## HOUSING AND URBAN DEVELOPMENT

### TRAVEL REGULATIONS

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### HOUSING AND URBAN DEVELOPMENT

## TRAVEL REGULATIONS

## Chapter 1. Travel Allowances

## Part 1. Applicability and General Rules

## 1-1.1. Authority.

## a. Travel Policy.

(1) The Assistant Secretary for Administration (A) is responsible for promulgating travel policy and procedures for the Department. The Assistant Secretary's also accountable for enforcement and control over travel.

- (2) The Director, Office of Administrative and Management Services (OAMS) is responsible for implementing the Federal Travel Regulations and developing, recommending and implementing HUD travel policy for employees and other authorized individuals traveling on official Government business for HUD. OAMS is also responsible for:
- (a) Exercising internal travel policy oversight within HUD;
- (b) Designating the Department Travel Management Coordinator;
- (c) Resolving Department claims involving doubtful questions of law;
- (d) Coordinating agency responses to proposed Government-wide travel regulations;
- (e) Assuring that agency travel management policies and procedures are modified for changes in Government-wide travel entitlement and procurement policies and that the revised information is communicated to all affected personnel on a timely basis;
- (f) Providing guidance and training to managers and supervisors on travel planning, arrangements, voucher preparation and review, and general travel management topics;
- (g) Coordinating with the personnel function on the relocation cost implications of various job rotation policies;
- (h) Reviewing travel management reports to identify travel cost trends, cost effectiveness of travel arrangements and other travel performance indicators;

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(i) Providing planning quidance for the development of

- (i) Providing planning guidance for the development of agency travel budget estimates;
- \* (j) Coordinating agency responses to OMB, GAO, Congressional, Inspector General and other agency inquiries concerning travel.
- (3) Regional Administrators are responsible for issuing regional orders containing local instructions and procedures for insertion in copies of the handbook distributed to the region. Local instructions may not change travel entitlements and must be cleared through the Director, Office of Administration. Appendix M of this handbook is reserved for regional travel procedures. The Regional Administrator is responsible for designating an employee to serve as "travel officer" at each major field office. The travel officer is responsible for:

- (a) Assuring that travel policies and procedures are communicated to all affected personnel on a timely basis.
- (b) Providing guidance and training to managers and supervisors on travel planning, arrangements, voucher preparation and review, and general travel management topics in conjunction with Headquarters.
- (c) Reviewing travel management reports to identify travel cost trends, cost effectiveness of travel arrangements and other travel performance indicators.
- $% \left( 1\right) =\left( 1\right) \left( 1\right)$  (d) Providing planning guidance for the development of travel budget estimates.
- (e) Coordinating responses to audit reports, investigations, and inquiries concerning travel.
  - b. Payment of travel claims.
- (1) The Director, Office of Finance and Accounting (AF), through the Headquarters General Accounting Operations Division (AFGO) and Regional Accounting Divisions (RAD's), is responsible for the payment of travel claims, control and payment of travel advances, and referral of claims to the General Accounting Office (GAO). The Director is also responsible for the review of all disputed Department claims prior to submission to GAO, as provided in Handbook 1900.22.
- (2) Imprest fund cashiers are responsible for the payment of SF 1012, Travel Vouchers, SF 1164, Reimbursement for Expenditures on Official Business and SF 1038, Application and Account for Advance of Funds, within prescribed dollar limits as provided in this handbook and HUD Handbook 1925.5, Establishment and Operation of Imprest Funds.

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c. Related HUD handbooks. The following HUD handbooks contain information concerning official travel matters:

334.1 REV Intergovernmental Personnel Matters 410.1 REV-2 Training 550.2 REV Pay Administration 550.3 Clearance for Separation of Employees Employee Safety and Health 791.1 1900.15 REV Reporting Travel Costs Voucher Examination and Related Fiscal 1900.22 Activities 1925.2 REV Establishment and Operation of Imprest Funds 2300.6 REV Procurement, Control, issuance, and Accountability - U.S. Government Transportation Requests

- d. Role of handbook. This handbook reprints the Federal Travel Regulations (FTR) and incorporates slip-sheets representing the Department's implementation of official travel policies and procedures. The handbook provisions are mandatory within the Department. Questions concerning the Department's implementation of the FTR shall be directed to the Office of Administrative and Management Services (AS), Management Services Division (ASE). Such questions should be referred through administrative channels and submitted to AS by appropriate Regional Office personnel or by Headquarters authorizing officials or administrative officers. Complex matters or questions that require policy determination shall be submitted in writing.
- 1-1.2. Applicability. The provisions of this handbook are applicable to official travel by:
  - a. Officials and employees of the Department.
- b. Individuals employed intermittently as consultants or experts and paid on a daily when-actually-employed (WAE) basis and individuals serving without pay or at \$1 a year. These individuals are not considered to have a "permanent duty station" within the general meaning of that term; however, they may be allowed travel or transportation expenses while traveling on official business for the Department away from their homes or regular places of business and while at places of Government employment or service. Maximum rates prescribed herein are applicable unless a higher rate is specifically authorized in the Department appropriation or other statute.
  - c. Individuals assigned under the Intergovernmental Personnel Act.
- d. Employees of other Federal agencies when travel costs are paid by the Department.

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- \* e. Prospective employees, where preemployment interviews are required.
- f. New appointees to positions in the Senior Executive Service (SES) or to shortage category positions; and certain Presidential appointees.
- 1-1.3. General rules.
  - c. Definitions.
- (9) Administrative officer (Adm. O.). Employee responsible for providing travel assistance to managers and travelers of a particular HUD component including providing funds control data to travel authorizing or approving officials; helping travelers complete and file travel orders

and vouchers; and, providing traveler accessibility to the Federal Travel and Federal Hotel/Motel Discount Directories.

- (10) Approving official (Ap. O.). Official responsible for approving travel advances and/or reviewing travel to determine compliance with travel orders and regulations (see para. 1-1.3.f.). Approving officials sign block 10 of the SF 1038, block 14 of the SF 1012 and block 8 of the SF 1164 (REV. 11/77). The approving official is usually the official who authorized the travel but the A.O. may delegate this responsibility to another official in the traveler's supervisory chain of command who have specific knowledge of the circumstances surrounding travel.
- (11) Authorizing official (A.O.). A Department official, supervisor or other employee who has been delegated authority, in writing, to authorize a specific type of travel for him/herself and/or his/her subordinates. This official's responsibilities are documented under para. 1-1.3.e. The A.O. signs block 25 of HUD 25.
- (12) Principal authorizing official (PAO). Department officials delegated authority to authorize and approve operational travel for themselves, their employees and other individuals traveling on behalf of the Department. They are Assistant Secretaries; General Counsel; President, Government National Mortgage Association; Inspector General; Regional Administrators, and heads of offices who report directly to the Office of the Secretary.
- (13) Recommending official (R.O.). Official with authority to plan and direct travel for him/herself and/or his/her employees but who is not empowered to authorize travel. This official is responsible for determining that the travel is essential, that transportation modes and travel

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allowances are properly set and that other responsibilities documented in para. 1-1.3.e are followed. R.O.'s will sign block 23 of HUD 25 to certify that the travel is essential and in compliance with Federal and Departmental regulations. When travel is planned and directed by the authorizing official, block 23 will be left blank.

- (14) Residence. Place of abode from which an employee commutes daily to his official station.
- (15) Subsistence. Meals, lodging and other types of expenses incurred by an employee when on official travel.
- (16) Temporary duty station. An employee's temporary place of business away from his official duty station.
  - (17) Temporary duty travel (TDY). Official travel of a

temporary nature away from an employee's official duty station.

- (18) Travel status. The period of time an employee is considered to be on official travel for reimbursement purposes.
- (19) Types of travel. The definitions of the various travel categories for which employee travel may be authorized include the following:
- (a) Foreign travel. Travel in localities in any area situated outside the conterminous United States.
- (b) Headquarters directed travel. Travel performed by field personnel at the direction and funding of a Headquarters authorizing official.
- (c) Invitational travel. Travel performed by a person not employed by the Department at the request or invitation of a Headquarters principal authorizing official for the purpose of providing advice or guidance concerning Department matters in his/her area of competence, or appearing before officials of the Department in a representative capacity on behalf of industry, labor, or a recognizable group of persons, such as a tenants organization. Invitational travel is for an individual to provide a service to the Department rather than to serve his/her own interests.
- (d) Operational travel. Day-to-day travel required to carry Out the management and operational functions essential to the proper administration of Department programs and activities. Operational travel includes local transportation in and around the duty station, as well as per diem travel within the Region, but excludes the following types of travel, travel situations or categories of travelers:
  - o Advisory committee members
  - o Consultants or experts
  - o Extended stay travel

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- o Foreign travel
- o Headquarters directed travel
- o Invitational travel
- o Special purpose travel
- o Preemployment interviews
- o Change of official station or other relocation travel
- o Training travel
- o Travel on an actual subsistence expense basis when due to unusual circumstances of a travel assignment.
- (e) Special purpose travel. Travel to attend and participate in conventions, conferences and major meetings of public and

private organizations and travel to make public appearances to officially represent the Department. It does not include travel to attend training courses where a Standard Form 182, Request, Authorization, Agreement and Certification of Training, is appropriate or travel to attend workshops, seminars or meetings to survey and preview computer equipment and software.

- (f) Training travel. See para. 1-13.1.
- (g) Extended stay travel. Extended stay travel includes temporary duty travel assignments to one location for a period of more than 30 days, including travel for training purposes.
- (h) Permanent change of station travel (PCS). Travel of an employee to transfer from one official station to another for permanent duty provided that the transfer is in the interest of the Government and is not primarily for the convenience or benefit of the employee or at his/her request. This type of travel is also known as relocation travel.
- (20) Travel allowance holder. The authorizing official to whom the travel budget has been allocated, and who is responsible for approving travel advances by initialing block 24a of the HUD 25.
- d. Acronyms. The following frequently used acronyms, in addition to those identified under c above, and in other locations, are used throughout this handbook to economize on space and verbiage.
  - (1) CG Decisions Comptroller General Decisions.
  - (2) FPMR Federal Property Management Regulations.
  - (3) FTR Federal Travel Regulations.
  - (4) GAO General Accounting Office.
  - (5) GBL Government Bill of Lading.

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- (6) GSA General Services Administration.
- (7) GTR SF 1169, U.S. Government Transportation Request.
- (8) HUD Department of Housing and Urban Development.
- (9) SATO Scheduled Airline Traffic Office.
- (10) OPM Office of Personnel Management.
- (11) DUSFC Deputy Under Secretary for Field Coordination.
- (12) Para. Paragraph.

- (13) OFA Office of Finance and Accounting.
- (14) AFGO General Accounting Operations Division.
- \*(15) DOA Director, Office of Administration.
- (16) PDY Station Permanent Duty Station (Official Station). \*
- e. Responsibilities of recommending and authorizing officials. Officials delegated authority to plan and direct travel and officials empowered to authorize travel on official business (sign block 23 or 25, HUD 25) have the following responsibilities:
- (1) Have a clear understanding of Department travel policies, procedures and allowances;
- (2) Determine that proposed travel is required in the interest of the Government and cannot be accomplished by more economical methods such as teleconferencing, is in accordance with the overall plans of the organizational unit, and is in accordance with this handbook and changes thereto;
- (3) Consider having the proposed mission accomplished by available field personnel at reduced expense to the organizational unit (if applicable) or through telecommunications facilities;
- (4) Authorize itineraries which will most effectively serve program needs at the least cost;
- (5) Provide for the use of the most economical modes of transportation which provide services generally meeting acceptable standards and objectives of the mission;
- (6) Make maximum use of motor pool vehicles, GSA contract rental cars, GSA contract airlines, and the GSA Metroliner discount fares before authorizing travel by the same mode with a noncontract supplier;

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\*
(7) Schedule each employee's travel within his/her regular

- (7) Schedule each employee's travel within his/her regular workweek to the extent practicable (5 U.S.C. 5542);
- (8) Ensure that all authorized leave during the travel period is reflected on the travel authorization. When considering such a request for leave, the authorizing official shall take into account the public's perception of the proposed leave as well as the travel/leave prohibition. The potential appearance of personal convenience taking precedence over the best interests of the Government should also be considered;
  - (9) Eliminate attendance and minimize participation by

employees at conferences, meetings, and seminars when attendance is not directly related to the accomplishment of the Department's mission;

- (10) Determine that all meals, lodging, and transportation to be received free of charge are in accordance with the HUD Standards of Conduct;
- (11) Ensure that all required justifications are contained on the travel authorization as required by this handbook and changes thereto;
- (12) Ensure that sufficient funds are available to defray the travel costs specified in the authorization. If the cost of travel is charged to a fund or appropriation of an office or region different from the one from which the employee is payrolled, there must be written instructions from competent authority approving the practice or the travel authorization must show the concurrence of the official (or his/her designee) that is responsible for the funds to be used;
- (13) Reduce transfers of employees between official duty stations to those essential for mission accomplishment;
- (14) Assure that contract provisions and procedures provide that travel by contractors whose costs are directly reflected in prices paid by the Department is held to that which is essential and that the cost of such travel is minimized;
  - (15) Coordinate travel as described below:
- (a) Routine travel. Routine temporary duty travel requires intraoffice coordination indicated below. In addition to ensuring the essentiality of the travel, coordination is required so that:
- (i) An excessive number of travelers as determined by the authorizing official are not permitted to visit a single office at the same time;
- (ii) Representatives of two or more offices dealing with a related problem arrive concurrently at the point of meeting;
- $% \left( 1,1,...,1\right) =0$  (iii) The operations of the office to be visited will not be disrupted;

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(iv) Travel is planned in advance to allow proper preparation and coordination for the proposed visits. Except as indicated in (2), below, the appropriate Regional Administrator or regional counterpart shall be notified in advance of any contemplated visit to his/her region by Headquarters personnel or by personnel of another regional office and approved by the Deputy Under Secretary for Field Coordination (DUSFC).

- (b) Unannounced visits to regional offices. In instances in which prior notification is not desirable, Assistant Secretaries, Regional Administrators and equivalent levels of authority are authorized to issue travel orders which will result in unannounced visits to regional activities. While the authority to do so is not to be abused, it should be used when inspections, management surveys, surveillance visits, or spot checks of regional operations are being conducted to determine precise degrees of compliance with Headquarters procedural safeguards. Use of the authority for conducting surprise visits is encouraged whenever the purpose of the trip encompasses activity of an audit or investigatory nature, regardless of whether the function is being performed by regular auditors and investigators or by management personnel.
- (c) Interregional travel. Travel by employees to other regions and to Headquarters shall be coordinated with and approved by the DUSFC. Travel to training centrally managed by the Office of Training is exempt from this requirement. All other training travel must be approved by the DUSFC.
- (d) Group or team travel. When official travel involves a group or team of employees from more than one office and/or region who travel on the same assignment to the same temporary duty station, the authorizing officials should consult with each other to ensure uniform travel allowances are paid to all employees.
  - f. Responsibilities of approving officials.
- (1) Officials delegated authority to approve travel advances (block 10 of SF 1038) shall determine that:
- (a) The amount of advance is necessary, reasonable, and not in excess of the employee's estimated reimbursable cost of travel;
- (b) The travel has been authorized by a designated authorizing official; and
- (c) All advances for previous travel have been liquidated or the new advance is necessary in addition to outstanding balances;
- (2) Officials delegated authority to approve travel (sign block 14 of SF 1012 and/or block 8 of SF 1164) shall ensure that the form(s)

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is subject to only one supervisory review and is forwarded to the appropriate accounting office or imprest fund cashier, when appropriate,

appropriate accounting office or imprest fund cashier, when appropriate within 5 workdays of receipt or returned to the traveler for revision. This review shall be made to ensure that:

(a) The employee performed travel in accordance with

the official travel authorization in the most cost effective manner;

- (b) All travel on the voucher was performed for official purposes and any personal side (not reimbursable) trips and time in leave status are adequately reflected on the travel voucher and that proper justifying statements and approvals are shown on or attached to the voucher (or SF 1164);
- (c) The local travel expenses claimed at the traveler's official station and temporary duty station made the maximum use of available limousine service and public transportation before using taxicabs;
- (d) The amount of travel advance reflected on the travel voucher agrees with that approved for the employee and that travel advance balances are liquidated or repaid promptly;
- (e) All free meals, lodging, etc., are properly annotated and are in accordance with HUD Standards of Conduct;
- (f) Local and long distance phone calls were incurred for official purposes and are itemized to show calls from where to where;
- (g) All claims for meals and miscellaneous expenses (tips, laundry, dry cleaning, etc.) when traveling on an actual subsistence basis are reasonable in amount and that the traveler acted prudently in incurring the expense;
- (h) The proper reimbursement rate is used as provided in Appendix D and FTR 1-4.2 and 1-4.4 when the use of a privately owned vehicle is authorized and that employees understand the approved rate of reimbursement;
- (i) Claims are appropriate and correct through careful review of travel vouchers and SF 1164's prior to approval; and
- $\,$  (j) Travel vouchers and SF 1164's are complete, contain all required certifications, statements or other information and that required receipts are attached.
- g. Responsibilities of travelers. Travelers are responsible for exercising the same care in incurring travel expenses that a prudent person would exercise if traveling at his own personal expense. They are also responsible for:

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(1) Knowing Federal and HUD regulations governing travel and performing travel in accordance with the policies and procedures contained n this handbook;

- (2) Being fully informed of their responsibilities for economy in incurring travel expenses since a considerable portion of the planning for itineraries and modes of transportation must of necessity be accomplished by the traveler;
- (3) Assuring the authority covering itineraries and mode of travel are approved prior to the travel;
- (4) Taking advantage of special Government, weekly and other reduced rates offered by hotels, motels, etc. (see Federal Hotel/Motel Discount Directory);
- (5) Planning itineraries to utilize excursion, round trip and group fares offered by airlines and other common carriers as well as GSA contract air carriers (see Federal Travel Directory);
- (6) Preparing accurate and factual vouchers for reimbursement of travel expenses;
- (7) Including on the travel voucher, all leave taken while in a travel status (see para. 1-1.9 regarding restrictions);
- (8) Submitting travel vouchers upon completion of the travel, but no later than the first workday of the following month;
- (9) Applying single trip travel advances to the voucher covering the travel for which the advance was obtained and attaching a personal check, travelers check, certified check or money order for the amount of any such advance that exceeds the amount claimed on the voucher. The cost of any check or money order to repay a travel advance is not reimbursable;
- (10) Assuring that revolving travel advances are maintained only at the level needed for regular, recurring travel.
- 1-1.4. Authority for travel. The FTR makes a broad grant of travel authority to the Secretary of Housing and Urban Development. Only the Secretary and Under Secretary have authority to authorize and approve the following types of travel:
- a. Actual subsistence due to unusual circumstances (see FTR and  $\mbox{HUD paras. }1-8.1\mbox{c}).$ 
  - b. First-class (see FTR and HUD paras. 1-3.3d).

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- c. Foreign travel (see HUD, part 12 of ch. 1).
- d. Operational and relocation travel of Headquarters principal authorizing officials.

- 1-1.5. Delegation by the Secretary. The Secretary's travel authority is hereby delegated as specified below:
- a. Principal authorizing officials (PAOs) have authority to authorize and approve the types of travel listed below except when otherwise specified:
- (1) Operational travel. Routine, repetitive travel, including local, in and around travel, to carry out the management and operational functions of a HUD program or activity may be authorized in advance of the travel by PAO's. PAO's are responsible for determining if proposed travel is really necessary or contraindicated by less costly measures, such as tele-conferencing. Essential travel should be planned far enough in advance to accommodate travel discount packages and

  \* maximize travel dollars. This authority may be redelegated to Division Director or equivalent positions. Regional Administrators are

  delegated the authority to authorize their own operational travel.
  - (2) Invitational travel. PAO's are delegated authority to authorize, in advance, the travel of persons not employed by HUD for the purpose of providing a service to the Department. This authority may not be redelegated.
  - (3) Extended stay travel. PAO's are delegated authority for advance authorization of temporary duty travel, except for training assignments, to one location for a period of more than 30 days. Authority may only be redelegated to officials one level below the PAO.
  - (4) Special purpose travel. Travel to make public appearances to officially represent HUD and to attend and participate in conventions and conferences may be authorized by PAO's subject to the controls indicated below:
  - (a) Headquarters employees requires coordination with the Office of Public Affairs to control participation and/or attendance of employees at conventions, conferences or similar meetings. Advance approval of the Under Secretary is required; travel orders must be submitted at least five working days prior to needing a decision on approval. Invitations should be attached and submitted with the HUD 25. When there is no written invitation, the event and the sponsor must be fully identified under block 17. Requests shall be submitted to the Under Secretary through the PAO, who will sign the HUD 25 in block 25. The Under Secretary will indicate approval or disapproval in block 21 of the HUD 25. PAO's, with the exception of the Inspector General, may not redelegate authority to authorize special purpose travel.

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(b) Field office employees - Requires prior approval of the Deputy Under Secretary for Field Coordination (DUSFC) when travel

involves attendance at National conventions or forums. Travel orders shall be prepared in accordance with para. (a), above. The DUSFC will sign block 21 of HUD 25. Regional Administrators shall sign in block 25, prior to submission to the DUSFC. They shall authorize, as well as establish and maintain controls over, special purpose travel by employees within their region when such events are of a regional or local nature. RA's must obtain advance approval of the DUSFC for their own special purpose travel of a national or interregional nature. A single control point for prior approval or authorization of the travel in order to provide proper consideration of attendance on a regionwide basis must be established. Authority to authorize regional or local special purpose travel may not be redelegated.

