U.S. NUCLEAR REGULATORY COMMISSION MANAGEMENT DIRECTIVE (MD)

MD 14.1	OFFICIAL TEMPORARY DUTY TRAVEL	DT-15-19
Volume 14:	Travel	
Approved By:	Maureen E. Wylie Chief Financial Officer	
Date Approved:	September 4, 2015	
Expiration Date:	September 4, 2020	
Issuing Office:	Office of the Chief Financial Officer Division of the Controller	
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EXECUTIVE SUMMARY

Directive and Handbook 14.1, "Official Temporary Duty Travel," are being amended to clarify the audit recommendations of the Office of the Inspector General's (OIG's) "Audit of NRC's Premium Class Travel" (OIG-08-A-16) and "Audit of the NRC's Travel Charge Card Program" (OIG-13-A-17). Premium-class travel is defined as other than coach-class travel. The amendment aligns the Handbook with the roles and responsibilities as currently described in the Directive, which includes expanded authority for the Commissioners to approve premium travel without Chairman review and for the Deputy Inspector General to approve foreign and premium travel for the Inspector General. This revision includes minor editorial changes, incorporates current policy for compact-size rental cars, and also adds Executive Order 13681 and 5 CFR 550.112(e) as references.

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I. POLICY

It is the policy of the U.S. Nuclear Regulatory Commission to adhere to the statutory and regulatory principles of the Federal Travel Regulation (FTR) (41 CFR, Chapters 300-304), associated Executive Orders, Comptroller General decisions, and decisions of the General Services Administration Board of Contract Appeals related to official Government travel.

II. OBJECTIVE

Provide NRC travelers with procedures, regulations, and requirements for official Government travel and the means to properly claim reimbursement for expenses.

III. ORGANIZATIONAL RESPONSIBILITIES AND DELEGATIONS OF AUTHORITY

A. Chairman

1. Approves premium-class common carrier transportation for immediate staff; the Executive Director for Operations (EDO); the Chief Financial Officer (CFO); and Commission-level office directors, and their respective staff.
2. Approves requests for official temporary duty travel for himself or herself and immediate staff, the EDO, the CFO, and Commission-level office directors.
3. Approves requests for official foreign travel for himself or herself and immediate staff; the EDO; the CFO; and Commission-level office directors.
4. Approves travel vouchers for himself or herself and immediate staff.
5. The Chief of Staff approves electronic vouchers for the Chairman.

B. Commissioners

1. Approve requests for official temporary duty travel including foreign travel for themselves and their immediate staff.
2. Approve premium-class common carrier transportation for their immediate staff.
3. Approve travel vouchers for themselves and their immediate staff.
4. Approve requests for official foreign travel (NRC Form 445, "Request for Approval of Official Foreign Travel," available in the NRC Forms Library on SharePoint) for their immediate staff.

C. Director, Office of International Programs (OIP)

1. Reviews and concurs on all requests for official foreign travel (NRC Form 445).
2. Alerts and advises the traveler on any sensitive U.S. Government foreign policy matters, including agreements or arrangements that exist or are pending with the other countries or agencies that might be in conflict with the purpose of travel.

D. Inspector General (IG)

1. Approves and authorizes requests for official temporary duty travel and all travel vouchers for all travelers for the Office of the Inspector General (OIG), except that the Deputy Inspector General (DIG), as a non-delegable function, approves all travel authorizations for the IG.
2. Approves and authorizes requests for official foreign travel for OIG travelers under the OIG jurisdiction, except that, as a non-delegable function, the DIG approves all foreign travel for IG.
3. Approves and authorizes premium-class common carrier transportation for all OIG travelers, except that the DIG, as a non-delegable function, approves and authorizes all requests for premium-class common carrier for the IG.
4. Certifies availability of travel funds for approved official travel requests for OIG travelers.
5. Authorizes travel advances for incidental expenses for approved official travel.
6. Determines when an interviewee or an invitational traveler is eligible for travel reimbursements and communicates the travel rules and procedures to the interviewee or the invitational traveler.

E. Chief Financial Officer (CFO)

1. Exercises the authority to carry out the requirements of the FTR and all other Federal travel requirements on behalf of NRC or the head of the agency.
2. Approves requests for official foreign travel for NRC travelers under his or her jurisdiction.
3. Approves requests for official temporary duty travel for travelers in the Office of the Chief Financial Officer.
4. Approves travel vouchers for himself or herself and immediate staff.

F. Executive Director for Operations (EDO)

1. Approves premium-class common carrier transportation for the Chairman, the Commissioners, and travelers under the jurisdiction of the EDO.
2. Approves requests for official temporary duty travel and NRC Form 445 for his or her immediate staff, regional administrators, and office directors under his or her jurisdiction.
3. Approves travel vouchers for himself or herself and immediate staff.

G. Office Directors and Regional Administrators

1. Certify availability of travel funds for approved official travel for travelers under their jurisdiction.
2. Approve official temporary duty travel requests and NRC Form 445 for NRC travelers under their jurisdiction.
3. Approve all travel vouchers for themselves and for NRC travelers under their jurisdiction.
4. Approve all official travel (with the exception of foreign travel) when there will be no expense to NRC.
5. Approve requests for official foreign travel for NRC travelers under their jurisdiction.
6. Ensure that travelers under their jurisdiction are fully informed of official travel rules and regulations.
7. Designate NRC official representative(s) to attend a funeral when such attendance would serve the governmental purposes of sustaining employee morale and reinforcing the perception of the agency's employees and others of the significance of the deceased to the agency. This responsibility may not be redelegated.
8. Grant NRC sponsorship or co-sponsorship of a conference that involves travel by 30 or more employees.

H. Regional Administrators Only

1. Ensure that all purchase orders and contracts for lodgings and meals for NRC travelers are in compliance with the statutory and regulatory limitations on per diem and actual subsistence rates.
2. Determine when an interviewee or an invitational traveler is eligible for travel reimbursements and communicate the travel rules and procedures to the interviewee or the invitational traveler.

I. Controller, Office of the Chief Financial Officer (OCFO)

1. Implements statutes, Executive Orders, regulations, and decisions governing the allowance and payment of expenses for official travel.
2. Approves exceptions to provisions of this management directive that are not inconsistent with statutes, regulations, and so forth.
3. Administers operational travel functions, including NRC convenience checks, the Government-issued travel charge card program, and the establishment and use of Government travel system accounts.
4. Authorizes approved official foreign travel for all NRC travelers, with the exception of the OIG.
5. Authorizes travel advances for expenses incidental to official travel.
6. Determines when an interviewee or an invitational traveler is eligible for travel reimbursements and communicates the travel rules and procedures to the interviewee or the invitational traveler.

J. Director, Division of Planning and Budget (DPB), OCFO

Issues travel allowances except for the OIG.

K. Director, Acquisition Management Division (AMD), Office of Administration (ADM)

1. Ensures that all purchase orders, contracts, and interagency agreements which include costs for travel, lodging, and meals are in compliance with the statutory and regulatory limitations on per diem and actual subsistence rates.
2. Verifies prior to payment, in accordance with contract or agreement terms and conditions, that reimbursable travel, lodging, and meal costs are supported by appropriate documentation including receipts and back-up documents.

L. Director, Division of Facilities and Security (DFS), ADM

1. Concurs in recommendations concerning official travel to the Commonwealth of Independent States (countries of the former Soviet Union) and other designated countries (those countries that the Division of Facilities and Security specifies whose interests are contrary to U.S. interests).
2. Concurs in recommendations concerning official travel to other than the Commonwealth of Independent States or other designated countries involving the transport of classified matter.
3. Is informed of requests for official travel to other than the Commonwealth of Independent States or other designated countries not involving the transport of classified matter.
4. Reviews and approves requests to waive, in accordance with 15 U.S.C. 2225a, the prohibition against funding conferences conducted at facilities that do not meet fire prevention and control guidelines. This responsibility may not be redelegated.

IV. APPLICABILITY

The policy and guidance in this directive and handbook apply to all NRC employees and others traveling (e.g., invitational travelers) at NRC expense.

V. DIRECTIVE HANDBOOK

Handbook 14.1 contains detailed procedures, guidelines, and criteria to implement official Government travel and claim reimbursement for expenses.

VI. REFERENCES

Code of Federal Regulations

5 CFR 410.404, “Determining if a Conference is a Training Activity.”

5 CFR 550.112(e), “Absence during Overtime Periods.”

5 CFR 610.123, “Travel on Official Time.”

41 CFR 101-38, “Motor Vehicle Management.”

41 CFR, Federal Travel Regulation (FTR), Chapters 300-304.

Comptroller General Decisions

11 Comp. Gen. 336 (1932).

16 Comp. Gen. 481 (1936).

24 Comp. Gen. 443 (1944).

39 Comp. Gen. 611 (1960).

46 Comp. Gen. 21 (1966).

56 Comp. Gen. 209 (1977).

70 Comp. Gen. 200 (1991).

Department of Defense (DOD), Defense Travel Management Office (DTMO) Web Site: http://www.defensetravel.dod.mil/.

Executive Order 11491, "Labor-Management Relations in the Federal Service," October 29, 1969, at http://www.archives.gov/federal-register/codification/executive-order/11491.html.

Executive Order 13043, "Increasing Seatbelt Use in the United States," April 16, 1997, at http://www.nhtsa.gov/people/injury/airbags/Archive-04/PresBelt/presiorder.html.

Executive Order 13681, "Improving the Security of Consumer Financial Transactions," October 17, 2014, at http://www.gpo.gov/fdsys/pkg/DCPD-201400778/pdf/DCPD-201400778.pdf.

FedRooms Web Site:
http://www.fedrooms.com.

General Services Administration (GSA) Web Site:
http://www.gsa.gov.

Hotel-Motel National Master List from U.S. Fire Administration, available at the U.S. Department of Homeland Security's Federal Emergency Management Agency Web Site: http://apps.usfa.fema.gov/hotel/.

Internal Revenue Code, Section 501(c)(3).

Internal Revenue Service, Revenue Ruling 93-86.

Nuclear Regulatory Commission Documents

OEDO Procedures – 290 "International Travel," March 29, 2011 (ML103280041), also available at http://fusion.nrc.gov/edo/team/Lists/OEDO%20Procedures/Type%20View.aspx.

Office of International Programs Guidance on Foreign Travel Requirements.

Management Directive—

2.3, "Telecommunications."

3.11, "Conferences."

4.2, "Administrative Control of Funds."

7.1, "Tort Claims Against the United States."

7.2, "Claims for Personal Property Loss or Damage."

7.3, "Participation in Professional Organizations."

10.1, "Recruitment, Appointments, and Merit Staffing."

10.6, "Use of Consultants and Experts."

10.12, "Use of Advisory Committee Members."

10.42, "Work Schedules and Premium Pay."

10.77, "Employee Training and Development."

10.102, "Labor-Management Relations Program for Federal Employees."

11.1, "NRC Acquisition of Supplies and Services."

12.1, "NRC Facility Security Program."

13.4, "Transportation Management."

14.2, "Relocation Allowances."

Memoranda of Agreements—

"Implementation of Federal Travel Regulation Provisions for Premium Travel," March 17, 2009, available at http://www.internal.nrc.gov/travel/PremiumTravelMOU.pdf.

"Implementation of the NRC's eTravel Program," December 17, 2008, available at http://www.internal.nrc.gov/OCFO/eTravel/eTravel_MOU.pdf.

United States Code

Energy Reorganization Act of 1974.

Hotel and Motel Fire Safety Act of 1990 (Pub. L. No. 101-391, September 25, 1990, as amended by Pub. L. No. 105-85, November 18, 1997).

Rehabilitation Act of 1973, as amended (29 U.S.C. 701-797b).

5 U.S.C. 5515, "Crediting Amounts Received for Jury or Witness Service."

5 U.S.C. 5537, "Fees for Jury and Witness Service."

5 U.S.C. 5703, "Per Diem, Travel, and Transportation Expenses; Experts and Consultants; Individuals Serving Without Pay."

5 U.S.C. 5707, "Regulations and Reports."

5 U.S.C. 5751, “Travel Expenses of Witnesses.”

5 U.S.C. 6101(b)(2), “Periodic Review of Rules.”

5 U.S.C. 6322, “Leave for Jury or Witness Service; Official Duty Status for Certain Witness Service.”

15 U.S.C. 2225, “Fire Prevention and Control Guidelines for Places of Public Accommodation.”

18 U.S.C. 287, “False Fictitious or Fraudulent Claims.”

18 U.S.C. 1001, “Statements or Entries Generally.”

28 U.S.C. 1821, “Per Diem and Mileage Generally; Subsistence.”

28 U.S.C. 2514, “Forfeiture of Fraudulent Claims.”

28 U.S.C., Part IV, Ch. 171, “Tort Claims Procedure.”

31 U.S.C. 1344, “Passenger Carrier Use.”

31 U.S.C. 1353, “Acceptance of Travel and Related Expenses From Non-Federal Sources.”

31 U.S.C. 3702(b)(1), “Authority to Settle Claims.”

49 U.S.C. 41102, “General, Temporary, and Charter Air Transportation Certificates of Air Carriers.”

49 U.S.C. 40118, “Government-Financed Air Transportation,” commonly referred to as the “Fly America Act.”

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I. OVERVIEW

A. This handbook informs U.S. Nuclear Regulatory Commission employees and others traveling for NRC about the agency's basic temporary duty (TDY) travel procedures and requirements. It begins with procedures for preparing travel authorizations and ends with the travel reimbursement process. Exhibits are at the end of the handbook.

B. If employees have questions about more complex issues and circumstances, they should contact the headquarters travel office, Office of the Chief Financial Officer (OCFO), for guidance. Relocation allowances for new appointees and transferred employees are covered in Management Directive (MD) 14.2, "Relocation Allowances" and in the "Federal Travel Regulation" (FTR), Chapter 302.

C. The authority for paying travel, transportation, lodging, and per diem expenses to those who travel on Government business is covered in the FTR, Chapter 301. The FTR is issued and administered by the General Services Administration (GSA) and prescribes the mandatory regulations for employees who travel at Government expense. This

handbook provides specific directions for NRC employee travel. Applicable paragraphs of the FTR are referenced for guidance, as necessary.

D. The signature authorities and levels of delegation for official NRC travel are shown in Exhibit 1 of this handbook.

II. LOCAL TRAVEL AT THE OFFICIAL STATION

Local travel is travel that is performed for official purposes in and around the employee's duty station and does not entitle the employee to per diem or other subsistence allowances. Policies for travel that create an entitlement to per diem or subsistence reimbursement are found under TDY allowances (for a definition of local travel see Section IX, "Glossary," of this handbook).

A. Allowable Expenses

1. A traveler may be reimbursed for local transportation expenses related to the performance of official business if the travel is not in excess of 35 miles, one-way from the traveler's official station. The Controller, OCFO, may approve, in writing, reimbursement for travel to a specific location beyond 35 miles but shall not approve requests on an individual trip basis.
2. The Government does not pay commuting costs. A traveler may be reimbursed for local transportation costs between either the traveler's home or official station and an official business site. Travel directly from home to an official business site, or from an official business site to home, must be approved in advance by the approving official in headquarters or each regional office as shown in Exhibit 1 of this handbook.
3. A traveler can arrange special transportation to accommodate a physically challenged traveler through the headquarters Administrative Services Center or the appropriate Director of the Division of Resource Management (DRM for Region I) and Administration (DRMA for Regions II, III, and IV) in each regional office. Unless the impairment is obvious, a doctor shall substantiate, in writing, the traveler's condition.

B. Modes of Travel

1. A traveler must choose a mode of travel that is most advantageous to the Government (see Section IV.B, "Choosing Method of Transportation," of this handbook). The traveler should consider public transportation whenever possible, Government vehicles when available, and may only use taxis and private vehicles when approved in advance.

2. Approving officials may approve use of a taxi from work to home for an employee when the following three conditions are met:

   (a) Employee is directed to work outside of regular working hours,

   (b) Employee uses public transportation to work, and

   (c) Employee would be traveling when public transportation is infrequent or at night.

3. If a member of a carpool must drive his or her vehicle to work to perform official local travel, he or she will not be reimbursed mileage to and from, or parking fees at, the official station.

4. Guidance on use of a Government-owned or -leased vehicle can be found in Management Directive 13.4, "Transportation Management."

C. Reimbursement

1. To receive reimbursement of local travel expenses, travelers must complete a local travel voucher (either an electronic or paper voucher) (see Section IX, "Glossary," of this handbook). Claims should be made monthly or more frequently when necessary. Travelers must prepare separate claim vouchers for each fiscal year when expenses cover more than one fiscal year.

2. The NRC will determine reimbursement as follows:

   (a) Actual fare when public transportation or taxi is used, plus actual tip up to 15 percent for taxis, or

   (b) Actual mileage at the current mileage reimbursement rate (current reimbursement rates can be found at http://www.gsa.gov), tolls, and parking fees (excluding tips, which are not reimbursable) when a privately owned vehicle (POV) is used.

3. Local travel claims must be approved by the appropriate office director or regional administrator, or by the approving official to whom this authority has been redelegated (see Exhibit 1 of this handbook).

III. TRAVEL AUTHORIZATIONS FOR TRAVEL GREATER THAN 35 MILES FROM THE OFFICIAL STATION

A. Overview

1. Purposes for Which Travel May Be Authorized

   NRC will only authorize travel that is necessary to effectively and economically accomplish the NRC's programs and mission. NRC travel is categorized by specific purpose; each purpose has a code for reporting (see Exhibit 2, "Travel Purpose Codes").

2. Traveler's Responsibilities

(a) Prudent Traveler Rule

Travelers are expected to exercise the same care in incurring expenses as a prudent person would exercise when traveling on personal business. NRC will not accept excess costs, circuitous routes, delays, or luxury accommodations and services under this standard. Travelers shall be responsible for excess costs and any additional expenses incurred for personal preference or convenience.

(b) Fire Safety

Employees should, whenever possible, stay in lodgings that meet the fire safety requirements of the Hotel and Motel Fire Safety Act of 1990 (Pub. L. No. 101-391, September 25, 1990, as amended by Pub. L. No. 105-85, November 18, 1997), and give first consideration to FedRooms (a nongovernment Web site which provides a listing of FTR-compliant hotel rooms for Federal Government travelers while on official business). Approved accommodations can be found at http://apps.usfa.fema.gov/hotel/.

(c) Seat Belt Use

Each NRC employee using a motor vehicle while performing official business must have the seat belt properly fastened at all times when the vehicle is in motion (Executive Order 13043, "Increasing Seatbelt Use in the United States," April 16, 1997). All tort claims involving the use of a motor vehicle on official business filed with NRC must indicate whether all occupants of the vehicle were properly using the seat belts so that this information can be provided to the Secretary of Transportation for preparation of the annual report to the President.

