, or the traveler submits a current statement issued by a competent medical authority indicating that he / she is unable to travel by air. Use of rail or bus service must be specifically addressed on the travel authorization and the traveler must use the most cost efficient class of service available (e.g., coach class on Amtrak Regional, business class on Amtrak Acela). If an Approving Official authorizes travel by rail or bus for medical reasons, the traveler must attach a copy of the medical statement with his / her receipt packet.

For the purpose of official TDY travel, train accommodations are defined as follows:

- **Coach class** - The basic class of accommodations offered that includes a level of service available to all passengers regardless of the fare paid. Coach class includes reserved coach and slumber coach accommodations for overnight train travel. If a train only offers two classes of accommodations, the lowest offered is considered coach class.
- **Extra-fare train** - A high-performance train, like the Amtrak Acela Express, that charges an increased fare when compared to "Regional" train service (e.g., operates at high speed with fewer stops); some extra-fare trains offer only business class and first class accommodations.
- **Business class** - Above coach class, but lower than first class in terms of fare and accommodations.
- **First class** - The highest level of accommodations offered; generally includes a bedroom, roomette, club service, parlor car accommodations, or other premium amenities.

When traveling by train, travelers must use coach class accommodations whenever available. If travelers use other than coach class accommodations without prior approval, reimbursement will be limited to the lesser of the cost of coach class train or air travel (based on the city-pair fare when available). An exception exists for the Amtrak Acela Express; the lowest class ticket available on the Acela (business class) may be purchased with supervisory approval.

Approving officials may authorize the use of extra-fare train service or other than coach class accommodations in any of the following cases:

- Coach class is not available on a train 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.

- A traveler's special need or disability must be accommodated. The traveler must provide current medical documentation supporting the request for premium class accommodations.
- Coach class accommodations on an approved foreign rail carrier do not meet health standards.
- Exceptional security circumstances require the accommodation.
- The official mission of the trip requires the accommodation.
- Travel by train is advantageous to the Government. For example, the trip requires overnight travel and slumber coach accommodations are not available.



The train fare search tool in Concur uses the same color-coding as the airfare search tool to help travelers determine fares' relative compliance with policy. Note that sometimes a more expensive extra-fare train fare will display "green" when a less expensive coach fare displays "yellow" due to cancellation fees or other restrictions associated with the fare.

As of publication of this Handbook, Concur does not include a bus fare search tool and the TMC does not book bus tickets. Travelers may book bus fares directly with the vendor (e.g., Greyhound, Mega Bus, Super Shuttle) by using the company's online booking site or calling the company's agents. As a reminder, use of third-party vendors (e.g., Expedia, Orbitz) to book official travel is prohibited.



Travelers must use the criteria outlined in Section 5.2.3 to determine whether travel by rail / bus service is beneficial to the Government or for personal reasons. When travel is conducted by rail / bus for personal reasons, the traveler must complete a cost comparison as described in section 5.5 *Completing a Cost Comparison*.

5.3 Incurring Transportation Costs at Your TDY Location

The Service also covers the cost associated with a traveler's transportation after arriving at a TDY location. The travelers must use the most cost effective mode of transportation, unless an Approving Official specifically authorizes an exception to policy. Local transportation methods may include any of the following:

- Rental car
- POV
- GOV
- Taxi
- Bus / shuttle
- Subway



When a traveler is authorized to use a GOV, POV, or rental car to travel to a TDY location, he / she may still choose to use public transportation (e.g., Metro, bus, shuttle) to travel around the TDY location and claim reimbursement for these costs. Public transportation is generally acknowledged to be more cost efficient and eco-friendly than use of a car. Travelers may not claim any costs associated with use of a taxi around the TDY location if authorized a rental car, POV, or GOV except in extenuating circumstances (e.g., adverse weather conditions, lack of parking options at a location associated with the official mission of the trip).

5.3.1 Rental Cars

Frequently, the cost associated with obtaining a rental car is greater than traveling by taxi or using local transit at a TDY location. An Approving Official must evaluate each request for a rental car, and may only authorize the expense when it is the mode of transportation most beneficial to the Government. The Approving Official should consider factors such as the proximity of restaurants and hotels to the TDY site, and the availability of reliable public transportation (e.g., Metro). Any time use of a rental car is included on a Limited Open / Unlimited Open Travel Authorization, the Approving Official must include a qualifying statement indicating that a rental car may only be obtained when advantageous to the Government; it is the traveler's responsibility to consider other transportation

options for each trip and obtain a rental car only when appropriate. This section includes information that travelers must consider after obtaining pre-authorization to rent a car for TDY travel.



If multiple employees are sharing a rental car, only one employee may claim costs associated with the car. The other employees should log the rental car as a zero dollar expense in Concur to capture the transportation method in the trip record.

U.S. Government Car Rental Agreement

The Service requires travelers to obtain rental cars from companies participating in the Department of Defense's (DoD) [U.S. Government Car Rental Agreement](#) (Agreement), which is a contract between the U.S. Government and participating car rental companies to provide quality rentals and additional benefits to official Government travelers. Under the Agreement, collision damage waiver (CDW) and other benefits are included in a discounted rental rate. A traveler is covered by the Agreement only when using a travel card to pay for the car rental and limiting use of the car to official Government business. However, simply using the travel card at the rental car office does not automatically place the reservation under the U.S. Government Car Rental Agreement; travelers should confirm with the rental car company that they are covered under the Agreement when picking up a rental car for TDY travel.



Travelers must use vendors that participate in the Agreement whenever available. If a traveler visits a TDY location that is not served by any participating rental car companies, or requires a specific vehicle that cannot be obtained from a contract vendor, the Service will reimburse him / her for the cost associated with renting a car from a non-contract vendor. However, the traveler will not be covered by the Agreement during the TDY trip.

The traveler should be aware that supplemental insurance coverage is never reimbursable in CONUS and is reimbursable only in limited circumstances OCONUS. In addition, before renting a car from a non-agreement vendor, the traveler should check Regional policy and speak with a representative from the Budget and Finance Office or Contracting and General Services office to determine whether a contract is required. If the employee is at fault for an accident or any vehicle damage in a vehicle rented from a non-agreement vendor, the rental company or any other party to the accident may file a tort claim to be handled by the DOI Solicitor's Office and the outcome may or may not be favorable to the employee.

Employees conducting travel that requires off-road driving to complete the official purpose of the trip should be aware that the U.S. Government Car Rental Agreement does not cover damage to rental cars that occurs as the result of off-road driving. Further, employees should be aware that FWS unpaved roads are considered off-road conditions under the definition included in the Agreement.

Rental Type

A traveler must rent a compact size car when conducting official travel, unless he / she qualifies for a larger car under one of the following exceptions:

- The traveler is transporting equipment or material required for the official portion of the trip that takes up more space than is available in a compact car.
 - The traveler is providing transportation to two or more other FWS employees on official travel.
 - The traveler experiences inclement winter weather conditions or his / her trip includes terrain such that a 4x4 vehicle is required to safely complete the mission of the TDY trip (not including off-road driving, which is not covered under the U.S. Government Car Rental Agreement).
 - The traveler provides documentation of a medical condition that requires use of a larger vehicle.
 - The traveler's physical size is such that he / she cannot safely operate a compact vehicle. Approving Officials must use discretion when approving such requests.
-



The rental car search tool in Concur may include sub-compact cars in the inventory for compact cars. If a traveler wants to verify that he / she has reserved a compact (not a sub-compact) car, the traveler should call the rental car company directly. The traveler may ask the rental car company to adjust the reservation to a compact car. The TMC is also able to view the type of car rented under each reservation, but charges a fee to adjust the reservation.

Hourly Rentals

If a traveler wants to rent a car for less than a day at an hourly rate, he / she should not reserve the car in Concur. The traveler should call the TMC and provide the hours for the rental; the TMC can create a reservation for fewer than 24 hours. A traveler / Travel Arranger may also work with the Contracting and General Services team to establish a contract for hourly car rental, when practical (i.e., when there is enough volume to justify the labor cost associated with creating the contract).

Rental Car Add-Ons (GPS, Automated Toll Payment Systems, Pre-Paid Fuel, Roadside Assistance)

Rental car add-ons, such as GPS devices and satellite radio, are generally not reimbursable and may not be authorized on a Limited Open / Unlimited Open Travel Authorization.

GPS units can be rented at the expense of the Government only in the following cases:

- To assist in accomplishing an active law enforcement or firefighting mission;
- When renting a vehicle in a foreign country; or
- When official travel involves access to extremely remote locations that are not close to population centers, and where clearly marked road signs may not be present.

Travelers should avoid renting or using an automated toll payment system (e.g., EZ Pass, FasTrak, EXpressToll, TollTag) any time the device is optional. Tolls should be paid using cash or the government charge card and claimed on the travel voucher. The cost of renting an automated toll payment device is not generally an allowable expense. If a road does not include a cash / charge card toll option, the traveler should use another route, when possible. If an alternate route is not practical, the Approving Official may authorize the cost of renting an automated toll payment device on a case-by-case basis. The traveler must include an explanation for the cost in the travel voucher.

Generally, travelers may not select the pre-paid fuel option and must refill the rental car with fuel prior to returning it to the rental car company. The only exceptions to this policy are when the traveler cannot refill the rental car due to safety issues, or when there is no gas station within five miles of the route to return the rental car.

A Roadside Assistance Program is included under the U.S. Government Car Rental Agreement. Travelers must not authorize rental car companies to include charges associated with other roadside assistance options on their rental agreements. The rental car company will provide to Government renters a toll-free telephone number to call for service covered under the U.S. Government Car Rental Agreement, in case of an accident, or when a repair is needed. The service is available 24-hours per day, 7 days per week.



If a traveler obtains a premium rental car service or assistive technology at the expense of the Government without proper authorization, the traveler will be responsible for reimbursing the Service the associated cost and may be subject to adverse personnel action.

Personal Use

The U.S. Government Car Rental Agreement only covers the traveler when he / she uses a rental car to conduct official Government business. The traveler must limit personal use of the rental car to activities required to ensure his / her sustenance, health, and comfort while performing Government business. Reasonable personal use of a rental car generally includes travel to the following locations:

- Nearby restaurant or food store
- Doctor's office or hospital
- Pharmacy
- Barber shop
- Place of worship
- Dry cleaning establishment



Members of the employee's family may ride in a car rented under the U.S. Government Car Rental Agreement. Only U.S. Government employees and non-employee invitational travelers under orders may operate a car rented under the U.S. Government Car Rental Agreement. Members of the employee's family must not drive the car unless they are U.S. Government employees or invitational travelers acting within the scope of their assigned duties.



If a traveler is conducting personal travel in conjunction with official travel, he / she is not covered by the U.S. Government Car Rental Agreement for the personal portion of the trip. In addition, since the traveler may not use the government charge card to cover any cost associated with personal travel, he / she must ensure that any cost associated with the use of the rental car for the personal portion of the trip is covered by a personal form of payment. The traveler must book the official reservation through Concur, and then call the TMC to add a personal reservation to his / her itinerary. If the rental car company will accept the government charge card for the official portion of the reservation and a personal credit card for the personal portion of the reservation, the traveler may split payment and use a single reservation to cover both portions of the trip. If the rental car company will not split payment, the following two methods are allowable when reserving a rental car for a trip that combines official and personal travel:

Method 1: Return and Re-Rent

If the traveler is within reasonable distance of the rental car company (e.g., within 50 miles or a one hour drive), he / she is expected to return the car to the vendor at the completion of the official portion of the trip. The traveler must re-rent the car under a separate reservation for the personal portion of the trip. The traveler must use a personal credit card or other personal form of payment to cover all costs associated with the personal reservation. Some rental car companies offer only Method 1, and require the renter to return the car between official and personal travel regardless of the distance the individual must travel to do so.

Method 2: Use Personal Form of Payment for Combined Reservation

If the traveler is not within a reasonable distance of the rental car company and returning the car to the vendor would be unduly burdensome (e.g., during travel in Alaska), some rental car companies will permit use of a personal credit card or other personal form of payment to cover all costs associated with the combined official and personal trip. In this case, the traveler must present a copy of his / her travel authorization to the rental car company in order to receive the U.S. Government Car Rental Agreement coverage for the official portion of the trip. The traveler must include only the cost associated with the official portion of the trip on his / her travel voucher. The traveler must be aware that, even though the car is rented under a single reservation for the duration of the trip, the U.S. Government Car Rental Agreement does not extend to the personal portion of the trip. The traveler must purchase any supplemental insurance necessary for the personal portion of the trip at his / her personal expense.

Accidents While in TDY Status

If a traveler is in an accident in a rental car during TDY travel, the traveler must remain at the scene of the accident unless he / she is injured. The traveler must summon the police and obtain an accident report, even if the accident occurs in a jurisdiction where it is not mandatory to contact legal authorities for minor accidents. All accidents must be reported to the rental car company, and involving the police helps to ensure that the situation is properly documented and the parties exchange appropriate information. The traveler should also record the name of the employee from the rental car company who assisted in documenting the accident.

The traveler is responsible for completing any documentation required by the police, FWS Safety Officer, or rental car company. The traveler must include the accident report and billing statement with his / her Concur receipt

packet. The Service will cover the total cost associated with the damages only if the accident occurred within the scope of the employee's official duties and the employee did not violate the terms of the Agreement. If the Service finds that the accident was due to negligence or was unrelated to the employee's official duties, the employee may be required to issue payment to the Service for the total cost associated with the accident. Car accidents are investigated in accordance with Service Manual Chapter [240 FW 7](#) and reporting is completed in accordance with [320 FW 9](#).

While the rental car company should pay for all damage and liability costs under the agreement, personal items stolen from or damaged while in the rental car may not be covered. A traveler with a government charge card should contact MasterCard at 1-800-MC-ASSIST to file a claim for costs not reimbursed. For any costs or liability issues not resolved by the rental car vendor or MasterCard, the traveler can seek relief through the Service's tort claim process as described in Service Manual Chapter [401 FW 2](#).



The U.S. Government Car Rental Agreement covers most rental car issues, including necessary repairs. If a traveler experiences a rental car issue (e.g., car will not start), he / she should contact the rental car company using the toll-free number provided by the company with the car rental documentation. An operator at the toll-free number will provide the traveler with assistance in locating a repair facility and any other services (e.g., tow truck) required to resolve the issue. When an employee rents a car under the U.S. Government Car Rental Agreement, the rental car company pays the repair facility and other service providers directly. The company may not charge the employee's charge card for any costs associated with any damages or repairs. Since the rental car company should bear the cost associated with resolving the issue, these costs are not reimbursable to the traveler.

If a traveler rents a car from a company that does not participate in the U.S. Government Car Rental Agreement and is instructed by the rental car company to issue payment for the cost of the repairs or other services, the traveler may not automatically use the government charge card to cover these costs. The Service may cover these costs when the accident / issue that necessitated repairs or services is not due to traveler negligence or recklessness, and when rental of a car outside of the Agreement is not for personal preference. Per Departmental policy, payment may require filing a tort claim with the DOI Solicitor's Office.

There are some rental car issues that are not covered by the U.S. Government Car Rental Agreement and require the traveler to cover all costs out-of-pocket. For example, if a traveler locks the keys in a rental car, he / she must cover the cost associated with a locksmith service at personal expense. The traveler must also cover any cost associated with traffic or parking violations, regardless of whether he / she was performing official Government business at the time of the violation. In addition, any repairs resulting from traveler negligence or recklessness may need to be covered by the traveler at personal expense if the traveler violated the U.S. Government Car Rental Agreement.

5.3.2 POV Mileage Reimbursement

When a traveler uses a POV to travel to a TDY location, the Service will provide POV mileage reimbursement for reasonable travel around the TDY site. Reimbursement must be calculated using the appropriate mileage reimbursement rate, depending upon whether the use of a POV for the trip is advantageous to the Government or due to personal preference and whether a GOV is available (see Section 5.2.2 *Government-Operated Vehicles*). The Service may also reimburse the traveler for use of public transportation (e.g., subway, shuttle, bus) around the TDY location in lieu of a POV as a more cost effective and eco-friendly option. When a travel is authorized to use a POV for travel to the TDY location, the Service will not reimburse the traveler for use of a taxi around the TDY location, except in extenuating circumstances (e.g., adverse weather conditions, lack of parking options at a location associated with the official mission of the trip).

5.3.3 Local Transit System

A local transit system is defined as a means of public transportation (e.g., subway, light rail, bus), and does not include taxis. As opposed to authorizing rental cars, Bureaus should encourage the use of the local transit systems

when feasible. Unless local transit is unduly burdensome or the use of a rental car would result in substantial cost savings, local transit systems should be used as the "greener" and less expensive options. The traveler must use complimentary shuttles, when available, instead of incurring the cost associated with another local transit system.

Shuttle, bus, and subway fares may be added directly to a travel voucher. Travelers may claim reimbursement for the cost of using a local transit system around the TDY site even when authorized to use a GOV, POV, or rental car to travel to / from the TDY location. Per Departmental policy, tips for complimentary transportation (e.g., free shuttle) are not reimbursable unless the driver handles luggage, in which case allowable tips are limited to \$2 per large bag.



There is a shuttle available from Dulles International Airport to NCTC that costs \$100 for a round-trip fare. Visit <http://nctc.fws.gov/campus/shuttle.html> for additional information and to make reservations. Travelers should be sure to select shuttles that allow for time to pick up luggage at the airport upon arrival and check in for flights for departure.

5.3.4 Taxis

A traveler may use a taxi at a TDY location when doing so is less costly than obtaining a rental car and local transit is not available. The Service will reimburse the traveler for the taxi fare, as well as a reasonable tip for the taxi driver (up to 20%) when an Approving Official does not authorize use of a rental car, POV, or GOV or in extenuating circumstances (e.g., adverse weather conditions, lack of parking options at a location associated with the official mission of the trip). The traveler must use complimentary shuttles, when available, instead of incurring the cost associated with travel by taxi. Taxi fares may be added directly to a travel voucher, as long as the fares are for local (not long-distance) travel.

Vendors or programs such as Uber and Lyft are generally acceptable when use of a taxi is authorized, as long as the rates are competitive with "regular" taxi service in the local area. Travelers who are uncertain about acceptable rates should obtain a taxi fare cost estimate from <http://www.taxifinder.com>. The Service may reject a claim for reimbursement of a higher than standard fare charged by Uber, Lyft, or a "black car" service.

5.4 Combining Official and Personal Travel

Travelers must obtain pre-authorization to conduct personal travel in conjunction with official travel by completing FWS Form 3-2387 (Cost Comparison) and include the approved form with the Concur receipt packet. The Approving Official must ensure that the official travel is essential and the personal travel is only incidental to the official purpose of the trip.



If a traveler is extending a single-destination TDY trip by taking one or more days of personal leave in that same location, and is using a city-pair fare, he / she may book the trip for the combined official-personal duration in Concur. City-pair fares remain constant, regardless of the day of the week that travel is conducted, so the addition of personal leave to the itinerary does not impact the cost of transportation. The traveler must adjust the per diem calculation to ensure he / she does not receive per diem reimbursement for any days of personal leave. In addition, the traveler must include a note in the travel authorization alerting the Approving Official to his / her intention to take personal leave in conjunction with official travel. Any time a traveler adds a personal destination to an official flight itinerary, the traveler is no longer eligible to use city-pair fares for any portion of the trip.

When a traveler adds a personal destination to an official trip or the personal travel impacts the cost of transportation in any other way, he / she must document the trip using the process outlined below.

A traveler may plan a personal deviation as part of his / her TDY trip; a personal deviation is defined as personal travel conducted in conjunction with official travel that impacts the cost of transportation or duration of the trip. Any time a traveler plans a personal deviation, he / she must first use the Concur search tools or contact the TMC

to document cost estimates for the official itinerary and the combined official-personal itinerary. The traveler must document these cost estimates on the FWS Cost Comparison Form (FWS Form 3-2387). The traveler must provide the completed FWS Form 3-2387 and screenshots of any flight prices to his / her Approving Official for review. The Approving Official pre-authorizes the traveler to conduct a personal deviation in conjunction with official travel by signing FWS Form 3-2387.

After obtaining an Approving Official's signature on FWS Form 3-2387, the traveler should call the TMC and ask to book a combined official-personal trip. The traveler must describe the official trip and personal deviation to the TMC agent. The TMC agent books the reservations and informs the traveler of the difference in cost between the official portion of the trip and the combined official-personal trip. The traveler must include a copy of the approved FWS Form 3-2387, any supplemental documentation (e.g., screenshots, leave request), and the itinerary booked by the TMC with his / her Concur receipt packet.

The traveler must cover all costs associated with adding personal reservations to the trip with a personal credit card or other personal form of payment. The traveler may not use his / her government charge card to cover any portion of the personal deviation or any additional fees associated with adding personal travel to the itinerary. When the TMC books a combined official-personal trip, the reservation is non-refundable. If the Service cancels the official portion of the trip, and this causes the traveler to cancel the personal travel, the Service cannot reimburse the traveler for any personal losses associated with cancellation. The Service can cover reasonable costs associated with adjusting travel plans when leave is interrupted for official duty on a case-by-case basis.



Travelers are responsible for covering, with personal funds, any fees charged by the TMC to book a combined official-personal trip or adjust an official itinerary to add a personal deviation. Booking the official portion of the trip in Concur and contacting the TMC to adjust the reservation may result in additional re-ticketing fees.

Travelers may not use Government rates, discounts, or services for personal travel unless the vendor extends the same privilege to all Federal employees on personal travel. In addition, traveler may not use city-pair fares if any leg of the trip is personal travel. Travelers must inform the TMC when reservations are for personal travel, to ensure that the TMC only books fares and services appropriate for personal use.



If a traveler's decision to combine personal and official travel results in the traveler not being able to use an available GOV due to GOV use policies, the traveler is reimbursed at the lower POV mileage rate (GOV is still considered available). A POV to commercial air carrier cost comparison is not required.

5.5 Completing a Cost Comparison

A traveler must complete a cost comparison when he / she selects a mode of transportation that is not the most advantageous method available, travels by an indirect route, or performs a personal deviation and the travel authorization does not specifically address an exception to policy. The following scenarios are common examples of travel-related decisions that require the traveler to complete a cost comparison; the traveler must use FWS Form 3-2387 to document these cost comparisons.

- The traveler uses a mode of transportation other than the one that is advantageous to the Government.
- The traveler uses a mode of transportation other than commercial air carrier when the trip distance is longer than 250 miles each way.
- The traveler travels by an indirect route due to personal preference rather than mission needs.
- The traveler combines official and personal travel.
- The traveler claims reimbursement for parking and POV mileage to and from airport, bus, or rail terminal with a total cost over \$150.
- A friend or family member drives the employee to and from the airport via POV (no parking) and the employee claims POV mileage reimbursement totaling \$150 or more.

In addition, in the following situations the traveler may decide to use the Form 3-2387 to document a cost comparison, or Regions may require use of the form at their discretion.

- The traveler travels by POV rather than rental car or train, regardless of distance. A POV to GOV cost comparison is not required because if a GOV is authorized, POV mileage is paid at the reduced rate.
- The traveler travels by rental car rather than GOV when GOV is the authorized mode of travel, regardless of distance.

FWS Form 3-2387 requires that the traveler provide identifying information, including his / her name, official duty station, and TDY travel location(s). The form also includes two blank itineraries; the traveler must use Concur or contact the TMC to obtain cost estimates and include the estimates on FWS Form 3-2387.

The traveler must use Itinerary 1 to document the **actual trip** that he / she plans to conduct. The traveler must use Itinerary 2 to document the **authorized trip** that represents the trip as originally authorized, as the point of comparison. The Total Trip Cost section includes space for many types of expenses that may be incurred during TDY travel. The traveler should enter cost estimates only for costs / expenses relevant to the itinerary. The following table illustrates the mode of transportation / scenario and associated costs that should be documented in each itinerary.

Table 5-1 - Guidance for Use of FWS Form 3-2387

Mode of Transportation / Scenario	Relevant Expenses for Form 3-2387							
	Ticket / Fare Price + Booking Fee	Mileage	Transportation to and from Airport / Station	Rental Car & Fuel	Local Transportation	Lodging	M&IE	Lost Productive Time
Commercial Air Carrier	Yes	No	Yes	Yes, if renting a car at the TDY location	Yes, if not renting a car at the TDY location	Yes	Yes	Sometimes, see note below
Train	Yes	No	Yes	Yes, if renting a car at the TDY location	Yes, if not renting a car at the TDY location	Yes	Yes	Sometimes, see note below
Bus	Yes	No	Yes	Yes, if renting a car at the TDY location	Yes, if not renting a car at the TDY location	Yes	Yes	Sometimes, see note below
GOV	No	No	No	No	No	Yes	Yes	Sometimes, see note below
POV	No	Yes	No	No	No	Yes	Yes	Sometimes, see note below
Rental Car	No	No	No	Yes	No	Yes	Yes	Sometimes, see note below
Combined Official-Personal Travel	Depends on transportation	Depends on transportation	Depends on transportation	Yes, if renting a car at the TDY location	Yes, if not renting a car at the TDY location	Yes	Yes	No, must take leave for personal portion of trip
Official Travel	Depends on transportation	Depends on transportation	Depends on transportation	Yes, if renting a car at the TDY location	Yes, if not renting a car at the TDY location	Yes	Yes	No

The traveler must sign and date the completed FWS Form 3-2387, and obtain the signature of his / her supervisor. The traveler must include a copy of the signed form with the Concur receipt packet. The Service will reimburse the traveler for the total cost associated with the less expensive itinerary; generally, Itinerary 2.



In some cases, as dictated by Regional policy, travelers may be required to complete three-way cost comparisons to compare the cost associated with the use of a POV to commercial air carrier and use of a GOV. Service policy requires only two-way cost comparisons (e.g., POV to commercial airline, POV to rental car).

In limited cases, travelers may be required to calculate lost productive time for cost comparisons. Time spent on leave or on non-workdays (i.e., weekends and holidays) does not count as lost productive time. Time spent traveling rather than working at the permanent duty station is lost productive time. For example, if the traveler is authorized one full work day to travel to a TDY location, it does not matter if the actual trip takes eight hours and the authorized trip would have taken three hours. As long as the traveler can complete the actual trip in one work day (authorized travel time), he / she does not need to calculate lost productive time. If the traveler is authorized one day to travel to a TDY location and could complete the travel in one work day using the authorized mode of transportation (e.g., commercial air carrier), but needs two work days to complete the travel using the actual mode of transportation (e.g., POV), the traveler would calculate lost productive time for the extra work day spent traveling.

Regional or local policy dictates how to calculate the labor cost associated with lost productive time. Generally, the employee may multiply the hourly rate from his / her leave and earnings statement by eight hours to calculate the daily cost of lost productive time. Employees are not required to include benefits in lost productive time calculations because benefit costs are fixed.

Contact your Regional FATA for additional guidance on documenting these cost comparisons.

5.6 Documenting Interrupted Travel

If a traveler's trip is interrupted with an official deviation to an alternate assignment, he / she is responsible for contacting the TMC at 855-847-6398 as soon as possible to adjust and cancel travel reservations as necessary. It is critical that the traveler contact the TMC to cancel reservations if cancelling a trip within 72 hours of the scheduled departure time, since the reservations will be ticketed at that point. The Service will cover the cost associated with change fees and penalties only after determining that the traveler acted reasonably and responsibly in adjusting or cancelling reservations.



Information on how to calculate per diem for interrupted travel is in Chapter 6 - *Lodging, Meals, and Incidental Expenses*.

5.7 Cancelling a Trip

When a traveler needs to cancel a trip, he / she should first cancel the reservations in Concur, and then cancel the associated travel authorization (if it is no longer needed). There are two ways to cancel travel reservations in Concur; contact the TMC with any questions about cancelling travel reservations.

- **“Trip Library” Cancellation:** Click on the “Trip Library” option within the Travel tab and locate the trip that that requires cancellation. If “Cancel Trip” appears in the Actions column, click this link to cancel all reservations associated with the trip.
- **“Recent Trips” List:** Locate the trip that requires cancellation on the “Recent Trips” list on the Concur Home screen. Click the “Cancel Trip” link in the Actions column. Enter an explanation for the cancellation in the dialog box that appears, and click “OK.” Click the check box on the next dialog box and then click “Continue” to accept the hotel’s cancellation policy, if applicable.

Figure 5-4 – Cancelling Trips in Concur

From the trip library, use the “Cancel Trip” link to cancel all reservations associated with the trip.

Trip Name/Description	Authorization Number	Status	Date Booked	Start Date	End Date	Action
Trip from Denver to Santa Fe (3QCAQ7)	TANUM000008GR	Authorization needs approval Approval and Ticketing deadline is 08/21/2015 09:00 pm Eastern. Trip will be automatically cancelled if not approved by then.	08/20/2015	11/12/2015	11/13/2015	Cancel Trip

The same information and functionality is available in the Recent Trips list on the Concur Home screen.

Trip Name/Description	Authorization Number	Status	Start Date	End Date	Action
Trip from Denver to Santa Fe (3QCAQ7)	TANUM000008GR	Authorization needs approval Approval and Ticketing deadline is 08/21/2015 09:00 pm Eastern. Trip will be automatically cancelled if not approved by then.	11/12/2015	11/13/2015	Cancel Trip



If a flight has been ticketed, the traveler must contact the TMC to change or cancel the flight.

If a hotel cancellation number does not display with the “Cancellation Successful” dialog box at the completion of the process, contact the hotel directly to confirm the cancellation and ensure they will not apply any “no-show” charges.

After cancelling the travel reservations, if the travel authorization is no longer needed, the traveler should navigate to Authorizations > View Authorizations and locate the authorization that he / she needs to cancel. The traveler should click the “Open” icon in the Action column and, once the document is open, navigate to the “Document Status to Apply” drop-down list in the Confirmation tab, select CANCELLED, and submit the document. If the trip has the status AUTHORIZATION APPROVED, the traveler must amend the travel authorization before it can be stamped CANCELLED.

A traveler must create a travel voucher in Concur for any TDY trip that includes one or more expenses, regardless of whether they are reimbursable or centrally billed.



Concur will automatically cancel trips in the two following scenarios:

- A trip that has not been completed through trip confirmation will be auto-cancelled if not confirmed within four hours of initiating the booking. The Concur user will receive an email notifying him / her of an unfinished trip; a message will also display on the user’s screen.
- Trips with airfare that are not approved, including those which have made it through only part of the routing list, are subject to auto-cancellation in Concur 48 hours prior to travel (outbound airline departure time).

Concur does not automatically cancel lodging or rental car reservations that do not receive approval. Travelers must manually cancel these reservations by completing the process outlined above.

Chapter 6: Lodging, Meals, and Incidental Expenses

This section will help you determine the answer to each of the following questions:

- ✓ Under what circumstances does the Service cover the costs associated with lodging, meals, and incidental expenses required during TDY travel?
- ✓ How does the Service reimburse travelers for lodging, meals, and incidental expenses?
- ✓ How is reimbursement impacted when a traveler conducts personal travel in conjunction with official travel?
- ✓ How is reimbursement impacted when a TDY trip is interrupted with travel to an alternate official assignment?

6.1 Introducing Service Policy on Lodging, Meals, and Incidental Expense Reimbursement

The Service is committed to ensuring that official TDY travel is financially neutral for its employees. In addition to paying for transportation, the Service covers the costs associated with lodging, meals, and incidental expenses required during TDY trips. The sum of the daily allowable costs associated with lodging, meals, and incidental expenses is known as the per diem cost of travel. In most cases, the Service uses the Lodgings-Plus method to reimburse travelers for the per diem cost of travel. Under the Lodgings-Plus method, the Service covers the actual cost of the traveler's lodging, up to a maximum daily allowable rate. In addition, the traveler receives a daily allowance for meals and incidental expenses (M&IE).

6.2 Determining Eligibility for Per Diem

A traveler is eligible to receive per diem reimbursement when he / she meets both of the following criteria:

- The traveler is in TDY status for more than 12 hours.
- The TDY location is 50 miles or farther from the traveler's official duty station and commuting residence.



Generally, the traveler must begin calculating time spent in TDY status upon leaving his / her official duty station or commuting residence, whichever occurs immediately prior to travel. However, if a traveler goes to his / her official duty station only to conduct activities related to travel preparation (e.g., pick up coworkers riding in the traveler's POV for the trip), the Approving Official may instead authorize the traveler to begin calculating time spent in TDY status from when he / she left home to travel to the office.

In a limited set of circumstances, a traveler may receive per diem reimbursement for travel to a TDY location that is fewer than 50 miles from his / her duty station and residence. A traveler may request per diem at a location 30-50 miles from his / her duty station and residence in the following situations:

- A traveler attends a meeting, conference, or training and would benefit from remaining on-site with colleagues.
- Inclement weather, such as a snowstorm, jeopardizes the traveler's personal safety or health. The Approving Official should consider cancelling the entire TDY trip if the weather makes traveling dangerous.
- An extreme condition that jeopardizes the health and safety of fish and wildlife, such as an oil spill or fish kill, requires the traveler to work beyond an eight hour shift (usually ten hours or more), making it

imperative to eliminate travel back to the residence each night in order for the employee to obtain proper rest.

- An extreme condition that jeopardizes fish, wildlife, or employees' health or safety requires an employee to be on "stand-by" or "on call" beyond a normal duty shift near the TDY site in case of an emergency call-back. Examples include oil spills, fish kills, and law enforcement security / support. This includes when the traveler is not provided return transportation home each day, such as short trips between islands in Hawaii and Puerto Rico.
- The Assistant or Regional Director grants a TDY location an extended exception to the 50 mile requirement, not below the 30 mile requirement, due to travel challenges associated with weather, terrain, or required mode of transportation.

The traveler must document the request to claim per diem for TDY travel to a location fewer than 50 miles from the permanent residence and duty station on FWS Form 3-2388, obtain the signatures of the Approving Official and the Supervising Directorate Member on the completed form, and include a copy of the signed FWS Form 3-2388 with his / her receipt packet. Additional information on requesting, approving, and documenting per diem reimbursement for travel 30-50 miles from a traveler's duty station or residence under each of these exceptions is included below.

