

Financial Policies and Procedures
Miscellaneous Travel Expenses

CHAPTER 4

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0401 OVERVIEW

This chapter establishes the Department of Veterans Affairs (VA) financial policies and procedures regarding miscellaneous travel expenses. Travelers are authorized certain necessary travel and transportation-related miscellaneous expenses incurred on official business, other than incidental expenses (defined as part of per diem in Volume XIV, Chapter 2, *Travel Per Diem*).

This chapter implements and supplements those portions of the Federal Travel Regulation (FTR) pertaining to temporary duty travel (TDY). The FTR is the Federal Government regulation that implements statutory requirements and Executive Branch policies for travel by Federal civilian employees and others, authorized to travel at Government expense (41 Code of Federal Regulations (C.F.R.), Chapters 300 through 304).

0402 POLICIES

040201 GENERAL.

- A. VA will authorize miscellaneous travel expenses for official travel if approving officials (AOs) deem them appropriate.
- B. The AO will evaluate the need to reimburse miscellaneous travel expenses on a case-by-case basis and disallow any expenses that are not in the best interest of the Government. AO's may approve miscellaneous travel expenses after travel when the expenses were not anticipated prior to departure and proper justification is included on the travel voucher.
- C. Travelers and the AO will discuss and establish a clear understanding of which miscellaneous travel expenses are authorized for a specific trip. Many expenses can be avoided with proper planning or use of Government-provided alternatives.
- D. Travelers will itemize each miscellaneous travel expense with its estimated cost on the travel authorization. A lump sum for miscellaneous travel expenses is not allowed.

Refer to Appendix A, General Miscellaneous Reimbursable Expenses, for a list of common miscellaneous travel expenses that may be reimbursable to the traveler.

040202 MISCELLANEOUS TRAVEL EXPENSES.

- A. VA will reimburse travelers for certain miscellaneous travel expenses in conjunction with TDY. Volume XIV, Chapter 1, *Travel Administration*, details receipt requirements. The AO at various VA locations may require receipts for a lesser amount than VA requires and will publish the amount in local travel guidelines. Refer to Appendix B,

Miscellaneous Expense Not Allowed, for a summary list of miscellaneous travel expenses that are not reimbursable.

B. The following is a list of common miscellaneous travel expenses incurred by travelers on TDY:

1. Automated Teller Machine (ATM) Fees. Administrative fees for using an ATM are reimbursable when used to obtain money with the individually billed account (IBA) travel card up to the amount authorized on the travel authorization by the AO for an ATM travel advance. Administrative fees for using an ATM with a personal credit or debit card are not reimbursable.

2. Baggage Expenses. Reimbursement is authorized for necessary travel and transportation-related baggage expenses incurred on official business. Excess baggage transportation costs must be authorized in advance by the AO. Refer to Appendix C, Miscellaneous Expenses for Baggage Allowance, for additional information. These expenses include:

- Baggage Transfer Not to Exceed (NTE) the customary local rates and the necessity for the transfer must be explained.
- Baggage Storage (with explanation).
- Curbside Baggage Check-in Fee (Note: This fee is not reimbursed when there is no cost at the travel counter).

3. Baggage Handling Tips. Baggage handling tips at transportation terminals or lodging establishments are covered by the incidental expense portion of per diem and are **not** items for separate reimbursement, except for the following:

- A traveler with a disability/special need, or
- Handling of Government property.

4. Birth Certificate. The cost of obtaining a birth certificate or other acceptable evidence of birth for official foreign travel is authorized.

5. Carrier Terminal Fees. Airport transit, service charge/tax, landing, port tax, embarkation/debarkation or similar mandatory charge assessed against a traveler on arrival/departure from a carrier terminal is authorized, when not included in the ticket cost.

6. Cell Phone Use. When a cell phone is used for official communication, each call must be documented showing the additional cost incurred outside of the normal usage covered in the cell phone contract. Prepaid communication services (i.e., prepaid phone cards, cell phones) are **not** reimbursable.