3. Performing TDY in Connection With Leave

When an employee departs from his or her official station for leave, he or she generally assumes the expense of returning to the official station. However, reimbursement of certain transportation and per diem expenses may be authorized when the performance of TDY involves a period of authorized leave as described in the situations below.

TABLE 1 – Temporary Duty in Connection with Leave	
Situation	**Result**
Employee is **called from leave** under one of the following three situations:	Employee—
(1) To return to his or her official station or to perform temporary duty (TDY) at another location. At the conclusion of business, employee returns to his or her leave location.	(1) May be authorized to travel from the leave location and return to the leave location at Government expense. Contract fares may be used.
(2) To perform TDY at another location. Employee returns directly to his or her official station from the TDY location.	(2) May be reimbursed either the difference between (a) the transportation from the leave location to the TDY location and return to the official station, or (b) transportation from the leave location to the official station. Contract fares may be used from the leave point to the TDY location and/or the official station.
(3) To return to his or her official station. Employee does not return to his or her leave location.	(3) Is responsible for the cost of returning to the official station and no per diem is allowed.
	(Comptroller General (Comp.Gen.) Decisions: 11 C.G. 336 [1932]; 16 C.G. 481 [1936]; 24 C.G. 443 [1944]; 39 C.G. 611 [1960].)

TABLE 1 – Temporary Duty in Connection with Leave (Continued)	
Situation	**Result**
Before departing the official station for leave, employee is informed that he or she will need to interrupt or curtail his or her scheduled leave to perform TDY travel. (24 C.G. 443 [1944]; 29 C.G. 173 [1949].)	Employee may be reimbursed his or her actual travel expenses not to exceed (NTE) the expenses that would have been incurred by the usually traveled route between the official station and the TDY location and return. Employee may be issued a round trip ticket at contract fare only for travel from the official station to the TDY location and return.
Employee plans to travel to a TDY location and take annual leave either before, during, or after performing the official business and return from the TDY location.	Return travel may be reimbursed as long as the return travel starts from the authorized TDY location. No per diem is paid when the employee takes leave for more than one half of a workday.
Employee plans to travel to a leave location at the conclusion of official business and return to the official station from the leave location.	Employee may be issued a round trip ticket at contract fare only for travel from the official station to the TDY location and return. Per diem will be based on the date the employee would have returned to the official station had he or she traveled directly from the TDY location.
Abandonment of travel because an employee is unable to complete official business as a result of illness or a personal emergency and travels to the official station or other geographic location.	Transportation and subsistence expenses will be allowed when such travel is approved as emergency travel under Section VIII.G, “Emergency Travel,” of this handbook. If not approved, an employee is entitled to transportation and subsistence only between the official station and the point at which official travel is abandoned.

B. Approving Official's Responsibilities

With the implementation of eTravel (see OCFO SharePoint site for information on eTravel), the authorization process for domestic and non-foreign travel has two levels of approval. Travel authorizations are routed to the designated travel approving official and then to the designated travel funds certification official.

1. Continental United States (CONUS) and Nonforeign Travel

   (a) Approving officials will ensure that—

      (i) All travel conforms to the FTR.

      (ii) Travel is necessary to carry out the mission of NRC.

      (iii) Travel is performed in the most economical and efficient manner and the matter in question cannot be handled by mail, telephone, or electronic communication.

      (iv) The number of individuals traveling for a single purpose is kept to a minimum.

      (v) The duration of the trip, the number of travelers, the points to be visited, and the itineraries are limited to those essential for performance of NRC activities.

      (vi) Conferences, meetings, and seminars attended are directly related to the accomplishment of NRC's mission. NRC considers participation in activities intended to increase public understanding of nuclear regulatory objectives as directly related to NRC's mission.

      (vii) Travel plans to take annual leave are in conjunction with travel.

   (b) Additionally, approving officials will review completed travel vouchers to confirm that the travel for which expenses are being claimed was performed as authorized and will approve them in the eTravel system.

2. Foreign Travel

   The criteria above also apply to foreign travel by NRC employees and invitational travelers. In addition, officials reviewing requests for official foreign travel at the NRC's expense will—

   (a) Ensure that attendance at foreign conferences and meetings is held to a minimum in accordance with NRC MD 3.11, "Conferences."

   (b) Scrutinize the official purpose of the trip and the value of collateral purposes to ensure validity.

   (c) Consider whether planned annual leave would interfere with current work and withhold approval of excessive leave. (As a general rule, the number of days leave should not be greater than the number of workdays during travel status, excluding travel days.)

3. Actual Subsistence Requirements

   Officials delegated to approve travel on an actual subsistence basis will—

   (a) Ensure that lodging cannot be obtained within per diem within the TDY location.

   (b) Verify that the cost to commute to/from the nearby location consumes most or all of the savings achieved from occupying less expensive lodging.

   (c) Document the need for actual subsistence within the remarks section of the travel authorization.

   (d) Indicate approval by approving the authorization.

4. Scheduling Travel

   Insofar as practicable, official travel should be planned and scheduled so that travel is performed during the employee's duty hours in compliance with 5 U.S.C. 6101(b)(2) and 5 CFR 610.123. Employees who are required to travel outside their normal duty hours and who may not be paid overtime under 5 CFR 550.112(e) shall, upon request, receive from the approving official or their supervisor a written explanation as to why such travel is required.

C. CONUS/Domestic and Nonforeign Travel Authorizations

1. Types of Authorizations

   (a) Individual

   A travel authorization that identifies the purpose, the itinerary, and the estimated cost of travel is issued to an individual for a specific trip. Office directors, regional administrators, or the approving official to which this authority has been delegated can approve requests for official TDY travel.

   (b) Blanket

   (i) A blanket travel authorization may be issued to an employee when the employee must occasionally perform emergency travel, travels continuously, or takes five or more trips during a quarter. Office directors or regional administrators approve the issuance of blanket travel authorizations for their employees.

   - Blanket travel authorizations are issued annually and funded quarterly and may only be issued for domestic travel.
   - Travel to attend a conference, a convention, a seminar, or a symposium only for purposes of observation or education, with no formal role in the proceedings, may not be executed under a blanket travel authorization.

(ii) The following travel requirements may not be covered on the general blanket authorization:

- Per diem in excess of the standard per diem rates, that is, actual subsistence;
- Premium-class accommodations or upgrades to premium-class accommodations; and
- Cash purchases of transportation tickets in excess of $100.

(iii) These requirements may be authorized for a specific trip by amendment to the blanket authorization before travel or on the travel voucher after the specific trip is completed.

(iv) Approval of premium-class accommodations must be obtained from the Chairman, Commissioners, the Executive Director for Operations (EDO), or the Inspector General (IG).

(v) Noncontract carrier justification codes may be added to the blanket travel authorization to ease ticket purchase. However, any travel voucher for which a noncontract carrier was used requires specific justification for using a noncontract carrier. (See Sections IV.B.4(b)(i)-(iii) of this handbook for nonuse categories.)

2. Travel Purpose Codes

Individual travel authorizations will include the appropriate code for the purpose of travel (see Exhibit 2 of this handbook). When a traveler submits a voucher for reimbursement under a blanket travel authorization, he or she shall include the purpose of the trip.

3. Estimating Costs

(a) Travel authorizations will include an estimated cost so that travel funds can be obligated. The estimated cost must be broken down by amounts for the following:

(i) Common carrier transportation, and

(ii) Subsistence and other travel costs.

(b) When obtaining authorization for travel covering more than 1 fiscal year, employees will split the estimated travel cost between years.

(c) Blanket travel authorizations will be funded quarterly and should include a cost estimate on the basis of reasonable expectations of travel during the period covered by the authorization. The estimated cost must be broken down between common carrier transportation and subsistence and other travel costs.

4. Official Travel Authorization

   (a) Travelers will obtain approval for official travel in the eTravel system for travel outside their local area. This must be approved before travel begins (see Exhibit 1 of this handbook).

   (b) If travel is to a foreign country (see Section III.D, "Foreign Travel Authorizations," for detailed approval guidance), employees must complete the following:

      (i) Travel authorization (at least 30 days before travel begins), and

      (ii) NRC Form 445, "Request for Approval of Official Foreign Travel," which is accessible through the NRC Forms Library in SharePoint. (Refer to the OEDO Procedures – 290 "International Travel," the Office of International Programs (OIP) Guidance on foreign travel requirements, and NRC Form 445.)

   (c) Except in cases of emergency, travel authorizations are to be issued before incurring any travel expense. In an emergency, employees must receive verbal approval prior to traveling. NRC may reimburse an employee after the travel has been subsequently approved in the eTravel system. An employee will include an explanation of the emergency that precluded prior approval.

5. Specific Authorization Requirements

   (a) You must have a specific authorization or prior approval for—

      (i) Use of other than coach-class service on common carrier transportation;

      (ii) Use of a foreign air carrier;

      (iii) Per diem for adjacent locations;

      (iv) Use of reduced fares for group or charter arrangements;

      (v) Use of cash to pay for common carrier transportation;

      (vi) Use of extra-fare train service;

      (vii) Travel by ship;

      (viii) Use of a rental car;

      (ix) Use of a Government aircraft;

      (x) Payment of a reduced per diem rate;

      (xi) Payment of actual expense;

      (xii) Travel expenses related to emergency travel;

      (xiii) Transportation expenses related to threatened law enforcement/investigative employees and members of their families;

(xiv) Travel expenses related to travel to a foreign area;

(xv) Acceptance of payment from a non-Federal source for travel expenses;

(xvi) Travel expenses related to attendance at a conference; and

(xvii) Due to an employee's medical requirements or religious beliefs, payment of the full meals and incidental expenses (M&IE) allowance even though meals are furnished by the Government either directly or through a registration fee or other payment for a conference or other event, in accordance with the FTR, Section 301-11.18(b).

(b) The following travel requirements need specific approval on the travel authorization:

(i) Annual leave,

(ii) Registration fees (see Section VI.C.7(c) of this handbook), and

(iii) Miscellaneous expenses (see Section VI.C, "Miscellaneous Expenses," of this handbook, such as laundry expense, excess luggage, Internet fees, global positioning system (GPS), etc.).

(c) As appropriate, the following travel requirements shall be addressed on the travel authorization under "remarks":

(i) Use of frequent flyer benefits (see Sections III.C.2, IV.D, and IV.E of this handbook) to upgrade from coach-class to premium-class. Explain the official need for any miscellaneous expenses being requested.

(ii) Premium-class transportation accommodations (see Section III.C.1(b)(iv) of this handbook), and

(iii) Additional travel expenses incurred by an employee with a disability (see Section VIII.F, "Travelers with Disabilities," of this handbook).

(d) When the Chairman, Commissioners, EDO, or IG has approved premium-class travel, then an appropriate memorandum will be attached to the travel authorization for each trip. However, an exception is made when premium-class air travel is being requested to accommodate a disability or other special need. Chairman, Commissioners, EDO, or IG approval is only needed once each fiscal year unless the medical condition is permanent, then no additional approvals are needed. Each memorandum should include the following information:

(i) Cost of a coach-class ticket,

(ii) Cost of a premium-class ticket,

(iii) Explanation why a rest stop or rest period cannot be used in conjunction with coach-class,

(iv) Justification why premium-class is needed instead of travel by coach-class,

(v) A copy of the Travel Management Center issued travel itinerary or eTravel reservation details showing flight times,

(vi) Information showing the dates and times the traveler will be performing official duties, and

(vii) The signature of the office or region travel-approving official.

D. Foreign Travel Authorizations

1. Foreign Travel Defined

(a) Foreign travel includes travel between the 50 States and foreign countries, within a foreign country, or between foreign countries.

(b) Foreign travel does not include travel to, from, and within all territories and possessions of the United States, and the Commonwealths of Puerto Rico and the Northern Mariana Islands, or travel related to the permanent assignment (1 year or more) of personnel overseas or of an alien within the United States.

2. Approval Process for Official Foreign Travel

The process to obtain approval of official foreign travel normally starts at least 30 days before travel. NRC travelers shall use NRC Form 445 and eTravel to initiate the process for approval of foreign travel. The approval process is the same for foreign travel with the exception that all foreign travel will be reviewed and approved by the OCFO after the NRC Form 445 has been approved. Specific guidance on the NRC Form 445 approval process is in OEDO Procedure – 0290, “International Travel,” and the OIP’s SharePoint site. In some cases eTravel cannot be used for foreign travel approvals, see OEDO-0290 for guidance.

E. Amendments and Cancellations

1. Amendments to Individual Travel Authorizations

Once the authorization has been approved (but before travel has begun), the employee must submit an amended authorization if any of the following occur:

(a) Travel dates vary by more than 3 days on either end of the trip,

(b) The official itinerary changes,

(c) Modes of transportation change,

(d) A rental car is needed but was not previously authorized,

(e) Actual subsistence is needed instead of per diem,

(f) The estimated cost of the trip changes by more than $500,

(g) Annual leave will be taken in conjunction with the travel, or

(h) Any other expenses arise that were not originally identified (for example, registration fees, clerical services, excess baggage, GPS, Internet fees, car rental size greater than what was authorized).

2. Amendments to Blanket Travel Authorizations

Travelers must file amendments to blanket travel authorizations to obtain:

(a) Additional travel funding at the beginning of each quarter and whenever necessary during the quarter, and

(b) Authorization for the specific travel requirements stated under “Blanket” authorization in Section III.C.1 of this handbook.

3. Amendments to Foreign Travel Authorizations

(a) Travelers must obtain original approval for the following:

(i) Itinerary changes that involve travel to countries (including other cities within the country) not included on the original NRC Form 445, or

(ii) Any other change that results in a $500 or more increase to the cost of the trip.

(b) A copy of the approved original NRC Form 445 should be annotated with the changes and submitted for approval, and the corresponding travel authorization should be amended to reflect the revised itinerary and increased costs, if any.

(c) The originator of the visit request must immediately notify OIP and the Office of Nuclear Security and Incident Response (NSIR), if there is a cancellation or an amendment to proposed visits to the Commonwealth of Independent States or other designated countries.

4. Cancellations

The traveler must cancel the authorization when an official travel trip is cancelled.

IV. MAKING TRAVEL ARRANGEMENTS

A. Reserving and Paying for Lodgings

1. Employees should use the eTravel system and/or NRC’s Travel Management Center (TMC) to make air, hotel, and rental car reservations.

2. When selecting a commercial lodging facility, first consideration must be given to the commercial lodging facilities under FedRooms (https://www.fedrooms.com), all of which meet fire and safety requirements.

3. Travelers may also book online at the FedRooms Web site, where the rates are set at or below per diem, and there is a 4:00 p.m. or later date-of-arrival cancellation policy.

4. The TMC will make lodging reservations when requested, either in conjunction with flight reservations or independent of any other services provided. A link for lodgings that meet the requirements of the Hotel and Motel Fire Safety Act of 1990 can be found on the GSA Web site (http://www.gsa.gov). However, travelers should give first preference to FedRooms properties.

5. Some states, cities, and local jurisdictions offer a tax exemption to Federal employees on official business. For more information and specific locations, visit the GSA Web site.

6. Travelers must cancel room reservations as soon as travel plans change by notifying the TMC if it made the reservations or directly notifying the place of lodging. The traveler should request and record the cancellation number, if possible. Failure to cancel reservations within the time frame specified by the establishment may result in the traveler incurring a lodging cost.

B. Choosing Method of Transportation

1. You must select the method of transportation most advantageous to the Government, when cost and other factors are considered. Travel must be by the most expeditious means of transportation practicable and commensurate with the nature and purpose of your duties. In addition, you should consider energy conservation, total cost to the NRC (including costs of per diem, overtime, lost work time, and actual transportation costs), total distance traveled, number of points visited, and number of travelers.

> What are the presumptions as to the most advantageous method of transportation?
> **(a) Common carrier**. Travel by common carrier is presumed to be the most advantageous method of transportation and must be used when reasonably available.
> **(b) Government automobile**. When your agency determines that your travel must be performed by automobile, a Government automobile is presumed to be the most advantageous method of transportation.

2. You must travel to your destination by the usually traveled route unless your agency authorizes or approves a different route as officially necessary.

3. Travelers will be responsible for any additional costs incurred if a method of transportation is used other than that specifically authorized or approved by NRC. Modes of transportation that may be authorized include the following:

   (a) Common carrier transportation (for example, aircraft, train, bus, ship, or other transit system),

   (b) Government vehicle,

   (c) POV, and

   (d) Special conveyance (for example, taxi or commercial automobile).

4. Contract Air Service and Exceptions

   (a) For travel between cities with contract air carrier service (called "city-pairs"), employees must use contract service except when nonuse is justified as noted below.

      (i) When there is more than one contract carrier for the same city-pair, the traveler shall consider using the less expensive carrier as the first priority.

      (ii) When city-pairs are served by multiple airports, travelers may use the airport that best suits their needs. However, a specific airport or airline should not be required, unless—

         - It is necessary for programmatic reasons, or
         - It reduces other Government costs (for example, travel time to the airport or time available in the office).

      (iii) Travelers should select the lowest fare available (usually capacity controlled fare (--CA fare[1])) when making their reservations.

      (iv) Government contract fares or Government discount fares may not be used for any segments of personal travel.

   (b) Exceptions to using contract air service (nonuse categories) follow:

      (i) Nonuse 1
      Space or scheduled flights are not available in time to accomplish the purpose of travel, or the scheduled service would require the traveler to incur unnecessary overnight lodging expenses that would increase the cost of the trip.

[1] In over 2,000 city-pairs, there are two contract fares, also known as Dual Fares: a highly discounted unrestricted fare (YCA), and a capacity controlled fare (--CA) with an even deeper discount. --CA fares have a limited number of seats, but no other restrictions. --CA availability varies carrier-by-carrier and market-by-market.

(ii) Nonuse 2

The contract carrier's schedule would require significant travel outside of normal working hours.

(iii) Nonuse 3

A noncontract fare is available to the general public that is less costly. A non-contract carrier offers a lower fare to the general public that, if used, will result in a lower trip cost to the Government (the combined costs of transportation, lodging, meals, and related expenses considered).

(c) Travelers shall request approval for using noncontract service on their travel authorization before the trip begins unless extenuating circumstances make advance authorization impossible. After-the-fact situations require the justification and approval to be stated on the travel voucher.

5. Use of Other Special Fares

Use of a penalty or restricted fare will only be considered when it is relatively certain that the trip will not be changed. Restricted and penalty fares must be authorized on the travel authorization (along with a contract carrier nonuse justification). The employee will be liable for any penalties incurred unless penalties are caused by NRC-directed changes in travel plans.

6. Class of Airline Accommodations

(a) Airlines are constantly updating their offerings. However, for the purposes of this regulation, the classes of available air accommodations are identified and defined as follows:

(i) Coach-class. The basic class of accommodation by airlines that is normally the lowest fare offered regardless of airline terminology used. For reference purposes only, coach-class may also be referred to by airlines as "tourist class," "economy class," or as "single class" when the airline offers only one class of accommodations to all travelers.