Scenario 1: A traveler attends a meeting, conference, or training and would benefit from remaining on-site with colleagues.

The traveler's request must include the rationale for remaining onsite (e.g., beneficial to the mission to attend evening meetings) and should address whether additional travel time would place a burden on the traveler or the mission. The traveler must obtain prior approval from the Supervising Directorate Member and include a copy of the approval with the receipt packet.

Scenario 2: Inclement weather, such as a snowstorm, jeopardizes the traveler's personal safety or health.

The Service's first priority is ensuring the safety of its employees conducting official travel. Therefore, a traveler may remain at a TDY location when it is necessary due to inclement weather. The traveler must obtain approval from the Supervising Directorate Member and include the approval with the Concur receipt packet. The traveler must request approval as soon as he / she becomes aware of the inclement weather. If the traveler becomes aware of inclement weather during a TDY trip, he / she may seek post-travel approval. The Service evaluates requests for post-travel approval on a case-by-case basis, and approval cannot be assumed.



Travelers should exercise good judgment when scheduling travel to TDY locations that are prone to severe weather. If a traveler becomes aware of a severe weather forecast in advance of the planned date of travel, he / she should speak with a supervisor to determine the best way to handle the situation. The traveler's supervisor may postpone the travel or recommend that the traveler obtain approval from the Supervising Directorate Member to incur lodging costs.

Scenarios 3 and 4: An extreme condition requires that a traveler work beyond an eight hour shift or be "on call" beyond his / her normal duty shift.

When an employee is working outside of his / her normal duty shift to support the Service's response to an extreme condition such as an oil spill or fish kill, the Service may provide per diem reimbursement to enable the employee to remain near the TDY site and obtain proper rest. The traveler should request approval prior to beginning the trip, unless his / her work schedule changes during the trip, in which case approval may be granted during or after travel.

Scenario 5: The Assistant or Regional Director grants a TDY location an extended exception to the 50 mile requirement.

When travel to a given TDY location is challenging due to weather, terrain, or required mode of transportation, the Assistant or Regional Director may approve an extended exception (e.g., five-year exception) to the 50 mile requirement. Once an extended exception is in place, a traveler may claim per diem when traveling to the location from 30-50 miles away when specifically addressed on the travel authorization. The traveler must include a copy of

the exception memo with his / her receipt packet. Travelers should contact their Regional FATAs for information on location-based exceptions.



In addition to the exceptions listed for travel 30-50 miles from a duty station or residence, there is a limited exception for travel to a TDY location fewer than 30 miles from a traveler's duty station or residence. A traveler may receive per diem reimbursement for travel to a TDY location fewer than 30 miles from his / her duty station or residence only in extenuating circumstances when the additional travel time would have a negative impact on the traveler or the mission. In this case, the traveler must obtain written approval from the Supervising Directorate Member, the FWS Director, and the DOI Assistant Secretary of Policy, Management, and Budget. The traveler must include a copy of the approval with the receipt packet. There are cases (usually non-TDY) in which per diem is legally allowed within the duty area that usually involve unexpected emergencies (not non-emergency work after hours), such as a severe blizzard that prevents travel home, or on-site presence required because of a chemical spill or law enforcement emergency. Documents such as an SF 1164 for emergency food reimbursement should cite the proper legal authority.

6.3 Using the Lodgings-Plus Method of Reimbursement

The Lodgings-Plus method is the standard method that the Service uses to provide per diem reimbursement to travelers. Under this method, GSA establishes maximum per diem reimbursement rates for TDY locations within CONUS, and works with the State Department and the DoD Per Diem, Travel and Transportation Allowance Committee (PDTATAC) to establish maximum per diem reimbursement rates for domestic TDY locations OCONUS (e.g., Alaska, Hawaii). The State Department Office of Allowances sets foreign per diem rates on a monthly basis. The traveler receives reimbursement for the actual amount he / she pays for lodging, not to exceed the applicable maximum rate for the TDY location documented on the travel authorization, plus an allowance for meals and incidental expenses.

The GSA website (<http://www.gsa.gov/perdiem>) includes a breakdown of the current CONUS per diem rate(s) for each TDY location. The screenshot below shows per diem information that a traveler could locate online.

Figure 6-1 - GSA Per Diem Rate Search Screen

The following rates apply for Miami , Florida														
Primary Destination* (1)	County (2, 3)	Max lodging by Month (excluding taxes)											Meals & Inc. Exp.**	
		2015			2016									
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug		Sep
Miami	Miami-Dade	148	148	212	212	212	212	160	160	124	124	124	124	64

The traveler is eligible for up to 100% of the maximum lodging allowance for each day of the trip that requires lodging.

The traveler is eligible for up to 100% of the maximum M&IE allowance for each day between the first and last days of travel. On the first and last days of a trip, the traveler is eligible for up to 75% of the maximum M&IE allowance for the TDY location.



A traveler should check whether the per diem table includes either the city or county where he / she is conducting TDY travel. If neither the city nor county is listed on the GSA website, the traveler must use the Standard CONUS Rate. The Standard CONUS Rate is a rate that GSA sets for use in non-metropolitan locations around the continental United States. As of October 1, 2015, the Standard CONUS Rate is \$89 for lodging and \$51 for M&IE.

Travelers are responsible for complying with Federal travel regulations and Service policy when incurring costs related to lodging, meals, and incidental expenses. This section outlines restrictions that apply to each type of travel-related expense under the Lodgings-Plus method of reimbursement.

6.3.1 Lodging

The Service covers the traveler's actual lodging costs, up to the maximum lodging rate for the per diem location when he / she is conducting official TDY travel. Travelers should use Concur or contact the TMC to make reservations at hotels available in Concur. Concur automatically adds the maximum lodging rate for the TDY location to the trip itinerary; it is the traveler's responsibility to adjust the lodging allowance if the actual lodging rate is higher or lower than the daily maximum allowable amount. The traveler is also responsible for adjusting or cancelling any hotel reservations made outside of Concur if his / her travel plans change. The Service will not cover the cost associated with lodging reservations made outside of Concur that the traveler fails to adjust or cancel.

In the limited set of circumstances listed below, travelers are not required to book lodging in Concur or with the TMC. In these cases, the traveler may work directly with the hotel. Note that it is never allowable to book lodging with third-party vendors (e.g., Expedia, Travelocity, HomeAway) and any third-party booking fees must be covered by the traveler at personal expense. An exception would be if it's not a hotel and airbnb is used (see below).

- The traveler is conducting an international trip, and the host country or embassy sponsoring the travel assumes responsibility for the travel arrangements.
- The traveler will obtain lodging from a military base, NCTC, or another federal property (e.g., national park).
- The traveler's trip requires that he / she stay at a hotel that is not available in Concur or through the TMC.
- The traveler is booking a room in a block of reserved rooms.
- The traveler has a disability requiring special accommodations and none of the hotels available through Concur or the TMC meet the traveler's needs.
- The traveler must stay at the nearest available hotel due to inclement weather or mission requirement (e.g., conference being held at a hotel).
- The traveler's flight was cancelled, and the airline offers the traveler a hotel room at no cost to the Government.
- The traveler is conducting undercover law enforcement travel.
- The traveler cannot book a hotel in advance because the itinerary / duty locations are not known (e.g., migratory bird surveys and bandings, fish surveys, firefighting).



When booking lodging outside of Concur, the traveler should always call the hotel directly (instead of using a 1-800 reservation number) in order to avoid third-party booking fees that could be added if the hotel outsources its booking.

If it is non-conventional lodging (like a house or apartment) and you can't book direct through the owner (such as with airbnb), provide justification on a form 2388 (with Directorate member approval) on why this is the most advantageous option to the Service and why not using it would create an unreasonable burden. The lodging cannot be with friends or relatives, as covered in section 2.2.2 of the DOI TDY handbook.

FedRooms

The Service participates in GSA's FedRooms program. Hotels under contract with GSA for the FedRooms program offer Government employees discounted rates for official travel. All FedRooms rates are within the allowable GSA lodging rate for the given TDY location. In addition to discounting rates, the participating hotels also offer the following features on FedRooms reservations that provide travelers flexibility when conducting official travel:

- In CONUS, no-penalty cancellation up to 4:00 PM on the date of arrival.
- OCONUS, no-penalty cancellation up to 24 hours prior to the date of arrival.
- Real-time information on room availability.
- Rates available through Concur and the TMC.

The Service encourages travelers to use FedRooms rates whenever they are available. Travelers who contact the TMC to book lodging for official travel should specifically inquire about FedRooms rates. The screenshot on the following page shows a FedRooms rate that a traveler could locate using the Concur search tool.

Figure 6-2 - Lodging Search Screen in Concur

The banner at the top indicates the maximum lodging rate allowable for the TDY location.

The star icon indicates a FedRooms rate.

Rank	Hotel Name	Address	Distance	Rating	Rate	Features
1.	Comfort Inn Convention Center DC	1201 13th St NW Washington, DC 20005	0.6 miles view map	4 stars	from \$149	E-Receipt Enabled, more info compare, choose room
2.	Cambria Suites Washington DC Con...	899 O Street NW Washington, DC 20001	0.66 miles view map	4 stars	from \$222	E-Receipt Enabled, more info compare, choose room



Service travelers conducting official TDY travel are generally exempt from state, city, and county lodging taxes. The Tax Exempt ID is 140001849; see the GSA SmartPay website (<http://smartpay.gsa.gov/about-gsa-smartpay/tax-information/state-response-letter>) for additional guidance on exemption from lodging taxes, including forms required by some states in order to obtain tax exemption.

The Department's tax exempt status applies to all lodging reservations, including those booked outside of Concur. Employees should verify at check-in that the hotel will honor the lodging tax exemption and complete any required forms to obtain exempt status. If a lodging establishment refuses to remove the taxes, the traveler should request that the taxes be itemized separately from the room fee on the hotel bill, pay the full bill with the government charge card, and log the lodging taxes as separate expenses in Concur. Sometimes taxes are disguised as fees; if a traveler sees an "occupancy fee" on his / her hotel bill, the traveler should ask the hotel staff what this fee covers and ask that it be removed if it is a lodging tax covered by the exemption.

This process does not apply to foreign locations; foreign per diem rates account for lodging taxes. See the [GSA website](#) or contact your Regional FATA for additional information on tax exempt status and state tax exemption forms. The general tax exemption form is the SF-1094.

Personal Residences

If a traveler stays at the personal residence of a friend, associate, or family member, he / she may not claim reimbursement for lodging. The only exception is when a traveler provides evidence (i.e., receipts) that the host incurred additional expenses (e.g., increased rental cost charged by a commercial third-party business) due to the traveler's presence at the residence. The traveler may not compare the cost associated with commercial lodging to a charge from a host at a personal residence as a basis for determining a reduced rate. Costs related to the maintenance of a residence (e.g., insurance, repairs, utilities) are not eligible for reimbursement, even on a prorated or other basis.



In the rare case that a traveler is claiming reimbursement for expenses associated with staying at a personal residence, he / she should claim the expense as an “Actual Lodging” expense in Concur. The traveler can add this expense to his / her travel voucher by changing the expense type to “Lodging,” clicking on “Show other per diem conditions,” and selecting “Actual Lodging.”

Dual Lodging

When a TDY trip is interrupted because the traveler receives direction to perform TDY travel at another location, he / she must contact the TMC as soon as possible to adjust or cancel reservations as necessary. If the employee incurs lodging costs at two TDY locations due to an official deviation, the Service may cover the lodging costs at both of these locations. The Service will reimburse the traveler for additional lodging costs and / or cancellation penalties only after determining that the traveler acted responsibly and reasonably in adjusting or cancelling reservations. When submitting dual lodging for reimbursement, the traveler should tag the lodging associated with the original TDY itinerary as the dual lodging.

Lodging by Contract

The Service can establish a contract to pay for lodging when it is advantageous to the Government (e.g., to receive discounted prices, or when the hotel will not accept reservations through another means). Regions and programs should not establish lodging contracts for the convenience of the traveler. Generally, contracts are established only for groups of travelers, rather than an individual traveler, so that the administrative cost of awarding the contract does not exceed the cost savings. If a non-employee invitational traveler cannot pay for lodging out-of-pocket, the traveler should apply for a travel advance, rather than having the sponsoring office establish a contract for the lodging. When documenting lodging purchased under a contract in Concur, the traveler should log the lodging as a zero dollar expense and select “GOVCC-C” as the payment method. The traveler should explain that lodging was purchased under a contract in the Comments box; the traveler is not required to include a copy of the contract with his / her Concur receipt packet.

Shared Lodging

Supervisors can require that employees share common areas (e.g., kitchens) in hotels, bunkhouses, field camps, and Government-furnished quarters. Employees of the same gender can be required to share bathrooms. In a field camp or a bunkhouse, an employee cannot claim additional per diem because he / she considers some facilities (e.g., shower) to be inadequate.

Employees may voluntarily share bedrooms during TDY travel, resulting in an overall reduction in the lodging per diem allowance. Approving Officials cannot require employees to share bedrooms, but may adjust the lodging rate in advance of travel based on requiring shared bedrooms with approval from the Supervising Directorate Member. If the hotel will split the lodging onto two government charge cards, each employee’s lodging allowance may be adjusted to one half of the applicable double occupancy rate. If the hotel will not split the lodging cost, one employee’s lodging allowance will be adjusted to zero, and the other employee’s allowance will be adjusted to the double occupancy rate. This may exceed the GSA lodging rate for the location, as long as it still results in a cost savings overall (i.e., when considering per-person cost).

6.3.2 Meals and Incidental Expenses

The GSA M&IE rates were developed based upon what the organization believes to be reasonable costs for meals and incidental expenses in various locations throughout CONUS. The traveler can view the GSA sample allocation of M&IE among meals and incidental expenses for CONUS locations by visiting <http://www.gsa.gov/portal/content/101518>. Similar information for OCONUS locations is available at https://aoprals.state.gov/content.asp?content_id=114&menu_id=89. The screenshot below shows the GSA M&IE rate allocation for CONUS locations at the time of publication.

Figure 6-3 – GSA M&IE Rate Allocation



The M&IE allocation provides guidelines for reasonable meal costs to help travelers who wish to limit their M&IE expenditures on official TDY travel to the allowable reimbursement rate. In the example shown above, the rate is based upon an assumption that the traveler will spend approximately \$29 of his / her daily meal allowance on dinner. A traveler using this guidance might select a restaurant where the entrees average approximately \$15-17, so that he / she could purchase a meal and beverage, pay for taxes, and provide a tip to the server within the allowable reimbursement rate.

While these guidelines may be helpful to travelers who do not wish to incur any out-of-pocket expenses, travelers may eat where they wish. Travelers must note that costs in excess of per diem allowances are not reimbursable under the Lodgings-Plus method. Travelers are not required to provide receipts when they claim Lodgings-Plus per diem reimbursement for a meal.

Government-Provided Meals

A traveler may not claim reimbursement for meals provided by the Government at no cost. However, the traveler may still claim the other meals in the M&IE allowance for that day (e.g., if lunch is provided by the Government, the traveler may claim reimbursement for breakfast, dinner, and incidentals). If the traveler chooses to purchase a meal, instead of eating a Government-provided meal, the traveler must cover this cost at his / her own expense. The only exceptions are when a traveler cannot eat a Government-provided meal for health or religious reasons, which must be documented on the traveler's authorization. The following examples are common scenarios in which travelers receive Government-provided meals:

- NCTC provides meals as part of its training courses. Generally, travelers receive dinner on the date of arrival and breakfast and lunch the following day when lodging at NCTC. The traveler should notify NCTC in advance if he / she will not be eating one of the Government-provided meals. If the traveler needs to depart early on the last day, he / she should request to take a bag lunch – since the meal is provided at Government expense, the traveler cannot claim lunch in his / her per diem allowance.
- A conference fee paid by the Government includes the cost of a meal.

A complimentary meal is food provided by a hotel or air carrier that is not furnished at Government expense. Complimentary meals offered by hotels are those not factored into the cost of lodging or itemized on the hotel bill. Travelers are not required to deduct complimentary meals from their daily M&IE reimbursement. However, in support of the Department’s effort to reduce travel costs, travelers are encouraged to deduct complimentary meals (e.g., continental breakfast at a hotel) from the meal allowance.



If a traveler receives a Government-provided meal on a travel day, he / she must first complete the partial day M&IE calculation (i.e., multiply applicable GSA per diem rate by 0.75) and deduct the full cost of the meal from the resulting amount.

Travelers should be aware that a continental breakfast provided at a conference or training where the Service pays the conference registration or training fee is considered a Government-provided breakfast and must be deducted from the M&IE allowance. Meals provided by the Government to travelers at field camps under the Camp Rate method of reimbursement also qualify as Government-provided meals. See section 6.4.4 *Camp Rates* for additional information on this topic.



Sample Calculation

Juan is participating in a three-day training course offered at NCTC in Shepherdstown, WV. NCTC provides all participants with dinner on the night of arrival; the cost of dinner is included in the tuition fee. However, Juan was unable to arrive in time for dinner and had to buy dinner en route on his travel day. He will receive all meals on the second day at NCTC. On his final day, Juan will receive breakfast and lunch at NCTC, but will buy dinner en route on his way home. Juan should calculate his per diem for his days traveling to NCTC as follows:

Step 1: Locate Maximum Per Diem Rate

Juan determines that he should use the Standard CONUS rate for travel to NCTC. He will multiply this amount by 0.75 for his travel day, since he did not arrive at NCTC in time to eat the Government-provided dinner.

You searched for: **West Virginia**

Primary Destination* (1)	County (2, 3)	Max lodging by Month (excluding taxes)												Meals & Inc. Exp.**	
		2015			2016										
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep		
Standard Rate	Applies for all locations without specified rates	89	89	89	89	89	89	89	89	89	89	89	89	89	51
Charleston														107	54
Morgantown														102	54
Wheeling	Ohio	119	119	119	119	119	119	119	119	119	119	119	119	119	54

Shepherdstown, WV uses the Standard CONUS rate. Juan will multiply the amount by 0.75 for his travel day.

Step 2: Locate Value Associated with Government-Provided Meals

Juan uses the M&IE allocation on the GSA website to determine the portion of the M&IE allowance that GSA associates with his breakfast and lunch on the last day of the trip.

Total	Continental Breakfast/ Breakfast	Lunch	Dinner	IE
\$46	\$7	\$11	\$23	\$5
\$51	\$8	\$12	\$26	\$5
\$56	\$9	\$13	\$29	\$5
\$61	\$10	\$15	\$31	\$5
\$66	\$11	\$16	\$34	\$5
\$71	\$12	\$18	\$36	\$5

Step 3: Calculate Total M&IE Allowance

- Day 1: **\$38.25** (Travel day per diem rate: \$51.00*.75 = \$38.25)
- Day 2: **\$5.00** (All meals were provided by NCTC, so Juan claims only the incidental expense allowance)
- Day 3: **\$38.25** (Travel day per diem rate: \$51.00 * 0.75 = \$38.25)
- Day 3: **-\$20.00** (Portion of M&IE associated with breakfast and lunch)
- \$61.50** (Total M&IE allowance for trip)

Government-Provided Refreshments

Per Departmental policy, the Government may provide refreshments at conferences approved through the DOI conference planning process (governed by DOI policy, not this Handbook). In addition, the Government may provide refreshments if there is another specific non-TDY legal authority (e.g., Government Employees Training Act). Generally, employees are not required to deduct Government-provided refreshments from their per diem allowances. See [224 FW 3](#) for guidance on providing refreshments at award ceremonies and this [Government Accountability Office presentation](#) for additional guidance on using appropriated funds for meals and light refreshments.

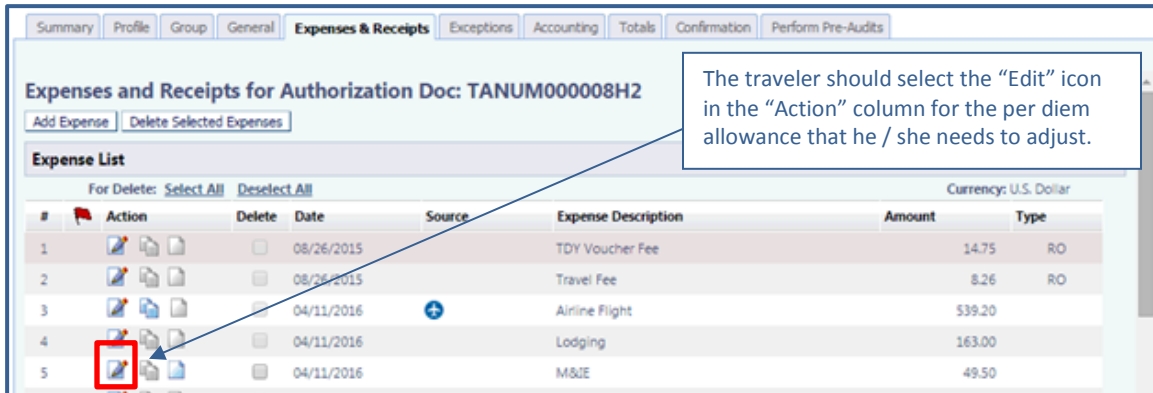
Incidental Expenses

An employee's per diem reimbursement also includes a small incidental expense allowance to defray the cost associated with travel-related expenses. The incidental expense allowance may help a traveler cover hotel costs such as tipping porters, bellhops, and / or hotel maids. Since hotel tips are part of the incidental expense allowance, they may not be claimed as separate reimbursable expenses.

6.3.3 Calculating Per Diem Reimbursement using the Lodgings-Plus Method

Concur automatically populates a traveler's TDY locations with the applicable per diem rates for lodging, meals, and incidental expenses based on the traveler's itinerary. It is the traveler's responsibility to adjust the locations and allowances in Concur to ensure that the total per diem reimbursement accurately reflects the allowable costs incurred during travel. The traveler should edit per diem allowances in Concur by accessing the Expenses & Receipts tab and completing the steps illustrated in the screenshots that follow.

Figure 6-4 – Editing Per Diem Allowances in Concur



Save Clear Back Next

Denotes a Mandatory Field

Edit Expense Details

Create Expenses Through

Copy Per Diem Conditions Through

Expense Date 04/11/2016

Expense Description M&IE

Cost 49.50 USD

Payment Method REIMBURSABLE

Show Other Details

Hide Per Diem Conditions Per Diem Rates: 163.00 / 66.00

These conditions apply to all per diem expenses on 04/11/2016

Regular M&IE

Meals Provided

Breakfast

Lunch

Dinner

Actual Meals

M&IE Override

On Leave

Save Clear Back Next



The traveler is responsible for adjusting his / her per diem reimbursement any time lodging is provided at no cost (e.g., staying at a personal residence, training at a Government-owned facility) or at a higher or lower rate than the allowable maximum per diem rate. The traveler must also adjust his / her per diem reimbursement any time the Government provides a meal at no cost or the traveler's meal allowance is reduced (e.g., Camp Rate). In the case when a traveler is not eligible to claim any M&IE allowances, the traveler should reduce the line item to zero. Travelers should not delete M&IE line items from Concur, as this will cause a system error.

If the traveler inadvertently incurs a personal charge on his / her hotel bill (e.g., mini-bar snack), the traveler should try to pay the hotel for the personal expense using cash or another form of personal payment. Failure to do so results in personal expenses being centrally billed, which is in violation of the GSA SmartPay2 program. If the hotel refuses to split the personal expenses onto a separate official hotel bill, the traveler must reduce his / her M&IE allowance by the amount of the personal charge to eliminate the need to issue payment to the Service.

6.3.4 Travel 12-24 Hours

When a traveler is in TDY status for a total of 12-24 hours, his / her reimbursement under the Lodgings-Plus method differs depending upon whether or not lodging is required, as follows:

- If lodging is not required, the traveler may claim up to 75% of the maximum M&IE allowance. If the trip includes multiple per diem locations, the traveler may use the highest of the applicable per diem rates.
- If lodging is required, the traveler is eligible to claim the actual cost of lodging up to 100% of the maximum lodging allowance and up to 75% of the maximum M&IE allowance. The traveler must use the pre-authorized TDY location to determine the M&IE reimbursement rate.



A TDY trip begins when the traveler leaves either his / her commuting residence or official duty station, whichever occurs immediately prior to travel. Generally, if the traveler goes to his / her official duty station to work for any period of time prior to starting a TDY trip, the trip does not begin until he / she departs from the official duty station. A supervisor may make an exception and authorize a traveler to begin calculating time in TDY status when he / she leaves home if the traveler comes to the duty station only to prepare for the trip (e.g., to pick up coworkers traveling in his / her POV). The traveler must record the starting and ending times for all travel of less than 24 hours in a Comments box within his / her travel voucher.

6.4 Using Other Per Diem Methods

The Service may reimburse travelers for per diem expenses under any of the methods listed below, when specifically addressed on the travel authorization or FWS Form 3-2388. This section includes additional information on when and how to calculate reimbursement using each of these methods.

- Actual Expense
- Flat Rate
- Mixed Reimbursement
- Camp Rate

6.4.1 Actual Expense

In some cases, the maximum per diem rate is insufficient to cover a traveler's TDY travel expenses. The Service may authorize a traveler to receive reimbursement for the actual costs he / she incurs during travel, up to 300% of the per diem rate. An Approving Official may authorize Actual Expense reimbursement for lodging, meals, or incidental expenses, or a combination of these. When a traveler claims Actual Expense reimbursement for meals, he / she must include itemized receipts with the Concur receipt packet.



Travelers must not request Actual Expense reimbursement for any cost associated with the purchase or consumption of alcohol. Travelers must carefully review all receipts to ensure any such charges are deducted from the total amount claimed on the travel voucher. Travelers are responsible for adjusting the per diem entitlements in Concur to reflect their actual lodging, meals, and incidental expenses.

A traveler may qualify for Actual Expense reimbursement in any of the following circumstances:

- Costs are inflated due to special circumstances (e.g., conventions, natural disasters) as determined by checking costs in the local area;
- Lodging or meals must be obtained at a prearranged site that exceeds the daily maximum allowance in order to accomplish the official purpose of a trip (e.g., a hotel where a meeting, conference, or training session is held);
- Lodging or meals cannot be obtained within prescribed allowances nearby and travel to an area with lower-cost lodging or meals would be unduly burdensome;
- During emergency travel;
- When traveling to a location declared a Federal disaster area by the President of the United States or authority no lower than a Directorate member; or
- When the official mission of the trip otherwise requires it (justification required).



Generally, the "local area" can be defined as fifteen miles from the TDY duty site if transportation costs are authorized and one-half mile from the TDY duty site if transportation costs are not authorized. Supervisors may set the distance at less than one-half mile if transportation costs are not authorized and adverse weather conditions, safety concerns, or a traveler's health warrant an exception.

Approval Process

Lodging at 101-151% of the GSA per diem rate may be approved by a supervisor. In all other cases, the traveler must complete FWS Form 3-2388 to document specific written approval prior to travel in order to receive Actual Expense reimbursement. Approving Officials must authorize Actual Expense on a case-by-case basis and may not issue a blanket authorization for an employee, group of employees, or TDY location. Any time a traveler wishes to claim Actual Expense reimbursement, he / she must complete FWS Form 3-2388, submit it to the appropriate Approving Official for signature, and include a copy of the signed FWS Form 3-2388 with his / her receipt packet. The traveler must complete this process regardless of whether the trip is authorized under a Trip-by-Trip Authorization or Limited Open / Unlimited Open Travel Authorization.



There is an exception to this policy when GSA and DOI authorize Actual Expense reimbursement for a TDY location impacted by a natural or human disaster. The Assistant Director - Business Management and Operations issues a memo any time a blanket authorization is granted by DOI for an impacted area. Employees conducting TDY travel to an area impacted by a natural or human disaster should contact their Regional FATAs with any questions on blanket authorizations. In the absence of higher-level guidance, Directorate Members may authorize per diem for evacuated employees and dependents when the distance from old duty station and residence is at least 30 miles to the new duty station. See Chapter 11 for additional information.

A traveler's request for Actual Expense reimbursement must be approved by the following individuals, and the traveler must include a copy of the approved request with his / her receipt packet:

- Lodging at 101-150% of the applicable rate may be approved by the Approving Official.
- Lodging at 151-300% of the applicable rate must be approved by the traveler's Supervising Directorate Member. This responsibility may not be delegated.
- M&IE at 101-300% of the applicable rate must be approved by the traveler's Supervising Directorate Member. This responsibility cannot be delegated.



Sample Calculation

Meg's upcoming TDY trip to Indianapolis, IN requires that she stay in the city during the week of the Indy 500 race. Meg receives approval on her request to claim Actual Expense lodging reimbursement at 150% of the applicable rate during the trip. Meg will leave her permanent duty station in Denver, CO on Wednesday, stay in Indianapolis on Wednesday and Thursday nights, and return to Denver on Friday. Meg should calculate her Actual Expense per diem reimbursement as follows:

Step 1: Locate Maximum Per Diem Rate

Primary Destination* (1)	County (2, 3)	Max lodging by Month (excl. Inc. Exp.**)													
		2015				2016									
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May						
Standard Rate	Applies for all locations without specified rates	89	89	89	89										51
Bloomington	Monroe	104	104	104	104	104	104	104	104	104	104	104	104	104	69
Ft. Wayne	Allen	90	90	90	90	90	90	90	90	90	90	90	90	90	54
Hammond / Munster / Merrillville	Lake	94	94	94	94	94	94	94	94	94	94	94	94	94	59
Indianapolis / Carmel	Marion / Hamilton	107	107	107	107	107	107	107	107	107	107	107	107	107	54

Meg locates the maximum per diem rate on the GSA website. She will calculate 150% of the maximum lodging rate, and use the listed M&IE rate.

Step 2: Determine Actual Expense Lodging Allowance

\$107.00 (Lodging Rate for November 2015)
 x 1.50 (150% Actual Expense Rate)
\$160.50 (Actual Expense Lodging Allowance)

Step 3: Determine Total Per Diem Reimbursement

\$40.50 (Wednesday M&IE = 54 * 75%)
 \$160.50 (Wednesday Lodging)
 \$54.00 (Thursday M&IE)
 \$160.50 (Thursday Lodging)
 + \$40.50 (Friday M&IE = 54*75%)
\$456.00 (Total Per Diem Reimbursement)

6.4.2 Mixed Reimbursement

An Approving Official may authorize Mixed Reimbursement when a trip should be split between the Lodgings-Plus and Actual Expense methods of reimbursement. The Approving Official must note which TDY location(s) or travel days qualify for each method of reimbursement on the travel authorization. The traveler must use only one method

of per diem and one per diem rate per calendar day. The Service uses the employee's travel status and TDY location at 12:00 AM (Midnight) to determine the applicable per diem method and rate.



Sample Calculation

Dan is traveling to Buffalo, NY on Tuesday morning to attend a conference on Tuesday and Wednesday. The conference includes evening work sessions and meetings. After the conference adjourns on Thursday morning, he will spend the day in meetings with staff at a fish hatchery in Buffalo. Dan will return to his permanent duty station on Friday. The room charge at the hotel where the conference is being held exceeds the GSA maximum lodging rate. Dan receives approval on his request for 125% of the maximum lodging allowance for Tuesday and Wednesday nights. On Thursday night, he will move to an alternate hotel in the Buffalo area that is under the allowable rate. Dan should calculate his Mixed Reimbursement as follows:

Step 1: Locate Maximum Per Diem Rate

The following rates apply for Buffalo, New York															
Primary Destination* (1)	County (2, 3)	Max lodging by Month (excluding...)												Meals & Inc. Exp.**	
		2015			2016										
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep		
Buffalo	Erie	112	112	112	112	112	112	112	112	112	112	112	112	112	64

Dan locates the maximum per diem rate on the GSA website.

Step 2: Determine Actual Expense Allowance

\$112.00 (Maximum Lodging Allowance)
x 1.25 (125% Actual Expense Rate)
\$140.00 (Actual Expense Lodging Allowance)

\$48.00 (Tuesday M&IE = 64 * 75%)
 \$140.00 (Tuesday Lodging)
 \$64.00 (Wednesday M&IE)
+\$140.00 (Wednesday Lodging)
\$392.00 (Actual Expense Allowance)

Step 3: Determine Lodgings-Plus Reimbursement

\$64.00 (Thursday M&IE)
 \$112.00 (Thursday Lodging)
+ \$48.00 (Friday M&IE = 64 * 75%)
\$224.00 (Lodgings-Plus Reimbursement)

Step 4: Determine Total Reimbursement

\$392.00 (Actual Expense Allowance)
+ \$224.00 (Lodgings-Plus Reimbursement)
\$616.00 (Total Mixed Reimbursement)

6.4.3 Flat Rates

An Approving Official may reduce a traveler's per diem rate by making note of the appropriate Flat Rate on the travel authorization or FWS Form 3-2388 prior to travel. An Approving Official may reduce per diem when he / she can determine in advance that lodging and / or meal costs will be lower than the established rate(s) for the TDY location(s). This frequently applies to trainings or conferences that publish rates for lodging and / or meals in advance of the sessions.

The Approving Official may reduce per diem to a percentage of the maximum allowable rate (e.g., 60% of the maximum allowable rate for a given TDY location) or to a new maximum allowable rate (e.g., \$25 per day). The traveler is not required to provide receipts or itemize expenses in order to receive reimbursement under the Flat Rate method.