7. Check Cashing. Fees for cashing U.S. Government checks/drafts or traveler's checks, issued for travel expense reimbursement in a foreign country, are authorized.
 8. Check Costs. The cost of traveler's checks, money orders, or certified checks up to the amount of estimated per diem and/or travel expenses is authorized.
 9. Clerical Assistance. The purchase card should be used for clerical assistance that may be reimbursable when authorized in advance by the AO.
 10. Communication Services. Government-owned/leased services should be used for official communications, but when Government services are not available, commercial communications services may be used. Prepaid communication devices (i.e., prepaid phone cards, cell phones) are not reimbursable. Refer to Appendix D, Miscellaneous Travel Reimbursement for Communication Services, for additional information on reimbursement for communication expenses.
 11. Computer Connections. Connections (e.g., Internet connections) used for computers to perform official Government business are reimbursable when authorized/approved in advance by the AO. In-flight computer connections are not reimbursable, unless preapproved by the AO and determined to be used for official Government business.
 12. Conveyance Costs. Public or special conveyance costs from the home or office are authorized to and from the transportation terminal. Conveyance may include taxi, hotel shuttle, public bus or train service.
 13. Currency Conversion Fees. The currency conversion fee is reimbursable when the "international transaction fee" for official qualifying transactions is charged to the Government-issued travel card. This 1 percent charge is listed as a separate line item on the charge card billing statement. Losses resulting from currency conversions are not reimbursable ([63 Comp. Gen. 554 \(1984\)](#)¹).
- Note: Exchange Rates. A traveler who pays with a credit card for foreign expenses should check with the credit card vendor to determine the final bill in U.S. currency prior to submitting the travel claim. The currency exchange rate at which the credit card bill was settled may be used to determine foreign expenses charged to the card.
14. Disease Prevention Measures. When authorized, charges for inoculations and other disease preventive medical prophylaxes (e.g., oral anti-malarial prophylaxis) that are not available through a Federal dispensary for foreign travel are reimbursable. This does not include travel expenses incurred to obtain the required inoculations.

¹ A traveler is not liable to pay the Government for gains resulting from currency conversion.

15. Energy Surcharge Fees. Additional fees for energy surcharges of lodging establishments are reimbursable when not optional for the traveler.
16. Gasoline. Gasoline for a rental car is reimbursable.
17. Global Positioning System (GPS) for a Rental Car. The optional GPS for a rental car is **not** reimbursable.
18. Individual Travel Card Delinquent Late Payment Fee. VA travelers are responsible for any fee associated with a late payment of the IBA, unless through no personal fault, the traveler is unable to file a travel voucher because of circumstances specific to the travel.
19. Insurance, Driving-Related. Driving-related insurance is reimbursable when the AO determines that legal requirements/procedures of the foreign country involved make it necessary to carry driving-related insurance ([55 Comp. Gen. 1343, 1976](#)) to cover potential liability for damage, personal injury, or death to third parties when travel is authorized by Government conveyance/privately-owned conveyance/rental car.
20. Interpreter Services. Reimbursable when authorized in advance by the AO.
21. Laundry/Dry Cleaning Expenses.
 - Reimbursable for Continental United States (CONUS) Travel. Costs for personal laundry, dry cleaning and/or pressing of clothing, incurred during TDY travel involving at least six consecutive nights lodging, are separately reimbursable travel expenses. The purpose of laundry/dry cleaning is for reusing clothes while on TDY. Expenses incurred on the last day of the TDY or after the completion of the TDY are not reimbursable.
 - Not Reimbursable for Outside of the Continental United States (OCONUS) Travel. Laundry/dry cleaning and/or pressing of clothing are **not** a separately reimbursable travel expense for OCONUS travel. It is part of the Meals and Incidental Expense (M&IE) allowance included within the per diem rates/Actual Expense Allowance (AEA) authorized for OCONUS travel.
22. Legal Service Fees. Refer to Number 32 below for Passport, Visa, Permanent Resident Card, Photographs, Physical Examinations, and Legal Services.
23. License/Permit - International Driver. Reimbursable when traveling TDY to a country that requires an international driver's license/permit. Also, the cost of license/permit photos is reimbursable. Refer to http://travel.state.gov/travel/tips/safety/safety_1179.html for additional information on driving abroad. This reimbursement applies only to employees.
24. Lodging Fees/Daytime Lodging Charges. Reimbursable when authorized in advance by the AO. These include room occupancy lodging charges for late departure,

early arrival, or airport daytime lodging facilities due to travel arrangements that are not for the traveler's convenience.

25. Lodging, Mandatory Fees or Charges. These fees or charges are separately reimbursable, in addition to the room rate, when the expense is not optional and are approved by the AO. Fees or charges include, but are not limited to, a tourism fee, safe fee, or a service charge.