(ii) Other than coach-class (premium-class travel). Any class of accommodations above coach-class (for example, first-class or business-class).

- First-class. The highest class of accommodation offered by the airlines in terms of cost and amenities. This is generally termed "first-class" by airlines and reservation systems.
- Business-class. A class of accommodation offered by airlines, that is higher than coach and lower then first-class, in both cost and amenities. This class of accommodation is generally referred to as "business, business elite, business first, world business, connoisseur, or envoy" depending on the airline.

(b) For official business travel, both domestic and international, you must use coach-class accommodations unless approved by the Chairman, Commissioners, the EDO, or the IG for an exception.

(c) When making official travel arrangements, travelers are required to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business. Therefore, travelers should consider the least expensive class of travel that meets their needs. Travelers may use the lowest other than coach-class airline accommodations only when such use is specifically authorized and approved by the Chairman, Commissioners, the EDO, or the IG as appropriate. See below for details.

(i) First Class Accommodations

- No coach-class accommodations are reasonably available. “Reasonably available” means available on an airline that is scheduled to leave within 24 hours of your proposed departure time, or scheduled to arrive within 24 hours of your proposed arrival time.
- When use of first class is necessary to accommodate a disability or other special need. A disability must be substantiated annually in a written statement by a competent medical authority. A special need must also be substantiated in writing. If you are authorized to have an attendant accompany you, NRC may authorize the attendant to use first class accommodations if you require the attendant’s services en route.

(ii) When Exceptional Security Circumstances Require Other than Coach-Class Accommodations. Exceptional security circumstances are determined by the NRC and should only be authorized up to the minimum other than coach-class accommodation necessary. These circumstances include, but are not limited to—

- Use of coach-class accommodations would endanger your life or Government property,
- You are an agent on protective detail, and you are accompanying an individual authorized to use other than coach-class accommodations, or
- You are a courier or control officer accompanying controlled pouches or packages.

(iii) When required because of agency mission, the traveler must document the unique circumstance that requires first class travel and explain why using coach-class would harm the agency mission.

7. Trains

   (a) The explanations in Section IV, “Making Travel Arrangements,” of this handbook apply to trains as well as airlines.

   (b) NRC may authorize coach-class travel on extra-fare trains (those that operate at an increased fare due to faster speed and fewer stops) if such use is more advantageous, or is required for security reasons. Using Amtrak Acela Business Class accommodations is considered advantageous to the Government.

   (c) If a train only has two classes of service, then the business-class is deemed to be classified as coach-class for purposes of official travel, as it is the lowest class offered.

   (d) Extra-fare train service is considered to be a class above the lowest class offered on any particular train and must be authorized and approved in advance.

8. Charter Transportation Service

   Occasionally, a business need may be required to charter common carrier accommodations when traveling for NRC. The cost of the charter will determine the procedures to be followed as indicated below.

   (a) Purchases Over $3000

   Employees shall request charter transportation on NRC Form 30, “Request for Administrative Services,” and NRC Form 279, “Official Travel Authorization” (both available in the NRC Forms Library on SharePoint). A traveler must include specific justification for charter service as an attachment to the forms before submittal. If the charter service is for air transportation, the justification shall include a noncontract carrier justification as noted in Section IV.B.4(b) of this handbook.

   (b) Charter Services for an Individual Traveler’s Need Costing $3000 or Less

   Follow the procedures as for purchases over $3000 with the following exceptions:

   (i) An employee need only prepare a travel authorization,

   (ii) After the charter service is authorized, the employee arranges the charter transportation with the vendor. The terms and cost of the charter should be stated in writing for the vendor to sign as acknowledgment of the service to be provided, and

(iii) The employee pays the vendor in one of the following two ways and obtains a receipt:

- Payment by his or her individual Government-issued travel charge card. The employee claims the cost of the charter on the travel voucher and attaches the receipt, or
- Payment by NRC Purchase Card. The employee obtains the receipt and provides the receipt and a copy of the travel authorization to the NRC Purchase Card cardholder. The charter costs are not added to the travel voucher.

9. Government Aircraft

Regulations pertaining to the use of Government aircraft can be found in the FTR on the GSA Web site (http://www.gsa.gov).

10. Aircraft (Including Helicopters) – Insurance Coverage

(a) NRC personnel performing official air travel in the planes of other than scheduled airlines, such as NRC contractor- or military-operated planes, including helicopters, may or may not be covered in the course of such travel by their personal life or accident insurance policies. Employees planning such travel should ascertain the extent of coverage under their personal policies.

(b) The benefits provided by the Federal Employees' Group Life Insurance and insurance plans administered by the Veterans Administration for former and present members of the Armed Forces cover this type of travel. However, purchase of insurance on the person of an employee while traveling is for his or her own protection and is not to be considered as an expense in connection with official business (CG Decision B-128527, November 30, 1967).

C. Business-class Airline Accommodations

1. The FTR allows Federal travelers to request business-class airline accommodations if they meet one of the following conditions:

(a) Regularly scheduled flights between origin/destination points (including connecting points) provide only first class and business-class accommodations and you certify such on your voucher.

(b) No space is available in coach-class accommodations in time to accomplish the mission, which is urgent and cannot be postponed.

(c) When use of business-class accommodations is necessary to accommodate your disability or other special need. A disability must be substantiated in writing by a competent medical authority. A special need must also be substantiated in

writing. If you are authorized to have an attendant to accompany you, NRC may authorize the attendant to use business-class accommodations if you require the attendant's services en route.

(d) Security purposes or exceptional circumstances make the use of business-class accommodations essential to the successful performance of the agency's mission.

(e) Coach-class accommodations on an authorized/approved foreign air carrier do not provide adequate sanitation or health standards.

(f) The use results in an overall cost savings to the Government by avoiding additional subsistence costs, overtime, or lost productive time while awaiting coach-class accommodations.

(g) Your transportation costs are paid in full through agency acceptance of payment from a non-Federal source in accordance with the FTR, Chapter 304.

(h) Where the origin and/or destination are Outside the Continental United States (OCONUS), and the scheduled flight time, including stopovers and change of planes, is in excess of 14 hours. In this instance, you will not be eligible for a rest stop en route or a rest period upon arrival at your duty site. In addition, in order to qualify for business-class under this provision, the traveler must have official duties to perform either on the day of arrival or on the following day.

(i) When required because of agency mission. You must document the unique circumstances that require business-class travel and explain why using coach-class would harm the agency mission.

2. Rest Stops and Rest Periods

- Rest Stop – If the total scheduled flight time, including stopovers, will exceed 14 hours, a 12- to 24-hour rest stop will be authorized en route. Limited exceptions may be granted to limit the rest period to less than 12 hours, but not less than 8 hours, to accommodate airline schedules or exigencies of business outside the control of NRC.

During the rest stop, the traveler is free to rest or perform non-work related functions. Travelers authorized a rest stop should report to work upon arrival at the destination when arrival occurs during duty hours.

- Rest Period – If the total scheduled flight time, including stopovers, will exceed 14 hours, a 12- to 24-hour rest period will be authorized at the destination. Limited exceptions may be granted to limit the rest period to less than 12 hours, but not less than 8 hours, to accommodate airline schedules or exigencies of business outside the control of NRC.

The rest period will be at either the TDY or permanent station during which the traveler is free to rest or perform non-work related functions.
Non-work days (for example, Saturday, Sunday, CWS days, and holidays) are considered rest periods when not used for travel.

(i) Travelers may not have both a rest period and a rest stop en route.

(ii) Rest stops or rest periods only require routine approval by the traveler's supervisor and the office or region travel approving official.

(iii) The NRC may authorize a rest stop or a rest period of up to 24 hours when all of the following four conditions are met:

- An employee travels directly between authorized origin and destination points that are separated by several time zones,
- Either the origin or destination point is outside CONUS,
- An employee is traveling by less than premium-class accommodations, and
- The scheduled flight time, including stopovers, exceeds 14 hours.

(iv) A rest stop will not be authorized when an employee, for personal convenience, elects to travel by an indirect route resulting in excess travel time.

(v) The per diem rate for the rest stop will be the rate applicable for the rest stop location.

(vi) When a rest stop is not authorized or cannot be scheduled due to airline schedules, the traveler should plan his or her trip to allow sufficient time to rest before reporting to duty.

3. Travelers may upgrade to business-class at their personal expense, including through redemption of frequent flyer benefits.

4. When the scheduled flight times exceed 14 hours, the preferred method of travel is for an employee to use either a rest stop or a rest period and to fly coach-class.

5. Supervisors will consider the amount of time required to be worked upon arrival at the destination when making a determination regarding rest stops, rest periods, or premium-class travel. If premium-class travel is authorized, an employee cannot be authorized a rest stop or a rest period.

6. See Section IX, “Glossary,” of this handbook for the definitions of rest stop and rest period.
7. Approval Process
   (a) Premium-class travel can only be approved by the Chairman, Commissioners, the EDO, or the IG for employees and organizations under their respective control. In addition, they can only redelegate this authority to individuals acting in their capacity and that delegation must be in writing.
   (b) A traveler can request premium-class travel if it meets one of the criteria outlined above and it can be demonstrated that the premium-class travel is in the best interest of the agency. Travelers must take the following steps to request approval for premium-class airline travel:
      (i) Provide a justification for premium-class travel on NRC Form 279, block 25, “Purpose of Travel/Remarks,” or in eTravel remarks.
      (ii) Complete a self-study, Web-based, training course entitled, “Premium-Class Airline Travel Training” (available in iLearn) on the rules governing premium-class travel and submit a copy of their training certificate to the Travel Operations Branch (TOB), Division of the Controller (DOC), OCFO.
      (iii) Submit a memorandum to the Chairman, Commissioners, the EDO, or the IG (as appropriate) for their approval to use premium-class travel. Except in cases where premium-class air travel is being requested to accommodate a disability or other special need, the memorandum should include the following information:
         - Cost of a coach-class ticket,
         - Cost of the premium-class ticket,
         - Explanation why a rest stop or rest period cannot be used in conjunction with coach-class when the scheduled flight time exceeds 14 hours,
         - Justification why premium-class is needed,
         - A copy of the El Sol Travel itinerary or eTravel reservation details showing flight times,
         - Information showing the dates and times the traveler will be performing official duties, and
         - The signature of the office’s or region’s travel approving official.
      (iv) Travelers must attach the approved memorandum from the Chairman, Commissioners, the EDO, or the IG (as appropriate) to their travel authorization form.

8. Medical Waivers

   (a) An employee who needs to obtain premium-class travel as an accommodation for a disability or other medically related need shall submit a request to their supervisors. The employee will also submit medical documentation signed by a competent medical authority stating the need for premium-class travel and the medical basis for that need. If the medical condition is for less than 12 months, the documentation should state the length of time the need for premium-class travel will be necessary. If the supervisor approves the request, the supervisor will submit the approved travel request and signed medical documentation to the Chairman, Commissioners, EDO, or IG, as appropriate, to approve the requests for premium-class travel, for action in accordance with agency policy. Approved requests for premium-class travel will be sent to the TOB, DOC, OCFO.

   (b) Approval for premium-class travel as an accommodation for a permanent disability shall remain in effect indefinitely. Approvals for premium-class travel as an accommodation for all other disabilities or other medically related needs shall remain in effect for 12 months from the date of approval, unless the medical documentation submitted to support the request specifies a lesser period. The TOB will forward all medical documentation submitted to support premium-class travel to the NRC Health Unit. It will be maintained in the employee's medical folder. Chairman, Commissioners, EDO, or IG approval is not required for subsequent trips during the previously approved time period.

9. Annual Training Requirement

   Before requesting premium-class travel, all travelers and their supervisors involved in approving travel authorizations are required to take training on the rules governing premium-class travel. The training is designed to go over the FTR and NRC travel rules and the procedures that need to be followed when requesting premium-class travel. The training will also cover rest stops and rest periods, and must be taken annually. The training is available in iLearn.

D. Obtaining Tickets for Transportation with Government Funds

1. Travel Management Centers

   (a) TMCs are commercial travel offices operated by travel agents under contract with the GSA to provide certain travel services for NRC. TMCs provide a complete range of travel services, including reservations and ticketing for travel via common carriers (air, rail, bus), reservations for rental cars, hotel or motel reservations, and arrangements for conference facilities.

(b) NRC travelers must obtain common carrier transportation tickets through a TMC under contract with the GSA for contract air and car rental reservations. Use of other travel agencies is generally prohibited by the FTR. (See Section V.D.2 of this handbook for guidance on when a Government contractor-issued travel charge card can be used to obtain tickets.)

2. Reservations and Purchase of Common Carrier Transportation Tickets

The TMC will make reservations when requested. Tickets will be issued (sent via e-mail) 3 working days before departure. The TMC will not release tickets without an approved and authorized travel authorization.

3. Frequent Flyer and Other Special Benefits (5 U.S.C. 5707; 31 U.S.C. 1353)

(a) Any promotional benefits or materials received from a travel service provider in connection with official travel may be retained for personal use if such items are obtained under the same conditions as those offered to the general public and at no additional cost to the Government.

> **Note**: Promotional benefits or materials you receive from a travel service provider in connection with your planning and/or scheduling of an official conference or other group travel (as opposed to performing official travel yourself) are considered the property of the Government, and you may only accept the benefits or materials on behalf of the Federal Government.

(b) Promotional material and frequent traveler benefits may be used as follows:

(i) You may use frequent traveler benefits earned on official travel to obtain travel services for subsequent official travel assignment(s); however, you may also retain such benefits for your personal use, including upgrading to a higher class of service while on official travel.

(ii) If you are offered such benefits as a result of your role as a conference planner or as a planner for other group travel, you may not retain such benefits for your personal use. You may only accept such benefits on behalf of the Federal Government; these benefits may only be used for official Government business.

(c) A denied boarding benefit (for example, cash or free ticket coupon) is not considered a promotional item given by the airlines. See Section VIII.A.5 of this handbook when an airline denies you a seat (involuntary) or when you vacate your seat (voluntary).

(i) Use of Mandatory or Preferred Vendors

The use of mandatory or preferred vendors, such as contract air carriers, shall be observed fully without regard to whether such vendors offer frequent

flyer mileage credits. Employees will not be authorized to deviate from the mandatory or preferred-use requirements solely for the purpose of accumulating mileage credits.

(ii) General Guidance on Redeeming Mileage Credits

Employees need to request specific guidance from the airlines when planning to redeem mileage credits. Generally, airlines do not allow travel agencies to issue free tickets, but do permit travel agencies to issue the free upgrades.

E. Obtaining Tickets for Transportation through Frequent Flyer Mileage Credits (Gainsharing Awards)

1. Policy

(a) Employees who obtain free airline tickets for official NRC travel by redeeming frequent flyer mileage credits are eligible to receive an award for 50 percent of the savings to the Government. Gainsharing awards are subject to applicable income taxes and will be directly deposited to the same bank account that is used for the employee's paycheck. A gainsharing award will not affect an employee's consideration for other agency incentive awards.

(b) Employees are cautioned that they must not make recommendations or decisions with respect to their official travel for the sole purpose of enhancing the potential for an award. Recommendations or decisions to travel and selection of an airline must follow NRC travel regulations.

2. Procedures

(a) Obtain Free Airline Ticket for NRC Travel

An NRC employee may redeem his or her frequent flyer mileage credits for a free airline ticket for official agency travel and note in the remarks section of the travel authorization that frequent flyer miles are being used to obtain a free airline ticket.

(b) Obtain Price Quote for Airline Ticket

Determine how much the agency would have paid for the ticket by obtaining a price quote from the headquarters TMC.

(c) Determine Savings to the Government

In a multi-airport area such as Washington, DC, an employee may not identify a specific airport as the basis for determining the savings to the Government. The TMC will provide the employee via e-mail the lowest applicable Government or unrestricted coach fare for the particular trip involved. Retain this e-mail for submission with the award nomination (or use eTravel and make a copy of the screen shot).

(d) Submit Award Nomination to the Office of the Chief Human Capital Officer (OCHCO).

After returning from the trip, prepare NRC Form 597, "Gainsharing Award Nomination" (available in the NRC Forms Library on SharePoint and on the NRC's internal and external Web sites). Attach the award nomination to the pertinent travel voucher, along with the airline ticket stub and the e-mail price quote from TMC. The e-mail price quote should contain both the employee's original message to TMC and TMC's response. The gainsharing award nomination cannot be processed without this information. The information should be submitted to your OCHCO specialist for processing.

F. Disposition of Unused Tickets

Travelers should be aware of their responsibilities under the circumstances discussed below:

1. Cancelled Trips

   Travelers must immediately contact the TMC to cancel all reservations made by the TMC. Travelers must contact transportation carriers themselves to cancel any reservations they made directly with the carrier. Failure to do so may subject a traveler to liability for any resulting losses. Tickets obtained through the NRC's TMC centrally billed account (CBA) must be canceled by calling the TMC if the reservation was made by telephone. If the reservation was made in the eTravel system, the employee can cancel it in the eTravel system. If a trip is canceled or an itinerary changes after tickets are issued to the traveler, the traveler is liable for the value of the tickets issued until all ticket coupons have been used for official travel purposes or all unused tickets or coupons have been returned for refund.

2. Unused Tickets

   Travelers shall notify the TMC of the unused portions of both paper and electronic tickets that were purchased using the NRC's CBA, with the authorization number that was assigned to the trip. The travel voucher shall include an explanation of the unused portion and note that the unused paper ticket was forwarded to the TOB for refund.

3. Ticket Refunds

   Refunds will be obtained through the NRC TMC for tickets purchased through the center. For tickets purchased directly from a carrier, the refund must be obtained from the carrier. If a traveler receives a refund for a ticket that was paid for by NRC, the refund must be immediately turned in to NRC.

4. Lost or Stolen Tickets

   (a) Travelers shall report lost or stolen tickets to the carrier. Any forms completed by the traveler for the carrier shall be sent to the headquarters travel office and shall reference the authorization number that was assigned to the trip, along with an explanation of the loss. The appropriate travel office will contact the NRC's TMC to secure the refund from the carrier or credit to the CBA. The travel voucher should include an explanation of the loss and indicate the points between which travel was scheduled.

   (b) Lost or stolen tickets recovered by the traveler shall be forwarded immediately to the headquarters or regional travel office with a note of explanation. If a ticket is lost because of the traveler's negligence and the Government has paid the carrier, the traveler must reimburse the Government.

G. Foreign Travel

1. What is U.S. Flag Air Carrier Service?

   U.S. flag air carrier service is service provided on an air carrier which holds a certificate under 49 U.S.C. 41102, "General, Temporary, and Charter Air Transportation Certificates of Air Carriers," and which service is authorized either by the carrier's certificate or by exemption or regulation. U.S. flag air carrier service also includes service provided under a code share agreement with a foreign air carrier in accordance with Title 14 of the *Code of Federal Regulations (CFR),* "Aeronautics and Space," when the ticket (or documentation for an electronic ticket) identifies the U.S. flag air carrier's designator code and flight number.