Sample Calculation

Mindy is traveling to Roswell, NM to attend a two-day Government-provided training course. She plans to leave her permanent duty station on Tuesday morning and return on Thursday evening. Mindy's Approving Official reviews the information on the training course that Mindy submitted with her travel authorization, and determines that lodging is included in the cost of the course, and group lunches and dinners are provided for \$10 each in the on-site cafeteria. Mindy's Approving Official reduces her per diem allowance to \$32 per day, to account for breakfast and incidental expenses in accordance with the Standard CONUS Rate (\$7 for breakfast and \$5 for incidental expenses) and cover the cost of Mindy eating lunch and dinner with her colleagues in the cafeteria. Mindy should calculate her reimbursement as follows:

$$\begin{array}{r} \$32.00 \text{ (Flat Rate)} \\ \times \quad 3 \text{ (Number of Days in TDY Status)} \\ \hline \$96.00 \text{ (Total Per Diem Reimbursement)} \end{array}$$

6.4.4 Camp Rates

An Approving Official may authorize use of a Camp Rate when a traveler uses a type of lodging other than a hotel or personal residence during TDY travel. Camp Rates may apply when a traveler stays in a recreational vehicle (RV) or at a bunkhouse. In addition, Regions may use Camp Rates to provide travelers with reimbursement when they stay in field camps or on research vessels.

Regional policy dictates who is responsible for establishing the Camp Rate for a given geographical area, TDY location, or camping facility. Regional policy may reduce the incidental expense allowance to \$0 when hotel tips are not required in a camp (this does not apply to NCTC). Note that in a field camp or bunk house, a traveler cannot claim additional per diem when he / she feels that facilities (e.g., showers) are lacking or inadequate. When authorizing use of a field house or bunk house, the Approving Official is indicating that the traveler must use available facilities (e.g., shared shower facilities) for lodging and personal care or cover the expense associated with alternate facilities at personal expense.

Per diem for travel on a ship works much like the camp rate method; rates should be set in the TDY authorization based on actual lodging and meal costs on the ship and whether meals are included in the ticket price. If meals are included in the ticket price, the traveler must deduct the meals from the per diem allowance. If meals are not included in the ticket price and the travel authorization does not specifically address special per diem considerations for the time spent on the ship, the traveler is eligible for per diem at the locality rate of the TDY location. For example, if the traveler takes a commercial boat from Miami, FL to the Bahamas (less than one day travel), meals are not included in the ticket cost, and the travel authorization does not make special provisions for per diem, the traveler is eligible for per diem reimbursement at 75% of the GSA per diem rate for the Bahamas for the travel day.



A traveler may rent an RV when it is advantageous to the Government. However, RVs are not covered under the U.S. Government Car Rental Agreement. Employees whose travel requires use of an RV should contact the Contracting and General Services office for additional information on leasing an RV through a procurement contract.

Travelers should calculate Camp Rate reimbursement using the same steps as the Flat Rate method of reimbursement. Travelers should be aware that they are required to deduct any meals provided by the Government for free from their Camp Rate reimbursement. The traveler is not required to provide receipts or itemize expenses in order to receive reimbursement under the Camp Rate method of reimbursement.

6.5 Combining Official and Personal Travel

When a traveler conducts personal travel in conjunction with official travel, he / she is only eligible for per diem reimbursement for the official portion of the trip. The traveler's eligibility for per diem ends at 12:00 AM (Midnight) on the day before he / she takes personal leave for more than half of the work hours in the day.

It is the traveler's responsibility to remove per diem reimbursement from all days of personal travel included in his / her Concur itinerary to ensure that the Government does not incur costs for any portion of the personal trip. The traveler should do so by reducing the lodging and M&IE line items in Concur to zero. The traveler must also ensure that expenses (e.g., rental car, parking) logged in Concur and submitted for reimbursement do not include days that he / she was in leave status by adjusting per diem entitlements via the Expenses & Receipts tab in the Concur travel authorization / voucher.



If a traveler extends an official trip by taking personal leave, he / she is responsible for the per diem costs associated with the additional days at the TDY location. For example, Bill attends a conference in Dallas, TX that ends at noon on Friday. The majority of his colleagues travel home from the conference on Friday afternoon, but Bill decides to extend the trip and stay in Dallas for the weekend. Bill may claim his 75% travel day per diem on either Friday or Monday to account for his travel home, and may not claim any per diem reimbursement on the other day. In addition, Bill may not claim per diem reimbursement on Saturday or Sunday, since his per diem reimbursement would have ended Friday if he had not extended the trip with personal leave.

Travelers must receive pre-authorization to conduct a personal deviation during a TDY trip any time that the inclusion of personal travel impacts the cost of transportation or duration of the trip. Any time a traveler plans to include a personal deviation as part of his / her official travel, the traveler must complete a cost comparison of the official trip and the combined official-personal trip using FWS Form 3-2387. The traveler must use Itinerary 1 (Actual Trip) and Itinerary 2 (Comparison Trip) on FWS Form 3-2387 to capture the costs associated with the two trips, including the costs for lodging, meals, and incidental expenses. The traveler will receive reimbursement for the less expensive itinerary. The only exception to this process is when a traveler purchases a city-pair airfare and simply extends his / her stay at the last duty station to return on the city-pair fare on a later date.

6.6 Understanding the Impact of Personal Travel Preferences on Per Diem Reimbursement

Any time a traveler selects a mode of transportation for personal reasons, rather than because it is beneficial to the Government, he / she must complete a cost comparison of the two trip itineraries using FWS Form 3-2387 and include the approved form with his / her Concur receipt packet. The traveler is eligible for per diem reimbursement for the total trip time associated with the most cost effective travel itinerary, unless the travel authorization specifically addresses an exception to policy.



Additional information on determining whether a mode of transportation is beneficial to the Government or for personal reasons and the use of FWS Form 3-2387 is in Chapter 5 - *Transportation*.

Travelers may be required to consider lost productive time when completing cost comparisons. See Section 5.5 *Completing a Cost Comparison* and contact your Regional FATA with questions about addressing lost productive time on Form 3-2387.

6.7 Documenting Interrupted Travel

When a TDY trip is interrupted with an official deviation (i.e., the traveler receives direction to perform TDY travel at another location), the traveler must contact the TMC as soon as possible to adjust or cancel reservations as

necessary. The Service will only cover the cost of additional lodging or cancellation fees when able to determine that the traveler acted responsibly and reasonably in adjusting or cancelling reservations. If the traveler did not act responsibly and reasonably, the Service may issue a bill of collection to the traveler to recoup the cost associated with the adjustments or cancellations. The Service makes this determination on a case-by-case basis.



If a traveler incurs dual lodging costs (i.e., lodging costs at two locations) due to an official deviation, the Service may cover the cost associated with lodging at both locations. The traveler should obtain specific supervisory approval prior to incurring dual lodging costs. Once the traveler obtains supervisory approval to incur the dual lodging costs, he / she must enter the total cost associated with the room charges at both locations into Concur (tagging the original lodging as the dual lodging) and upload the approval from his / her supervisor as part of the receipt packet. On a travel day when a traveler goes from one TDY location to another, he / she is eligible for lodging and M&IE allowances at the GSA per diem rate associated with the new TDY location.

Chapter 7: Employee Reimbursement

This section will help you determine the answer to each of the following questions:

- ✓ What expenses must be included on a travel voucher?
- ✓ How is a travel voucher created?
- ✓ When must a traveler submit receipts and supporting documentation?
- ✓ Who can approve a travel voucher?
- ✓ How is a travel voucher adjusted?

7.1 Introducing Service Policy on Employee Reimbursement

Once a traveler conducts a TDY trip, he / she must capture the costs incurred during the trip by creating a travel voucher in Concur. Travel vouchers are the tools that the Service uses to approve reimbursements for travel-related expenses. The traveler must submit a travel voucher, required receipts, and any supporting documentation within five business days of the conclusion of a TDY trip.

The traveler must include the following costs on his / her travel voucher:

- Allowable transportation costs;
- Allowable lodging, meals, and incidental expenses; and
- Other allowable expenses.



Information on allowable transportation costs is in Chapter 5 - *Transportation*. Information on allowable lodging, meals, and incidental expenses is in Chapter 6 - *Lodging, Meals, and Incidental Expenses*.

When a traveler submits an accurate and complete travel voucher within five business days of completing a TDY trip, the Service will issue reimbursement within 30 calendar days of receipt. If a traveler submits a voucher that cannot be approved, the Approving Official must return the voucher to the traveler within seven calendar days with an explanation as to why it cannot be approved as submitted. The traveler must correct and resubmit the voucher within five business days of receipt.

If travel voucher claims are not submitted within 30 calendar days of completing the TDY trip, the traveler will receive a reminder to submit the claim. When vouchers are listed on the Outstanding Voucher Report after 45 calendar days, supervisors or Regional FATAs may take administrative action to ensure the employee files a claim. Contact your Regional FATA if you believe there is a reason you will not be able to file a travel voucher in a timely manner after a TDY trip.

The Approving Official must work with the traveler to resolve any issues with the travel voucher to ensure the traveler receives reimbursement from the Service within 30 calendar days of submitting the voucher. If the traveler does not receive reimbursement from the Service within this timeframe, the traveler is still responsible for paying his / her government charge card statement in full. In the event that an Approving Official is out of the office, a designated alternate Approving Official may approve travel documentation on his / her behalf to ensure that the absence does not delay the reimbursement process. See Section 4.4.2 *Alternate Approvers* for guidance on this topic.

7.1.1 Other Allowable Expenses

In addition to transportation costs, lodging, meals, and incidental expenses, the Service may reimburse an employee for the use of certain services, technologies, and payment methods during a TDY trip. The Service will only provide a traveler with reimbursement when an expense is directly related to official Government business. A traveler should include all anticipated expenses on his / her Concur travel authorization to avoid a pre-audit flag associated with a 30% or higher variance between costs in the authorization and voucher. However, when a traveler incurs unexpected expenses that are not addressed on his / her travel authorization, some expenses may be added directly to the travel voucher. Others require that the traveler obtain supplemental approval (e.g., FWS Form 3-2388, email approval from supervisor) prior to creating a travel voucher.

The table below lists some of the allowable expenses that employees may incur while conducting official Government business during TDY travel, and the process that the traveler must follow in order to receive reimbursement for each type of expense.

Table 7-1 - Allowable Expenses

Must be specifically pre-authorized <i>Requires supplemental approval when not included on the travel authorization</i>	May be added directly to a travel voucher <i>Does not require supplemental approval if not approved prior to travel</i>
<ul style="list-style-type: none"> • Services of guides, interpreters, shipping companies (e.g., FedEx), drivers, typists, data processors, and stenographers • Fees associated with the use of traveler's checks, money orders, and certified checks • Excess baggage charges when the traveler is checking more than one bag or bringing baggage that exceeds the airline's weight limit for the purpose of transporting Government equipment or other items required to fulfill the official purpose of the trip • Lodging fees (e.g., reservation fees, deposits) when the property will not waive these fees for Government travelers • Transportation and storage of property used on official business, including safe deposit boxes 	<ul style="list-style-type: none"> • ATM fees (e.g., access fees, cash advance fees) associated with use of the government charge card • Baggage charges when checking or carrying on one bag under the allowable weight limit • Fuel and oil for commercial rental vehicles (not GOVs or POVs) • Parking • Tolls • Fees charged by the TMC • Charges associated with the use of computers, Internet service, printers, fax machines, telephones, and scanners (Regional / local policy may set a dollar limit) • Lodging taxes, including resort fees, for a domestic TDY trip when the property will not waive these fees for Government travelers • Energy surcharge applied by a hotel • Laundry, cleaning, and pressing of clothing when a domestic TDY trip requires four or more consecutive nights of lodging • Itemized charges associated with using hotel phones or personal cellular phones for official business (government phones, calling cards, and cell phones are the preferred methods for communicating while on TDY assignment). Per Departmental policy, personal calls are limited to 15 minutes a day with reimbursement at 2 cents per minute.



The Service may also cover the cost associated with renting a meeting room in a hotel or conference center and registration fees to attend conferences and symposia. These expenses require use of a government charge card with the purchase line, and cannot be covered by the travel line. Note that a purchase card cannot be used to pay for hotel rooms for traveler lodging during TDY travel, except in rare cases during international travel. Contact your Regional FATA for additional guidance on authorizing or paying for these types of expenses.

7.1.2 Travel of an Employee with Special Needs

A traveler with special needs may receive reimbursement for other expenses required for him / her to conduct official travel. The traveler must submit a current medical statement issued by a competent medical authority and obtain pre-authorization from his / her Approving Official in order to receive reimbursement. The Service may provide reimbursement for the following expenses when approved:

- Transportation and per diem expenses incurred by a family member or other attendant who must travel with the employee as a direct result of the special need.
- Specialized transportation to, from, and / or around the TDY location.
- Specialized services provided by a travel vendor to accommodate the traveler's special need.
- Baggage handling costs that are a direct result of the special need.
- Costs associated with renting and / or transporting a wheelchair.
- Premium accommodations when medically necessary.



A traveler with a special need must obtain advance written approval from a supervisor; the Supervising Directorate Member; the FWS Director, the Director of DOI PFM; and the DOI Assistant Secretary of Policy, Management, and Budget in order to fly in first class at the expense of the Service. For business class travel, the traveler must obtain advance written approval from a supervisor and the Supervising Directorate Member.

See *First Class and Business Class Accommodations* in Chapter 5 for additional information on the approval process for first class and business class airfare.

7.2 Creating a Travel Voucher

A traveler must submit a travel voucher for reimbursement within five business days of the end of his / her TDY trip. Travelers on extended assignments must file a travel voucher at least once every 30 calendar days; see Chapter 9 - *Extended Assignments* for additional information on this topic.

The travel voucher must be created in Concur, and must be based on a travel authorization created in the system. The process of creating a travel voucher can be divided into five steps, each of which is discussed in additional detail in this section. See the Travel Voucher Review Checklist in Appendix C *Sample Documentation* for guidance on what reviewers will check for when reviewing the voucher.

- Step 1:** Review travel authorization.
- Step 2:** Confirm transportation costs, per diem entitlements, and other expenses.
- Step 3:** Confirm lines of accounting.
- Step 4:** Submit required receipts and supporting documentation.
- Step 5:** Sign travel voucher.



Generally, a traveler must submit a separate travel voucher for each TDY trip. However, when a traveler conducts multiple trips that are 12-24 hours in duration in a period of seven calendar days, and none of the trips require airfare or lodging, he / she may combine the trips on a single travel voucher. It is the traveler's responsibility to check that the TDY locations and rest periods between trips are appropriately documented on the travel voucher, to ensure an accurate per diem reimbursement. Travelers should contact their Regional FATAs with any questions about how to combine multiple TDY trips on a single travel voucher in Concur.

7.2.1 Review Travel Authorization

The traveler must review the travel authorization he / she submitted in Concur and consider whether there are any significant discrepancies between the authorization and the trip that he / she conducted. Significant discrepancies that require a traveler to amend and re-submit a travel authorization include the following:

- The traveler conducted TDY travel to a location not addressed on the original travel authorization.
- The traveler adjusted the trip to travel more than 48 hours outside of the timeframe captured on the original travel authorization.

In either of these cases, the traveler must provide an explanation of how the trip differed from the itinerary (e.g., traveled home three days later than planned, added a TDY location) and resubmit the authorization for approval. If a traveler requires post-travel approval on a travel expense or entitlement that does not impact trip locations or dates, he / she may obtain approval outside the system and include the approval as part of the receipt packet without resubmitting the authorization.



Travelers should not adjust travel authorizations because actual expenses differ from cost estimates included in the authorization. Adjustments to expense amounts may be made directly to the travel voucher. It is the traveler's responsibility to ensure that all expenses included on the travel voucher are supported by the appropriate approvals.



A traveler should review his / her travel authorization as soon as possible following a TDY trip, so that he / she can re-submit the authorization, if necessary, and still file a travel voucher within five business days of the end of the TDY trip. Even when a traveler needs to adjust the travel authorization, he / she is still required to submit a voucher within five business days of completing the trip. A traveler who recognizes the need for a revision to a travel authorization when approaching the five-day deadline should work with his / her Approving Official to ensure the process is completed in a timely manner.

7.2.2 Confirm Transportation Costs, Per Diem Entitlements, and Other Expenses

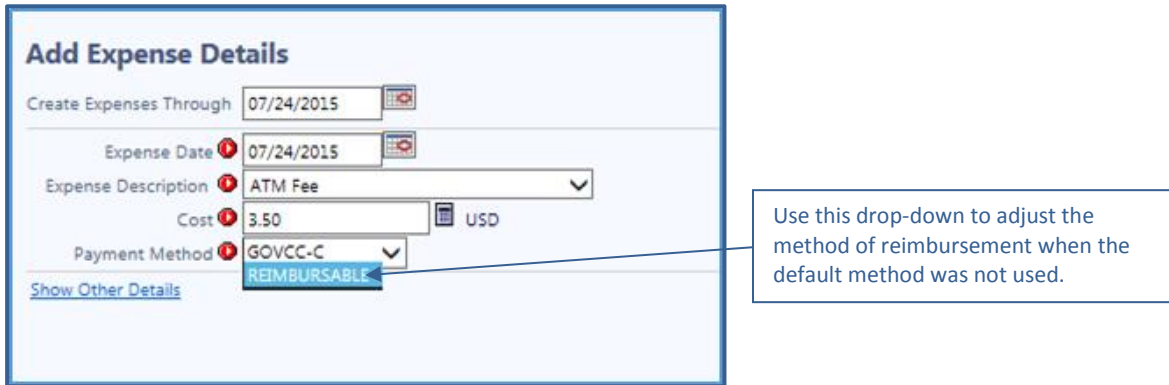
Once a traveler finalizes the travel authorization, he / she must use Concur to create a travel voucher from the authorization. The traveler must use the travel voucher to capture the actual costs incurred during the trip and account for any discrepancies between the travel authorization and actual trip that did not require adjusting the travel authorization. The following examples are common actions that travelers must take to properly complete their travel vouchers:

- Add or remove Government-provided meals from per diem calculations made on the authorization.
- Submit additional taxi expenses when not authorized a rental car.
- Record a baggage fee that the airline charged for one bag within the allowable weight limit.
- Update the estimated cost associated with tolls to the actual cost.
- Record the use of an automated toll device when the traveler was unable to re-route travel to avoid toll roads or pay tolls with cash or a government charge card.

When the traveler is verifying transportation, lodging, and other expenses, he / she must also verify the method of reimbursement for each expense. The traveler must claim reimbursement under the default method of reimbursement in Concur, unless he / she used cash or a personal form of payment to cover an expense. If the traveler used cash or a personal form of payment to cover an expense, he / she must update the method of reimbursement to "Reimbursable."

The following screenshot shows the field in Concur that displays the method of reimbursement for expenses, which is automatically populated based on expense type. Travelers can access this screen by selecting the "Edit" option for a given expense listed in the Expense Summary.

Figure 7-1 - Method of Reimbursement




The Service may permit a cardholder with the travel business line to use his / her government charge card to make an ATM cash withdrawal to cover incidental travel expenses incurred as part of a TDY trip. The ATM Fee drop down option refers to the access fees the traveler may incur to use the ATM and the cash advance fee of 1.75% charged by the bank. Only the fees are reimbursable. Travelers must not include the amount of the ATM cash withdrawal on their travel vouchers.

The following table illustrates the default method of reimbursement for common types of travel-related expense. A traveler who is issued a government charge card with the travel business line (i.e., a travel card) must use the charge card to cover the **bolded** expenses in the table whenever the vendor accepts the MasterCard brand. Failure to adhere to this requirement is considered misuse of the travel card, and may result in disciplinary action. The traveler is encouraged, but not required, to use his / her travel card for all other official travel-related expenses.

Table 7-2 - Default Method of Reimbursement

Government Charge Card	Reimbursable
<ul style="list-style-type: none"> • Transportation tickets (e.g., airline, rail, ferry, and bus tickets) • Lodging and any lodging taxes not waived for Government travelers • Rental vehicles • Meals associated with official travel when claiming Actual Expense reimbursement • Fuel for rental vehicles • Transaction fees (e.g., TAV fees) • Taxis and shuttle buses • Laundry and dry cleaning • Parking • Data services (e.g., Internet) • Baggage charges and authorized excess baggage fees • Shipping (e.g., FedEx) expenses • Phone calls 	<ul style="list-style-type: none"> • Meals associated with official travel when claiming Lodgings-Plus reimbursement • ATM fees (e.g., access fees, cash advance fees) associated with use of the government charge card • Tolls • Transportation tips (up to 20% of the fare; not allowable for courtesy transportation) and baggage handling tips (up to \$2 per large bag)



The traveler must claim reimbursement under the default method of reimbursement in Concur, unless he / she used cash or a personal form of payment to cover an expense. Any time a traveler uses a method of reimbursement other than the default method, he / she must include a clear, concise explanation of the situation in the travel voucher. Personal preference is not a valid reason for paying with cash or a personal credit card when the traveler has a travel card and the vendor accepts the MasterCard brand.

When the traveler does not have a travel card, he / she must update the travel voucher to reflect that all travel expenses except airfare, TMC fee, and TAV fee are reimbursable in order to receive reimbursement for costs paid out-of-pocket with cash or another personal form of payment. See Chapter 3 - *Travel Payment Methods* for additional information about the DOI Integrated Charge Card Program and when travelers are required to use the travel card during TDY travel.

7.2.3 Confirm Lines of Accounting

Lines of accounting in Concur, also known as cost structures, allow the Service to track reimbursable items that interface with FBMS. Every traveler has access to the lines of accounting appropriate to his / her position in the organization. Concur assigns each trip to a default line of accounting; it is the traveler's responsibility to confirm that the default line of accounting is appropriate for all expenses incurred during the trip or reallocate expenses as necessary. The screenshots below show the lines of accounting allocation in a Concur travel voucher.

Figure 7-2 - Lines of Accounting

The screenshot displays the 'Accounting Allocation Summary' interface. At the top, there are tabs for 'Expense Level Allocation' and 'Document Level Allocation', with the latter selected and highlighted in red. Below the tabs are two tables showing expense category breakdowns for different labels. A callout box points to the 'Document Level Allocation' tab with the text: 'Select the Document Level Allocation tab to adjust cost structures associated with the TDY trip.'

The 'Expense Category Allocation Breakdown for 'Account Label TestDOI'' table shows:

Expense Category	Payment Method	Sponsor Type	Amount
Lodging-PerDiem	GOVCC-C		0.00
M&IE-PerDiem	REIMBURSABLE		0.00
Mileage	REIMBURSABLE		0.00
Transxn Fees	GOVCC-C		0.00
Accounting Total for 'Account Label Test'			0.00

The 'Expense Category Allocation Breakdown for 'steve testDOI'' table shows:

Expense Category	Payment Method	Sponsor Type	Amount
Lodging-PerDiem	GOVCC-C		86.00
M&IE-PerDiem	REIMBURSABLE		84.00
Mileage	REIMBURSABLE		1.14
Transxn Fees	GOVCC-C		14.75
Accounting Total for 'steve test'			185.89

The 'Document Level Allocation' table shows:

Organization	Label	Sponsored	Amount	Retained	Percent
DOI	Account Label Test	No	0.00		0
DOI	steve test	No	185.89		0

A second callout box points to the 'Amount' and 'Percent' columns of the 'Document Level Allocation' table with the text: 'The Document Level Allocation tab lists all of the lines of accounting currently assigned to the TDY trip. To reassign costs among the lines of accounting, select the link in the "Amount" column to adjust the dollar amount or the link in the "Percent" column to adjust the percentage associated with each of the lines of accounting.'

Allow Exceptions

Organization	Label	Percent
DOI	Account Label Test	25
DOI	steve test	75

In this example, the traveler is adjusting the assignment of costs to the lines of accounting by changing the percentage of costs assigned to each line. After adjusting the percentages, click the "Save Allocation Changes" button.

7.2.4 Submit Required Receipts and Supporting Documentation

Concur is the official record of travel conducted by Service employees, and it is important that every travel voucher submitted by a traveler is accompanied by any required receipts and / or supporting documentation. The documentation submitted with a travel voucher in Concur is commonly referred to as the "receipt packet." The National Archives and Records Administration (NARA) considers travel vouchers and receipts important documents in accounting for and determining the availability and status of public funds. Therefore, the Service requires travelers to save travel vouchers, receipts, and supporting documentation for a period of six years and three months. Concur automatically stores employees' TDY travel vouchers and any supporting documentation attached by travelers for the required period.

Travelers must submit receipts and other supporting documentation (e.g., signed Limited Open Travel Authorization, signed hard copy Trip-by-Trip Authorization, FWS Form 3-2388, supplemental written approval) to Concur. Travelers may scan the documentation and upload it to Concur until payment is issued. If a traveler needs to add documentation to a record in Concur after payment is issued, the traveler must obtain a fax cover sheet from the Regional FATA and follow the instructions to provide the documentation via fax. It is a best practice to print a copy of the fax cover sheet when submitting documentation in case of a future audit. The screenshots that follow show how to upload documentation to Concur.

Figure 7-3 – Submitting Supporting Documentation in Concur

Home
Travel
Authorizations
Vouchers
Profile

View Vouchers
New Voucher
Search Vouchers

Travel
Authorization
Create
Review

Summary
Profile
General
Expenses & Receipts
Exceptions
Accounting
Totals
Confirmation
Perform Pre-Audits

Add Expense
Delete Selected Expenses

#	Action	Delete	Date	Source	Expense Description	Amount	Type
1		<input type="checkbox"/>	07/24/2015		Lodging	86.00	
2		<input type="checkbox"/>	07/24/2015		M&IE	42.00	
3		<input type="checkbox"/>	07/24/2015		POV-GOV Not Available	0.57	
4		<input type="checkbox"/>	07/24/2015		TDY Voucher Fee	14.75	RD
5		<input type="checkbox"/>	07/25/2015		M&IE		
6		<input type="checkbox"/>	07/25/2015		POV-GOV Not Available		

Add Expense
Delete Selected Expenses

View Linked Documents
Submit
Print
Close

Save
Clear
Back
Next

Add Expense Details

Create Expenses Through

Expense Date

Expense Description

Receipts

Manage receipts or other document attachments

[Attach Receipt Images](#) [View Receipts](#) [Print Fax Cover Page](#) [Delete Receipt Images](#)

Save
Clear
Back
Next

See Appendix B – *Concur Document Stamps and Pre-Audit Flags* for additional information about how to address common pre-audit flags in Concur.

The Receipts section includes options to attach scanned documentation, view e-receipts, print a trip-specific fax cover page, and delete receipt images.

For best results, scan images in black & white with a resolution of 300 DPI or lower

Step 1:
Click **Browse** and select a PDF, JPG, TIFF, PNG or GIF file (10 MB limit per file) for upload

_____ Browse ▲

Step 2:
Add or remove files before clicking **Attach**

Files Selected for uploading:

Filename	Status	Remove
No files selected		

Cancel Attach

Select "Browse" to locate a file on your computer to upload to Concur.

Once you select a file, the "Attach" button at the bottom of the dialog box will become available. Click "Attach" and then click "Done" to save the documentation.

For best results, scan images in black & white with a resolution of 300 DPI or lower

Step 1:
Click **Browse** and select a PDF, JPG, TIFF, PNG or GIF file (10 MB limit per file) for upload

_____ 2 of 10 files selected for upload

Step 2:
Add or remove files before clicking **Attach**

All files successfully uploaded

Filename	Status	Remove
1. Receipt 1.pdf	Received	✕
2. Receipt 2.pdf	Received	✕

Done

When a file has been successfully attached, the Status will read "Received."

To view attached documentation, return to the Receipts section of the Expenses & Receipts tab (first screenshot above) and select the "View Receipts" link.

Required Receipts

Travelers must submit itemized receipts for any single expense of \$75 or more, excluding meals and incidental expenses for which they receive Lodgings-Plus per diem reimbursement. In addition, travelers must submit itemized receipts for the following expenses, regardless of the cost associated with the expense:

- Common carrier transportation;
- Lodging, including any associated taxes or fees;
- Rental car and fuel;
- ATM fees (government charge card only);
- Currency conversion fees;
- Meals reimbursed under the Actual Expense method;
- Laundry / dry cleaning done at a professional facility;
- Charges associated with using hotel phones or personal cellular phones for official business. (Government phones, Government-issued calling cards, and cell phones are the preferred methods for communicating while on TDY travel.)



Travelers should be aware that Approving Officials may ask for any travel-related receipts during the review process; travelers are advised to retain all receipts, regardless of the expense type or amount. A traveler may upload all receipts that he / she retains from a TDY trip into the Concur receipt packet, even if they are not specifically required, in order to ensure they are available upon request.

If a required receipt is not available, the traveler must clearly state the reason on his / her voucher and provide an alternate form of documentation (e.g., charge card statement). If the expense is a toll or subway expense and a receipt is not available, the employee should include a copy of the fare schedule from the vendor's website. If the traveler loses a required receipt, the traveler must contact the business to attempt to obtain a replacement receipt. If the business is unable to provide a copy of the receipt, the traveler must provide an explanation of why the receipt is unavailable. The traveler's supervisor must sign the explanation as evidence of his / her approval.

Supporting Documentation

In addition to submitting receipts, a traveler is required to submit supporting documentation any time an Approving Official authorizes an exception to policy or issues approval of a travel-related expense outside of Concur. The following examples are common situations in which the traveler must attach supporting documentation as part of the receipt packet:

- If the Service authorizes a trip under a Limited Open or Unlimited Open Travel Authorization, the traveler must attach a copy of the authorization.
- If a traveler completes a cost comparison using FWS Form 3-2387, he / she must attach a copy of the signed FWS Form 3-2387, screenshots of any flight prices used in the comparison, and a copy of any itinerary booked by the TMC.
- If a traveler obtains approval to travel in business class or first class accommodations at the expense of the Service, he / she must attach a copy of the approval (e.g., FWS Form 3-2388).
- If a traveler obtains a medical waiver from flying, he / she must attach a copy of the waiver.
- If a traveler obtains approval to claim per diem under the Actual Expense method, he / she must attach a copy of the approval (e.g., FWS Form 3-2388).
- If a traveler obtains approval to claim per diem for travel to a TDY location fewer than 50 miles from his / her residence and permanent duty station, the traveler must attach a copy of the approval (e.g., FWS Form 3-2388).
- If an Approving Official requests clarification on a travel-related expense, the traveler must attach a copy of the correspondence. For example, if the Approving Official requests a route map from Google Maps to verify that the TDY location was at least 50 miles from the traveler's residence and permanent duty station, the traveler must attach a copy of the request and the map.
- If the traveler obtains approval to conduct international travel, he / she must attach a copy of the Foreign Travel Package (remove PII prior to uploading).
- If a traveler is conducting personal travel in conjunction with official travel, he / she must attach FWS Form 3-2387 to document the cost comparison between the official and combined official-personal itineraries. Note that per diem is not paid while on regular leave, even if a cost comparison shows that renting on a monthly basis is advantageous over daily renting.
- If a traveler is in an accident in a rental car, he / she must attach the police accident report and the billing statement.
- If a traveler owes any amount to the Service for excess reimbursement, and elects not to deduct the amount from his / her M&IE allowance or receives insufficient M&IE to cover the expense, he / she must attach a copy of the collection transmittal receipt.



In addition to the situations listed above, any time a traveler obtains any travel-related approval outside of Concur, he / she must attach a copy of the approval as part of the receipt packet.

7.2.5 Sign the Travel Voucher

Once the traveler creates the travel voucher, he / she must review the information for accuracy. When the traveler clicks on “Stamp and Submit” in Concur, he / she will receive a reminder that applying an electronic signature is a legally binding action. Remember that all Service employees are responsible for understanding and applying Service policy on allowable travel costs.



Non-employees conducting official travel on behalf of the Service may not access Concur. Non-employee travelers will be assigned a Travel Arranger to coordinate the travel process. The Travel Arranger will provide the non-employee with a hard copy of the travel voucher for review and signature. See Chapter 8 - *Non-Employee Travel and Travel Arranger Responsibilities* for additional information on this topic.

Generally, if a Service employee has a Travel Arranger, he / she must still log into Concur and electronically sign the travel voucher. In rare cases, the traveler may sign and return a hard copy of the voucher provided by the Travel Arranger. For example, some Regions do not allow employees without fws.gov email addresses (e.g., seasonal workers, temporary employees) to access Concur. There may also be limited exceptions based upon an employee's role or position within the Service. Employees may contact their Regional FATAs for information on Regional exceptions to the requirement to electronically sign travel vouchers in Concur.

7.3 Reviewing and Approving a Travel Voucher

When a travel voucher is approved, the Service reimburses the traveler for individually billed items. The Service pays JP Morgan directly for centrally billed expenses after accepting JP Morgan's invoice (this process is not completed in Concur). Travel vouchers must be approved by a supervisor at least one level above the traveler. It is the traveler's responsibility to submit the voucher for approval within five business days of completing a TDY trip.

The Approving Official must access the travel voucher, receipts, and supporting documentation in Concur and review the costs included on the voucher for reasonableness. It is the Approving Official's responsibility to ensure that each charge included on the travel voucher is supported by the appropriate pre-authorization or approval documentation. The Approving Official must also confirm that the traveler claimed reimbursement under the default method of reimbursement for each expense included on the travel voucher. If the traveler selected an alternate method of reimbursement, the Approving Official must review the explanation provided by the traveler and any receipts or supporting documentation to confirm that the selection was accurate and appropriate.



Use the Travel Voucher Review Checklist available in Appendix C *Sample Documentation* when reviewing a travel voucher.

The Approving Official may approve the travel voucher only if he / she agrees with all of the expenses included on the voucher and the method of reimbursement associated with each. If the Approving Official disagrees with any of the costs or requires further clarification, he / she may electronically return the voucher to the traveler with a note regarding the required change or contact the employee directly (i.e., email or call the employee) to request that he / she make changes. **Approving Officials should not adjust travel vouchers.** If an Approving Official corresponds with a traveler to request clarification on expenses included in a travel voucher, the traveler should add a copy of the correspondence to the receipt packet when he / she updates the travel voucher. The Approving Official is the certifying officer and the last person to review the voucher before it is interfaced to FBMS and payment is issued to the traveler.