- (5) Preemployment Interviews. Authority is delegated to PAO's and, in some cases, requires prior approval of the appropriate personnel office of OPM. Authority may be redelegated. See part 13, ch. 1.
- (6) Travel to a HRGA on a per diem basis. PAO's are delegated authority to authorize per diem in lieu of actual subsistence in high rate geographical areas. This authority may be redelegated. Authorization must be made on a case-by-case basis in advance of the travel on an individual travel order only.
- (7) Noncontract air carriers to city-pairs. PAO's are delegated authority to authorize or approve travel by noncontract carriers to city-pairs in compliance with FTR and HUD regulations. This authority may be redelegated, (see paras. 1-2.2 and 1-2.2.1).
- (8) Travel when cash is used to procure passenger transportation costing over \$100. See HUD paras. 1-10.2.b.(3)(i) and (4)(i).
- (9) Travel by advisory committee members. Authority may not be redelegated. Travel allowances and other provisions of this handbook are applicable unless otherwise stated in the charter establishing the committee. Non-Government advisory committee members are not eligible for relocation allowances.
- (10) Travel by consultants or experts. Authority may not be redelegated. Travel allowances and other provisions of this handbook are applicable to travel by consultants or experts employed in accordance with the provisions of Handbook 304.1, Personnel Policy on Employment of Consultants and Experts. Consultants and experts are ineligible for relocation allowances.

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(11) Relocation travel. PAO's have authority to authorize and approve relocation allowances for permanent change of station travel. This authority may be redelegated; redelegations must be held to the highest organization level feasible to assure uniformity in the authorization of

allowances and compliance with FTR and HUD regulations. This authority may not be exercised until the personnel action has been approved. Signature of an authorized employee of the appropriate personnel office is required on block 21 of the HUD 25 prior to completing HUD 21004 (Rev. 10/83), Services and Reimbursement Agreement, Moving Expense Allowances, and authorizing allowances on HUD 21005 (Rev. 10/83), Supplement to Official Travel Authorization.

- (12) Headquarters directed travel. Headquarters PAO's only are delegated authority to authorize travel of field office employees to attend priority meetings, seminars, workshops and special training or orientation sessions. Such travel must be planned at least two weeks in advance and requires the prior approval of the DUSFC. Authority may be redelegated (see part 13).
- \* (13) Training travel of field office employees. The Regional Administrator may authorize and approve non-HUD training travel. Prior approval of training on SF 182, Request, Authorization, Agreement and Certification of Training, is required. Non-HUD training outside the region also requires the advance approval of the DUSFC. This authority may be redelegated.
- b. Assistant to the Secretary for International Affairs is delegated authority to approve all foreign travel, including Presidential appointees and Regional Administrators, whose foreign travel is authorized by the Secretary or Under Secretary. He/she is responsible for monitoring and acting on all requests for foreign travel (see Part 12).
- c. Deputy Under Secretary for Field Coordination (DUSFC) is delegated authority for the coordination and prior approval of the travel of field office employees including Regional Administrators for special purpose travel of a national nature and Headquarters directed travel. This authority may only be redelegated to the Assistant Deputy Under Secretary for Field Coordination. The DUSFC is also responsible for the coordination and approval of travel by field office employees to other regions.
- d. Director of Training is delegated authority to authorize and approve the following (see part 13, ch. 1):
- (1) all training travel of Headquarters employees; authority may be redelegated except for extended stay training.
- (2) operational travel of training instructors; authority may be redelegated.

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- (3) Headquarters funded and managed training of all employees; authority may not be redelegated.
  - (4) Extended stay training of all employees; authority may not

be redelegated.

- e. Assistant Secretary for Administration is delegated authority to waive recovery of relocation expenses of employees for failure to complete service agreements. Requests for waivers must be submitted to the Assistant Secretary for Administration through the PAO. This authority may not be redelegated.
- 1-1.6. Delegation of travel authority. Delegations of authority to authorize and/or approve a particular type of travel shall not be made below Division level or the equivalent, unless otherwise provided under para. 1-1.5, above.
  - a. Delegations of authority must:
    - (1) Be in writing;
    - (2) State whether such authority may be redelegated;
- (3) Specify the type of travel for which authority is delegated, e.g., operational travel, Headquarters directed travel or preemployment interviews;
- (4) Identify each official to whom authority is delegated by typewritten name and an original signature, position title, and organization.
- b. A copy of each delegation of authority, together with signatures of officials to whom authority is delegated, shall be furnished to the appropriate accounting office. A copy of such delegation of authority must also be furnished to the Headquarters or field office imprest fund cashier, as appropriate.
- c. Redelegations of authority must be updated October 1 each year; changes to rescind or add redelegations should be made as they occur.
- d. In order that control of travel will remain at a proper level, when redelegations are permitted and not specified, authorizing officials may not redelegate authority below the Division Director or equivalent level. However, authority for specific types of travel, such as travel for preemployment interviews, should be held to a higher level of authority to maintain proper management and control of travel.
- e. Authority to approve travel vouchers is delegated to authorizing officials. This authority may be redelegated. Generally, the official who authorizes the travel should approve the travel (by signing the related travel voucher). Unless specifically restricted by their superior PAO's may approve

superior PAO's may approve		
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their own travel vouchers except for foreign travel, first-class travel and other special travel situations. All travel vouchers covering official foreign travel shall be approved by the Assistant to the Secretary for International Affairs or his/her designee.

- 1-1.7. Methods of authorizing travel.
- a. General. All official travel must be authorized in advance by appropriate travel authorizing officials. The HUD 25, Official Travel Order, shall be completely and accurately prepared, as required.
- b. Types of authorizations. The following types of travel authorizations may be issued:
  - (1) Individual travel orders (ITO's);
  - (2) Limited Open Travel Authorizations (LOTA's);
  - (3) Group travel orders (GTO's);
  - (4) Local travel authorizations (LTA); and,
  - (5) Relocation authorizations (RA's).
- c. Documentation of travel orders. Properly executed and authorized travel orders are required prior to incurring travel expenses. Travel orders shall include all required information concerning allowances for the travel assignment, such as mode of transportation authorized, rate of reimbursement for use of privately-owned conveyance, per diem or actual subsistence expense authorized including the maximum daily rate, etc. Travel orders shall also include a brief description of the purpose(s) of all travel to be performed and documentation of the travel accounting classification/subobject class(es) (see Appendix A).
- d. Amending travel orders. Travel orders shall be amended as necessary and in advance of the proposed travel to be performed. The amended HUD 25, Official Travel Order, shall indicate any proposed trips to be added, deleted, or otherwise modified. Travel orders cannot be revoked or modified retroactively so as to increase or decrease the rights, benefits and entitlements after travel has been performed. Employees and authorizing officials are therefore cautioned to assure that the travel order and any amendments include all required information concerning allowances for authorized travel. Exceptions have been made to correct apparent errors or to complete an incomplete travel order in accordance with the original intent of the official who issued the order (22 Comptroller General 934 and 28 Comptroller General 732).

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1-1.7.1. Individual travel orders (ITO). Travel under an ITO is limited to a single trip from the traveler's official station to one or more

specific points and return, and to the period of time designated as essential to accomplish the purpose of the trip. Use HUD 25, Official Travel Order, to authorize such travel. An ITO must be issued for:

- a. All travel not covered by the Limited Open Travel Authorization (LOTA) (see para. 1-1.7.c(7) below).
- b. Training travel not covered by adapted Standard Form 182, Request, Authorization, Agreement and Certification of Training and Travel. (See Appendix A).
- c. Travel not qualifying under local, in or around travel (see para. 1-1.7.4).
- 1-1.7.2. Limited Open Travel Authorizations (LOTA).
- a. General. A LOTA may be appropriate when travel of qualifying employees can be comprehensively planned in advance. HUD 25, Official Travel Order, shall be completely and accurately prepared (see Appendix A).
- b. Employees covered. A LOTA may only be issued to the following HUD employees:
  - (1) Secretary and Under Secretary;
- (2) Principal assistants and managers that the Secretary determines should be issued a LOTA;
- (3) Field office employees making two or more qualifying trips per month;
- (4) Headquarters employees stationed in field offices making two or more qualifying trips per month; and,
- (5) Employees of the Office of the Inspector General located in Headquarters and field offices.
  - c. Procedures.
- (1) Authorization policy. Authorization for travel under a LOTA is delegated to the following officials, and may not be redelegated, except as indicated:
  - (a) Secretary;
  - (b) Under Secretary;

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(c) Regional Administrator:
 Division Directors or equivalent;

- (d) Inspector General
  - 1 Regional Inspectors General;
  - 2 Assistant Inspectors General; and
  - 3 Deputy Assistant Inspectors General.
- (2) Time period. The time period covered by a LOTA may be any 1 month period or fiscal-quarterly period within a current fiscal year.
- (3) Type of travel. The LOTA may only be used to cover frequent, routine operational travel; other travel must be covered on an individual travel order (ITO).
- (4) Funding. Travel funds under the LOTA shall be obligated on a monthly basis. Unexpended funds shall not be redistributed until settlement of a traveler's voucher for the monthly period.
- (5) Quarterly travel plan. The LOTA may cover routine, operational travel on a quarterly rather than monthly basis, when quarterly travel plans are submitted for an individual traveler. Travel funds under a quarterly plan must be obligated on a fiscal quarterly basis. Unexpended funds shall not be redistributed until settlement of a traveler's last voucher for the quarterly period. Quarterly plans shall cover routine travel consisting of six or more round trips per quarter for covered Headquarters or Field Office employees.
- (6) Travel claims. All claims for reimbursement under the LOTA shall be made on SF 1012, Travel Voucher. Vouchers must be \*submitted monthly under the monthly and quarterly travel plans. The purpose of all trips, including the accounting subobject code (Appendix A.1) and a brief description, must be documented on the voucher.
- (7) Exceptions. The following travel may not be covered under a LOTA and must be authorized by ITO only:
- (a) All travel outside the conterminous United States, including travel to and from Alaska, Hawaii, Puerto Rico and the possessions of the United States.
  - (b) Travel related to change of official station.
- (c) Travel of non-HUD personnel, including consultants or experts.
- $\mbox{\ensuremath{\mbox{(d)}}}$  Travel to attend conferences as well as other special purpose travel.

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- (e) Travel for training and preemployment interviews.
- (f) Trips under entitlement, extended stay, and Headquarters directed travel.
- (g) Travel requiring an actual subsistence allowance (except for routine travel to HRGA) or a special per diem rate.
- (h) Use of a noncontract carrier for air travel between designated city-pairs.
- (i) Travel during which the employee is authorized to take annual leave of more than 8 hours.
  - (j) Travel outside the area of Regional jurisdiction.
  - (k) Unscheduled or infrequent travel.
- 1-1.7.3. Group travel orders (GTO). A HUD 25, Official Travel Order, may be issued to cover the travel of four or more employees traveling from the same Region or Headquarters to the same location(s) for the same period of time. An attachment to the group travel order, as described below, must include a column which lists the travel order number including a suffix (for example, AA-84-101-01 through 04). Each traveler listed on the group travel order must be assigned a two-digit, individual identifying number, to be used as a suffix to the travel order. Travelers are responsible for inserting the travel order number of their travel voucher and U.S. Government Transportation Request (GTR).
- Attachment required. When a GTO is issued, an attachment shall be prepared showing for each traveler in columnar format, the following information: (1) Traveler's Office; (2) Traveler's Name and Title (3) Travel Order Number, including suffix; (4) Estimated Per Diem/Actual Subsistence Cost; (5) Estimated Transportation Cost; and, (7) Total Estimated Costs.
- Employee copy of travel order. Two to three copies of the travel order and the attachment shall be provided to each traveler. One copy is for the employee's records one for attaching to the related travel voucher, and one for ticketing facilities under blanket GTR arrangements.
- Amendments required. An amended travel order shall be issued to add, remove or change (substitute) travelers. A copy of the attachment to the original order should be appended with the revisions noted. In Headquarters, amended travel orders that increase or decrease the estimated cost shall be processed through the funds control point.

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## 1-1.7.4. Local travel authorizations (LTA).

a. General. An LTA covers temporary duty travel of a routine, operational nature that is performed in or around the employee's official station. It also covers local travel to attend authorized conferences or trade shows. It does not apply to local travel performed in or around a temporary duty station when the TDY is authorized by a HUD 25, involves lodging or subsistence costs, and is located outside the employee's permanent duty station and/or nearby localities.

#### b. Local travel areas.

### (1) Headquarters employees.

(a) Official station located in the Washington, DC metropolitan area. The local travel area for Headquarters employees whose official station is in the Washington, DC metropolitan area has been established as follows: The District of Columbia, the cities of Alexandria, Fairfax, and Falls Church in Virginia; Arlington and Fairfax Counties in Virginia; and Montgomery and Prince George's counties in Maryland.

- (b) Official station located outside the Washington, DC metropolitan area. Headquarters employees physically located in regional offices outside of the Washington, DC metropolitan area but organizationally assigned to Headquarters shall use the local travel area established by the appropriate Regional Administrator in (2), below.
- (2) Field employees. Regional Administrators shall determine the area to be covered by local travel in their region. The corporate limits of the city or town and the usual commuting area of the official station should be considered in establishing boundaries for local travel. The usual commuting area for local travel purposes should be that served by local transportation facilities such as buses, streetcars, subways, taxicabs, boats and trains.
- c. Authorization policy. Local travel must be authorized in advance by the employee's supervisor or appropriate authorizing official. HUD 25, Official Travel Order, is not necessary when travel is within the local travel area. RA's, however, may establish Regional procedures for local travel in accordance with Federal and Department regulations. When local travel is expected to be extensive during any one-month or quarterly period, such travel may be authorized under the LOTA. Travel outside the local travel area must be authorized on the HUD 25. Employees shall be encouraged to use inexpensive modes of transportation for local travel whenever possible. Travel costs from residence to temporary duty station within the local area shall be carefully reviewed prior to approval. Distance involved and the additional cost to the employee compared with the normal cost of commuting from residence to the official duty station on a daily basis are factors which should influence the administrative decision.

- d. Subsistence expenses. Entitlement to per diem or actual subsistence reimbursement is contingent upon the employee's assignment to temporary duty outside the local travel area as defined in subpara. b, above. In such cases, travel orders are required and reimbursement claims must be submitted on SF 1012, Travel Voucher. Transportation claims for travel within the local area of such TDY stations shall be filed on the travel voucher and not on SF 1164, Claim for Reimbursement for Expenditures on Official Travel, which is for reimbursement of transportation expenses for local travel in or around the permanent duty station only.
- e. Payment of mileage costs from residence to temporary duty site. When an employee is authorized to use a privately owned vehicle for official business, it is within the administrative discretion of the authorizing official to allow the employee mileage from whatever point he/she begins his/her journey with no deduction from the mileage for the distance that the employee would normally travel between his/her home and his/her office, except when the employee chooses to live outside the normal commuting area of the official duty station. See para. 1-4.1.a(1) for limitation.

#### f. Local transportation expense.

- (1) Bus, subway, or streetcar. Transportation by bus, subway or streetcar between places of business at the official duty station shall be allowed as a transportation expense. In localities where mass transit services are available and it is advantageous to use these modes of transportation, arrangements should be made to use tokens, tickets or passes obtained in advance. This procedure eliminates the preparation and processing of small claims for reimbursement.
- (2) Long-term Government-assigned vehicles. Vehicles or transportation services available for long-term assignment shall be used to perform local travel when advantageous to the Government.
- (3) Use of privately owned vehicles. Privately owned vehicles may be used to perform local travel on a mileage basis at rates not to exceed those specified in FTR 1-4.2 and 1-4.4. Reimbursement for local travel by privately owned vehicles will be based on mileage driven for the actual distance traveled incident to conducting official business. Reimbursement may also include the actual cost of automobile parking fees; ferry fares; and bridge, road, and tunnel fees in accordance with FTR and HUD Parts 4 of Chapter 1 (also see Appendix D).

## (4) Use of taxicabs.

(a) When an employee is on official business within the local travel area, the use of taxicabs between the office and places of business or between places of business shall be allowed if authorized or approved as advantageous to the Government.

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- (b) Reimbursement for the usual taxicab fares paid by an employee for travel between office and home may be authorized or approved incident to the conduct of official business at an employee's designated post of duty. This authority may be exercised only when the employee is dependent on public transportation for such travel incident to officially ordered work outside of regular working hours and when the travel is during hours of darkness or required by extenuating circumstances during hours of infrequently scheduled public transportation. In the latter case, the circumstances must be such that the overtime could not be planned in advance so that scheduled public transportation could be used.
- (i) The use of a taxicab under the provisions of this paragraph should be authorized in advance. A taxicab may not be authorized for travel during daylight hours, except when the employee is dependent on public transportation and extenuating circumstances do not allow time to plan the overtime in advance as provided above. Overtime on weekends and holidays should be scheduled during daylight hours to the maximum extent practicable and should coincide with public transportation schedules when employees must depend on such transportation.
- (ii) Claims shall be presented on SF 1164, Claim for Reimbursement for Expenditures on Official Business, to the designated imprest fund cashier. If an imprest fund is not available the claim should be forwarded to the appropriate accounting office. The claim must include an explanation of the circumstances which required the use of a taxicab. An authorizing official or his designee must approve the SF 1164.
  - (c) Receipts are required for fares in excess of \$25.
  - g. Preparation of reimbursement claims.
- (1) Reimbursement for allowable transportation expenses incurred in performing local travel by all modes of transportation shall be claimed on SF 1164, Claim for Reimbursement for Expenditures on Official Business. The signature of the approving official on SF 1164 shall indicate that the mode of transportation used to perform the local travel was more advantageous to the Government than other available modes of transportation. Documentation of the purpose of the trip, including the travel accounting classification/subobject class(es), shall be stated after each trip entry on the SF 1164.
- (2) Employees who regularly perform local travel should maintain, on the original only of SF 1164, a running record of all expenses incurred for each trip. When reimbursement is required, but generally not more frequently than once a month, the form shall be signed by the employee and submitted through channels to the approving official. After approval, the claim shall be submitted to an imprest fund cashier if one has been authorized and the expense is within payment authority, or to the accounting office through regular channels for payment by check. It is appropriate for

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one traveler to pay and claim reimbursement for an entire expense (taxicab fare, bridge toll, etc.) when local travel involves two or more employees engaged on official business. The names of the travelers accompanying the claimant must be shown on SF 1164.

- (3) Reimbursement claims on SF 1164 for use of a taxicab under conditions described in f(4)(b), above, shall include a complete explanation of the circumstances which justified use of a taxicab between an employee's office and home, including the hour of departure from the office. The justification must show (1) that the employee is dependent upon public transportation for the travel incident to officially ordered work outside of his/her regular work-hours and (2) that the travel was performed during hours of infrequently scheduled public transportation or darkness. The claims shall be approved in Headquarters at no lower than office director or equivalent; in Headquarters activities outside Washington, DC, by the head of the field activity; and in field offices, by office director, division director or equivalent. Taxi receipts are required to be attached to the voucher.
- 1-1.8. Travel during non-duty hours. To the maximum extent practicable, authorizing officials shall plan and schedule travel to prevent employees from having to travel during non-duty hours. Under certain circumstances, employees may be eligible for overtime pay during periods of en route travel between duty stations. HUD policy concerning overtime pay is contained in Handbook 550.2, Pay Administration.
- 1-1.9. Annual leave while on official travel. Congress has directed that HUD and other agencies prohibit employees from taking annual leave while on travel status except in unique or emergency situations. Any annual leave to be taken while on travel status must be shown and approved on the travel order, except that exempted leave does not require the approval of the second-level supervisor (see c(3), below). The Department is required to report to the Appropriation Committee on this requirement.
- a. Travel/leave policy. Employees are prohibited from taking annual leave while on travel except in unique or emergency situations. Annual leave while away from the official duty station, which immediately precedes, follows, or intervenes official travel is covered by this policy.
- b. Exemptions. The following situations are exempt from the travel/leave policy.
- (1) Permanent change of station (PCS) travel. Includes all authorized PCS travel.
- \* (2) Extended travel assignments. Includes single trips \* of more than thirty days official travel.
  - (3) Eight hours or less of annual leave.

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(4) Anchorage Office employees. Employees assigned to Alaska. Requests for annual leave while on travel Status shall be approved by the Manager.

- (5) Excess travel time POV in lieu of common carrier. When use of a privately-owned vehicle (POV) is authorized in lieu of common carrier and reimbursement is limited to constructive cost, any excess travel time must be charged to annual leave. This exemption covers only the additional time required for direct motor vehicle travel for official business over constructive travel time by common carrier. Any additional annual leave of more than 8 hours is subject to the travel/leave policy and other provisions of this paragraph.
- c. Documentation. Annual leave in these situations requires the usual supervisory approvals, and T&A recording. Such leave must be shown in block 17 on the HUD 25, Official Travel Order, and on the SF 1012, Travel Voucher.
- (1) Time and attendance records (T&A). T&A records shall continue to be maintained in accordance with current instructions. Travelers are responsible for promptly reporting leave to T&A clerks. Officials who approve T&A records are responsible for assuring that leave taken in conjunction with official travel is properly recorded in the leave records.
- (2) Travel order requirement. An ITO, form HUD 25, is required when annual leave is to be taken while on official travel status. The beginning and ending of the annual leave and an explanation of the unique or emergency situation must be shown on the travel order, or on an attachment thereto which is referenced on the travel order. Block 11 must show any amount of annual leave. Block 12 must show the beginning and ending dates of official travel.
- (3) Authorizing officials for travel/leave situations. Travel orders that include annual leave must be signed by a travel authorizing official in the employee's supervisory chain of command at least one level higher than the employee's normal authorizing official. If leave is requested in connection with Headquarters directed travel or other travel authorized outside of an employee's supervisory chain of command, block 11 must be used prior to submission to the A.O. for the specific type of travel. The A.O.'s signature in block 21 will indicate approval of the travel and the leave. The A.O. shall annotate block 11 when the leave request is disapproved.
- (4) Certification of authorizing officials. Signature of the authorizing official on the travel order certifies that (1) the travel is essential; (2) the official purpose of the travel as stated on the travel order is the sole reason for the trip at Government expense; (3) any annual leave requested is purely incidental; (4) the requested leave is for a bona fide unique or emergency situation; and (5) the leave will not cause additional travel costs to the Government or deter efficiency of official

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- d. Unique situations. These situations cannot be precisely defined because of their nature. The circumstances surrounding each request for annual leave in conjunction with travel must be carefully considered when determining whether a unique situation actually exists. A Congressional Investigative Report cited incidences of travel involving several weeks of leave combined with only 2-3 days of official travel. One incident was cited of a trip spanning the Christmas holiday with only 1-1/4 days of official travel on a trip totaling 9 days. These types of situations shall not be considered unique. The ratio of official/personal travel shall be considered as a factor when determining whether a unique situation exists. When the use of annual leave qualifies a trip for a reduced air fare, it will generally be considered a unique situation. However, these cases must be carefully considered on a case-by-case basis considering other provisions of para. 1-1.9.
- e. Emergency situations. An "emergency" is a sudden, generally unexpected occurrence or set of circumstances demanding Immediate attention. Consequently, it is usually Impossible to document the annual leave in advance. When emergency annual leave is taken but not shown on the travel order, an explanation of the emergency must be included on the travel voucher and the voucher must be approved by the higher level authorizing official.
- f. Records of travel/leave authorized or approved. Except for exempt situations set forth in subpara. b, a copy of each travel order (or travel voucher in the case of post approval) showing annual leave shall be maintained in a separate file by each Regional and Category A Office and by each travel control point in Headquarters. These records shall be forwarded to Management Services Division, Room 5270, HUD Building, in sufficient time for receipt by the 10th working day of each month. Field offices shall forward their records to the Director, Office of Regional Administration, for consolidated submission. Headquarters records shall be forwarded on a consolidated basis by each operating budget holder. The transmittal of these records shall specify the number of travel orders and/or vouchers forwarded. These records will be used for post review of approved travel/leave situations and to prepare reports required by the Congress.
- g. Scheduling annual leave. Both management and employees are responsible for early scheduling and effective leave planning as provided in Handbook 600.1, Hours of Duty, Absence and Leave. When an employee requests leave to be taken while on travel status and the leave is denied because it does not meet the unique or emergency situation criteria, the requested leave should be rescheduled as soon as possible. Employees are cautioned that if leave disapproved solely under the travel/leave policy is forfeited at the end of the year, it will not meet the restoration of forfeited annual leave provisions of the Handbook 600.1.