2. When Must an Employee Travel Using U.S. Flag Air Carrier Service?

   An employee is required by 49 U.S.C. 40118, "Government-Financed Air Transportation," 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. Exceptions are listed below.

   (a) Use of a foreign air carrier is determined to be a matter of necessity.

   (b) The transportation is provided under a bilateral or multilateral air transportation agreement to which the U.S. Government and the government of a foreign country are parties, and which the Department of Transportation has determined meets the requirements of the Fly America Act.

      (i) Information on bilateral or multilateral air transportation agreements impacting U.S. Government procured transportation can be accessed at http://www.gsa.gov/openskies.

(ii) If determined appropriate, GSA may periodically issue FTR Bulletins providing further guidance on bilateral or multilateral air transportation agreements impacting the U.S. Government procured transportation. These bulletins may be accessed at http://www.gsa.gov/bulletins.

(c) The employee is traveling for the U.S. Department of State or the U.S. Agency for International Development (USAID), and the employee's travel is paid with funds appropriated to one of these agencies, and the employee's travel is between two places located outside the United States.

(d) No U.S. flag air carrier provides service on a particular leg of the route. In this case, foreign air carrier services may be used, but only to or from the nearest interchange point on a usually traveled route to connect with the U.S. flag air carrier service.

(e) A U.S. flag air carrier involuntarily reroutes the employee's travel on a foreign air carrier.

(f) Service on a foreign air carrier would be 3 hours or less, and use of the U.S. flag air carrier would at least double the employee's en route travel time.

(g) When the costs of transportation are reimbursed in full by a third party, such as a foreign government, international agency, or other organization.

3. Guidelines for Determining Unavailability of U.S. Flag Air Carrier Service

(a) Travel To and From the United States

U.S. flag air carrier service will be considered unavailable if using such service would extend the time in travel status by more than 24 hours or would delay a traveler at an interchange point for more than 6 hours.

(b) Travel Between Two Points Outside the United States

U.S. flag air carrier service will be considered unavailable under the following circumstances:

(i) If travel by foreign air carrier would eliminate two or more aircraft changes en route, or

(ii) If use of a U.S. flag air carrier would extend the time in a travel status by at least 6 hours.

(c) Short Distance Travel

U.S. flag air carrier service will be considered unavailable when the elapsed travel time on a scheduled flight from origin to destination by foreign air carrier is 3 hours or less and service by a U.S. flag air carrier would involve twice the travel time.

(d) Justification Statement

The traveler must attach a justification statement to the travel voucher when using a foreign air carrier or NRC will not reimburse him or her for the expense incurred. Each request for a change in route or schedule that involves the use of a foreign air carrier also must be included in the statement.

(e) Employee Liability for Disallowed Expenditures

You will not be reimbursed for any transportation cost for which you improperly use foreign air carrier service. If you are authorized by your agency to use U.S. flag air carrier service for your entire trip, and you improperly use a foreign air carrier for any part of or the entire trip (i.e., when not permitted under this regulation), your transportation cost on the foreign air carrier will not be payable by your agency. If your agency authorizes you to use U.S. flag air carrier service for part of your trip and foreign air carrier service for another part of your trip, and you improperly use a foreign air carrier (i.e., when neither authorized to do so nor otherwise permitted under this regulation), your agency will pay the transportation cost on the foreign air carrier for only the portion(s) of the trip for which you were authorized foreign air carrier service (FTR Chapter 301) (see Exhibit 3 of this handbook).

4. Passports and Visas

To obtain an official passport and/or visa, employees should contact the Office of International Programs (OIP) by sending an e-mail to Passports.Resource@nrc.gov.

H. Other Transportation Allowances

1. Privately Owned Vehicles

(a) Authority to Use

NRC may authorize use of a POV for official travel if it is advantageous to the Government. In making that determination, NRC will consider the following:

(i) Cost;

(ii) Availability of common carrier transportation, Government contract car rental, or Government-owned vehicles (GOVs); and

(iii) The most expeditious transaction of the public business.

(b) Basis of Reimbursement

For approved use of a POV, NRC will reimburse travelers at the rate established by GSA for the type of vehicle used. Travelers shall—

(i) Compute mileage reimbursement by multiplying the distance traveled by the applicable rate.

(ii) Use the most direct route except when weather or road conditions dictate another route.

(iii) Report mileage and explain any deviation from the most direct route on the travel voucher.

(c) Approved Uses of POVs

(i) Travel To and From the Terminal

- When a traveler drives to the terminal and parks a POV for the duration of the trip, NRC will reimburse him or her for round trip mileage, plus parking up to the usual round trip taxi fare, plus tips.
- When a traveler is driven to or from a terminal by a family member, NRC will reimburse round trip mileage, parking when being picked up, and tolls, up to the usual round trip taxi fare, including tip, for a one-way trip between the applicable points.

(ii) Travel to the TDY Point

When a traveler uses a POV for official purposes as a matter of personal preference, travel will be authorized either as advantageous to the Government or not to exceed the cost of common carrier.

- If you are authorized to use common carrier transportation but you use a POV, your reimbursement will be on a mileage basis (see Section 301-10.303 of the FTR), plus per diem, not to exceed the total constructive cost of the authorized method of common carrier transportation plus per diem. Your agency must determine the constructive cost of transportation and per diem by common carrier under the rules in Section 301-10.310 of the FTR.
- Advantageous travel will be reimbursed on a mileage basis plus the per diem allowable for the actual travel.
- If you are authorized to use a GOV but you use a POV instead, your reimbursement will be based on a constructive mileage rate limited to the cost that would be incurred for use of a Government automobile. This rate is published in an FTR bulletin available at http://www.gsa.gov/ftr. If your agency determines the cost of providing a GOV would be higher because of unusual circumstances, it may allow reimbursement not to exceed the mileage rate for a POV. In addition, you may be reimbursed other allowable expenses as provided in Section 301-10.304 of the FTR.

- Reimbursement for travel not to exceed the cost of common carrier transport will be limited to the constructive costs of transportation by a common carrier and per diem. Normal transportation costs to and from common carrier terminals and cost of excess baggage (if applicable) should be included in addition to fares. A comparative cost statement must be furnished with the travel voucher.
- When two or more employees travel together, NRC will reimburse only one traveler for mileage. Payment to an employee as a carrier of other personnel is not authorized. The other traveler's voucher(s) should include a statement that travel was performed at no additional expense to the Government.

(iii) Travel at the TDY Point

When travelers use a POV at the TDY point, they will be reimbursed at the same mileage rate as that for travel to and from the TDY point.

(iv) Travel From Home to Office and Return on the Day of Overnight Travel

The traveler may claim round trip mileage and parking between the office and his or her home and other allowable costs on days when he or she is departing or returning from a business trip that requires an overnight stay. However, a prorated portion of an employee's monthly parking permit or usual parking fees at the official station is not reimbursable when the traveler usually commutes by using his or her POV.

(d) Other Reimbursement Limitations

(i) Indirect Routing

If a traveler uses a circuitous route for personal reasons, he or she shall report mileage for the entire distance traveled but shall only claim mileage for the direct route.

(ii) Government-Owned Vehicle

Reimbursement is based on the established GSA rates depending whether a GOV is available and if the traveler has committed to using a GOV.

(e) Accidents

The traveler shall report to the Office of the General Counsel (OGC) any accidents involving a POV used on official business that result in personal injuries or property damage. Such reports will be made in accordance with the provisions of MDs 7.1, "Tort Claims Against the United States," and 7.2, "Claims for Personal Property Loss or Damage."

2. Taxis

(a) Authorized Use

NRC will allow employees to use taxis when advantageous to the Government. Regularly scheduled limousine service may be used to and from airport terminals when the service costs less than a taxi.

(i) In-Travel Status

The traveler should use courtesy transportation service furnished by a hotel or a motel to the maximum extent possible. Reimbursement for tips to hotel or motel courtesy transportation drivers will be based on 15 percent of the usual taxi or limousine fare the traveler would have incurred over the same route. NRC will reimburse the traveler for the usual taxi or airport limousine fares (plus tip) for the following types of trips:

- From a common carrier terminal to either the employee's home or place of business,
- From the employee's home or place of business to the common carrier terminal, or
- Between an airport and an airport limousine terminal.

(ii) Home to Office/Office to Home

NRC also may approve reimbursement for the usual taxi and/or limousine fares, plus tip, from the employee's home to his or her office on the day of departure for an official trip requiring at least one night's lodging, and from his or her office to home upon return.

(iii) Use of Taxis Between Lodging and Place of Business

Employees may use taxis between their place of lodging and place of business at a TDY station if approved as advantageous to the Government.

(iv) To obtain meals at the nearest available place when the nature and location of the official business or the lodging at a TDY location are such that meals cannot be obtained there. You must attach a statement or include electronic remarks with your travel voucher explaining why such transportation was necessary.

(v) Use of Taxis for Local Travel at Official Station

See Section II, "Local Travel at the Official Station," of this handbook.

(b) Tips

Reimbursement for tips cannot exceed 15 percent of the taxi fare.

3. Rental Vehicles and Special Means of Transportation

(a) Policies Governing Use

(i) Rental cars must be advantageous to the Government and must be specifically authorized to use.

(ii) Rental cars should be used only when it is more cost effective than other forms of local transportation or when the rental car is required to perform official duties. The employee should not use a rental car unless the cost of commuting by taxi would exceed the cost of the rental car plus any parking fees. Automobile rentals should be limited to situations where other means of transportation are not practical, economical, or available, and in emergency situations. Whenever practical, the most economical means of transportation to and from hotels and terminals should be used. Many hotels provide complimentary shuttle service to and from airports.

(iii) As prudent travelers, employees should select the car rental company having the lowest rate.

(iv) If the employee is attending a conference at or in the immediate vicinity of the hotel, a rental car is only authorized when the cost of commuting from the airport by taxi would exceed the cost of the rental car for the period (including parking fees, gas, and tolls), the employee has excess Government equipment/baggage needed at the conference, the employee has a disability or other medical need (documented), or there are multiple NRC attendees and renting a vehicle would be a cost savings to the NRC.

(v) While on short-term travel to headquarters or Region II, rental cars should not be authorized unless cost effective or justification showing that it is in the Government's best interest is provided.

(vi) When use of a rental car is authorized as being advantageous to the Government for official travel, employees should use a GOV or rental car that is covered by the U.S. Government Car Rental Agreement. This agreement is negotiated for the Federal Government by the Defense Travel Management Office (DTMO), DOD, and provides full comprehensive and collision damage waiver (CDW) insurance, up to certain limits, at no additional cost. This means the car rental company pays for all damages sustained to the vehicle during the conduct of official business. Other commercial sources for vehicles and other special means of transportation should be used only if a DTMO or Government vehicle is not available.

(vii) Companies under the DTMO agreement are listed at http://www.gsa.gov. If the TMC is used to purchase airfare, then employees must arrange car rentals through the TMC to ensure the car is covered by the DTMO agreement.

(viii) If a car rental company is not covered by the DTMO agreement, the Federal Government will not reimburse travelers for CDW insurance charges (except in foreign areas). Any claim for personal injury or property damage of another resulting from an accident in which the employee was at fault and the employee was acting within the scope of his or her employment would be considered for payment under the Tort Claims Procedure (28 U.S.C., Part VI, Ch. 171), and the car rental company should file a claim with NRC.

(b) Picking Up and Returning Vehicles

Employees shall pick up rented vehicles or other special means of transportation from rental locations at the start of official business and return them at the conclusion of official business. Early pickups or late returns of the vehicle require a written justification in the remarks section of the travel authorization. For procedures to be followed if an employee plans to use a car for personal use that was initially rented for official purposes, see Section IV.H.3(g)(iv) of this handbook.

(c) Vehicle Sizes

(i) The following car sizes are approved when NRC authorizes a rental vehicle:

- The least expensive compact car available, unless an exception for another class of vehicle is approved; and
- Full-size cars when three or more travelers are using one car (four-door cars when available).

(ii) Employees will select a rental car with the lowest airport rate, in accordance with NRC policy.

(iii) Travelers renting vehicles larger than specifically approved will be reimbursed only for the vehicle sizes covered by this policy.

(iv) The approving official may determine the need for vehicles larger than stated in this policy on a case-by-case basis and include justification on the travel authorization.

(d) Upgrades

Travelers may use a free upgrade provided that the upgrade may not be converted to benefits that may be used by the Government to reduce the cost of present or future travel.

(e) Procedures for Obtaining Rental Vehicles

The following procedures pertain to obtaining a rental vehicle at a TDY station:

(i) Rental vehicles must be authorized on the travel authorization. Employees must provide a justification in the remarks as to why a car rental is needed. An additional justification is needed if a larger car size is being requested.

(ii) Make reservations through the TMC whenever possible to ensure use of rental companies that participate in the DTMO agreement.

(iii) Note any complaint concerning vehicle defects on the agreement at the time the vehicle is returned.

(iv) In all instances, employees must pay for the rental vehicle and claim reimbursement on the travel voucher (see Exhibit 4 of this handbook for receipt requirements).

(f) Employee Responsibilities

Employees who rent vehicles while on official travel must—

(i) Provide proof of official travel.

(ii) Use the vehicle for official purposes only.

(iii) Act prudently when operating the vehicle,

(iv) Possess a valid driver's license.

(v) Pick up and return vehicles in accordance with the dates specified on the travel authorization.

(g) Damage Waiver or Insurance Costs

(i) The NRC will not reimburse employees for the cost of the CDW or collision damage insurance available in commercial rental contracts for an extra fee. This restriction applies to official travel wholly within the continental United States, Alaska, Hawaii, the Commonwealth of Puerto Rico or the Commonwealth of the Northern Mariana Islands, or a United States territory or possession. NRC is authorized to pay for damage to the rented vehicle up to the deductible amount as specified in the rental contract should the rented vehicle be damaged while on official business.

(ii) NRC may reimburse the cost of additional CDW or collision damage insurance when a rental vehicle is used for official travel in foreign areas.

(iii) The cost of personal accident insurance is a personal expense, not an official one, and is not reimbursable.

(iv) If an employee plans to use a car initially rented for official purposes for personal use later on, he or she shall—

- Ensure that any personal use is handled as a separate transaction (check in, check out, pay for, etc.). The traveler shall determine if he or she wishes to pay for deductible collision insurance. If the car rental company does not require the traveler to perform a separate transaction, then the cost of the rental would be prorated between the official days and personal days.
- Ensure that the car is covered by other personal insurance, such as personal automobile insurance or credit card insurance, for the entire time that the rental vehicle will be in his or her possession.

(v) The employee shall assume any additional expenses resulting from personal use of a rental vehicle.

(vi) Exception

Under the following circumstances, an employee will be reimbursed for CDW or theft insurance:

- The employee is traveling outside CONUS, and
- The CDW or theft insurance is necessary because the following could cause extreme difficulty for an employee involved in an accident: rental or leasing agency requirements, foreign statute, or legal procedures.

(h) Accidents and Break-ins

If possible, obtain a police report for any accident, even a minor one. The cost of the police report, if charged, may be added to the travel voucher. Report the accident to the car rental company and to the Office of the General Counsel (OGC). Information on what the report should include can be found in MD 7.1, “Tort Claims Against the United States.”

(i) Pre-Paid Fuel

Travelers may not be reimbursed for purchasing pre-paid refueling options for rental cars. The traveler is required to refuel the car before returning the rental vehicle.

4. Government-Owned Vehicles

(a) Policies Governing Use (31 U.S.C. 1344)

GOVs may be used for official travel, including transportation between places where the employee’s presence is required incident to official business, or places of official business and places of temporary lodging when public transportation is unavailable or its use is impractical. GOVs may also be used for transport to

suitable eating places, drug stores, barber shops, places of worship, cleaning establishments, and similar places necessary for the sustenance, comfort, or health of the employee.

(b) Expenses

For supplies and services — employees shall charge expenses incurred for the purchase of gasoline, motor oil, and in emergencies, other supplies or services ordinarily stocked or furnished by service stations, to appropriate Government credit cards. These credit cards usually show the license number of a particular vehicle and cannot be used for purchases for any other vehicle. Employees shall retain copies of delivery tickets and turn them over to the motor vehicle dispatcher.

(c) Obtaining a GOV

Employees shall:

(i) Obtain authorization on the travel authorization,

(ii) Contact the headquarters Administrative Services Center or the appropriate regional Director of the Division of Resource Management and Administration to obtain a car for local travel,

(iii) Use GSA Interagency Fleet Management Centers at a TDY location,

(iv) Present a valid driver's license and a copy of the travel authorization to obtain a vehicle, and

(v) Know rules and regulations.

(d) Accidents

The traveler shall report accidents involving a GOV resulting in personal injury and/or property damage in accordance with the provisions of MD 7.1.

V. PAYING FOR TRAVEL EXPENSES

A. Government Contractor-Issued Travel Charge Cards

1. NRC is under GSA's contract for the issuance and maintenance of charge cards for Federal employees to cover transportation, subsistence, and other allowable expenses. The Government contractor-issued travel charge card employs enhanced data security features as provided in Executive Order 13681, "Improving the Security of Consumer Financial Transactions."

Cardholders can receive emergency assistance, learn more about the features and benefits of the Government card, or obtain answers to questions regarding their account by calling 1-800-790-7206 (collect from overseas, 904-954-7850) 7 days a week, 24 hours a day.

2. Eligibility

   (a) Any NRC employee who expects to travel more than five trips during a 12-month period (frequent traveler) is required to obtain a travel charge card and use it for all official expenses.

   (b) The headquarters or regional travel office will provide a frequent traveler with a travel charge card application (NRC Form 780, "CitiBank Government Travel Card-Credit Worthiness Evaluation Not Authorized," or NRC Form 780A, "CitiBank Government Travel Card-Credit Worthiness Evaluation Authorized," available in the NRC Forms Library on SharePoint). The applicant should—

      (i) Complete travel card training in iLearn and complete a refresher Government card training, at a minimum every 3 three years thereafter.

      (ii) Sign and return the "Travel Card Application Employee Approval for Credit Report," as well as the "Travel Card Training Certificate of Completion."

      (iii) Read the "Citibank® Government Travel Card (Individually Billed Account) Setup Form" and the "Cardholder Account Agreement" in their entirety.

      (iv) Complete and sign the application and return it to the headquarters or regional travel office for submission to the contractor who will issue the card.

   (c) The charge card contractor will—

      (i) Establish the individual account.

      (ii) Issue the card in the name of the employee (referencing the NRC) upon request of the NRC Agency Organization Program Coordinator (A/OPC).