26. Lodging Tax.

- CONUS and Non-foreign OCONUS Areas. Lodging tax reimbursement is limited to the tax on reimbursable lodging costs. For example, if the authorized maximum lodging rate is \$60/night, and lodging that costs \$110/night is chosen, tax on \$60 (the maximum authorized lodging amount) may be reimbursed.
- Foreign OCONUS. Lodging tax in foreign OCONUS areas is **not** reimbursable because it is considered part of per diem rate.

27. Medical Fees. Refer to Number 32 below for Passport, Visa, Permanent Resident Card, Photographs, Physical Examinations, and Legal Services.

28. Mission-Related Expenses. Mission-related expenses are not reimbursable as travel expenses. These include, but are not limited to, equipment and materials (e.g., batteries, tools, film, paper, books, medical supplies) and similar items.

29. Nonrefundable Room Deposits, Forfeited Rental Deposits or Prepaid Rent, and Early Checkout Penalties when TDY is Curtailed/Canceled/Interrupted. When advance lodging arrangements (including deposits for rental units) are made and TDY is curtailed/canceled/interrupted, lodging cost reimbursement may be authorized by the AO. Reimbursement must not exceed the remaining amount of per diem/AEA plus appropriate lodging tax that would have been paid had the TDY not been curtailed/canceled/interrupted ([59 Comp. Gen. 609 \(1980\)](#)). The AO will consider the following when approving the above expenses:

- Traveler acted reasonably and prudently in incurring lodging expenses;
- Traveler had a reasonable expectation of completing the TDY as authorized;
- Assignment was changed for official purposes or for an acceptable reason beyond the traveler's control; and
- Traveler took reasonable steps to obtain a refund once the TDY was officially cancelled or curtailed.

30. Paper Tickets. Additional costs associated with providing paper tickets to the traveler may be authorized in advance by the AO, as necessary, to meet Government

requirements (e.g., a potential work stoppage by the airline or special circumstances involving international travel to foreign countries). Paper tickets acquired for personal convenience are not reimbursable and are the traveler's financial responsibility.

31. **Parking Fees at a Terminal.** Transportation terminal parking fees (while on TDY) are authorized but will not exceed the cost of taxi fares (including associated tips) for one round-trip to the common carrier terminal.²

32. **Passport, Visa, Permanent Resident Card, Photographs, Physical Exams, and Legal Services.** Reimbursement authority is for an employee who is:

- A U.S. citizen (An eligible dependent does not have to be a U.S. citizen);
- Hired locally or transported to a foreign OCONUS area at Government expense;
- Serving under a service or renewal agreement (Permanent Duty Travel and TDY for overseas travel); or
- Required to obtain or renew a passport, mandatory biometric visa requirements, and/or visas as a result of continued employment in a foreign OCONUS area.

33. **Permanent Resident Card.** Refer to Number 32 above for Passport, Visa, Permanent Resident Card, Photographs, Physical Examinations, and Legal Services.

34. **Personal Expenses.** Personal expenses are not reimbursable. These include batteries, tools, film, gifts, pet care, hotel concierge, workout room/gym fees, and similar items.

35. **Phone Calls (Official).** The AO will consider the following when approving charges for official phone calls:

- Certain communications to a traveler's home/family are official (e.g., to advise of the traveler's safe arrival, inform/inquire about medical conditions, and advise regarding changes in itinerary);
- Actual cost of phone calls NTE \$5 per day (or NTE \$35 per week) except in emergencies (traveler will provide justification for phone calls in emergency situations);
- Charges that were incurred after the TDY completion;
- Reimbursement for personal calls will not be approved when the traveler is issued a VA communication device (e.g., Blackberry).

² Travelers should refer to internet sites such as taxifare.com to research estimated taxi fares for their city or locality.

36. Physical Examination Fees. Refer to Number 32 above for Passport, Visa, Permanent Resident Card, Photographs, Physical Examinations, and Legal Services.

37. Prepaid Phone Cards/Cell Phones. Refer to Number 10 above for Communication Services.

38. Privately-Owned Vehicle (POV) Use on TDY. The following official business costs are allowable:

- TDY mileage allowance. Gasoline expenses are not reimbursable because it is included in the mileage allowance.
- Ferry fares, bridge, road and tunnel tolls;
- Automobile parking fees related to official business only; and
- Aircraft landing, parking, and tie-down fees.

