PS2200.01 BOP TRAVEL REGULATIONS

U.S. Department of Justice
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Federal Bureau of Prisons

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Director

U.S. Department of Justice
Federal Bureau of Prisons

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3. TABLE OF CHANGES.

Remove	Insert
Cover pages of Program Statement 2200.01 (11/01/84).	Cover pages of Program Statement 2200.01.
Chapter 301, Part 10 (CN-14) (06/07/91).	Chapter 301, Part 10 Pages 301-10-i thru 301-10-3.
	Chapter 301, Part 15, Pages 301-15-i thru 301-15-8.

4. ACTION. File this Change Notice in front of P.S. 2200.01, the Bureau of Prisons' Travel Regulation.

\s\
Kathleen M. Hawk
Director

U.S. Department of Justice
Federal Bureau of Prisons

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U.S. Department of Justice
Federal Bureau of Prisons

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U.S. Department of Justice
Federal Bureau of Prisons

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Changes are indicated by an asterisk (*) before and after new information.

4. ACTION. File this Change Notice in front of the Bureau of Prisons' Travel Regulation, P.S. 2200.01.

\s\
Kathleen M. Hawk
Director

U.S. Department of Justice
Federal Bureau of Prisons

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5. ACTION. File this Change Notice in front of P.S. 2200.01, the Bureau of Prisons' Travel Regulation.

\s\
Kathleen M. Hawk
Director

U.S. Department of Justice
Federal Bureau of Prisons

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P.S. 2200.1, Chapter 302, Part 1 to be consistent with that of the Federal Travel Regulation and the new page numbering of the Department of Justice Travel Regulations.

3. TABLE OF CHANGES

Remove	Insert
P.S. 2200.1, Chapter 302, Part 1, pages 302-30-S5(6)-PSi through 302-30-S5(6)-PS7(8).	P.S. 2200.1, Chapter 302, Part 1, pages 302-1-i through 302-1-8b.
P.S. 2200.1, Chapter 302, Part 7, pages 302-96-S1(2)-PSi 302-96-S3(4)-PS1(2).	P.S. 2200.1, Chapter 302, Part 7, pages 302-7-i thru 302-7-1.

Changes are indicated by an asterisk (*) before and after new information.

4. ACTION. This Change Notice shall be filed in front of the Bureau of Prisons' Travel Regulations, P.S. 2200.1.

\s\
Kathleen M. Hawk
Director

U.S. Department of Justice
Federal Bureau of Prisons

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1-8-S11-PS13 thru PS 23(24).

Figures 301-1-2 thru 301-1-11.

Figure 301-1-2 thru Figure 301-1-6. (included)

Changes are indicated by an asterisk (*) before and after new information.

4. FILING. File this Change Notice in front of P.S. 2200.01, the Bureau of Prisons' Travel Regulations.

\s\
Kathleen M. Hawk
Director

DIRECTIVE BEING CHANGED: 2200.01
CHANGE NOTICE NUMBER: CN-24
DATE: September 28, 1993

1. PURPOSE AND SCOPE. The purpose of this Change Notice is to revise the Bureau of Prisons' Travel Regulations to permit telephone calls to a spouse, family member, or significant other while en route to a new duty station.

2. SUMMARY OF CHANGES. P.S. 2200.01, Bureau of Prisons Travel Regulations, Chapter 301, Part 6, paragraphs 301-6.1 and 301-6.2(b), have been revised to include a provision that allows telephone calls to a spouse, family member, or significant other only if that person is not accompanying the employee en route to the new duty station, but will be traveling to the new duty station at a later date or has already arrived at the new duty station. The number of calls reimbursed is limited to the number of days authorized or actual number of days en route, whichever is less.

3. TABLE OF CHANGES

Remove	Insert
P.S. 2200.01, Chapter 301, Part 6, Pages 301-64-S1-PS1 and 301-64-S1-PS2 dated September 27, 1991.	P.S. 2200.01, Chapter 301, Part 6, Pages 301-6-1 and 301-6-2.

Changes are indicated by an asterisk (*) before and after new information.

4. STANDARDS REFERENCED. None.

5. ACTION. File this Change Notice in front of P.S. 2200.01, the Bureau of Prisons' Travel Regulations.

Kathleen M. Hawk
Director

DIRECTIVE BEING CHANGED: 2200.01
CHANGE NOTICE NUMBER: CN-23
DATE: September 14, 1993

1. PURPOSE AND SCOPE. P.S. 2200.1, Bureau of Prisons Travel Regulations, has been revised to change the method of computing per diem allowances for attendees at "live in" programs. In addition, references for authorized per diem rates in foreign areas and non-foreign areas outside CONUS have been included.

2. SUMMARY OF CHANGES. Employees attending nationally funded training programs (Cost Center 838 - Reimbursable Training) at the Federal Law Enforcement Training Center in Glynco, Georgia, are provided lodging, meals and transportation to and from the airport at Glynco, at no cost to the employees. In the past, each attendee was authorized the Glynco M&IE rate while traveling to and from the Training Center, and $2 for incidental expenses upon arrival and for each full day at the Training Center.

This policy is inconsistent with the provisions of the Federal Travel Regulation (FTR), 41 CFR 301-7.12(a). The FTR requires the M&IE rate to be reduced by a specified dollar amount when meals are furnished to employees without charge by the Federal Government. Therefore, this Change Notice brings the Bureau of Prisons' Travel Regulations, P.S. 2200.1, in line with the FTR.

In addition, guidance has been provided on the means to obtain the per diem rates for foreign areas and non-foreign areas outside CONUS.

3. TABLE OF CHANGES.

Remove	Insert
P.S. 2200.1, Pages 1-96-28-PSi thru 1-96-S8-PS3(4)	P.S. 2200.1, Pages 301-7-i thru 301-7-2

Changes are indicated by an asterisk (*) before and after new information.

4. FILING. This Change Notice shall be filed in front of P.S. 2200.1, Bureau of Prisons Travel Regulations.

Kathleen M. Hawk
Director

DIRECTIVE BEING CHANGED: 2200.01
CHANGE NOTICE NUMBER: CN-22
DATE: June 14, 1993

1. PURPOSE AND SCOPE. The purpose of this Change Notice is to rescind Part 22 of P.S. 2200.1, Bureau of Prisons Travel Regulations.

2. SUMMARY OF CHANGES. This Change Notice rescinds Part 22 of P.S. 2200.1, Bureau of Prisons Travel Regulations. Part 22, Foreign Travel, covers approval and authorization for all official temporary duty foreign travel performed. It has not been updated since its reissuance in CN-10 (05/24/89) and is not consistent with DOJ Order 2200.11C, Department of Justice Travel Regulations, dated January 6, 1993.

3. TABLE OF CHANGES

Remove

P.S. 2200.1, Pages 1-220-S9(10)-PSi
through 1-220-S9(10)-PS1(2).

4. ACTION. File this Change Notice in front of P.S. 2200.1, Bureau of Prisons Travel Regulations.

Kathleen M. Hawk
Director

DIRECTIVE BEING CHANGED: 2200.01
CHANGE NOTICE NUMBER: CN-21
DATE: March 10, 1993

1. SUMMARY OF CHANGES. P.S. 2200.1, Bureau of Prisons Travel Regulations, Chapter 302, Part 5, has been revised to update the policy on the number of days allowable for temporary quarters.

2. TABLE OF CHANGES.

Remove	Insert
P.S. 2200.1, Chapter 302, Part 5, pages 302-70-S4-PS1 thru 302-70-S4-PS4 dated July 22, 1992.	P.S. 2200.1, Chapter 302, Part 5, pages 302-5-1 thru 302-5-4.

Changes are indicated by an asterisk (*) before and after new information.

3. STANDARDS REFERENCED. None.

4. ACTION. This Change Notice shall be filed in front of the Bureau of Prisons' Travel Regulations, P.S. 2200.1.

Kathleen M. Hawk
Director

DIRECTIVE BEING CHANGED: 2200.01
CHANGE NOTICE NUMBER: CN-20
DATE: July 22, 1992

1. SUMMARY OF CHANGES. Program Statement 2200.1, Bureau of Prisons Travel Regulations, Chapter 302, Parts 4 and 5, are being revised to remove references to mandatory staff housing and establish new guidelines for determining the number of days allowable for temporary quarters when a house hunting trip is performed. This Change Notice incorporates the provisions of Operations Memorandum 020-92(2200).