If the travel voucher was not submitted within five business days of the end of the TDY trip, the Approving Official should contact the traveler and remind him / her of the required timeline for submitting travel documentation. The Service may reimburse travelers for travel vouchers submitted up to six months following the completion of a TDY trip, but reimbursement outside of the standard timeline is subject to approval by the traveler's Supervising

Directorate Member and cannot be assumed. Approving Officials should monitor the submission dates on travel vouchers and address any repeated non-compliance with the travel documentation timeline.



The traveler / Travel Arranger can view the status of their vouchers by selecting the Vouchers tab from the Concur Home screen. If the document has been in a Travel Reviewer or supervisor's queue for an extended period of time, the traveler / Travel Arranger should contact the approver regarding the delay.

Approving Officials may include an alternate approver on their routing lists to ensure that travel documentation is not held up by their absence. See Section 4.4.2 *Alternate Approvers* for additional information on this topic.

7.4 Making Changes to a Travel Voucher

If a traveler or Approving Official identifies the need to adjust a travel voucher, the changes must be documented in Concur. The process for updating a travel voucher differs, depending upon when in the process the need for an adjustment is identified. A traveler must determine the status of his / her travel voucher prior to making any required changes.



A traveler can view the current status of all of his / her travel vouchers by selecting the Vouchers tab from the Concur home screen. If changes are required, the traveler may access the travel voucher as illustrated below. Travelers should be aware that Concur charges an additional TAV fee (\$14.75) for each voucher amendment.

Figure 7-4 - Document List in Concur

The screenshot shows the Concur interface for the 'Vouchers' tab. At the top, there are navigation tabs: Home, Travel, Authorizations, Vouchers, and Profile. Below these are links for 'View Vouchers', 'New Voucher', and 'Search Vouchers'. The main content area is titled 'Vouchers' and contains a search bar and a table of vouchers. The table has columns for Name, Type, TA Num, Trip Name, PNR #, Depart Date, Last Stamped, Status, and In Use By. One voucher is listed with Name 'TV000003CP', Type 'Voucher', TA Num 'ANUM000008FO', Depart Date '07/24/2015', Last Stamped '07/27/2015', and Status 'VOUCHER SIGNED'. A dropdown menu is open for this voucher, showing options: 'Open Document', 'Review Document', and 'Close'. A callout box points to the 'Open Document' option with the text: 'To edit a voucher after it has been submitted, go to the Voucher tab, select the link in the Name column associated with the appropriate voucher, and select "Open Document" from the list of options that appears.'

Below the table, there is another callout box pointing to the 'Open Document' button in the next screen, with the text: 'After the traveler selects "Open Document," he / she will have an option on the next screen to "Edit Document."'

The second screenshot shows the 'Open Document Signature for TV000003CP' screen. It has a 'Reason' dropdown menu and three buttons: 'Edit Document', 'Get Document as View-Only', and 'Cancel Opening Document'.

The following scenarios provide guidance on how to adjust vouchers at different points in the process.

Scenario 1: A traveler identifies a required change prior to signing the voucher.

If a traveler decides a change is required prior to electronically signing the travel voucher, he / she must edit the current version of the voucher in Concur. The traveler can adjust expenses, reallocate costs among lines of accounting, and modify the method of reimbursement for each expense prior to submitting the travel voucher to the Approving Official for review.

Scenario 2: An Approving Official identifies a required change during his / her review.

If an Approving Official decides a change is required during his / her review of the travel voucher, the Approving Official may electronically return the voucher to the traveler with a note regarding the required change or contact the traveler directly to request a change. The traveler must edit the current version in Concur and sign the updated version. The updated version will be re-routed to the Approving Official for re-review and approval.

Scenario 3: A traveler identifies a required change to reimbursement in an approved voucher.

If a traveler determines that he / she is owed additional money after a voucher has been paid, the traveler must amend the voucher in Concur and re-submit the voucher for the necessary approvals. The traveler must include an explanation of the change in the updated version of the voucher (e.g., per diem mistakenly removed instead of reduced for travel day).

A traveler may upload additional supporting documentation (e.g., Limited Open Travel Authorization, signed hard copy Trip-by-Trip Authorization) to the travel voucher receipt packet without amending the travel voucher. The traveler may fax additional documentation into the Concur system upon discovering an issue or receiving notification from IBC that one or more supporting documents are missing from the receipt packet. In this case, the traveler must obtain a fax cover sheet from the Regional FATA, but does not need to re-submit the voucher for any additional approvals.



Travelers must not reduce any costs or alter lines of accounting in a voucher in PAID status.

If a traveler owes money to the Service, the traveler must not change any of the dollar amounts in the voucher. The traveler must simply fax a copy of the collection transmittal receipt into the receipt packet. The traveler does not need to re-submit the voucher for any additional approvals. Travelers should contact their Regional FATAs with any questions about adjusting travel vouchers.

7.5 Receiving Reimbursement

The Service reimburses the traveler for individually billed items and expenses for which he / she paid cash or used a personal form of payment through an Electronic Fund Transfer (EFT) direct deposit. The Service issues reimbursement directly to JP Morgan for centrally billed items. Travelers are responsible for issuing payment to JP Morgan for any individually billed items by the due date on their travel card statement, regardless of the timing of reimbursement from the Service.

If reimbursement was not issued within 30 calendar days of the Bureau's receipt of an accurate and complete travel voucher, the Bureau must issue a general late fee at the prevailing Treasury rate when the calculated payment is \$1.00 or greater. Travelers are personally responsible for paying any late fees to JP Morgan. This fee is not reported as income on the traveler's W-2 Form, since the IRS considers the fee to be compensation for the use of money. The Service will reimburse a traveler for a late interest fee only if the traveler can show that his / her travel voucher was properly completed and filed within five business days after the conclusion of the TDY trip. The traveler must also show that reimbursement was never received or not received within 30 calendar days from the date the travel voucher was submitted. If the Service determines that the traveler should be reimbursed for a late fee, the traveler must complete the Claim for Reimbursement for Expenditures on Official Business (SF-1164). A sample SF-1164 is included in Appendix C *Sample Documentation*. The traveler should complete the SF-1164 after receiving payment on the voucher, since the number of days late cannot be determined until the voucher is paid.

7.6 Understanding the Post-Audit Process

As part of DOI's commitment to ensuring that travelers comply with Federal travel regulations, IBC audits a subset of the travel documentation submitted by Service travelers. The Division of Financial Management sets a threshold, and IBC audits all travel vouchers with total costs above this threshold. IBC also audits a certain percentage of the travel

vouchers with total costs below the threshold. The travel vouchers with total costs below the threshold are selected at random from a Concur report listing all submitted vouchers.

During a post-audit, IBC accesses the travel authorization, travel voucher, receipts, and supporting documentation available in Concur. IBC reviews the documentation for reasonableness, completeness, and adherence to policy and procedures. If IBC does not uncover any issues with the travel documentation, the auditor does not contact the traveler.

If IBC uncovers an issue with the travel documentation, the auditor sends an email to the traveler, the Travel Arranger (if applicable), the Travel Reviewer (if applicable), the Approving Official, and the Regional FATA to notify them of the deficiency. The email includes a standard form that explains how the traveler / Travel Arranger must resolve the observed deficiency. It is the traveler's responsibility to take action to resolve the issue, or provide a response, within seven business days of receiving the email from IBC. The auditor checks the record for updates after seven business days, and takes one of the following actions if the issue is unresolved:

- If the error involved an overpayment to the traveler totaling more than \$5.00, IBC requests that the Service issue a bill of collection to the traveler. The traveler must write a check to FWS and submit it to the Collection Officer. The traveler should include the collection transmittal receipt in his / her Concur receipt packet.
- If the error involved policy non-compliance (e.g., lack of supporting documentation), IBC notifies the traveler's Region and requests that the Regional management team resolve the issue.



Travelers should contact their Regional FATAs with any general questions or policy issues related to the post-audit process. The Regional FATA should provide the Division of Financial Management Headquarters Office with feedback on any post-audit issues experienced by travelers in the Region.

If a traveler is selected for post-audit and has questions about travel documentation or required updates, he / she should contact the IBC help desk. The traveler may also contact the IBC auditor directly with questions on the post-audit findings or to dispute findings as necessary. See Appendix D *TDY Travel Resources* for contact information for the IBC Helpdesk.

Chapter 8: Non-Employee Travel and Travel Arranger Responsibilities

This section will help you determine the answer to each of the following questions:

- ✓ When does the Service reimburse non-employees for the costs associated with official travel?
- ✓ What responsibilities does a Travel Arranger have during the travel process?
- ✓ When does an individual qualify as an invitational traveler?
- ✓ What restrictions apply to interviewees' travel?
- ✓ How does the Service reimburse volunteers for travel-related expenses?
- ✓ What process applies to individuals on Intergovernmental Personnel Act assignments?
- ✓ How does contractors' travel differ from that of other non-employees?

8.1 Introducing Service Policy on Non-Employee Travel

The Service authorizes non-employees to conduct official travel for a variety of purposes, including to interview for employment at the Service, to present information at Service-sponsored conferences, and to provide training to Service employees. Generally, the Service covers the cost associated with the non-employee's transportation; provides reimbursement for his / her actual lodging costs, up to a maximum allowable daily rate; and provides a daily allowance for meals and incidental expenses. Non-employees may not access Concur, so Travel Arrangers assist them with the travel process by arranging travel in Concur, and submitting required documentation to Concur.

The Service must assume the responsibilities of an employer for all personnel traveling on authorizations issued by the Service. This includes assuming responsibility for injury, as well as the possibility of liability for damaged property. For this reason, non-employees are bound by the Economy Act, FTR, DOI policy, and FWS policy when traveling on behalf of the Service. This chapter includes guidance for the following groups of non-employees conducting repeated or ongoing official travel on behalf of the Service:

- Invitational travelers (i.e., non-employees conducting TDY travel on behalf of the Service).
- Employees of other Federal Government agencies¹.
- Volunteers.
- Pathways program participants.
- Individuals on Intergovernmental Personnel Act (IPA) assignment.
- Contractors.



Contractors are addressed within this chapter as non-employees, but their travel differs from other groups of non-employees in that it is governed by the terms of their contractual agreement with the Service, rather than Service policy. Contractors' travel is not arranged or documented in Concur. See Section 8.4.5 *Contractor Travel* for additional information.

Appendix C includes a handout, "Introduction to Invitational Travel," to help invitational travelers understand Federal travel requirements. Travel Arrangers should distribute this handout to their invitational travelers and assist

¹ The Economy Act is the controlling directive on interagency support; please see the 264 FW series of policies for additional guidance.

them with additional policy questions as needed. Groups of non-employees who travel frequently should review Chapters 4-7 of this Handbook, in addition to this chapter, for information on allowable travel-related costs.

8.2 Arranging TDY Travel

A Travel Arranger facilitates the travel process for a non-employee conducting official travel on behalf of the Service. The Travel Arranger's responsibilities can be separated into those that must be completed the first time a non-employee conducts travel on behalf of the Service, and those that must be completed for each TDY trip conducted thereafter by the non-employee. This section includes information on both types of responsibilities.



Service employees may also have a Travel Arranger for TDY travel. The responsibilities of a Travel Arranger are similar, regardless of whether he / she is arranging travel on behalf of a non-employee or Service employee. The differences between arranging travel on behalf of a non-employee and a Service employee are explained in the orange callout boxes throughout Section 8.2.

8.2.1 Requesting a Travel Profile

The first time that a non-employee conducts official travel on behalf of the Service, the Travel Arranger must work with the Regional FATA and DOI / IBC Travel Helpdesks to set up a vendor record in FBMS and Concur user profile for the traveler. Guidance on completing this process is in Section 2.2.2 *Establish a Concur Profile*. As a reminder, invitational travelers are not issued travel cards; the Regional FATA, Travel Arranger, or A/OPC should add the appropriate charge card number to the invitational traveler's Concur profile as follows:

- If the sponsoring office will need to purchase airfare for the invitational traveler, the Travel Arranger should submit the [Corporate Card Authorization Form](#) to the Regional or local A/OPC. The A/OPC will add the appropriate corporate card number to the traveler's profile once the Regional FATA / IBC has established the profile and the Travel Arranger has updated the TSA Secure Flight information. The corporate card cannot be used to pay for the invitational traveler's lodging or rental car costs; it is for airline costs only.
- If the sponsoring office will not need to purchase airfare for the traveler, the Travel Arranger should add a purchase card number to the profile. The purchase card may not be used for individual travel costs; it is entered into Concur to cover TAV fees only.

The Travel Arranger should also distribute "Introduction to Invitational Travel," available in Appendix C *Sample Documentation*, to the traveler at this point in the process to help establish expectations for the travel and reimbursement processes.



If a Travel Arranger is coordinating travel for a Service employee with a government charge card that includes the travel business line (i.e., a travel card), the traveler should add his / her travel card account number, travel card expiration date, and TSA Secure Flight information to the profile when prompted to review profile information upon initial login. A Travel Arranger coordinating travel for a Service employee should also note that the employee's email address must be the primary address associated with the profile in order for the employee to access his / her account. The Travel Arranger may include an alternate email address (e.g., Travel Arranger, Management Assistant) as appropriate.

8.2.2 Arranging a TDY Trip

Once the non-employee has an active travel profile in Concur, the Travel Arranger arranges and documents the non-employee's official travel. The Travel Arranger should brief the non-employee on his / her entitlements and what costs are not reimbursable. For example, Travel Arrangers should specifically state that GPS units and additional rental car insurance are not reimbursable for CONUS travel. This section includes a description of the activities that the Travel Arranger completes for each TDY trip that the non-employee conducts on behalf of the Service.



Invitational travelers conducting international travel on behalf of the Service are subject to the foreign travel approval process. Travel Arrangers should help their invitational travelers comply with the process outlined in Chapter 10 for any international trips. Generally, this means completing and submitting the Foreign Travel Package on behalf of the invitational traveler. Note that the DOI Passports Office does not issue passports to non-employee invitational travelers

Step 1 - Make the travel arrangements required for the TDY trip.

The Travel Arranger must use Concur or call the TMC to create an itinerary and obtain cost estimates for the transportation required for the trip. If the travel arranger uses the TMC to arrange travel on behalf of an invitational traveler, he / she should confirm the travel authorization number that the TMC is “sweeping” the reservations into. The Travel Arranger must comply with the policies outlined in Chapter 5 - *Transportation* when booking transportation on behalf of a non-employee.

The non-employee must reserve and pay for the lodging and any other travel-related expenses required for the TDY trip using a personal credit card or other personal form of payment. Alternatively, the Service may use a contract to pay for lodging for non-employees. If the lodging is purchased using a contract, the Travel Arranger must select “GOVCC-C” as the payment type in Concur and make a note indicating “lodging paid by contract” in the travel voucher. Non-employees, except interviewees, are eligible to receive travel advances via SF-1038 when necessary; Regions / programs should establish contracts for lodging only when advantageous to the Government, not for the convenience of the traveler.

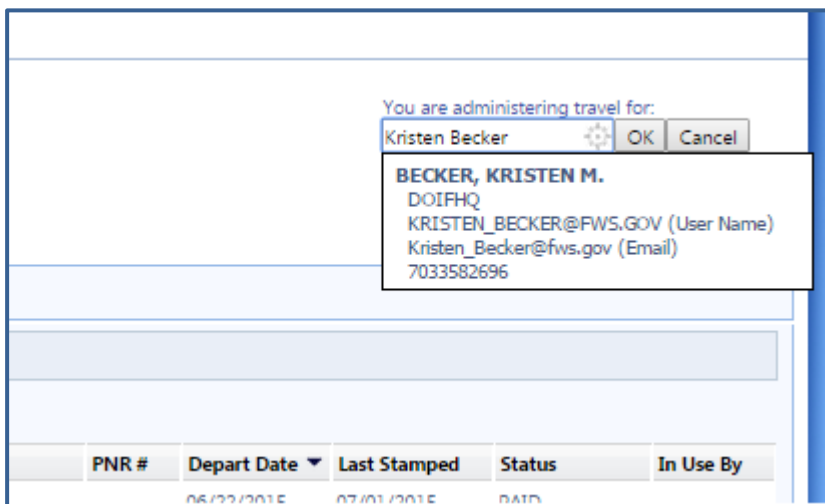


If a Travel Arranger is coordinating travel for a Service employee who has a travel card, the Travel Arranger may arrange the transportation and lodging, and estimate other travel-related expenses on behalf of the employee. It is the traveler’s responsibility to verify that the travel arrangements made by the Travel Arranger comply with all Service TDY travel and charge card policies.

Step 2 - Create a travel authorization in Concur.

The Travel Arranger must use Concur to create a travel authorization for the TDY trip. The Travel Arranger can create a travel authorization on behalf of a non-employee using the Concur search tools, as shown below. It is important that the Travel Arranger book travel by searching for the traveler in Concur, not logging in as the traveler.

Figure 8-1 - Traveler Lookup in Concur



The Travel Arranger must create the non-employee's travel authorization in compliance with Federal travel regulations, Service policy, and Regional / program corporate account policies. See Section 4.3 *Creating a Travel*

Authorization for additional information on the requirements and responsibilities associated with creating a travel authorization.

Step 3 - Obtain approval on the travel authorization.

After completing the travel authorization and itinerary, the Travel Arranger uses the “Authorization Signed” stamp to submit the travel authorization on behalf of the traveler, and Concur routes the authorization to the traveler’s Approving Official for review and signature. When the traveler’s Approving Official logs into Concur and electronically approves the travel authorization, the reservation can be ticketed in accordance with the applicable fare rules. Once the TMC books the travel reservations, the Travel Arranger must forward a copy of the travel itinerary and approved travel authorization to the non-employee.

Step 4 - Request any required receipts and / or supporting documentation from the traveler and create the receipt packet.

The Travel Arranger must request any required receipts and / or supporting documentation from the non-employee within five business days of the end of the TDY trip. The Travel Arranger must review the receipts and supporting documentation provided by the non-employee and create the receipt packet in Concur. Section 7.2.4 *Submit Required Receipts and Supporting Documentation* includes information about creating a receipt packet and attaching documentation in Concur.

Step 5 - Compare the actual trip to the travel authorization and apply required updates.

The Travel Arranger must compare the receipts documenting the actual trip to the itinerary included in the travel authorization. The Travel Arranger must adjust the travel authorization any time a traveler conducts TDY travel to a location not addressed on the original version of the travel authorization or travels on dates that vary from those included on the authorization by more than 48 hours. The Travel Arranger should not adjust the travel authorization when actual trip costs differ from cost estimates included in the travel authorization; these changes should be applied directly to the travel voucher. If the Travel Arranger adjusts the travel authorization, he / she must obtain an Approving Official’s approval on the revised authorization using the process outlined in Step 3 above. Travel Arrangers should also see Section 7.2.1 *Review Travel Authorization* for additional information on identifying and resolving discrepancies between the travel authorization and actual trip.

Step 6 - Create the travel voucher in Concur.

Once the Travel Arranger finalizes the travel authorization, he / she must use Concur to create a travel voucher from the authorization. The Travel Arranger must use the travel voucher to capture the actual costs incurred during the trip and account for any discrepancies between the travel authorization and actual trip that did not require an amendment of the travel authorization (e.g., cost discrepancies, additional expenses).

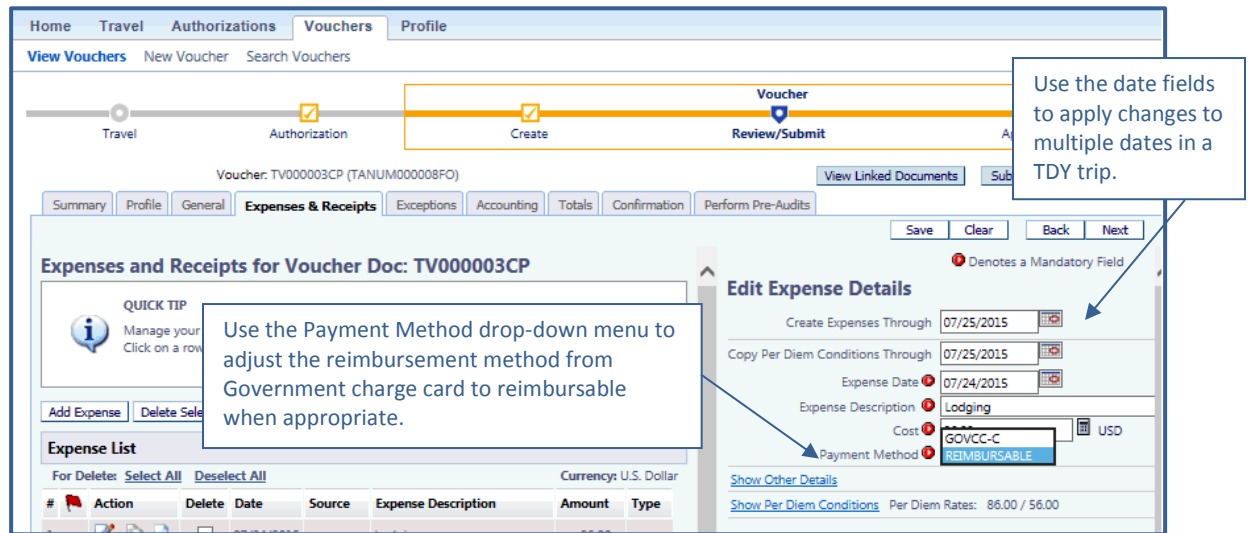
The Travel Arranger must also verify the method of reimbursement for each expense. The Travel Arranger should only select / confirm the “GOVCC-C” method of reimbursement for transportation costs that he / she paid using a government charge card, any lodging covered by the Service (e.g., paid for with a contract or with a travel advance), the TAV fee, and booking fees charged by the TMC. All other expenses should be marked “Reimbursable,” which signifies that the traveler paid with a personal credit card or other personal form of payment.

DOI policy requires specific pre-authorization by a Supervising Directorate Member to use personal funds to purchase common carrier transportation in excess of \$100. Invitational travelers are not exempt from the requirement to have their transportation costs covered by a government charge card whenever possible.



If a Travel Arranger is coordinating travel for a Service employee, this guidance on methods of reimbursement does not apply. The Travel Arranger should follow the guidance found in Section 7.2.2 *Confirm Transportation Costs, Per Diem Entitlements, and Other Expenses* to determine the appropriate method of reimbursement for each type of travel-related expense.

Figure 8-2 – Expenses & Receipts Tab in Concur



Step 7 - Print a copy of the travel voucher, obtain the traveler's signature on the voucher, and include a copy of the signed voucher in the receipt packet.

The Travel Arranger must obtain the non-employee's signature on a printed copy of the travel voucher as his / her certification that the information included on the voucher is accurate and complete. The Travel Arranger may send the travel voucher to the non-employee via email or fax if they are not in the same physical location. Note that a home address should not be included in an invitational traveler's Concur profile if the Travel Arranger will be emailing or faxing travel vouchers.

Following receipt of a signed travel voucher, the Travel Arranger must attach a copy of the signed voucher as part of the receipt packet. The non-employee should sign and return the hard copy travel voucher within five business days of receiving it from the Travel Arranger.



Generally, if a Travel Arranger is coordinating travel for a Service employee, the employee must log into Concur and electronically sign the travel voucher. Only in rare cases may a Service employee sign and return a hard copy voucher. One exception is for seasonal employees without fws.gov email addresses, who will not receive access to Concur and are treated as invitational travelers. Employees should contact their Regional FATAs for information on any Regional exceptions to the requirement to electronically sign travel vouchers in Concur.

Step 8 - Stamp the travel voucher using the "T-Entered" stamp and submit the voucher for reimbursement.

After the Travel Arranger attaches a copy of the signed voucher as part of the receipt packet, he / she must stamp the travel voucher using the "T-Entered" stamp and submit the voucher for reimbursement. The Travel Arranger must use the "T-Entered" stamp rather than the "Signed" stamp in order for the voucher to route properly for review and approval. The Travel Arranger should also forward a copy of the travel voucher to the A/OPC if the corporate card was used to cover any costs associated with the trip.



If a Travel Arranger is coordinating travel for a Service employee, the employee electronically signs and submits the travel voucher, as explained in Step 7 above, and this step does not apply.

8.3 Conducting Invitational Travel

The term invitational traveler applies to an individual who is not a Government contractor, and meets any of the following criteria:

- Non-Executive Branch Government employee attending or presenting at a Department or Bureau-sponsored conference.
- Non-Executive Branch Government employee serving as a subject matter specialist or consultant who is not under contract with the Department / Service (e.g., attending a committee meeting).
- Non-Executive Branch Government employee traveling to an interview for employment with FWS.
- Volunteer directed to perform TDY travel for official purposes, including interns and fellows program members who are not on the FWS payroll (e.g., Directorate Fellows Program participants).
- Federal employee traveling for a job interview.
- Members of Congress and their staff.
- Former Federal Government employee or other individual being honored at an awards ceremony.
- Employee's spouse or immediate family member attending an awards ceremony where the employee is being honored.
- Family member of a threatened law enforcement agent.
- Family member attending a funeral or memorial service, when authorized by the Supervising Directorate Member.
- Family member evacuated due to natural or man-made disaster, when authorized by the Supervising Directorate Member.
- Family member or medical attendant traveling with an employee with a special need or disability.
- An FWS employee in any of the following situations:
 - Traveling at the invitation of another Government agency, including another Bureau, in a status other than official capacity (i.e., leave status).
 - Traveling to attend a non-Federal meeting or conference related to official duties and funded by a non-Federal source (state or local governmental agency, private company, or non-profit organization).
 - Performing travel entirely outside of the United States when the travel is being funded by a foreign government. See Chapter 10 for additional information on approvals required for foreign travel.

A spouse or family member's travel to attend a Presidential or Departmental awards ceremony honoring a Service employee must be authorized by the employee's Supervising Directorate Member in order for the costs to be covered by the Service. Otherwise, employees may use the TMC to arrange travel for a spouse or family member to attend an awards ceremony, but must pay for all expenses using a personal credit card or other personal form of payment. An employee who would like to pay out-of-pocket for a spouse or family member to attend an awards ceremony should contact his / her Regional FATA with any questions on this policy.

8.3.1 Eligibility for TDY Travel Reimbursement

An invitational traveler only qualifies for TDY travel reimbursement when he / she travels 50 miles or more from his / her official duty station (if applicable) and residence while fulfilling an official commitment to the Service. An invitational traveler's official duty station is the location of his / her FWS work assignment.



The exceptions to the 50 mile rule documented in Section 6.2 *Determining Eligibility for Per Diem* (e.g., inclement weather) also apply to invitational travel.

8.3.2 Allowable TDY Travel Costs

The following costs are allowable when an invitational traveler conducts a TDY trip on behalf of the Service:

- The Service covers the cost of the invitational traveler's transportation while in TDY status. Note that a corporate card may only be used for airfare.
- The Service provides reimbursement for the actual cost of the invitational traveler's lodging, up to the maximum lodging rate established by GSA for the TDY location.
- The Service provides invitational travelers with a daily M&IE allowance, up to the maximum M&IE rate established by GSA for the TDY location. The Service cannot reduce the incidental expense allowance simply because the individual is an invitational traveler.
- The Service provides reimbursement for other travel-related expenses required to complete the mission of the TDY trip.
- Note that the Service cannot pay an honorarium via Concur, as it is taxable. The Region / program must submit a separate form to cover the cost of an honorarium; see 150 FW for additional information.

Traveling as an Interviewee

The Service may cover the costs associated with a prospective hire's travel to attend an interview for a position within the Service. Interviewee travel is appropriate when a position is difficult to fill, or the office must perform an in-person interview in a location that is costly or difficult to access. In most respects, interviewee travel is identical to that of other invitational travelers. However, there are two important distinctions between invitational travel and interviewee travel. Travel Arrangers and interviewees should be aware of the following restrictions on interviewee travel:

- An interviewee may not receive a travel advance from the Service.
- An interviewee may not receive reimbursement for phone calls or other communication expenses. The only exception to this policy is a communication expense to make travel arrangements (e.g., long distance call to a Travel Arranger).



If an employee from another Bureau is traveling to interview with the Service or an FWS employee is traveling to interview for a different position within the Service, the Regional FATA in the Region hosting the interview may create a duplicate Concur profile for the individual so that he / she may complete the interview-related travel as an invitational traveler.



All transportation, lodging, meals, and travel-related expenses must be arranged, incurred, and documented in compliance with Service policy in order for the invitational traveler to receive reimbursement. Travel Arrangers should provide invitational travelers with a copy of "Introduction to Invitational Travel," included in Appendix C, for an overview of allowable travel-related costs.

8.4 Other Methods of Non-Employee Reimbursement

Regions may have distinct reimbursement processes for different groups of non-employees conducting repeated or ongoing official travel on behalf of the Service. This section includes general guidance on reimbursing the following groups of non-employees for official travel:

- Employees of other Government agencies;
- Volunteers;
- Pathways program participants;
- Individuals on IPA assignment; and
- Contractors.

8.4.1 Travel as an Employee of another Federal Government Agency

When an employee of another executive branch agency (excluding Congressmen and staff) conducts official travel on behalf of the Service, the FWS official authorizing the travel must complete an Inter / Intra-Agency Travel Agreement (Form 3-2368) to document how the traveler's home agency will receive reimbursement for the travel and other costs (e.g., labor, overhead). Form 3-2368 is available online at <http://www.fws.gov/forms/3-2368.pdf>. A sample Form 3-2368 is included in Appendix C *Sample Documentation*. The Economy Act is the controlling directive on interagency support; please see the [264 FW series](#) of policies for additional guidance.

The traveler must arrange travel, incur costs, and claim reimbursement under the policies of his / her home agency, while complying with the requirements of the Department and the Service. If the policies conflict, DOI and FWS policies will generally prevail (e.g., first class airfare is not permitted, even if allowable under the home agency's policies). The home agency will receive reimbursement from the Service through the IPAC process.



This process is reversed when a Service employee conducts travel on behalf of another government agency. See Section 4.6.1 *Travel Funded by another Government Agency* for additional guidance on this topic.

8.4.2 Volunteer Travel



Service manual policies in the 150 FW series govern how volunteers work with the Service. This guidance is intended as a supplement to, rather than a replacement for, the 150 FW policy chapters.

The Service provides two types of reimbursement for volunteers who conduct official business at locations 50 miles or farther from their permanent residences: volunteer subsistence and TDY travel reimbursement. A volunteer may claim only one type of reimbursement per calendar day. The Service uses the volunteer's travel status and location at 12:00 AM (Midnight) to determine the appropriate method of reimbursement for that day. In order to understand the types of reimbursement provided to volunteers, it is important to distinguish between a volunteer's travel from his / her residence to volunteer duty site, and TDY travel to an alternate site. The following example illustrates the two types of reimbursement, and when it is appropriate for a volunteer to claim each type.



Volunteer Reimbursement: Part 1 - Determine Eligibility for Reimbursement

Jeremy volunteers at a Field Station in Anchorage, AK for the month of February. A Field Station in Fairbanks, AK begins a major project during the second week of February and requires volunteers' assistance. Jeremy's supervisor authorizes Jeremy to travel to Fairbanks for the second week of February to assist with the project. Jeremy is eligible for reimbursement from the Service as illustrated below.

February							
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
February 1	2	3	4	5	6	7	
Volunteering in Anchorage, AK Eligible for Reimbursement of Local Travel Expenses							
8	9	10	11	12	13	14	
Travel to Fairbanks, AK Eligible for TDY Travel Reimbursement							
15	16	17	18	19	20		
Volunteering in Anchorage, AK Eligible for Reimbursement of Local Travel Expenses							
22	23	24	25	26	27	28	
Volunteering in Anchorage, AK Eligible for Reimbursement of Local Travel Expenses							

Jeremy will receive reimbursement for local travel expenses when he works at his volunteer duty station.

Jeremy will receive TDY travel reimbursement for the duration of his TDY trip to Fairbanks (Week 2).

Local Travel Expenses (non-TDY) and Taxable Subsistence Payments

A volunteer may obtain reimbursement for local travel costs for the duration of his / her assignment by using FWS Form 3-2373. In addition, Regions may decide to provide volunteers with taxable subsistence payments. These allowances are not considered TDY travel reimbursement, and may not be processed through Concur. Information on local travel expenses and taxable subsistence payments is included here only for the purpose of drawing the comparison to volunteer TDY travel reimbursement.

TDY Travel Reimbursement

If a volunteer is directed to conduct TDY travel to an alternate site that is 50 miles or farther from his / her volunteer duty station and permanent residence, he / she may receive reimbursement for the cost associated with transportation to and from the alternate duty location. The volunteer may also receive, at the discretion of his / her FWS supervisor, reimbursement for the actual cost of lodging and an allowance for meals and incidental expenses up to 100% of the per diem rate for the TDY location (Lodgings-Plus method; see Section 6.3 for additional information).

The volunteer may only claim one type of per diem per day, and must suspend his / her volunteer subsistence for the duration of the TDY trip in order to claim Lodgings-Plus reimbursement. The Service uses the volunteer's travel status and location at 12:00 AM (Midnight) to determine the appropriate method of reimbursement for that day.



Volunteer Reimbursement: Part 2 - Calculate Reimbursement

The example of Jeremy's volunteer travel in Alaska continues below with the steps to calculate his TDY travel reimbursement for the trip to Fairbanks.

Step 1: Locate Maximum Per Diem Rate for TDY Location (Week 2 - Fairbanks)

Locality	Seasons (Beg-End)	Maximum Lodging	Local Meals	Proportional Meals	Local Incidental
FAIRBANKS	05/15-09/15	154	68	41	17
FAIRBANKS	09/16-05/14	75	62	38	15

Jeremy locates the maximum per diem rate on the DOD / PDTATAC website.

Jeremy locates the maximum per diem rate for Fairbanks, AK on the PDTATAC website because it is a domestic OCONUS location. If Jeremy was conducting CONUS TDY travel, he could locate the maximum per diem rate for his TDY location on the GSA per diem website.