## 1-1.10. Funding of travel.

a. Appropriation of fund chargeable. As a general rule, the cost of travel shall be charged to the appropriation or fund payrolling the traveler. Exceptions are:

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- (1) When it is in the interest of the Government for an employee to perform official travel in connection with the activities of an appropriation or fund other than that from which he/she is payrolled, the travel costs (or a pro rata share thereof) may be charged to the benefiting appropriation or fund, provided there are written instructions from competent authority approving the practice or the travel order shows the concurrence of the travel allowance holder or his/her designee.
- (2) The travel costs of employees of other Federal agencies and non-Federal employees authorized to travel at HUD expense shall be charged to the benefiting appropriation or fund.
- (3) When the reimbursable travel expenses are related to transfer or appointment to a new official station, all costs of the travel shall be charged to the appropriation or fund from which the employee will be payrolled after reporting for duty at the new official station.
- b. Administrative control. Under HUD's system for administrative control of funds, travel allowance holders or their designees have the authority and responsibility for incurring obligations against allotments issued to them. Each travel allowance holder is responsible for providing the internal controls necessary to ensure the availability of funds prior to the authorization of travel on HUD 25, Official Travel Order.
  - c. Acceptance of travel reimbursement from outside sources.
- (1) The Federal criminal statutes contain a general prohibition against augmenting appropriations through the acceptance of funds from outside sources (18 U.S.C. 209 and 36 C.G. 268). There are certain specific cases in which Federal employees may accept such contributions. Section 7(k) of the Department of Housing and Urban Development Act, 42 U.S.C. Section 3535(k)(1), permits the Secretary to accept donations for the purpose of aiding or facilitating the work of the Department. Reimbursement of travel expenses (the donation) must be made to the Department and NOT to any individual employee (46 CG 689). However, in view of the general prohibition, arrangements involving payment of all or part of a HUD employee's travel expenses from non-Federal funds should be critically reviewed to determine its propriety.
- (2) Procedures. Non-Federal funds may be used for travel of HUD employees under the following procedures.
- (a) Authorizing official. PAO's must approve in advance each proposed official travel related donation whether in the form

of reimbursement or of goods and/or services provided in kind. This authority may NOT be redelegated.

(b) Authorization process. A HUD 25, Official Travel Order, shall be submitted to the appropriate PAO at least ten business days prior to the start of the requested travel. Questions concerning whether

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acceptance of travel expenses from outside sources will create a conflict of interest or an appearance of conflict of interest should be addressed to the Office of General Counsel (G), Administrative Law Division (GML).

- (c) Travel order documentation. Document on the travel order, information containing the name of the donor and type of organization and any other relevant data (e.g., whether the donor has business dealings with the Department, contemplates such business relations, or is regulated by the Department).
- (d) In-kind contributions. The traveler shall not be eligible for a travel advance when the transportation, lodging and subsistence costs are furnished in-kind by an outside source. Normally, the cost of value of in-kind contributions and the amounts of travel reimbursements must comply with comparable standards of the Federal and HUD travel regulations. Thus, an employee, except where otherwise permitted by Federal regulations (e.g., for medical reasons), may not accept a first class airline ticket from an outside source. Also, the cost or value of hotel accommodations or meals provided in-kind should normally be comparable to that permitted if the employee were traveling at government expense. However, standard accommodations at the site of a convention or meeting may be accepted even if the cost or value of the accommodations exceed the dollar limitations as set forth in this handbook.
- (e) Reimbursement of expenses. A traveler may not accept money from an outside source under any circumstances. Travel advances may be obtained for travel expenses to be reimbursed HUD by an outside source. HUD reimbursement to a traveler is in accordance with dollar limitations prescribed in this handbook, even though the amounts are to reimbursed to the Department by an outside organization. When the travel related expenses are to be reimbursed to the Department, it is the responsibility of the traveler to obtain the reimbursement from the outside source. Checks must be made payable to the Department of Housing and Urban Development, attached to a copy of the travel voucher and forwarded through the Administrative Officer (SA), Office of the Secretary (S), for deposit to the Department's Gift Account for credit to the Handling and Negotiable Securities.
- (f) Government Employees Training Act. Non-federal funds may be used for travel of employees for training or attendance at meetings under the Government Employees Training Act (5 U.S.C. 4111). See HUD Handbook 410.1, Personnel Policy, Employee Development and Training.

When acceptance of payment is approved under the provisions of Handbook 410.1, reimbursement by the Department is restricted as provided below:

(i) Expenses not reimbursable. When an approved payment by a donor fully covers expenses incident to training in a non-Government facility, or travel, subsistence, or other expenses incident to attendance at a meeting, as described in Handbook 410.1, such expenses are not reimbursable by the Department.

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(ii) Partial reimbursement. If an approved payment by a donor does not fully cover expenses described above, reimbursement by the Department is limited to an amount which will cover the balance of the expenses to the extent authorized by law and regulation, including 5 U.S.C. 4109 and 4110. In this situation, the travel voucher shall include expense data in sufficient detail for a determination to be made by the PAO as to whether the amount claimed is reimbursable under the provisions of this paragraph.

(iii) Travel reduction. Notwithstanding any other provisions of these guidelines for accepting reimbursement of travel expenses, in the event of a mandated reduction placed on Federal travel, including a limitation on the Department, such donations will not be accepted.

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#### HOUSING AND URBAN DEVELOPMENT

## TRAVEL REGULATIONS

Chapter 1. Travel Allowances

Part 2. Transportation Allowable

- 1-2.2. Methods of transportation.
  - c. Presumptions as to most advantageous method of transportation.
    - (1) Common Carrier.
      - (b) Selecting the most advantageous method of common

carrier transportation. The procedures indicated below implement FPMR Temporary Regulation A-22, Use of contract airline service between selected city-pairs, and its supplement 2.

(i) Contract air service. The use of discount fares offered by contract air carriers between certain cities (city-pairs) is considered advantageous to the Government and is mandatory for authorized air travel between those city-pairs (see para. 1-2.2.1).

(ii) Noncontract air service. The use of noncontract air service may be authorized or approved only when justified under the conditions provided in para. 1-2.2.1.h. Advance authorization and the justification for the use of noncontract air service shall be shown on the travel order before the actual travel begins unless extenuating circumstances or emergency situations make advance authorization impossible. In this event, the employee shall obtain written approval from the appropriate authorizing official at the earliest possible time after completing the travel. The approval and justification shall be stated on or attached to the travel voucher (see para. 1-2.2.1.g,j and k).

 $\hbox{(2)} \quad \hbox{Government-contract rental or Government-furnished automobiles.}$ 

(a) Government-contract rental vehicles. Offices shall provide travelers with information on Government contract rental vehicles available under a GSA Federal Supply Schedule contract. This data is contained in the GSA publication, Federal Supply Schedule, Industrial Group 751, Class 7512, Motor Vehicle Rental Without Driver. Information is also available in the monthly Federal Travel Directory. For additional information, travelers in Headquarters should contact the Facilities Operations Division (ASB), OAMS, or the Travel Imprest Fund Office (Room 5154). When a GSA

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contract rental car or other commercially-rented vehicle is used for a combination of official business and personal use, the charges must be prorated accordingly.

(b) Government-furnished automobiles. Information on obtaining Government-furnished automobiles is contained in the GSA publication, "Interagency motor pools: Instructions, locations and rates for obtaining dispatch vehicles." Government-furnished vehicles shall be used as indicated below:

(i) Long-term use. Offices should give high mileage drivers (employees driving 1,000 miles or more per month on official Government business) the option of making a commitment to use Government-furnished automobiles or electing to use privately owned conveyances. Such commitments will be for periods of time which warrant the making of arrangements for supply of Government-furnished automobiles,

and commitment changes shall be made in sufficient time in advance of their effective dates to permit arrangements to be made for acquisition or disposal of Government-furnished automobiles as required.

(ii) Individual trip requirement. When a vehicle is needed for official business, a reservation should be made in advance with the GSA motor pool.

- 1-2.2.1. Use of contract airline service. The General Services Administration (GSA), Transportation and Public Utilities Service (TPUS), has negotiated contracts with certificated air carriers to furnish air passenger transportation for official Government travel at reduced rates. Except for the travel conditions indicated in subparagraph h, below, the Government has agreed to place all of its official air travel with the contract air carriers providing scheduled service between the city-pairs covered by the contracts. These city-pairs are listed in Appendix B, which is updated annually.
- a. Carrier requirements. Carriers must publish flight schedules of city-pairs awarded in the Official Airline Guide (OAG). Contract airline service shall be available between the hours of 7 a.m. and 10 p.m. (local time). The contractor shall not be required to furnish services if, at the time of the request for services, the scheduled aircraft is fully booked, nor shall the contractor be required to furnish any additional aircraft to satisfy the transportation requirement. However, the contractor will provide the official Government traveler with the same services, including meals, as provided to its commercial passengers in scheduled jet coach or better, subject to the rules and procedures published in the air carrier's tariffs on file with the Civil Aeronautics Board. The carrier will make reservations for Government travelers on the same basis as the regular coach service travelers and shall not discriminate in favor of the commercial traveler.

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### b. Procedures for obtaining service.

- (1) Except as provided in (2), below, contract airline service shall be ordered by the issuance of a SF 1169, Government Transportation Request (GTR), either directly to the carrier contractor or indirectly to a Scheduled Airline Traffic Office (SATO) or other travel services provider under contract to GSA. At Headquarters, and in applicable field offices, HUD has arranged blanket GTR procurement of airline tickets with SATO or GSA travel agent contractors so that traveler use of GTR's shall be minimal.
- (2) Cash or personal credit cards shall not be used to circumvent the Government's contract with the airlines. In emergency circumstances when it is necessary for a traveler to use cash to procure contract air service, the traveler shall be prepared to authenticate the trip as official travel. When cash is used, contract air carriers have the

option of furnishing services at either the contract or noncontract fare. If only one contract is awarded between a city-pair and the contractor does not provide a contract fare with the use of cash, the traveler shall procure service from an airline offering the lowest noncontract fare. If more than one contract has been awarded between a city-pair, the traveler shall observe the order of carrier succession in selecting a contractor which provides a contract fare with the use of cash. If none of the contractors provides a contract fare with the use of cash, the traveler shall procure service from an airline offering the lowest noncontract fare.

- (3) When a reservation for contract air service is requested, the fare basis shall be identified as "YCA," and the carrier's ticket agent shall be instructed to apply the appropriate fare basis and contract fare. Tickets shall be verified to ensure that the proper fare basis and itinerary are shown on the ticket. Offices using teletype ticketing equipment shall examine airline tickets to determine whether the correct fare basis and contract fare have been applied. Improperly rated or fared tickets shall be canceled, and new tickets shall be issued. Tickets picked up at airline ticket offices shall be verified to ensure that the proper fare basis is shown on the ticket.
- (4) Contract fares apply only between the cities named in the Federal Travel Directory or Appendix B, and are not applicable to or from intermediate points; however, the contract fare may be used in conjunction with other published fares, including other contract fares. Under this provision, carriers will provide through ticketing and service.
- (5) Cost-reimbursable Government contractors traveling on official business shall obtain contract airline passenger transportation only through the use of a GTR. However, current Department procedures would not render use of the GTR by cost-reimbursable contractors cost effective.

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Consequently, such contractors may obtain contract air fares whenever air carriers permit the use of contract air fares without use of a GTR.

- c. Use of travel agents and Scheduled Airline Traffic Offices (SATO's). GSA has entered into contracts with various commercial travel agents and into agreements with SATO's to provide travel management services for Federal agencies. These travel agents and SATO's are responsible for providing and arranging all travel services to Federal travelers. When GTR's are used, the travel agents and SATO's are assigned GTR numbers by each participating Federal agency, and the assigned GTR number shall be shown on all transportation tickets issued. Travel management services will also be furnished when GSA Contractor-issued charge cards are used as announced in GSA Bulletin FPMR A-85. (See GSA's Federal Travel Directory for the location of travel agents and SATO's.)
  - d. Federal Travel Directory. The Directory is published by GSA

and printed by Official Airline Guides, Inc. The Directory includes a list of city-pairs for which transportation services are contracted, airline codes, contract airline schedules, fare basis and reservation telephone numbers. The Directory also includes ground transportation information; hotel/motel information is published separately under an annual publication, the Federal Hotel/Motel Discount Directory. The Federal Travel Directory is updated and published monthly. Both directories are distributed to Administrative Officers in Headquarters. In the field, distribution is to: Administrative Services Division Directors in Regional Offices and Category A-C Office Managers.

- e. Multiple awards between the same city-pair. When a city-pair published in the Federal Travel Directory indicates that multiple contracts are awarded, the contractors are listed in descending order from the carrier (primary) offering the lower fare to the carrier (secondary) offering the next higher fare. Except as otherwise provided in this paragraph, employees shall request reservations from the contract carriers in the order of succession, as listed. If service by contract carriers is provided at different airports but still between the same city-pair listed in the Federal Travel Directory, the lowest overall cost, including the contract fare, lost productive time, and ground transportation, will determine which carrier will be used. The secondary carrier shall be used when the primary carrier cannot provide the service required by the employee or when official travel falls within one of the exceptions listed in subpara. h below.
- f. Lower fares offered by contractors. When a contract carrier offers a fare to the general public between city-pairs which is lower than the contract YCA fare, HUD offices may elect to use the lower noncontract fare instead of the contract fare. These lower fares may be used provided they do not alter the position of the contractors with respect to their use in progressive order as specified in subpara. e above. However, a change in the order of carrier succession to obtain a fare lower than the YCA fare may be justified based upon a comparison of total costs as prescribed in subpara.

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h(3) below. For example, if the YCA fares for the same city-pair are \$68 for carrier A and \$75 for carrier B and carrier A offers a fare lower than \$68, the lower fare may be used. If, on the other hand, carrier B should offer a fare lower than \$68 and carrier A remains eligible to furnish service under its contract, carrier B's lower fare may be used if a cost comparison under subpara. h(3), below, justifies the use of carrier B's lower fare. By offering to the general public an unrestricted fare that is lower than its YCA fare, the contract carrier assumes the status of a noncontract carrier.

g. Use of noncontract carriers. PAO's may authorize or approve the use of noncontract air carriers when justified under the conditions listed in subpara. h, below. This authority may be redelegated in

accordance with standard Department procedures. Travel order documentation is required.

- h. Conditions justifying use of secondary or noncontract carriers. Use of secondary or noncontract air carriers is justified when primary or contract air carriers cannot provide the services required or when official travel falls within one of the exceptions noted in (1) through (3), below. Justifications for the use of secondary or noncontract air carriers must be authorized on ITO's (if known before travel begins) or approved on vouchers (if not known before travel begins). The justification numbers indicated below (1-3) shall be annotated on both the travel order and travel voucher.
- (1) The contract (or primary contract) carrier's flight
  schedule:
  - (a) does not meet the agency's mission requirements;
- (b) would result in excessive local travel time and cost at the origin or termination points;
  - (c) would require additional overnight lodging; or
- (d) is inconsistent with the Government's policy of scheduling travel to the maximum extent practicable during normal working hours (for further information, see the Federal Personnel Manual, Supplement 990-2).
- (2) Space aboard the contract (or primary contract) carrier's scheduled flight is not available to accomplish the mission requirements.
- (3) On the basis of a comparison of total costs for each individual trip, the use of standard jet coach fare ("Y" or "S" class) is less than the contract fare at the time the reservation is made considering such cost factors as actual transportation costs, subsistence, allowable overtime, or lost productive time. Promotional or restrictive fares (e.g., seating space or time limitations) shall not be used in the cost comparison.

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- i. Traveler liability. In the absence of specific authorization or approval stated on or attached to the travel authorization or travel voucher, the traveler shall be responsible for any additional costs resulting from the use of noncontract service or contract services that violate the order of carrier succession. The additional costs shall be the difference between the unauthorized contract or noncontract air service used and the lowest appropriate contract fare applicable under this regulation.
  - j. Travel order documentation. A statement setting forth the

specific circumstances upon which an authorization to use a noncontract carrier is based shall be signed by the authorizing official and included on or attached to the travel order. The statement shall identify the appropriate justifying condition(s) as listed in subparagraph h., above. In addition, Form HUD 25, Official Travel Order, shall be completed as follows:

- (1) Block 15, Mode of travel. Check the appropriate modes(s) of transportation. Items under a., normal, indicate the contract or lowest noncontract fare applicable for the selected mode of transportation. When not the contract or lowest noncontract fare available, check the selected mode under b, special, and provide a justification in block 17 or an attachment when extra space is needed.
- (2) Block 17, Justification for special modes of travel and allowances. When use of a noncontract airline service is authorized, the subparagraph number at the appropriate justifying condition, as listed in subpara. h., above, shall be entered. A detailed justification is also required.
- k. Travel voucher documentation. Authorizing officials may approve the use of a noncontract carrier which was not authorized in advance of travel provided the traveler has an appropriate and verifiable justification (see paragraph 1-2.2.1.h.). A detailed, narrative justification must be attached to the SF-1012, Travel Voucher. Indicate the justification code in block 12. The signature of the authorizing official in block 14 of the voucher shall certify the approval of the justification for the use of a noncontract carrier.
- 1. Travel on official time. Section 6107 (b)(2) of Title 5, United States Code, provides, in part: "To the maximum extent practicable, the head of an agency shall schedule the time to be spent by an employee in a travel status away from his/her official duty station within the regularly scheduled workweek of the employee." Insofar as practicable, travel during non-duty hours shall not be required of an employee. It is not the policy of the Department to require an employee to travel during nonduty hours for the purpose of using contract airlines.

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- m. Collective agreements. This regulation (paragraph 1-2.2.1) shall not be interpreted to nullify any valid, negotiated agreement between management and a union covering any provision of employee travel in effect on June 30, 1980. Upon the expiration of agreements exempted, the provisions of this paragraph shall apply.
- 1-2.6. Use of Government-furnished vehicles.
  - b. Government driver's identification card.
    - (1) Occasional use. To obtain a Government-furnished

vehicle (GFV) for short-term use, the traveler must have a HUD 25 which specifically authorizes use of a GFV. The traveler must also have a valid state, District of Columbia, or territorial motor vehicle driver's license.

- (2) Long-term use. A Standard Form 46, U.S. Government Motor Vehicle Operators Identification Card, and a valid state license must be in the high mileage driver's possession while operating a GFV. SF 46 may be issued to employees upon submission to the administrative office of Forms HUD 87, Driver's Past Performance Record, and SF 47, Physical Fitness inquiry for Motor Vehicle Operators. The identification card will include: type of Government vehicle authorized to be operated by the employee; any restriction imposed upon the holder; and the date of expiration, not to exceed three years beyond the date of issue. The issuing officer shall:
- (a) Review the completed SF 47 and HUD 87. If necessary, refer the employee for a medical examination using SF 78, Certificate of Medical Examination.
- (b) Waive the road test when it is impractical to apply it or when the competence of the employee has been established by his past driving record, or require the employee to take a practical road test.
- (c) Reject the application on the basis of the employee's poor driving record or physical condition.
- $% \left( 0\right) =0$  (d) Issue or renew the identification card for a three-year period.
- (e) Obtain and cancel the identification card issued to an employee who is separated or reassigned to duties not requiring its use, whose card has expired, or whose state operator's permit has been revoked or not reissued.
- (3) Use records. The operator's packet provided with each vehicle contains a supply of GSA Forms 494, Monthly Motor Vehicle Use Record, and instructions concerning its use. Upon return of the vehicle, the form

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shall be completed and the original furnished to the GSA Motor Pool. For long-term rental vehicles, the GSA Form 494 shall be completed and furnished to the Motor Pool monthly. A copy of all GSA Forms 494 shall be furnished to the Administrative Officer of the HUD office to be billed.