2. TABLE OF CHANGES.

REMOVE	INSERT
P.S. 2200.1, Chapter 302, Part 4, pages 302-58-S3(4)-PSi thru 302-58-S3(4)-PS1(2).	P.S. 2200.1, Chapter 302, Part 4, pages 302-58-S3(4)-PSi thru 302-58-S3(4)-PS1(2).
P.S. 2200.1, Chapter 302, Part 5, pages 302-58-S3(4)-PSi thru 302-70-S4-PS4.	P.S. 2200.1, Chapter 302, Part 5, pages 302-70-S3(4)-PSi thru 302-70-S4-PS4.

Changes are indicated by an asterisk (*) before and after new information.

3. FILING. This Change Notice shall be filed in front of the Bureau of Prisons Travel Regulations, P.S. 2200.1.

J. Michael Quinlan
Director

U.S. Department of Justice
Federal Bureau of Prisons

Directive being changed : 2200.01
Change Notice Number : CN-19
Date : April 13, 1992

CHANGE NOTICE

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1. SUMMARY OF CHANGES. Program Statement 2200.1, Bureau of Prisons Travel Regulations, Chapter 301, Part 4, Figure 301-4-1, Constructive Common Carrier Travel, has been revised to clarify that excess travel time is to be charged as leave.

2. TABLE OF CHANGES.

Remove	Insert
P. S. 2200.1, Chapter 301, Part 4, Page 1-48-S1-PSi and PS (1)2 dated September 13, 1989.	P. S. 2200.1, Chapter 301, Part 4, Pages 1-48-S1-PSi thru PS2.

Changes are indicated by an asterisk (*) before and after new information.

3. FILLING. This change Notice shall be filed in front of P. S. 2200.1, Bureau of Prisons Travel Regulations.

J. Michael Quinlan
Director

U.S. Department of Justice
Federal Bureau of Prisons

Directive being changed : 2200.01
Change Notice Number : CN-18
Date :

CHANGE NOTICE

CHANGE NOTICE 18 HAS NOT BEEN ISSUED AT THIS TIME

U.S. Department of Justice
Federal Bureau of Prisons

Directive being changed : 2200.01
Change Notice Number : CN-17
Date :

CHANGE NOTICE

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1. SUMMARY OF CHANGES. Program Statement 2200.1 Chapter 301, Part 1, is being revised to authorize reimbursement for the travel and transportation expenses of employees' spouses to attend specified awards ceremonies, in accordance with Comptroller General Decision B-233607, dated October 26, 1989. This Change Notice incorporates the provisions of Operations Memorandum 35-90 (2200).

2. TABLE OF CHANGES.

REMOVE	INSERT
P.S. 2200.1, Chapter 1, Pages 301-8-S11-PSi thru 1-8-S11-PS10 dated June 7, 1991.	P.S. 2200.1, Chapter 301, Pages 301-8-S11-PSi thru 301-8-S11-PS-10.

Changes are indicated by an asterisk (*) before and after new information.

3. FILING. This Change Notice shall be filed in front of the Federal Travel Regulation, P.S. 2200.1.

J. Michael Quinlan
Director

U.S. Department of Justice
Federal Bureau of Prisons

Directive being changed : 2200.01
Change Notice Number : CN-16
Date :

CHANGE NOTICE

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1. SUMMARY OF CHANGES. Program Statement 2200.1, Chapter 302, Part 1, Pages 302-30-S5(6)-PS6 thru PS7(8) are being reissued to correct printing errors in Change Notice 13.

2. TABLE OF CHANGES.

Remove	Insert
P.S. 2200.1, Chapter 302, Part 1, Page 302-30-S5(6)-PS7(8) dated January 2, 1991.	P.S. 2200.1, Chapter 302, Part 1, Pages 302-30-S5(6)-PS6 thru PS7(8).

Changes are indicated by an asterisk (*) before and after new information.

3. TRANSITIONAL INSTRUCTIONS. None.

4. FILING. This Change Notice shall be filed in front of the Federal Travel Regulation, P.S. 2200.1.

J. Michael Quinlan
Director

U.S. Department of Justice
Federal Bureau of Prisons

Directive being changed : 2200.01
Change Notice Number : CN-15
Date : September 27, 1991

CHANGE NOTICE

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1. Summary of Changes: Program Statement 2200.1, Chapter 301, Parts 6, has been revised to clarify the provisions for authorized reimbursement for personal phone calls while on official temporary duty and to allow reimbursement of personal phone calls while on a trip to seek residence quarters. Chapter 302, Part 4 has been updated to include the mileage rate when using a privately owned automobile to and from the airport while on a trip to seek residence quarters.

2. Table of Changes:

Remove	Insert
P.S. 2200.1, Chapter 301, Part 6, pages 301-64-S1-PSi thru 301-64-S1-PS2 dated September 13, 1989.	P.S. 2200.1, Chapter 301, Part 6, 301-64-S1-PSi thru 301-64-S1-PS2.
P.S. 2200.1, Chapter 302, Part 4, page 302-58-S3(4)-PS1(2), dated November 1, 1984.	P.S. 2200.1, Chapter 302, Part 4, page 302-58-S3(4)-PS1(2).

Changes are indicated by an asterisk (*) before and after new information.

3. Transitional Instructions. None

4. Filing: This change notice shall be filed in front of the Program Statement 2200.1, Federal Travel Regulation.

J. Michael Quinlan
Director

U.S. Department of Justice
Federal Bureau of Prisons

Directive being changed : 2200.01
Change Notice Number : CN-14
Date : June 7, 1991

CHANGE NOTICE

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1. Summary of Changes: Program Statement 2200.1, Chapter 301, Parts 1 and 10, have been revised to include provisions for the Diners Club Program.

2. Table of Changes:

Remove	Insert
P.S. 2200.1, Chapter 301, Part 1, in its entirely	P.S. 2200.1, Chapter 301, Part 1, Pages 1-8-S11-PSi thru 1-8-S-11-PS33(34).
P.S. 2200.1, Chapter 301, Part 10, in its entirely	P.S. 2200.1, Chapter 301, Part 10, Pages 1-122-S19-PSi thru 1-122-S19-PS19(20).

Changes are indicated by an asterisk (*) before and after new information.

3. Transitional Instructions. None

4. Filing: This change notice shall be filed in front of the Federal Travel Regulation, P.S. 2200.1

J. Michael Quinlan
Director

U.S. Department of Justice
Federal Bureau of Prisons

Directive being changed	:	P.S. 2200.1
Change Notice Number	:	CN-13
Date	:	January 2, 1991

CHANGE NOTICE

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1. Summary of Changes. Program Statement 2200.1, Chapter 302, Parts 1 thru 6, has been changed to reflect the changes to the Federal Travel Regulation.

2. Table of Changes.

Remove	Insert
P.S. 2200.1, Chapter 2, Part 1, in its entirety.	P.S. 2200.1, Chapter 302, Part 1, Pages 302-30-S5(6)-PSi thru 302-30-S5(6)-PS30.
P.S. 2200.1, Chapter 2, Part 2, in its entirety.	P.S. 2200.1, Chapter 302, Part 2, Pages 302-40-S1(2)-PSi thru 302-40-S1(2)-PS2.
P.S. 2200.1, Chapter 2, Part 3, in its entirety.	P.S. 2200.1, Chapter 302, Part 3, Pages 302-50-PSi thru 302-50-PS1(2).
P.S. 2200.1, Chapter 2, Part 4, in its entirety.	P.S. 2200.1, Chapter 302, Part 4, Pages 302-58-S3(4)-PSi and 302-58-S3(4)-PS1(2).
P.S. 2200.1, Chapter 2, Part 5, in its entirety.	P.S. 2200.1, Chapter 302, Part 5, Pages 302-70-S4-PSi thru 302-70-S4-PS6.
P.S. 2200.1, Chapter 2, Part 6 in its entirety.	P.S. 2200.1, Chapter 302, Part 6, Pages 302-82-S3(4)-PSi thru 302-82-S3(4)-PS3(4).

Changes are indicated with an asterisk (*) before and after new information.

3. Transitional Instructions. None.

4. Filing. This change notice is to be filed in front of the Federal Travel Regulation, P.S. 2200.1

J. Michael Quinlan
Director

U.S. Department of Justice
Federal Bureau of Prisons

Directive being changed	:	P.S. 2200.1
Change Notice Number	:	CN-12
Date	:	June 13, 1990

Change Notice

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1. Summary of Changes. The Bureau of Prisons supplement to the Federal Travel Regulation, Program Statement 2200.1, Chapter 302, Parts 7 thru 12, Chapter 303, Parts 1 and 2, and Chapter 304, Parts 1 and 2, have been revised to reflect changes to the Federal Travel Regulation.