39. Registered Traveler Membership Fee. Individual traveler's membership in a registered and/or trusted traveler program is **not** a reimbursable expense. Use of Government funds to obtain membership in such a program is statutorily prohibited by 5 U.S.C. 5946.

40. Registration Fee. The purchase card should be used when paying a registration fee. Reimbursement is authorized when the fee is a condition for attendance. When the registration fee includes the cost of meals, the per diem allowance will be reduced appropriately.

41. Reports/Correspondence Preparation Services. Services of typists, data processors or stenographers, and the use of computers, printers, faxing machines and scanners are reimbursable when authorized in advance by the AO. Reimbursement does not cover any materials.

42. Resort Fees. Resort fees that are mandatory are authorized.

43. Room Rental. Room rental is reimbursable when authorized in advance by the AO only when used for official business at a lodging facility. Travelers will use the purchase card if the room is used for a meeting or conference.

44. Service and Processing Fees. Service and processing fees (e.g., transaction fees) for arranging official transportation, rental car and lodging accommodations are authorized:

- When procured through the Travel Management Center (TMC) and
- When a TMC is not available.

Note: Reimbursement is authorized only when every reasonable attempt has been made by the traveler to engage the TMC in the process and the TMC is not available prior to the commencement of official travel.

45. Storage of Property Used on Official Business. Storage is reimbursable when authorized in advance by the AO.

46. Taxi. Reimbursement for taxi expenses may be approved when other modes of transportation, such as public transportation, airport shuttle services, or Government-sponsored vans are not reasonably available, and reimbursement is the most cost-effective method. Taxis may be reimbursed for the following purposes:

- To and from common carrier terminals;
- To and from meeting sites, as necessary; or
- To obtain suitable meals only when they cannot be obtained at or near the TDY site. The traveler will provide a justification to the AO (e.g., medical requirements for a particular diet).

47. Technology Equipment. Use of computers, printers, faxing machines, scanners, telegrams, cablegrams, or radiograms is authorized when approved in advance by the AO.

48. Tips for Handling Government Property. Transportation-related tips for handling Government property at terminals and lodging facilities are authorized.

49. Tips, Transportation-Related. Transportation-related tips for taxis, limousines, and courtesy transportation are authorized and should be limited to 15 percent of the customary fare rounded up to the nearest 25 cents. Tips for complimentary (no cost) shuttle service are authorized and should be limited to \$2. Tips for valet parking service are included in the per diem incidental expense and not a separate miscellaneous expense.

50. Toll Collection Transponder Installed in a Rental Car. Activation of the Toll Collection Transponder installed in a rental car for optional use is not reimbursable.

51. Transportation to/from Terminal. Privately-Owned Vehicle (POV) transportation costs for TDY travel to and from the transportation terminal are authorized. However, reimbursement will be limited to the cost of one round trip taxi fare to the common carrier.

52. Value-Added Tax (VAT) Certificate. The cost of a VAT certificate used to avoid paying TDY lodging taxes is reimbursable.

0403 AUTHORITY AND REFERENCES

040301 5 U.S.C. 5946, Membership fees; expenses of attendance at meetings; limitations

040302 41 C.F.R. Chapters 300-304, Federal Travel Regulation (FTR)

040303 Comptroller General Decision, 55 Comp. Gen. 1343 (1976), Insurance on Overseas Automobiles

040304 Comptroller General Decision, 63 Comp. Gen. 554 (1984), Losses Incurred on a Currency Exchange

040305 Comptroller General Decision, 59 Comp. Gen. 609 (1980), Lodging Expenses – Curtailed Temporary Duty

0404 ROLES AND RESPONSIBILITIES

040401 The Assistant Secretary for Management/Chief Financial Officer (CFO) oversees all financial management activities relating to the Department's programs and operations, as required by the Chief Financial Officers Act of 1990 and 38 U.S.C. 309. Specific responsibilities include the direction, management and provision of policy guidance and oversight of VA's financial management personnel, activities and operations. The CFO establishes financial policy inclusive of travel, systems and operating procedures for all VA financial entities and provides guidance on all aspects of financial management. The CFO may authorize actual expense greater than 150 percent up to 300 percent for VACO and Staff Office employees or delegate to the Deputy Assistant Secretary for Finance /Deputy Chief Financial Officer.