- (4) Pickup and return of vehicles. Unless otherwise arranged in advance, vehicles must be picked up and returned during official working hours.
  - (5) Gasoline. It is the policy of the Government to use

unleaded or lowlead content gasoline in vehicles except when it is clearly impracticable or not feasible to do so. The cost of gasoline shall not be used as a factor in determining the practicability or feasibility of using unleaded or lowlead content gasoline; however, manufacturer's recommendations on octane requirements shall be generally followed. Lowlead content gasoline is defined as containing 0.5 gm/gal. lead.

- (a) Government dispensing stations. Government dispensing stations will be used to the maximum extent practicable. Each GSA Regional Motor Pool maintains bulk gasoline storage for dispensing to Government vehicles. Information concerning the location of additional GSA dispensing facilities may be obtained from the GSA Regional Motor Pool.
- (b) Commercial service stations. Included with each Interagency Motor Pool vehicle is a booklet entitled "Government Vehicle Operators: Your Guide to Service Stations for Gasoline, Oil and Lubrication." The booklet lists all commercial suppliers on contract under the Federal Supply Schedule, FSC Group 91, Part III. In locations where Government dispensing stations are not available, service stations listed in the guide that dispense unleaded or lowlead gasoline at the largest discount should be used to the extent practicable.

1-2.7 Reporting of accidents. Accidents which occur while operating a Government furnished, privately owned or commercial conveyance during the conduct of official business shall be reported in accordance with Handbook 791.1, Employee's Safety and Health.

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# HOUSING AND URBAN DEVELOPMENT

#### TRAVEL REGULATIONS

## Chapter 1. Travel Allowances

# Part 3. Use of Commercial Transportation

- 1-3.1. Taxicabs. It is the Department's policy that employee convenience alone is not sufficient justification for use of a taxicab.
- $\,$  c. Receipts. Receipts are required for all cab fares in excess of \$25.
- 1-3.3. Travel policy and class of service authorized.
- a. General policy. The class of service shall be documented on the HUD 25, Official Travel Order. The authorizing official shall be responsible for approving the appropriate class of service for each trip, including all segments of each trip. Contract air carrier service shall be

used for all official airline travel to city-pair locations (see Appendix B), unless appropriately justified and approved (see paragraph 1-2.2.1.h).

- b. Train accommodations.
- (1) Sleeping car accommodations. Use of higher cost sleeping accommodations for security purposes must be authorized by the principal authorizing official only.
- (4) Amtrak ticket purchase. Amtrak does not accept GTR's for ticket purchases under \$100. Amtrak will accept cash, check or credit card. At Headquarters, travelers shall present travel orders to obtain tickets (see Appendix C).
  - d. Airline accommodations.
- (2) Authorization and approval of the use of first-class air accommodations.
- (a) Authorization or approval. Authority to authorize or approve first-class air accommodations is limited to the Secretary and Under Secretary except that PAO's have authority to authorize or approve first-class accommodations for handicapped employees and travelers who certify that regularly scheduled flights provided only first-class service.
- (b) Requirements. Requests for authorization or approval for the use of first-class accommodations shall be in writing and submitted to the Under Secretary through the cognizant PAO. Requests shall be routed

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to these officials through the usual supervisory channels. Any authorizing official in the chain of command may disapprove a request made on the basis that space was not available in less-than-first-class in time to accomplish the purpose of travel.

- (c) Employee responsibility and documentation.
- (i) Requests for first-class air service shall include the name and position or title of the traveler, a detailed justification for the use of first-class accommodations and other pertinent data. Any request that is not fully justified will be disapproved.
- o When less-than-first-class is not available in time to accomplish the purpose of travel, requests for approval must include information such as when the travel assignment was first known, when reservations were made, flight number and other particulars. In this situation, the traveler must request the airline to place them on a "wait-list" for coach accommodations which may become available before flight time. Requests for approval must state that the

traveler was placed on a "wait-list."

o Requests for approval based on overall savings to the Government must include a statement of the savings.

(ii) Fully justified requests for first-class airline accommodations shall be signed and dated by the authorizing official and attached to the travel order. The authorizing official shall also indicate the trip segments for which first-class travel is authorized. Authorization of first-class accommodations based on specific circumstances relating to only a portion of a trip does not constitute approval of first-class accommodations for the entire trip. Travel order documentation in Block 15 is also required (see Appendix A).

(iii) The traveler must state on the travel voucher the reason for the use of first-class air accommodations. Signature of the employee on the voucher certifies the statement. When prior approval is granted, the specific authorization or approval shall be attached to the voucher. When the traveler is unable to obtain prior authorization because of extenuating circumstances of the travel, a detailed justification statement shall be approved by the authorizing official and attached to the travel voucher. When the use of first-class is due to a physical impairment and a current medical certificate is on file, the traveler should reference the medical certificate.

(iv) In the absence of specific authorization or approval for the use of first-class accommodations, the employee shall be responsible for all additional costs resulting from the first-class travel. Further, when a traveler uses first-class accommodations for ALL SEGMENTS of a trip when first-class was authorized for only a portion of the entire trip, the traveler shall be liable for the excess costs of all trip segments for

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which first-class travel was not authorized or approved. The additional costs shall be the difference between the first-class accommodations used and the next lower class below first-class except that between city-pair locations, the difference shall be between the first-class fare and the YCA contract fare. Employees who travel first-class for their own convenience shall pay the additional costs involved directly to the airline, SATO or GSA travel agency contractor. Also, travelers who do not have the required first-class authorization indicated on the face of the travel order and the necessary justification statement, shall pay excess costs directly to the airline, SATO or GSA travel agency contractor. When approval for the use of first-class is denied, any additional cost will be deducted from the amount claimed on the voucher.

- (3) Use of first-class air accommodations.
  - (a) Employee certification required. An employee's

usual authorizing official may authorize or approve the use of first-class air accommodations when it is the only class of service provided on regularly scheduled flights between the authorized origin and destination points, including connecting points.

(b) Agency authority or approval required.

(ii) PAO's are delegated the authority to authorize or approve first-class air accommodations for handicapped or physically impaired employees who are not able to use other accommodations. Requests for authorization will be forwarded to the appropriate official together with the medical certificate to substantiate the condition. The medical certificate and the authorization will be forwarded to the appropriate accounting office. A copy of the authorization will be furnished to the traveler. Except for a permanent handicap or physical impairment, medical certificates shall be updated annually. An employee with a permanent impairment is not required to have the medical certificate recertified annually. However, the physician's medical certificate must indicate that the employee's condition is permanent.

## 1-3.4. Special fares.

- b. Reduced rates.
- (1) Use of special lower fares. Travel by noncontract carriers between the designated city-pairs should be authorized in advance on a HUD 25, Official Travel Order. Justification for the use of non-contract carriers and other contract airline procedures are contained in paragraph 1-2.2.1.
- 1-3.4.1 Prepaid airline tickets. To minimize the issuance of individual GTR's to travelers, prepaid tickets should be used to the greatest extent practicable. A prepaid ticket is one that is ordered from and electronically

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transmitted, by the ticketing facility used, to the departure airport for traveler pick-up. Tickets shall be procured from the appropriate Scheduled Airline Traffic Office or GSA Travel Management Center.

- a. Time Factor. This arrangement usually requires approximately three to four hours to permit ticket availability at the departure airport. However, since delays occasionally occur in electronic ticket transmissions, prepaid tickets should be ordered at least one work day in advance of the departure time. Travelers should contact the airport in advance to assure that the ticket is available for pick-up.
- b. Unavailable Tickets. If the ordered ticket is not available, the traveler should contact his/her office or the transmitting ticketing facility for assistance, including the transmission of a

duplicate ticket, if necessary. If this is not feasible due to time constraints, the traveler may obtain an individual GTR from the Administrative unit of the local HUD office where temporary duty travel is being performed or, in the case of non-employees, from the HUD office that services the individual's local area.

- 1-3.5. Unused, downgraded or oversold transportation services.
- c. "Bill charges to" documentation. Travelers shall be responsible for providing Department "bill charges to" information to airline agents in the event of a ticket exchange or downgrade. The authorizing official shall be responsible for assuring that "bill charges to" data is provided to the traveler. "Bill to" information, includes the name of the agency, accounting office and address of the appropriate accounting office. This information shall be documented on the travel order prior to approval of the order (see Appendix A).
- d. Downgraded tickets. Where transportation service furnished is inferior to that called for by a ticket or where a journey is terminated short of the destination specified on the GTR, the traveler shall report the facts on the travel voucher and indicate that a partial refund is due the Department. "Partial Refund Due/Ticket Attached" shall be written in bold letters on the face of the voucher. The downgraded ticket refund application or partially used ticket shall be attached to the voucher.
- e. Ticket exchanges. Travelers shall obtain appropriate tickets and receipts or ticket refund applications from air carriers at the time ticketing changes occur.
- (1) Procedure. Tickets obtained from a SATO or GSA Travel Management Center shall only be returned to the facility during the same week in which the ticket was initially obtained. Tickets which require amending or cancelling after this time shall be submitted to the appropriate accounting office in accordance with regulations.

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- (2) Itinerary changes. After tickets have been obtained by the traveler, any official travel itinerary changes which will increase the cost of the ticket by more than \$50 shall be authorized only by an amended travel order prior to the performance of official travel.
- f. Cash payments for upgraded tickets. When it becomes necessary to expand original trip itineraries due to authorized emergency situations either immediately preceding, during or after official travel, the procedures below shall be followed to reduce excess and/or penalty charges to the Department.
- (1) Amended travel orders are required for official travel when adding cities to the trip itinerary.
  - (2) When time permits, travelers shall be issued prepaid

tickets for pick up at the departure airport. However, when time does not allow the wiring of airline tickets, travelers may obtain a GTR from the temporary duty (TDY) station after receiving an amended travel order.

- (3) Authorizing officials shall expeditiously forward amended travel orders to the traveler; facsimile transmission may be used, if practicable.
- (4) The unused portion of the original ticket may be turned in to the airline agent with the appropriate bill charges to information (see subpara. c, above). Carriers are required to make refunds to the "bill charges to" office indicated within 60 days from the date of ticket exchange.
- (5) When the unused portion of an original ticket was not turned in to the airline agent, it shall be submitted to the appropriate accounting office in accordance with established procedures. Accounting offices shall request refunds for unused or partially used tickets (tickets that have not been exchanged and on which all or some portion of travel remains unperformed), through the use of SF 1170, Redemption of Unused Tickets.
- (6) Frequent travelers may obtain an extra GTR prior to travel to accommodate possible itinerary changes which may occur while on travel. Travelers who obtain extra GTR's for travel will be closely monitored to assure compliance with applicable Federal regulations. Improper use of GTR's may subject the employee to personal liability and/or disciplinary actions. Travelers shall return any unused GTR's to the issuer upon completion of the official travel.
- Employee liability. Failure of travelers to comply with the above procedures may subject them to liability for any resulting losses. Unused tickets or portions thereof, whether paid for in cash or cash equivalent, shall be attached to the voucher. Ticket numbers should be noted by the traveler for his/her protection. Never write "void" or anything else on a ticket to be submitted for refund. When you alter the face of a ticket, the airline is not required to refund that ticket. Any notes should be attached to the ticket with a paper clip.

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## Oversold reserved accommodations.

(1) Penalty payments from airlines for denied boarding. Penalty payments made by air carriers under certain provisions of their tariffs for failing to furnish accommodations for confirmed reserved space are due the Government and not the traveler when they result from travel on official business. Travelers denied confirmed reserved space shall ensure that the liable carrier shows on the compensation check the "Treasurer of the United States" as payee. The traveler shall give the carrier a receipt for the check and retain a copy of the receipt. Any such payments received from carriers shall be turned in to the appropriate accounting office. (See subpara. j, below concerning other items received while on official

### travel.)

- (2) Carrier payments for voluntarily vacating seat. Payments received by an employee for voluntarily vacating his/her seat on an overbooked flight may be retained by the employee only under the following conditions. If the employee voluntarily gives up his/her seat and thereby incurs additional travel expenses beyond that which he/she would have normally incurred, these additional expenses must be offset against the payment received by the employee. Also, Government employees are not expected to voluntarily give up their reserved seats if it would impinge upon the performance of official duties. To the extent the employee's travel is delayed during official duty hours, the employee will be charged annual leave for the additional time (59 Comp. Gen. 203). In this situation, the travel voucher must show the actual travel, including additional costs and constructive travel costs, i.e., how the travel could have been accomplished and related costs, if the employee had not voluntarily vacated his/her reserved seat. The voucher must also show any annual leave chargeable.
- i. Used airline tickets. Photocopies of used airline tickets will not be acceptable to support travel claims. The passenger copy of used tickets shall be attached to the SF 1012, Travel Voucher, prior to submitting the voucher for processing. The employee shall maintain photocopies of the passenger copy of a ticket for his/her own records, if desired.
- j. Bonus goods. Any bonus goods (coupons, cash, merchandise, etc.) received by personnel while on official travel becomes the property of the United States Government. This includes, but is not limited to, the following: coupons and other items which offer a cash surrender value; gold nuggets and other bonus goods; trading stamps good for a variety of merchandise; and direct cash payment by airlines due to delayed boarding and/or cancellation of a reservation (denied boarding compensation).
- (1) Coupons or other items which carry only a cash surrender value shall be forwarded to the accounting office and redeemed immediately with the proceeds deposited to miscellaneous income account. Coupons which carry a discount for future travel should be integrated into agency travel plans to maximize their benefit to the Government. When a coupon is used, the appropriation shall only be charged the net amount required to cover

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the travel (full fare less the coupon value). If office travel plans will not absorb all coupons held, the office should forward the surplus to the appropriate Administrative Officer. Coupons not usable by other offices/divisions shall be forwarded to the appropriate accounting office.

(2) Other merchandise received as bonus goods shall be forwarded to Administrative and Management Services in Headquarters and the Administrative Services Division or equivalent in field offices. These

offices shall follow procedures contained in 41 CFR 101.25.103 for disposal of merchandise received as bonus goods. This regulation provides that such merchandise be forwarded to the nearest Government medical facility for its use. Merchandise received that is of no value to a medical facility should be disposed of or utilized in accordance with 41 CFR 101-43, 44, 45.

(3) Each employee is responsible for the reasonable safeguarding of U.S. Government property in his/her custody, including items received while on official travel. Such property may not be converted to personal use. Employees will report to their Administrative Officer, who in turn will report to the Accountable Property Officer, any such property which is lost or stolen. In addition, when property received while on official travel is lost or stolen, the related voucher must include a statement of the facts.

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### HOUSING AND URBAN DEVELOPMENT

#### TRAVEL REGULATIONS

## Chapter 1. Travel Allowances

Part 4. Reimbursement for Use of Privately Owned Conveyances

# 1-4.1. Basic rules.

- a. Mileage payments.
- (1) PAO's may limit payments for travel between an employee's residence and first place of temporary duty in the vicinity of the official duty station (see para. 1-1.7.4f). This authority may be redelegated.
- (2) Except as otherwise provided in these regulations, an administrative determination must be made before use of a privately owned conveyance may be authorized or approved.
- 1-4.2. When use of a privately owned conveyance is advantageous to the Government.
- a. Authorized mileage rates. The mileage rates in this paragraph do not apply to relocation (see chart, Appendix D). Rates for relocation are shown in Chapter 2.
- 1-4.3. Use of a privately owned conveyance instead of common carrier transportation. A privately owned conveyance may be used for official business travel as a matter of personal preference instead of common carrier transportation. However, leave must be charged for travel time during normal working hours in excess of the travel time that would have been required if travel had been performed by common carrier and the

mileage reimbursement is limited to the constructive cost of travel by common carrier. The voucher must show the actual travel, i.e., time of departure; miles traveled times the appropriate rate per mile; time of return; and per diem computation for the actual travel time. The voucher must also show the constructive cost statement shall include all elements of the rules provided including the time travel would have begun and ended, constructive per diem for this period, usual transportation costs to and from carrier terminals, cost of excess baggage, and air fare. The amount reimbursable is limited to the total constructive cost. Accordingly, the amount claimed will be the lesser of the total actual cost or the total constructive cost.

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- 1-4.4. Use of a privately owned conveyance instead of a Government-furnished automobile.
- a. Planning for use of Government-owned automobiles. Annually, by July 31, each employee whose official mileage is expected to exceed 1,000 miles per month (high-mileage driver) will make a written commitment for the next fiscal year. The commitment will state whether the employee will drive a Government-furnished automobile specifically assigned for his individual use, or his privately owned automobile. While the commitment is normally intended to cover a fiscal year period, the date of Government vehicle availability may require that 12 months other than a fiscal year be used. The actual commitment period begins when the vehicle is delivered and runs for 12 months thereafter. The commitment will be the basis for reimbursement to the employee for the commitment period.

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HOUSING AND URBAN DEVELOPMENT

### TRAVEL REGULATIONS

Chapter 1. Travel allowances

Part 5. Baggage

- 1-5.3. Payment of costs for baggage.
- a. Transportation charges for excess baggage. Receipts are required for all cash payments, regardless of amount, and must show the

weight of the baggage and the points between which it was shipped.

- d. Checking and handling of baggage. Charges of tips for handling personal property items are included in the per diem allowance or maximum daily rate when actual subsistence is authorized.
- 1-5.6. Lost or damaged baggage. When not adequately reimbursed by a carrier for lost or damaged property, the traveler may file a claim under the Military Personnel and Civilian Employees Claims Act of 1964.

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HOUSING AND URBAN DEVELOPMENT

TRAVEL REGULATIONS

Chapter 1. Travel Allowances

Part 6. Communications Services

1-6.5. Supporting statement. The approving official's signature on the travel voucher certifies that official telephone calls were in the interest of the Government. For any other method of communication, a supporting statement must appear on the travel voucher.

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HOUSING AND URBAN DEVELOPMENT

TRAVEL REGULATIONS

CHAPTER 1. Travel Allowances

Part 7. Per Diem In Lieu of Actual Subsistence

- 1-7.2. Maximum locality rates.
- a. Conterminous United States. When it is determined due to unusual circumstances of the travel assignment, that the maximum per diem allowance would be less than the amount required to meet the necessary subsistence expenses of the traveler, reimbursement on the basis of actual subsistence expenses may be requested in accordance with paragraph 1-8.1.c.

- 1-7.3. Agency responsibility for authorizing individual rates.
- a. General. It is the responsibility of each authorizing official to authorize only such per diem allowances as are justified by the circumstances affecting the travel. All travelers are expected to obtain the most economical available rates for adequate and reasonable accommodations. Travelers should refer to the annual Federal Hotel/Motel Discount Directory and the monthly Federal Travel Directory when making travel plans. (These publications may be obtained for referencing from Administrative Officers in Headquarters and administrative offices in the field.) Any payment required for unused room reservations is the responsibility of the traveler. Reservations which cannot be kept should be cancelled as soon as possible.
- b. When lodgings are not required. For travel of less than 24 hours when lodgings are not required, the per diem rate is \$23. No per diem shall be allowed for temporary duty travel when the travel period is 10 hours or less except when the travel period is 6 hours or more and begins before 6 a.m. or terminates after 8 p.m.
  - c. When lodgings are required.
- (1) A traveler's daily lodging cost is ordinarily shown on the bill from the hotel or motel. However, there are occasions when a traveler rents accommodations on a periodic basis, (weekly, monthly, etc.) or shares accommodations with others, requiring a determination of the daily lodging cost for each individual. Guidelines for determining the daily lodging cost are as follows:
- (a) When quarters are rented on a periodic basis, the total cost for each period may be divided by the number of nights during the period that the traveler occupied them to determine the daily lodging cost. If facilities or services must be paid separately, they may be

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included in lodging costs to the extent that they are items that would ordinarily be included in a bill for a hotel or motel room. The following items may properly be included in such charges:

- (i) Rental of quarters;
- (ii) Non-refundable deposit;

(iii) Rental (not purchase) of dishes, linens, and furniture (including television);

(iv) Maid service for cleaning, making beds, etc.
(tips are not allowable);

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## (vi) Utilities.

- (b) When two or more employees in an official travel status share accommodations, they should arrange to be billed separately for their portion of the costs in order to have the documentation necessary for their vouchers. If this is not possible, the lodging cost for each should be found by dividing the number of travelers using the accommodations into the total lodging cost for the period. The result should be divided by the number of nights during the period spent in the accommodations by each employee, to find the daily lodging cost for that employee.
- (c) When a traveler shares accommodations with family members or others who are not Government employees in an official travel status, the single occupant rate is the daily lodging cost.
- (d) Lodging costs for nights not spent in a commercial establishment, such as a hotel or motel, will be determined as follows:
- (i) If the traveler pays for staying with friends and relatives in noncommercial lodging, reimbursement for lodging costs will not be at some arbitrary figure such as the usual commercial rate in that area. By decision of the Comptroller General, lodging costs must be reasonable and based on the additional expenses incurred by the host as a result of the employee's stay. Therefore, the costs will be considered as zero unless the traveler furnishes a statement detailing the actual additional expenses incurred by the host in operating the household due to the employee's presence (such as, extra utilities and laundering of bed linen) and a receipt from the host for payment for the expenses reported see 55 Comptroller General 856 (1976). Alternately, the A.O. may establish a reduced per diem rate in advance of the travel (see g., below).

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- (ii) When a traveler uses a rented trailer or camping vehicle, the daily rental and overnight parking expense will be considered the lodging costs in calculating the per diem rate.
- (iii) Fees charged for nights spent at noncommercial facilities such as military posts and educational institutions will be considered as lodging costs in calculating per diem.
- (e) Calculating the average cost of lodging. One per diem rate shall be computed for all travel covered by the voucher for which per diem is claimed. Days for which actual subsistence expense is claimed and the lodging cost for such days shall be excluded in computing the per diem rate. The per diem rate using the average lodging-plus method shall be computed as follows:

(i) Divide the number of nights for which lodgings were or would have been required while away from the official station into the total amount paid for lodgings during the period covered by the voucher. Exclude the night of the employee's return to his/her residence or official station from this computation.

(ii) To the average cost of lodging add \$23 for meals and miscellaneous expenses. The resulting amount rounded to the next whole dollar, not to exceed \$50, shall be the rate to be applied to the traveler's reimbursement voucher.