2. Table of Changes.

Remove	Insert
P.S. 2200.1, Chapter 2, Part 7, in its entirety.	P.S. 2200.1, Chapter 302, Part 7-Pages 302-96-S1(2)-PSi, 302-96-S3(4)-PS1(2).
P.S. 2200.1, Chapter 2, Part 8, in its entirety.	PS. 2200.1, Chapter 302, Part 8, Pages 302-112-S1(2)-PSi, 302-112-S1(2)-PS1, PS2.
P.S. 2200.1, Chapter 2, Part 9, in its entirety.	P.S. 2200.1, CHAPTER 302, Part 9, Page 302-124-S1(2)-PSi.
P.S. 2200.1, Chapter 2, Part 10, in its entirety.	P.S. 2200.1, Chapter 302, Part 10, Page 302-132-S1(2)-PSi.
P.S. 2200.1, Chapter 2, Part 11, in its entirety.	P.S. 2200.1, Chapter 302, Part 11, Pages 302-154.4PSi, 302-154.4-PS1 thru PS7.
P.S. 2200.1, Chapter 2, Part 12, in its entirety.	P.S. 2200.1, Chapter 302, Part 12, Pages 302-162-S3(4)-PSi, 302-162-S3(4)-PS1, PS2.
	P.S. 2200.1, Chapter 303, Part 1, Page 303-4-S1(2)-PSi.

P.S. 2200.1, Chapter 303, Part 2, Page 303-8-S3(4)-PSi.

P.S. 2200.1, Chapter 304, Part 1, Page 304-2-PSi.

P.S. 2200.1, Chapter 304, Part 2, Page 304-4-S4-PSi.

Changes are indicated by an asterisk (*) before and after new information.3. Transitional Instructions. None.

4. Filing. This Change Notice shall be filed in front of the Federal Travel Regulation, P.S. 2200.1.

J. Michael Quinlan
Director

Directive being changed : P.S. 2200.1
Change Notice Number : CN-11
Date : September 13,1989

Change Notice

1. Summary of Changes. Program Statement 2200.1, Chapter 1, Parts 1 thru 9, has been revised to reflect changes made to the Federal Travel Regulations.

2. Table of Changes.

	Insert
P.S. 2200.1, Chapter 1, Part 1 in its entirety.	P.S. 2200.1, Chapter 1, Part 1, Pages 1-8-S11-PSi thru 1-8-S11-PS19(20).
P.S. 2200.1, Chapter 1, Part 2, in its entirety.	P.S. 2200.1, Chapter 1, Part 2, Pages 1-20-S2-PSi thru 1-20-S2-PS1(2).
P.S. 2200.1, Chapter 1, Part 3, in its entirety.	P.S. 2200.1, Chapter 1, Part 3, Pages 1-36-S7-PSi thru 1-36-S7-PS9(10).
P.S. 2200.1, Chapter 1, Part 4, Page 1-48-S1-PS1(2).	P.S. 2200.1, Chapter 1, Part 4, Pages 1-48-S1-PSi and 1-48-S1-PS1(2).
P.S. 2200.1, Chapter 1, Part 5, Page 1-56-S1-PS1(2).	P.S. 2200.1, Chapter, Part 5, Page 1-56-S1-PSi.
P.S. 2200.1, Chapter 1, Part 6, Page 1-64-S1-PS1(2).	P.S. 2200.1, Chapter 1, Part 6, Pages 1-64-S1-PSi thru 1-64-S1-PS2.
P.S. 2200.1, Chapter 1, Part 7, in its entirety.	P.S. 2200.1, Chapter 1, Part 7, Pages 1-96-S8-PSi thru 1-96-S8-PS3(4).
P.S. 2200.1, Chapter 1, Part 8, in its entirety.	P.S. 2200.1, Chapter 1, Part 8, Pages 1-104-S2-PSi and 1-104-S2-PS1(2).
P.S. 2200.1, Chapter 1, Part 9, Page 1-112-PS1(2).	P.S. 2200.1, Chapter 1, Part 9, Page 1-112-PSi.
P.S. 2200.1, Chapter 1, Part 10, Page 1-122-S20-PS3 and 4.	P.S. 2200.1, Chapter 1, Part 10, Page 1-122-S20-PS3 and 4.

Asterisks indicate new information.

3. Transitional Instructions. None.

4. Filing. This change notice shall be filed in front of the Federal Travel Regulations, P.S. 2200.1.

J. Michael Quinlan
Director

Directive being changed	:	P.S. 2200.1
Change Notice Number	:	CN-10
Date	:	May 24, 1989

Change Notice

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1. Summary of Changes: Program Statement 2200.1, Chapter 1, Parts 10 thru 23, has been revised to reflect changes to the Federal Travel Regulations.

2. Table of Changes:

Remove	Insert
P.S. 2200.1, Chapter 1, Part 10, in its entirety.	P.S. 2200.1, Chapter 1, Part 10, Pages 1-122-S20-PSi thru 1-122-S20-PS9(10).
P.S. 2200.1, Chapter 1, Part 11, in its entirety.	P.S. 2200.1, Chapter 1, Part 11, Pages 1-134-S16-PSi thru 1-134-S16-PS4.
P.S. 2200.1, Chapter 1, Part 12, in its entirety.	P.S. 2200.1, Chapter 1, Part 12, Page 1-150-S1(2)-PSi.
P.S. 2200.1, Chapter 1, Part 13, in its entirety.	
P.S. 2200.1, Chapter 1, Part 14, in its entirety.	P.S. 2200.1, Chapter 1, Part 14, Page 1-160-S3(4)-PSi.
	P.S. 2200.1, Chapter 1, Part 21, Page 1-160-PSi.
	P.S. 2200.1, Chapter 1, Part 22, Pages 1-220-S9(10)-PSi thru 1-220-S9(10)-PS1(2).
	P.S. 2200.1, Chapter 1, Part 23, Pages 1-325-S3(4)-PSi thru 1-325-S3(4)-PS1.

Asterisks indicate new information.

3. Transitional Instructions. None.

4. Filing: This change notice shall be filed in front of the Federal Travel Regulations, P.S. 2200.1. Additional tabs for parts 21 through 23 will be distributed by the Department of Justice in the near future.

J. Michael Quinlan

Director

Directive being changed : P.S. 2200.1
Change Notice Number : CN-9
Date : February 10, 1989

Change Notice

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1. Summary of Changes: Program Statement 2200.1, Paragraph 2-5.1.b., has been added to explain that temporary quarters may be allowed no earlier than the day of packing the household goods and may extend no longer than one day after the day household goods are unloaded.

Paragraph 2-5.2a(1) has been revised to limit the initial period of temporary quarters to 30 days.

Paragraph 2-5.2a(2) has been revised to allow an additional 30 day period of temporary quarters, with the appropriate Regional Director's or Assistant Director's approval, and to clarify the number of additional days of temporary quarters allowable when a house hunting trip is taken.

Paragraph 2-5.4b has been added to explain the circumstances when lodging with friends or relatives may be reimbursed.

Asterisks indicate where the policy has changed.

2. Table of Changes:

Remove	Insert
P.S. 2200.1, pages 2-70-PS1 and PS2, dated November 1, 1984.	P.S. 2200.1, pages 2-70-PS1, PS2, PS2a, and PS2b.

3. Transitional Instructions: None.

4. Action: This change notice shall be filed in front of the Federal Travel Regulations, P.S. 2200.1.

J. Michael Quinlan
Director

Directive being changed	:	P.S. 2200.1
Change Notice Number	:	CN-8
Date	:	March 29, 1988

Change Notice

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1. Purpose: To revise the form used to manually calculate the Year 2 payment of the Relocation Income Tax Allowance (RITW) if the employee's Year 2 is 1987 or later.

2. Background: The Tax Reform Act of 1986 created substantial changes to the Federal tax rate structure for 1987 and subsequent years. Therefore, new procedures for calculating the RITA have been developed.

3. Summary of Changes: Program Statement 2200.1, Figure 2-11-1, Year 2 Calculation of Relocation Income Tax Allowance (RITA), has been revised to reflect the change in the method of calculating the RITA.

4. Table of Changes:

Remove	Insert
Pages 2-162-PS3 and 2-162-PS-, dated July 21, 1987	Pages 2-162-PS3, 2-162-PS4, and 2-162-PS4a

5. Action: This Change Notice shall be filed in front of the Federal Travel Regulations, P.S. 2200.1.

J. Michael Quinlan
Director

U.S. Department of Justice
Federal Bureau of Prisons

Directive being changed : 2200.1
Change Notice Number : CN-7
Date : December 18, 1987

Change Notice

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1. Purpose: To remove the requirement from Program Statement 2200.1, Chapter 1, Part 11, that each traveler complete a Frequent Flyer Certification.