      (iii) Mail the charge card, along with detailed information on program benefits directly to the participating employee's stated address within 7-10 working days of receiving the application from the NRC A/OPC.

3. Use

   (a) A cardholder may only use his or her travel charge card for official TDY travel, which includes—

      (i) Obtaining authorized travel advances through automated teller machines (ATMs).

      (ii) Paying for official travel expenses such as hotels, meals, and rental cars.

      (iii) Obtaining common carrier tickets when a TMC is not available or when the traveler has been specifically authorized to charge his or her ticket.

   (b) The charge card cannot be used for personal expenditures or anything else that would not be reimbursable on the employee's travel voucher.

(c) The card cannot be used by employees performing National Guard (or similar) activities.

(d) The card cannot be used to pay for any local travel expenses.

> Use of the Government contractor-issued travel charge card for unauthorized travel advances or purchases that are not eligible for reimbursement on a travel voucher may result in disciplinary action up to and including removal.

4. Payment

(a) Cardholders are responsible for paying monthly bills promptly. Failure to do so will result in one of the following:

(i) Charge card privileges will be suspended if full payment is not received within 60 days of the billing date. Depending on the circumstances, failure to pay the bill within 60 days may result in disciplinary action by NRC against the cardholder.

(ii) Charge card privileges will be canceled if the account has been paid with checks returned for insufficient funds two or more times in a 12-month period.

(iii) Charge card privileges will be canceled if the account has been suspended two times during a 12-month period for undisputed amounts and is past due again.

(iv) Charge card privileges will be canceled if full payment is not received within 120 days of the billing date.

(v) NRC will not assume any liability for charges incurred on an employee charge card, or lost or stolen cards.

(b) The Government travel card contractor may report accounts that are canceled to national credit bureaus.

5. Reimbursement

(a) The cardholder should request reimbursement on a travel voucher using the eTravel system.

(b) The cardholder shall submit the voucher within 5 workdays of completing a trip or periodically, as needed, during extended TDY travel.

6. Departure or Relocation

When a cardholder resigns, retires, or transfers to another agency, the card must be turned in to the headquarters or regional travel office before departure. When a cardholder changes his or her official station, he or she shall immediately notify the travel office and the charge card contractor with the change of address.

B. Travel Advances

1. Travelers are authorized to take cash advances from their travel card to meet their authorized out-of-pocket expenses.
2. Travel advances are not allowed for non-NRC employees or for local travel.

C. Amounts of Travel Advances

1. Travel advances are designed to cover an employee's cash needs. These needs include the allowance for M&IE; miscellaneous transportation expenses, such as taxis, tolls, parking, and gasoline; and any other miscellaneous expenses that cannot be charged on the Government contractor-issued travel charge card. Lodging and rental car expenses are not considered cash expenses unless the lodging facility or rental car company does not accept the card.
2. Advance amounts are as follows:
   (a) For individual trips, multiply the number of days in travel status by the appropriate M&IE allowance and add the authorized miscellaneous expenses and gasoline expenses.
   (b) For travel on a continuing basis, NRC limits advances to estimated out-of-pocket expenses (M&IE allowance, authorized miscellaneous expenses, and gasoline expenses) for no more than a 45-day period.
   (c) Twenty percent of the estimated mileage reimbursement is considered to be an out-of-pocket expense.
   (d) The minimum travel advance that NRC will authorize is $20.
3. Types of Travel Advances
   (a) Employees shall obtain all authorized travel advances from ATMs or bank tellers with their Government contractor-issued travel charge card, except under unusual circumstances, including when the official station is in a remote area with no access to ATMs. Travel advance requests should be rounded to the nearest $20.
   (b) Travelers should obtain advances no earlier than 3 business days before departure and no later than the last day of travel. Withdrawals can be made anywhere at the traveler's convenience, but may not exceed the amount stated on the travel authorization except as noted in Section V.C.3(c), below.

(c) Claims for ATM fees will be allowed only when the travel charge card is used and the ATM advance is authorized on the travel authorization. The portion of the fee claimed for withdrawals in excess of the amount of the advance authorized will be disallowed. If a trip is canceled, fees for ATM withdrawals made more than 3 business days before the start date on the travel authorization are not reimbursable. Fees for ATM withdrawals made after the last day of travel are not reimbursable.

(d) NRC will not reimburse ATM transaction fees when a traveler uses a personal charge card to obtain a travel advance for official travel.

D. Payment for Travel

1. Government Travel Account for Common Carrier Transportation

   NRC travelers are required to obtain commercial transportation tickets through NRC TMCs except under emergency circumstances or by exception granted by the Controller, OCFO. When official travel tickets are obtained through the TMC, the tickets are billed to NRC's CBA.

2. Government Contractor-Issued Travel Charge Card

   Employees should use their individual Government contractor-issued travel charge card to obtain official travel tickets only in emergency situations or when tickets cannot be obtained through NRC's TMC CBA.

VI. PER DIEM

A. General

1. The per diem allowance (also referred to as subsistence allowance) is a daily payment instead of reimbursement for actual expenses for lodging, meals, and related incidental expenses. The per diem allowance is separate from transportation expenses and other miscellaneous expenses. The per diem allowance covers all charges and services, including any service charges where applicable. Lodging taxes in the United States are excluded from the per diem allowance and are reimbursed as a miscellaneous expense. In foreign locations, lodging taxes are part of the per diem allowance and are not a miscellaneous expense. The per diem allowance covers the following:

   (a) Lodging - including baths, personal use of the room during daytime, and telephone access fee, and service charges for fans, air conditioners, heaters, and fires furnished in the room where such charges are not included in the room rate.

(b) Meals - expenses for breakfast, lunch, dinner, and related tips and taxes (specifically excluded are alcoholic beverage and entertainment expenses, and any expenses incurred for other persons).

(c) Incidental Expenses

(i) Fees and tips given to porters, baggage carriers, bellhops, hotel maids, stewards, or stewardesses and others on ships, and hotel servants in foreign countries.

(ii) Transportation between places of lodging or business and places where meals are taken.

(iii) Mailing costs associated with filing travel vouchers and payment of Government sponsored charge card billings.

(d) Per Diem

Your TDY location determines your maximum per diem reimbursement rate. If you check in at your hotel after 12 midnight, you claim lodging cost for the preceding calendar day. You are eligible for per diem when—

(i) You perform official travel 35 miles away from your official station,

(ii) You incur per diem expenses while performing official travel, and

(iii) You are in a travel status for more than 12 hours.

Note: Traveler reimbursement is based on the location of the work activities and not the accommodations.

2. Maximum Per Diem Rates

(a) Continental United States

Maximum per diem rates for CONUS are established by the GSA and can be found at http://www.gsa.gov.

(b) Nonforeign Areas Outside CONUS and Foreign Areas

Maximum per diem rates for foreign areas are established by the Secretary of State (http://aoprals.state.gov). Maximum per diem rates for nonforeign areas outside CONUS are established by the Secretary of Defense (http://www.defensetravel.dod.mil/). Both are published in Maximum Travel Per Diem Allowances for Foreign Areas, Section 925, A Supplement to the Standardized Regulations (Government Civilians, Foreign Areas). All per diem rates can be found in the eTravel system.

3. Per Diem Entitlement

(a) NRC generally does not allow per diem for travel to locations within 35 miles of the official station, as determined by standard highway mileage guides (see Section II.C.2 of this handbook for exceptions).

(b) A per diem allowance will not be granted for periods of official travel of 12 hours or less.

(c) When a traveler crosses the International Date Line (IDL, 180th meridian), he or she should use the actual elapsed time to compute per diem rather than calendar days. Essentially, when traveling across the IDL, a traveler loses 1 day going over and gains 1 day coming back. However, if the traveler goes around the world, he or she should use actual elapsed time to compensate for the day lost when crossing the IDL. In practice, the traveler may calculate the per diem rate by—

(i) counting the first and second days of travel when crossing the IDL as only 1 day (that is, use three-fourths of the applicable M&IE rate for the departure time until midnight plus the applicable lodging rate for the destination).

(ii) counting the last day of travel as one full day M&IE plus three-fourths of a second day's M&IE.

(d) The Lodgings-Plus System (Types of Allowable Lodging)

(i) General

- NRC uses the Government's lodgings-plus system which includes the cost of lodgings up to a prescribed limit, plus a prescribed allowance for M&IE for TDY travel. The total cannot exceed the applicable maximum per diem rate for the location concerned.
- The lodging per diem rate will be that of the TDY location (city/county where official business is being performed). If the TDY location does not have lodging available within the GSA prescribed rate, the actual cost of lodging may be approved. The M&IE rate is unchanged.
- In locations that either do not have any hotels or motels in the county, or there is no lodging available at the TDY location, the traveler can request a per diem rate for the nearest adjacent county having available lodging. This must be documented in the remarks section of the travel authorization form. Once approved, the per diem rate for the adjacent county would be for both the lodging rate and the M&IE rate. This applies in situations when there is either no established commercial lodging facilities within the TDY area or there are no rooms available. If lodging is available within the TDY area but the cost exceeds the lodging per diem rate, actual expense should be requested.

(ii) NRC will reimburse the traveler only for the actual cost of lodging up to the maximum amount. Travelers must use prudent judgment in renting.

(iii) Types of Allowable Lodging Expenses

- Conventional lodging facilities.
- Government quarters.
- Stay with friends or relatives.
- Nonconventional facilities.
- Trailer or camping vehicle.
- Privately owned camper or recreational vehicle (RV).
- Rented campers or RVs.
- Weekly or monthly rentals.

(iv) Generally, a security deposit will not be reimbursed. (See Section VI.A.4(b) for reimbursement of forfeited rental deposits when official TDY is curtailed, canceled, or interrupted for official purposes.)

(v) To compute daily costs, divide the total lodging costs plus allowable expenses by the number of days the accommodations are actually occupied.

(e) Meals and Incidental Expenses Rate

(i) The M&IE allowance is a fixed amount for M&IE related to subsistence and is payable without itemization of the expenses.

(ii) When the entire trip is more than 12 hours but does not exceed 24 hours—

- Lodging not required — M&IE will be three-fourths of the applicable M&IE allowable for the TDY location. If more than one TDY point is involved, travelers will use the highest of the M&IE rates prescribed for the locations where the business is performed.
- Lodging required — the M&IE will be three-fourths of the applicable M&IE rate for the lodging location.
- If travel is more than 12 hours and less than 24 hours and occurs over a 2-day period, then the employee will receive 75 percent M&IE for each day that he or she is on travel status.

(iii) When the trip is more than 24 hours — travelers shall determine the maximum M&IE rate for each calendar day of travel according to where they are at midnight and whether lodging is required at that location. Only one maximum rate applies to a calendar day (12:00:01 a.m. to midnight) or fraction thereof. The traveler shall apply the following rules to calculate the allowable M&IE, starting with where the traveler is at midnight:

TABLE 2 – Maximum Meals and Incidental Expenses (M&IE) Rate	
Travel Status	**Maximum M&IE Rate**
Day travel begins:	
en route to TDY without lodging (that is, in the air or on a train)	75 percent of destination M&IE rate
en route to TDY with lodging	75 percent of destination M&IE rate
Full calendar days of travel in a travel status:	
without lodging	100 percent of the destination M&IE rate
with lodging	100 percent of lodging location M&IE rate
Returning from travel:	
full calendar days while en route overnight without lodging rate	100 percent of preceding calendar day's M&IE
day travel ends: • without lodging rate • employee performs TDY en route to duty station or home rate	 75 percent of preceding calendar day's M&IE 75 percent of en route TDY location M&IE

What M&IE rate will I receive if a meal(s) is furnished by the Government or is included in the registration fee?

If you are attending an event where a Registration Fee has been paid and meals are being provided, you must deduct the appropriate amount from your M&IE reimbursement. The deduction is established by the General Services Administration and can be found at http://www.gsa.gov/portal/content/101518.

The total amount of deductions made will not cause you to receive less than the amount allowed for incidental expenses.

NRC allows travelers to claim the full M&IE allowance if:

(1) You are unable to consume the furnished meal(s) because of medical requirements or religious beliefs;
(2) You requested specific approval to claim the full M&IE allowance prior to your travel;
(3) You have made a reasonable effort to make alternative meal arrangements, but were unable to do so; and
(4) You purchase substitute meals in order to satisfy your medical requirements or religious beliefs.

(f) Reduced Per Diem Rates

(i) NRC may authorize a reduced per diem rate when lodging and meals are free or at a nominal cost. Travelers should indicate in the remarks section of the authorization when lodging and/or meals are being paid for by NRC purchase order or training request or furnished by another source.

(ii) When lodgings are furnished through an NRC purchase order, the agency will not authorize or approve a per diem allowance for other subsistence expenses that will, when combined with the cost of lodging furnished, exceed the applicable maximum per diem rate.

(iii) CONUS and OCONUS Locations

When meals are furnished by the Federal Government without charge or at a nominal cost, the traveler shall reduce the M&IE rate for CONUS locations. A breakdown of meals and incidentals can be found on the GSA Web site (FTR, Chapter 301, Appendix B).

(iv) Travel Exceeding 30 Days

When NRC employees are traveling for more than 30 days at TDY locations and can secure lodgings and/or meals at lower costs, the per diem rate should be reduced accordingly. If the extended TDY is for training, see Section VI.A.3(g) of this handbook.

(g) Applicable Per Diem Rates for Extended Training Assignment (More Than 30 Calendar Days)

NRC generally will authorize the applicable full per diem rate unless survey data of actual costs for the area or documentation of the circumstances (that is, unavailability of acceptable lower cost lodging) justifies authorizing a higher amount. This amount should not exceed the applicable full per diem rate.

4. Calculating Special Situation Per Diem Allowance

(a) Curtailed or Interrupted TDY

When the TDY assignment is curtailed or interrupted for the benefit of the Government or for other reasons beyond the traveler's control and the traveler is unable to obtain a refund of prepaid lodging, NRC may reimburse expenses incurred for unused lodging under the following conditions:

(i) NRC determines that the employee acted reasonably and prudently in incurring allowable lodging expenses based on the approved travel.

(ii) The employee tried to obtain a refund of the prepaid lodging costs or otherwise took steps to minimize the costs once the TDY was officially curtailed or interrupted.

(iii) When the agency makes a determination in favor of the employee, the prepaid lodging costs may be reimbursed by dividing the total cost for the rental period paid by the number of days of actual occupancy to determine the daily lodging costs and adding the amount authorized for M&IE. The total cannot exceed the per diem rate on the travel authorization.

(iv) If the authorized per diem rate is insufficient for the days occupied, the daily lodging cost calculated above plus the amount authorized for M&IE may be reimbursed on an actual expense basis not to exceed appropriate maximum daily rates determined as provided in Section VI.B, "Subsistence Expenses Exceeding Per Diem Rates (Actual Expenses)," of this handbook.

(v) If the travel assignment was interrupted for official purposes (that is, when the employee is directed to perform TDY at another location), any allowable subsistence expenses incurred during the interruption may be reimbursed. These expenses will be reimbursed separately from those reimbursements outlined above if they are otherwise proper and in conformance with the provisions of this section (also see Section VIII, "Special Travel Situations," of this handbook).

(b) Cancellation of Travel Assignment

When a travel assignment is canceled and a traveler has already incurred lodging expenses (including a rental deposit), the expenses will be reimbursed as miscellaneous travel expenses if NRC determines the employee acted reasonably and prudently in incurring the costs.

5. Interruption of Per Diem Entitlement

(a) Leave and Nonworkdays

(i) If an employee takes a leave of absence for more than one-half of the prescribed daily working hours, other than for emergency travel (see Section VIII.G, "Emergency Travel," of this handbook), no per diem will be allowed for that day.

(ii) Federal holidays, weekends, or other scheduled nonworkdays are considered nonworkdays. An employee is in a per diem status on nonworkdays unless:

- The employee returns to the official station or home, or
- The employee takes more than one-half day of leave immediately before and after the nonworkday.

(iii) Per diem will not be paid for more than 2 nonworkdays when leave is taken for all the working hours between the nonworkdays.

(b) Return Trips Home

(i) Cost Savings

NRC may authorize en route per diem and transportation expenses to an employee to return to their permanent duty station for nonworkdays if there is a significant cost savings. Travel time will be scheduled within the employee's duty hours to the extent practicable. The cost of lost productivity attributable to the duty hours involved in traveling to and from the employee's residence for nonworkdays will be considered in determining the cost savings.

(ii) Incident to Extended TDY

NRC employees who are required to routinely perform extended TDY (more than 30 days) may be authorized to return to their permanent duty stations for nonworkdays based on an average of once every 3 weeks during the TDY assignment. However, return travel for nonworkdays authorized under these conditions constitutes an exception to 5 U.S.C. 6101(b)(2), "Basic 40-Hour Workweek; Work Schedules; Regulations," and should be performed outside the employee's regularly scheduled duty hours or during periods of authorized leave.

(iii) Voluntary Return to their Permanent Duty Station

If the traveler voluntarily travels to their permanent duty station (that is, the trip is not authorized as cost advantageous to the Government or is not an authorized return trip home incident to extended TDY), then reimbursement is limited to what the traveler would have received if he or she remained at the TDY location.

(c) Indirect Route or Interrupted Travel

If there is an interruption of travel or deviation from the direct route because of an employee's personal preference, convenience, or through the taking of leave, the per diem allowed will not exceed that which would have been allowed on uninterrupted travel by a direct or usually traveled route (except as provided in Section VIII.G, "Emergency Travel," of this handbook for certain emergency travel situations).

B. Subsistence Expenses Exceeding Per Diem Rates (Actual Expenses)

1. NRC may approve reimbursement for the actual and necessary subsistence expenses of official travel up to 300 percent of the maximum per diem rate when, due to special or unusual circumstances, the lodging costs absorb all or nearly all of the per diem allowance. However, if the excess amount is less than the incidental component of the M&IE rate, increases will not be approved. These circumstances may include—

(a) Attendance at a meeting, a conference, or a training session away from the official station where lodging and meals must be procured at a prearranged place (such as the hotel where the meeting, conference, or training session is being held) and the lodging costs incurred, because of these prearranged accommodations, absorb all or practically all of the applicable maximum per diem allowance.

(b) Travel to an area where the applicable maximum per diem allowance is generally adequate but subsistence costs have escalated for short periods of time because of special functions or events.

(c) For the reasons described above, affordable lodging accommodations are not available or cannot be obtained within a reasonable commuting distance of the employee's TDY point and transportation costs to commute to and from a less expensive lodging facility would consume most or all of the savings achieved from occupying that facility.

(d) The employee, because of special duties of the assignment, must procure superior or extraordinary accommodations such as a suite or other quarters for which the charge is well above that which he or she would normally pay for accommodations.

(e) The employee necessarily incurs unusually high expenses incident to his or her assignment to accompany another employee in a situation described above.