(f) Examples of per diem computation:

Example 1: Summary of per diem computation:

5 days @ \$25.50

Average lodging \$25.50 plus \$23.00 equals \$48.50 Per diem rate \$49.00 (rounded)

Example 2: Summary of per diem computation:

4	days	at	\$24.30	\$ 97.20
2	days	at	0	0
3	days	at	\$19.60	86.40
		Tot	al lodging cost	\$183.60

\$183.60 divided by 9 days equals \$20.40 \$20.40 plus \$23.00 equals \$43.40 Per diem rate \$44.00 (rounded)

Example 3: Summary of per diem computation:

3 days at \$27.80 Average lodging \$27.80 plus \$23.00 equals \$50.80 Per Diem Rate \$50.00 (maximum allowable).

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(g) Lodging receipts. Receipts for lodging costs are not required. However, employees must retain lodging receipts for a period of one year. Such receipts shall be made available for review or audit purposes.

(h) Required certification/information. Travel vouchers must include a certification that per diem claimed is based on the average cost for lodging. The required certification is printed on the face of the SF-1012 (Rev. 10-77). All departure and arrival times used to compute per diem entitlement shall be shown on the voucher.

e. Meetings and conventions.

- (1) HUD-sponsored meetings and conferences should be planned to allow the most effective use of HUD funds. If a meeting or conference is necessary, facilities must be chosen with paramount concern for minimizing costs of transportation, per diem or subsistence, local meals, and rental of conference rooms. The following order of preference must be adhered to:
  - -- local HUD facilities,
  - -- other local Government facilities,
  - -- other local conference facilities, and
  - -- facilities outside the employee's official duty station.
- (2) If employees from more than one official duty station are to attend a meeting or conference, a site shall be chosen which results in the lowest overall cost to the Department. There are several resources available to assist authorizing officials in planning and selecting the optimum site for conferences and meetings. These resources include:
- -- Office of Training-optimum meeting location computer program.
- -- Scheduled Airline Traffic Offices (SATO's) or GSA Travel Management Centers can assist authorizing officials in planning conferences. These service providers should be contacted at least 90 days in advance of the desired conference date(s) for the best service. Offices may only request assistance from the service provider that the Headquarters or field office is utilizing.

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- (3) If a meeting of 7 or more employees requires the payment of transportation expenses, a cost analysis must be made and kept on file by the approving official. At a minimum, this analysis shall contain the name and duty location of each employee, the estimated total travel costs of each employee, other anticipated expenses (conference room rental, etc.), and a justification for choosing the conference site over at least three other reasonable sites.
- (4) Meals included in registration fees. If meals are included in the registration fee for a meeting or conference, deduct \$6 from the per diem claim for each meal provided. This applies to meals furnished by non-Government organizations through arrangement with the Government or through registration fees paid by the Government.

- f. Subsistence payments for extended training assignments. Extended training assignments place employees in a special situation where lodging and meals at reduced rates are generally available from the training institutions or from nearby facilities. The Department is required to justify any payment greater than 55 percent of either full per diem or of the prescribed maximum daily rate for high rate geographical areas. The Director of Training is responsible for authorizing training travel that involves an extended stay.
- (1) Payment options for extended training assignments. Training subsistence payments shall be in accordance with the following options:
- (a) Standardized subsistence payments. When standardized subsistence payments are made the authorizing official may authorize payment of either:
- (i) Fifty-five percent of the maximum per diem rate, or, if the training facility is in a designated high rate geographical area, 55 percent of the maximum daily rate specified for that area.
- (ii) Where large numbers of employees are trained at facilities in a single area, the Director of Training or designee may authorize an alternative standardized payment. The alternative standardized payment shall be based on survey data of actual subsistence expenses for the geographical area, not exceeding the full per diem or the prescribed maximum HRGA rate specified for that area. Also, a set amount below the 55 percent rate may be established by the authorizing official as part payment towards the subsistence expenses of any employee who accepts a training assignment of any length at that set payment.
- (2) Other than standardized payments. If an authorizing official chooses to make other than a standardized payment described in (a), above, he/she may pay all or part of the actual subsistence expenses. If any payment greater than the 55 percent of the rate in (a), above, is made, documentation of the circumstances leading the authorizing official to determine that a higher payment would be in the public interest must be attached to the HUD 25, Official Travel Order.

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- g. Specific per diem rates. When a traveler is able to secure lodging and meals at no or lower costs, the authorizing official shall establish a specific per diem rate in advance of the travel. The individual circumstances surrounding the travel of an employee shall be considered when setting a specific per diem rate. The authorized rate shall be documented on the HUD 25.
  - (1) Lower lodging and meals costs.
    - (a) For travel assignments over 30 days when travelers

are able to secure lodging and meals at lower costs, the per diem rate shall be adjusted downward on a case-by-case basis.

- (b) Travelers who incur no lodging costs while in official travel status may be reimbursed for transportation expenses to and from the place of free lodging, not to exceed the average daily lodging cost which would normally be incurred. If the employee has incurred lodging costs in the same city immediately before the free lodging, the reimbursement will be limited to the daily average cost of this lodging. (Zero-cost lodging nights will not be used to arrive at the average daily lodging cost for purposes of this comparison.) Allowable transportation costs must not exceed \$27 per day. If the traveler is in free lodgings for the entire trip, reimbursement for transportation costs may not exceed \$27 per day. Travel by private automobile under these conditions will be reimbursed at the rate applicable when use of a private automobile is advantageous to the Government. This provision is not applicable when lodging is obtained under contract unless the employee makes appropriate arrangements in advance and is released from the space previously reserved for his/her use.
- (2) No meal costs. For meals furnished at no cost to the Government, a reduction of \$6 per meal from the established locality per diem rate shall be made. No deduction is required for meals furnished on common carrier.
- (3) No lodging or meal costs. When there is no cost for lodging or meals, the per diem rate may be set at \$6.00 per day.
- (4) Lodging or meals furnished under contract. It is the responsibility of the authorizing official to ascertain the cost to the Government for lodging furnished to a traveler under a Government contract. The contract cost of lodging and/or meals and the per diem reimbursed to a traveler may not exceed the maximum allowable per diem. Generally, the lodgings-plus method of computing per diem is not appropriate when lodging and/or meals are provided to a traveler under a Government contract. However, this method may be used when the fixed allowance for meals and miscellaneous subsistence expenses plus the contracted lodging cost does not exceed the maximum allowable per diem. A flat rate per diem at a reduced rate should be established in advance of the travel when the lodgings-plus method is inappropriate.

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1-7.5. Interruptions of per diem entitlement.

## (1) General.

(a) Example 1. An employee who normally works from 7:30~AM to 4:00~PM goes on leave at 2:00~PM. Since 2:00~is in the third quarter-day, the employee's per diem will stop at the end of the third quarter-day (6:00~PM). If the employee returns to work at 2:00~PM the

next day, per diem entitlement will resume as of 12:01 PM (the start of the third quarter-day).

(b) Example 2. An employee who works from 7:30~AM to 4:00~PM is on TDY for one week. If the employee takes 2 days of leave (Wednesday and Thursday), per diem will end at midnight Tuesday and resume at 12:01~AM Friday.

### b. Illness or injury.

(2) Evidence of illness or injury required. The type and duration of the leave must be shown on the travel voucher. No additional evidence of the illness or injury need be submitted with the travel voucher. The time and attendance records shall suffice.

## c. Return to official station on nonworkdays.

- (1) When travel cost is less. Except when official business is to be transacted at the temporary duty site on nonworkdays, authorizing officials shall require travelers to return to their official station for non-workdays when such return would result in reduced travel costs, i.e., the cost of transportation and per diem to and from the temporary duty site is less than the cost of per diem and any travel expenses which would have been allowable if the traveler remained at the temporary duty location.
- (2) Employees in positions requiring extended periods of TDY. Employees may be ordered to return to their official stations on non-workdays when the cost of returning is outweighed by savings in terms of increased morale, efficiency and productivity, as well as by reduced costs of employee recruitment and retention. Generally, employees may be ordered to return to their official stations at intervals of not less than two weeks, provided that the TDY assignment will continue for at least two more weeks. Requests for authority shall be submitted to the Assistant Secretary for Administration through the PAO together with the cost analysis and justification. Approvals may be for up to a biannual period or the period covered by the employee's extended period of TDY. Weekend travel to locations other than the permanent duty stations does not qualify under this authority.

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## 1-7.6. Per diem computation rules.

a. No allowance at permanent duty station. Regional Administrators have the authority to define the boundaries of an official duty station for the purpose of determining whether or not per diem may be paid (see para. 1-1.7.4). It is recommended that the following criteria be used:

-- Non-HRGA's -- an area within a 25-mile radius of the employee's duty point.

- d. Computation of basic entitlement.
  - (2) Travel of more than 24 hours.

Midnight Begin here at 12:01 a.m.

P.M. A.M.

6 p.m. 6 a.m.

P.M. A.M.

Noon

## Examples:

Traveler departs residence at 9 p.m. = 1/4 day
Traveler departs office at 3 p.m. = 1/2 day
Traveler departs residence at 7:30 a.m. = 3/4 day
Traveler departs residence at 5 a.m. = 1 day
Traveler returns to residence at 5:10 a.m. = 1/4 day
Traveler returns to office at 11:20 a.m. = 1/2 day
Traveler returns to office at 3 p.m. = 3/4 day
Traveler returns to residence at 9:30 p.m. = 1 day

Example of divisions of day for computation of per diem.

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#### HOUSING AND URBAN DEVELOPMENT

## TRAVEL REGULATIONS

## Chapter 1. Travel Allowances

Part 8. Reimbursement of Actual Subsistence Expenses

# 1-8.1. Authorization or approval.

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a. General. For temporary duty travel to or within the cities designated as high-rate geographical areas, a traveler shall automatically be placed in an actual subsistence expense status and shall be reimbursed for the actual and necessary subsistence expenses incurred, not to exceed the maximum rate prescribed for the particular geographical area involved. Exception may be made when per diem is authorized prior to the travel as

provided in para. 1-8.1.b or when a higher maximum rate is authorized due to unusual circumstances of the travel assignment as provided in para. 1-8.1.c.

- b. Travel to high rate geographical areas (HRGA's).
- (1) Per diem in lieu of actual subsistence may be authorized in HRGA's. An appropriate per diem rate based on the individual circumstances of the travel may be authorized. Other provisions of Part 7 of this handbook apply when per diem is authorized.
- (a) Authorization. PAO's have authority to authorize per diem in lieu of subsistence in HRGA's. This authority may be exercised only on an exception basis when properly justified. Redelegation of this authority shall be held to as high an administrative level as practicable to ensure adequate consideration and review of the circumstances involved in the travel assignment. The authorizing official must review each individual travel assignment in advance of the travel to determine whether factors are present which would reduce the employee's subsistence expenses to an amount adequately covered by an appropriate per diem allowance.
- (b) Travel order. An individual travel order is required when per diem in lieu of actual subsistence expense is authorized.
- c. Unusual circumstances of the travel assignment. Only the Secretary and Under Secretary have authority to authorize or approve reimbursement of actual subsistence expenses when warranted due to unusual circumstances of a travel assignment.
- (4) HUD 25, Official Travel Order, shall be used for all requests for travel on an actual subsistence expense basis due to unusual circumstances. Authorization should be obtained in advance of the travel.

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Justification for the request for actual expenses shall be included in block 17 of the HUD 25. The justification must explain the unusual circumstances of the travel assignment and the maximum daily reimbursement requested. Requests shall be forwarded through normal administrative channels and submitted for authorization or approval only by officials reporting directly to the Secretary/Under Secretary. Such officials shall review the justification and assure that it is in accordance with the criteria and conditions under which such travel may be authorized. After the required review, these officials shall sign block 23 of the HUD 25. The signature certifies that the required review has been completed and that authorization of the request is deemed appropriate. (The Secretary or Under Secretary shall sign block 25 of the HUD 25.) Requests for actual subsistence that involves official foreign travel shall be submitted through the Assistant to the Secretary for International Affairs, who shall indicate approval by signing block 21 of the HUD 25.

## 1-8.2. Authorized reimbursement.

- a. Maximum daily reimbursement. The total of reimbursement to the employee plus subsistence expenses incurred by the Government on behalf of the employee (e.g., lodgings paid for under a purchase order) may not exceed the stated maximum rate. Travelers who incur no lodging costs may be reimbursed for transportation expenses to and from the place of free lodging, not to exceed 50% of the applicable subsistence rate (i.e., when lodging is provided free by friends or relatives).
- 1-8.3. Agency responsibilities, review, and administrative controls.
  - a. Delegation of authority.
- (1) See para. 1-8.1.b.(1)(a) for per diem in lieu of actual subsistence and para. 1-8.1.c. for actual subsistence expenses when warranted due to unusual circumstances of a travel assignment.
- (2) Officials who have authority to authorize operational travel may authorize reimbursement of actual subsistence expense when travel is to a designated high rate geographical area.
  - b. Review and administrative controls.
- (1) Employees are expected to incur expenses in a prudent manner. Generally, forty-eight percent (48%) of the prescribed maximum daily rate is adequate for meals and miscellaneous subsistence expenses. This includes all subsistence expenses normally covered by a per diem allowance except lodging. When claims for such expenses exceed 48% of the prescribed maximum daily rate, a statement shall be included on the voucher explaining the circumstances that required the traveler to incur expenses in excess of those normally required. In addition, an explanation shall be provided when a meal or other expense may appear exorbitant.

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- (2) Approving officials may refuse to approve reimbursement of excessive claims, even if they fall within the authorized daily maximum. For example, a traveler whose daily rate is set at \$68, and who obtains lodging at \$23 per night, should not be allowed to spend an exorbitant amount for meals to "use up" the remainder of the allowance.
- (3) Authorizing or approving officials shall review expenses claimed on travel vouchers to administratively determine whether they are reasonable and necessary. The official's signature on the voucher certifies that the required review was accomplished.
- (4) Vouchers will be returned or administratively adjusted if justifications are not provided or are inadequate, or if costs claimed are not deemed reasonable and necessary.

## 1-8.5. Evidence of actual expenses.

- a. It is the responsibility of the traveler to keep detailed records of expenditures when traveling on an actual subsistence expense basis. Subsistence costs shall be itemized daily to indicate the amount spent for lodging, each meal, and other allowable subsistence expenses (identified by type and amount for each expense). The expenses related to the laundering, cleaning, and pressing of clothing are accumulated expenses and may be prorated over previous days of travel instead of charging the entire expense to the day on which the bill was paid. All other expenses must be charged to the calendar day the expense was incurred.
- b. Receipts for lodging are required as are receipts for any meal or miscellaneous expense of more than \$25; attach receipts to the SF 1012, Travel Voucher. Meals and miscellaneous expenses in excess of 48 percent of the authorized actual expense rate will be considered unreasonable in amount and not reimbursable without appropriate justification. Vouchers submitted without lodging receipts shall be returned to the traveler. In the event a lodging receipt is lost, it is the employee's responsibility to obtain a duplicate. Acceptable lodging receipts include the hotel/motel bill and rent receipts (extended stays); credit card receipts are not acceptable since costs are not itemized as required.
- c. The cost of alcoholic beverages may not be included in the cost of a meal.
- d. Actual subsistence expenses incurred by an employee at his/her permanent duty station, his/her residence, or at or enroute to or from a nearby common carrier terminal where the travel begins or ends are not reimbursable.
- e. When the actual subsistence expenses incurred during any one day are less than the daily rate authorized, the traveler will be reimbursed only for the lesser amount.

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- f. The daily rate shall not be prorated for fractions of a day; however, expenses incurred and claimed for a fraction of a day shall be reviewed and allowed only to the extent determined to be reasonable.
- g. Reimbursement may be allowed for a duplicate meal purchased by a traveler who elects to forego a meal provided by the airline, only when a justification which has been administratively approved is attached to the travel voucher. Approving officials shall ascertain the reasonableness of the claim, for example, the time of day the meal is served aboard the airplane and other pertinent facts.
  - h. Expenditures for snacks are not reimbursable.

1-8.7. Requests for designation of HRGA's. Regional Administrators and Headquarters PAO's may request that a location be designated as a HRGA when the maximum per diem rate is inadequate or increased rates and/or expansion of an existing HRGA is necessary. Requests must be in writing, fully documented, and submitted to the Director, AS, for review and, if justified, forwarding to GSA.

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HOUSING AND URBAN DEVELOPMENT

### TRAVEL REGULATIONS

Chapter 1. Travel Allowances

Part 10. Sources of Funds

- 1-10.2. Procurement of common carrier transportation.
  - a. U.S. Government transportation requests (GTR's).
    - (1) Regulations governing use.
- (a) The Administrative Officer, Office of Administrative and Management Services (AS), is responsible for providing GTR's to primary offices in Headquarters. In field offices, the Administrative Services Division is responsible for disseminating GTR's. Departmental procedures are specified in HUD Handbook 2300.6, Procurement, Control, Issuance and Accountability of Transportation Requests.
- (b) At Headquarters and certain locations in the field, airline teleticketing and other travel services are available from facilities such as the Scheduled Airline Traffic Office (SATO) or travel agencies under contract with the General Services Administration. These facilities permit the blanket procurement of tickets through the use of one GTR per weekly or monthly billing period. Field offices are now required to enter into agreements for the blanket procurement of transportation with either a SATO or GSA Travel Management Center (travel agent contractor) whenever service by such providers is available. If issuance of an individual GTR is necessary, travelers should use the above facilities, where available, instead of making arrangements directly with an airline and risking personal liability for possible excess costs for failure to follow Federal and Department travel procedures.
  - (2) Use of the GTR.
- (e) GTR's may not be issued to travel agents unless the travel agency is under contract to GSA and the HUD Headquarters or field office has agreed and arranged to obtain transportation services from said service provider. Travel agents under GSA contract will be issued

GTR's and will bill the HUD component, following agreed upon procedures cleared with the appropriate accounting office.

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- (f) Payee and processing. GTR's covering airline tickets when purchased directly from the airline ticket agent are to be made payable to the carrier issuing the ticket. After the carrier confirms a reservation, the traveler shall give the airline reservation clerk the blue completed GTR for payment of the ticket, retaining the buff copy for the travel voucher. "Bill charges to" information shall be indicated on the GTR. Such information includes the name of the Department and the name and address of the appropriate accounting office.
- (g) Accounting codes. It is the responsibility of the employee who prepares a GTR to show the proper HUD organization code (alphanumeric), travel order number, appropriation and sub-object code relative to the transportation charges for the proposed trip (see Handbook 2160.4, Handbook of Codes). The codes shall be shown in the "Fiscal Data" section of the GTR. The codes should be recorded on the original with the carbon intact. The traveler shall assure that the codes are clear and legible on the buff copy, which IS attached to the travel voucher.
- (3) Lost or stolen GTR. When a GTR in the possession of a traveler or other accountable person is lost, stolen, voided, or mutilated beyond use, a prompt written notice shall be made to the office that issued the GTR as provided in Handbook 2300.6. If the lost or stolen GTR shows the carrier, service desired, and point of origin, the named carrier and other local carriers shall be promptly notified. A GTR which is recovered subsequent to having been reported lost shall not be used, but shall be voided and sent to the office that issued the GTR. A traveler may be held liable for any expenditure by the Government caused through negligence on his/her part in safeguarding GTR's or tickets received in exchange for a GTR.
  - b. Cash payments for transportation.
- (1) Use of employees' personal funds to purchase transportation services shall not be required. Travel advances may be obtained for payment when necessary.
- (2) Travelers are required to use cash, check or credit card to pay for passenger transportation services costing \$100 or less. However, where contract air service is available or where a Government discount fare is available only through use of a GTR, an individual GTR shall be used except when blanket GTR procurement is available. Authorizing officials shall not impose a financial hardship on travelers by requiring their use of personal funds to purchase the subject services but shall provide the funds through travel advance.

(3) Non-emergency cash purchases. Under non-emergency circumstances, GTR's shall be used to procure passenger transportation services costing over \$100. When a traveler uses cash where use of a GTR is possible, the following procedures apply:

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- (i) PAO's shall authorize traveler requests for approval of non-emergency cash purchases of passenger transportation services over \$100 contingent upon final approval by GSA. This authority may not be redelegated. After pre-authorization by PAO's, appropriate accounting offices shall request an exemption from the Administrator of General Services.
- (ii) Exemption requests provided by travelers and PAO's shall be in writing, may only be for individual travel itineraries and not for groups of travelers, and must fully explain why an exemption should be granted. Simple traveler convenience will not be cause for GSA approval. For the purpose of performing a fare audit, requests must also include copies of travel orders, ticket coupons, and any ticket refund applications or SF 1170's associated with the particular travel.
- (iii) Travelers shall not be reimbursed for non-emergency use of cash to procure passenger transportation services costing more than \$100 unless written approval is granted by GSA.
- (iv) GSA will report suspected travel management errors and/or misroutings which result in higher travel costs to the Government to the Office of Administrative and Management Services for corrective action.
  - (4) Emergency cash purchases.
- (i) Authorizing policy. PAO's are delegated authority to approve emergency cash purchases of passenger transportation services costing more than \$100 when the use of a GTR is not possible. This authority may not be redelegated.
- (ii) Travel voucher documentation. The traveler, the traveler's authorizing official for operational travel, and the PAO shall certify on the travel voucher the reasons for the emergency use of cash in excess of \$100 instead of GTR to purchase passenger transportation services. A detailed, properly authorized justification statement must be attached to the voucher prior to submission to the appropriate accounting office.
- (iii) GSA submission. Prior to traveler reimbursement, copies of travel orders, ticket coupon, and any ticket refund applications, or SF 1170's, Redemption of Unused Tickets, must be submitted for audit by the appropriate accounting office to:

General Services Administration (BWAA/C)

Attention: Code E Washington, D.C. 20405

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(iv) Audit requirement. Travel vouchers related to emergency cash purchases of passenger transportation services costing over \$100 and approved by PAO's shall be maintained in a separate file by

appropriate accounting offices. Such vouchers shall be available for site audit by GSA auditors. Disposal of these vouchers shall be in accordance

with General Records Schedule 9, Travel and Transportation Records.