2. Table of Changes:

Remove	Insert
Page 1-130-S12-PS1(2), dated August 24, 1987	Page 1-130-S12-PS1(2)
Figure 1-11-3, Page 1-130-S12-PS5, dated August 24, 1987	

3. Action: This change notice is to be filed in front of the Federal Travel Regulations Manual, P.S. 2200.1

J. Michael Quinlan
Director

U.S. Department of Justice
Federal Bureau of Prisons

Directive being changed : P.S. 2200.1
Change Notice Number : CN-6
Date : November 16, 1987

CHANGE NOTICE

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1. Purpose: To revise the policies and procedures for the receipt, control, and use of bonus coupons or certificates received by Bureau of Prisons employees as a result of frequent travel programs and incentives offered by vendors (i.e., car rental companies, hotels/motels).

2. Summary: Program Statement 2200.1, Chapter 1, Part 3, has been revised regarding the proper handling of frequent travel program benefits received from Bureau of Prisons employees and procedures to be used for accounting for such benefits by Office of Financial Management employees.

3. Table of Changes:

Remove	Insert
Page 1-3p-S7-PS1(2), dated August 24, 1987	Pages 1-36-S7-PS1(2) and 1-36-S7-PS3(4)

4. Action: This change notice is to be filed in front of the Federal Travel Regulations, P. S. 2200.1.

J. Michael Quinlan
Director

U.S. Department of Justice
Federal Bureau of Prisons

Directive being changed	:	P.S. 2200.1
Change Notice Number	:	CN-5
Date	:	August 24, 1987

Change Notice

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1. Purpose: To prescribe the policies and procedures for the receipt, control, and use of bonus coupons or certificates received by Bureau of Prisons employees as a result of frequently flyer programs and incentives offered by vendors (i.e. car rental companies, hotels/motels).

2. Summary: Operations Memorandum 106-87 (2200) dated August 24, 1987, provides guidance to all Bureau of Prisons employees on the proper handling and use of benefits received in connection with official travel. Program Statement 2200.1, Chapter 1, Part 3, has been supplemented to establish policies and procedures to be used by Office of Financial Management employees on the proper handling of frequent flyer award certificates received from Bureau of Prisons employees. Chapter 1, Part 11, has been supplemented to require travelers to complete a Frequent Flyer Certification.

3. Table of Changes:

Remove	Insert
Page 1-36-S7-PS1(2), dated November 1, 1984	Page 1-36-S7-PS1(2)
	Figure 1-3-3, Page 1-36-S7-PS7(8)
Page 1-130-S12-PS1(2), dated May 1, 1986	Page 1-130-S12-PS1(2)
	Figure 1-11-3, Page 1-130-S12-PS5

4. Action: This change notice is to filed in front on the Federal Travel Regulations, P.S. 2200.1.

J. Michael Quinlan
Director

Directive being Changed : PS 2200.1
Change Notice Number : CN-4
Date : July 21, 1986

Change Notice

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1. Purpose: To revise the documentation required to be included in the Permanent Change of Duty Station Travel Vouchers.

To supplement policy to include changes due to the use of relocation service companies and the relocation income tax allowance (RITA).

2. Summary: PS 2200.1, Figure 1-1-2, Preparation of a Travel Authorization (BP-Admin-64), has been revised to require an explanation of the purpose of the travel in addition to checking the appropriate box to indicate the purpose of the travel.

PS 2200.1, Paragraph 2-2.3d(2)(b) has been revised to rescind the requirement that copies of all Time and Attendance Reports (DOJ Form 296) covering the transfer period be included in the settlement voucher.

PS 2200.1, Paragraph 2-1-3c has been revised to include approval instructions for the use of the relocation service company.

PS 2200.1, Paragraph 2-1.5a(1)(iii) has been changed to include the requirement that the amount due from employees who fail to fulfill 12-month service agreements shall include all payments made to the relocation service company on the employee's behalf.

PS 2200.1, Paragraph 2-1.7.a(1) has been revised to require the controller to brief the employee on services provided by the relocation company and verify that the employee is eligible for the relocation service. Paragraph 2-1.7.a(2) has been changed to include new instructions for preparing the Statement of Proposed Transportation and Estimated Expenses when relocation services are being used.

PS 2200.1, Paragraph 2-1.7b(e)(i) has been revised to require no documentation from the employee if the sale of the residence is accomplished through the relocation service company.

PS 2200.1, Paragraph 2-1.7b(2) has been changed to require employees to use the boiler plate Travel Voucher (SF-1012) in Figure 2-1-8 when claiming the relocation income tax allowance.

PS 2200.1, Paragraph 2-1.8 has been changed to explain that obligations for the sale of a residence will be maintained at the Central Office if the employee uses the relocation service company.

PS 2200.1, Paragraph 2-1.9 has been changed to require that change of duty station costs be obligated and charged against the appropriation in effect when the employee is issued the Travel Authorization.

PS 2200.1, Figures 2-1-2, 2-1-3, 2-1-5, 2-1-7 and 2-1-8 have been revised to include the obligation for the relocation income tax allowance and to omit the obligation for the sale of residence.

PS 2200.1, Figure 2-5-1, Daily Expenses (BP-ACCT-130), has been revised to label each column (a)-(i) and to replace the "Tips" column with the "Miscellaneous" column.

PS 2200.1, Paragraph 2-6.2h has been revised to explain that if the sale of the employee's residence is handled by a relocation service company, the portions of the employee's application for reimbursement that pertain to the sale of the residence shall not be completed.

3. Table of Changes:

Remove	Insert
Figure 1-1-2, Page 1-8-S10-PS9-12 dated November 1, 1984	Figure 1-1-2, Page 1-8-S10-PS9-12
Figure 1-1-3, Page 1-8-S10-PS13-(14) dated November 1, 1984	Figure 1-1-3, Page 1-8-S10-PS13-(14)
Paragraph 2-1.3c, Page 2-30-PS1 dated November 1, 1984	Paragraph 2-1.3c, Page 2-30-PS1
Paragraph 2-1.5f, Page 2-30-PS2 dated November 1, 1984	Paragraph 2-1.5f, Page 2-30-PS2
Paragraph 2-1.7a(2), Page 2-30-PS3 dated November 1, 1984	Paragraph 2-1.7a(2), Page 2-30-PS3
Paragraph 2-1.7b(1)(a)(iii), Page 2-30-PS4, dated November 1, 1984	Paragraph 2-1.7b(1)(a)(iii), Page 2-30-PS4, dated
Paragraph 2-1.7b(2), Page 2-30-PS5(6) dated November 1, 1984	Paragraph 2-1.7b(2), Page 2-30-PS5(6)
Figure 2-1-2, Page 2-30-PS9-PS10 dated November 1, 1984	Figure 2-1-2, Pages 2-30-PS9, 10(a) & 10(b)
Figure 2-1-3, Page 2-30-PS11(12) dated November 1, 1984	Figure 2-1-3, Page 2-30-PS11(12)
Figure 2-1-5, Page 2-30-PS15(16)	Figure 2-1-5, Page

dated November 1, 1984 2-30-PS15(16)

Figure 2-5-1, Pages 2-70-PS3-4 dated November 1, 1984	Figure 2-5-1, Pages 2-70-PS3-4
Figure 2-1-7, Pages 2-30-PS19-20 dated November 1, 1984	Figure 2-1-7, Page 2-30-PS19-20
	Figure 2-1-8, Page 2-30-PS25(26)
Paragraphs 2-2.1 and 2-2.3d(2)(b), Pages 2-40-PS1-2 dated November 1984	Paragraphs 2-2.1 & 1,2-2.3d(2)(b), Pages 2-40-PS1-2
Paragraph 2-6.2h, Page 2-84-PS1(2) dated November 1, 1984	Paragraph 2-6.2h, Page 2-84-PS1(2)

4. Action: This change notice is to filed in front of the Federal Travel Regulations Manual, Program Statement 2200.1

NORMAN A. CARLSON
Director

U.S. Department of Justice
Federal Bureau of Prisons

Directive being changed	:	P.S. 2200.1
Change Notice Number	:	CN-3
Date	:	July 21, 1986

Change Notice

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1. Purpose: To establish Bureau of Prisons policies and procedures for the relocation income tax allowance (RITA) and for the use of relocation service companies.

