

(5) Paragraph 1-1.1c expands the list of HUD handbooks which contain information concerning official travel matters.

(6) Paragraph 1-1.1d incorporates updated information concerning the role of the handbook.

(7) Paragraph 1-1.3c expands the list of definitions relevant to travel.

(8) Paragraph 1-1.3d is added to list acronyms to assist non-Government and newly employed users.

(9) Paragraph 1-1.3e incorporates amended responsibilities of both recommending and authorizing officials to reflect OMB, Congressional and Department initiatives to curb excessive spending on travel and establish greater controls over travel.

(10) Paragraph 1-1.3f amends the responsibilities of approving officials.

(11) Paragraph 1-1.3g updates the responsibilities of travelers.

(12) Paragraph 1-1.4 is added to highlight the Secretary's authority over travel.

(13) Paragraph 1-1.5a is added to detail the delegations of authority for travel.

(a) Subparagraph (3) amends the redelegation of authority for extended stay travel to limit such to one level below principal authorizing officials.

(b) Subparagraph (4) is amended to clarify procedures for authorizing the special purpose travel of Regional Administrators.

(c) Subparagraph (9) is amended to delegate authority to authorize travel by advisory committee members to principal authorizing officials.

(d) Subparagraph (10) is revised to delegate authority to authorize travel by consultants and experts to principal authorizing officials.

(14) Paragraph 1-1.5f incorporates the authority of the Assistant Secretary for Administration to waive recovery of expenses for employee violations of relocation service agreements.

(15) Paragraph 1-1.7 incorporates acronyms for the various types of travel authorizations. It also facilitates use of this handbook

by grouping in one place information about the various types of authorizations. Also, subparagraph a. denotes the change in title of the (revised) HUD 25 from "Travel Order - Request and Authorization" to "Official Travel Order."

(16) Paragraph 1-1.7.2 amends regulations governing the use of Limited Open Travel Authorizations (LOTA). Changes should facilitate the use of the LOTA by permitting its use on a monthly as well as quarterly basis. The monthly period coincides with the typical period covered by most travel plans. Other changes include:

(a) Subparagraph b expands the number of HUD employees eligible for travel under a LOTA to include the Secretary and Under Secretary; principal assistants and managers designated by the Secretary; and Office of the Inspector General employees located in Headquarters. Requirements that travel be planned in advance have not changed; infrequent or unplanned travel continues to require individual travel orders.

(b) Subparagraph c(1) expands the number of officials delegated authority to authorize travel under the LOTA to include certain Headquarters officials.

(17) Paragraph 1-1.7.3b increases the number of carbon copies of the HUD 25, Official Travel Order, to be provided the employee. The extra copy is needed by transportation service providers when offices are under blanket GTR arrangements with SATO or GSA travel agent contractors.

(18) Paragraph 1-1.7.4 establishes greater controls over local, in or around, travel.

(a) Subparagraph b defines the local travel area for Headquarters employees and empowers Regional Administrators to determine the area to be covered by local travel in their Regions.

(b) Subparagraph e incorporates Department practice of permitting authorizing officials discretionary authority to allow or disallow mileage payments from whatever point the employee begins his/her journey to a temporary duty site with no deduction for the distance the employee would normally travel between residence and official duty station.

(c) Subparagraph g is added to stress the importance of controlling local travel reimbursement.

(19) Paragraph 1-1.10c incorporates policy concerning the acceptance of travel expenses from outside organizations.

(20) Paragraph 1-2.2b(5) incorporates policy concerning the use of contract airline service by cost-reimbursable contractors.

(21) Paragraph 1-2.2.1j revises travel order documentation

concerning the use of contract air carriers for conformity with the revised HUD 25, Official Travel Order.

(22) Paragraph 1-3.5j revises terminology. The term "bonus goods" is used in lieu of "Material received while on official travel." The paragraph also permits the use of bonus goods by employees of a particular office for other planned official business travel prior to submission to the appropriate accounting office.

(23) Paragraph 1-4.1 incorporates policy which grants principal authorizing officials the discretion of limiting reimbursement for local travel between an employee's residence and first place of temporary duty. For example, the Assistant Secretary for Administration has not redelegated this authority and requires all Administration employees to deduct for the distance normally travelled between their residence and office when on TDY in or around the official duty station.