(v) Traveler liability. Travel shall be in accordance with policies and procedures prescribed in this handbook. The traveler shall be responsible for all additional costs involved for this travel, such as the use of foreign-flag carriers, first-class travel, or other more costly modes. Also, the traveler should be aware that the use of a GTR may be required to obtain certain discount fares and to comply with the mandatory regulations governing the use of contract airline service between designated city-pairs. Cash shall not be used to circumvent the regulations governing airline city-pair contracts.

# 1-10.3. Advance of Funds.

# a. Authority.

- (1) Advances should be limited to amounts, within the prescribed maximum, necessary to accomplish the purpose for which the advance is made. Advances may be used only for proper expenditures under the laws and regulations applicable to the type of travel involved. All advances must be properly accounted for and promptly refunded when the official need ends.
- (2) PAO's may approve advances of funds for the purposes set forth above in accordance with applicable laws and regulations. This authority may be redelegated to the extent necessary for good administration.
- (3) Employees authorized to travel on temporary duty at HUD expense may obtain an advance of funds to defray necessary travel expenses. Funds may be advanced to new employees who are eligible to receive reimbursement for travel to the first post of duty. Funds may also be advanced to non-Government individuals or to employees of other Federal agencies when traveling for the Department and when the advance is justified.
- (4) Approving officers are responsible for ensuring that advances are not requested until needed and that the amount requested is commensurate with the travel to be performed.

a.1. Designation of approving officials. PAO's shall submit to the appropriate accounting office and imprest fund cashier(s), the following information on officials, including him/herself, delegated authority to approve travel advances: (1) name and signature of approving official; (2) organization for which the delegated official will be approving travel advances; (3) name and signature of the designated alternate(s) for each approving official. The form shown in Appendix G shall be used for this purpose.

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# a.2. Types of advances.

- (1) Single trip advance. This type of advance is made to meet the cash needs for allowable expenses for a specific official travel assignment. The amount requested shall not exceed the estimated per diem and other expenses, considering the character and probable duration of the travel assignment. This type of advance must be liquidated upon completion of the travel action for which the advance was authorized by prompt submission of the travel voucher. If the proposed travel is not performed, the advance shall be promptly refunded to the accounting office.
- (2) Revolving advance. Only permanent, full-time employees are eligible for this type of advance. To qualify, the traveler must be a frequent traveler (performs 3 trips per month). Headquarters employees out-stationed in the field are exempt from the 3-trip requirement. Temporary employees are not permitted to retain travel advance balances remaining after each trip for more than 20 days after the end of the month in which the trip was made, unless specific repayment agreement is reached with the accounting office. Revolving advances shall not be made to these employees unless an exception to this policy is specifically authorized by the Assistant Secretary for Administration (Headquarters) or the Director, Office of Regional Administration in each individual case. This type of advance need not be deducted from the travel voucher except to reduce the advance to an amount estimated to meet current needs for the reimbursement cycle (generally about a six-week period). Travel performed should be sufficiently continuous to justify the retention of a revolving advance.
- (3) Advances for relocation expenses. See Relocation Chapter 2, regarding qualifying expenses and travel advance amounts for each.
- a.3. Maximum advances. The maximum amount that may be approved, including any advance currently outstanding is:
- (1) \$7,500 for routine temporary duty and relocation travel advances.
- $% \left( 2\right)$  \$300 for an emergency travel advance from an imprest fund.
  - (3) \$150 for a nonemergency travel advance from an imprest

fund.

If an advance is needed in excess of these amounts, the request for an advance and a justification statement must be submitted to the Director, OFG, for his/her consideration.

# a.4. Control procedures.

(1) Imprest fund advances. Employees requesting travel advances from an imprest fund shall present an official HUD identification card and submit an original of a properly authorized HUD 25, Official Travel

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Order (REV 10/83) and SF 1038, Application and Account for Advance of Funds, in duplicate. Erasures or defacing marks on either form will not be acceptable and will void the transaction.

- (2) Delinquent travel advance accounts. Travel advances will not be made to an employee who has a delinquent travel advance account and has not made satisfactory arrangements with the accounting office for repayment of overdue amounts. Field imprest fund cashiers shall obtain telephonic approval from the Regional Accounting Office before disbursing a travel advance. In Headquarters, the accounting office will advise the imprest fund cashier, in writing, of those employees whose accounts are delinquent. The accounting office will maintain travel advance accounts on a current basis and will furnish the imprest fund cashier written changes covering additions and/or deletions to be made to the delinquent accounts listing.
- (3) Review by approving official. Approving officials or their designees shall review the travel advance request at the time of submission by the employee to assure that prior single trip advances have been completely liquidated. When delinquent, the approving official or his/her designee shall return the travel advance request to the employee for either repayment or a detailed justification for the delinquency prior to approving or disapproving the request.
- (4) Accounting office review. The appropriate accounting office shall periodically review travel advances made and, when the amount is in excess of the official needs of the employee, the accounting office shall initiate recovery action. The accounting office shall exercise particular care to offset, to the fullest extent possible, the amount of travel reimbursement to which an employee is entitled against any single trip advance, whether the traveler shows such offset on his/her voucher. If the offset does not fully liquidate the travel advance, the accounting office shall contact the employee concerning repayment of any remaining balance. If prompt settlement is not made or specific arrangements agreed upon for repayment, the accounting office shall initiate action in accordance with subsection (a)(2)(D) of the Debt Collection Act of 1982 to recover debts owed the Government from the salary of the employee.

- (5) Annual reapproval of revolving advances. At the beginning of each fiscal year, revolving advances and change of station advances to be carried into the new fiscal year must be specifically reapproved. This review function shall be performed by the travel allowance holder or his/her authorized designee.
- (6) Settlement of advances upon separation from HUD. Each employee is responsible for settling any outstanding travel advance before separation from the Department. The departing employee must settle any outstanding advance before receiving a final salary check.

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a.5. Payment of travel advances. SF 1038, Application and Account for Advance of Funds, shall be used to apply for a travel advance. The application should be submitted to the appropriate accounting office at least two weeks prior to the travel to allow for issuance of a treasury check. All travel advances in excess of \$300 and those requested under nonemergency conditions in amounts of more than \$150 shall be obtained through the accounting office. To obtain such an advance of funds, the traveler shall prepare and submit to the designated approving official an original and one copy of SF 1038, indicating the amount of advance required along with a carbon copy of the HUD 25. The "Account No." space on the form shall be left blank. All other parts of the form shall be completed. The Remarks area of the form shall cite: the type of advance, i.e., revolving; the planned travel; the period of time for which the advance is requested; and a computation of the amount of advance needed, including any outstanding balance. For single trip advances, dates of travel must be shown. If the employee is other than a permanent full-time employee (PFT) his type of appointment must be shown, e.g., consultant, temporary, or WAE. Cash advances from the imprest fund are available for single advances of \$150 or less for planned travel and \$300 or less for emergency travel situations. The employee must present an official HUD identification card and submit original carbons of the HUD 25 (REV 10/83) and SF 1038, in duplicate. Revolving advances shall be approved only for estimated needs for 30 days. Checks or cash advances shall be made available no earlier than five workdays before the scheduled trip. Advances made shall be recorded against the appropriation or fund to which the traveler's reimbursable expenses will be charged. SF 1038's which have any alterations or erasures will be returned without processing. Sample SF 1038's are contained in Appendix G.

# (1) Headquarters.

(a) An original of a properly authorized HUD 25, Official Travel Order (REV 10/83), must be submitted with the SF 1038, in duplicate, to the accounting office (AFGO) in sufficient time (10 days) to allow for issuance of a Treasury check. The SF 1038 must show the balance due from previous advance(s). For single trip advances, travelers with an outstanding advance must include an explanation or the application will be returned. Single trip travel advances must be liquidated promptly upon

completion of the travel and/or submission of the reimbursement travel voucher. Requests for revolving advances must be approved by the traveler allowance holder or his/her designee and submitted to the accounting office. The SF 1038 must contain an explanation of why the revolving advance is necessary. Revolving travel advances must be reviewed quarterly and validated annually; they must be repaid if the traveler's official duties no longer require the performance of recurring travel. Travelers are personally responsible for travel advances, and must:

- Safeguard funds,
- Spend funds for authorized travel and expenditures only,
- Be able to account for all funds advanced,
- Promptly submit travel vouchers, and
- Promptly repay any advances that are not needed.

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- (b) Travel advances in amounts up to \$150 and those requested under emergency conditions in amounts up to \$300 may be obtained in cash from imprest fund cashiers. To obtain such an advance of funds, a traveler must submit an original HUD 25, Official Travel Order (REV 10/83) properly authorized, and SF 1038, in duplicate. In addition, the SF 1038 shall show in the "Mail check to" block of the form the words "IMPREST FUND PAYMENT." A written justification must be placed in the Remarks block of the SF 1038 for all travel advances over \$150 requested under emergency conditions. The imprest fund cashier shall obtain the signature of the traveler on the original SF 1038 indicating "cash payment received" and the date thereof. The cashier is responsible for contacting the accounting office and obtaining telephonic approval for a single trip advance when: the application shows an outstanding travel advance balance that is not satisfactorily explained on the SF 1038, or the requested advance is for an employee on the delinquent accounts listing furnished by the accounting office. Single trip advances may not be obtained more than three workdays before the scheduled travel, unless unusual circumstances exist and are documented on the travel order.
  - (2) Regional advances chargeable to Headquarters funds.
- (a) General. Regional employees traveling at Headquarters direction and expense and personnel assigned to field offices but payrolled from Headquarters funds may obtain travel advances through regional imprest fund cashiers or through regular regional disbursing channels, as appropriate Advances to regional employees who will travel at Headquarters expense shall be approved by the designated regional approving official.
- (b) Transfer of funds. Upon payment of the travel advance through regular disbursing channels, the accounting office in the appropriate region shall promptly record the disbursement in the appropriate general ledger account. HUD 219, Interoffice Transfer Voucher, shall be prepared by the appropriate region and forwarded to AFGO.

(3) Field office. Requests for travel advances shall be submitted to the Regional Accounting Office on SF 1038. The application is to be signed and dated by the traveler and the travel authorizing official. The type of advance, the traveler's HUD organization, travel order number and dates of travel must be shown in the Remarks block. If the traveler has an outstanding travel advance and has not submitted a travel voucher or made settlement, justification for the travel advance must accompany the SF 1038. The accounting office may authorize payment of travel advances by Treasury check or through the imprest fund. If the traveler desires to obtain a cash advance and time does not permit submission of the SF 1038 to the accounting office, the traveler shall submit the SF 1038 to the imprest fund cashier. The imprest fund cashier is responsible for contacting the accounting office and obtaining telephone authorization to pay the travel advance from the imprest fund. Imprest fund cashiers are not authorized to process revolving or change of station type advances; SF 1038's for these advances must be submitted to the accounting office.

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# c. Recovery of advances.

- (1) Deduction from vouchers. Not later than the end of each month during which an employee travels, he/she must submit a SF 1012, Travel Voucher, and settle any outstanding single trip advance by offsetting the advance against the amount of reimbursement to which he is entitled. In the event the offset does not completely settle the travel advance, the traveler must attach a personal check or money order in an amount sufficient to reduce the advance balance to zero or make other specific arrangements for repayment with the accounting office. Failure to settle a travel advance within 20 days after the end of the month in which the travel was performed or failure to reach a repayment agreement with the accounting office may result in a payroll deduction from the employee's salary in an amount sufficient to recover the unsettled portion of the advance in accordance with subsection (a)(2)(d) of the Debt Collection Act of 1982 (P.L. 97-365).
- (2) Other means of recovery. Outstanding advances which have not been recovered by deductions from reimbursement vouchers shall be recovered under the following procedure:
- (a) Travelers will be given the option by the accounting office of making direct repayment in cash or check.
- (b) When direct repayment cannot be made, employee authorization of salary offset or payroll deduction for lump sum repayment will be requested.
- (c) Installment agreements by direct repayment or salary offset will be requested when both (a) and (b) above, are not possible after meeting with accounting office. Interest will be assessed

on installment payments.

- (d) Payments over 90 days late will be subject to penalty charges in addition to interest assessments.
- (e) Disputes as to the amount of the travel advance or the repayment amount due will be handled in accordance with subsection (a)(2)(1) of the Debt Collection Act of (P.L. 97-365).
  - d. Accounting for advances.
- (1) Interest charges of delinquent travel advances. Interest will be charges on delinquent travel advances in accordance with Section 102.11 of the Federal Claims Collection Standards.
- (a) Temporary duty travel advance. A temporary duty (TDY) travel advance will be considered delinquent two months after the end of the month in which the advance was made. For example, an advance made on April 25th will be considered delinquent the first workday following the end of June if a voucher has not been filed or a refund has not been received.

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In order to reach the accounting office within the two month period to avoid delinquency, the voucher must be filed with the appropriate administrative officer by the first workday following the month in which the travel was performed (i.e., July 1 in the example). However, if the administrative officer or other management official certifies that the delay in processing was not the result of late filing of the voucher by the employee, or that the filing of a voucher was delayed due to no fault of the traveler (illness, extended travel status, etc.) no interest will be assessed. The following chart illustrates the example noted above:

			Delinquency	Notices
Travel Starte May 1		Travel Ended by June 15	lst Notice Issued July 5	2nd Notice Issued July 20
APRIL	MAY	JUNE	Jῖ	JLY
Travel advance in the clock sexcept for extendapprox. 45 days or illness.	tarts here ded travel		*Voucher Submission Due Date July 1	Interest Charge Starts July 20

- \* Travel advance is considered delinquent if not liquidated when voucher is filed.
- (b) Permanent change of station (PCS) advances. In recognition of the time required to complete relocations, travel advances for this purpose will not be considered delinquent until 4 months from the dates the advances were made. Advances for transportation, subsistence, house hunting trips, etc., should be requested separately from advances for shipment of household goods. In each instance, the advance should not be requested until there is an immediate need. Reimbursement vouchers should be filed promptly as segments of the relocation travel are completed, that is, if the house hunting trip has been completed, the reimbursement voucher should be filed promptly as opposed to waiting until the household goods shipment is complete.
- (2) Notification of delinquent account. No interest assessment will be made for either TDY or PCS (relocation) travel until the traveler has been notified and given an opportunity to settle the advance or to contest the validity of the travel account balance. Notification will be by memorandum from the appropriate accounting office. The memorandum will be forwarded through the appropriate administrative officer. Travelers will be given 15 days from the date of the original notification to file a voucher, make a refund, or respond in writing to the appropriate accounting office. Responses (vouchers, refunds or memoranda) concerning contested balances should be

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forwarded through the appropriate administrative officer. When travelers fail to take action, a second notification will be forwarded to the

fail to take action, a second notification will be forwarded to the employee, via the appropriate administrative officer, to advise that interest will be assessed effective from the date of the second notification.

(3) Interest rate. The Treasury "Value of Funds Rate" is used in Federal billings, collection, and disbursement operations pursuant to cash management regulations contained in the Treasury Fiscal Requirements Manual (I TFRM 6-8000). This rate, as determined quarterly by the Treasury Department, will be used for assessing interest on delinquent travel advances. The percentage rate is published in the Federal Register about one week before the beginning of each quarter and is applicable for the ensuing quarter. The Treasury Interest rate in effect at the time an employee is notified that interest will be assessed will continue to apply until the entire debt is liquidated even though the Treasury rate may change after assessment of interest on the debt begins.

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## HOUSING AND URBAN DEVELOPMENT

#### TRAVEL REGULATIONS

# Chapter 1. Travel Allowances

## Part 11. Claims for Reimbursement

- 1-11.3. Travel vouchers and attachments. Only authorizing officials or their designees may approve travel vouchers. Generally, the official who authorizes the travel should approve the related travel voucher; however, the A.O. may redelegate authority to approve travel (sign travel voucher) to another official within a traveler's supervisory chain of command who has specific knowledge of the purpose, budget, and other circumstances surrounding the travel. Unless specifically restricted by their superior, principal authorizing officials may approve their own travel vouchers except for foreign travel, trips involving first-class travel, and other special travel situations.
- a. Use of authorized form. The SF 1012, Travel Voucher, must be used for all HUD claims for reimbursement that include subsistence expense. The SF 1164, Claim for Reimbursement of Expenditures on Official Business, may be used for local transportation, e.g., bus, subway, taxicab or privately owned vehicle, where subsistence expense is not involved and in accordance with local procedures.
- b. Evidence of authorization. The HUD 25, Official Travel Order, must be attached to all travel vouchers. When travel is under the Limited Open Travel Authorization, the HUD 25 must be attached to the first related travel voucher per monthly or quarterly period.
- c. Receipts required. The Department requires receipts for expenses over \$25, exclusive of taxes or tips, including meals and taxicabs costing over \$25. Receipts for lodging and meals under per diem do not have to be attached to the voucher; however, travelers should retain receipts to substantiate their claims. Receipts for lodging under actual subsistence expense are required to be submitted with the voucher; no payment is possible without the lodging receipt under this type of reimbursement. When receipts for lodgings are lost, the traveler should contact the lodging facility for a duplicate receipt; under actual subsistence expenses, no reimbursement is possible without lodging receipts. When receipts for meals, miscellaneous expenses, or taxis are lost, claims may be limited to what is considered reasonable.
- \* d. Passenger copies of used tickets for transportation services. Photocopies will not be acceptable to support travel claims. \*

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- e. Justification statements. When required for special travel situations, such as leave before, during or after official travel, justification statements as required by the policies and procedures of this handbook shall be included on or attached to the applicable travel voucher. Failure to provide required justifications will result in the \*return of the voucher to the traveler. Also, include appropriate subobject classes (see appendix A) and a brief description of the purpose of each trip on the voucher.
- f. No claim vouchers. When travel is performed by means of a GTR and no claim for reimbursement is involved, the traveler shall prepare a "record voucher" using the SF 1012. The voucher shall be fully executed, including the serial number of the used GTR; the complete itinerary (points visited and dates of travel); and, the word "none" in the space "Amount Claimed." The traveler shall sign the voucher and, except when a blanket GTR is used, attach the buff memorandum copy(s) of the GTR and forward it through normal channels for approval and submission to the accounting office.
- 1-11.4. Submission of voucher. Approving officials are responsible for seeing that travelers submit their travel vouchers to the accounting office at least monthly. Vouchers shall be submitted to the accounting office in an original and two memorandum copies. Only the original voucher is required to be signed by the traveler and the approving official. Additional copies may be prepared for use by the traveler or his office as required. Travel vouchers shall be submitted to the approving official by the first workday following the end of the month in which the travel was performed. Approving officials should forward travel vouchers to the accounting office in time for receipt by the fifth workday of the month. Vouchers may be submitted for one trip or any combination of trips performed during a month. A copy of the processed travel voucher will be returned to the traveler by the accounting office as evidence of receipt and processing. The returned traveler's copy will show disallowances and obvious errors as well as the net amount paid.

# 1-11.5. Preparation of vouchers.

- a. Itemization. See Appendix H for step-by-step instructions on preparing the voucher.
- (2) Leave of absence. When annual leave is taken before, during or immediately after official travel, the word "leave" must be written on the top of the voucher and the exact time of departure from and return to duty status must be shown. All such travel must comply with the travel/leave regulations indicated in para. 1-1.9. Failure to follow regulations will result in the disallowance of expenses.
- 1-11.6. Administrative approvals. The approving officer is responsible for reviewing the propriety of the claim, assuring that single trip advances are liquidated on the voucher, assuring that the voucher is accurate, complete,

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and contains all required certifications, statements or other information required by this handbook, and ascertaining that required receipts are attached. Improper vouchers shall be returned to the traveler for appropriate action prior to approval. Signature of the approving officer shall signify that the required review was completed, shall constitute the approvals, when appropriate, required in FTR 1-11.6, and shall certify that the voucher is approved as correct for payment.

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# 1-11.7. Disputed claims.

- a. Suspension of charges. Items which have been suspended and are subsequently found to be reimbursable when sufficient information or required supporting documents are furnished, may be reclaimed on a separate or subsequent travel voucher. The voucher must be supported by the original of the notice of suspension and any required receipts and documentation.
- b. Appeals. If a claim is disallowed based on law, Federal or Department regulations, or decision of the Comptroller General (CG), an employee may appeal the disallowance if he believes the claim is valid after reviewing of the basis for disallowance. Claims are filed in accordance with Title 4 of the General Accounting Office (GAO) Policy and Procedures Manual for Guidance of Federal Agencies.
- (1) Submission of appeals. Appeals must be filed directly with the accounting office that processed the original claim. Regional Accounting Offices will process claims through OFA. Claims that cannot be disposed of by HUD will be sent by OFA to the Claims Division of GAO in accordance with Handbook 1900.22, Voucher Examination and Related Fiscal Activities. The claimant should include an explanation of the basis on which it is submitted and a copy of, or reference to, the regulation, law or CG decision which is believed to support the claim.
- (2) Statutory limitation for filing claims. The statutory limitation for filing claims is six years. When the statutory period of limitation is about to expire, employees should submit their claim directly to GAO. Direct claims must be submitted in writing over the signature and address of the claimant or over the signature of the claimant's authorized agent or attorney. Claims filed by an agent or attorney must be supported by a duly executed power of attorney or other documentary evidence of the agent's or attorney's right to act for the employee. Address claims to:

Claims Division U.S. General Accounting Office Washington, D.C. 20458

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1-11.8. Tort claims (Federal Tort Claims Act).

a. General. These are claims for damage to, or loss of, property, personal injury, or death caused by the negligent or wrongful act or omission of an officer or employee of HUD while acting within the scope of his office or employment.