2. Scope and Content: The provisions of this change notice consist of a reprint of Chapter 2, Parts 11 and 12, of the General Services Administration's (GSA) Federal Travel Regulations (FTR) (printed on white paper). Also included is the Bureau of Prisons supplement on the FTR on certain relocation allowances (printed on blue paper).

3. Summary: Program Statement 2200.1, Chapter 2, Part 11, has been supplemented to establish policies and procedures to be used by the Bureau of Prisons concerning the relocation income tax allowance (RITA).

Program Statement 2200.1 Chapter 2, Part 12, has been supplemented to establish policies and procedures to be used by the Bureau of Prisons concerning the use of relocation service companies.

4. Table of Changes:

	Insert
	Chapter 2, Part 11
	Chapter 2, Part 12

5. Action: This change notice is to filed in front of the Federal Travel Regulations, Program Statement 2200.1

NORMAN A. CARLSON
Director

U.S. Department of Justice
Federal Bureau of Prisons

Directive being changed	:	P.S. 2200.1
Change Notice Number	:	CN-2
Date	:	May 1, 1986

Change Notice

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1. Purpose: To revise the requirements for completing the back side of the SF-1012, Travel Voucher.

2. Summary: Program Statement 2200.1, Paragraph 1-11.5i., Page 1-130-S12-PS1 has been revised to allow the substitution of a computer generated form for the back side of the SF-1012, Travel Voucher.

3. Table of Changes:

Remove	Insert
Paragraph 1-11.5i, Page 1-130-S12-PS1(2), dated November 1, 1984	Paragraph 1-11.5i, Page 1-130-S12-PS1(2)

4. Action: This change notice is to be filed in front of the Federal Travel Regulations Manual, Program Statement 2200.1.

NORMAN A. CARLSON
Director

U.S. Department of Justice
Federal Bureau of Prisons

Directive being changed : 2200.1
Change Notice Number : CN-1
Date : March 25, 1985

Change Notice

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1. PURPOSE: To transmit additions to the redelegation of travel authority.

2. SUMMARY OF CHANGES: To redelegate travel authority to training center directors so they can authorize travel for employees under their jurisdiction. Travel authorizations for training center directors' own travel shall be authorized by their designated authorizing official.

3. TABLE OF CHANGES:

Remove	Insert
Page 1-8-S10-PS1	Page 1-8-S10-PS1

4. ACTION: File this Change Notice in front of the Travel Regulation Manual, Program Statement 2200.1.

NORMAN A. CARLSON
Director

U.S. Department of Justice
Federal Bureau of Prisons

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The FTR contains detailed, Government-wide policies on allowances for temporary duty (TDY) travel in chapter 301 and allowances for permanent change of station (PCS) travel in chapter 302. The FTR

is the first source for information on these subjects in conjunction with the DOJ Travel Supplement and this program statement.

Paragraph numbers of this program statement correspond to the numbers used in the FTR and the DOJ Travel Supplement. In some cases, new paragraphs and subparagraphs have been added.

\s\
Kathleen M. Hawk
Director

TRAVEL REGULATIONS

(Including the Federal Travel Regulations)

May 15, 1984

OBD/F-2 (1 copy each) Justice Management Division

BUR/BULK (less USM)
SPL-23

RECORD OF CHANGES
FORM DOJ 176
FEB 80

FOREWORD

1. PURPOSE. This order establishes in a single directive, Department-wide policies, procedures, and regulations for the performance of official travel.

2. SCOPE AND CONTENT. The provisions of this order apply to all employees of the Department of Justice. This order, as presently published, consists of a reprint of all four chapters of GSA's Federal Travel Regulations printed on white paper, and Department-wide policy on Temporary Duty Travel printed on green paper.

3. CANCELLATION. This order cancels the following:

a. Order OBD 2200.1A, Travel Regulations.

b. Order 2200.6, Travel Vouchers.

c. Order DOJ 2200.7C Control of Official Travel.

d. Order DOJ 2200.9A, Use of Rail for Travel Between Washington and New York.

e. Order DOJ 2200.100, Use of Contract Airlines Service Between Selected City-Pairs.

4. BUREAU/OBD SUPPLEMENTATION. Each bureau, the Federal Prison Industries and Financial Operations Service, Finance Staff, Justice Management Division for the offices, boards, divisions and U.S. Marshals Service may supplement this order as necessary. Colored paper other than green must be used for bureau supplements. Copies of all such supplements must be provided to the Director, Finance Staff, Justice Management Division.

5. HOW TO USE THIS ORDER.

a. General. This order, developed jointly by representatives from each bureau and the Finance Staff, Justice Management Division, is policy-oriented and should be used in conjunction with any procedural instructions issued by individual organizations. In the event of a conflict between this order and any other order within the Department, the provisions of this order take precedence.

b. Chapter 1, Travel Allowances.

(1) Detailed, Government-wide policy on allowances for temporary duty (TDY) travel is contained in Chapter 1 of the Federal Travel Regulations (FTR). This should be the first source for information on the subject.

(2) In cases where it is necessary for a Department-wide supplemental policy statement on a paragraph in the FTR, an "S" indicating that the paragraph has been supplemented has been placed i n the left margin of the FTR. The supplemental policy statement is found at the end of the part.

(3) Paragraph numbers of the supplements correspond to the numbers used in the FTR. For example, supplemental paragraph 1-1.4 contains Department-wide policy relating to paragraph 1-1.4 of the FTR.

(4) In some cases, new subparagraphs, paragraphs and parts have been added in the Department-wide supplements. For example, in paragraph 1-1.3c, the Department expands the list of seven definitions by adding ten more, which are numbered (9) through (18). Thus, the supplement contains a subparagraph 1-1.3c(9) which does not exist in the FTR.

(5) The major items covered in the Department-wide supplement that are not addressed in the FTR and have no corresponding paragraph in the FTR are:

(a) Part 12, SCHEDULED AIRLINES TRAFFIC OFFICE (SATO)
(b) Part 13, FOREIGN TRAVEL
(c) Part 14, FACT WITNESS TRAVEL

c. Chapter 2, Relocation Allowances. This chapter of the FTR stands alone, and is not supplemented by the Department at this time.

d. Chapter 3, Payment of Expenses Connected with the Death of Certain Employees. The information in paragraph 5b above, pertaining to Chapter 1, Travel Allowances, also applies to this chapter.

e. Chapter 4, Reduction in Meeting and Training Allowance Payments. This chapter of the FTR stands alone, and is not supplemented by the Department at this time.

6. CHANGES.

a. Department-wide supplements will be developed and issued by the Finance Staff, Justice Management Division.

b. Suggestions for Department-wide supplements shall be directed to the Assistant Attorney General for Administration, Attn: Director, Finance Staff, Justice Management Division.

c. In all cases, Department-wide supplements will be coordinated with the bureaus prior to their issuance.

7. INQUIRIES. Any questions concerning this order should be directed to the appropriate administrative officials within each bureau, office, board and division, who will if necessary, address any unresolved issues to the Director, Finance Staff, through the Assistant Attorney General for Administration.

8. EXCEPTIONS. Any requests for exception or deviation from the provisions contained in this order must be submitted in writing to the Assistant Attorney General for Administration, Attn: Director, Finance Staff. Upon approval the exception shall be included in a Bureau/OBD supplement as discussed in paragraph 4 above.

KEVIN D. ROONEY
Assistant Attorney General
for Administration

FOREWORD

1. General. The Federal Travel Regulations (FTR) govern (a) travel and transportation allowances of Government employees; (b) relocation allowances of Government employees incident to transfers and certain new appointments; (c) payment of expenses connected with the death of certain Government employees; and (d) reduction in allowances when contributions, awards, or payments are made to Government employees incident to training or attendance at meetings. The travel regulations are incorporated by reference in Part 101-7 of the Federal Property Management Regulations (41 CFR 101-7).

2. Authority. The Federal Travel Regulations are promulgated by the Administrator of General Services under Executive Order 11609 (July 22, 1971) and the Travel Expense Amendments Act of 1975 (Pub. L. 94-22, May 19, 1975).

3. Cancellations. This revised edition of the FTR consolidates the May 1973 edition with FPMR Temporary Regulation A-11 and supplements thereto. As such it contains all currently effective travel provisions. Therefore the May 1973 edition of the FTR, transmitted by GSA Bulletin FPMR A-40, and FPMR Temporary Regulation A-11 and all current supplements thereto are canceled on the effective date of this revised FTR.