Step 2: Calculate TDY Travel Per Diem Allowance

Jeremy's trip to Fairbanks starts on Monday and ends on Friday. He qualifies for up to 100% of the lodging rate (\$75.00) for each day that requires lodging. He qualifies for up to 75% of the M&IE allowance on his travel days (Monday and Friday), and up to 100% of the M&IE allowance on Tuesday, Wednesday, and Thursday.

\$62.00 (Local Meals Rate)	\$77.00 (M&IE Per Diem Rate)
+ \$15.00 (Local Incidental Rate)	x 0.75 (75% Travel Day Reimbursement)
\$77.00 (M&IE Per Diem Rate)	\$57.50 (Travel Day M&IE Reimbursement)
\$57.50 (Monday M&IE)	
\$75.00 (Monday Lodging)	
\$77.00 (Tuesday M&IE)	
\$75.00 (Tuesday Lodging)	
\$77.00 (Wednesday M&IE)	
\$75.00 (Wednesday Lodging)	
\$77.00 (Thursday M&IE)	
\$75.00 (Thursday Lodging)	
+ \$57.50 (Friday M&IE)	
\$646.00 (Total TDY Travel Per Diem Allowance)	

8.4.3 Travel as a Pathways Program Participant

The process for reimbursing Pathways program participants differs as follows, depending upon whether or not the Service provides a salary to the Pathways program participant.

- If the Service does not provide a salary to the Pathways program participant, he / she is a volunteer, and is eligible for reimbursement in accordance with Section 8.4.2 *Volunteer Travel*.
- If the Service provides a salary to the Pathways program participant, he / she is a Service employee, and must adhere to the process that applies to Service employees, outlined in Chapters 4-7 of this Handbook.

8.4.4 Travel under an IPA Assignment

The Service participates in the Office of Personnel Management's (OPM) IPA mobility program, which facilitates cooperation among Government entities through the temporary assignment of skilled personnel. An individual may work on an IPA assignment for up to two years, and the assignment may be intermittent, part-time, or full-time. The Service may extend an assignment for an additional two years when the extension will be beneficial to both organizations. Cost-sharing arrangements for mobility assignments are negotiated between the participating organizations. The Service may agree to pay all, some, or none of the costs associated with an assignment.



The process of arranging an IPA assignment and paying for the associated costs is complex; the employee must involve his / her local Contracting and General Services office to ensure the process is managed properly. If the Service agrees to cover costs associated with the individual's IPA assignment, the official authorizing the IPA assignment may complete an Inter / Intra-Agency Travel Arrangement (Form 3-2368) to document the arrangement. Form 3-2368 is located online at <http://www.fws.gov/forms/3-2368.pdf>. A sample Form 3-2368 is included in Appendix C *Sample Documentation*.

The Service may authorize an individual on IPA assignment in a location 50 miles or farther from his / her permanent duty station and residence to receive travel reimbursement (Standard IPA Reimbursement) or limited relocation expenses (Limited Relocation IPA Reimbursement). The official authorizing the IPA assignment must select the appropriate type of reimbursement, based upon the cost to the Government and the length of the assignment. Generally, Standard IPA Reimbursement should be provided for assignments up to one year long, and Limited Relocation IPA Reimbursement should be provided for assignments longer than one year in duration. The official authorizing the IPA assignment must confer with the Regional PCS Coordinator when deciding between the methods of IPA reimbursement in order to obtain information related to the logistics and cost of providing Limited Relocation IPA Reimbursement. The method of reimbursement must be specified in the service agreement that the individual signs prior to beginning his / her IPA assignment.

Standard IPA Reimbursement

If the individual is authorized Standard IPA Reimbursement, the Service reimburses the individual for transportation and per diem expenses during travel prior to beginning and at the conclusion of his / her assignment, and provides a reduced per diem allowance for the duration of the IPA assignment. The individual is eligible for lodging, meals, and incidental expense reimbursement under the Lodgings-Plus method while traveling to the IPA assignment location and returning home at the conclusion of the assignment.

The individual is eligible for lodging, meals, and incidental expense reimbursement at 55% of the GSA maximum rate for the IPA assignment location during the assignment. The Service may reduce an individual's per diem rate below 55% only if the Approving Official provides a written justification for the reduction and the individual agrees to the reduction in writing prior to the assignment start date.

Limited Relocation IPA Reimbursement

If the individual is authorized Limited Relocation IPA Reimbursement, the Service may cover the following relocation expenses (please note that all expenses due are paid via an SF-1012 claim, and should not be documented or processed in Concur):

- Travel and transportation expenses for the employee and his / her immediate family to travel to the assignment location at the start of the assignment and to return home at the end of the assignment.
- Transportation and temporary storage expenses for the individual's household goods and personal effects.
- Temporary quarters subsistence expenses for the period immediately preceding the assignment and the period immediately following the conclusion of the assignment.
- A miscellaneous expense allowance.
- The expenses associated with non-temporary storage of the individual's household goods and personal effects, when the assignment is in an isolated location.



The Service provides reimbursement for the above expenses in accordance with FTR Part 302. The Service may not cover the cost of selling or purchasing a residence or the cost associated with property management services during the assignment.

An individual authorized Limited Relocation IPA Reimbursement will be contacted by his / her Regional PCS Coordinator to discuss allowable relocation expenses, and may reference Service Manual Part 266 and *Employees on the Move: A Handbook on Travel and Transportation Benefits for Relocating Employees* for additional information on relocation expenses and the reimbursement process.

The individual must repay any relocation reimbursement to the Service if he / she fails to complete the service agreement governing the IPA assignment. The only exceptions to this requirement are if the reasons for failing to complete the agreement are beyond the individual's control, or if the Service issues a waiver of the repayment requirement.

TDY Travel to an Alternate Duty Site

If an individual on IPA assignment is directed to conduct TDY travel to a site that is 50 miles or farther from his / her IPA duty station, permanent duty station, and permanent residence, he / she may receive reimbursement for the transportation, lodging, and M&IE associated with the trip via IPAC / interagency agreement. The Service may reimburse these costs regardless of whether the individual receives Standard IPA or Limited Relocation IPA Reimbursement. However, the individual may only claim per diem reimbursement under one method per day. If the traveler receives Standard IPA Reimbursement, he / she must suspend the IPA per diem allowance for the duration of the TDY trip. The Service uses the individual's travel status and TDY location at 12:00 AM (Midnight) to determine the appropriate method of per diem reimbursement for that day.

8.4.5 Contractor Travel

Since the Service must assume the responsibilities of an employer for all personnel traveling on its Government authorizations, contractors may not travel under FWS authorizations or use Concur to arrange or document travel. Contractors must arrange their own travel and cover all costs associated with travel. Contractors may receive reimbursement for travel-related costs if authorized by their contracts, and are usually required to travel in compliance with the FTR and Fly America Act. However, reimbursement will be governed by the terms of the contractual agreement between the Service and the contractor, rather than Service Manual Part 265 or this Handbook.



Vendors are not required to make Government fares / rates available to contractors, but may do so at their option. The Service may issue a contractor a Letter of Identification to assist the contractor in obtaining reduced fares and rates offered to Government travelers. The Letter of Identification should include the language in the example below (with the emphasis shown):

TO: Participating Vendor

SUBJECT: OFFICIAL TRAVEL OF GOVERNMENT CONTRACTORS

[INSERT FULL NAME OF TRAVELER], the bearer of this letter, is an employee of [INSERT COMPANY NAME] which has a contract with this agency under Government contract [INSERT CONTRACT NUMBER]. During the period of the contract ([INSERT CONTRACT START AND END DATES]), **AND WITH THE APPROVAL OF THE CONTRACT VENDOR**, the employee is eligible and authorized to use available travel discount rates in accordance with Government contracts and/or agreements. **Government contract city-pair fares are not available to Contractors.**

The Contracting Officer must sign the letter, and include his / her title and preferred contact number.

Chapter 9: Extended Assignments

This section will help you determine the answer to each of the following questions:

- ✓ When does an employee's travel qualify as an extended assignment?
- ✓ How is per diem calculated during extended assignments?
- ✓ How is per diem impacted when an extended assignment is interrupted for official purposes?
- ✓ What is the policy on an employee returning to his / her permanent duty station during an extended assignment?

9.1 Introducing Service Policy on Extended Assignments

The Service covers travel expenses for employees who complete extended assignments that benefit the Service, including details and training assignments. Generally, an employee receives reimbursement for transportation to the extended assignment location to begin the assignment, and to return home at the conclusion of the assignment. In addition, the employee receives a lodging, meal, and incidental expense allowance for the duration of the extended assignment. Employees completing extended assignments must arrange, conduct, and document travel in compliance with Service TDY travel policy. Extended assignments must be authorized on Trip-by-Trip Authorizations; an Approving Official may not authorize an extended assignment under a Limited Open or Unlimited Open Travel Authorization. In addition, an employee must file a travel voucher no less frequently than once every 30 calendar days for the travel-related costs associated with his / her extended assignment.



Extended assignments longer than one year have tax consequences that are not calculated by Concur or addressed in this Handbook. Any travel authorizations for extended assignments longer than one year in duration must be forwarded to the Regional FATA to ensure tax consequences are documented and handled appropriately.

9.2 Determining Eligibility for Extended Assignment Reimbursement

Travel qualifies as an extended assignment when the trip meets both of the following criteria:

- The employee is in TDY status for 30 consecutive calendar days or more at one location (excluding travel days, unless a partial travel day is specifically authorized). A location is defined as a per diem area; a new destination within the same per diem area is not a new location. For example, if a traveler spends 20 days in Washington DC and 15 days in Falls Church, VA, this is an extended assignment to a single per diem area with a total duration of 35 days.
 - If an employee is taking approved leave in the days leading up to a TDY trip, the leave days are added to the authorized TDY period to determine if it is an extended assignment.
 - If regular leave occurs during TDY travel, the leave period counts toward the 30-day period, regardless of whether the leave was planned or approved in advance of travel or not.
 - Sick leave taken during TDY travel cannot be the deciding factor in determining whether a trip is an extended assignment (e.g., if a trip is 27 days long and the employee takes four days of sick leave, it is not an extended assignment).
- The TDY location is 50 miles or farther from both the employee's permanent duty station and residence.



While some non-employees conducting official travel on behalf of the Service may meet both of the criteria above (e.g., volunteers, individuals on IPA assignments), their reimbursement is subject to different requirements and handled under a separate process. Information on travel reimbursement for non-employees is in Chapter 8 - *Non-Employee Travel and Travel Arranger Responsibilities*.

9.3 Traveling to and from an Extended Assignment

The Service covers the cost of transportation required to travel to the extended assignment location prior to beginning the assignment, and to travel home at the conclusion of the assignment. During travel to and from an extended assignment, the Service also covers the employee's actual lodging costs, up to a maximum allowable lodging rate, and provides an allowance for M&IE under the Lodgings-Plus method. The employee may also receive reimbursement for other allowable expenses required to complete the trip. An Approving Official may authorize excess baggage for an extended assignment when appropriate, but this expense must be specifically approved – travelers are not automatically authorized excess baggage for an extended assignment.



All transportation costs, lodging, meals, and travel-related expenses must be arranged, incurred, and documented in compliance with Service policy. Employees can find additional information on different types of TDY travel costs in the following chapters of the Handbook:

- Transportation - Chapter 5
- Lodging, Meals, and Incidental Expenses - Chapter 6
- Other Allowable Expenses - Chapter 7

9.4 Calculating Per Diem Reimbursement during an Extended Assignment

The standard for extended assignments is to reduce the traveler's lodging and M&IE allowances to 55% on the first day at the TDY location (not travel days), and to provide this reduced rate for every calendar day that he / she is at the extended assignment location for official purposes. The Approving Official may further reduce the per diem rate if he / she can determine in advance that the employee's total costs will be lower than 55% of the per diem rate for the extended assignment location. The Approving Official must include a written justification in the travel authorization any time he / she reduces an employee's per diem below 55% of the per diem rate. The reduction must be documented prior to the extended assignment start date.

The reduction is made, in part, because employees are expected to stay in weekly / monthly rentals (e.g., apartments, extended stay hotels) and cook some of their own meals during extended assignments whenever possible. If the employee is not able to obtain lodging and / or meals at 55% of the per diem rate for the extended assignment location, the Approving Official may authorize the employee to claim reimbursement up to 100% of the maximum per diem rate. The Approving Official may increase the per diem rate for lodging, meals, or incidental expenses, or a combination of these. In order to claim per diem at 56-100% of the per diem rate, the employee must submit a written request (e.g., Form 3-2388) for approval to his / her Supervising Directorate Member (or Deputy, if the responsibility has been delegated) in advance of the extended assignment start date.

In a limited number of circumstances, the Service may approve per diem reimbursement for an extended assignment at 101-300% of the per diem rate. The employee must submit a written request (e.g., Form 3-2388) for approval to the Supervising Directorate Member. This responsibility may not be delegated.

An employee's request for per diem reimbursement at 56-300% of the maximum per diem rate must include evidence that he / she researched at least three available lodging and meal options. The employee must include a copy of the approval with his / her receipt packet in Concur. When evaluating the request, the Approving Official should factor in whether the traveler is authorized a rental car and availability of hotels and restaurants in the local area.

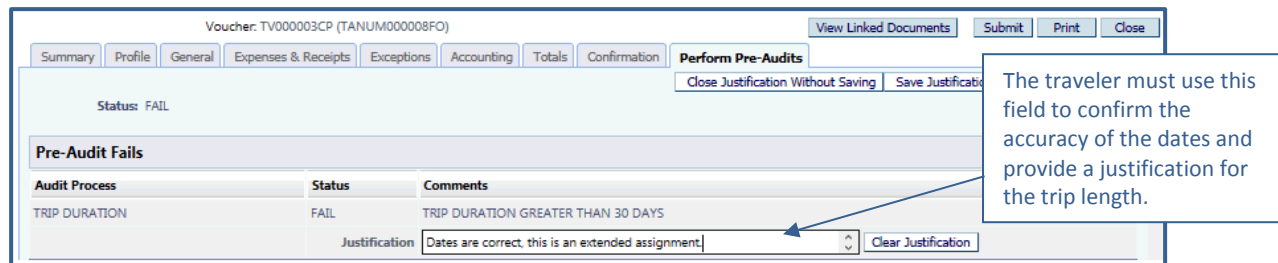


Employees' families and pets may accompany employees on extended TDY travel, but the Service may not cover any costs associated with their travel. Employees may not use family members' or pets' presence during extended assignment as a justification for increased per diem reimbursement.

9.5 Documenting Extended Assignment Reimbursement

There are two key differences between documenting a short TDY trip and an extended assignment in Concur. This section includes guidance on correctly completing the Concur travel authorization and travel voucher for an extended assignment. Any time a traveler creates a travel authorization for a trip 30 days or longer in duration, Concur flags the trip length and presents it for justification in the Perform Pre-Audits tab. Travelers should use the Justification field to confirm that the trip dates are correct and explain the type of travel, as shown below.

Figure 9-1 – Perform Pre-Audits Tab in Concur




The screenshot shows the 'Perform Pre-Audits' tab in Concur. At the top, there are navigation tabs: Summary, Profile, General, Expenses & Receipts, Exceptions, Accounting, Totals, Confirmation, and Perform Pre-Audits. The 'Perform Pre-Audits' tab is active, showing a 'Status: FAIL' and a 'Pre-Audit Fails' table. The table has three columns: Audit Process, Status, and Comments. The first row shows 'TRIP DURATION' with a status of 'FAIL' and a comment 'TRIP DURATION GREATER THAN 30 DAYS'. Below the table is a 'Justification' field with the text 'Dates are correct, this is an extended assignment' and a 'Clear Justification' button. A callout box points to the justification field with the text: 'The traveler must use this field to confirm the accuracy of the dates and provide a justification for the trip length.'



Even though Concur recognizes the trip length and presents the traveler with a pre-audit flag, the system does not automatically adjust per diem entitlements to 55% for trips 30 days or longer in duration. The traveler must manually reduce his / her lodging, meal, and incidental expense allowances (by claiming actuals and adjusting entitlements) to match the authorized rate of reimbursement.

The other key difference between documenting a short TDY trip and an extended assignment in Concur is the travel voucher timeline. On a short TDY trip, the traveler files one voucher within five business days of the end of the trip to capture all of the trip costs. On an extended assignment, it is not practical or allowable to wait until the conclusion of the assignment and file a single voucher. An employee on extended assignment must file a travel voucher at least once every 30 calendar days during his / her assignment. The employee must also file a final travel voucher within five business days of completing the extended assignment.

Concur includes an interim voucher option that allows the employee to create travel vouchers for expenses that have already been incurred, prior to the end of a trip. An employee should create an interim voucher to cover all costs incurred during a 30 day portion of his / her extended assignment. The process for completing an interim voucher includes the following steps:

- From the Concur Home screen, select “Voucher,” and then “New Voucher.”
- From the Document Type list, select “Voucher from Authorization,” then click “Create Document.”
- From the Document list, click the “Edit” icon  next to the authorization associated with the extended assignment.
- On the Trip Information tab, adjust the Depart Selection and Return Selection as follows:
 - For the first voucher associated with an extended assignment, verify that your departure location is displayed for Depart Selection and choose “IN TRAVEL STATUS” for your Return Selection to indicate you are still in TDY status. When you adjust the date range for the first travel location, Concur will automatically populate the remaining date range associated with the original authorization as a second line item in the voucher. Delete this date range before continuing to limit the voucher to the portion of the extended assignment for which you intend to voucher.
 - For any voucher between the first and last, choose “IN TRAVEL STATUS” for your Depart and Return Selections so that per diem is not reduced to 75% on the first and last days associated with the voucher.

- For the last voucher associated with an extended assignment, select “RES” from the Return Selection list. Verify that the Final Voucher checkbox is checked on the Summary tab and that the 75% M&IE rule is applied for the last day of travel.
- Click “Save Changes.” Enter the expenses associated with the time period for which you are vouchering in the Expense section, and submit the voucher following the same process as you would for a non-interim voucher. Be sure to justify the date range and explain that it is an interim voucher associated with an extended assignment in the pre-audit screen.



Employees should keep record of the travel costs included on each interim voucher and use their records to validate the total voucher cost presented in Concur.

9.6 Documenting Interruptions to Extended Assignments

The Service provides reimbursement to employees to offset costs associated with certain types of interruptions that may occur during extended assignments. The two most common types of interruptions are directed TDY travel to an alternate location and authorized return trips to the permanent duty station or residence. This section includes guidance on allowable costs during both of these types of interruptions. Regular leave is excluded here.

9.6.1 TDY Travel to an Alternate Location

When an extended assignment is interrupted because the employee receives direction to perform TDY travel to an alternate location, the Service will cover the cost associated with transportation between the extended assignment location and the alternate TDY location. In addition, the traveler is eligible for per diem reimbursement under the Lodgings-Plus method for the duration of the trip. The traveler must create a separate travel authorization and voucher for the TDY trip, and may not include costs associated with his / her TDY travel on an extended assignment authorization or voucher.

M&IE Allowance

The employee may not claim "overlapping" M&IE allowances. During the TDY trip, the employee is eligible for the full per diem rate of the alternate TDY location. This applies to travel days associated with the TDY trip as well, regardless of the number of hours spent at the extended assignment and alternate TDY locations on those days. The employee must suspend his / her extended assignment per diem reimbursement for the duration of the TDY trip. The following example illustrates how to calculate M&IE reimbursement when an extended assignment is interrupted with official TDY travel to an alternate location.



Sample Calculation

Candice's permanent duty station is located in Des Moines, IA. She is currently completing the third week of a five-week training detail in Washington, DC. Monday and Tuesday she works in Washington, DC on the detail. Wednesday through Friday she must travel to Davenport, IA to resolve an issue at a Field Station. Candice should calculate her M&IE reimbursement for the week as follows.

Locate Maximum Per Diem Rate for Extended Assignment Location (i.e., Washington, DC)

Primary Destination* (1)	County (2, 3)	Max lodging by Month (excluding taxes)												Meals & Inc. Exp.**
		2015			2016									
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	
District of Columbia	Washington DC (also the cities of Alexandria, Falls Church and Fairfax, and the counties of Arlington and Fairfax, in Virginia; and the counties of Montgomery and Prince George's in Maryland)	222	179	179	179	179	226	226	226	226	174	174	222	69

Candice locates the maximum per diem rate on the GSA website.

Determine M&IE Reimbursement for Days at Extended Assignment Location

\$69.00 (Maximum M&IE Allowance)
 x 0.55 (55% Extended Assignment Rate)
\$37.95 (Extended Assignment M&IE Allowance)

Locate Maximum Per Diem Rate for TDY Travel Location (i.e., Davenport, IA)

Candice determines that neither the city nor county of the TDY location is included on the GSA per diem rate chart. Candice uses the Standard CONUS rate (i.e., \$51.00 for M&IE) to determine her per diem reimbursement for the TDY trip to Davenport, IA. She is eligible for the full per diem rate on all days associated with the TDY trip (including travel days).

Calculate Total M&IE Reimbursement

Candice is eligible for M&IE reimbursement as follows:

Week of 2/1/2016				
2/1/2016	2/2/2016	2/3/2016	2/4/2016	2/5/2016
Conducting detail in Washington, DC		Conducting TDY travel to Davenport, IA		
Eligible for Extended Assignment M&IE Reimbursement	Eligible for Extended Assignment M&IE Reimbursement	Travels to Davenport - Eligible for 100% of Standard CONUS M&IE rate	Eligible for 100% of Standard CONUS M&IE rate	Returns to DC – Eligible for 100% of Standard CONUS M&IE rate
\$37.95	\$37.95	\$51.00	\$51.00	\$51.00

Dual Lodging during Extended Assignments

The Service covers the employee's actual lodging costs during the TDY trip, up to the maximum lodging rate for the TDY location. If TDY travel to an alternate location results in the employee incurring lodging costs in both the extended assignment duty site and an alternate TDY location, the Service may cover both the cost associated with lodging at the extended assignment duty site and lodging costs at the alternate TDY location.

The dual lodging costs that will be covered by the Service are limited to 100% of the maximum lodging rate at the TDY location and 55% of the maximum lodging rate at the extended assignment location, unless authorized increased per diem reimbursement in accordance with Section 9.4 *Calculating Per Diem Reimbursement during an Extended Assignment*. The traveler should mark the extended assignment lodging as the dual lodging in Concur; since the traveler most likely would not anticipate the need to claim dual lodging, he / she will need to add this note to the travel voucher.



Sample Calculation, Continued

The example of Candice's week in Washington, DC and Davenport, IA continues below with the steps to calculate her lodging reimbursement for the week of 2/2/2016.

Candice is renting an extended stay hotel room under a weekly rate for the duration of her detail in Washington, DC. The room is \$90.00 per night when rented for four consecutive nights, which is below the daily allowable rate of \$97.35 (\$177.00 * 0.55 = \$97.35). Candice does not find out about the TDY travel to Davenport in time to modify her weekly reservation.

During her TDY trip, Candice is eligible for lodging reimbursement up to \$89.00 per night in Davenport, IA. She reserves a room with a rate of \$69.00 per night. Candice is eligible for lodging reimbursement as follows:

Week of 2/1/2016				
2/1/2016	2/2/2016	2/3/2016	2/4/2016	2/5/2016
Conducting Detail in Washington, DC		Conducting TDY travel to Davenport, IA		
Eligible for Extended Assignment Lodging	Eligible for Extended Assignment Lodging	Eligible for TDY Lodging (\$69.00) and Unused Extended Assignment Lodging (\$90.00)	Eligible for TDY Lodging (\$69.00) and Unused Extended Assignment Lodging (\$90.00)	Returns to DC – Eligible for Extended Assignment Lodging
\$90.00	\$90.00	\$159.00	\$159.00	\$90.00



The Service may cover lodging costs at two locations during an extended assignment only when the employee acts reasonably and prudently in incurring these expenses. The employee must obtain written approval from the supervisor authorizing the TDY travel away from the extended assignment location prior to incurring dual lodging costs and include a copy of the approval with the receipt packet. If the employee is unable to obtain pre-approval to incur dual lodging costs (e.g., emergency travel), he / she may submit the costs for post-travel approval. Post-travel approval is granted at the discretion of the Service, and cannot be assumed.

There are also circumstances in which the Service may cover dual lodging during shorter trips; refer to Chapter 6 - *Lodging, Meals, and Incidental Expenses* for the policy on dual lodging during a TDY trip shorter than 30 days in duration.

9.6.2 Return Travel to a Permanent Duty Station or Residence

An employee may receive reimbursement for return trips to his / her permanent duty station or residence during an extended assignment. Approving Officials may authorize an occasional (monthly) return trip for the employee's benefit, with the first trip occurring no sooner than 30 days after the trip start date. Approving Officials may authorize more frequent trips when beneficial to the Government (e.g., official duty requires employee's presence at permanent duty station, cost of transportation for return travel is less than per diem that would be paid to remain at the extended assignment location). A cost comparison should be completed to prove the transportation cost is less than per diem cost at the TDY location.

The Service will generally cover the following costs when an employee conducts pre-authorized return travel to his / her permanent duty station or residence:

- Transportation to and from the permanent duty station or residence.
- Lodging at the extended assignment location for the duration of the return trip, if incurred and documented in compliance with Section 9.6.1 *TDY Travel to an Alternate Location*.
- Meal and incidental expense reimbursement under the Lodgings-Plus method for travel days at 100% of the GSA per diem rate for the extended TDY location.

The employee must create a Trip-by-Trip Authorization in Concur for return travel to his / her permanent duty station or residence. All transportation, lodging, and travel-related expenses must be arranged, incurred, and documented in compliance with Service policy. The employee should consider the guidance in Chapters 4-7 of this Handbook when planning and conducting return travel to his / her permanent duty station or residence.



The employee may not claim any per diem for days spent at the permanent duty station or residence (non-travel days). It is the traveler's responsibility to manually remove per diem allowances from Concur for the duration of the non-travel time spent at the permanent duty station or residence. The Service uses the employee's travel status and location at 12:00 AM (Midnight) to determine per diem eligibility for the day.

Chapter 10: International Travel

This section will help you determine the answer to each of the following questions:

- ✓ What types of international travel do travelers conduct on behalf of the Service?
- ✓ Who manages the international travel process?
- ✓ What is the pre-travel approval process for international travel?
- ✓ What actions must a traveler complete in Concur for an international trip?
- ✓ What are some common errors that employees make when creating travel vouchers for international travel?

10.1 Introducing Service Policy on International Travel

The work that employees and non-employee invitational travelers complete in support of the Service's mission may require that they conduct international travel to attend meetings, complete technical projects, or maintain business relationships. Due to the potential security issues and high costs associated with international travel, the Service developed a process to assist employees in obtaining required approvals and documentation in advance of international travel. International Affairs oversees the international travel process, and is available to provide Service travelers with points of contact to obtain required Government passports and visas, guide travelers in completing the pre-travel approval process, and troubleshoot issues associated with international TDY trips. In addition to complying with the requirements managed by International Affairs, a Service traveler conducting international TDY travel must also document his / her trip in Concur and comply with the documentation and approval processes outlined in Chapters 4-7 of this Handbook.



The Service Manual includes policies written by International Affairs that govern the international travel process. Travelers should refer to 532 FW 1-2 or contact the Foreign Travel Coordinator at Foreign_Travel_Coordinator@fws.gov for additional guidance on obtaining approval for international travel.

Travelers should book travel reservations and document authorization to travel as soon as possible after becoming aware of the need to conduct an international trip, as **the Foreign Travel Package requires an approved Concur travel authorization**. Review this entire chapter, and then write out the deadlines that apply to your type of trip to ensure you complete the required steps in the correct order.

Note that invitational travelers conducting international travel on behalf of the Service are subject to the foreign travel approval process. Travel Arrangers should help their invitational travelers comply with the process outlined in this chapter for any international trips. Generally, this means completing and submitting the Foreign Travel Package on behalf of the invitational traveler. Note that the DOI Passports Office does not issue passports to non-employee invitational travelers

There are four types of international trips that travelers may conduct on behalf of the Service: one-time international travel events, routine across the border (RAB) travel, RAB travel for aerial surveys, and international technical assistance program (ITAP) travel. One-time international trips include travel to attend a meeting, provide technical assistance, or perform another official duty. RAB travel is when an employee conducts recurring, field-oriented, technical wildlife conservation projects and related activities in Canada, Mexico, the Federated States of Micronesia, the Republic of Palau, or the Marshall Islands. ITAP travel is when an employee travels to provide technical assistance for the DOI ITAP; this type of travel is sponsored by ITAP, not the Service.

The process and timeline for obtaining approval to conduct international travel differs, based upon the type of trip the employee is planning. Travelers should identify which type of international travel they are conducting prior to applying any of the guidance in this chapter or the policies written by International Affairs.

10.2 Understanding the Role of FWS International Affairs

While travelers must use Concur and follow the guidance in this Handbook to document international travel, there are other compliance activities that must also be completed in order to conduct official travel outside of the US. International Affairs manages the international travel process, and assists international travelers as follows:

- Provides international travelers with Department of the Interior, Office of International Affairs (DOI OIA) contacts to obtain Government passports and visas.
- Reviews and approves each Foreign Travel Package submitted via the Document Tracking System (DTS).
- Liaises with the Department of State and corresponds with foreign government representatives to obtain country clearance(s) for Service employees to conduct international travel.
- Provides support to Service employees during international TDY trips and answers questions regarding international travel.



Contact information for the FWS International Affairs Foreign Travel Coordinator:

Address: 5275 Leesburg Pike
MS: IA
Falls Church, VA 22041
E-mail: Foreign_Travel_Coordinator@fws.gov
Phone: 703-358-1904

It is important that travelers provide International Affairs with required documentation and information well in advance (generally, 45 calendar days) of a planned international trip. The process and requirements for completing the pre-travel approval process are outlined in sections 10.3 and 10.4 below.

10.3 Government Passport and Visa Processes

All Service employees must use official U.S. Government passports when traveling on behalf of the Service. Personal passports may only be used by non-Service employees (e.g., interns, volunteers, invitational travelers, contractors) traveling internationally on behalf of the Service. In some cases, the Department of State will issue official passports to term, temporary, and seasonal employees with a specific length of validity.

A Service employee applying for an Official Passport for the first time or seeking to renew his / her passport should submit a Passport Request Form (<http://www.doi.gov/intl/oia-passport-and-visa-division.cfm>) to the DOI OIA Passport and Visa Division. It takes six to eight weeks to process an official passport request, and an additional two weeks for each official visa. In order to ensure Service employees receive the necessary documents to conduct travel on behalf of the Service, a draft copy of the DI-1175 or Concur travel authorization can be used to begin the passport process. Provide the approved DI-1175 and travel authorization to DOI OIA Passport and Visa Division as soon as possible.



Contact information for the DOI OIA Passport and Visa Division (business hours 8:00 AM – 4:00 PM ET):

Address: DOI / Passport Services
1849 C Street, NW, Room #3555
Washington, DC 20240-0001
E-mail: passports@ios.doi.gov
Telephone: 202-208-5292
Fax: 202-219-9822

10.4 Completing the Pre-Travel Approval Process / DTS Foreign Travel Package

The pre-travel approval process helps to ensure that the traveler obtains all required clearances and authorizations to conduct international travel on behalf of the Service. The Concur travel authorization is only one component of the Foreign Travel Package that a traveler must submit to International Affairs prior to conducting international travel. The Foreign Travel Package differs, depending upon the type of travel. These are the four types of foreign travel Service employees conduct:

- **Routine across the Border (RAB) Travel.** Employee travel to conduct on-going, recurring, field oriented, technical wildlife conservation projects. RAB travel does not include initial meetings to develop, negotiate, or sign new agreements. RAB travel is authorized on an annual basis, at the beginning of each calendar year. Travelers must submit a Foreign Travel Package for each RAB trip.
- **RAB Travel – Includes Aerial Surveys or Flights.** Employee travel to Canada or Mexico to conduct RAB travel for aerial survey purposes. This type of RAB travel requires more advanced planning and has a longer lead time for approval of the Foreign Travel Package.
- **One-time Event.** Employee travel to attend a meeting, provide technical assistance, or perform some duty other than RAB travel.
- **ITAP Travel.** Employee travel to provide specified technical assistance for the DOI ITAP; sponsored by ITAP, not the Service.

The contents of the Foreign Travel Package vary based on type of travel and destination (see Table 10-1). The documents that may be required depending on the traveler's destination are described below.

- **Approved Concur Travel Authorization.** The traveler / Travel Arranger must create a travel authorization in Concur as outlined in Section 10.5, obtain a supervisor's approval, and include a copy of the [approved](#) travel authorization with the Foreign Travel Package. The traveler should book his / her travel reservations and create the travel authorization prior to submitting the Foreign Travel Package to International Affairs.
- **Surnamed Foreign Travel Certification Form (DI-1175).** For travel to certain countries, the traveler / Travel Arranger must complete the DI-1175 to document the purpose and estimated cost of the international trip and obtain the required approvals. When the DI-1175 is required, it must be surnamed by the Supervising Directorate Member prior to submission in the Foreign Travel Package.
- **Country Clearance Request Form.** The traveler / Travel Arranger must complete the country clearance request form, required for security purposes by the U.S. Embassy, for each country included on the itinerary (including layover countries). Note that if a TDY trip includes conducting flights or aerial surveys, that information must be included on the associated country clearance request form(s).
- **Surnamed Note to Reviewer.** The traveler / Travel Arranger must draft a Note to Reviewer and have it surnamed by the Supervising Directorate Member. The Note to Reviewer must include a description of the trip, the traveler's role on the trip, and reason (if applicable) the Foreign Travel Package was not submitted within established deadlines for that country. If multiple employees are traveling together, one DTS Foreign Travel Package should be submitted for the group and only one Note to Reviewer is necessary; each traveler's role must be described. Trips to Canada and RAB trips do not require a Note to Reviewer.
- **Flight and Hotel Itinerary / Information.** The traveler / Travel Arranger must provide a flight and hotel itinerary / information covering the entirety of the TDY trip. All flights must comply with the Fly America Act.
- **Agenda or Invitation.** The traveler / Travel Arranger must include an agenda or invitation that documents the official purpose of the TDY trip.
- **RAB Travel Approval.** If the traveler is conducting RAB travel, the traveler / Travel Arranger must include the approved DI-1175 for the relevant calendar year.