(24) Paragraph 1-6.5 is added to highlight the authorizing official's responsibility to control telephone calls and certify that they were in the interest of the Government.

(25) Paragraph 1-7.3 is added to clarify the responsibility for authorizing only such per diem allowances as are justified by the circumstances of the travel per FTR requirements.

(a) Subparagraph a highlights that the payment of per diem is prohibited at an employee's official duty station or place of residence.

(b) Subparagraph c provides guidelines and examples for various situations under per diem. For example, c(1)(d) provides guidelines for determining lodging costs when a traveler does not stay in a hotel or motel.

(26) Paragraph 1-8.2 is added to emphasize that reimbursement to the employee may not exceed the maximum rate when a portion of the subsistence expense is paid for by the Government (i.e., under purchase order). It also establishes policy regarding commuting costs in lieu of actual subsistence expenses (Comptroller General Decision B-192540, dated April 6, 1979).

(27) Paragraph 1-8.5b incorporates what constitutes a lodging receipt considered acceptable for reimbursement claims.

(28) Paragraph 1-10.3 contains various changes concerning travel advances.

(a) Subparagraph a(2) modifies the term "single trip/non-revolving advance" by changing it to "single trip advance." It also increases the requirement for obtaining revolving travel advances from one

trip per month to three trips per month. Outstationed Headquarters employees are exempted from this increase, which is designed to help reduce fraud, waste and mismanagement.

(b) Subparagraph a(4) establishes greater controls over travel advances from an imprest fund.

(c) Subparagraph a(5) is added to revise procedures concerning the recovery of advances.

(29) Paragraph 1-11.4 is revised to delete the requirement that employees on travel at the end of a month wait to claim related travel expenses in the next month's voucher. Travel expenses should be claimed either immediately or on the next month's voucher, depending on the circumstances of the individual traveler. Also deleted is the provision that only a copy of processed vouchers for temporary duty and not permanent change of station would be returned to the traveler by the appropriate accounting office.

(30) Paragraph 1-12.4b deletes reference to immunizations for foreign travel being provided by the Public Health Service Outpatient Clinic located at 300 C St., S.W., Washington, D.C., because the clinic was closed.

(31) Paragraph 1-12.4c updates procedures and information concerning travel advances for foreign travel.

(32) Paragraph 1-13.1 revises procedures concerning training travel and deletes references to the National Training Center in Columbia, Maryland, which was closed.

3. Federal Travel Regulations (FTR) amendments are added which implement certain changes to the Federal employee relocation allowance levels for household goods, temporary quarters subsistence expenses, and maximum reimbursement for the purchase of a new residence; include certain Presidential appointees as being eligible for certain relocation allowances; and require a reasonable advance notice of reassignment or transfer. FTR changes to Chapter 2, Relocation Allowances include:

a. Paragraph 2-1.2a is amended by adding a new subparagraph (6) to add certain new Presidential appointees to the list of persons covered by the FTR. New appointees to the Senior Executive Service (SES) have been deleted from previous subparagraph (3) and are now included in new subparagraph (6). The word "conterminous" is deleted from subparagraph (3) to be consistent with subparagraph 2-1.3a(3).

b. Paragraph 2-1.2b(1) is revised to update the reference to the Foreign Service Act.

c. Paragraph 2-1.3 is retitled, reformatted for ease of use, and revised to add:

(1) New provisions of 5 U.S.C. 5724(j) regarding reasonable advance notice of transfer or reassignment in new subparagraph b.

(2) A specific requirement in new subparagraph c for written travel authorizations (TA) prior to transfer and issuances of the TA in accordance with guidelines contained in 1-1.5.

(3) Advice to agencies in new subparagraph d of varying allowance levels in effect depending on the employee's or new appointee's effective date of transfer or appointment.

d. Paragraph 2-1.4 is amended to add subparagraph a-1 to define the term United States as used in these regulations.

e. Paragraph 2-1.5f is revised to add:

(1) "Certain Presidential appointees" to the paragraph title.

(2) An introductory statement in subparagraph (1).

(3) New subparagraph (1)(d) which is a redesignation of subparagraph (1)(a-1).