4. Amendments. Future amendments to the FTR will be issued as changed pages to this revised edition.

5. Format and citing these regulations. The regulations are issued in handbook format with four chapters. Each chapter is divided into parts for ease of general subject identification. Parts are further divided into paragraphs and subparagraphs. Reference to a part within a chapter is by chapter and part number; for example, part 5 of chapter 2 is written "2-5." Likewise, reference to a paragraph is by chapter, part, and paragraph number; for example, paragraph 3 in part 8 of chapter 2 is written "2-8.3." Paragraphs previously amended by temporary regulation are appropriately annotated at the end of the paragraph. Current changes to the FTR are noted by a perpendicular line in the right-hand margin opposite the change.

6. Obtaining copies of the regulations. The revised FTR is available on a subscription basis from the Superintendent of Documents, U.S. Government Printing Office, Washington, DC, 20402. Include the stock number printed in this document on all orders.

RAY KLINE
Acting Administrator of General Services

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FEDERAL TRAVEL REGULATIONS

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CN - 25, March 15, 1994

Subpart A - Authority, Applicability, and General Rules

301-1.2(e) Spouse travel for awards ceremonies. Reimbursement may be authorized for the travel and transportation expenses of the employee's spouse to attend the award ceremony when the employee is to receive one of the following awards:

The President's Award for Distinguished Federal Civilian Service
Presidential Management Improvement Awards
Presidential Letter of Commendation
Meritorious Executive Award
Distinguished Executive Award (Presidential Award)
Sanford Bates Award
James V. Bennett Award
Myrl E. Alexander Award
Norman A. Carlson Award
J. Michael Quinlan Award
Equal Employment Opportunity Award (Director's Award)
Special Recognition Award (Director's Award)
Attorney General's Award for Exceptional Service
Attorney General's Award for Distinguished Service
John Marshall Award
Attorney General's Award for Excellence in Law Enforcement
Attorney General's Award for Equal Employment Opportunity
Attorney General's Award for Upward Mobility
Attorney General's Award for Meritorious Public Service
Attorney General's Award for Outstanding Service to DOJ Handicapped Employees
Attorney General's Award for Excellence in Legal Support
Attorney General's Award for Excellence in Administrative Support
Attorney General's Award for Exceptional Heroism
Attorney General's Award for Excellence in Management.

Spouse travel may be reimbursed in accordance with 41 CFR, Part 301, of the Federal Travel Regulation.

Subpart B - Official Government Business Travel

301-1.101(b) Redelegation of authority.

* (1) Pursuant to the Department of Justice Travel Regulation issued by the Attorney General, delegations for authorizing officials are:

(a) The Deputy Attorney General must authorize travel for the Director, Bureau of Prisons (BOP).

(b) The Director must authorize travel for the Assistant Directors; General Counsel; and the Director, National Institute of Corrections (NIC). Regional Directors may authorize their own travel. Information copies of Regional Directors' travel authorizations shall be forwarded to the Director's office in advance of the travel, if possible. The Director, NIC; Training Center Directors; Assistant Directors; General Counsel; Chief, Office of Internal Affairs; and Regional Directors shall authorize travel for their respective organizations. Chief Executive Officers of each institution shall authorize all institution travel except their own, which shall be authorized by the appropriate Regional Director. Training Center Directors' travel shall be authorized by their designated authorizing official; they shall not authorize their own. All other travel authorizations will be signed by an official occupying a higher level of authority than the traveler. *

301-1.101(c) Travel performed for another Government agency. When an employee is to travel on official Government business for another Government agency, the travel authorization shall be approved by the supervisory authorizing official at the employee's agency. All Bureau of Prisons employees' travel authorizations shall be approved in accordance with the redelegation of authority found in paragraph 301-1.101(b) of this Program Statement. When the travel has been completed, the voucher shall be prepared and scheduled for payment at the employee's duty station. Under no circumstances will the travel authorization and subsequent travel voucher be authorized and processed at the Government agency for which a Bureau of Prisons employee performs travel. Conversely, the Bureau of Prisons will not approve the travel authorization or process the travel voucher for payment for an employee of another Government agency who is to perform travel on behalf of the Bureau of Prisons (except as required for PHS employee travel, paragraph 301-1.102(c)(vii)). Any reimbursement for all or part of the travel expenses as mutually agreed between the two agencies shall be handled via the On-Line Payment and Collection (OPAC) System.

301-1.102(a) Types and use of travel authorizations.

(1) Unlimited open authorization. The unlimited open authorization shall not be used by the Bureau of Prisons.

(2) Limited open authorization. The limited open authorization shall not be used by the Bureau of Prisons.

(3) Trip-by-trip authorization. The Travel Authorization, BP-142 (Figure 301-1-3), after being signed by the authorizing official, shall be routed through the local Office of Financial Management for determination and certification of fund availability and obligation purposes and for assignment of a

travel authorization number. All travelers must have separate travel authorizations. No more than one person shall travel under a single travel authorization number.

(4) Continuing travel authorization. Any traveler warranting a continuing travel advance (see P.S. 2200.1, paragraph 301-10.3(e)(2)) shall have a BP-142 prepared and signed by the authorizing official to support the continuing advance. A continuing travel authorization number shall be assigned (0 - 100) by the local Office of Financial Management. This authorization number will be the source document number entered into the Financial Management System (FMS) for the continuing travel advance. The continuing travel authorization only authorizes a continuing travel advance; therefore, no obligations shall be established from a continuing travel authorization. An 04 transaction type shall be used to establish the continuing travel advance in the General Ledger using document type 10 followed by the authorization number in the first reference field of the form BP-121.

Each trip taken by a traveler who has a continuing travel advance supported by a continuing travel authorization must be supported by a separate, individual travel authorization numbered in the normal travel authorization sequence. This individual travel authorization shall reference the continuing travel advance number in the upper right hand corner of the BP-142 above the space for the authorization number (see Figures 301-1-4 and 301-1-5).

* The obligation transaction (02 type) shall be entered into the FMS using document type 01 and the individual travel authorization number to establish an accounts payable in the month the trip is to begin (P.S. 2000.2, Chapter 10330, paragraph b). The obligation copy of the individual authorization shall then be filed with the open obligations in accordance with current policy. *

A new continuing travel authorization must be signed and issued at the beginning of each fiscal year. It must be assigned a new continuing advance number from the sequence of numbers issued during the new fiscal year.

The first 100 travel authorization numbers for the fiscal year shall be reserved for continuing travel advances and supporting continuing travel authorizations.

Note: Institutions may not need 100 numbers for continuing travel authorizations; however, for consistency at all facilities, the Central Office, Regional Offices, and Institutions are required to abide by this requirement. The travel authorizations for regular travel shall begin with number 0101 each fiscal year.

301-1.102(b) Official travel request and authorization.

(4) Travel outside the local area. Bureau of Prisons employees shall promptly prepare confirming travel authorizations on the form BP-142 for travel that has been approved verbally or by telegram due to emergency situations.

See Figure 301-1-2 for BP-142 preparation instructions.

(5) Travel within the local travel area. The Department of Justice Travel Regulations define local travel as travel performed within a 50-mile radius of the traveler's residence or official duty station. If travel is performed within the local area, employees shall not be authorized per diem unless exceptional circumstances are involved.

Per diem for local area travel shall be authorized on a BP-142.

301-1.102(c) Purpose(s) of travel. Travel may be authorized where an official need exists. This includes inspection and transfer of surplus property, transfer of prisoners, etc. Special types of temporary duty are as follows:

(i) Bedside or funeral trips. Officers or employees accompanying inmates on sick-bed visits or funeral trips shall be issued regular travel authorizations.

(ii) Court travel in official capacity. Section 5751 of Title 5 of the U.S. Code (added by Section 4 of PL 91-563) extends the existing authority relating to travel expenses for employees of the United States when summoned, or assigned by their agency, to testify or to produce official records on behalf of the U.S., including situations when summoned, or assigned by their agency, to testify in an official capacity or to produce official records on behalf of a party other than the United States. All fees and allowances collected from the courts in either situation shall be deposited to the appropriate Miscellaneous Receipts account. If travel expenses are authorized and are to be paid by the Bureau of Prisons, the employee's permanent duty station shall bear the cost.

(iii) Court leave or court-related services. For reference, the Court Leave Guide Chart (Figure 301-1-1) synopsizes the foregoing instructions on absences of employees in connection with court or court-related services, by indicating the varying conditions for absences and the proper time and attendance recording for each. The chart also includes any right to and retention of fees for services rendered and right to payments of travel expenses (Ref. FPM Supplement 990-2, Sub. Chapter S10).

