

**FISH AND WILDLIFE SERVICE
FINANCE**

Finance

Part 265 Travel

Chapter 1 Policy and Responsibilities - Official Travel

265 FW 1

1.1 Purpose. This chapter provides Service policies and responsibilities for implementing Governmentwide, Departmental, and Service regulations involving official travel and transportation.

1.2 Scope.

A. This chapter applies to all individuals in a temporary duty travel status while conducting official business for the Service.

B. Travel in conjunction with a change of duty station is covered in Part 266.

C. Approval of international travel and meetings is addressed in 265 FW 6.3B and covered in Part 532.

D. Processing and approval for travel paid by non-Federal sources are covered in 212 FW 3.

1.3 Policy. Travel is a program and mission enabler. Managers, supervisors, and travelers will ensure that travel is necessary, accomplished within Service policies, and reasonable in cost. Supervisors are designated as the accountable owners of the travel process who authorize and approve travel. A single level of supervisory review for authorizing and approving payment will be followed for temporary duty travel.

1.4 Authorities. Travel and transportation of persons is governed by 347 DM 1-11, and the Federal Travel Regulations (41 CFR 301-304), which are issued under the authority of 5 U.S.C. 5701-5709.

1.5 Responsibilities.

A. Except as otherwise provided by law, all travel will be authorized or approved by the Director or other authorized officials. Under most circumstances, an authorization will be issued prior to incurring expenses (265 FW 2).

B. Officials who are authorized to issue travel authorizations, direct travel, and approve transportation expenses, including travel when the authorizations have been issued by another official are as follows:

(1) Director. The Director has the authority to issue all types of travel authorizations. Types of travel authorizations are defined in 265 FW 2. Delegations by the Director of this authority are covered in 033 FW 10.

(2) Supervisors. These officials have authority to issue travel authorizations, with the following exceptions:

(a) They may not issue Unlimited Open Travel Authorizations.

(b) They may not authorize foreign travel if the travel is not specific to a subordinate's duties.

(3) Employee. An employee is expected to act as a prudent traveler exercising care in incurring expenses, and to record all pertinent data on the travel reimbursement; e.g. departure dates, costs, cost comparisons. An employee is expected to stay at an approved accommodation as defined in 41 CFR 301.

1.6. Authorizing Officials' Duties. Each official authorized to approve travel has specific duties relative to this authority including:

A. Determining that all travel is official and necessary to the conduct of the employee's responsibilities.

B. Ensuring availability of funds and the obligation of funds, when necessary.

C. Reviewing outstanding travel advances to prevent aging of advances beyond Service policy as stated in 265 FW 3, Travel Advances.

D. Reviewing outstanding delinquent American Express accounts of subordinates as stated in 265 FW 9.

E. Approving travel related to national conferences or seminars subject to the limitations as stated in 265 FW 6, Meeting Attendance.

1.7 Definitions

A. Actual Subsistence. Actual and necessary expenses involving official travel where per diem allowance is not sufficient to accommodate travelers' needs. Actual subsistence cannot exceed 150 percent of the lodging and can include or exclude 150 percent of the M&IE rate.

B. Continental United States. The 48 contiguous States and the District of Columbia. The term may be abbreviated as CONUS.

C. Employee. An individual employed by the Service. This definition also includes an individual employed intermittently in Government service as an expert consultant and paid when actually employed (WAE) or an individual serving without pay such as a volunteer.

D. Per Diem. The combination of lodging and meals and incidental expenses.

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E. Prudent Traveler. An employee traveling on official business, exercising the same care in incurring expenses as a prudent person would if traveling on personal business (41 CFR 301).

F. Service. For the purpose of this chapter, the U.S. Fish and Wildlife Service.

G. Travel Authorization. Approved document required to authorize travel.