- b. Where to present claims. If the claim relates to a Regional HUD employee, the claim shall be presented to the Administrator of the Regional Office of the employee whose act or omission caused the loss, damage, death, or injury. If the claim is related to a HUD Headquarters employee, or if the office of the employee is not readily ascertainable, the claim shall be filed with the Assistant Secretary for Administration.
- c. Statutory limitations. When under dispute, a tort claim must be presented to GAO in writing within 2 years after the claim accrues or within 6 months after the date of mailing, by certified or registered mail, of notice of final denial of the claim by HUD.
- d. Who may settle claims. The Assistant Secretary for Administration and the Deputy Assistant Secretary for Administration are authorized to settle these claims for HUD, after proper consultation with and approval by the General Counsel and/or the Department of Justice. See HUD Handbook 1900.22, Voucher Examination and Related Fiscal Activities, for more detailed information.

# 1-11.9. Personal property claims.

- a. General. These claims relate to an employee's personal property which was lost or damaged incident to his/her official duties with HUD, including losses of unaccompanied baggage or household goods and losses while in official travel status.
- b. Amount of limitation. The total amount of the claim arising from a single incident may not be less than \$10 nor more than \$25,000. No more than 10 percent of the amount paid on each claim shall be for services rendered by an agent or attorney in connection with the claim.
- c. Submission of claim. A claim shall be submitted by the employee to the director of the office, administration, or staff (or to the Director of Administration) under whose jurisdiction the claimant is employed. The claim shall be supported by repair bills, repair estimates, statement of insurance coverage, statement of any insurance reimbursement, and copies of bills of lading. After approval of the claim, the director (or the DOA) shall obtain the claimant's acceptance.
- d. Statutory limitation. Claims must be submitted within two years after the loss or damage occurs, unless war or armed conflict intervenes; in which case, if good cause is shown, the claim may be submitted not later than two years after peace is restored. See Handbook 1900.22 for additional information.

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- 1-11.10. Travel reimbursed by outside organizations. All travel incident \* to performing work for another Government agency-Federal, State or local shall be vouchered separately. An additional copy of the voucher shall be prepared for use under the Employee Time Reporting System (ETRS).
- a. Required accounting data. The employee's alpha-numeric organization code shall be shown. Travel costs shall be shown by Program Activity Code (PAC) as described in Handbook 2140.5 REV-5, Employee Time Reporting System. The applicable PAC shall be obtained from the ETRS Control Point or field administrative office. The data shall reflect all travel costs, including GTR's and gross amount claimed (before application of any travel advance). When the costs apply to more than one code, a dollar proration by code should be shown.
- b. Recording data on travel vouchers. The required data shall be recorded in the extreme left portion of the "Accounting Classification" block of the SF 1012. Sub-object codes shall be shown together with the amounts applicable to each code. An example of the recording format is shown below. The example reflects a trip from Philadelphia, Pennsylvania, to Richmond, Virginia, chargeable to two PACs. Cost of tickets obtained by means of a GTR \$82.00; Amount Claimed (gross) \$79.20; Total Cost \$161.20.

## HUD Organization Code

Program Code	Sub-Obj. Code	Transp.	Travel	Total
X391P41 X392P41	2180 2181	\$41.00 41.00	\$39.60 39.60	\$ 80.60 80.60
		\$82.00	\$79.00	\$161.20
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# HOUSING AND URBAN DEVELOPMENT

# TRAVEL REGULATIONS

Chapter 1. Travel Allowances

Part 12. Foreign Travel

1-12.1. General. Foreign travel is official travel by Department

officials to foreign countries and territories of foreign countries.

#### 1-12.2. Authorization.

- The Secretary is the authorizing official for foreign travel by:
- (1) All Department officials, including Presidential and Secretarial level officials, and Regional Administrators; and
- (2) Officials attending meetings of American associations being held in foreign areas.
- The Assistant to the Secretary for International Affairs is the approving official for all foreign travel. Such travel may be at the request of Department officials, the State Department, the White House or another Government agency. The travel request must be by memorandum through Office of International Affairs (OIA). OIA will determine funding availability, priority and recommend that the Secretary approve or disapprove the request.
- Authorization procedures. The most careful administrative consideration is given to all recommendations for foreign travel and to the costs involved. Before issuance of each authorization for such travel, it is the responsibility of the recommending official to exercise prudent judgment as to its necessity, and to ascertain that the purpose of the travel:
- Relates directly to the accomplishment of authorized programs or functions of the Department and, therefore, that the expenses may be properly paid from funds appropriated or otherwise available to the agency; or
- Concerns the authorized program or functions of another Federal agency, for example, the Department of State, and that the expenses are chargeable to the funds of that agency; or
- Is for the joint benefit of the Department and some other Federal agency, the White House, a foreign country, an international\* Organization, etc., and that such benefit warrants a sharing of expenses by the parties involved.

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a. Submission of requests.

The Secretary has directed the Assistant to the Secretary for International Affairs to monitor and act on all requests for foreign travel. This includes both HUD and non-HUD funded travel. \*Requests should be made by memorandum which must be forwarded to the Office of International Affairs (OIA) with as much lead time as necessary to accomplish preparation for the travel. All requests should include

appropriate background information and justifications outlining the reasons for going and how the proposed travel could benefit the Department. OIA will assist in making all administrative arrangements, including advising on the preparation of the HUD 25 and obtaining proper approval.

- (2) When approval of the Secretary is required, the Assistant to the Secretary for International Affairs will request approval by memorandum. The memorandum will provide the following information:
  - (a) Name and title of traveler(s);
  - (b) Purpose and objectives of the travel;
- (c) Assistant to the Secretary, OIA, recommendation \* concerning participation in the international activity.
- b. Calendar of international activities. A comprehensive calendar of international and bilateral meetings, seminars, conferences, and events will be maintained by OIA and updated biannually. Employees having knowledge of international activities of potential interest to the Department are encouraged to alert the Office of International Affairs as to whether HUD's participation is anticipated. Foreign travel priorities will be determined strictly by the program interests of the Department.
  - c. Clearance by Department of State.
- \* (1) All proposed official travel by HUD employees regardless of grade or position which involves travel to a foreign country requires prior clearance and coordination with the Department of State except that official travel to Mexico, Canada, Bermuda and the Bahamas do not require State Department clearance unless the travel is to a U.S. Embassy or involves foreign government officials.
- (2) OIA has responsibility for coordinating clearances with the State Department. A request for clearance must be submitted at least 15 work-days in advance of the travel (under extraordinary circumstances \* the request may be submitted as soon as an indication of an impending travel requirement

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is known). OIA will notify the requesting office when a State Department response is received (approximately 5 workdays). The following information must be provided:

- (a) Traveler's name, title, and office phone number;
- (b) Dates of travel;

- (c) Cities and countries to be visited;
- (d) Purpose of travel; and
- (e) Anticipated contact with foreign officials.
- d. Clearance by the White House.
- (1) All proposed official travel to a foreign country by Presidential appointees is to be submitted to the Assistant to the President for National Security Affairs for approval by the President. This clearance will be requested by OIA.
- (2) OIA should be furnished, with as much advance notice as possible, the following information:
  - (a) Objectives of the trip;
  - (b) Names of the senior participants;
  - (c) Itinerary; and
- \* (d) List of major events, meetings and appearances.
- 1-12.3. Waiver of foreign travel designation (Canada, Mexico, Bermuda and the Bahamas). The Office of International Affairs may issue a waiver of foreign travel requirements for certain travel to Canada, Mexico, Bermuda and the Bahamas. This will be determined on a case-by-case basis by the Assistant to the Secretary for International Affairs. Generally, the guidelines for such travel are that such travel:
- a. Will be considered foreign travel when for the purpose of Government-to-Government consultation, or when either country is the site of an international conference dealing with an on-going program in which HUD is a participant, e.g., on energy, human settlements, etc.

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- \* b. Will not normally be considered foreign travel when for participation in, or attendance at, conferences and congresses of national or international trade associations, profession societies and other non-Governmental bodies.
- c. Will not be considered foreign travel when for the advancement of on-going HUD domestic programs, e.g., for inspecting plants holding HUD Engineering Bulletins and Letters of Acceptance or for discussing PD&R programs with contractors and subcontractors.
- 1-12.4. Administrative procedures. The requesting office is generally responsible for completing all administrative arrangements for approved foreign travel. These include:

- o Arranging flight schedules and hotel accommodations;
- o Ordering airline tickets;
- o Providing assistance in obtaining official passports, visas, and immunizations;
  - o Preparing HUD 25's, Official Travel Orders;
- o  $\,$  Preparing SF 1038's, Application and Account for Advance of Funds; and
- o Making administrative arrangements required for individual trips.
- a. Passports. OIA is responsible for controlling passports issued to HUD employees and assisting HUD employees in obtaining passports in order to complete official foreign travel.
- (1) Types of passports. HUD employees are authorized issuance of either diplomatic or official passports in order to perform official foreign travel.
- (a) Diplomatic passport. Diplomatic passports are authorized to be issued to the Secretary and spouse and the Under Secretary and spouse.
- (b) Official passport. Official passports are authorized to be issued to all other HUD employees.
- (2) Obtaining appropriate passport. Once an individual has been designated to attend a conference, meeting, etc., in a foreign area and the proposed travel has been approved, the traveler will consult with OIA in obtaining a passport.

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- \* (a) A letter of authorization from OIA and a passport application will be furnished to the traveler.
- (b) The traveler will complete the application and obtain two passport size pictures (3"x3") and proof of citizenship. Where the official will visit countries requiring visas, additional photos will be needed for visa applications. Proof of U.S. citizenship may be any one of the following: a birth certificate which carries an embossed seal (not a photo of the seal); citizenship papers, also with a seal; discharge papers from the U.S. Armed Forces (only if applicant had been an officer); or, a tourist passport.
  - (c) The traveler will personally take the completed

application, photographs and proof of citizenship to the Passport Office, 1425 K Street, N.W., to apply for the passport.

- \* (d) The traveler will notify OIA of the date \* application is made at the Passport Office.
- (e) Where a spouse will accompany the traveler, the spouse may apply for an official passport. However, photographs and health services must be provided by private sources. The costs for these services must be borne by the individual. Such expenses are not reimbursable.
- \* (3) Control of passports. OIA is responsible for \*controlling the receipt, issuance and retrieval of both diplomatic and official passports issued to HUD employees. These responsibilities include:
- (a) Picking up all passports from the Passport Office and logging them into the passport control system.
- (b) Issuing the appropriate passport to the traveler prior to departure on official travel, and indicating the date of issue on Form HUD 79.
- (c) Retrieving passports from travelers within five (5) working days of completion of foreign travel.
- (d) Returning passports to the file and indicating the date of return on Form HUD 79.
- (e) Maintaining appropriate documentation on the issuance and control of diplomatic and official passports.

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- (4) Termination of HUD employment. When employment is terminated with HUD, final salary payments will not be made when there is an outstanding travel advance. Travel vouchers will not be processed until the traveler has returned the passport to OIA.
- (5) Audit of passport controls. The Office of the Inspector General will be responsible for completing periodic audits which will include a review of the effectiveness of the controls over passports issued to HUD employees.
- (6) Use of official and diplomatic passports. Diplomatic and official passports may not be used for tourist visits, except where such visits are a part of a continuing journey (NOT a side trip) to or from the place of the foreign mission.
  - b. Immunizations. OIA will advise HUD personnel concerning

required immunizations. Although the United States no longer requires proof of smallpox immunization for reentry into the country, some countries still require this and a vaccination is mandatory. Other immunizations may be required in certain countries. The traveler is responsible for consulting the Department Health Unit regarding immunizations as soon as a trip is planned. If the necessary immunizations cannot be given in the Health Unit, the traveler shall make necessary arrangements for the inoculations to be given at a public health facility or by a private physician.

#### c. Travel allowances.

- \* (1) Per diem. The per diem rate authorized for official travel to foreign countries by HUD employees shall be the maximum rate established by the Department of State. Such maximum rates shall be adjusted as necessary, in accordance with State Department regulations for travel by U.S. Officials. Maximum per diem rates for official travel at localities in foreign areas (including the Trust Territory of the Pacific Islands) are prescribed by the Secretary of State. These rates are published in the Department of State Standardized Regulations (Government Civilians, Foreign Areas), and are effective as specified without further implementation by HUD.
- (2) Miscellaneous expenses. The following items of expense may be authorized relating to travel outside the conterminous United States:
- (a) Fees charged for conversion of currency in foreign countries;
  - (b) Charges covering the cost of travelers checks;
- (c) Fees in connection with the issuance of passports, visa fees, costs of photographs for passports and visas, costs of certificates of birth, health, and identify, and of affidavits and charges for inoculations which cannot be obtained through a Federal facility.

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## d. Travel advances.

- \* (1) Application. Once the proposed travel request has been prepared for the Secretary or Assistant to the Secretary for International Affairs, or designees, the requesting office will prepare Standard Form 1038, Application and Account for Advance of Funds. The application must be approved by the Secretary and Assistant to the Secretary for International Affairs, or designees. It will then be sent to OFA for issuance of a Treasury check; this process takes approximately two weeks.
- (2) Travel advance amounts. Travel advances will be based on the allowable daily per diem rate for foreign areas. Maximum advances will be based on the sum of the daily per diem rate per location plus

miscellaneous expenses. The applicable per diem rate must be documented on the travel order.

- e. Use of American commercial carriers. Any employees traveling or transporting personal effects by ship or airplane on official business outside the conterminous United States must do so via commercial carriers registered under the laws of the United States as required under the international Air Transportation Fair Competitive Practices Act of 1974 and the Merchant Marine Act of 1936. Refer to FTR 1-3.6 for guidelines on the use of American commercial carriers.
- f. Rest stops. When travel begins or terminates at a point outside the conterminous United States and involves a continuous flight of more than 8 hours actual flying time or if the flight crosses several time zones, the authorizing official may authorize a rest period stopover not to exceed 1 day either en route or at the destination. Rest stops may not be authorized for travel within the conterminous United States. Per diem entitlement is not interrupted because of an authorized rest period. The point at which the rest period stopover is taken may be at the discretion of the traveler; however, no added transportation cost will be authorized. Rest stops are not authorized when travel is performed by an indirect route. Form HUD 25, Official Travel Order, must clearly indicate the authorized rest stops and show a cost comparison between the direct route and the routing with the rest stops. Authorizing officials must also take into account the requirements of the Fly America Act. Rest stops may not be authorized when the travel is performed by extra-fare planes (first class and less than first class but more costly than the section designated air coach or similar class of travel).
  - g. Working in foreign countries.

(1) Simple courtesy requires honoring all official and social appointments unless the traveler is physically unable to do so.

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- \* (2) Hotel reservations which are made by an Embassy must be honored if they are not cancelled sufficiently in advance. Failure to properly cancel generally means the first night's lodging must be paid by the Embassy, and the traveler will be required to reimburse the Embassy. If this occurs, the traveler will not be reimbursed for this expense.
- h. Travel vouchers. Travel vouchers must be submitted to OIA for approval by the Assistant to the Secretary for International Affairs. In the event the traveler was issued an official or diplomatic passport, the voucher will not be approved and forwarded for final processing until the passport has been returned to OIA. OIA will provide advice and assistance, if necessary, in completing travel vouchers. A complete record of expenses, including receipts, should be maintained in order to facilitate the preparation of the travel voucher.

- i. Post-travel requirements.
- (1) The trip report. Upon return from foreign travel, each official is required to submit a report to OIA. An appropriate due date may be arranged with OIA.
  - (2) Further dissemination of information.
- (a) When information obtained on a foreign travel assignment is of special interest to other officials of the Department or the general public, the traveler is encouraged to prepare an additional report for publication or other distribution. OIA will provide necessary advice and assistance.
- (b) Oral briefing. OIA may ask the traveler to give an oral briefing to a group of HUD and other interested Federal personnel.

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# HOUSING AND URBAN DEVELOPMENT

Travel Regulations

Chapter 1. Travel Allowances

Part 13. Procedures for Various Travel Categories

# 1-13.1. Training travel.

- Headquarters funded/managed training programs. The Office of Training coordinates programs in this category. Examples of training programs are: HUD-centrally managed training, the Office of Personnel Management's Executive Seminar Program, the Federal Executive Institute, Brookings Institute and other executive development programs provided through HUD and non-HUD training sources. Travel incidental to these programs is authorized by the Office of Training and travel costs are charged to the designated cost center code in Training. Authority to authorize travel which involves an extended stay (over 30 days) shall not be redelegated. Only the Director of Training shall authorize extended stay training travel. SF 182, Request, Authorization, Agreement and Certification of Training, must be approved by the authorizing official prior to authorizing travel on the HUD 25. The SF 182 has been adapted tor Regional use only as a dual training/travel authorization form for centrally managed training when charged to the Training Office's cost code (see Appendix A).
  - b. HUD-centrally managed training.
    - (1) Per diem rates. Per diem rates for HUD-centrally

managed training will be set per course. When both lodging and meals are provided at residential centers, no per diem will be provided (see d below).

- (2) Use of contract training facilities. It has been administratively determined that the use of facilities provided by the Department at HUD-contract training sites is essential to the successful completion of training. This determination may be waived under certain circumstances as provided in paragraph (3), below.
- (3) Use of non-contract facilities. If it is not considered advantageous for an employee to use the facilities provided, a written request and justification for use of other lodging must be submitted for advance approval by the Director of Training. No per diem shall be provided when an employee elects to use lodging facilities other than those provided without specific authorization. In addition, any transportation expenses that may be incurred as a result of an employee's election to use other facilities without approval shall be a personal expense to the employee.

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- (4) Local commuting to HUD training facilities.
- (a) General. In the interest of reducing travel costs, the Director of Training or his/her designee shall require employees whose official duty station or residence is within 50 miles of the training site to commute to the training site when the nature of the specific training involved is such that it would not be detrimental to the successful completion of the training. When HUD 25 and SF 182, or adapted SF 182, are approved for local commuting, transportation costs should be claimed on SF 1164, Claim for Reimbursement for Expenditures on Official Business. The SF 1164 must show the travel order number.
- (b) Per diem entitlement. Generally per diem is allowed only when travel involves at least one night's lodging. Whenever possible, employees who commute should plan their schedule so that their total travel time is 10 hours or less, begins at 6 a.m. or later and ends by 8 p.m. If this is not possible, and per diem is claimed, a travel voucher must be submitted with the audit copy of the HUD 25 attached. Reimbursement for mileage or other transportation shall not be claimed separately on SF 1164. The voucher must include a statement of the official necessity for the hours of departure and return.
- (5) Headquarters employees. The HUD 25 shall be prepared by the traveler or his office. Travel costs must be estimated and included on the form. These costs will be charged to the Office of Training Organization/cost center node.
- (a) Training course participant. If the employee is attending the training as a course participant, the HUD 25 is forwarded to

the Office of Training together with Standard Form 182. The Office of Training will complete the authorization portion of the HUD 23 and return the original and appropriate copies to the traveler. This Office will also approve the SF 1164 for employees commuting to the training.

- (b) Training course instructor. If the employee is attending the training as a course instructor, only the HUD 25 is forwarded to the Office of Training. This Office completes the authorization portion of the HUD 25 and returns the original and appropriate copies to the traveler. This office will also approve the SF 1164 for employees commuting to the training.
- (6) Field office employees. The field office authorizing official who normally approves operational travel for the employee shall authorize travel on the HUD 25 or the SF 182 which was adopted for use as a travel order (see Appendix A). Travel costs will normally be charged to the Office of Training organization/cost center code. Prior approval of the appropriate Training Officer on the SF 182 is required prior to authorization of travel. When field offices fund such travel instead of the Office of Training, approval of the Deputy Under Secretary for Field Coordination for travel outside the region shall only be required when the training is not centrally managed by the Office of Training.

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- c. Non-HUD training Headquarters employees. Examples of non-HUD training are courses offered by OPM or other Government agencies and non-Government organizations such as universities. Non-HUD training is usually provided through local training sources.
- (1) Travel Within the Washington, D.C. metropolitan area. When training is by local training sources, travel expenses shall be authorized for local commuting only. The estimated transportation costs must be included on the SF 182, prior to approval. Reimbursement shall be claimed on the SF 1164, which requires prior approval by the Office of Training.
- (2) Travel outside the Washington, D.C. metropolitan area. For approved non-HUD training outside the local metropolitan area, travel allowances including per diem, may be authorized. Forms HUD 25 and SF 182 (10 part form) are required and shall he prepared by the traveler's office. The HUD 25 must be approved by the authorizing official in block 25; include the traveler's organization cost center code on the form. The SF 182 must be approved by the supervisor and administrative officer; include the traveler's organization cost center code in block 22.
- d. Residential training centers. Residential training centers include OPM's Executive Seminar centers, the Federal Executive Institute, and HUD's residential training center used for centrally managed training. It is the responsibility of the Director of Training or his/her designee to determine and prescribe appropriate per diem rates for training at residential training centers. In determining per diem, consideration shall

be given to any per diem rate recommended by the sponsoring organization and any special circumstances at the training site that may affect subsistence expenses. Where both lodging and meals are included under contract or in the tuition or other training fee, any per diem shall provide for miscellaneous subsistence expenses only.

- 1-13.2. Extended stay travel. Extended stay travel includes temporary duty assignments to one location for a period of more than 30 days, including travel for training purposes.
  - a. Review/documentation of need (excludes training travel).
- (1) Review. When a temporary duty travel assignment is expected to exceed 60 days, a careful review and determination of the need for the travel is required. If the assignment is expected to last one year or more, a permanent change of duty station shall be considered. If a travel assignment is not expected to exceed 60 days initially, and it later becomes necessary to extend the assignment beyond 60 days, a review and determination of the need for the extension is required and must be attached to the travel order.

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- (2) Documentation. A written determination of the need for extended stay travel is required for assignments exceeding 60 days. The determination shall be made prior to the travel when it is known in advance that the assignment will exceed 60 days and before each extension beyond the first 60 days. The determination shall include the reason(s) for the need for the travel and shall reference the related travel order. A copy of the determination shall be furnished to the accounting office. Travel advances or reimbursements shall not be paid without this required
- b. Travel authorization. Travel must be authorized by individual travel order. The HUD 25 shall state the authorized per diem rate(s) for the period of the travel assignment. The LOTA shall not be used for travel involving an extended stay.

documentation.