(iv) Training travel. Bureau of Prisons employees scheduled for training should ensure that a form SF-182, "Request, Authorization, Agreement and Certification of Training," is approved by the Training Cost Center Manager. If the training is being paid out of the Training Budget, then the travel authorizations for training travel should be routed through the Training Cost Center Manager to account for the funds.

(v) Escapes. The officer-in-charge of an escape search is hereby delegated the authority to authorize employees to travel in privately owned vehicles (POV's) for patrol or for traveling to and from special posts. The officer-in-charge shall signify approval of POV use by signing on the approving official line of the SF-1164, Claim for Reimbursement for Expenditures on Official Business. Mileage allowance for use of privately-owned automobiles on escape searches shall be at the rate established in paragraph 301-4.2 of the FTR.

(vi) Evacuation. Advance payments and evacuation payments may be made in accordance with Public Law 87-304 (5 USC 5527) and DOJ Order 1550.1A.

(vii) PHS employee travel.

(1) Authority. Pursuant to 18 USC 4005 and 42 USC 250, an agreement, dated November 19, 1970, was negotiated between the Federal Health Programs Service, Health Shortage Manpower Area (HSMA), U.S. Department of Health and Human Services (HHS), and the Bureau of Prisons (BOP) which authorizes the assignment of PHS personnel to BOP facilities to carry out a medical program.

(2) Delegation of authority. The responsibility for the Medical Program of the Bureau of Prisons has been delegated to the Director, Federal Health Programs Service, by the Surgeon General via Section D-3-U-O1A(l), HSM Organization and Functions Manual. The authority to authorize travel for PHS employees is redelegated to the Medical Director, BOP, under 2-10-105 of the HHS Travel Manual.

The authority to authorize PHS change-of-duty station travel is not redelegated below this level.

(3) Redelegation of travel authority. The authority to authorize official travel for PHS employees, except for change-of-duty station, is hereby redelegated to the Chief Executive Officer of each BOP Institution and each Regional
* Director. The Assistant Director, Health Services Division, is hereby redelegated the authority to authorize temporary duty travel for Central Office PHS employees and change-of-duty travel for all PHS employees. *

(4) Applicable regulations. PHS employees' travel shall be authorized only under the provisions of the Joint Travel Regulations.

(5) Responsibilities. The Health Services Administrator (HSA) is charged with the responsibility for assisting PHS personnel with all phases of travel, including travel order preparation, travel advances, and voucher preparation. It also shall be his/her responsibility to maintain current Joint Travel Regulations and to ensure that PHS travelers are paid appropriate allowances.

(6) Travel authorization. BP-142 shall be used for PHS personnel travel with a minor modification. In the sentence "you are hereby authorized to travel at Government expense in accordance with Federal Travel Regulations...." the word "Federal" shall be replaced with the word "Joint."

(7) Travel advances. Travel advances, when required, for PHS personnel are to be issued and settled by the Institution.

(viii) Foreign Travel. See Chapter 301, Part 22, for details on foreign travel.

* 301-1.103(g) Points of travel on travel authorization. All Travel Authorizations, BP-142, are to reflect the duty station, rather than the employee's residence, as the place to/from which the employee is traveling.

Subpart C - Pre-employment Interview Travel

301-1.201(a) Authority for payment. The payment of pre-employment interview expenses is for candidates applying for "shortage-category"/hard-to-fill positions only. It is at the authorizing official's discretion and not an entitlement of prospective "shortage-category" candidates for employment.

301-1.202(a)(3) Responsibility of agencies to inform interviewees of Government travel policies. The receiving institution is responsible for communicating Government travel rules and procedures to interviewees. Assistance should be given to the interviewee when the individual is completing a travel voucher.

301-1.204(a) Payment of travel expenses. A centrally billed GTS account is to be used for transportation by common carrier, other than local transportation. All other authorized expenses are to be paid by the interviewee with reimbursement upon submission and approval of a travel voucher. Travel advances are not authorized for interviewees.

301-1.205(c) Preparation and submission of travel vouchers. The procedures for submission and review of the interviewee's travel vouchers are consistent with those listed in 41 CFR 301-11.4. The authorizing official of the interviewee's travel expenses shall also sign the travel voucher as the approving official. *

FIGURE 301-1-1 COURT LEAVE GUIDE
EMPLOYEE ABSENCES FOR COURT OR COURT RELATED SERVICES
Figure 301-1-1
Page 1-8-S11-PS11(12)

Added by CN-25

FIGURE 301-1-2

PREPARATION OF TRAVEL AUTHORIZATION (BP-142)

1. No. _____
This is a unique identification number assigned by the local Office of Financial Management to control documents entered into the Financial Management System (FMS).

2. _____
(Name of Traveler)
The name of the person authorized to travel is typed in this space.

3. _____
(Location)
The official duty station of the traveler is typed in this space.

4. _____
(Title)
The title of the position occupied by the traveler is typed in this space.

5. _____
(Date)
The date the travel authorization is prepared is typed in this space.

* 6. From _____
(Duty Station)
The duty station the traveler is authorized to depart from is typed in this space. *

7. From _____
(Date)
The date the traveler is authorized to depart is typed in this space.

* 8. To _____
(Duty Station)
The duty station the traveler is authorized to travel to is typed in this space. *

9. To _____
(Date)
The date the employee is authorized to return is typed in this space.

10. Purpose:
Check the appropriate box to indicate the purpose of the travel. See Figure 301-1-6 for details on Travel Purpose Categories.

FIGURE 301-1-2 (continued)

PREPARATION OF TRAVEL AUTHORIZATION (BP-142)

11. _____
(Purpose of Travel - To be completed in addition to checking the appropriate box above.)

A brief explanation of the purpose of the trip is typed in this space.

12. Per diem or actual expenses authorized at $_____ per day. The per diem rate or actual expense rate is typed in this space.

13. Mode of Travel _____
The appropriate paragraph(s), letter(s), and number(s), in accordance with the means authorized, will be typed in this space.

A. Common Carrier

Commercial Transportation (bus, train, airline, etc.).

B. (1) By privately owned auto at ____ cents per mile (as prescribed in paragraph 301-4.2 of the FTR), not to exceed the cost of common carrier. This authorizes the traveler to use a private auto at no extra cost to the government. To establish the amount reimbursable to the traveler, travel costs must be reconstructed in order to compare the costs of common carrier (including taxis and local transportation at the temporary duty station) with the maximum reimbursable mileage amount. The traveler is entitled to the lesser of the two. To facilitate the computation of reconstructed costs, complete the form illustrated in Figure 301-4-1, Page 1-48-S1-PS1.

(2) By privately owned auto at _____ cents per mile (as prescribed in paragraph 301-4.2 of the FTR). This authorization (in lieu of common carrier) requires a justification to be typed on the back of the original travel authorization.

C. Authorized Use: Government Vehicle +)),
* *
.))-

Leased Vehicle +)),
* *
.))-

FIGURE 301-1-2 (continued)

PREPARATION OF TRAVEL AUTHORIZATION (BP-142)

D. Applies to Permanent Change of Duty Station only.

14. Appr./Allot./BA/Cost Center/PMS/Proj./Sub-Object/(See Chapter 10400 of the Accounting Management Manual).

_____ _____ __ _____ __ _____ _____
This space is for the accounting classification code (to properly account for travel costs). The Cost Center Manager must approve this code (as this authorizes obligating the funds available).

Appr. = Appropriation
This is the two-digit code for charging the various funds controlled by the Bureau of Prisons.

Allot. = Allotment Code
This code identifies a particular Institution, Regional Office, Training Center, etc., to be charged with the costs.

BA = Budget Activity (Decision Unit)
This space requires a one-digit alphabetical code to define the program area that will be charged.

Cost Center
This three-digit code identifies the area within a particular program.

PMS = Performance Measurement System
This three-digit code identifies the specific function within a cost center.

Proj. = Project
This three-digit code allows costs to be accumulated from various sources for a specific purpose.

Sub-object
This four-digit code allows for the accumulation of costs in detail. For travel, other than change of duty station, the sub-objects all begin with 21 and the last two digits explain the specific type of travel cost.

$_____
This space is used for the estimated cost to be incurred for each type of travel cost and summed for <u>total estimated cost</u>.

15. Funds Available
This space will be initialed by Budget Execution staff to indicate that adequate funds are available for obligation of the estimated costs.

FIGURE 301-1-2 (continued)

PREPARATION OF TRAVEL AUTHORIZATION (BP-142)

16. _____
Cost Center Manager Signature
This space shall be used for the signature of the Cost Center Manager. The Training Cost Center Manager must sign in this space for <u>all</u> training travel.