2. Actual Subsistence Maximum Daily Rate Limitations

(a) The maximum actual daily subsistence reimbursements for all travel are given below:

TABLE 3 – Maximum Daily Subsistence Reimbursement	
Meals and Incidental Expenses (M&IE) Reimbursement Limit	**Lodging Reimbursement Limit**
100 percent of the applicable M&IE rate without receipts; or not to exceed 300 percent of the applicable M&IE rate when supported by receipts.	300 percent of per diem for the TDY location minus the applicable M&IE rate.

(b) When the daily expenses are itemized and they are less than the maximum authorized, they will be reimbursed on the basis of actual costs incurred.

(c) It is the employee's responsibility to request approval for actual subsistence expense reimbursement when conditions appear to warrant reimbursement. The per-night cost of the lodging establishment, including applicable taxes, must be stated on the travel authorization. Normally, travel on an actual expense basis should be authorized in advance and the daily maximum rate approved by the authorizing official will be stated in the travel authorization.

(d) If an NRC purchase order is used for lodging, the agency will not authorize actual subsistence in excess of the lodging-plus rates discussed above.

(e) NRC may approve reimbursement for actual and necessary subsistence expenses after travel is completed, depending on the circumstances.

(f) The actual expense reimbursement method requires that subsistence expenses be itemized on the travel voucher as follows:

(i) Actual lodging costs, supported by a receipt,

(ii) When actual M&IE is authorized, each meal and incidental expense must be itemized on a daily basis. A receipt is required for any individual expense over $75, and

(iii) If actual lodging expense is authorized but actual M&IE is not, the employee will be reimbursed the applicable M&IE rate and does not need to itemize M&IE.

3. Mixed Travel (Per Diem and Actual Subsistence Expense) Reimbursement

   Only one method of reimbursement will be used per day, even if circumstances result in comingling of the per diem and actual expense methods during travel.

4. Interruption of Subsistence Entitlement

   The provisions of this section applicable to interruptions of per diem entitlement also will apply to travel on an actual subsistence basis.

C. Miscellaneous Expenses

1. Telephone Calls

   (a) Government calling cards are required for phone calls made while on official travel. To obtain a calling card, NRC travelers should contact the Office of Information Services (OIS).

   (b) The following official business calls are fully reimbursable:

      (i) Calls for reserving transportation associated with official travel,

      (ii) Calls to notify family of a schedule change resulting from official travel,

      (iii) Calls to NRC staff in connection with the official travel,

      (iv) Calls to individuals necessary to complete the mission of the official travel, and

      (v) Local calls that are made to conduct official Government business.

2. Laundry While on Official Travel

   The expenses incurred for laundry, cleaning, and pressing of clothing at a CONUS TDY location are reimbursable as a miscellaneous expense (this is not applicable for any change of station travel). However, the traveler must spend a minimum of 4 consecutive nights on official travel to qualify for this reimbursement and must be approved in advance. Laundry and dry cleaning expenses have not been removed from foreign per diem rates established by the U.S. Department of State, or from nonforeign area per diem rates established by the DOD. Separate claims for laundry and dry cleaning expenses incurred in foreign areas and nonforeign areas are not allowed.

3. Lodging Taxes

   Lodging taxes paid by the traveler for CONUS locations and non-foreign areas (for example, Alaska and Hawaii) are reimbursable as a miscellaneous travel expense limited to the taxes on reimbursable lodging costs. That is, if the traveler is authorized a maximum lodging rate of $50 per night and the traveler elects to stay at a hotel that costs $100 per night, the traveler can only claim the amount of taxes on $50, which is the maximum authorized lodging amount. For foreign areas, lodging taxes have not

been removed from foreign per diem rates established by the U.S. Department of State. Separate claims for lodging taxes incurred in foreign areas are not allowed.

4. Baggage

   The following are allowed expenses related to baggage and must be approved in advance:

   (a) Charges for checking baggage (two bags or less within the size or weight limit),

   (b) Transfer charges,

   (c) Storage charges when shown on the pertinent voucher that such storage is solely on account of official business,

   (d) Excess baggage charges, but only when authorized on the travel authorization, and

   (e) Charges or tips at transportation terminals for handling Government property carried by the traveler.

5. Internet Fees

   (a) Must be approved in advance.

   (b) Must have official need for use outside of the work schedule.

6. Fees Relating to Travel Outside the Continental United States

   The following items are allowed:

   (a) Commissions for conversion of currency in foreign countries,

   (b) Charges covering exchange fees for cashing U.S. Government checks or drafts issued in reimbursement of expenses incurred for travel in foreign countries,

   (c) The cost of trip insurance when a rental vehicle is used for official travel in foreign areas, and

   (d) Fees in connection with the issuance of passports and visas; costs of photographs for passports and visas; certificates of birth, health, and identity, and of affidavits; and charges for inoculations that cannot be obtained through a Federal dispensary.

7. Other Allowable Miscellaneous Expenses

(a) Miscellaneous expenses and other expenses that are properly explained and approved may be allowed.

(i) The following are examples of miscellaneous expenses that are allowed—

- Necessary stenographic, computer, or typewriting services;
- Clerical assistance;
- Services of guides, interpreters, or drivers; and
- Storage of property used on official business.

(ii) Neither payment nor reimbursement will be allowed under any agreement made by the traveler with an officer or an employee of the Government for personal services.

(b) Rental of a Hotel Room To Conduct Official Business

The costs will be allowed, if authorized, when it is necessary to conduct official business at a hotel or other facility where a room must be rented.

(c) Registration Fees

(i) The traveler may obtain authorization for registration fees required for attendance at professional society meetings, conferences, symposia, and so forth, on the travel authorization if attendance is not considered a developmental or training activity. For conferences authorized on the travel authorization, the attendee should assume the responsibility for preregistering, if required, and paying the registration fee. Funds to cover the registration fee and related travel, if applicable, should be included in the travel advance request section of the travel authorization.

(ii) Developmental or training assignments must be approved on SF Form 182, "Training Request and Authorization," available on the iLearn Web site. Refer to MD 10.77, "Employee Training and Development," for further information.

(iii) The cost of meals provided at meetings held outside of the traveler's duty station will require an appropriate deduction to the per diem claimed. The amounts to be deducted from per diem are shown in Section VI.A.3(e) of this handbook.

(iv) The travel charge card may be used for registration fees as long as attendance is not considered a training or developmental activity and the employee is in travel status.

(d) Traveler's Checks, Money Orders, and Certified Checks

NRC may allow reimbursement for the cost of traveler's checks, money orders, or certified checks purchased in connection with official travel. The amount of the checks or money orders may not exceed the amount of funds necessary to cover the estimated reimbursable expenses.

VII. COMPLETION OF TRAVEL

A. General

1. After each trip, the traveler must submit a travel reimbursement voucher. In addition, the traveler must submit certain receipts with the forms (see Exhibit 4 of this handbook). The traveler should keep an itinerary noting the times at which official travel begins and ends at each location and the expenses incurred at that location. Travel expenses that will be reimbursed are confined to those expenses essential to the transaction of official business.

2. All claims must be accurate and supported by receipts where required. Receipts are required for items that are over $75 and all hotels and rental cars, regardless of the amount. In addition, a copy of the airline itinerary should be included with the voucher. If fraudulent claims are found, the NRC will not reimburse the traveler (28 U.S.C. 2514, "Forfeiture of Fraudulent Claims"). A traveler who knowingly presents a false, fictitious, or fraudulent claim against the United States may be subject to criminal prosecution (18 U.S.C. 287, "False, Fictitious, or Fraudulent Claims" and 1001, "Statements or Entries Generally").

B. Submission of Travel Reimbursement Vouchers

1. Submit travel vouchers and any advance remittances within 5 working days after completing a trip, or every 30 days if in continuous travel status. NRC can only reimburse claims that are completed properly and received within 6 years from the date that the travel first occurred (31 U.S.C. 3702(b)(1), "Authority to Settle Claims").

2. To claim reimbursement for local travel and authorized TDY travel, use the eTravel system.

3. Submit separate travel vouchers for each trip authorized or each trip completed under a blanket travel authorization. Be sure to include the purpose of travel on the voucher submitted for each trip performed under a blanket travel authorization. When traveling for more than 30 consecutive days, interim vouchers should be submitted.

4. Occasionally, a second voucher (reclaim voucher or supplemental voucher in eTravel) may need to be submitted for items that were omitted, suspended, or disallowed from the original voucher but are found to be reimbursable with additional information or for expenses incurred by the traveler pending adjustments with carriers. An adjustment for lost tickets is an example. Travelers should submit a copy of the original voucher along with the reclaim voucher.

5. When the traveler incurs no expenses for a trip, submit a “no claim” voucher showing the dates of travel and points visited with the word “None” in “Amount Claimed.” If a common carrier transportation ticket was used, it should be noted on the front of the voucher.

C. Payment of Vouchers

1. Travel reimbursement vouchers will be examined by the OCFO and reimbursed by direct deposit to the employee’s bank account or travel reimbursement account, or travel charge card account, if applicable.

2. Travelers submit their approved travel vouchers using eTravel. Payment for all vouchers is made by direct deposit to the employee’s bank account used for payroll purposes or their travel reimbursement account, or travel charge card account, if applicable.

D. Travel of Witnesses Under Subpoena

Claims for witness attendance fees, travel, and miscellaneous expenses are discussed in Section VIII.Q, “Witnesses Under Subpoena,” of this handbook.

E. Foreign Travel Trip Reports

The traveler should consult with OIP for the latest guidance on submitting trip reports.

VIII. SPECIAL TRAVEL SITUATIONS

Certain special travel situations and circumstances related to an NRC employee on travel and the policy and allowable reimbursements that apply are addressed below.

A. Using Promotional Materials and Frequent Traveler Programs

1. Any promotional benefits or materials received from a travel service provided in connection with official travel may be retained for personal use, if such items are obtained under the same conditions as those offered to the general public and at no additional cost to the Government.

   Note to the FTR, Section 301-53.2: Promotional benefits or materials you receive from a travel service provided in connection with your planning and/or scheduling an official

conference or other group travel (as opposed to performing official travel yourself) are considered property of the Government, and you may only accept the benefits or materials on behalf of the Federal Government (see the FTR, Section 301-74.1(d).

2. Promotional materials and frequent traveler benefits may be used as follows:

   (a) You may use frequent traveler benefits earned on official travel to obtain travel services for a subsequent official travel assignment(s); however, you may also retain such benefits for your personal use, including upgrading to a higher class of service while on official travel.

   (b) If you are offered such benefits as a result of your role as a conference planner or as a planner for other group travel, you may not retain such benefits for your personal use (see the FTR, Section 301-53.2). Rather, you may only accept such benefits on behalf of the Federal Government. Such accepted benefits may only be used for official Government business.

3. You may not select a traveler service provider based on whether it provides frequent traveler benefits. You must use the travel service provider for which your agency is a mandatory user. This includes contract passenger transportation services and travel management services. You may not choose a travel service provider to gain frequent traveler benefits for personal use. (Also see the FTR, Sections 301-10.109 and 301-10.110.)

4. A denied boarding benefit (for example, cash, free ticket coupon) is not a promotional item given by an airline. See the provisions of the FTR, Section 301-10.116, when an airline denies you a seat (involuntary) and the FTR, Section 301-10.117, when you vacate your seat (voluntary).

B. Awards

NRC employees who receive awards recognizing their contributions to Government or to science may be reimbursed for direct travel expenses (to and from the ceremony if the ceremony is outside their official station), transportation, per diem, and lodging for themselves and one other individual from the recipient's family. The accompanying individual's travel must be approved by the appropriate NRC official.

C. Conference Planning

1. NRC will select conference sites that minimize conference administrative costs, travel costs, and time costs of conference attendees by authorizing only the minimum number of attendees necessary to accomplish the NRC's goals and mission.

2. NRC sponsorship or co-sponsorship of a conference that involves travel by 30 or more employees must be authorized by office directors and regional administrators. The program office sponsoring the conference will document the cost of these

conferences and keep the information on file for future review by the NRC's Office of the Inspector General (OIG) or other interested parties.

3. Conferences can be held only in approved places that meet the requirements of the fire prevention and control guidelines of 15 U.S.C. 2225. Waivers of this requirement may be granted by the Director of the Division of Facilities and Security (DFS), Office of Administration (ADM).

4. A conference is defined in the FTR, Part 300-3.1, as a meeting, retreat, seminar, symposium, or event that involves attendee travel. The term "conference" also applies to training activities that are considered to be conferences under 5 CFR 410.404, "Determining if a Conference is a Training Activity."

5. Conference Facilities

   When planning a conference, all direct and indirect conference costs paid by NRC should be considered. Conference planners should consider maximizing the use of Government-owned or Government-provided conference facilities as much as possible (MD 3.11, "Conferences"). A conference site should be selected on the basis of a cost comparison with other facilities. The cost comparison should include a determination of the adequacy of lodging rooms, overall convenience of the conference location, fees being charged by the facility, availability of meeting space, and other related items.

6. Procurement Procedures and Requirements

   MD 11.1, "NRC Acquisition of Supplies and Services," contains NRC policies for procurement procedures. Directive Handbook 11.1, Section XIV.C, "Purchase Cards," contains the procedures for the micropurchase of supplies and services costing $3,000 or less.

D. Consultants and Advisors

All board members (both intermittent and regularly scheduled) are entitled to travel and transportation expenses when traveling away from their regular NRC duty stations on official NRC business. Travel will be authorized, conducted, and reimbursed as described in this directive and handbook (5 U.S.C. 5703).

E. Death of an Employee

In the event an employee dies while on official travel, the employee's supervisor should immediately notify the head of the office concerned, OCHCO, and OCFO. OCHCO and OCFO will furnish full instructions.

F. Travelers With Disabilities

1. An employee who has a disability (see Section IX, "Glossary," of this handbook) generally covered under the Rehabilitation Act of 1973, as amended (29 U.S.C. 701 et seq.), may request reimbursement for the additional expenses incurred as a result of that disability. The traveler must provide a statement signed by a physician as to the disability. This statement should be written on the physician's stationery and include:

   (a) A brief description of the employee's physical or mental impairment,

   (b) The limitations the employee has as a result of the stated disability, and

   (c) The anticipated duration of the disability.

2. The physician's statement must be revised at the conclusion of the anticipated duration of the disability if additional expenses are to be paid beyond that time. If the disability is permanent, the employee only needs to provide this information once. The physician's statement should be reviewed by the appropriate authorizing official. If an employee has a known or obvious disability (for example, confined to a wheelchair, blind, or fitted with permanent prosthetic devices), a physician's statement is not required.

3. The travel authorization must state in the remarks section which accommodations are authorized for an employee with a disability. If there are additional travel expenses that were not authorized before departure, they must be specifically approved on the voucher when the employee submits the travel voucher for payment.

4. The following expenses are allowable as additional travel expenses payable to an employee with a disability:

   (a) Transportation and subsistence expenses that are incurred by a required attendant accompanying the employee, whether the attendant is or is not a member of the employee's immediate family,

   (b) Cost of specialized transportation for the employee,

   (c) Cost of specialized services provided by a commercial carrier necessary to accommodate the employee's disability,

   (d) Costs incurred for baggage handling in connection with public transportation or at lodging facilities cost of renting and/or transporting a wheelchair, and

   (e) Cost of premium-class accommodations when necessary to accommodate the employee's disability. (The necessity must be visibly obvious or substantiated in writing by a doctor.)

G. Emergency Travel

1. Emergency travel results from the traveler being incapacitated by illness or injury or a personal emergency (see Section IX, “Glossary,” of this handbook), not due to your own misconduct. Emergency travel includes travel due to the death or serious injury of a family member, or a catastrophic occurrence or impending disaster. If an emergency situation occurs, the employee must contact the approving official for instructions. If the official cannot be reached, the employee may be reimbursed after the travel is performed for expenses incurred while attending to the emergency situation.

2. When the emergency is the result of an employee’s illness or injury, the employee must certify on the travel voucher that he or she was totally incapacitated and could not travel. The certification also must be signed by the approving official.

3. Transportation and Subsistence Expenses

   (a) Employee Illness or Injury

      (i) Per diem is generally allowed for a period of 14 calendar days. However, per diem is not allowed under the following circumstances:

         - Traveler is in a hospital and the costs are being reimbursed under other Federal statutes (for example, from health insurance), or
         - Confinement is within the proximity of the official station.

      (ii) The traveler will state the type of leave and its duration on the travel voucher. If the traveler returns home for leave, only transportation and per diem en route will be paid.

      (iii) If the traveler goes to a hospital or a treatment facility in another geographic location and returns to the official station, the amount of reimbursement will be the excess cost over the constructive cost of round trip travel from the official station to the other geographic location, including en route per diem. Per diem is not allowed for time spent at the other geographic location.

   (b) Personal Emergency Situation

      (i) When a personal emergency occurs, transportation and en route per diem from the point of interruption to the official station may be allowed. However, no expenses will be paid while the traveler is at home.

      (ii) If the emergency situation exists at another geographic location, transportation to the other geographic location and en route per diem may be reimbursed in the amount of the excess cost over the constructive cost of round trip travel from the official station to the other geographic location. Per diem is not allowed for time spent at the other geographic location.

4. Return to TDY Station

   At the end of the traveler's illness, injury, or personal emergency, NRC will determine if the traveler should return to the TDY station. If so, the travel will be considered a new trip.

5. Transportation for Emergencies

   (a) Travelers should try to obtain contract carrier or other reduced fare airline tickets in emergency situations. The traveler should use his or her Government contractor-issued travel charge card to buy transportation tickets.

   (b) Unused portions of tickets purchased for the official travel should be used whenever possible for the emergency travel. Otherwise, all unused tickets should be accounted for as instructed in Section IV.F, "Disposition of Unused Tickets," of this handbook.

H. Employee Organization Representatives

1. Employees may be authorized reimbursement of travel expenses to attend employee management meetings when serving as employee organization representatives as provided in Executive Order 11491, "Labor-Management Relations in the Federal Service." Expenses may be paid for activities such as joint employee management cooperation committees when the activity is primarily in the interest of the Government.

2. Travel expenses will not be paid for attending employee organization meetings, conferences, and training sessions. Expenses for negotiation sessions with management may be paid in accordance with the Collective Bargaining Agreement. NRC also will not allow overtime compensation.

3. eTravel will be used to authorize this travel. The authorization shall be supported by a certification of primary interest of the United States and accompanied by a brief explanation of the basis for certification. Certification shall be in accordance with the requirements of 46 C.G. 21 (1966).

I. Extended Temporary Duty (TDY) Travel

1. General

   Extended TDY is continuous travel that is expected to last more than 30 days. Travel should be authorized on NRC Form 279 as a blanket travel authorization (see Section III.C.1 of this handbook).