040402 Under Secretaries, Assistant Secretaries, Chief Financial Officers, Finance Officers, Chiefs of Finance Activities, Chief Accountants and other key officials are responsible for ensuring compliance with the policies and procedures set forth in this chapter and will designate one or more persons to answer questions pertaining to the preparation of temporary duty travel and permanent change of station authorities and vouchers. Under Secretaries and the Chairman of the Board of Veterans' Appeals may authorize actual expense greater than 150 percent up to 300 percent for travelers under their jurisdiction.

040403 The Office of Financial Policy (OFP) provides Department-wide financial policy and guidance. The Office of Financial Business Operations' Travel Policy staff develops, coordinates, issues, evaluates and reviews Departmental travel policies and procedures for compliance with all financial laws and regulations.

040404 Charge Card Oversight and Travel Policy Service (CCO&TPS) develops, coordinates, issues, evaluates and reviews Departmental travel policies and procedures for compliance with all financial laws and regulations.

040405 Approving officials will:

- A. Authorize only official travel for travelers under their jurisdiction in advance of the travel.
- B. Determine if the travel is essential for the purpose of carrying out the mission of VA.
- C. Ensure all travel is authorized and performed consistent with the FTR, 41 C.F.R. 301-304, VA travel policy, and any other agency-specific guidance relating to travel issues.
- D. Ensure adequate funds are available before authorizing travel.
- E. Ensure all travel is performed in the most economical and effective manner.
- F. Ensure VA's E-Government Travel Service (ETS) is used to prepare, process, approve, and route travel authorizations and vouchers for official temporary duty travel, including the requirement to use the ETS for making reservations.
- G. Examine expense reports to ensure the justification, supporting documentation and receipts are attached and to ensure that travel for which reimbursement is claimed was performed as authorized and that split-pay was used to pay for all authorized expenses made to the card.
- H. Authorize if appropriate, actual expense up to 150 percent of the per diem rate for travelers under their jurisdiction.
- I. Ensure travelers under their jurisdiction complete vendorizing forms for establishment in VA's ETS. The ETS is used to process travel payments electronically, file expense reports with electronically attached receipts, and comply with the travel card program guidelines.

040406 Travelers will:

- A. Be knowledgeable of the Federal Travel Regulation, VA travel policy, and any other agency-specific guidance relating to travel issues.
- B. Minimize costs of official travel by exercising the same care in incurring expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Excess costs, circuitous routes, delays, or luxury accommodations and services unnecessary or unjustified in the performance of official business will not be reimbursed and are not acceptable under this standard. Travelers will be responsible for excess costs and any additional expenses incurred for personal preference for convenience.

- C. Ensure travel is authorized by the Approving Official prior to departure.
- D. Arrange travel using VA's ETS, including reservations for transportation, lodging, and rental cars, unless an exception exists.
- E. Cancel transportation and lodging reservations timely.
- F. Claim and obtain, where applicable, exemptions of tax imposed on hotel accommodations in locations listed in the Federal Acquisition Service's (FAS) GSA SmartPay Website. Only certificates issued by the locality granting the exemption may be used.
- G. Submit claim for reimbursement of expenses within 5 business days upon return to the official station, except that travelers in an extended travel status will submit expense reports currently, i.e., at least once each month if travel period exceeds 30 days. Local expense reports may be submitted monthly or quarterly.
- H. Liquidate travel advances.
- I. Comply with VA's Travel Charge Card Program guidance contained in Volume XVI, Chapter 2, *Travel Charge Card*.

0405 PROCEDURES

Procedural and other guidance to assist the traveler can be found either in Section 0502 Policies or in relevant appendices as indicated below:

- Appendix A: General Miscellaneous Reimbursable Expenses.
- Appendix B: Miscellaneous Travel Expenses Not Allowed.
- Appendix C: Miscellaneous Expenses for Baggage Allowance.
- Appendix D: Miscellaneous Travel Reimbursement for Communication Services.

0406 DEFINITIONS

040601 Approving Official (AO). A supervisor at least one level above the traveler who is entitled to pre-authorize TDY travel and approve related entitlements.

040602 Continental United States (CONUS). Refers to the 48 contiguous States and the District of Columbia as defined in the FTR, 301-1.3(c) (6).

040603 Federal Travel Regulation (FTR). The FTR enumerates the travel and relocation policy for all Title 5 Executive Agency employees.

040604 Meals and Incidental Expense (M&IE) Allowance. A daily allowance provided to travelers during TDY trips to cover the cost associated with reasonable meals and required travel-related expenses such as tips.