The contents of the Foreign Travel Package and timeline for submission differ, based on the type of travel and destination. The table below shows how the contents of the Foreign Travel Package differ by destination and type of travel, and the timeline for submission in each situation.

Table 10-1 - Requirements for the Foreign Travel Package

Travel Type	Required Documentation							Timeline for Submission
	Travel Auth.	DI-1175	Country Clearance	Note to Reviewer	Flight / Hotel Itinerary/Info	Agenda or Invitation	RAB Travel Approval	Date that the Foreign Travel Package must reach the International Affairs
Travel to Canada								
<i>One-time Event</i>	X		X		X	X		10 business days prior to departure date
<i>RAB Travel – No Aerial Surveys or Flights</i>	X		X		X	X		45 calendar days prior to first departure date, every calendar year that RAB travel occurs
<i>RAB Travel – Includes Aerial Surveys or Flights</i>	X		X		X	X		45 calendar days prior to first departure date, every calendar year that RAB travel occurs
Travel to Mexico								
<i>Note: If traveling to a high-threat city, traveler must successfully complete Security Overseas Training</i>								
<i>One-time Event</i>	X	X	X	X	X	X		45 calendar days prior to departure date
<i>RAB Travel - No Aerial Surveys or Flights</i>	X		X		X	X	X	45 calendar days prior to first departure date, every calendar year that RAB travel occurs
<i>RAB Travel - Includes Aerial Surveys or Flights</i>	X		X		X	X	X	90 calendar days prior to first departure date, every calendar year that RAB travel occurs
Travel to Federated States of Micronesia, Republic of Palau, and the Marshall Islands								
<i>One-time Event</i>	X	X	X	X	X	X		45 calendar days prior to departure date
<i>RAB travel</i>	X		X		X	X	X	10 business days prior to first departure date, every calendar year that RAB travel occurs
ITAP Travel								
<i>One-time Event</i>	X	X		X	X	X		45 calendar days prior to departure date
Travel to Other Countries								
<i>One-time event</i>	X	X	X	X	X	X		45 calendar days prior to departure date



Contact International Affairs Foreign Travel Coordinator at Foreign_Travel_Coordinator@fws.gov or 703-358-1904 with any questions when completing the required documentation.



Regions / programs should not submit an electronic country clearance to the Department of State. The Foreign Travel Coordinator will submit the electronic country clearance to the Department of State by utilizing the information that the traveler / Travel Arranger provides on the country clearance request form that is included in the Foreign Travel Package. Note that travelers are required to obtain clearance from [all](#) countries included in their itineraries, including any layover countries.

10.5 Creating a Travel Authorization for International Travel

A traveler conducting international travel on behalf of the Service must create a travel authorization in Concur for his / her TDY trip. All international travel must be authorized under a Trip-by-Trip Authorization; a traveler may not conduct an international TDY trip under a Limited Open or Unlimited Open Travel Authorization. The traveler must document the purpose, locations, arrival and departure dates, and duration of the trip as part of booking travel reservations. The screenshot below includes tips on how to complete these fields, and shows the traveler where the information is available in the Document Information screen in the Concur authorization.

Figure 10-1 – Document Information Tab in Concur

The screenshot shows the 'Document Information' tab in Concur. The form fields are as follows:

- Document Type: Authorization
- Document Name: TANUM000008FY
- Document Date: 07/31/2015
- TA Num: TANUM000008FY
- Trip Name: Travel to attend monarch habitat meetings in Mexico
- Sponsored Travel
- Currency: U.S. Dollar
- Type Code: [Empty]
- Purpose: [Empty]
- Document Detail: A dropdown menu is open, showing options: CONFERENCE ATTENDANCE, EMPLOYEE EMERGENCY, MISSION (OPERATIONAL) (highlighted), RELOCATON, SITE VISIT, SPECIAL AGENCY MISSION, TRAINING ATTENDANCE.

Callout boxes provide the following instructions:

- Concur travel costs will always be calculated in U.S. dollars, even if you will use a different currency during your trip.
- The Trip Type Code **must** be TRIP BY TRIP for all international TDY travel.
- Select the Trip Purpose based upon the mission of the international TDY trip. Generally, Service employees' travel is classified as MISSION (OPERATIONAL).
- Use the Document Detail text box below the drop-down to describe the reason for the trip in further detail.

10.6 Booking International Travel

Depending upon Regional policy, the traveler may arrange for transportation, lodging, and other travel-related item(s) in Concur, or contact the TMC for assistance in locating and booking transportation and lodging. Travelers should be aware that Concur may not display all available transportation and lodging options for travel to some international TDY locations. If a traveler feels that he / she is unable to locate viable options for transportation and / or lodging in Concur, he / she should contact the TMC for assistance in making the reservations. Generally, travelers should book via the TMC rather than using Concur when planning a complex international trip. This section includes guidance on several issues that the traveler must be aware of when booking international TDY travel.



If a rental car is required, it should be booked under the U.S. Government Car Rental Agreement whenever possible (including for travel to Canada).

10.6.1 U.S. Flag Air Carrier Service

One of the aspects of international travel that a traveler must consider when booking transportation is the required use of U.S. flag air carrier service. Generally, federal travelers are required by 49 U.S.C. 40118, commonly referred to as the "Fly America Act," to use U.S. flag air carrier service for all air travel funded by the U.S. Government. U.S. flag air carrier service is a designation assigned to airlines that hold a certificate under 49 U.S.C. 41102. The Fly America Act has been amended through bilateral and multilateral Open Skies agreements, which are found on the State Department and U.S. Department of Transportation websites (<http://www.state.gov/e/eb/tra/ata/> and <http://www.transportation.gov/policy/aviation-policy/open-skies-agreements-being-applied>).

A traveler conducting official international travel on behalf of the Service is required to use a U.S. flag air carrier service or a flag air carrier service covered by an Open Skies Agreement for all international flights, as well as flights within foreign countries when U.S. carriers are allowed to operate under the host countries' laws (e.g., flights within Canada). The U.S. flag / Open Skies designation does not extend to foreign air carriers operating under permits. Travelers conducting international travel on behalf of the Service should confirm with the TMC that all flights are booked on U.S. flag air carriers or air carriers covered by the Open Skies Agreement when arranging international TDY trips if there is an authorized exception allowing a foreign carrier. The traveler's Concur authorization must be routed to a reviewer who is authorized to check the reservations for compliance. The review is generally completed by a Regional FATA who is knowledgeable about which foreign carriers can be used under the law.



Use of a U.S. flag air carrier is one exception to the Service's requirement to select the most cost effective airfare available to conduct TDY travel. A traveler must use a U.S. flag air carrier, even if a less expensive ticket is available on a foreign flag air carrier, unless he / she qualifies for one or more of the following exemptions:

- The flight is offered on a carrier covered by the Open Skies Agreement and there is no city-pair airfare covering the same route.
- The origin airport or an interchange point on a direct route is not serviced by any U.S. flag air carriers. In this case, the traveler may fly by foreign flag carrier to the nearest practicable interchange point to connect to available U.S. flag air carrier service.
- Service on a foreign air carrier would be three hours or less, and use of a U.S. flag air carrier would at least double the traveler's en route travel time.
- The traveler would have to wait six hours or longer to transfer to a U.S. flag air carrier to proceed to the intended destination, and a foreign flag carrier offers a flight with a shorter layover prior to transfer.
- Service by U.S. flag air carrier is interrupted by refueling, reloading, or another cause for six hours or longer and no other U.S. flag air carrier is available.
- Service by U.S. flag air carrier will take longer than 12 hours from the origin to destination airport, and a foreign flag air carrier offers a flight with a shorter total flight time.
- All available U.S. flag air carriers refuse payment in foreign currency, a foreign flag air carrier accepts foreign currency, and the program sponsoring the travel is financed exclusively with foreign currency that may not be converted to U.S. currency.
- The costs of transportation are reimbursed in full by a third party, such as a foreign government, international agency, or other organization.
- The use of a foreign flag carrier is otherwise determined to be a matter of necessity and confirmed by the Regional FATA.

A traveler who believes that he / she qualifies for a foreign flag air carrier under one of the above exceptions should document the reason / exception in a Comments box in the associated travel authorization.

10.6.2 Rest Stops

The Service may authorize a traveler per diem for a rest stop of up to 24 hours during international travel when the trip meets all of the following criteria:

- Travel is direct between authorized origin and destination points.
- The authorized origin and destination points are separated by at least three time zones.
- Either the origin or destination point is outside of the United States.
- Air travel between the duty points is in coach class accommodations
- The scheduled flight time (including stopovers of fewer than eight hours) exceeds 14 hours.

For example, a 24-hour rest stop in Honolulu may be authorized for a trip from CONUS to Japan. The traveler would be authorized to claim the prescribed GSA per diem rate for lodging, meals, and incidental expenses in Honolulu for that calendar day. Rest stops are discretionary expenses, and must be authorized by an Approving Official on a case-by-case basis when appropriate.

10.7 Submitting a Foreign Travel Package via DTS for Approval

After the Foreign Travel Package is complete, the traveler / Travel Arranger must submit it to the Foreign Travel Coordinator for review via DTS at <https://dts.fws.gov/dts/>. The traveler / Travel Arranger must create a new record in the FWS-FT Foreign Travel Database and upload each document separately, and include the traveler's name, country of travel, and document name in each description box (e.g., Harris / Russia / DI-1175). Once the upload is complete, the traveler / Travel Arranger routes the Foreign Travel Package to AIA-FT in the "Assigned To" drop-down menu. The Foreign Travel Coordinator will review the documentation for completeness and accuracy, highlighting any discrepancies and working with the traveler / Travel Arranger to resolve the issues.

After all issues are resolved, the Foreign Travel Coordinator routes the Foreign Travel Package to the Deputy Assistant Director of International Affairs, FWS Director's Office, and Department for review and approval. The Foreign Travel Coordinator submits the eCountry Clearance Forms to the Department of State concurrently, and monitors approval of both sets of documentation.

10.8 Submitting a Travel Voucher for International Travel

A traveler is required to submit a travel voucher in Concur for the costs associated with an international trip within five business days of the completion of the trip. In most respects, the process for completing an international travel voucher is identical to a domestic travel voucher. However, travelers should be aware that international travel is scrutinized; travelers must provide detailed responses for all pre-audit flags and fully document approved expenses.

There are several expenses that are handled differently depending upon whether a TDY trip is domestic or international, including the following:

- Lodging taxes are built into the per diem allowance for OCONUS travel. Travelers should not claim separate reimbursement for lodging taxes on international travel vouchers.
- The OCONUS per diem rate also accounts for laundry expenses. Travelers should not include laundry expenses on their international travel vouchers.
- Travelers may be charged additional service fees to use their government charge cards in foreign countries. Travelers should log these expenses under the "Miscellaneous" expense type in Concur.
- Collision and theft insurance on rental cars is reimbursable if it is required by a foreign rental car company or by host country law. Personal accident insurance is not reimbursable.
- GPS units can be authorized for rental cars in foreign countries.
- Medical evacuation insurance has been authorized by DOI for locations where there are not generally acceptable medical facilities.
- A traveler conducting official travel across the International Date Line is responsible for ensuring that his / her per diem calculations in Concur accurately reflect the total number of hours spent en route to and from the destination. Concur will automatically adjust the traveler's per diem entitlements to account for

crossing the International Date Line, based upon the TDY location provided. Travelers are responsible for verifying the accuracy of the per diem calculations completed by the system.

Travelers should contact their Regional FATAs with questions on how eligibility for different expense types differs during international TDY travel.



Note that while airport security “fast pass” memberships are not generally reimbursable, DOI policy includes an exception: the Service may purchase the \$100 Global Entry membership for employees who travel internationally three times or more per calendar year whose lost productive time processing through customs outweighs the cost associated with the membership. Additional information about the memberships is available at <http://www.tsa.gov/tsa-precheck> or 866-289-9673

10.8.1 Documentation Requirements

International travel presents a few special cases when creating a travel voucher and assembling a Concur receipt packet. A traveler submitting an international travel voucher should be aware of the following documentation requirements:

- Itemized receipts are required for all expenses listed in Section 7.2.4 *Submit Required Receipts and Supporting Documentation*. If a traveler is not provided with a receipt and the vendor is unable or unwilling to provide one, the traveler must explain the situation in his / her travel voucher.
- Travelers must obtain receipts written in English, rather than any other official language of an international TDY location, whenever possible. If the traveler is unable to obtain a receipt written in English or translate the receipt provided, he / she must explain the situation in the travel voucher.
- Travelers must include a copy of the approved DI-1175, approved eCountry Clearance, flight and hotel itinerary, and agenda / invitation with the receipt packet.

10.8.2 Conversion to U.S. Currency

A common issue that travelers encounter when submitting international travel vouchers is converting expenses to U.S. currency. One of the most important things to remember when incurring expenses during international travel is to document the conversion rate associated with each transaction. The traveler must retain copies of documentation of the rate used when converting U.S. dollars to foreign currency, or vice versa, and attach a copy of this documentation as part of the receipt packet. In addition, travelers are encouraged to document the applicable conversion rate or reference the supporting documentation on each receipt, as rates may fluctuate during the trip.

If the traveler does not have documentation showing the rate used when converting U.S. dollars to foreign currency, he / she must locate this information using a currency conversion website. The Service recommends using OANDA (www.oanda.com).

On these conversion websites, the traveler is prompted to enter the language, denomination of exchange (from / to), and transaction date. The website will display the applicable conversion rate; the traveler should retain a copy of this documentation and include it with his / her travel voucher. Once the traveler obtains the exchange rate and documents the calculation, he / she knows what amount was paid in U.S. currency. The traveler should enter this figure into Concur using the U.S. currency symbol.

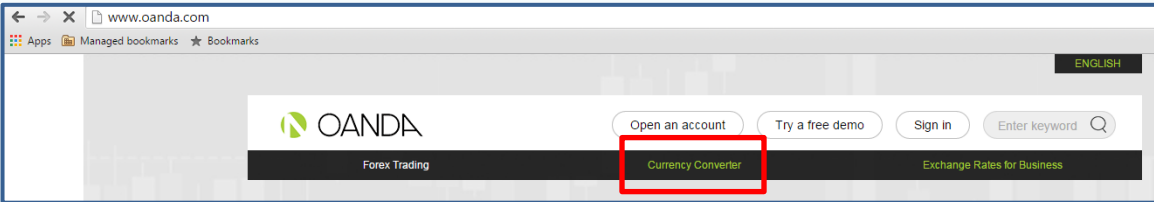
Foreign hotels typically charge all lodging costs at the exchange rate in place on the date of checkout. If the hotel charges at a different exchange rate each day, the traveler is not required to do a conversion calculation for each day, he / she can calculate an average based on the first and last days' exchange rates.



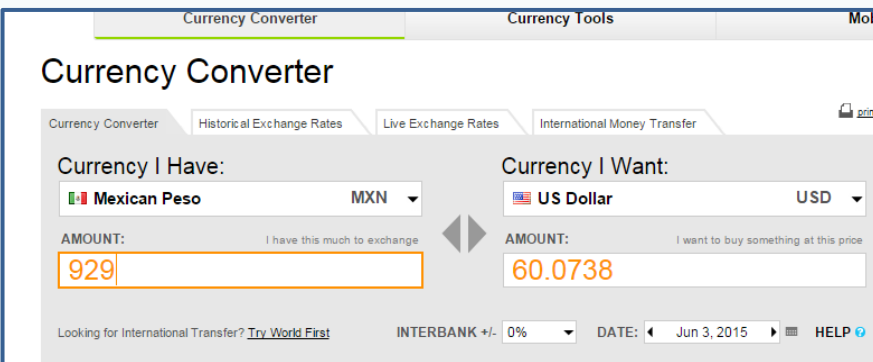
Sample Calculation – Currency Conversion

During his TDY trip to Mexico, Josh realizes that he did not retain documentation of the currency exchange rate. He uses OANDA (www.oanda.com) to determine the exchange rate on that day. The screen shots below show the steps that Josh follows to document the exchange rate.

Step 1: Go to www.oanda.com and click “Currency Converter” at the top of the main page.



Step 2: Enter the currencies, amount on receipt, and date of receipt to find the amount in U.S. dollars.



Step 3: Log the expense in Concur.

Josh's lodging cost 929 pesos on June 3, 2015, so he logs \$60.08 into Concur. He also includes a screenshot displaying the currency exchange rate with his Concur receipt packet.

Chapter 11: Emergency, Illness, Injury, or Death

This section will help you determine the answer to each of the following questions:

- ✓ What is the process for terminating a TDY trip in the event of emergency?
- ✓ What is the process for terminating a TDY trip due to incapacitating illness or injury?
- ✓ What expenses may the Service cover when an employee and his / her dependents are evacuated due to a natural or man-made disaster?
- ✓ What is the Service's policy when an employee passes away in TDY status?

11.1 Introducing Service Policy on Extenuating Circumstances

When an employee on an official TDY trip encounters extenuating circumstances, such as an emergency or illness, the Service may authorize the employee to incur additional expenses to adjust the trip as necessary. The Service has specific policies in place to assist travelers and other employees dealing with any of the following issues:

- A personal emergency, including the death or serious illness of a member of the traveler's family, or a catastrophic occurrence or impending disaster that directly affects the traveler's home.
- Incapacitating illness or injury not due to the traveler's misconduct that occurs suddenly and renders the employee incapable of continuing the travel assignment, either temporarily or permanently.
- Death of an employee in TDY status.

While the specific travel-related expenses covered by the Service differ, depending upon the type of extenuating circumstances the traveler is facing, the Service generally covers the employee's transportation costs and provides a lodging, meal, and incidental expense allowance under the Lodgings-Plus method of reimbursement. Employees must ensure that all costs are allowable under Chapter 5 - *Transportation* and Section 6.3 *Using the Lodgings-Plus Method of Reimbursement*. Employees should be aware that this chapter is intended as a supplement to, rather than a substitute for Chapters 4-7 of the Handbook.



This chapter includes guidance for travelers who experience a personal emergency, incapacitating illness, or injury during TDY travel, and other Service employees with travel-related responsibilities who assist in these situations. Travelers should contact their programs for guidance on conducting travel to assist with emergencies in an official capacity (e.g., fire-related travel).

It is very important for an employee who experiences an emergency, incapacitating illness, or injury while in TDY status to contact a supervisor upon determining that the issue will affect his / her travel plans. The traveler's supervisor will be able to assist the employee in determining the best course of action and making appropriate travel arrangements. In addition, the involvement of a supervisor helps to ensure that the traveler will receive reimbursement for travel-related costs as appropriate. The traveler must obtain pre-approval to incur travel-related costs whenever possible. However, when a traveler encounters extenuating circumstances such as an emergency or illness during TDY travel, and is unable to obtain pre-approval, the traveler may submit costs for post-travel approval. The Service may only reimburse costs related to extenuating circumstances after determining that the traveler acted reasonably and responsibly in incurring these costs; post-travel approval cannot be assumed.

11.2 Dealing with an Emergency

In the event of an emergency, the traveler must contact a supervisor immediately to notify him / her of the need to conduct emergency travel. The traveler should then contact the TMC to adjust his / her travel plans. The traveler is

also responsible for adjusting the travel authorization when the emergency impacts trip locations or travel dates, and ensuring that his / her travel voucher accurately reflects the adjusted itinerary.

The Service may cover the following costs in the event that a TDY trip is discontinued or interrupted due to an emergency:

- Transportation from the TDY location to the permanent duty station, including change fees to adjust an existing reservation.
- Per diem under the Lodgings-Plus method of reimbursement while en route from the TDY location to the permanent duty station.



A supervisor may authorize a traveler to conduct emergency travel to an alternate location if it is more cost effective than return travel to the permanent duty station or otherwise beneficial to the Government. An employee whose emergency requires travel to an alternate location should contact his / her supervisor to determine the best course of action.

11.3 Dealing with Illness or Injury

In the event of incapacitating illness or injury, the traveler may select any of the following courses of action:

- Return to his / her permanent duty station.
- Travel to an alternate location to receive medical treatment.
- Interrupt the official assignment and remain at the TDY location.

This section includes guidance on allowable costs for each of these courses of action. The traveler must notify his / her supervisor as soon as possible after determining that an illness or injury will impact the TDY trip. The traveler is also responsible for adjusting the travel authorization when the emergency impacts trip locations or travel dates, and ensuring that his / her travel voucher accurately reflects the adjusted itinerary.

11.3.1 Return Travel to the Permanent Duty Station

If the traveler is unable to complete the TDY trip and returns to his / her permanent duty station, the Service may cover the following costs:

- Transportation from the TDY location to the permanent duty station, including change fees to adjust an existing reservation.
- Per diem under the Lodgings-Plus method of reimbursement while en route from the TDY location to the permanent duty station.
- Transportation costs for a family member or other medical attendant to travel to or accompany the employee from the TDY location. Generally, this cost is only allowable when the employee is dealing with a life-threatening condition; a competent medical authority must confirm that this course of action is warranted. Pre-travel approval is preferred, but Approving Officials may grant post-travel approval on a case-by-case basis. Medical attendants are not eligible for per diem entitlements.

11.3.2 Travel to an Alternate Location for Medical Treatment

The Service may cover the expenses listed in this section when the employee requires medical treatment in TDY status and travels to a medical facility 50 miles or farther from his / her official duty station that is not the medical facility where he / she would receive treatment if the incapacitating illness or injury occurred at the official duty station. Otherwise, the travel is considered return travel to the official duty station, and the employee is eligible for reimbursement of the costs listed in Section 11.3.1.

If the employee travels to a qualifying alternate location to receive medical treatment, the Service may cover the following costs:

- Local transportation from the TDY location to a nearby medical facility.
- Per diem under the Lodgings-Plus method of reimbursement while en route from the TDY location to the medical facility.
- At the discretion of his / her supervisor, per diem reimbursement for up to 14 calendar days spent at the medical facility. The per diem allowance may not exceed the GSA rate for the pre-authorized TDY location. The employee must take leave for the duration of his / her stay at the medical facility.
- Transportation from the medical facility to either the TDY location or the permanent duty station, including change fees to adjust an existing reservation.
- Per diem under the Lodgings-Plus method of reimbursement while en route from the medical facility to the TDY location or permanent duty station.
- Transportation costs for a medically-necessary attendant, in the case of a life-threatening condition. A competent medical authority must confirm that this course of action is warranted. Pre-travel approval is preferred, but Approving Officials may grant post-travel approval on a case-by-case basis. Medical attendants are not eligible for per diem entitlements.



When the employee's illness or injury requires local transportation from the TDY location to a nearby medical facility, the Service will generally provide reimbursement for taxi fare, fuel for a rental car, or POV mileage. The employee or his / her medical insurance must cover the cost of any emergency transportation (e.g., ambulance, Life Flight). Similarly, the employee or his / her medical insurance must cover any costs associated with care provided at the medical facility.

11.3.3 Interruption at the TDY Location

If the traveler elects to suspend the official assignment and remain at the TDY location, he / she must take leave for the duration of the interruption. For example, an employee comes down with the flu, postpones the official purpose of the trip, and remains in the hotel for two days until he / she is able to resume official duty. The employee must take leave for the two days that he / she suspends the official portion of the trip and remains in the hotel.

The employee may receive, at the discretion of his / her supervisor, an allowance for lodging, meals, and incidental expenses during the interruption. Generally, the Service provides such an allowance for a period of up to 14 calendar days, but a supervisor or Approving Official may authorize the allowance for longer periods as appropriate. The per diem allowance may not exceed the GSA rate for the TDY location.

11.3.4 Evacuation Due to Natural or Man-Made Disaster

In the absence of a directive from higher level of authority, all TDY evacuations of employees and immediate family members (legal dependents) for natural or man-made disasters must be approved by the supervisor and the Supervising Directorate Member. For an evacuation to be considered TDY travel, the evacuation must be 30 miles or more from both the employee's commuting residence and permanent duty station. If the 30 mile requirement is not met, the Service may not provide lodging or M&IE allowances, unless the employee is evacuating from Government-provided housing. In this case, the Service may cover the cost of alternate Government-provided housing or a hotel, based on Service housing policies. Supervising Directorate Members may authorize per diem allowances for evacuated dependents at the same rate as the employee or reduce the allowances when appropriate.

TDY entitlements for evacuations are the same as non-emergency TDY, and do not include allowances for items such as pet expenses or shipment of household goods or POVs. An employee may use an RV in lieu of a hotel for lodging and claim reimbursement for a utility hookup for the RV. Note that RVs are not covered under the U.S. Government Car Rental Agreement and must be rented under a contract established through CGS.

If an employee is in TDY status on evacuation orders and returns periodically to the permanent duty station (e.g., to clean up or rebuild), the employee may not claim per diem for days spent at the permanent duty station. Evacuated dependents not accompanying the employee to the permanent duty station may continue to claim per diem allowances. The Service may continue to cover the employee's transportation costs during periodic return travel to the permanent duty station.

11.4 Handling the Death of an Employee in TDY Status

In the event that a Service employee passes away while in TDY status, the employee's immediate supervisor, or designee, is responsible for notifying the next of kin or legal representative and coordinating the payment of allowable expenses, including the death gratuity payment (paid outside of Concur; see the FWS Line of Duty Death Response Handbook for additional information). The Service may cover all of the costs associated with the TDY trip that the employee was conducting at the time of his / her death. In addition, the Service may cover the following costs, in accordance with Part 303-70 of the FTR:

- Preparation and transportation of the remains of the deceased.
- Transportation, lodging, meals, and incidental expenses for up to two individuals to accompany the remains of the deceased.
- Shipping costs to return the employee's baggage to his / her permanent duty station or residence.
- Transportation costs for the return of the employee's family and household goods when the employee was serving FWS from an OCONUS permanent duty station.

Note that funeral service costs, such as flowers or an organist, are not reimbursable.



It is the responsibility of the Travel Arranger or Regional FATA to cancel reservations and arrange for the return of a rental car, as necessary. The Travel Arranger / Regional FATA should contact the rental car company to determine how to return the rental car in compliance with the U.S. Government Car Rental Agreement. The Travel Arranger / Regional FATA should also work with the Approving Official to complete required actions in Concur on behalf of the employee.

Appendix A: TDY Travel Terms

This glossary of travel terms will assist you with understanding the terms as they are used in the Service's TDY Handbook and Service Manual Part 265.

Term	Definition
Actual Expense	<p>Method of reimbursing actual travel-related expenses when lodging, meals, and / or incidental expenses are higher or lower than established per diem rates.</p> <p>See Chapter 6, Section 6.4.1 <i>Actual Expense</i> for information on this topic.</p>
Alternate Approver	<p>An approver included on a traveler's routing list who is authorized to approve travel documentation when the traveler's primary Approving Official is out of the office or otherwise unable to access Concur for a limited period of time.</p> <p>See Chapter 4, Section 4.4.2 <i>Alternate Approvers</i> for information on the role of alternate Approving Officials in the TDY travel process.</p>
Amended Voucher	<p>A travel voucher that was edited after an Approving Official electronically signed the document in Concur. Travelers should take care when amending travel vouchers to not change any amounts previously paid or create amendments to add only Centrally Billed items. Travelers may add supplemental documentation to a travel voucher without amending and re-routing the voucher. Travelers may also amend vouchers to add Individually Billed items.</p> <p>See Chapter 7, Section 7.4 <i>Making Changes to a Travel Voucher</i> for information on this topic.</p>
Approving Official	<p>A supervisor at least one level above the traveler who is entitled to pre-authorize TDY travel and approve related entitlements.</p> <p>See Chapter 1, Section 1.3.3 <i>Approvers</i> for information on the role of the Approving Official in the TDY travel process.</p>
Auto-cancellation	<p>The process by which Concur cancels travel reservations if the reservation is not completed through the confirmation process within four hours or the travel authorization is not approved 48 hours prior to the planned departure. This usually occurs on penalty fare flights.</p>
Business Class	<p>A premium class of accommodations offered on flights and trains that is higher than coach and lower than first class, in both cost and amenities. This class of accommodations is generally referred to as "business, business elite, business first, world business, connoisseur, or envoy."</p> <p>See Chapter 5, Section 5.2.1 <i>Commercial Air Service</i> for information on the approval process for business class airfare.</p>
Camp Rate	<p>A reduced per diem rate assigned by an Approving Official when the traveler must eat and / or lodge at non-commercial facilities and the costs will be lower than the per diem rate for the TDY location.</p> <p>See Chapter 6, Section 6.4.4 <i>Camp Rates</i> for information on documenting Camp Rates and calculating per diem reimbursement using this method.</p>
City-Pair Airfare	<p>A fare offered by an airline participating in the GSA City-Pair Program. City-pair airfares are significantly discounted and offer travelers flexibility when conducting TDY travel.</p> <p>See Chapter 5, Section 5.2.1 <i>Commercial Air Service</i> for information on when travelers are required to use city-pair airfares to conduct official travel.</p>

Term	Definition
Coach Class	The basic class of accommodations offered to travelers, regardless of fare paid. The terms "tourist" and "economy class" are sometimes used for this class of accommodations. The Service generally requires travelers to use coach class accommodations when conducting TDY travel.
Comparison Document	Record of a cost comparison between two modes of transportation or an official trip and a combined official-personal trip. The traveler must upload any required comparison documents with his / her receipt packet in Concur. <i>See Chapter 5, Section 5.5 Completing a Cost Comparison for guidance on when travelers are required to create comparison documents.</i>
Concur	The Service's electronic travel management system, since 2013 which integrates travel booking, authorizations, and vouchers in one application. Travelers / Travel Arrangers are required to document each official TDY trip conducted on behalf of the Service in Concur.
Continental United States (CONUS)	The 48 contiguous states and the District of Columbia.
Department	The Department of the Interior or DOI.
Deviated Travel	A TDY trip that is adjusted because the traveler receives direction from a Service supervisor to perform TDY travel at another location. <i>See Chapter 6, Section 6.7 Documenting Deviated and Interrupted Travel for information on adjusting a trip to accommodate deviated travel.</i>
Duluth Travel (DT1)	One of the travel vendors comprising the Service's travel management center. Duluth Travel arranges TDY travel and assists travelers whose government charge cards are associated with a CONUS official duty station.
El Sol Travel	One of the travel vendors comprising the Service's travel management center. Duluth Travel arranges TDY travel and assists travelers whose government charge cards are associated with an OCONUS official duty station in the Pacific Ocean Region (Alaska, Hawaii, Guam, etc.).
Employee	An individual who receives a salary from the Service.
Extended Assignment	A TDY trip that meets both of the following criteria: <ul style="list-style-type: none"> • The employee is in TDY status for 30 calendar days or longer at one location. • The TDY location is 50 miles or farther from both the employee's permanent duty station <u>and</u> commuting residence. <i>See Chapter 9 - Extended Assignments for information on allowable costs related to extended assignments and how to document an extended assignment in Concur.</i>
Fast Pass Memberships	Airport security memberships that allow individuals at certain airports to use special lanes to expedite the security clearance process. Fast pass membership fees are general not reimbursable to the traveler; there is a limited exception for the Service to purchase the \$100 global entry membership for employees who travel internationally three times or more per calendar year and whose lost productive time processing through customs outweighs the cost associated with the membership.
Federal Agency Travel Administrator (FATA)	A Concur system administrator who assists users in obtaining user profiles, performs administrative tasks in the system, and runs reports from the system to meet management needs. <i>See Chapter 1 – Definitions and Responsibilities for information on the role of the FATA in the TDY travel process.</i>

Term	Definition
FedRooms Rate	<p>A lodging rate offered by a hotel / motel participating in the GSA FedRooms program. FedRooms rates are at or below the daily allowable lodging rate and offer travelers flexibility when conducting TDY travel.</p> <p>See Chapter 6, Section 6.3.1 <i>Lodging</i> for information on the benefits of FedRooms rates and how to locate these rates in Concur.</p>
First Class	<p>The highest class of accommodations offered on a flight or train, in both cost and amenities.</p> <p>See Chapter 5, Section 5.2.1 <i>Commercial Air Service</i> for information on the approval process for first class airfare.</p>
Flat Rate	<p>A reduced per diem rate assigned by an Approving Official when he / she can determine in advance that lodging and / or meal costs will be lower than the GSA per diem rate for the TDY location.</p> <p>See Chapter 6, Section 6.4.3 <i>Flat Rates</i> for information on documenting Flat Rates and calculating per diem reimbursement using this method.</p>
Fly America Act	<p>49 U.S.C. 40118, commonly referred to as the "Fly America Act," requires government employees conducting official travel to use U.S. flag air carrier service for all air travel funded by the U.S. Government. U.S. flag air carrier service is a designation assigned to airlines that hold a certificate under 49 U.S.C. 41102</p>
FWS Cost Comparison Form (FWS Form 3-2387)	<p>The standard form that Service employees and their supervisors use to document cost comparisons required for TDY travel reimbursement. Cost comparisons are commonly required when selecting a mode of transportation for personal reasons or combining personal and official travel in a single trip.</p>
FWS Discretionary and Trip-by-Trip Entitlements Form (FWS Form 3-2388)	<p>The standard form that Service employees and their supervisors use to document discretionary and trip-by-trip entitlements required for TDY travel outside of Concur or when one or more of the entitlements requires approval above the supervisor level.</p>
FWS Travel Advance Liquidation Form (FWS Form 3-2389)	<p>The standard form that Service employees use to document repayment of travel advances.</p>
GovTrip	<p>The Service's legacy electronic travel management system; in 2013, the Service transitioned from GovTrip to Concur.</p>
Immediate Family	<p>Members of an employee's household, including his / her spouse; children of the employee / employee's spouse; dependent parents; and dependent brothers / sisters. Approving officials may expand this definition when authorizing emergency travel on a case-by-case basis.</p>
Incapacitating Illness / Injury	<p>An illness / injury not due to a traveler's misconduct that occurs suddenly and renders the employee incapable of continuing the travel assignment, either temporarily or permanently.</p> <p>See Chapter 11 - <i>Emergency, Illness, Injury, or Death</i> for information on dealing with an incapacitating illness / injury while in TDY status.</p>
Integrated Charge Card Program	<p>A program managed by DOI that provides government charge cards to Service employees. An employee may be issued a government charge card with the travel business line (i.e., a travel card) to cover costs associated with TDY travel.</p> <p>See Chapter 3 - <i>Travel Payment Methods</i> for additional information on the Service's Integrated Charge Card Program and the travel business line.</p>