(4) New subparagraph (1)(e) to include certain new Presidential appointees as being eligible for payment of certain travel and transportation expenses to their first duty station.

f. Paragraph 2-5.1 is revised to add a statement at the end of the paragraph to require that the determination on the need for occupancy of temporary quarters and the length of time for occupancy be made on an individual-case basis.

g. Paragraph 2-5.2 is amended to rearrange and retitle some of the subparagraphs and to include the following regulatory revisions:

(1) Subparagraph a(1) allows a maximum of 60 days for occupancy of temporary quarters for all transferred employees whose new official station is located in the United States and non-foreign areas.

(2) Subparagraph a(2) allows an additional period not to exceed 60 days in temporary quarters when the agency head determines that there are compelling reasons (examples are provided) for continued occupancy.

(3) Subparagraph d requires that the temporary quarters be located within the proximity of the old or new official station unless a different location is justified under unique or special circumstances and approved by the agency head.

(4) Subparagraph f deletes the former reference to the 30- or 60-day limitations in computing the length of time allowed for temporary quarters.

h. Paragraph 2-5.4 is revised as follows:

(1) Subparagraphs a and b are amended by deleting the last sentence of b related to local transportation expenses and adding the sentence to the end of subparagraph a.

(2) Subparagraph c is revised to delete the required reduction of reimbursement in 10-day increments; clarify that the applicable locality per diem rate for the conterminous United States is \$50 (the law limits per diem to \$50 per day in the conterminous United States); provide new rules for computing the maximum reimbursement for each 30-day period; require a reduced per diem for family members for the first 30-day period; and require a reduction of all rates after the first 30-day period.

i. Paragraph 2-5.5 is revised to authorize an initial advance of funds for temporary quarters subsistence expenses not to exceed the maximum reimbursement for the first 30-day period and subsequent advances in 30-day increments.

j. Paragraph 2-6.2g(2) is revised to increase the dollar maximum for reimbursement of allowable expenses incurred for the purchase of a new residence at the new official duty station from \$5,000 to \$7,500.

k. Paragraph 2-8.2a is revised to increase the maximum net weight for shipment and storage of the employee's household goods and personal effects from 11,000 pounds to 18,000 pounds.

l. Appendix 2-A is added as a reference to reflect the various allowance levels currently in effect for payment purposes.

m. Other minor and/or editorial changes have been made where indicated by change lines.

4. Department implementation changes to Chapter 2, Relocation Allowances, include:

a. Paragraph 2-1.1 indicates the effect of relocation amendments upon the payment of relocation allowance claims. It also mentions the revised forms needed for authorizing relocation travel and claiming various allowances

(1) Subparagraph b(1) provides guidance and examples on authorizing various relocation allowances.

(2) Subparagraph b(2) requires a statement on the SF 52, Request for Personnel Action, and SF 50, Notification of Personnel Action, concerning the service agreement requirements and expiration date. This provision is added to enable improved monitoring for violations of the required service agreements.

(3) Subparagraph c is added to clarify the entitlement basis for the various relocation travel categories (i.e., temporary quarters).

(4) Subparagraph d is added to clarify the taxation of relocation allowances.

b. Paragraph 2-1.3b establishes policy regarding FTR provisions for reasonable advance notice of reassignment for transfer.

c. Paragraph 2-1.3d references FTR Appendix 2-A for use as a guide in authorizing or approving specific relocation allowances for individual employees with various transfer dates.

d. Paragraph 2-1.5 incorporates information concerning waiving the recovery of expenditures for violations of relocation agreements and acceptable reasons for release from an agreement.

e. Paragraph 2-2.3d(2)(a) incorporates an example to clarify the setting of minimum driving distance and computation of allowances for travel en route to the new duty station.

f. Paragraph 2-2.5 is added to clarify provisions concerning the time allotted an employee to accomplish a move.

g. Paragraphs 2-4.1, 2-4.2 and 2-4.3 are added to clarify concerns about travel to seek residence quarters. For example, the trip may not be authorized before an employee has formally agreed to transfer.

h. Paragraph 2-5.2 is added to clarify concerns about subsistence while occupying temporary quarters.

i. Paragraph 2-5.3 indicates individuals who are not eligible for temporary quarters allowances.

j. Paragraph 2-5.4 is added to highlight that local transportation during the occupancy of temporary quarters is not reimbursable. Subparagraph c refers employees to FTR Appendix 2-A for computation of maximum reimbursement for temporary quarters.

k. Paragraph 2-6.1 provides information to clarify various concerns about allowances for residence transactions.

l. Paragraph 2-6.2 clarifies the handling of the loan origination fee and the settlement of unexpired leases.

m. Paragraph 2-6.3 is added to specify application procedures for reimbursement of residence transactions and to indicate required supportive documentation of expenses. It also highlights employee liability for violations of service agreements.

n. Paragraph 2-8.3 provides information concerning the transportation of household goods, including use of the commuted rate or actual expense method, carrier's liability, and additional insurance coverage.