2. Per Diem

   (a) The per diem allowance includes charges as defined in Section VI.A, “General,” of this handbook for lodging, meals, and miscellaneous expenses. Generally, a reduced per diem may be authorized for extended TDY travel. Two weeks full per diem at the destination rate may be authorized when a traveler has been unable to secure lodgings before the start of the trip. The traveler shall notify the authorizing official once lodgings for the duration of the trip are established so that an appropriate per diem can be authorized (see Section VI.A.3(d) of this handbook for allowable lodging expenses).

   (b) M&IE allowances may be reduced according to costs at the TDY location or other known lodging arrangements.

   (c) Occasionally, a traveler may need to go on TDY from an extended official TDY location. When this situation occurs, the long-term lodging should be retained for the Government only when the daily lodging rate makes it cost-effective for the Government. Otherwise, the traveler needs to check out of their hotel. If it is cost-effective, then lodging expenses for both locations (dual lodging) will be paid as follows:

      (i) For the original TDY assignment location, the unoccupied lodging will be reimbursed up to the authorized lodging rate for that location.

      (ii) For the second TDY assignment, lodging and subsistence (MI&E) will be paid up to the authorized per diem or actual subsistence rate for that location. The subsistence reimbursement for the day will be based on where the traveler is located at midnight.

   (d) The travel authorization should be amended to include the additional location unless the TDY is being paid by another NRC office. When the additional TDY is to be funded by another NRC office, a separate authorization must be prepared with a cross-reference to the original travel authorization noted in the remarks section.

3. Return Travel to the Official Station

   One trip to the permanent duty station every 3 weeks during the extended TDY travel may be authorized at Government expense (see Section VI.A.5(b) of this handbook). Local transportation and per diem while at the official station are not allowed.

4. Tax Liability

   According to the Internal Revenue Service, Revenue Ruling 93-86, reimbursements for extended TDY travel that lasts for more than 1 year may result in an income tax liability to the traveler. Travelers should consult the Controller, OCFO, for guidance.

5. Travel Vouchers

   (a) Partial travel vouchers should be submitted every 2 weeks and contain "Extended Temporary Duty" remarks so that travel advances remain intact until near the end of the trip.

   (b) The NRC office providing the funding for the extended TDY travel must administratively approve the claim before payment can be made to the traveler.

   (c) When additional TDY is performed at another location and authorized under a separate travel authorization, a copy of the relevant travel voucher must be attached to the extended TDY travel voucher that covers the same period of time.

J. Funeral Attendance

Office directors and regional administrators may designate one or more NRC employees to attend the funeral of a fellow employee and pay their related transportation, lodging, and per diem for the trip (70 C.G. 200 (1991)). When travel is requested under this authority, it will be authorized, conducted, and reimbursed as regular temporary duty travel.

K. Reimbursable Foreign Travel

1. Established Reimbursable Agreement for Travel

   The agency may accept payments for services rendered to foreign governments and international organizations, such as the International Atomic Energy Agency (IAEA), when NRC's appropriation legislation provides for it. Employees should follow the guidance and establish a reimbursement agreement between the host country or organization prior to the actual start date. The employee will prepare an NRC travel authorization and have their airline tickets issued by NRC's travel contractor. Upon completion of their trip, the employee will complete a travel voucher and be reimbursed by the agency. NRC will use the completed travel voucher as a basis to bill the host country or foreign organization for the travel costs agreed to under the signed reimbursable agreement.

2. Unexpected Host Country Payments for Travel

   In some instances, travelers may perform official business in other countries at the request of the IAEA. Travelers may or may not know up front whether any reimbursements of cash for services or payments in kind (for example, lodgings, meals, or transportation) will apply under these conditions. The following procedures are applicable under these circumstances:

   (a) If the IAEA invitation does not indicate that the host country will provide all or a portion of the per diem, travelers shall indicate on the reimbursement voucher the meals and lodgings that were provided by the host country.

(b) If reimbursement is provided to a traveler in cash (local currency) by the host country, travelers should convert the local currency to U.S. dollars and turn in the dollars to the NRC imprest fund cashier immediately upon return to the United States. Travelers should include on the reimbursement voucher the amount they received in local currency and the U.S. dollar equivalent based on the conversion rate that was applicable when they converted the money.

(c) If payment in kind is provided for the traveler but the traveler did not know before departure that this service was being provided, the traveler should state on the reimbursement voucher the costs that were covered by the host country. Any required reductions will be made from the reimbursement voucher when submitted for payment.

L. Invitational Travel

Private individuals may be invited to travel at NRC expense only when those individuals are performing a direct service for the Government (that is, making a presentation or advising on matters essential to the mission of the agency) (5 U.S.C. 5703). When travel is requested under this authority, it will be authorized, conducted, and reimbursed through the NRC Form 279 process.

M. Participation in Professional Organizations

1. An NRC employee may be authorized by his or her branch chief, or an equivalent level of management, to attend a meeting of a professional organization under the circumstances described in MD 7.3, “Participation in Professional Organizations,” Section I.B.2 of the handbook. NRC can pay travel expenses incurred or authorize payment of travel expenses from a nonprofit entity that is tax exempt under the Internal Revenue Code, Section 501(c)(3) (see MD 7.3, Section I.D.2 of the handbook). An authorized NRC representative to a professional organization also may be reimbursed by NRC for travel expenses incurred to attend meetings of the organization.

2. The travel authorization and reimbursement voucher should be prepared based on the following guidelines:

(a) Official Travel at NRC Expense

Prepare the travel authorization and voucher as described in Section III, “Travel Authorizations for Travel Greater Than 35 Miles from the Official Station,” and Section VIII, “Special Travel Situations,” of this handbook. NRC will fund the trip and travel arrangements can be made through the appropriate TMC. Any monies received from the professional organization or private party must be turned in to OCFO. Checks should be endorsed “Payable to the USNRC.”

(b) Official Travel at Expense of Outside Organization

Prepare a “no cost” travel authorization and voucher. The employee will be responsible for making all travel arrangements and will personally receive reimbursement for the actual travel expenses incurred. NRC will not issue tickets, travel advances, or bill the outside organization for the travel expenses incurred.

N. Pre-Employment Interview Travel

1. An individual who is being considered for employment within NRC may be reimbursed for pre-employment interview travel expenses. OCHCO, or OIG when applicable, will determine which applicants qualify for reimbursement of these expenses and communicate the travel rules and procedures to the interviewee. Under no circumstances will NRC authorize this reimbursement to help defray relocation expenses that are not allowable for a new appointee as prescribed in MD 14.2, “Relocation Allowances.”

2. When OCHCO, or OIG when applicable, determines that an interviewee is eligible for travel reimbursements, the interviewee is entitled to reimbursement of the same travel expenses as other NRC travelers, with the following exceptions:

   (a) Use of telephone, facsimile, and computer service other than those communications directly related to travel arrangements for the NRC interview, and

   (b) Reserving a room to conduct business.

3. Interviewees are expected to exercise the same care in incurring expenses that a prudent person would exercise traveling on personal business. For NRC-reimbursed travel, the following apply:

   (a) NRC will prepare a travel authorization,

   (b) Common carrier transportation tickets may be provided through the NRC TMCs, and

   (c) An interviewee will not be issued a travel advance.

4. Interviewees shall prepare and submit travel vouchers (NRC Forms 64 and 64A or 64B, “Travel Voucher”) in the same manner as other NRC travelers with the assistance of the NRC office requesting the interview.

O. Reimbursable Work Agreements

1. Reimbursable work consists of services NRC performs for an outside organization and for which it is entitled to reimbursement. A reimbursable work agreement may require that NRC incur travel costs. Employees should refer to MD 4.2, “Administrative Control of Funds,” before setting up a reimbursable agreement for the NRC.

2. Before a reimbursable agreement is issued, the performing office should submit to the Division of Planning and Budget (DPB), OCFO, a request for a financial plan change so that funds can be allocated and a budget and reporting number can be assigned for this purpose. One copy of the completed agreement should be sent to DPB to provide support for the allocation, and one copy should be sent to Division of the Controller/Financial Services for assignment of an internal reimbursable agreement number to track the reimbursable accounting transactions.

3. Reimbursable travel must be authorized on the travel authorization after the reimbursable agreement is issued and the reimbursable agreement number is referenced in the remarks section. If NRC and the other party to the agreement split the cost of the trip, travelers must provide separate accounting information on the travel authorization to account for the travel costs appropriately.

P. Threatened Law Enforcement/Investigative Employees

1. When the NRC determines that an NRC employee needs to be reassigned as a result of a threat, NRC will pay for—

   (a) Transportation to a different geographic location, and

   (b) Subsistence for a period of 60 days. (Extensions will be evaluated on a case-by-case basis and after 120 days, permanent relocation should be considered.)

2. Payment also is allowed for immediate family members and, sometimes, both family members and the employee will be paid to live in different temporary locations.

3. The travel authorization should be prepared and reimbursement claimed on NRC Forms 64 and 64A or 64B or in the eTravel system. When documentation might compromise the security of the individual, the office director should contact the Director of DFS or OIG for specific guidance depending on the circumstances.

4. Travel advances may be authorized in 30-day intervals, not to exceed the maximum subsistence reimbursement amounts established above for the location of the individual's temporary living accommodations.

5. Subsistence consists of—

   (a) Daily lodging costs, and

   (b) Food, laundry, and cleaning of clothes. (These costs will be reimbursed only under extenuating circumstances.)

6. The percentage of the maximum allowable subsistence reimbursement amounts are given below.

   (a) 100 percent of rates for an employee or spouse in a separate location.

(b) 75 percent of rates for a spouse with the employee.

(c) 75 percent of rates for family members over 12.

(d) 50 percent of rates for family members under 12.

7. These amounts are approved in 30-day increments or less.

Q. Witnesses Under Subpoena

1. The Energy Reorganization Act of 1974 specifically gives NRC authority to subpoena witnesses and pay them the same fees, mileage, transportation, and subsistence as are paid to witnesses in any court of the United States.

2. Fees, mileage, and subsistence to be paid witnesses who are not employees of the Government are set forth in 28 U.S.C. 1821. Travel expenses and subsistence to be paid witnesses who are employees of the Government are covered by 5 U.S.C. 5515, 5537, 5751, and 6322.

3. A signed copy of each subpoena shall be forwarded to the appropriate NRC office at the time it is issued. The office will prepare a travel authorization for each witness under subpoena.

4. Allowable Transportation, Subsistence, and Fees

(a) Allowable reimbursed expenses for Government employees in amounts as described by the FTR for official TDY travel are transportation, per diem, and incidental expenses. No attendance fees are allowed, but the employee will not lose salary for any reason.

(b) There are many categories of special Government employees. In general, if the special Government employee is being paid by the Government, he or she will receive reimbursement as a Government employee. If they must serve on days when they are not Government employees, they will be compensated at non-Government employee entitlements.

(c) Allowable reimbursed expenses for non-Government employees are—

(i) Common carrier tickets from residence to place of attendance rather than mileage,

(ii) At the witness's request, the current POV rate per mile regardless of the mode of transportation used,

(iii) Actual subsistence or per diem for travel of more than 1 calendar day, and

(iv) A fee of $40 per calendar day or portion of a day, including travel day.

(d) For NRC contract employees, allowable reimbursed expenses should be covered under the contract whenever possible. However, if this is not feasible, the individual shall receive fees, travel expense, and subsistence the same as non-Government employees.

5. Claiming Reimbursement

(a) Use Standard Form 1157, “Claims for Witness Attendance Fees, Travel, and Miscellaneous Expenses,” to claim reimbursement.

(b) Travel advances are not allowed under any circumstances to non-Government employees.

IX. GLOSSARY

Actual expense

Payment of authorized actual expenses incurred, up to the limit prescribed by the administrator of the General Services Administration or agency, as appropriate. Entitlement to reimbursement is contingent upon entitlement to per diem, and is subject to the same definitions and rules governing per diem.

Administrative approval

Refers to procedures and controls established by the designated official of an office, division, or other organizational unit to assure that planned official travel and the subsequent reimbursement is approved as being in the best interest of the Government.

Advisor

A person designated as a member of an advisory committee, board, or similar group to render advisory services. For further detail see Management Directives 10.6, “Use of Consultants and Experts,” and 10.12, “Use of Advisory Committee Members.”

Authorizing official

An official who may authorize administratively approved travel or subsequently approve official travel if not previously authorized.

Automated Teller Machine (ATM) services

Government contractor-provided ATM services that allow cash withdrawals from participating ATMs to be charged to a Government contractor-issued charge card.

Baggage

Government property and personal property of the traveler necessary for official travel.

Blanket authorization

An authorization that is issued annually and funded quarterly for employees who travel continuously or five or more times during a quarter and often travel unexpectedly without sufficient time to prepare an authorization in advance of travel. Blanket travel authorizations also are used for extended temporary duty travel.

Calendar day

The 24-hour period from one midnight to the next midnight. For purposes of these regulations, the calendar day technically begins 1 second after midnight (reflected herein as 12:00:01 a.m.) and ends at 12 midnight.

Certification of funds availability

The formal acknowledgment by the funds certifying official (FCO) that sufficient funds are available in the current allowance for entering into obligations. This acknowledgment is evidenced by the signature of the FCO on an appropriate commitment document before execution of an obligation. The certification of funds is the act of committing funds.

Coach-class airline accommodations

The basic class of accommodations and level of service offered by an air carrier to all passengers regardless of the fare paid. These accommodations apply when an airline offers only one class of accommodations and includes tourist class accommodations and economy class accommodations.

Coach and Business-Class train accommodations to include Amtrak Acela train accommodations

The basic class of train accommodations that is available to all passengers regardless of the fare paid. Coach-class train accommodations include reserved coach accommodations as well as slumber coach accommodations when overnight travel is involved. The use of Acela Business Class accommodations is considered to be advantageous to the Government.

Common carrier

Private-sector supplier of air, rail, or bus transportation.

Commonwealth of Independent States

Refers to those countries of the former Soviet Union.

Conference

A meeting, retreat, seminar, symposium or event that involves attendee travel. The term "conference" also applies to training activities that are considered to be conferences under 5 CFR 410.404.

Conference administrative costs

The cost of conference facilities, registration fees, speaker fees, and conference-related administrative fees paid by the Government for a conference, whether paid directly by agencies or reimbursed by agencies to travelers or others associated with the conference.

Conference attendees' time costs

The cost of employees' time spent at the conference (including time spent while performing en route travel during normal duty hours).

Conference attendees' travel costs

Attendees' subsistence expenses (including lodging and meals and incidental expenses (M&IE)) and transportation costs authorized at Government expense.

CONUS (Continental United States)

Refers to the continental United States, defined as the contiguous 48 States and the District of Columbia (excludes Alaska and Hawaii).

Contract carriers

United States certificated air carriers which are under contract with the Government to furnish Federal employees and other persons authorized to travel at Government expense with passenger transportation service. This also includes the General Services Administration's scheduled airline passenger service between selected U.S. cities/airports and between selected United States and international cities/airports at reduced fares.

Contract fare

The cost of the plane ticket for either a discounted unrestricted fare (YCA fare) or capacity controlled fare (–CA fare) from the contract carrier.

Conventional lodging facilities

These facilities are hotels, motels, boarding houses, and so forth. The allowable lodging expense is the single room rate. Weekly or monthly rentals are discussed separately.

Designated countries

Those countries as specified by the NRC's Division of Facilities and Security, Office of Administration, whose interests are contrary to United States interests.

Employee

Includes the head of the agency, an agency official, or any other individual employed by or under NRC, including an individual employed intermittently in the Government service as an expert or consultant and paid on a daily, when-actually-employed basis, and an individual serving without pay or at $1 a year.

Employee with a disability

1. An employee who has a disability as defined in paragraph 2 of this definition and is otherwise generally covered under the Rehabilitation Act of 1973, as amended (29 U.S.C. 701-797b).
2. "Disability," with respect to an employee, means: (a) having a physical or mental impairment that substantially limits one or more major life activities, (b) having a record of such an impairment, (c) being regarded as having such an impairment, but (d) does not include an individual who is currently engaging in the illegal use of drugs, when the covered entity acts on the basis of such use.
3. "Physical or mental impairment" means: (a) any physiological disorder (for example, mental retardation, organic brain syndrome, emotional or mental illness and specific learning disabilities), sclerosis, cancer, heart disease, diabetes, mental retardation, emotional illness, and orthopedic, visual, speech and hearing impairments.
4. "Major life activities" means functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.
5. "Has a record of such an impairment" means the employee has: (a) a physical or mental impairment that does not substantially limit major life activities, but the impairment is treated by the agency as constituting such a limitation, (b) a physical or mental impairment that substantially limits major life activities as a result of the attitudes of others toward such an impairment, or (c) none of the impairments defined under "physical or mental impairment," but is treated by the employing agency as having a substantially limiting impairment.

Excess baggage

Baggage in excess of the weight, size, or number of pieces carried free by transportation companies.

First-class train accommodations

Includes bedrooms, roomettes, club service, parlor car accommodations, or other premium accommodations. Acela First Class is deemed first-class accommodations.

Foreign areas

Any area, including the Trust Territories of the Pacific Islands, situated both outside the Continental United States and the non-foreign areas.

Foreign travel

Includes travel between the 50 United States and foreign countries, within a foreign country, or between foreign countries. Foreign travel does not include travel to, from, and within all territories and possessions of the United States, and the Commonwealths of Puerto Rico and the Northern Mariana Islands; travel related to the permanent assignment (1 year or more) of personnel overseas; or travel by an alien within the United States.

Government-owned vehicle

An automobile (or "light truck," as defined in 41 CFR 101-38 including vans and pickup trucks) that is: (a) owned by an agency, (b) assigned or dispatched to an agency from the General Services Administration Interagency Fleet Management System, or (c) leased by the Government for a period of 60 days or longer from a commercial source.

Government quarters

A fee or service charge for the use of Government quarters is an allowable lodging expense.

Home

For purposes of these regulations, the place from which the employee commutes daily to the official station.

Immediate family

Any of the following named members of the employee's household at the time he/she reports for duty at the new permanent duty station or performs other authorized travel involving family members: (a) spouse, (b) domestic partner; (c) children of the employee, of employee's spouse, or of the employee's domestic partner, who are unmarried and under 21 years of age or who, regardless of age, are physically or mentally incapable of self-support. (The term "children" shall include natural offspring, stepchildren, adopted children, grandchildren, legal minor wards, or other dependent children who are under legal guardianship of the employee, of the employee's spouse,

or of the domestic partner, and an unborn child(ren) born and moved after the employee's effective date of transfer); (d) dependent parents (including step and legally adoptive parents) of the employee, of the employee's spouse, or of the employee's domestic partner; and (e) dependent brothers and sisters (including step and legally adoptive brothers and sisters) of the employee, of the employee's spouse, or of the employee's domestic partner, who are unmarried and under 21 years of age or who, regardless of age, are physically and mentally incapable of self-support.