Term	Definition
Interim Voucher	<p>A travel voucher that an employee on extended assignment creates for expenses that have already been incurred, prior to the end of the assignment. An employee must submit an interim voucher at least every 30 calendar days during his / her extended assignment.</p> <p>See Chapter 9, Section 9.5 <i>Documenting Extended Assignment Reimbursement</i> for guidance on creating and submitting interim vouchers.</p>
Interior Business Center (IBC)	<p>The Department’s shared service center; IBC employees manage travel advances, audit travel documentation, and provide travel-related assistance to Service employees. The level of IBC support available to Service travelers is dictated by Regional policy.</p>
Invitational Traveler	<p>One of several types of non-employees conducting one-time TDY travel on behalf of the Service, including volunteers, interviewees, and non-employees (not including contractors). Generally, Travel Arrangers assist invitational travelers with arranging and documenting TDY travel conducted on behalf of the Service.</p> <p>See Chapter 8, Section 8.3 <i>Conducting Invitational Travel</i> for information on allowable TDY travel costs and an overview of the invitational travel process.</p>
Letter of Identification	<p>A letter provided to a contractor by the Contracting Officer to assist him / her in obtaining reduced fares and rates offered to Government travelers.</p> <p>See Chapter 8, Section 8.4.5 <i>Contractor Travel</i> for information on how contractor travel differs from that of other non-employees and the language that should be included in a Letter of Identification.</p>
Limited Open Travel Authorization	<p>A travel authorization issued annually, at the discretion of an Approving Official, to cover an employee's TDY travel to a specific duty station or geographical area. A Limited Open Travel Authorization must be approved by a supervisor at least one level above the traveler.</p> <p>See Chapter 4, Section 4.2.1 <i>Limited Open and Unlimited Open Travel Authorizations</i> for information on creating and using a Limited Open Travel Authorization for TDY travel.</p>
Line of Accounting	<p>Cost structure available in Concur for expense allocation.</p> <p>See Chapter 7, Section 7.2.3 <i>Confirm Lines of Accounting</i> for information on the elements of each line of accounting and how to allocate expenses appropriately in Concur.</p>
Lodgings-Plus Per Diem	<p>The standard method that the Service uses to provide a per diem allowance to travelers. The Service covers the actual cost of the traveler's lodging, up to a maximum daily rate, and provides an allowance for meals and incidental expenses.</p> <p>See Chapter 6, Section 6.3 <i>Using the Lodgings-Plus Method of Reimbursement</i> for information on Lodgings-Plus per diem rates and how to document these expenses in Concur.</p>
Meals and Incidental Expense (M&IE) Allowance	<p>A daily allowance provided to travelers during TDY trips to cover the cost associated with reasonable meals and required travel-related expenses (e.g., tips).</p> <p>See Chapter 6, Section 6.3.2 <i>Meals and Incidental Expenses</i> for information on locating M&IE rates and when travelers must make deductions from their daily M&IE allowances.</p>
Mileage Reimbursement Rate	<p>A rate set by GSA based upon the incremental cost to a traveler when he / she uses a privately-owned vehicle (POV) for official travel. The mileage reimbursement rate accounts for costs associated with fuel, maintenance, depreciation, taxes, and insurance.</p> <p>See Chapter 5, Section 5.2.4 <i>POV Mileage Reimbursement</i> for information on determining the appropriate mileage reimbursement rate for a TDY trip and documenting this expense in Concur.</p>

Term	Definition
Non-Employee Traveler	An individual conducting official travel on behalf of FWS who is not an employee of the Service. Includes invitational travelers, employees of other Government agencies, volunteers, participants in the Pathways program, and individuals on Intergovernmental Personnel Act (IPA) assignment.
Official Deviation	A traveler in TDY status receives direction to perform TDY travel at another location and adjusts his / her travel itinerary accordingly.
Outside the Continental United States (OCOUS)	Alaska; Hawaii; and the United States territories, including American Samoa, Guam, the Northern Mariana Islands, Puerto Rico, and the U.S. Virgin Islands.
Per Diem	A daily allowance for lodging, meals, and incidental expenses provided to a traveler in TDY status. <i>See Chapter 6 - Lodging, Meals, and Incidental Expenses for information on per diem and methods of per diem reimbursement.</i>
Permanent Change of Station (PCS) Travel	Travel associated with a Service employee's permanent relocation. Distinct from TDY travel, and not documented in Concur or governed by the policies in this Handbook. <i>See Chapter 1, Section 1.1 Defining TDY Travel for information on the types of official travel.</i>
Permissions	The ability to complete functions or actions in Concur, based on the level of access assigned to a user's profile.
Personal Deviation	A traveler performs personal travel in conjunction with an official trip that impacts the cost of transportation or duration of the trip. <i>See Chapter 5, Section 5.4 Combining Official and Personal Travel for guidance on obtaining authorization for personal deviations.</i>
Personal Emergency	The death or serious illness of a member of the traveler's family, or a catastrophic occurrence or impending disaster that directly affects the traveler's home. <i>See Chapter 11 - Emergency, Illness, Injury, or Death for guidance on dealing with a personal emergency when in TDY status.</i>
Post-Audit	An audit program conducted by IBC to verify that Service travelers comply with Federal travel regulations. During a post-audit, IBC reviews the travel authorizations, travel vouchers, receipts, and supporting documentation associated with a sample of TDY trips. <i>See Chapter 7, Section 7.6 Understanding the Post-Audit Process for information on travelers' responsibilities during a post-audit and the timeline and process for responding to an IBC auditor.</i>
Premium Accommodations	Tickets in first class or business class of an airplane or train. Premium accommodations may be purchased at the expense of the Government only under extremely limited circumstances and then only with specific advance written authorization. <i>See Chapter 5, Section 5.2.1 Commercial Air Service for information on allowable use of premium accommodations and the associated approval process.</i>
Profile	The record of a Concur user in the system. A Concur user's profile includes his / her identifying information, charge card information, routing list, lines of accounting, permissions, and organization assignment (groups). <i>See Chapter 2 - Electronic Travel System for more information on updating a user's Concur profile.</i>
Receipt Packet	The receipts and supporting documentation submitted with a travel voucher in Concur. <i>See Chapter 7, Section 7.2.4 Submit Required Receipts and Supporting Documentation for information on the types of required documentation and the process for uploading documents to Concur.</i>

Term	Definition
Secure Flight Program	A program developed by the Department of Homeland Security’s Transportation Security Administration that requires travelers to provide identifying information when booking flights (e.g., legal name, gender, date of birth).
Service	The U.S. Fish and Wildlife Service or FWS.
Standard IPA Reimbursement	<p>TDY travel reimbursement provided to an individual on IPA assignment. Includes Lodgings-Plus reimbursement during travel prior to the beginning and at the conclusion of the assignment, as well as a reduced per diem allowance for the duration of the IPA assignment.</p> <p><i>See Chapter 8, Section 8.4.4 Travel under an IPA Assignment for information on types of reimbursement provided to individuals on IPA assignment.</i></p>
Supplemental Voucher	<p>A travel voucher that the Concur user amended to add expenses not included on the original version of the voucher.</p> <p><i>See also: Amended Voucher</i></p>
Temporary Change of Station (TCS) Travel	<p>Travel required to complete a relocation to a new official station for a temporary period while performing a long-term assignment of 6 to 30 months, and subsequent return to the previous official station upon completion of that assignment. Distinct from TDY travel, and not documented in Concur or governed by the policies in this Handbook. The Federal Travel Regulation is the primary guidance on TCS travel.</p> <p><i>See Chapter 1, Section 1.1 Defining TDY Travel for information on the types of official travel.</i></p>
Temporary Duty (TDY) Travel	<p>Official travel to a location that is 50 miles or farther from the employee’s official duty station and commuting residence. It can be lowered to 30 miles in some circumstances.</p> <p><i>See Chapter 1, Section 1.1 Defining TDY Travel for information on the types of official travel.</i></p>
Travel Arranger	<p>An FWS employee who arranges, documents, and adjusts travel reservations on behalf of a Service employee or an invitational traveler.</p> <p><i>See Chapter 8 - Non-Employee Travel and Travel Arranger Responsibilities for information on the Travel Arranger's role in the TDY travel process.</i></p>
Travel Authorizations	<p>The tools that the Service uses to approve official travel and appropriate entitlements. Types of travel authorizations include Limited Open Travel Authorizations, Unlimited Open Travel Authorizations, and Trip-by-Trip Authorizations. These documents are created and approved within Concur or manually created and approved.</p> <p><i>See Chapter 4 - Travel Authorizations for information on the types of travel authorizations and how to request, approve, and document authorization to conduct TDY travel.</i></p>
Travel Card	<p>A government charge card with the travel business line.</p> <p><i>See Chapter 3 - Travel Payment Methods for additional information on the Service's Integrated Charge Card Program and the travel business line.</i></p>
Travel Reviewer	<p>An employee who uses his / her knowledge of Federal travel regulations and FWS lines of accounting to review travel vouchers submitted by Service travelers.</p> <p><i>See Chapter 1, Section 1.3.2 Facilitators for information on the Travel Reviewer's role in the TDY travel process.</i></p>
Travel Vouchers	<p>The tools that the Service uses to approve reimbursement for travel-related expenses.</p> <p><i>See Chapter 7 - Employee Reimbursement for information on how to create, submit, and approve TDY travel vouchers.</i></p>

Term	Definition
Trip-by-Trip Authorization	<p>A travel authorization that covers a single TDY trip. Trip-by-Trip Authorizations must be used for the following types of TDY travel: training, meeting / conference attendance, international travel, donated travel, invitational travel, and extended assignments.</p> <p>See Chapter 4, Section 4.2.2 <i>Trip-by-Trip Authorizations</i> for information on creating and approving a Trip-by-Trip Authorization for TDY travel.</p>
Unlimited Open Travel Authorization	<p>A travel authorization issued annually to some Directorate members to cover their travel to any domestic TDY location. An Unlimited Open Travel Authorization must be approved by the Director.</p> <p>See Chapter 4, Section 4.2.1 <i>Limited Open and Unlimited Open Travel Authorizations</i> for information on the use of Unlimited Open Travel Authorizations and the associated approval process.</p>

Appendix B: Concur Document Stamps and Pre-Audit Flags

This glossary of frequently used Concur document stamps will help you determine the status of your travel documentation.

Stamp	Definition
AUDIT PASS	The travel document successfully passed all of Concur’s automated checks for reasonableness and accuracy.
AUTHORIZATION APPROVED	The travel authorization was electronically approved by an Approving Official (or delegate, in limited cases).
AUTHORIZATION SIGNED	The travel authorization was signed by the traveler.
BACK TO APPROVER	The document must be routed back to the Approving Official.
BACK TO SENDER	The document must be routed back to the sender.
CANCELLED	A travel authorization was cancelled because of a change in travel plans or because a new document incorporates its expenses.
CERTIFIED	A budget official has determined that funds are available to support the requested travel.
COMPLETED	The funding associated with the travel authorization has been obligated in FBMS.
MANUALLY PAID	The Regional FATA researched a rejected voucher and determined that the traveler resolved any issues and the voucher should be closed in the system. Traveler was manually paid outside of Concur by IBC.
PAID	The voucher was processed in FBMS and the associated payment was issued to the traveler. Note that if Treasury Returns the payment, such as due to erroneous banking information in FBMS, it will still say ‘Paid’ in Concur.
PENDING	The document did not pass all of Concur’s automated checks for reasonableness and accuracy and requires further review.
REJECT	The travel document experienced an error or failure when being processed by Concur or FBMS.
RETURNED	An Approving Official disapproved the travel document and returned it to the Concur user who applied the SIGNED stamp, so that he / she can make the required changes.
REVIEWED	The travel document has been reviewed by a Travel Reviewer or Approving Official.
SIGN-FUND-TKT	The travel authorization has been signed, funded, and ticketed.
SIGN-TKT	The travel authorization has been signed and ticketed (no funding required).
SIGNED	The traveler has reviewed and signed the travel document, routing it for approval.
T-ENTERED	The voucher was submitted by a Travel Arranger on behalf of another traveler. The traveler must sign a hard copy of the voucher and provide it to the Travel Arranger to be included with the Concur receipt packet.

Concur Pre-Audit Flags

Concur pre-audit flags help to ensure that travelers properly document travel expenses prior to submitting travel documentation. Please note that the appearance of pre-audit flags is not based upon whether you are using the system correctly or incorrectly. Flags appear when items included in your itinerary require explanation; the system generally flags uncommon expenses and actions, and those charges that exceed dollar-amount thresholds set by the Department for the applicable expense type.

When you see a pre-audit flag, it does not mean that you have "done something wrong." Take the time to verify the expense associated with the flag, check that you have documented the appropriate approvals, and provide a clear and concise explanation of the expense. The only time that you should modify or remove an expense flagged in the Pre-Audit screen is if you realize during your review that you selected the item in error, or you lack the appropriate approvals to support the expense. Provide a complete justification for each pre-audit flag in order to prevent time-consuming revisions as part of the Approving Official's review of your travel authorization or voucher. Provide references to supplemental approvals or supporting documentation as appropriate.

This glossary of common pre-audit flags will help you understand the how to document different types of travel expenses in the Pre-Audit screen in Concur.

Pre-Audit Flag	Explanation
ACTUALS EXIST	You see this flag when you increase or decrease your lodging and / or M&IE allowances. If you increased one or more of the allowances, you must obtain supervisor approval to incur the expense(s). If you decreased your lodging allowance (e.g., FedRooms rate, travel to NCTC, Camp Rate), you should just explain that you obtained a lodging rate below the maximum allowable rate; you do not need to obtain supervisor approval. If you decreased your M&IE allowance, you should explain why (e.g., deducting personal costs from M&IE allowance); you do not need to obtain supervisor approval.
ANNUAL LEAVE OR NON-DUTY DAYS	You see this flag when you have included annual leave or non-duty days in a TDY trip. If you intend to conduct a personal deviation as part of the trip, check to ensure that you have logged the leave properly, removed per diem entitlements for the days you are not in duty status, and documented the cost comparison to show that the Service is not covering any costs associated with the personal portion of the trip.
BUSINESS CLASS TRAVEL	You see this flag when your travel document includes business class accommodations. You must provide an appropriate justification for the expense; be sure to attach evidence of approval above the supervisor level (e.g., FWS Form 3-2388) as part of your receipt packet. <i>Note: See Chapter 5 - Transportation for additional information on the allowable reasons for traveling in business class at the expense of the Service and the associated approval process.</i>
CHARGE CARD DATE MISMATCH	You see this flag when the credit card charge date does not match the document expense date. Revise the document expense date as appropriate, or explain the date mismatch in the Comments section.

Pre-Audit Flag	Explanation
CHECK PAYMENT METHOD	<p>You see this flag when you select a payment method other than the default method for one of your expenses. Generally, you should explain why you selected the payment method (e.g., vendor did not accept government charge card, paid with cash). However, if you have a government charge card, you must obtain supervisor approval if you use a payment method other than your government charge card for any of the following expenses:</p> <ul style="list-style-type: none"> • Transportation tickets (e.g., airline, rail, ferry, bus tickets). • Lodging and lodging taxes. • Rental vehicles and fuel.
COMMON CARRIER PAID CASH	<p>You see this flag when the payment type is set to cash for common carrier airfare over \$100. This expense requires pre-approval by your Supervising Directorate Member; be sure to attach the approval to your Concur receipt packet.</p>
CONFERENCE ALLOWANCE	<p>You see this flag if you have indicated that your per diem entitlements for lodging exceed the GSA rate for the per diem location because you are attending a conference and are required to stay in a specific hotel that is charging an above-standard rate. Check that you have included your approval for the conference lodging allowance with your Concur receipt packet.</p>
COST COMPARISON	<p>You see this flag when the total cost associated with your travel voucher is more than 15% different than the total cost associated with the related travel authorization. The flag is simply to alert you to the difference in cost between the two documents. This type of discrepancy is most common when you add actual expenses directly to your travel voucher instead of first providing cost estimates in your travel authorization. You should explain whether you incurred unforeseen expenses or just added the expenses directly to your travel voucher.</p>
DUAL LODGING COSTS	<p>You see this flag when you conduct an official or personal (emergency) deviation during a TDY trip and include costs associated with lodging at two locations in your travel voucher. The Service approves dual lodging costs only after determining that the traveler acted responsibly and reasonably in adjusting or cancelling reservations. Be sure to include a justification of the expense and supervisory approval with your travel voucher.</p>
DUPLICATE EXPENSES	<p>You see this flag if you entered an expense with the same expense type, cost, and date more than once (e.g., two entries for POV mileage reimbursement for the same amount on the same date). Remove duplicate expenses or explain why an expense appears to be a duplicate but is actually a distinct expense.</p>
EXCESS BAGGAGE	<p>You see this flag if your travel document includes fees for baggage. If the airline charges fees for one bag, explain that the baggage fees are for one bag under the weight limit, as allowable under Service policy. If the fees are for additional bags, personal items, or baggage over the weight limit, make sure you were pre-authorized to incur this expense or remove the expense from your travel document.</p>
EXPENSE CATEGORY USED	<p>You see this flag when an unauthorized expense category is included on a travel document. Check the expense category and revise or remove the expense as needed.</p>
EXPENSE OUTSIDE TRIP DATE	<p>You see this flag when your travel document includes expenses incurred outside of the dates associated with the TDY trip. Revise the dates if appropriate, or explain why the expense was incurred before / after travel.</p>

Pre-Audit Flag	Explanation
FOREIGN TRAVEL	You see this flag when your trip includes a foreign destination. Explain that you are conducting foreign TDY travel and refer the reader to the approval documentation included with your receipt packet. An appropriate justification may be "Pre-approved foreign TDY travel - see attached Foreign Travel Packet."
GOVT-OWNED VEHICLE AVAILABLE	You see this flag when a GOV was available for travel but not used for transportation. If the alternate mode of transportation was a POV, you may only claim mileage reimbursement at the lower per-mile rate.
LARGER THAN COMPACT CAR AUTHORIZED	You see this flag when you select a rental car other than a compact car. The most common allowable reasons for these expenses are when you reserve a mid-size car to transport three or more travelers, or when you require an SUV due to winter weather conditions. You must document supervisor approval to incur this expense.
LEAVE AUTHORIZED	<p>You see this flag when you indicate in your travel document that there is personal leave associated with your trip. You should document the dates of the personal leave, explain the personal portion of the trip, and direct the reader to any approval documentation attached as part of your receipt packet (e.g., cost comparison).</p> <p><i>Note: The situations that trigger this flag also frequently trigger the LEAVE EXISTS flag. You may use the same explanation for both flags.</i></p>
LEAVE EXISTS	<p>You see this flag when you indicate in your travel document that there is personal leave associated with your trip. You should document the dates of the personal leave, explain the personal portion of the trip, and direct the reader to any approval documentation attached as part of your receipt packet (e.g., cost comparison).</p> <p><i>Note: The situations that trigger this flag also frequently trigger the LEAVE AUTHORIZED flag. You may use the same explanation for both flags.</i></p>
LONG TERM TDY	You see this flag when your trip dates exceed 30 days. Check that you have adjusted your per diem entitlements to account for the extended assignment. Remember that you must file an interim voucher at least once every 30 days during an extended assignment.
NO ACCOUNT CODE	You see this flag when there are no LOAs associated with the travel document. Each travel document must include at least one LOA.
NO ATTACHMENT	You see this flag when your travel document does not include any receipts or supplemental documentation. If you have any receipts, approvals, or other supporting documentation from your trip, you must attach it prior to submitting your travel document. However, if there is no documentation associated with your trip, you may simply explain that due to the nature of the trip, no documentation is required.
NON-CONTRACT FARE	You see this flag when your travel document includes one or more flights that use non-contract airfare. You must select the appropriate reason code from the pre-populated list for each flight segment that uses a non-contract airfare.
NOT YET EXPENSE DATE	You see this flag when attempting to submit a travel voucher before a trip starts or before expenses have been incurred. All vouchers must be submitted after a trip and after the expense has been incurred, except when filing interim vouchers in the case of an extended assignment.
PER DIEM LOC AUTH	You see this flag when your voucher includes at least one per diem expense incurred at a location that was not authorized as part of your authorization. You must explain the situation and justify the expense(s), modify the expense location(s), or remove the expense(s).

Pre-Audit Flag	Explanation
PERDIEM RATES	You see this flag when your travel document includes at least one per diem expense attributed to an invalid location code. Generally, this flag indicates an error in your travel document. You must adjust the location code or remove the expense(s) from your travel document.
PERSONAL DEVIATION – ITINERARY/TRANS MODE	You see this flag when your trip includes a personal deviation. Check that you covered all incremental costs associated with changes to your itinerary for the personal deviation and / or selection of a mode of transportation for personal preference.
POV USE NOT ADVANTAGEOUS TO GOVERNMENT	You see this flag when the trip includes travel by POV when use of a common carrier would generally be more advantageous to the Government. Explain the cost comparison if POV is actually advantageous to the Government, or be sure that you used the lower per-mile mileage reimbursement cost and limited your reimbursement to the constructed cost associated with the common carrier itinerary.
SIGNATURE VERIFY	You see this flag when documents have not been signed in the correct order or by the correct Concur users. Contact your Regional FATA with questions on routing lists or if you receive this notification.
TRAVEL DATE OVERLAP	You see this flag when your travel document overlaps with another one of your existing Concur travel vouchers. You must adjust the travel dates or explain the overlap and associated expense allocation.
TRIP DATES & LOCS	You see this flag when your travel document includes an unauthorized trip start date, end date, location, and / or trip type. You must explain the situation and justify the selection or adjust the unauthorized element(s).
UNUSED TICKETS	You see this flag when the costs associated with tickets submitted on the voucher do not match the costs on the authorization. Explain any change in ticket cost or travel plans that necessitated leaving a ticket unused.

Appendix C: Sample Documentation

This appendix includes a sample copy of each of the following documents used during the TDY travel process:

- Concur User Access Form
- FBMS Vendor Request Form ****do not submit this form – obtain a copy online and submit according to Regional policy****
- Claim for Reimbursement for Expenditures on Official Business (SF-1164)
- Travel Authorization (DI-1020)
- Advance of Funds Application and Account (SF-1038)
- U.S. Tax Exemption Form (SF-1094)
- FWS Discretionary and Trip-by-Trip Entitlements Form (FWS Form 3-2388)
- FWS Cost Comparison Form (FWS Form 3-2387)
- Inter / Intra-Agency Travel Agreement (Form 3-2368)
- Report of Payments Accepted from Non-Federal Sources (DI-2000)
- Foreign Travel Certification Form (DI-1175)
- Handout: Introduction to Invitational Travel
- Handout: Travel Voucher Review Checklist



The forms included in this appendix may be helpful as points of reference when reading the guidance included in this Handbook. However, you should obtain a copy of the form from the FWS website when you need to submit it for a TDY trip in order to ensure that you use the most up-to-date version of the form.

U.S. FISH & WILDLIFE SERVICE CONCUR USER ACCESS FORM

INSTRUCTIONS:

The Service uses this form to collect information required to establish / adjust Concur profiles for employees and invitational (non-employee) travelers. The information required differs, based upon whether the individual is an employee (generally expected to log into Concur to book and document travel) or an invitational traveler (not permitted to log into Concur; appointed a Travel Arranger to assist with booking and documenting travel). The form will only display fields required for the traveler’s user type.

First, save this form to your desktop. Fill out all required fields for the Concur user type and submit this form in compliance with Regional / program policy – either by sending it to your Regional FATA or directly to the DOI Travel Helpdesk Customer Service Center at travel_helpdesk@ios.doi.gov. If you have any questions, please call the DOI Travel Helpdesk at 855-847-6398 and select Option 1.

Please review these two important reminders prior to completing the form:

- Incomplete forms will be returned. There are mandatory fields marked in red; if you are not sure of the information required for one or more of these mandatory fields contact your Regional FATA or the Helpdesk.
- Do not include any home phone numbers, personal email addresses, charge card information, or TSA Secure Flight information (gender, date of birth) on this form. After the form is processed and the account is established, you or your Travel Arranger will log into Concur to add this information.

SECTION A: IDENTIFYING INFORMATION	
Request Type:	Traveler Name (First, Middle, Last):
Concur User Type (choose one): <input type="checkbox"/> Employee <input type="checkbox"/> Invitational Traveler	Traveler FWS Email Address (employee):
Traveler Work Phone Number:	- OR -
Travel Arranger FWS Email Address (invitational traveler):	
Employee Identification Number (EIN) or FBMS Vendor Number: <i>This is an 8-digit number assigned to you through the payroll or vendor acceptance process. This number is required to establish your Concur profile; your form will not be accepted without an EIN / vendor number. If you need assistance locating your EIN / vendor number, please contact your Regional FATA. <u>Do not submit this form without an EIN / vendor number.</u></i>	
SECTION B: TRAVELER PROFILE SETTINGS	
Traveler Geographical Location:	
Concur Role(s): <input type="checkbox"/> Federal Traveler <input type="checkbox"/> Federal Supervisory Travel Approver <input type="checkbox"/> Federal Traveler Arranger <input type="checkbox"/> T-Enter Authority	This Federal Supervisory Travel Approver should be able to approve documentation for the following travelers / Cost Centers:
SECTION C: EXPENSE INFORMATION (Complete at least one field)	
Cost Center:	Routing List Name / Name(s) of Individual(s) on Routing List:

FBMS Vendor Request Form

To request a new vendor or an update to an existing vendor, complete this form.

Remedy Issue ID _____

Requestor Information						
Date (Enter MM/DD/YYYY)	Bureau		Request Type Routine (within 48 hrs) <input checked="" type="radio"/> Emergency (Notify VMM helpdesk by phone) <input type="radio"/>			
Requestor Name		Phone Number	E-mail Address			
Action(s) Requested						
<input checked="" type="radio"/> Create a new vendor	<input checked="" type="radio"/> Manual - Non-CCR Vendors, Cashiers, Non-Federal, CCR exempt	<input type="radio"/> Foreign	<input checked="" type="radio"/> Invitational Traveler - These may be employees of one bureau but considered invitational to another	<input type="radio"/> Employee- Generally interfaced from FPPS	<input type="radio"/> Federal	<input type="radio"/> POD Vendor
<input type="radio"/> Change						
<input type="checkbox"/> Link to corresponding customer						
<input type="checkbox"/> Vendor needed in Prism Contracts		Indian Tribal Identifier				
<input type="checkbox"/> Vendor needed in Prism Grants						
<input type="checkbox"/> Vendor needed as Real Estate Business Partner						
Vendor Information						
Last Name (Business Name)		First Name			Middle Initial	
Address						
City	State	Postal Code	Country United States			
Vendor Contact for Request (Use the contact information for Vendor's POC, not the contact information of any DOI Personnel)						
Name		Phone	E-mail Address			
Business Information						
Social Security Number (DO NOT ADD DASHES OR SPACES)			Taxpayer Identification Number (DO NOT ADD DASHES OR SPACES)			
DUNS		<input type="checkbox"/> CASHIER				
Financial Institution Information						
<input type="checkbox"/> Select if Bank Data is not required or do not select if Bank Data is required (for refunds, etc.)	Bank Name	ABA Number	Account Number	Account Type <input checked="" type="radio"/> Checking <input type="radio"/> Saving		
Wire or International Banking Information						
Alternate Payment Method						

Other Special Instructions

SAMPLE

TRAVEL AUTHORIZATION

1. No. _____

2. _____
(DATE)

3. _____
(BUREAU OR OFFICE)

4. NAME _____ 5. OFFICIAL STATION _____

6. TITLE _____ 7. ACCOUNTING OFFICE _____

You are authorized to travel as indicated below and to incur necessary expenses in accordance with applicable laws and regulations.

PLACES OF TRAVEL

8. FROM:

9. TO:

10. PURPOSE AND REMARKS:

11. PER DIEM ALLOWANCE:

12. PERIOD OF TRAVEL: Beginning on or about _____ Ending on or about _____

MODE OF TRAVEL

13. Common carrier
14. Extra fare _____ at a mileage rate of _____
15. Government-owned conveyance cents, subject to:
16. Privately owned
(a) Administratively determined to be the advantage of the Government
(b) A showing of advantage to the Government
(c) Not to exceed cost by common carrier, including consideration of Per Diem allowance

MISCELLANEOUS

17. Transportation immediate family
18. Other (specify) _____
19. Shipment household goods and personal effects

ESTIMATED COST

20. Transportation _____ \$
21. Per Diem _____
22. Other _____
23. TOTAL _____ \$

24. CHARGED TO:

25. _____
(FISCAL OFFICER'S SIGNATURE)

26. _____
(REQUESTER'S SIGNATURE)

27. _____
(TITLE)

28. _____
(AUTHORIZING OFFICER'S SIGNATURE)

29. _____
(TITLE)

(REVERSE OF TRAVEL AUTHORIZATION FORM)

ROLES AND RESPONSIBILITIES OF ALL EMPLOYEES WITH REGARD TO TRAVEL

As the nation's principal steward for natural resources, the Department relies heavily on travel to fulfill many of its mandated missions. The following articulates the respective roles and responsibilities of employees and supervisors in the travel process.

General Guidelines

- DOI's policy is to make travel as convenient and painless to employees as well as "economically neutral." "Economically neutral" means that employees traveling on official business are not expected to use their own personal funds to finance official travel.
- The Department has arranged to have each employee, who is expected to travel, to receive an individual Government-sponsored travel charge card, which is an important element of the Department's travel program.
- Travelers are expected to exercise the same care in incurring expenses while on official government travel that a prudent person would exercise if traveling on personal business.
- To promptly pay the travel charge card contractor for amounts charged on your individual Government-sponsored travel charge card.
- To use a Government official telephone for all authorized telephone calls while on official travel and, if unavailable, to use a Government issued telephone charge card for authorized telephone calls.

What Travelers Can Expect

- To receive an individual Government-sponsored travel charge card.
- To receive an advance of funds for travel in an amount which covers only the expected meals and incidental expenses and other out of pocket expenses charged to a charge card associated with a trip. The advance will be provided primarily through the use of ATM.
- To have the services of a Travel Management Center (TMC) available to them, for making the necessary travel arrangements and providing ticketing services.
- To promptly receive and be paid any travel reimbursement approved by your supervisor and owed to you.
- To receive prompt professional advice and guidance on matters relating to travel policy or regulations.
- To ensure directed travel is carried out as efficiently and effectively as possible.
- To approve and review travel vouchers promptly upon receipt.
- To ensure approved travel was necessary to achieve program objectives, charges appear reasonable and travel actually took place.

What is Expected of Travelers

- To perform official travel, as directed by your supervisor.
- To use your individual Government-sponsored travel charge card for all chargeable expenses associated with official travel.
- To abide by Federal, Departmental and bureau policies and procedures governing official travel.
- To limit your ATM travel advance amount to estimated meals and incidental expenses that cannot be charged to your travel card, as authorized by Departmental policy and Government travel regulations.
- To use the services of the Department's recommended or contracted Travel Management Center(s) for all travel related services.
- To submit your travel voucher for approval within five days after completion of travel.
- To initiate disciplinary action against employees whose travel advance or individual Government-sponsored travel charge card's are delinquent or misused through no fault of the Department and/or bureau/office.
- As "Accountable Owners" (individuals responsible for carrying out Departmental policies relating to travel), DOI supervisors are expected, when necessary, to obtain assistance/advice relating to the authorizations and approvals of travel expenses to ensure adherence to travel policies and regulations.
- To ensure that upon the employee's departure from the Department and/or bureau/office, the LOTA and Government-sponsored travel charge card are canceled.

UNITED STATES TAX EXEMPTION FORM		<i>Read the instructions on the reverse side.</i>	DEPARTMENT, AGENCY, OR OFFICE	SERIAL NUMBER
ITEM PURCHASED FOR EXCLUSIVE USE OF THE UNITED STATES GOVERNMENT <i>(Describe)</i>			QUANTITY	UNIT PRICE (\$)
VENDOR FROM WHICH PURCHASED			A tax exemption form has not previously been issued for the described item(s) has (have) been delivered and invoiced pursuant to:	AMOUNT OF TAX EXCLUDED (\$)
NAME				STATE
ADDRESS <i>(Number, Street, City, State, and ZIP Code)</i>				LOCAL
			PURCHASER CONTRACT NUMBER	FOR ADMINISTRATIVE OFFICE DESIGNATED OFFICE SYMBOL NUMBER
			DATES	VOUCHER NUMBER
				DATE:
The information on this form is true and correct to the best of my knowledge and belief.				
PURCHASER'S SIGNATURE			DATE:	
PURCHASER'S OFFICE TITLE				
PURCHASER'S ADDRESS				
SIGNATURE OF VENDOR'S REPRESENTATIVE			DATE:	
TITLE OF VENDOR'S REPRESENTATIVE				

PREVIOUS EDITION NOT USABLE

STANDARD FORM 1094 (REV. 4/2015)
Prescribed by GSA-FAR (48 CFR) 53.229

INSTRUCTIONS

1. This form will be used to establish the Government's exemption or immunity from State or Local taxes whenever no other evidence is available.
2. This form shall NOT be used for:
 - (a) Purchase of quarters or subsistence made by employees in travel status.
 - (b) Expenses incident to use of a privately owned motor vehicle for which a mileage allowance has been authorized, or
 - (c) Merchandise purchased which is subject only to Federal Tax.
3. If the spaces provided on the face of this form are inadequate, attach a separate statement containing the required information.
4. If both State and Local taxes are involved, use a separate form for each tax. The form will be provided to the vendor when the prices exclude State or Local tax.
5. The serial number of each form prepared will be shown on the payment voucher.