040605 Official Travel. Travel under an official travel authorization from an employee's official station or other authorized point of departure to a TDY location and return from a TDY location, between two TDY locations, or relocation at the direction of a Federal agency.

040606 Outside the Continental United States (OCONUS). Refers to Alaska, Hawaii, and the United States territories, including American Samoa, Guam, the Northern Mariana Islands, Puerto Rico, and the U.S. Virgin Islands.

040607 Temporary Duty (TDY) Location. A place away from an employee's official station, where the employee is authorized to travel.

040608 Temporary Duty (TDY) Travel. Travel by an employee on official business, as authorized by an employee's approving official through a travel authorization.

040609 Travel Authorization. Written or electronic authorization to travel on authorized official business for the Government resulting in reimbursement for expenses on a travel claim (voucher). Travel may be authorized on a blanket (unlimited or limited) authorization or on a trip-by-trip authorization. An unlimited authorization allows an employee to travel for any official purpose without further authorization. A limited authorization allows an employee to travel on official business without further authorization under certain specific conditions (e.g., travel to specific geographic area(s) for specific purpose(s), subject to trip cost ceilings, or for specific periods of time.) A trip-by-trip authorization allows an individual or group of individuals to take one or more official business trips, which must include purpose, itinerary, and estimated costs.

040610 Travel Management Center (TMC). A common carrier travel firm under contract providing reservation, tickets and related travel management services for official travelers.

040611 Traveler. An individual, as defined by the FTR, who is authorized to perform official Government travel.

0407 RESCISSIONS

No rescissions.

0408 QUESTIONS

Questions concerning these financial policies and procedures should be directed as follows:

VHA
VBA
All Others

VHA Accounting Policy (Outlook)
VAVBAWAS/CO/FINREP (Outlook)
Office of Financial Business Operations
Charge Card Oversight & Travel Policy Service
Travel Policy (Outlook)

APPENDIX A: GENERAL MISCELLANEOUS REIMBURSABLE EXPENSES

The table below describes reimbursement for miscellaneous travel expenses that are necessary and in the interest of the Government; refer to [FTR 301-12.1](#) and [FTR 301-70.300](#). For the requirements on when advanced approval is required from the Approving Official (AO) for miscellaneous travel expenses, refer back to the applicable expense in the chapter policy.

Allowable Reimbursement for Miscellaneous Expenses

Expense Types	Allowable Items
General expenses	<ul style="list-style-type: none"> • Baggage expenses • Services of guides • Interpreters, drivers • Parking³ • Use of computers, printers, faxing machines, and scanners • Registration fees • Storage of property used on official business • Official telephone calls, phone calls home, faxes • Lodging taxes (CONUS only) • Laundry, cleaning, and pressing of clothing (non-foreign only for six or more consecutive nights at the TDY location) • Energy surcharge and lodging resort fees (when such fees are not optional) • Gasoline for rental vehicles.
Fees to obtain money	<ul style="list-style-type: none"> • Fees for travelers checks, certified checks, money orders • Transaction fees for use of ATMs—Government contractor-issued charge card
Special expenses of foreign travel	<ul style="list-style-type: none"> • Commissions on conversion of foreign currency • Passport and/or visa fees, including fees for a physical examination if one is required to obtain a passport and/or visa and such examination could not be obtained at a Government facility. Reimbursement for such fees may include travel and transportation costs to the passport/visa issuing

³ Travelers should refer to internet sites such as taxifare.com to research estimated taxi fares for their city or locality.

Allowable Reimbursement for Miscellaneous Expenses

Expense Types	Allowable Items
	<p>office if located outside the local commuting area of the employee's official duty station and the traveler's presence at that office is mandatory.</p> <ul style="list-style-type: none">• Costs of photographs for passports and visas• Foreign country exit fees• Costs of birth, health, and identity certificates• Charges for inoculations that cannot be obtained through a Federal dispensary

APPENDIX B: MISCELLANEOUS EXPENSES NOT ALLOWED

Expense Type	Expenses Not Allowed
Miscellaneous	<ul style="list-style-type: none"> • Administrative fees for use of an ATM charged to a personal credit or debit card • Baggage handling tips at transportation terminals or lodging establishments for personal luggage unless medically justified • Prepaid communication services: prepaid phone cards, cell phones, etc. • In-flight communication services • Losses resulting from currency conversions • Global Positioning System (GPS) for a rental car • Hotel taxes for foreign travel • Laundry and dry cleaning expenses when travel is OCONUS • Cost of equipment or materials for mission-related TDY. Note: The purchase card will be used for the purchase of equipment or materials. • Transportation paper tickets provided for the convenience of the traveler • Retail personal purchases: luggage, clothing, eye glasses, etc. • Personal expenses • Gasoline for POV