- c. Travel allowances/per diem rates. Authorizing officials are responsible for authorizing only such per diem allowances as are justified by the circumstances affecting the travel. Generally, temporary duty travel involving an extended stay should be authorized on a per diem basis for the entire period of the travel assignment. However, reimbursement of actual subsistence expense may be authorized up to the first 30 days when the travel assignment is to a high rate geographical area and circumstances warrant reimbursement of actual expenses.
- (1) First 30 days of assignment. Based on the particular circumstances of each travel assignment, reimbursement may be authorized for the first 30 days as follows: (a) actual subsistence expense in high rate geographical areas not to exceed the prescribed maximum for the area;

- (b) per diem based on the average lodgings-plus method, or (c) a fixed daily per diem rate. Per diem may not exceed the maximum per diem rate set forth in FTR para. 1-7.2.
- (2) Adjusting per diem downward. Per diem shall be adjusted downward at a temporary duty station when the traveler is able to secure lodging and/or meals at lower cost. When per diem is not reduced during the first 30 days of the assignment, per diem is required to be reduced after the first 30 days unless local conditions dictate otherwise. Headquarters administrative officers and administrative offices in the field are responsible for providing employees on extended assignments with a listing of hotels/motels and/or apartments which provide adequate housing on a weekly/monthly basis at rates lower than the daily rates generally charged by hotels/motels. Employees are responsible for contacting the administrative office for housing referral assistance prior to making lodging arrangements for extended TDY assignments.
- 1-13.3. Headquarters funded travel. Procedures for travel funded by Headquarters including numbering and processing of travel orders, funds control and obtaining travel advances and tickets are indicated below.

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- a. Headquarters directed travel of field employees.
- (1) Individual travel orders authorized by an authorizing official of the office directing the travel are required for all Headquarters directed travel of field employees. Field office authorizing officials may not Sign travel orders for this category of travel. Coordination and advance approval of the Deputy Under Secretary for Field Coordination (DUSFC) is required. Headquarters directed travel shall be planned far enough in advance to allow sufficient time for coordination with the DUSFC and field offices involved. Sufficient time must also be allowed for transmittal of travel orders and receipt by field personnel prior to commencement of travel. Except for travel by employees who are summoned to appear in court cases or administrative hearings, all Headquarters directed travel shall be coordinated as follows:
- (a) The cognizant principal staff member must advise the DUSFC of the proposed travel to ensure that it does not conflict with previously scheduled events or create excessive vacancies in a specific office. This should be done at least two weeks in advance of the proposed travel.
- (b) The office sponsoring the event must consult with the affected Regional Administrator(s) regarding names and/or positions involved in the travel.
- (c) HUD 25 shall be prepared and forwarded to the DUSFC through the cognizant principal staff member at least 5 days before a decision is needed for timely processing of the HUD 25 to the field

office. The principal staff member shall sign the HUD 25 in Block 23.

- (i) HUD 25 must identify the purpose of the travel, place(s) to be visited and the estimated cost.
- (ii) Generally, travel orders include only a brief statement of the purpose of the travel, therefore, additional details concerning the event should be furnished to the DUSFC with the travel order(s), when appropriate.
- $\mbox{(iii)}$  The DUSFC will sign block 21 of the HUD 25 to indicate his/her approval.
- (iv) An authorizing official of the office funding the travel shall authorize the travel only after approval by the DUSFC.
- (d) Field office(s) must be furnished with travel orders in time for receipt prior to commencement of travel. Field offices will disregard any notices from Headquarters directing the travel of field personnel that do not have a HUD 25 approved by the Deputy Under Secretary for Field Coordination attached.

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(2) Travel vouchers shall be approved by the field office official who normally approves the employee's travel vouchers, EXCEPT that vouchers covering foreign travel must be approved by the Assistant to the Secretary for International Affairs before submission to the Administrative and Program Accounting Branch, Accounting Operations Division (see Part 12, Foreign Travel). A copy of the individual travel order must be attached to

the voucher. Additional procedures are as follows:

- (a) Field employees traveling at Headquarters direction. The SF 1012, Travel Voucher, shall be submitted through proper supervisory channels to the appropriate accounting office in the field. Regional accounting offices will reimburse travelers and submit an Interoffice Transfer Voucher (IOTV) to the General Accounting Operations Division (AFGO) in Headquarters for payment.
- (b) Headquarters employees assigned to Field offices. Travelers shall submit travel vouchers through proper supervisory channels to the General Accounting Operations Division (AFGO) for payment.
- (c) Interoffice Transfer Voucher. When preparing Interoffice Transfer Vouchers (IOTVs) to transfer costs chargeable to Headquarters, Regional Accounting Divisions shall identify the traveler, travel order number and date, office code chargeable and costs transferred. Copies of vouchers covering travel to HUD centrally managed training are not required by AFGO.

- (3) Travel advances. Travel advances for Headquarters employees out-stationed in the field shall be available through Headquarters (AFGO).
- (4) Prepaid Airline Tickets. Prepaid airline tickets shall be used to the maximum extent practicable for all appropriate Headquarters-directed travel and travel by Headquarters employees out-stationed in the field. Prepaid tickets shall be procured from the Scheduled Airline Traffic Office (SATO).
- (5) Bill to address. When an individual or blanket GTR is used to purchase commercial transportation, the bill to address is the address of the accounting office which services the office from which the particular GTR was obtained.
- (6) Group Travel Orders. When an event involves travel by a group of field office employees, a group travel order should be issued.
  - b. Travel by Headquarters employees.
- (1) Travel orders. All travel by Headquarters employees, except those covered under the LOTA, requires an individual travel order on a trip-by-trip basis. When an itinerary is changed, an amended travel order must be issued prior to the travel to reflect the change and cost estimate.

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A copy of all amended travel orders must be processed through the funding organization's control point and a copy furnished to the Administrative and Program Accounting Branch, General Accounting Division. When approved travel is cancelled, the original of the travel order shall be marked "CANCELLED" in bold letters across the face of the travel order. The original shall be forwarded to the organization's fund control point for adjustment of records, after which it shall be forwarded to the Administrative and Program Accounting Branch, General Accounting Division.

# (2) Funds control.

- (a) Each Headquarters travel allowance holder shall establish and maintain a funds control point to assure, in advance of travel, that funds are available. A log should be maintained for control of funds. Transportation costs for local, in and around travel are not required to be individually controlled in advance of travel; a copy of the claim for reimbursement (SF 1164) shall be furnished to the funds control point.
- (b) Travel orders shall be processed within organizations in accordance with internal procedures. Such procedures shall assure that all required approvals and authorizations are obtained. They shall also assure that all travel orders, including amendments and cancellations, are processed through the organization's control point.

- (c) Each organization's fund control point shall process all travel orders and amendments thereto as follows:
- (i) Record the travel order number. Travel orders shall be numbered sequentially, preceded by the correspondence symbol of the control point and the fiscal year designation. For example, the first travel order issued by the Office of Administrative Services to be funded from the fiscal year 1984 appropriation would be No. AS-84-1, the second, AS-84-2, etc. The numbering sequence will begin with "1" each fiscal year.
- (ii) Check to assure that sufficient funds are available from the office's travel budget to cover estimated travel costs. Record and debit estimated travel costs for each authorized trip.
- $\,$  (iii) Forward the accounts copy of the travel order to the Administrative and Program Accounting Branch, General Accounting Division for obligation of funds.
- (iv) Return the original and audit copy of the travel order to the traveler.
- (3) Claims for reimbursement. A copy of each SF 1012, Travel Voucher, and SF 1164, Claim for Reimbursement for Expenditures on Official Business, shall be forwarded to the funds control point by the traveler after

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processing. The funds control point shall use the travel voucher to adjust records, i.e., add or subtract from amount prevalidated to amount claimed. Amounts claimed on SF 1164 shall be posted to the funds control record.

- 1-13.4. Headquarters travel advances. No travel advance shall be issued unless the traveler has an approved travel order and an approved SF 1038, Application and Account for Advance of Funds. The SF 1038 must show the type of advance (single trip or revolving travel advance). In addition, the SF 1038 must show any balance due from a previous advance(s). Requests for travel advances should be prepared and submitted to the Headquarter's accounting office in sufficient time to allow for issuance of a Treasury check (usually 10 days). Applications containing erasures, strike-overs or other alterations shall be returned without processing.
  - a. Single trip travel advances.
- (1) Travel advances may be authorized to cover estimated per diem and other allowable costs in connection with the planned travel. If the traveler has an outstanding travel advance, the SF 1038 must include an explanation as to why the outstanding advance has not been liquidated or the travel advance application will be returned.

(2) Single trip travel advances must be liquidated promptly upon completion of the travel or submission of the reimbursement travel voucher within 30 days.

# b. Revolving travel advances.

- (1) Permanent employees performing temporary duty travel on a recurring basis may apply for a revolving travel advance in accordance with Department regulations. Requests for revolving travel advances must be approved by the travel allowance holder or his/her designee and submitted to the accounting office. The SF 1038 must contain an explanation of why the revolving travel advance is necessary.
- (2) Payment of revolving travel advances will be made by Treasury check only.
- (3) Revolving travel advances must be repaid if the traveler's official duties no longer require the performance of recurring travel.
- (4) Revolving travel advances must be revalidated annually, by October 1 of each fiscal year.
- c. Payment of travel advances from imprest funds. When time does not permit the issuance of a Treasury check, the SF 1038 shall be prepared indicating "Imprest Fund" on the "mail check to" line. To obtain a travel advance, the SF-1038 must be properly prepared showing the dates of travel, signed by the applicant and approved by an officer authorized to approve travel. The SF-1038 must be supported by a properly prepared and approved

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original HUD-25, Official Travel Order. The HUD-25 must be free of any alterations to the traveler's name, travel dates or amounts. If a mistake is made during the preparation of the SF-1038, or if a change is necessary after the preparation of the SF-1038, prepare a new form; paintovers, tapeovers, erasures or corrections of any kind are not acceptable. The applicant or his/her representative shall identify themselves to the cashier with an official HUD identification card and acknowledge receipt or payment by signing the Form HUD-289, Imprest Fund Disbursement Register. Single trip travel advances of \$150 or less may be made from the Imprest fund and, in an emergency, a maximum of \$300 may be advanced. The emergency circumstances must be explained on the SF 1038. The Headquarters Imprest fund cashier is responsible for contacting the accounting office and obtaining telephonic approval for a single trip travel advance when:

- (1) the application shows an outstanding travel advance balance that is not satisfactorily explained on the SF 1038, or
- (2) the requested advance is for an employee on the delinquent accounts listing furnished by the accounting office.

- d. Cancelled trip. If a trip, for which an advance was made, is cancelled or indefinitely postponed, as evidenced by a notice of cancellation of the travel order or an advice of postponement of the authorized travel, the amount of the advance shall be repaid by the employee to the accounting office and not to the cashier.
- e. Delinquent travel advances. Interest will be assessed on delinquent travel advances in accordance with Department regulations.
- 1-13.5. Invitational travel. Travel performed by a person not employed by the Government who is called upon to confer with Department staff on official business and perform a direct service for the Department should be handled as indicated below:
- a. Policy. The Comptroller General has ruled that reimbursement of travel expenses in an "invitational travel" situation may only be authorized when the traveler is providing a direct service to the Department (Comptroller General Decision B-166506, dated February 12, 1976). Travel expenses may not be paid for persons not employed by the Department merely to attend training sessions, meetings or conferences where they are not providing a direct service, unless authorized by specific statutory authority. Authorizing officials must assure that invitational travelers will provide a direct service to HUD and are not merely serving their own interests or those of the group they may represent rather than those of the Department.
- b. Travel orders. Individual travel orders shall be used for invitational travel. Travel allowances are subject to the provisions of this handbook. Since persons not employed by the Government are generally not familiar with Federal or Departmental travel regulations, it is important that the travel order precisely cover authorized allowances.

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Prepaid airline tickets. Authorizing officials or their designees shall instruct invitational travelers not to purchase transportation tickets with personal funds. Federal travel regulations, which require the use of U. S. Government Transportation Requests (GTRs) when the cost of travel exceeds \$100, are applicable to both Federal employees and other individuals traveling for the account of the Government. Consequently, invitational travelers, like employees, who use cash, check or credit cards to purchase transportation in excess of \$100, risk not being reimbursed. To prevent personal liability to invitational travelers, authorizing officials or their designee should arrange to have a prepaid ticket available for the invitational traveler at the departure airport. Prepaid tickets shall be prepared in accordance with the quidelines set forth in paragraph 1-3.3.1. Alternately, the traveler may be forwarded by registered mail, a completed GTR for obtaining his/her own ticket. In this case, authorizing officials or their designees shall make the travel arrangements for the invitee to assure compliance with Federal

regulations and, subsequently, diminish the potential for personal liability to the invitational traveler.

- d. Travel vouchers. Reimbursement of travel expenses shall be claimed on SF 1012, Travel Voucher. It is the responsibility of the authorizing official or his/her designee to assist the invitational traveler in preparing the necessary travel voucher.
- 1-13.6. Preemployment Interviews. In a limited number of situations, employees or applicants for certain positions in the excepted and competitive service may be authorized to travel at Department expense for the purpose of a preemployment interview. This authority must be used judiciously and sparingly.
- a. Excepted service positions. Written clearance must be obtained from the servicing personnel office prior to authorizing travel for a preemployment interview for a position in the excepted service.
- b. Competitive service positions. Authorization for travel for preemployment interviews for positions in the competitive service shall be made in accordance with pertinent instructions issued by the Office of Personnel, the provisions of this handbook, and FPM Letter 571-66, dated April 28, 1976. A copy of the FPM Letter and further guidance concerning key provisions of this authority are available from administrative officers and personnel offices.
- (1) General limitations. OPM regulations limit the payment of travel expenses for preemployment interviews to those few high grade or unique positions in the competitive service for which OPM cannot fully gauge the qualifications of the applicants and where it finds that a final determination of an appointee's qualifications can only be made after an interview with the employing agency. Depending on the position to be filled, prior approval of OPM or submission to OPM of post audit material is required for each interview.

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(2) Key professional managerial positions at grade GS-14 and above. Prior approval of OPM is not required for positions at GS-14 and above. Restrictions and guidelines for the use of this authority are contained in FPM Letter 571-66. Additional guidance and key provisions for the use of this authority are available from administrative officers or the appropriate personnel office. This authority must be used only in strict accordance with OPM and Department guides. Each time the authority is used to pay travel expenses for a preemployment interview for positions at these levels, the Department is required to forward post audit material to OPM within 30 days. The post audit material required is listed in Appendix C, Attachment 2 of FPM Letter 571-66. Personnel officers will provide advice as to post audit material required and the OPM office to which the material should be sent. Post audit material submitted to OPM shall be forwarded through the appropriate HUD servicing personnel office.

- (3) Positions at grade GS-13 and below. For positions at GS-13 and below, the Department may pay preemployment travel expenses only with prior approval of OPM on a case-by-case basis. Requests for OPM approval will be prepared by personnel officers upon request by management officials.
- 1-13.7. Intergovernmental Personnel Act (IPA) assignees. State or local Government agency employees assigned to HUD under an IPA appointment are entitled to travel and transportation allowances as authorized by 5 U.S.C. 3375. Department appropriations may be used to pay for all or a part of these expenses. The type and extent of expenses to be authorized are based on an administrative determination by an authorized official and must be set forth in a written IPA Agreement. IPA assignments may receive either change of station expenses or per diem for each assignment, but not both.
- a. Service agreement. Expenses for either per diem or change of station may not be authorized unless the IPA assignee has agreed, in writing, to complete the entire period of assignment or one year, whichever is shorter, unless separated or reassigned for reasons beyond the assignee's control and acceptable to HUD. If the IPA assignee violates the agreement, the money spent for expenses, other than those for official travel while away from the assignment location, is recoverable from the assignee as a debt due, unless waived in whole or in part by the Assistant Secretary for Administration.
- b. Assignment where change of official duty station is involved. When it has been determined that a change of official duty station is advantageous to the Government, the following allowances are authorized:
- (1) Transportation and per diem of assignee and immediate family to and from the assignment location.
- (2) Expenses of transportation of household goods and personal effects, which include transporting, packing, crating,\*temporarily storing, draying and unpacking such goods not in excess of 18,000 pounds net weight.

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- (3) Subsistence of assignee and immediate family while occupying temporary quarters at assignment location and temporary quarters upon return to former post of duty.
- (4) Storage of household goods and personal effects for assignment at an isolated location.
- (5) Assignee's transportation, per diem, and other allowable travel expenses while traveling on official business away from the designated post of duty during the assignment.

- c. Assignments where transfer of permanent duty station is not involved. The following travel allowances are authorized FOR THE IPA ASSIGNEE ONLY:
- (1) Between home and assignment location. Travel between assignee's home and the assignment location which includes transportation by less-than first-class air accommodations or mileage at the rate of 20.5 cents a mile for use of a privately owned vehicle plus a per diem rate or \$50 during travel when initially reporting for duty and when returning to original duty station upon completion of the assignment.
  - (2) While at assignment location.
- (a) Assignment of 30 days or less. The standard per diem rate or high rate geographical area actual expense, not to exceed the statutory maximum, will be paid to the assignee.
- (b) Assignment greater than 30 days. For the first 30 calendar days of an assignment, the standard per diem rate or high-rate geographical area actual expense, not to exceed the statutory maximum, may be paid to the assignee. During this first 30-day period the assignee is expected to seek long-term residence accommodations when not secured prior to reporting for duty. Based on this policy, a per diem of either 55% of either the high rate geographical area rate or the maximum per diem rate, whichever applies to the assignment location, will be authorized for the remainder of the assignment. A HUD 25 must be issued prior to the start of the assignment and must specify exactly what travel allowances are approved.
- (3) While traveling away from the assignment location. The assignee will be authorized expenses of transportation, per diem and other expenses at the current locality rates when traveling on official business away from the assignment location. Per diem will not be allowed at the location of the IPA assignee's permanent duty station or headquarters while official duty is being performed at that location. However, round trip transportation and other expenses to and from that location will be permitted.

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- (4) Dual per diem rates. An IPA assignee who is receiving per diem at the assignment location is authorized receipt of an additional per diem allowance while on official temporary duty at another location (except as noted above). The additional per diem is allowed only if the assignee is occupying long-term residence accommodations, and is limited to the increased expenses resulting from the temporary duty travel.
- (a) Full per diem at a temporary duty location will be paid to assignees who will not incur dual lodging costs or who made a permanent change of duty station in lieu of per diem. Assignees are authorized the same allowances as employees

- (b) In computing dual per diem allowances, the authorized per diem rate at the assignment location will be reduced by 48% to allow reimbursement of lodging costs only.
- d. Additional information concerning IPA assignments. HUD Handbook 334.1 REV provides detailed policy, procedures and instructions regarding the temporary assignment of employees between the Department and state and local governments and institutions of higher learning under authority of the Intergovernmental Personnel Act.
- 1-13.8. Training assignments. Relocation allowances may be authorized under 5 U.S.C. 4109 for employees who are assigned for training in Government or non-Government facilities. This authority may be used only when the estimated cost of transportation of the employee's immediate family, and transportation and temporary storage of household goods is less than the estimated aggregate per diem amount payable during the period of the training assignment.
- a. Interns and trainees. In cases involving relocation of an "Intern" or "trainee," it is necessary to determine whether the purpose of the move is primarily for "training" or primarily for the "performance of work." If the assignment is determined to be primarily for training, the provisions of this paragraph apply.
- b. Allowances authorized. Relocation allowances that may be authorized are limited by law (Comp. Gen. B-186218 dated November 10, 1976) to the following:
- $\ensuremath{\text{(1)}}$  Transportation for the employee and immediate family. FTR 2-2.
  - (2) Subsistence for the employee while en route. FTR 2-2.
- (3) Transportation and temporary storage of household goods. FTR 2-8.
- c. Allowances not authorized. The following relocation allowances may not he authorized for employees relocating for training purposes:

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- (1) Per diem for employee's immediate family. FTR 2-2.
- (2) Allowance for miscellaneous expenses. FTR 2-3.
- (3) Travel to seek residence quarters. FTR 2-4.
- (4) Temporary quarters subsistence. FTR 2-5.

- $\,$  (5) Allowances for expenses incurred in connection with residence transactions. FTR 2-6.
- 1-13.9. Special purpose travel. In order to assure that the Department's adequately but not overly represented at conventions, meetings and other affairs (functions) covered by this paragraph, all special purpose travel shall be approved, in advance, in accordance with the provisions of this paragraph. In Headquarters, any questions concerning whether a proposed travel assignment is "special purpose travel" should be referred to the Office of Public Affairs.

# a. Special purpose travel includes:

(1) Active participation in and attendance at conventions, conferences and major meetings of public and private organizations and for public appearances, where an individual will officially represent the Department. Public and private organizations include organizations such as trade, business and commercial; legal, governmental, public administration; scientific, engineering and technical; educational; cultural, social welfare; labor unions, associations and federations and chambers of commerce.

## (2) Travel by an employee to:

- (a) Speak before or actively participate in conventions, conferences and other events held by national organizations;
- (b) Participate as a panel member at workshop sessions or at seminars or other local events relating to national organizations; and
- (c) Attend exhibitions or industry-trade shows affiliated with the above types of organizations which do not fall into the category of subparagraph b(3), below.

# b. Special purpose travel does not include:

(1) Operational travel to carry out ongoing functions or related activities of the office. Operational travel to Hawaii, Alaska, Puerto Rico, and possessions of the United States is special purpose travel except when located within the area of regional jurisdiction. For example, although travel to Puerto Rico by a Region III employee is special purpose travel, it is operational travel by a Region II employee.

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- \* (2) Travel to attend training courses where a Form SF-182, Request and Authorization for Training, is appropriate; and
- (3) Travel to attend workshops, seminars, meetings, etc., to survey and preview user equipment and software, such as ADP and other

sophisticated equipment, and proprietary software packages to maintain familiarity with the state-of-the-art for activities directly related to equipment or software in use in the HUD office.

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Authorization procedures. See HUD 1-1.5.a(4).

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