**THE FRAUDULENT USE OF THIS FORM FOR THE PURPOSE OF OBTAINING
EXCEPTION FROM OR ADJUSTMENT OF TAXES IS PROHIBITED.**

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.
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%; border-top: 1px solid black; margin-top: 10px;"><i>Traveler Signature</i></div> <div style="width: 45%; border-top: 1px solid black; margin-top: 10px;"><i>Date</i></div> </div>

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

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.

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

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

**U.S. FISH AND WILDLIFE SERVICE
TDY TRAVEL – COST COMPARISON FORM**

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

STEP 1 – SELECT TYPE OF COST COMPARISON

Select the checkbox that best describes the cost comparison you are documenting; see Chapter 5 of the TDY Handbook for more information.

- Using a mode of transportation other than the one that is advantageous to the Government
- Using a mode of transportation other than commercial air carrier when trip distance is longer than 250 miles each way
- Traveling by an indirect route
- Combining official and personal travel
- Claiming reimbursement for parking and mileage to and from airport, bus, or rail terminal with a total cost over \$150
- Other:

STEP 2 – LOG COST ESTIMATES FOR ACTUAL AND AUTHORIZED TRIPS

Use Concur or call the TMC to obtain cost estimates for the actual and authorized trips. Use the tables below to log relevant costs.

ACTUAL TRIP (what you are going to do)		
Mode of Transportation:		
Trip Start Date:		
Trip End Date:		
Transportation Costs		
1	Ticket / Fare Price + Booking Fee	
2	Mileage To, From, and Around TDY Location	
3	Transportation to and from Airport / Station (include parking if applicable)	
4	Rental Car & Fuel	
5	Local Transportation	
Other Costs		
6	Lodging (see page 2)	
7	M&IE (see page 2)	
8	Lost Productive Time (see page 2)	
9	Other 1:	
10	Other 2:	
Total Cost (sum of all lines above)		

AUTHORIZED TRIP (what you were originally authorized – point of comparison)		
Mode of Transportation:		
Trip Start Date:		
Trip End Date:		
Transportation Costs		
1	Ticket / Fare Price + Booking Fee	
2	Mileage To, From, and Around TDY Location	
3	Transportation to and from Airport / Station (include parking if applicable)	
4	Rental Car & Fuel	
5	Local Transportation	
Other Costs		
6	Lodging (see page 2)	
7	M&IE (see page 2)	
8	Other 1:	
9	Other 2:	
Total Cost (sum of all lines above)		

STEP 3 – CERTIFY THE REQUEST

I certify that I used Concur or the TMC to obtain the above cost estimates, and that all of the information included in this form is accurate and complete. I acknowledge that, by signing this form, I agree to be reimbursed by the Service up to the total cost of the least expensive itinerary and will seek no additional payment from the Service to recoup the difference in cost between the two itineraries.

Traveler Signature

Date

**U.S. FISH AND WILDLIFE SERVICE
TDY TRAVEL – COST COMPARISON FORM**

WORKSHEETS FOR LINES 6 AND 7 – CALCULATE PER DIEM ALLOWANCES

Use these worksheets to log multiple rates for lodging and meals & incidental expenses (M&IE) for one or both of the itineraries.

ACTUAL TRIP (what you are going to do)				
Lodging				
	Number of Nights		Locality Rate	Subtotal
<i>Example</i>	2	*	\$160.00	= \$320.00
Location 1		*		=
Location 2		*		=
Location 3		*		=
Location 4		*		=
Total Lodging Cost				
<i>(insert into Line 6 of Actual Trip Itinerary)</i>				

AUTHORIZED TRIP (what you were originally authorized – point of comparison)				
Lodging				
	Number of Nights		Locality Rate	Subtotal
<i>Example</i>	2	*	\$160.00	= \$320.00
Location 1		*		=
Location 2		*		=
Location 3		*		=
Location 4		*		=
Total Lodging Cost				
<i>(insert into Line 6 of Authorized Trip Itinerary)</i>				

ACTUAL TRIP (what you are going to do)				
M&IE				
	Number of Nights		Locality Rate	Subtotal
<i>Example</i>	2	*	\$59.00	= \$118.00
Location 1		*		=
Location 2		*		=
Location 3		*		=
Location 4		*		=
Total M&IE Cost				
<i>(insert into Line 7 of Actual Trip Itinerary)</i>				

AUTHORIZED TRIP (what you were originally authorized – point of comparison)				
M&IE				
	Number of Nights		Locality Rate	Subtotal
<i>Example</i>	2	*	\$59.00	= \$118.00
Location 1		*		=
Location 2		*		=
Location 3		*		=
Location 4		*		=
Total M&IE Cost				
<i>(insert into Line 7 of Authorized Trip Itinerary)</i>				

INFORMATION FOR LINE 8 OF ACTUAL TRIP ITINERARY – DETERMINE IMPACT ON TRAVEL TIME

Does your actual trip cause you to exceed authorized travel time?

If yes, how are you accounting for this increased travel time?

If you selected "Missing work, not taking leave," follow Regional guidance to calculate lost productive time.

Cost associated with lost productive time:

← Insert this number into line 8 of the Actual Trip itinerary.

U.S. FISH AND WILDLIFE SERVICE

TDY TRAVEL – COST COMPARISON FORM

INSTRUCTIONS

Service employees use this form to document cost comparisons required for TDY travel. To complete this form, first download it to your desktop and fill in the identifying information on the top of page 1. Then, follow the guidance below to document the costs associated with the actual planned and previously authorized trip itineraries.

- **STEP 1 – Select Type of Cost Comparison.** Indicate which type of cost comparison best describes your situation by selecting the checkbox next to the appropriate row in the table. See Chapter 5 of the TDY Handbook for guidance on these situations and other cases that may warrant documenting a cost comparison on this form.
- **STEP 2 – Log Cost Estimates for Actual and Authorized Trips.** Use Concur or contact the TMC to obtain cost estimates. Record cost estimates for the trip that you plan to conduct in Itinerary 1 (Actual Trip). Record cost estimates for the trip as originally authorized in Itinerary 2 (Authorized Trip).
 - **Identifying relevant costs:** Use the table at the bottom of the page to identify which costs are relevant for each mode of transportation / scenario in your cost comparison.
 - **Lodging and M&IE:** If one or both of the itineraries includes lodging and M&IE at multiple locations, use the Worksheets for Lines 6 and 7 (page 2) to log the rates for each TDY location included in the trip. Remember that you are eligible for up to 75% of the maximum allowance for M&IE on the first and last days of travel. Multiply the locality rate by 0.75 on the first and last days of travel.
 - **Lost Productive Time:** Answer the questions in the Information for Line 8 section (page 2) to determine if you must include lost productive time in the Actual Trip itinerary. Note that there is a difference between authorized travel time and the amount of time associated with the authorized mode of transportation. For example, if you are authorized one full work day travel time to get to a TDY location, it does not matter if the actual trip takes 8 hours and the authorized trip would have taken 3 hours. As long as you can complete the actual trip in one work day (authorized travel time), you do not need to calculate lost productive time. If you are authorized one day to travel to a TDY location and could complete the travel in one work day using the authorized mode of transportation (e.g., commercial air carrier), but need two work days to complete the travel using the actual mode of transportation (e.g., POV), you would calculate lost productive time for the extra work day spent traveling.

Mode of Transportation / Scenario	Relevant Expenses for Step 2							
	Ticket / Fare Price + Booking Fee	Mileage	Transportation to and from Airport / Station	Rental Car & Fuel	Local Transportation	Lodging	M&IE	Lost Productive Time
Commercial Air Carrier	Yes	No	Yes	Yes, if renting a car at the TDY location	Yes, if not renting a car at the TDY location	Yes	Yes	Sometimes, see note above
Train	Yes	No	Yes	Yes, if renting a car at the TDY location	Yes, if not renting a car at the TDY location	Yes	Yes	Sometimes, see note above
Bus	Yes	No	Yes	Yes, if renting a car at the TDY location	Yes, if not renting a car at the TDY location	Yes	Yes	Sometimes, see note above
GOV	No	No	No	No	No	Yes	Yes	Sometimes, see note above
POV	No	Yes	No	No	No	Yes	Yes	Sometimes, see note above
Rental Car	No	No	No	Yes	No	Yes	Yes	Sometimes, see note above
Combined Official-Personal Travel	Depends on transportation	Depends on transportation	Depends on transportation	Yes, if renting a car at the TDY location	Yes, if not renting a car at the TDY location	Yes	Yes	No, employee must take leave for personal portion of trip
Official Travel (for comparison to Combined Official-Personal)	Depends on transportation	Depends on transportation	Depends on transportation	Yes, if renting a car at the TDY location	Yes, if not renting a car at the TDY location	Yes	Yes	No

- **STEP 3 – Certify the Request.** Sign and date the completed form. Provide a copy of the form to your Approving Official with the associated travel authorization and, if approved to conduct the Actual Trip, include it in your Concur receipt packet.



UNITED STATES DEPARTMENT OF THE INTERIOR

INTER/INTRA-AGENCY TRAVEL AGREEMENT (ITA)

I. Period of Travel



START	END

Buyer is the agency funding the travel reimbursement.

Seller is the traveler's agency.

SEE INSTRUCTIONS ON PAGE 2

2. Common Document Number (Travel Authorization Number)

3. Check appropriate box

Original Modification No.

4. Under the authority of (Cite authorities):

43 U.S.C. 1701 et seq., (FLPMA)

Department of the Interior Appropriation Act for FY

31 U.S.C. 1535 (the Economy Act)

Working Capital Fund (WCF)

5 USC 5702 (Invitational): _____

Other: _____

5. Description of Travel (Please include purpose, type, and location of travel. If more space is needed, attach additional sheets):

PROJECT TITLE:

Buyer

Seller

6a. Agency:

Address:

Address:

Administrative POC

Email: Phone Fax

Finance Point of Contact:

Email: Phone Fax

6b. Agency:

Address:

Address:

Administrative POC:

Email: Phone Fax:

Traveler Point of Contact:

Email: Phone Fax:

ACCOUNT DATA

BUYER

SELLER

7. Agency Location Code

7a.

7b.

8. BPN Number (DUNS #) FSN

8a.

8b.

9. Treasury Account Symbol (TAS)

9a.

9b.

10. Standard General Ledger (see instruction)

10a.

10b.

11. Cost Structure/Account

11a.

11b.

12. Business Event Type Code (BETC)

12a.

12b.

13. Buyer provide Expiration of Funding Source (Date or indefinite)

13a.

13b. NOTE: Seller, ensure project completion by this date (Seller must not incur additional costs) See Block 13a

14. Amount of Estimated Travel Expenses:

a. Initial or current obligation: \$

b. Modification Amount (check one)

Increase Decrease \$

c. Total obligation or travel estimate: \$

15. Bill To (Name and Address, including zip code of **Finance Office**):

Name:

Address:

Address:

16. Billing for Federal Agencies and DOD will be processed via IPAC. (billing will be done bi-weekly monthly quarterly in advance)

17. Approved for Buyer:

(Fiscal Officer's Signature)

18. Approved by Seller:

(Traveler's Approving Official Signature)

17a. Name (Type):

18a. Name (Type):

17b. Title:

19c. Date:

18b. Title:

20c. Date:

INSTRUCTIONS FOR INTER/INTRA-AGENCY TRAVEL AGREEMENT (ITA)

ITA – BUYER WILL REIMBURSE TRAVEL EXPENSES OF A TRAVELER FROM ANOTHER AGENCY (SELLER)

1. Enter the start and end date of the period of travel.
2. Enter the Common Document Number (Travel Authorization number).
3. Check “Original” unless it is a modification.
4. Check the authority that applies.
5. Provide the purpose, type, and location of travel. Use this block to provide any other relevant information.
- 6a. Enter the Buyer (Funding) Agency office name, city, state, zip code, administrative and finance contact names and phone nos. with area code, also include fax and Email address. A Finance contact who understands IPAC is recommended.
- 6b. Enter the Traveler’s (Seller) Agency office name, city, State, administrative and traveler’s contact names and phone nos. with area code, also include fax and Email address. An Administrative contact who understands IPAC is recommended.

This data will be referenced on your Treasury IPAC bill

- 7a. Provide the funding agency’s 8 digit Agency Location Code (ALC) assigned by Treasury.
- 7b. Provide the traveler’s 8 digit Agency Location Code (ALC) assigned by Treasury.
- 8a. Type the funding agency’s Business Partner Network Number (DUNS No.) as registered in Federal Register, this is also referred to as the FSN for Dept. of Defense. If unknown, try www.ccr.gov or www.bpn.gov/far and click Search.
- 8b. Type the traveler’s agency’s Business Partner Network Number (DUNS No.) as registered in Federal Register, this is also referred to as the FSN for Dept. of Defense. If unknown, try www.ccr.gov or www.bpn.gov/far and click Search.
- 9a. Provide the Treasury Account Symbol (TAS) for the funding agency. You may need to consult a budget or fiscal representative.
- 9b. Provide the Treasury Account Symbol (TAS) for the traveler’s agency. You may need to consult a budget or fiscal representative.
- 10a. and 10b. Determine the Treasury Standard General Ledger accounts (SGL) for this funding request. This field is optional if the accounting system already designates the correct SGL.
- 11a. Enter the account cost structure for the funding Agency. This may include an office identifier, program and budget object class.
- 11b. Enter the account cost structure for the traveler’s Agency. This may include an office identifier, program and budget object class.
- 12a. and 12b. Provide the Business Event Type Code (BETC) for this action. Examples are DISB or COLL.
- 13a. Provide the Fund Expiration date, or type ‘Indefinite’ (for no year funds).
14. Enter the estimated cost of Travel; this amount may be obligated by a finance office if necessary.
15. Enter the traveler’s finance office information.
16. IPAC should be processed in a timely manner, as soon as possible after the travel is completed.
17. Signature of fiscal officer or authorized official who can authorize travel funds.
18. Signature of the traveler’s approving official.

Both agencies should maintain a copy of this ITA. Forward a copy of this ITA Agreement to the Finance Office that will process the IPAC.

United States Department of the Interior
Office of the Secretary

**ETHICS AND CONDUCT
INFORMATION BULLETIN**

Bulletin No. 02-1
May 2002

Department Ethics Office
Washington, D.C.

Accepting Official Travel Payments from Non-Federal Sources

This Bulletin contains important guidance for employees who plan to travel for the Department at the expense of a non-Federal source.

As a rule, whenever you are on official travel for the Department, the Department or another Federal agency should pay for your travel expenses. Sometimes, however, a private sector organization may express its generosity by offering to pay for all or part of the official travel expenses incurred by an employee. When this occurs, the statutory provisions of 31 U.S.C. § 1353 may be used to authorize the Department to accept the employee's travel related expenses. Regulations implementing this statute are contained in 41 CFR § 304-1. In order to use the travel acceptance authority under 31 U.S.C. § 1353, certain conditions and procedures must be satisfied.

Conditions and Procedures for Acceptance of Travel Payments Under 31 U.S.C. § 1353:

Federal regulations require that the travel authority under 31 U.S.C. § 1353 must be used, where appropriate, before any other travel acceptance authority is considered. An agency may accept payment for an employee and/or the employee's spouse's travel from a non-Federal source when proper consideration is given to the conflict of interest criteria and a written authorization to accept payment is issued **in advance** of the travel event. Written authorization is accomplished by

completing Form DI-2000. This form may be obtained from your servicing ethics counselor or downloaded from the internet at: www.doi.gov/ethics. The Authorized Approving Official documents on this form his or her determination that the non-Federal travel payment is:

- I. For travel relating to an employee's official duties (including attendance because the employee's presence at the meeting is necessary to permit participation in the meeting by another employee or because a spouse's presence at the meeting or similar function is in the interest of the agency) under an official travel authorization issued to the employee, and to an accompanying spouse when applicable;
- II. For attendance at a meeting or similar function relating to the official duties of the employee; and
- III. From a non-Federal source that is not disqualified on conflict of interest grounds.

Please Note -- payment may not be accepted under this authority for a meeting or other event required to carry out an agency's statutory or regulatory functions. For example, a statutory or regulatory function essential to an agency's mission, such as an investigation, inspection, audit, site visit, or program evaluation.

In making this determination, the Authorized Approving Official shall be guided by all relevant considerations including, but not limited to:

1. The identity of the non-Federal source;
2. The purpose of the meeting or similar function;
3. The identity of other expected participants;
4. The nature and sensitivity of any matter pending at the agency affecting the interests of the non-Federal source;
5. The significance of the employee's role in any such matter; and
6. The monetary value and character of the travel benefits offered by the non-Federal source.

Authorized Approving Official:

For purposes of this policy, the term, "Authorized Approving Official" means that Department official who has been delegated the authority to approve the usual travel authorizations of the employee who will benefit from the non-Federal travel payment.

The following procedures must be satisfied before the employee begins his or her travel:

1. Each employee (and/or the accompanying spouse) must have an approved travel authorization. Each travel authorization must contained a statement indicating that: (a) all or part of the employee's travel expenses will be paid for by (name of the non-Federal source); (b) The authority to accept the travel related payment is 31 U.S.C. § 1353; and (c) and the planned travel situation complies with the ethics conditions for acceptance under 41CFR § 304-1.

2. A Form DI-2000 must also be completed and signed by the employee and approved by the Authorized Approving Official after receiving concurrence by a servicing ethics official.

3. Payment from a non-Federal source to cover the travel related expenses of an employee may be made in the form of a check or similar instrument made payable to the agency. Employees may also accept payments-in-kind (i.e., an airline ticket) on behalf of the Department and other payments when authorized to do so. Employees may not accept cash.

A copy of each completed Form DI-2000 must be filed with the Bureau or Office Deputy Ethics Counselor. These forms are collected by the Department Ethics Office and used as part of the required reports to the U.S. Office of Government Ethics.

Any questions regarding the use of the non-Federal travel acceptance authority under 31 U.S.C. § 1353, should be addressed to your servicing ethics counselor or the Department Ethics Office staff.



Shayla Freeman Simmons
Designated Agency Ethics Official

Introduction to Invitational Travel

An introduction to Federal travel to support invitational travelers in achieving compliance with Federal travel regulations

Fundamentals of Official Travel

All individuals traveling on a U.S. Fish and Wildlife Service (FWS or Service) travel authorization are required to comply with the Federal Travel Regulation (FTR), Department of the Interior (DOI) travel policy, and FWS travel policy. As you plan and perform official travel on behalf of the Service, you should keep the following five principles in mind:

1. Your official travel must be conducted in the most cost effective and efficient manner necessary to accomplish official business.
2. You are expected to exercise the same care when incurring expenses on official travel that a prudent person would exercise if traveling at personal expense.
3. The Service will provide you with a Travel Arranger to arrange your transportation and document your travel in the Service's electronic travel system, Concur. It is your responsibility to provide requested information and documentation to the Travel Arranger to ensure your travel is booked and documented in compliance with Government policy.
4. A Service Approving Official must pre-authorize your travel **before** you or your Travel Arranger incur **any** travel costs related to the trip.
5. The Service will cover the cost associated with your transportation. The Service *may* cover the costs of the lodging using a purchase order. All other travel expenses must be covered using a personal form of payment. You must submit receipts to your Travel Arranger for these expenses to be considered for reimbursement (excluding M&IE).

An Invitational Traveler's Responsibilities

A Travel Arranger will document required approvals, arrange your transportation in Concur, and submit required documentation in Concur. This section includes tasks you must complete to assist your Travel Arranger in coordinating and documenting your trip.

Before Travel

Prior to travel, you must complete the following tasks:

- Provide your Travel Arranger with the details of the TDY trip (e.g., purpose, required arrival date, required departure date).
- Coordinate with your Travel Arranger so that lodging is booked in the FWS electronic travel system but covered by a personal form of payment.

The Travel Arranger will document required approvals to travel, arrange transportation, and provide you with a copy of your itinerary in advance of travel.

During Travel

During travel, you must complete the following tasks:

- Retain receipts from transportation, lodging, and other travel-related expenses.
- Contact your Travel Arranger immediately if your travel plans change or any travel-related issues arise.

The Travel Arranger is available to assist you with travel-related questions and issues for the duration of the trip.

After Travel

Following travel, you must complete the following tasks:

- Provide your Travel Arranger with any receipts / supporting documentation within five business days of completing the trip.
- Review, sign, and return the travel voucher within five business days of receipt.
- Notify your Travel Arranger if the Service does not reimburse you within 30 calendar days of signing the travel voucher.

The Travel Arranger will create the travel voucher, submit required documentation in Concur, and help to resolve any reimbursement issues.

Allowable and Unallowable Expenses

The Service generally covers transportation required to travel to, from, and around your TDY location. Contact your Travel Arranger to discuss transportation options and the Service's reimbursement policies for different modes of transportation. In addition to covering transportation costs, the Service also provides reimbursement for allowable lodging, meals, and travel-related expenses.

The following table includes guidance on which costs are allowable during TDY travel. You must use a personal credit card or other personal form of payment when arranging or incurring any of the costs listed in the table.

	Allowable	Unallowable
Lodging and Related Costs	<ul style="list-style-type: none"> • Room charges up to the locality's per diem rate • Lodging taxes in CONUS 	<ul style="list-style-type: none"> • Charges in excess of the fixed per diem amount* • Lodging taxes OCONUS
Meals & Incidental Expenses (M&IE)	<ul style="list-style-type: none"> • Meal allowance at the locality's per diem rate • Incidental expense allowance 	<ul style="list-style-type: none"> • Incidental expenses unrelated to official Government business • Charges in excess of the fixed M&IE allowance*
Other Expenses	<ul style="list-style-type: none"> • Baggage charges to check one bag under the weight limit • Communication expenses** 	<ul style="list-style-type: none"> • Excess baggage charges for personal items • Rental car insurance, GPS devices, pre-paid fuel option in CONUS

*In a limited set of exceptional circumstances, an invitational traveler may be authorized to incur lodging and / or M&IE costs in excess of the per diem rate. Contact your Travel Arranger for additional information on requesting and documenting exceptions.

**Interviewees may not receive reimbursement for phone calls or other communication expenses. The only exception is a communication expense to make travel arrangements (e.g., long distance call to a Travel Arranger).

TDY Travel Voucher Review Checklist

The following checklist supports Approving Officials' reviews of travel vouchers in Concur. Approving Officials should also review Chapter 7 - *Employee Reimbursement* and contact their Regional FATAs with any questions. Items to check in each travel voucher are listed at the top of each section; special cases are shaded gray at the end of each section.

Basic Trip Information:	
<input type="checkbox"/>	The TDY location is 50 miles or farther from the traveler's permanent duty station and commuting residence.
<input type="checkbox"/>	The Trip Type Code is "TRIP BY TRIP." <i>Exceptions: A voucher filed on behalf of an invitational traveler should use "INVITATIONAL TRAVEL;" a voucher for OCONUS to CONUS tour renewal travel should use "TOUR RENEWAL TRAVEL."</i>
<input type="checkbox"/>	All reservations were booked in Concur or by the TMC, or exceptions to policy are appropriately justified and pre-approved.
<input type="checkbox"/>	The \$14.75 TAVS fee is included.
<input type="checkbox"/>	The traveler used Concur's default method of reimbursement for all expenses, or specifically indicated that he / she used a personal form of payment and included an appropriate justification.
<input type="checkbox"/>	The receipt packet includes all required receipts and the amounts on the travel receipts match what is in the expenses tab in Concur. <ul style="list-style-type: none"> <input type="checkbox"/> If the trip is covered under a Limited Open / Unlimited Open Travel Authorization, a copy of this authorization is attached. <input type="checkbox"/> The traveler has an itemized receipt for every expense of \$75 or more that matches the expense in Concur. <input type="checkbox"/> The traveler has an itemized receipt for all expenses associated with the following, regardless of amount: transportation tickets to and from the TDY location (e.g., airline, rail, ferry, bus), taxis, lodging, official business phone calls and other communication expenses, rental car and fuel, ATM fees, laundry / dry cleaning, currency conversion fees, meals reimbursed under Actual Expense method of reimbursement.
<input type="checkbox"/>	If the voucher is being filed on behalf of an invitational traveler , a signed hard copy voucher is included in the receipt packet.
<input type="checkbox"/>	If the traveler obtained a travel advance , a copy of the SF-1038 is included in the receipt packet and the traveler has not reduced any expenses to attempt to account for the advance.
Lodging, Meals & Incidental Expenses:	
<input type="checkbox"/>	Each day of the trip has a corresponding per diem amount listed, even if the amount is zero.
<input type="checkbox"/>	The traveler reduced M&IE per diem entitlements to 75% of the maximum allowable rate for the location on the first and last days of travel (Lodgings-Plus method).
<input type="checkbox"/>	The lodging expense does not include room service, movies, or any other personal expenses (the traveler must request that these be moved to another bill, deduct them from M&IE, or issue repayment to the Service).
<input type="checkbox"/>	The traveler has not claimed hotel tips as separate reimbursable expenses (hotel tips are built into the IE allowance).
<input type="checkbox"/>	Any ATM fees included on the voucher are associated with use of the government charge card, not a personal credit card.
<input type="checkbox"/>	If the traveler took leave during the TDY trip , the voucher does not include per diem entitlements for the duration of the leave and the leave form is included in the receipt packet.
<input type="checkbox"/>	If the voucher includes laundry / dry cleaning expenses , the trip was for four or more consecutive nights in CONUS, and a justification is included if the expense is for coin-operated laundry in excess of \$10.
<input type="checkbox"/>	If the traveler stayed in government quarters or with a family member or friend , the lodging entry is listed as a zero dollar expense or any net additional cost is appropriately documented.
<input type="checkbox"/>	If per diem exceeds 100% of the maximum daily amount for the location , the amount was pre-authorized (i.e., receipt packet includes FWS Form 3-2388 or other supplemental approval).

<input type="checkbox"/>	If per diem is limited to less than 100% of the maximum daily amount for the location (e.g., Flat Rate, Camp Rate), the amount was pre-authorized.
<input type="checkbox"/>	If the voucher is associated with travel to NCTC , the traveler removed meals provided by the government from the per diem calculation or explained the lack of reduction (e.g., meals could not be consumed for health or religious reason).
<input type="checkbox"/>	If the voucher is associated with international travel , the traveler did not include any lodging taxes.
<input type="checkbox"/>	If the voucher is for a trip fewer than 12 hours in duration , the traveler has not claimed per diem reimbursement.
<input type="checkbox"/>	If the voucher is for an extended assignment , the per diem entitlements are limited to 55% of the maximum allowable amount for the TDY location, or an alternate amount is justified in the authorization or receipt packet.
<input type="checkbox"/>	If the voucher includes dual lodging costs , the traveler included Form 3-2388 or another supplemental approval documenting that he / she acted reasonably and responsibly in incurring dual lodging costs.
Transportation:	
<input type="checkbox"/>	The voucher includes a transportation expense, even if it is a zero dollar expense associated with a GOV or carpool with a co-worker.
<input type="checkbox"/>	The traveler used coach class accommodations on a contract carrier to travel to and from a TDY location
<input type="checkbox"/>	Baggage fees are limited to one checked or carry-on bag under the allowable weight limit, or the expense is appropriately justified and was pre-approved.
<input type="checkbox"/>	Transportation tips do not exceed 20% of the associated fares; any use of valet parking is specifically addressed.
<input type="checkbox"/>	The traveler completed a cost comparison and chose the less expensive option when determining how to get to / from the transportation terminal, or appropriately justified an exception to policy. The receipt packet includes a cost comparison if transportation / parking is more than \$150.
<input type="checkbox"/>	If the traveler did not use contract carrier airfare for a trip with a one-way distance of 250 miles or greater , voucher includes either (a) a cost comparison or (b) appropriate justification and approval for deviation from policy (e.g., medical waiver from flying and associated approvals).
<input type="checkbox"/>	If the traveler used a POV to travel to / from a TDY location: <ul style="list-style-type: none"> <input type="checkbox"/> The traveler documented his / her attempt to use a GOV or claimed mileage reimbursement at the lower per mile rate. <input type="checkbox"/> The traveler drove at least 350 miles or eight hours a day, or documented official duties performed en route. <input type="checkbox"/> The traveler did not claim any costs associated with fuel, car repairs, or torts. <input type="checkbox"/> The traveler claimed reasonable POV mileage around the TDY location.
<input type="checkbox"/>	If the traveler rented a car at the TDY location: <ul style="list-style-type: none"> <input type="checkbox"/> The voucher does not include costs associated with insurance in CONUS and includes only authorized exceptions for OCONUS travel. <input type="checkbox"/> The traveler rented the lowest cost compact car available, or included an appropriate justification and supplemental approval for renting a larger car. <input type="checkbox"/> If the traveler used the pre-paid fuel option, an automated toll payment device, or a GPS device, the voucher includes an appropriate justification. <input type="checkbox"/> The voucher does not include costs for repairs or torts <i>Exception: The traveler may claim costs associated with a flat tire that is not covered under the US Government Car Rental Agreement; this may include towing.</i>
<input type="checkbox"/>	If the voucher includes one or more international flights , the traveler used a U.S. flag carrier or carrier compliant with the Fly America Act, or appropriately justified an exception to policy.

Appendix D: TDY Travel Resources

There are multiple resources available to individuals conducting TDY travel on behalf of the Service and employees with travel-related responsibilities. This table will assist you with understanding which resource is appropriate for each type of travel-related question or issue.

Resource	How is this resource related to the TDY process?	When should I use this resource?	Where is this resource located?
<i>Federal Travel Regulation (FTR)</i>	The FTR is the regulation that governs the Department and Service's travel policy.	Reference the FTR when you want background on Departmental or Service travel policy.	http://www.gsa.gov/federaltravelregulation
<i>DOI Travel Policy</i>	DOI issues travel policy to standardize the TDY travel process among its Bureaus. Service travelers are subject to all travel policies issued by DOI; Service travel policy (Service Manual Part 265) accounts for DOI policy.	Reference DOI travel policy when you want to locate the policy governing a required activity.	www.doi.gov/pfm
<i>Service Manual Part 265</i>	Service Manual Part 265 contains the policies governing the TDY travel process.	Start here when you want to locate the policy on a required activity.	Part 265 of the Service Manual
<i>Concur</i>	Concur is the Service's electronic travel system and centralized repository for travel documentation.	Use Concur to document TDY travel conducted on behalf of the Service.	https://cge.concursolutions.com/
<i>GSA Per Diem Website</i>	The GSA per diem website lists the allowable per diem rates for locations within the continental United States.	Use the GSA per diem website when you want to determine the maximum allowable lodging, meal, and / or incidental expense allowances you will receive during TDY travel.	http://www.gsa.gov/perdiem
<i>DoD PDTATAC Per Diem Website</i>	The Department of Defense (DoD) Per Diem, Travel And Transportation Allowance Committee (PDTATAC) per diem website lists the allowable per diem rates for locations outside the continental United States (OCONUS).	Use the PDTATAC per diem website when you want to determine the maximum allowable lodging, meal, and / or incidental expense allowances you will receive during OCONUS TDY travel.	http://www.defensetravel.dod.mil/site/perdiem.cfm

Resource	How is this resource related to the TDY process?	When should I use this resource?	Where is this resource located?
<i>US Government Car Rental Agreement</i>	The U.S. Government Car Rental Agreement, managed by the Department of Defense, dictates the terms and rates for official use of rental cars.	Reference the U.S. Government Car Rental Agreement to understand the terms of the agreement and the limitations on official use of rental cars obtained under the agreement.	http://www.defensetravel.dod.mil/Docs/CarRentalAgreement.pdf
<i>FedRooms</i>	GSA's FedRooms program provides hotel rooms at low rates and flexibility in adjusting reservations associated with TDY travel.	Reference the FedRooms site for information on the program and the benefits associated with booking FedRooms rates.	http://www.gsa.gov/portal/content/104419?utm_source=FAS&utm_medium=print-radio&utm_term=fedrooms&utm_campaign=shortcut
<i>DOI Integrated Charge Card Program Guidance</i>	The Department's Integrated Charge Card Program Guidance provides a comprehensive set of policies that employees must follow when using their government charge card for TDY travel-related costs.	Review the Integrated Charge Card Program Guidance in its entirety upon receiving a travel card. Reference the guidance on an ongoing basis whenever you have a question about the travel card.	http://www.doi.gov/pam/programs/chargecard/index.cfm
<i>IBC Electronic Travel System Help Desk</i>	The IBC electronic travel system help desk provides assistance to FWS employees navigating Concur.	Contact the IBC electronic travel system help desk if you experience Concur errors, or if you have questions about a navigational issue related to Concur.	P: 855-847-6398, Option 1 E: travel_helpdesk@ios.doi.gov
<i>Regional FATA</i>	The Regional FATA is available to assist employees with issues during the travel process, and to provide guidance on Service policy and extenuating circumstances.	Contact your Regional FATA when you encounter a situation not addressed in the TDY Handbook, or when the Handbook does not sufficiently answer your question.	As of publication of this Handbook, a list of the Regional FATAs was available on the DFM InsideFWS site.
<i>Travel Management Center (TMC)</i>	The Service's TMC is comprised of two vendors responsible for assisting travelers with booking and adjusting travel itineraries. Travelers based in CONUS contact Duluth Travel; OCONUS travelers contact El Sol.	Call the TMC to reserve or modify existing transportation and / or lodging accommodations for TDY travel. Note that the TMC charges fees to assist with booking travel. Be a prudent traveler – book your own travel in Concur when possible.	P: 1-855-847-6398 Option 2- CONUS travelers Option 3- Travelers based in Alaska Option 4- Travelers based in Hawaii, Guam, or the Pacific Islands

U.S. Fish & Wildlife Service
<http://www.fws.gov>

265FW
Revised: December 2015