APPENDIX C: MISCELLANEOUS EXPENSES FOR BAGGAGE ALLOWANCE

Approving officials may authorize an excess personal baggage allowance over the standard baggage listed below with proper justification:

- One piece for 1 week of TDY
- Two pieces for 2 weeks of TDY
- Three pieces for 3 weeks or more of TDY

Excess weight for baggage may be allowed by the AO after the fact with proper justification. For example, a traveler returns from a training conference with additional training materials received at the training location.

Travel Reimbursement for Baggage Expenses

Expense Item	Description	Allowed Reimbursement
Checkable accompanied baggage	Common carriers periodically revise their rules concerning checked baggage. For current information on applicable fees for checked baggage, refer to the GSA website at http://www.gsa.gov/citypair (select “Fact Sheets” from the menu at the left and click on “Baggage Allowance”).	Fees if any charged by the common carrier for checking accompanied baggage.
Carry-on accompanied baggage	Each passenger is allowed to hand-carry one article for storage in the overhead luggage bin in the passenger cabin. Carry-on baggage may consist of garment bags, laptops, purses, or similar items that fit in the overhead bin or under the seat. Carry-on baggage is not considered checked baggage and is carried free of charge.	Generally, there is no additional fee for carry-on accompanied baggage.

Travel Reimbursement for Baggage Expenses

Expense Item	Description	Allowed Reimbursement
Excess baggage	Excess baggage is accompanied baggage over the standard one piece of checked baggage. Excess baggage must be authorized or approved by the travel approving official. Excess baggage does not include pets or the baggage of travelers purchasing tickets for personal convenience.	Authorized if excess over standard one bag is approved.
Transfer of baggage	Movement of baggage between common carriers or terminals	Reimbursement is permitted (Refer to FTR 301-12.2b).
Storage of baggage	If required because of official necessity and authorized in advance.	Reimbursement is permitted (Refer to FTR 301-12.2c).
Checking and handling of baggage	Charges for handling or checking government baggage, such as for luggage porters or curbside check-in, are allowed. Charges or tips at transportation terminals are allowed for handling Government property carried by the traveler.	Reimbursement is permitted (Refer to FTR 301-12.2d and 2e).
Excess Weight on Baggage	Charges for additional weight when checking baggage. Excess weight for baggage may be allowed by the AO after the fact with proper justification. For example, a traveler returns from a training conference with additional training materials received at the training location.	Fees, if any, charged by the common carrier for excess weight for accompanied baggage.

**APPENDIX D: MISCELLANEOUS TRAVEL REIMBURSEMENT FOR
COMMUNICATION SERVICES**

Type of Call	Explanation	Reimbursement
Local calls	Calls made within the limits of a traveler's official duty station or within the temporary duty location	Actual cost of calls made for official business.
Reservations and accommodations	Calls made to make or confirm airline, train, bus, hotel, or car rental reservations or accommodations	Actual cost of calls made
Long distance (within CONUS)	Official call to office or other location to conduct official business. Brief call home or to other location to inform family members of safe arrival or to check on safety of family members.	Actual cost of call conducted for official business with office or other official entity. Call made to family is limited to \$5 per day but will not exceed more than \$35 per week except for emergencies.
Long distance (outside CONUS)	Official call to office or other location to conduct official business. Brief call home or to other location to inform family members of safe arrival or to check on safety of family members.	Actual cost of calls conducted for official business with office or other official entity. Calls made to family are limited to a reasonable amount per the location as determined by the AO's.
Personal cell phone, e-mail, Internet	Agency may authorize charges for cell phones and other electronic devices for official business.	Payment is limited to the cost of the call, e-mail, or Internet access charge; reimbursement does not include the normal recurring charge for maintaining the traveler's personal cell phone, e-mail, or Internet service.
Cable, radio, facsimile, or similar services	Official correspondence sent to Government offices must be endorsed by the sender as "Official Business—Collect." All others must be prepaid.	When collect service is refused, reimbursement will be paid for the amount demanded.