
 APPENDIXES

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HOUSING AND URBAN DEVELOPMENT

TRAVEL REGULATIONS

APPENDIXES

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Appendix A

1. TRAVEL SUBOBJECTS

Subobjects:

- 2111 Training Travel and Transportation - Travel to conduct or attend training sessions administered by HUD, OPM, other government agencies or private training organizations such as the American Management Associations, etc. The training sessions are for the purpose at training HUD personnel.
- 2112 Special Purpose and Consultant Travel and Transportation - Represents travel and transportation costs for attending public meetings and appearances. Also includes travel and transportation costs for advisory committee members and consultants.

- 2113 Invitational Travel and Transportation - Represents travel approved or other than HUD employees (advisory committee paid consultant travel is part of 2112).
- 2114 Foreign Travel and Transportation.
- 2131 Travel and Transportation for Change of Official Duty Station - Represents the cost of travel and transportation for new employees to HUD under specific circumstances, HUD employees changing official duty station, and family travel, and per diem and transportation costs for advance trip to obtain residence at new duty station.
- 2180 Program Execution Travel and Transportation - Travel required to provided advice and guidance or direct assistance to program participants in carrying out program functions, site review/monitoring of program participant operations, inspections and appraisals, review of block grant recipient activities, etc. This includes travel to provide training/orientation to program participants (non-Federal employees).
- 2181 Program/Management Review Travel and Transportation - Travel required for review and supervision of HUD staff performing management, program, and administrative support activities, i.e., performance evaluations, review of HUD Field Office operations, administrative reviews, etc.
- 2185 Conferences/Meetings Travel and Transportation for Internal HUD Meetings within the Department - Represents travel and transportation costs to attend informational and counterpart meetings with other HUD staff, including meetings concerning program activity which are not considered training sessions. (This is

Subobjects: (cont.)

- not intended to include attendance at public meetings and appearances which would be "Special Purpose" travel under Subobject 2112.)
- 2189 Travel and Transportation of Persons, not specified above. This code is narrow in scope and is not to be used as a catch-all type code. Examples of 2189 travel are:
- o travel to be reimbursed by another agency;
 - o disaster travel;

INSTRUCTIONS: LIMITED OPEN TRAVEL AUTHORIZATION

Documentation or Travel Authorization. For Limited Open Travel Authorizations, the HUD 25, Official Travel Order, shall be prepared in accordance with existing procedures, except that the following additional information shall be included:

- (1) Block 8: Indicate total estimated costs of trip(s).
- (2) Block 9: Indicate the appropriate codes to which travel costs are to be charged.
- (3) Block 11: Provide a brief description of the purpose(s) of all travel to be performed and, if necessary, indicate "See Attachment." On the attachment, briefly describe the purpose for each trip and indicate the travel accounting classification/subobject class(es).
- (4) Block 12: For the LOTA, show the period for which the authorization is issued and the estimated total number of round trips projected. Also note "See Attachment," if appropriate. When the space provided on the travel order is inadequate to document the itineraries of all trips proposed, an attachment shall be included. The attachment shall indicate all proposed trip itineraries.
- (5) Block 12a. Enter the first day of the quarter covered.
- (6) Block 12b. Enter the last day of the quarter covered.
- (7) Block 12c. Indicate the total estimated number of days for the trips to be taken under the travel order.
- (8) Block 15: Check all proposed modes of transportation that will be used. For each trip indicated under Block 8 (or on the attachment), note the specific mode of transportation proposed. Trip-by-trip itemization is necessary to authorize travel entitlements and assure proper reimbursement.

Official Travel Order

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- o Effective and Terminating dates of travel
- o Number of days in travel status
- o Mileage

Block 22b	Per diem rate
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Block 25.	POV approved mileage rate; any remarks pertaining to special authorizations, such as first class, non-contract flights, annual leave, etc.
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APPENDIX A

Approvals: Block 26b must always be signed by the immediate supervisor.

Block 29b must be signed by a manager with authority to approve travel.

Travel Costs: Estimated travel costs and the appropriation/fund codes must always be entered in Block 22.

Travel Order Number: The document number in Block 23 of the SF-182 will serve as the travel order number.

Example: An example of a completed SF-182 used for travel purposes is attached.