Incapacitating illness or injury of employee

An illness or injury that occurs suddenly for reasons other than the employee's own misconduct and renders the employee incapable of continuing the travel assignment either temporarily or permanently. A sudden illness or injury may include a recurrence of a previous medical condition thought to have been cured or under control. The illness or injury may occur while the employee is at or en route to or from a temporary duty location.

Incidental expenses

Incidental expenses covered by per diem include fees and tips to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses and others on vessels, and hotel servants in foreign countries, as well as, laundry, dry cleaning, and pressing of clothing. Transportation between places of lodging or business and places where meals are taken (except as provided in the Federal Travel Regulation) is covered. Also included in expenses are telegrams and telephone calls necessary to reserve lodging accommodations.

Invitational travel

Authorized travel of individuals either not employed or employed (under 5 U.S.C. 5703) intermittently in the Government service as consultants or experts and paid on a daily when-actually-employed basis and for individuals serving without pay or at $1 a year when they are acting in a capacity that is directly related to, or in connection with, official activities of the Government. Travel allowances authorized for such persons are the same as those normally authorized for employees in connection with TDY.

Local travel

Refers to travel to points that are not in excess of 35 miles from the official station as determined by standard highway mileage guides. The Controller, Office of the Chief Financial Officer, may approve a greater distance in writing when a request is made for a specific location but will not approve requests on an individual trip basis.

Lodging plus per diem system

The method of computing per diem allowances for official travel in which the per diem allowance for each travel day is established on the basis of the actual amount the traveler pays for lodging, plus an allowance for meals and incidental expenses (M&IE), the total of which does not exceed the applicable maximum per diem rate for the location concerned.

Locality rates

Locality rates are maximum per diem rates prescribed for specific localities.

Major life activities

Functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

Meals and incidental expenses (M&IE) rate

The fixed amount for meals and incidental expenses related to subsistence.

Mileage allowance

A fixed rate per mile for using a privately owned vehicle during official travel.

Nonconventional facilities

If conventional lodging facilities are not available (that is, in remote areas or when there is a shortage of rooms because of a special event), NRC may allow travelers to claim the costs of lodging obtained in nonconventional facilities (such as college dormitories or rooms made available to the public by area residents). In such cases, the traveler must explain the circumstances that resulted in obtaining nonconventional lodging.

Nonforeign areas outside the Continental United States

The states of Alaska and Hawaii, the Commonwealth of Puerto Rico, Guam, and the Northern Mariana Islands and the territories and possessions of the United States (excluding the Trust Territories of the Pacific Islands).

Official station

The official station of an employee or invitational traveler is the location of the employee's or invitational traveler's permanent work assignment. The geographic limits of the official station are:

1. For the employee — the corporate limits of the city or town where stationed or if not in an incorporated city or town; the reservation, station, or other established area

(including established subdivisions of large reservations) having definite boundaries where the employee is stationed.

2. For an invitational traveler — the corporate limits of the city or town where the home or principal place of business exists or if not in an incorporated city or town; the reservation, station, or other established area (including established subdivisions of large reservations) having definite boundaries where the home or principal place of business is located.

Official travel

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

Out-of-pocket expenses

Meal and incidental expense allowance, miscellaneous expenses, and authorized gasoline expenses.

Per diem allowance

The per diem allowance (also referred to as subsistence allowance) is a daily payment instead of reimbursement for actual expenses for lodging, meals, and related incidental expenses. The per diem allowance is separate from transportation expenses and other miscellaneous expenses. The per diem allowance covers all charges and services, including any service charges where applicable. Lodging taxes in the United States are excluded from the per diem allowance and are reimbursed as a miscellaneous expense. In foreign locations, lodging taxes are part of the per diem allowance and are not a miscellaneous expense. The per diem allowance covers the following:

1. Lodging — includes expenses, except lodging taxes in the United States, for overnight sleeping facilities, baths, personal use of the room during daytime, telephone access fee, and service charges for fans, air conditioners, heaters, and fires furnished in the room where such charges are not included in the room rate.

2. Meals — expenses for breakfast, lunch, dinner, and related tips and taxes (specifically excluded are alcoholic beverage and entertainment expenses, and any expenses incurred for other persons).

3. Incidental expenses — Fees and tips given to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses and others on ships, and hotel servants in foreign countries; transportation between places of lodging or business and places where meals are taken, if suitable meals cannot be obtained at the temporary duty

(TDY) site; and mailing cost associated with filing travel vouchers and payment of Government sponsored charge card billings.

Personal emergency

The death or serious illness or injury of a member of the employee's family or a catastrophic occurrence or impending disaster, such as a fire, flood, or act of God, that directly affects the employee's home at the official station or the family and occurs while the employee is at or en route to or from a temporary duty location.

Physical or mental impairment

1. Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, and endocrine. Also, a person with any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.
2. This term includes, but is not limited to, such diseases and conditions as cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, mental retardation, emotional illness, and orthopedic, visual, speech, and hearing impairments.

Place of temporary duty

Employee's place of business away from his or her official station.

Premium-class (other than coach-class)

Any class of service higher than coach-class, such as first-class and business-class.

Privately owned automobile (POA)

A car or light truck (including vans and pickup trucks) that is owned or leased for personal use by an individual.

Privately owned camper or recreational vehicle (RV)

Allowable lodging expenses include parking fees; fees for connection, use, and disconnection of utilities (electricity, gas, water, and sewage); bath or shower fees; and dumping fees. Depreciation is not considered a lodging cost.

Privately owned vehicle (POV)

Any vehicle such as an automobile, motorcycle, aircraft, or boat operated by an individual that is not owned or leased by a Government agency, and is not commercially leased or rented by an employee under a Government rental agreement for use in connection with official Government business.

Reasonably available

A class of accommodations, other than first-class airline accommodations, that is available on an airline and that is scheduled to leave within 24 hours of the employee's proposed departure time, or scheduled to arrive within 24 hours of the employee's proposed arrival time. "Reasonably available" does not include scheduled times after assigned duty arrival times or before assigned duty departure times.

Rented campers or RVs

When NRC approves use of a rented RV, travelers may consider the rental fee plus the lodging costs described under privately owned camper or RV above as lodging costs. If the traveler rents an RV without preapproval, NRC will not pay rental fee charges.

Rest period

If the total scheduled flight time, including stopovers, will exceed 14 hours, a 12- to 24-hour rest period will be authorized at the destination. Limited exceptions may be granted to limit the rest period to less than 12 hours, but not less than 8 hours, to accommodate airline schedules or exigencies of business outside the control of NRC. The rest period will be at either the temporary duty location or permanent duty station during which the traveler is free to rest or perform non-work related functions. Non-work days (e.g., Saturday, Sunday, CWS days, and holidays) are considered rest periods when not used for travel. Travelers may not have both a rest period and a rest stop en route.

Rest stop

If the total scheduled flight time, including stopovers, will exceed 14 hours, a 12- to 24-hour rest stop will be authorized en route.

Limited exceptions may be granted to limit the rest stop to less than 12 hours, but not less than 8 hours, to accommodate airline schedules or exigencies of business outside the control of NRC. The rest stop will be between connecting flights, during which the traveler is free to rest or perform non-work related functions. Travelers authorized a rest stop should report to work upon arrival at the destination when arrival occurs during duty hours. Rest stops are not permitted at the destination since the provisions of "rest periods" then govern.

Serious illness or injury of a family member

Serious illness or injury of a family member means a grave, critical, or potentially life-threatening illness or injury including a sudden injury such as an automobile or other accident where the exact extent of injury may be undetermined but is thought to be critical or potentially life-threatening based on the best assessment available; or other situations involving less serious illness or injury of a family member in which the absence of the employee would result in great personal hardship for the immediate family.

Special means of transportation

Special means of transportation is any method of transportation other than common carrier, Government-furnished, Government contract rental, or privately owned, that requires specific authorization or approval for the use thereof.

Standard Continental United States rate

The standard rate prescribed by the General Services Administration for any location within the Continental United States that is not included in one of the defined localities or areas.

Stay with friends or relatives

If an employee stays with friends or relatives (including members of the immediate family), he or she may not claim any lodging allowance unless the host actually incurs additional costs in accommodating the employee, such as renting a bed. In such instances, the employee must substantiate the additional costs and NRC must approve them as reasonable. Host gifts are not reimbursable.

Subsistence

For the purpose of travel, subsistence expenses will include lodging, meals, and miscellaneous personal care items such as laundry and dry cleaning; fees and tips to waiters, porters, baggage handlers, bellhops, and maids; transportation to obtain meals; and telegrams or telephone calls to reserve hotel accommodations.

Temporary duty (TDY)

An authorized temporary duty assignment away from the official station.

Trailer or camping vehicle

NRC may allow the traveler to claim a lodging expense when the traveler uses a trailer or a camping vehicle while on TDY assignments away from his or her official station for allowable lodging costs and per diem computations in such situations.

Transportation

Methods of transportation authorized for official travel, including railroads, airlines, helicopter services, ships, buses, streetcars, taxis, and other usual means of conveyance. Transportation may include fares and such expenses incident to transportation as baggage transfer and official telegraph, telephone, radio, or cable message in connection with items classed as transportation.

Transportation expenses

Transportation expenses include commercial bus, air, rail, or vessel/steamship fares and are reimbursable in addition to per diem allowance. Transportation also includes local transit system and taxi fares, cost of commercial rental cars and other special conveyances, and mileage and other allowances to cover operating expenses for use of a privately owned vehicle, including tips for parking and tolls.

Travel

Temporary duty involves the movement of an employee from the official station to temporary places(s) of duty and return to the official station. Local travel involves the movement of an employee from the official station to temporary place(s) of duty within the commuting area of the official station.

Travel authorization

Written permission to travel on official business. There are three basic types of travel authorization (orders):

1. Unlimited open — an authorization allowing an employee to travel for any official purpose without further authorization.
2. Limited open — an authorization allowing an employee to travel on official business without further authorization under certain specific conditions; that is, travel to specific geographic area(s) for specific purpose(s), subject to trip cost ceilings, or for specific periods of time.
3. Trip-by-trip — an authorization allowing an individual or group of individuals to take one or more specific official business trips, which must include specific purpose, itinerary, and estimated costs.

Travel expenses

Expenses incurred for transportation, subsistence, and other allowances essential to the transacting of official temporary duty travel or change of official station as determined by regulation.

Travel Management Center (TMC)

A Travel Management Center is a commercial travel office operated by a travel agent under contract with the General Services Administration to provide a complete range of services to NRC employees.

Weekly or monthly rentals

When an employee rents a room, apartment, house, or other lodging on a weekly or monthly basis while on a TDY assignment, he or she may consider the following expenses as part of the lodging costs: if unfurnished, the cost of renting appropriate and necessary furniture and appliances, such as a stove, refrigerator, chairs, tables, bed, sofa, television, or vacuum cleaner; the cost of reasonable maid fee and cleaning charge; monthly telephone use fee (does not include installation and long distance calls); and the cost of special user fees, such as cable TV charges.

EXHIBITS

Exhibit 1 Signature Authorities for Official NRC Travel

Position	Approves/Authorizes	May Delegate
Chairman	Approves all travel authorizations (including foreign) and all travel vouchers for himself or herself.	No
	Chief of Staff approves the Chairman's travel vouchers in eTravel.	Within the Office of the Chairman for other than himself or herself delegation must be written
	Approves premium-class common carrier transportation for his or her immediate staff, the Executive Director for Operations (EDO), the Chief Financial Officer (CFO) and staff, and Commission-level office directors and their respective staff (see Section IV, "Making Travel Arrangements," of this handbook.)	"
	Approves travel authorizations for his or her immediate staff, the EDO, the CFO, and Commission-level office directors.	"
	Approves requests for official foreign travel (NRC Form 445, "Request for Approval of Official Foreign Travel") for himself or herself and for his or her immediate staff, the EDO, the CFO, and Commission-level office directors.	"
	Approves all travel vouchers for his or her immediate staff.	"

Position	Approves/Authorizes	May Delegate
Commissioners	Approve requests for official temporary duty travel (including foreign) for themselves. Approve travel vouchers for themselves.	No
	Approve requests for official temporary duty travel and travel vouchers for their immediate staff.	With each Commissioner's office
	Approves premium-class common carrier transportation for their immediate staff.	"
	Approve requests for official foreign travel (NRC Form 445) for their immediate staff.	"
Director, Office of International Programs (OIP)	Reviews and concurs in all requests for official foreign travel on NRC Form 445.	Within the OIP office
Inspector General (IG), Office of the Inspector General (OIG)	Approves all travel vouchers for himself or herself.	No
	Approves and authorizes all requests for premium-class common carrier transportation for all travelers under the IG's jurisdiction.	No
	The Deputy Inspector General approves all travel authorizations (including foreign) and premium-class common carrier transportation for the Inspector General.	No
	Certifies availability of funds; approves and authorizes official travel and associated travel advances for travelers under his or her jurisdiction.	Within the OIG
	Approves all travel vouchers for OIG travelers under the IG's jurisdiction.	Within the OIG

Position	Approves/Authorizes	May Delegate
Chief Financial Officer (CFO)	Approves all travel authorizations (including foreign) and all travel vouchers for travelers under the CFO's jurisdiction.	Within the CFO's office and to division directors
	Approves all travel vouchers for himself or herself.	No
Executive Director for Operations (EDO)	Approves requests for temporary duty travel and NRC Form 445 for his or her immediate staff, regional administrators, and office directors under his or her jurisdiction.	Within the EDO's office
	Approves requests for premium-class common carrier transportation for the Chairman, the Commissioners, and all travelers under the EDO's jurisdiction.	No
	Approves all travel vouchers for himself or herself and immediate staff.	No
	Approves verbally or by e-mail planned official travel of regional administrators.	Within the EDO's office
Office Directors and Regional Administrators	Approve official temporary duty travel requests, travel vouchers, and NRC Form 445 for NRC travelers under their jurisdiction.	Within the office or region
	Approve all travel vouchers for themselves.	No
	Approve all official travel when there will be no expense to NRC.	Within the office or region
	Approve requests and travel vouchers for subsistence and transportation expenses for threatened individuals when justified under the provisions in Section VIII, "Special Travel Situations," of this handbook.	No
	Designate NRC official representatives to attend the funeral of a fellow employee and pay their related travel expenses.	No

Position	Approves/Authorizes	May Delegate
Controller, Office of the Chief Financial Officer	Authorizes all approved foreign travel requests on the travel authorization for all travelers except OIG travelers.	To the Travel Operations Branch
Director, Division of Facilities and Security, Office of Administration	Concurs on NRC Form 445 when travel is to the Commonwealth of Independent States (countries of the former Soviet Union) and other designated countries (those countries that the Division of Facilities and Security specifies whose interests are contrary to United States interests).	Within the Division of Facilities and Security
	Approves requests to waive, in accordance with 15 U.S.C. 2225a, the prohibition against funding conferences conducted at facilities that do not meet fire prevention and control guidelines.	No

Exhibit 2 Travel Purpose Codes

Code #	Travel Purpose Code Description
0	**Site Visit** - **NRC Licensed Facilities** - Travel to NRC-licensed facilities and users of nuclear materials to conduct NRC regulatory activities. This code includes inspections, investigations, enforcement activities, application review, project management, and participation in the oversight process related to the licensed facility. Site visits also include overseeing and administering reactor operator exams; reviewing and auditing reactor operator training programs; all other reactor operator licensing activities; force-on-force exercises; reactor license renewal activities; NRC response to events, management and support visits; emergency preparedness exercises; hearings; and work related to revisions of the requirements of the reactor inspection and performance program.
1	**Site Visit** - **NRC Applicant** - Travel to NRC applicants' license application sites to conduct NRC regulatory activities for all types of NRC applications (for example, early site permits, standard designs, facility applications), except a repository application. This code includes inspections, project management, site application review activities, application review activities, community outreach activities, investigations, and hearings.
2	**Information Meeting** - Travel associated with information exchanges relating to NRC operations, program evaluations, and personnel evaluations. This code includes headquarters and regional counterpart meetings, research/contract project reviews, periodic resident inspector meetings, and staff visits to headquarters or a region.
3	**Training and Development** - Travel associated with NRC-approved external training; any developmental activity associated with the Nuclear Safety Professional Development program; and NRC developmental programs, such as the Senior Executive Service (SES) Candidate Development, Leadership Potential, NRC Fellowship programs, and other NRC-sponsored development programs.
4	**Speech or Presentation** - Travel to make a speech or presentation, deliver a paper, or otherwise take part in a formal program at a professional conference, convention, seminar, symposium, or meeting.

Code #	Travel Purpose Code Description
5	**Conference Attendance** - Travel to attend for the purpose of observation or education with no formal role in a conference, convention, seminar, symposium, or other like event.
6	**Relocation/Change of Station** - Travel associated with the permanent transfer/reassignment of a current Government employee from one duty station to another, travel associated with the SES last move home option, and travel in connection with new employees arriving at their first duty station.
7	**Recruitment** - All travel associated with the recruitment of NRC personnel.
8	**Reserved for Future Use**.
9	**Other** - Any travel that is not included in one of the previously listed codes, including all reimbursable work travel. Further explanation is required in the remarks section on the NRC Form 279 if this code is used.
X	**International Travel** - All travel to a location that is not within any of the following: the 50 United States; the Commonwealths of Puerto Rico, Guam, and Northern Mariana Islands; and the territories and possessions of the United States, which are American Samoa, Johnston Atoll, Midway Islands, Virgin Islands, and Wake Island.
Y	**Local Travel** - Travel in the immediate vicinity of one's official station.

Exhibit 3 Loss of Revenue Table for Violation of Fly America Act

In compliance with 56 C.G. 209 (1977), NRC has adopted the mileage proration formula (American Carrier Mileage ÷ Total Carrier Mileage = Ratio x Total Carrier Fare = Prorated Cost of American Portion) for determining a traveler's liability for violating the Fly America Act. This formula measures the loss of revenue to a United States flag (American) air carrier on the basis of the difference between the prorated cost of the American air mileage authorized to be used and the American air mileage actually used.

The following table should be used to calculate the traveler's liability for the loss of revenue to the American air carriers. The loss of revenue amount will be deducted from the traveler's voucher.

Loss of Revenue Table

	American Carrier Mileage ÷	**Total Carrier Mileage =**	**Ratio x**	**Total Carrier Fare =**	**Prorated Cost of American Portion**
Authorized Travel					
Actual Travel					**minus**
Loss of Revenue (Traveler's Liability) =					

Exhibit 4 Receipt Requirements

Attach a copy of the airline itinerary, lodging receipt, and car rental receipt, regardless of the dollar amount.

Expenses over $75

- Receipts are required for all hotels and car rentals, regardless of the amount, as well as any items over $75, plus any applicable tax.
- When receipts are not available, the expenditures shall be explained on the voucher.

Confidential expenditure

When the traveler's duties are of a confidential nature, the approving official may waive the requirements for receipts.