5. Appendix changes include:

a. Appendix A provides updated information, forms and samples relative to travel orders and travel order documentation.

b. Appendix C contains information concerning HUD ticket offices. The first entry deals with Headquarters. Field locations should add appropriate data about their ticket offices following the Headquarters pages. This appendix is preceded by a list of contract air service city-pairs (Appendix B).

c. Appendix D incorporates Staff Bulletin 83-99, Mileage Reimbursement Rates.

d. Appendix E incorporates information concerning the ten-hour rule, with the clock for computation of per diem.

e. Appendix F incorporates Staff Bulletin 83-87, Exemption Of Hotel/Motel Tax When Traveling On Official Business, dated June 30, 1983.

f. Appendix G provides an updated form to designate travel allowance holders for submission to the appropriate accounting office and imprest fund cashier. It also provides sample SF 1038's, Advance of Funds Application and Account.

g. Appendix H contains instructions on preparing SF 1012, Travel Voucher. It also updates travel voucher examples.

h. Appendix I is added to provide an example of SF 1164, Claim for Reimbursement for Expenditures on Official Business.

i. Appendix J provides a synopsis of relocation travel information and forms.

j. Appendix L incorporates Fraud Information Bulletin 83-2, Travel.

k. Appendix M is reserved for Regional issuances with the exception

of information on field ticket offices which should be added to Appendix C.

6. Forms, Continue using current forms until the revised forms are distributed:

Current Form	Revised Form
HUD 25, Travel Order-Request and Authorization (11-65)	HUD 25, Official Travel Order (REV 10/83)
HUD 25a, Travel Request and Authorization - Change of Official Station (8-1-67) and HUD 25b, Instructions for Incurring and Claiming Expenses Incident to Change of Official Station (6-70)	HUD 21004, Service and Reimbursement Agreement (REV 10/83) and HUD 21005, Supplement to Official Travel Order (REV 10/83)
HUD 25c, Employee Application for Reimbursement of Expenses Incurred Upon Sale or Purchase (or both) of Residence Upon Change of Official Station (9-69)	HUD 21006, Application for Reimbursement of Real Estate Expenses Related to Change of Official Station (REV 10/83)
HUD 25d, Actual Subsistence Expenses While Occupying Temporary Quarters Before Moving to New Quarters (10-70)	HUD 21007, Claim for Reimbursement of Subsistence Expenses While Occupying Temporary Quarters (REV 10/83) and HUD 21007A, Schedule of Daily Expenses While Occupying Temporary Quarters (REV 10/83)
Format, Appendix 14, Notification/Designation of Official(s) who may approve Travel Advances	HUD 21008, Designation of Travel Allowance Holder (REV 10/83)

7. Filing Instructions:

Remove	Insert
Handbook 2300.2 REV-2, dated 8/82 Change 1, dated 3/83 Change 2, dated 7/83 Change 3, dated 9/83	Handbook 2300.2 REV-3, dated 5/84

Departmental

Staff

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Travel

ATTENTION:

THIS HANDBOOK CONFORMS TO THE FORMAT OF THE FEDERAL TRAVEL REGULATIONS (FTR). THERE ARE TWO SECTIONS, ONE CONTAINING THE FTR ON WHITE SHEETS AND THE OTHER CONTAINING THE DEPARTMENT'S IMPLEMENTING POLICY ON YELLOW SHEETS. EACH SECTION HAS A TABLE OF CONTENTS.

THE SECTIONS MAY BE CONSULTED AS COMPLEMENTARY REFERENCES OR MAY BE INTERFILED ACCORDING TO CHAPTER AND PART. HUD IMPLEMENTATION PAGES SHOULD FOLLOW THE FTR PAGES. FOR EXAMPLE: HUD CHAPTER 1, PART 1, APPLICABILITY AND GENERAL RULES, SHOULD BE FILED AFTER FTR CHAPTER 1, PART 1 AND BEFORE FTR CHAPTER 1, PART 2, TRANSPORTATION ALLOWABLE, ETC.