17. Authorized By:

_____
(Signature)

_____
(Title)

These spaces shall contain the signature, name, and title of the person designated to authorize the travel and to incur obligations against a budget (see P.S. 2200.1, paragraph 301-1.101(b) for determination of authority).

Figure 301-1-3 Sample - Trip-By-Trip Travel Authorization

U.S. Department of Justice Travel Authorization
Federal Bureau of Prisons
&&&

(Cost Center Manager Signature) (14) * _2 * 100 * W
* 194 *533 *000 *

.))))2)))))2)))2))))))2))))2))))-

SUB-OBJECT	2. Training Travel	4. Relocation**	6. Foreign Travel
Telephone Calls			
1. Program Travel	2130 $_____	5. Other Travel	2161 $_____ 2128
$_____			
2104 $ 100.00	2131 $_____	2136 $_____	2162 $_____
2107 $_____	2132 $_____	2137 $_____	2163 $_____
2108 $_____	2133 $_____	2153 $_____	2164 $_____
2110 $_____	2134 $_____	2154 $_____	2165 $_____
2111 $_____	2135 $_____	2155 $_____	2166 $_____
2115 $ 350.00	3. Mtgs, Cfrs, Spchs	2156 $_____	2175 $_____
2116 $_____	2143 $_____	2157 $_____	2185 $_____
2117 $ 200.00	2144 $_____	2159 $_____	
2119 $_____	2145 $_____	2170 $_____	
TOTAL ESTIMATED			
2123 $_____	2146 $_____	2180 $_____	
COST:			
	2147 $_____		
$ 650.00			
	2149 $_____		

** For Change of Duty Station, Attach Statement of Proposed Travel (BP-S152) and enter total under estimated cost.

AUTHORIZED BY: (17) John Smith Assistant Director
_____
(Signature) (Title)
))))))

Figure 301-1-4 Sample - "Continuing Travel Authorization"

U.S. Department of Justice **Travel Authorization**
Federal Bureau of Prisons
&&&

(Cost Center Manager Signature) * _2 * 272 * R
* 277 *400 *110 *

.))))2)))))2)))2))))))2))))2))))-

SUB-OBJECT	2. Training Travel	4. Relocation**	6. Foreign Travel	
Telephone Calls				
1. Program Travel	2130 $_____	5. Other Travel	2161 $_____	2128
$_____				
2104 $_____	2131 $_____	2136 $_____	2162 $_____	
2107 $_____	2132 $_____	2137 $_____	2163 $_____	***NOTE:**
THIS AUTHORIZATION				
2108 $_____	2133 $_____	2153 $_____	2164 $_____	**IS TO**
SUPPORT CONTINUING				
2110 $_____	2134 $_____	2154 $_____	2165 $_____	**ADVANCE**
ONLY. EACH TRIP				
2111 $_____	2135 $_____	2155 $_____	2166 $_____	**SHALL**
BE ESTABLISHED BY				
2115 $_____	3. Mtgs, Cfrs, Spchs	2156 $_____	2175 $_____	**A**
SEPARATE AUTHORIZATION				
2116 $_____	2143 $_____	2157 $_____	2185 $_____	
2117 $_____	2144 $_____	2159 $_____		
2119 $_____	2145 $_____	2170 $_____		
TOTAL ESTIMATED				
2123 $_____	2146 $_____	2180 $_____		
COST:				
	2147 $_____			
$ 500.00				
	2149 $_____			

** For Change of Duty Station, Attach Statement of Proposed Travel (BP-S152) and enter total under estimated cost.

AUTHORIZED BY: John Smith Regional Director
_____
(Signature) (Title)
))))))

Figure 301-1-5 Sample - "Continuing Travel Authorization" for Specific Trip

U.S. Department of Justice **Travel Authorization**
Federal Bureau of Prisons
&&&

(Cost Center Manager Signature) * _2 * 272 * R
* 277 *400 *110 *

.))))2)))))2)))2))))))2))))2))))-

SUB-OBJECT	2. Training Travel	4. Relocation**	6. Foreign Travel
Telephone Calls			
1. Program Travel	2130 $_____	5. Other Travel	2161 $_____ 2128
$_____			
2104 $_____	2131 $_____	2136 $_____	2162 $_____
2107 $_____	2132 $_____	2137 $_____	2163 $_____
2108 $_____	2133 $_____	2153 $_____	2164 $_____
2110 $_____	2134 $_____	2154 $_____	2165 $_____
2111 $_____	2135 $_____	2155 $_____	2166 $_____
2115 $_____	3. Mtgs, Cfrs, Spchs	2156 $_____	2175 $_____
2116 $_____	2143 $_____	2157 $_____	2185 $_____
2117 $_____	2144 $ 100.00	2159 $_____	
2119 $_____	2145 $ 425.00	2170 $_____	
TOTAL ESTIMATED			
2123 $_____	2146 $_____	2180 $_____	
COST:			
	2147 $ 448.00		
$ 973.00			
	2149 $_____		

** For Change of Duty Station, Attach Statement of Proposed Travel (BP-S152) and enter total under estimated cost.

AUTHORIZED BY: John Smith Regional Director
_____
(Signature) (Title)
))))))

FIGURE 301-1-6

TRAVEL PURPOSE CATEGORIES

* 1. PROGRAM TRAVEL

Any travel directly related to the Bureau of Prisons' mission/program areas (including special missions). Example:
Travel to conduct a program review.

2104 - Program Travel - Rental Car
2110 - Program Travel - Transfer of Prisoners (all expenses)
2111 - Program Travel - Airlift-Prisoners (medical only)
2115 - Program Travel - Air Expense
2116 - Program Travel - POV Expense
2117 - Program Travel - All Subsistence
2119 - Program Travel - Train Expense
2123 - Program Travel - Other Modes

2. TRAVEL FOR TRAINING

Any travel incurred to attend a training course. Example:
Travel to attend Accounting Technician Training.

2130 - Travel for Training - Air Expense
2131 - Travel for Training - POV Expense
2132 - Travel for Training - All Subsistence
2133 - Travel for Training - Train Expense
2134 - Travel for Training - Other Modes
2135 - Travel for Training - Rental Car

3. TRAVEL FOR MEETINGS, CONFERENCES, AND SPEECHES

Any travel incurred for the following purposes:

- attend meetings to discuss general agency operations, review status reports, or discuss topics of general interest;

- attend a conference, convention, seminar, or symposium for purposes of observation or education only;

- make a speech or presentation, deliver a paper, or otherwise take part in a formal program other than a training course.

Example: Travel costs incurred to attend the Warden's Advisory Group meeting.

2143 - Meeting Travel - Other Modes
2144 - Meeting Travel - Rental Car
2145 - Meeting Travel - Air Expense
2146 - Meeting Travel - POV Expense
2147 - Meeting Travel - All Subsistence
2149 - Meeting Travel - Train Expense

FIGURE 301-1-6 (continued)

TRAVEL PURPOSE CATEGORIES

4. RELOCATION TRAVEL

Travel performed in conjunction with a transfer from one official duty station to another. This also includes new appointees when they are authorized relocation allowances for reporting to their first duty station and "last move home" transfers of SES career appointees.

5. OTHER TRAVEL

All travel performed for reasons (purposes) which are not shown in one of the other travel purpose categories. Even though stated as "Other Travel", the Travel Authorization must detail the specific purpose for the trip. Example: Travel to appear in court as a witness on behalf of the Federal Government.

2136 - Witness Travel - BOP Employee
2137 - Witness Travel - Non-Federal Employee
2153 - Other Travel - Other Modes
2154 - Other Travel - Rental Car
2155 - Other Travel - Air Expense
2156 - Other Travel - POV Expense
2157 - Other Travel - All Subsistence
2159 - Other Travel - Train Expense
2170 - Travel - Non-Federal Employee
2180 - Travel - Federal, Non-DOJ Employee (including PHS Employees)

Note: Sub-objects 2136, 2137, 2170, and 2180 are to include all travel expenditures related to that purpose of travel.

6. FOREIGN TRAVEL

Any travel performed for foreign travel (travel to/from Puerto Rico is not considered foreign travel. It is non-conterminous U.S. travel). Example: Travel to Canada to observe their correctional facilities.

2161 - Foreign Travel - Air Expense
2162 - Foreign Travel - POV Expense
2163 - Foreign Travel - Rental Car
2164 - Foreign Travel - Train Expense
2165 - Foreign Travel - Other Modes
2166 - Foreign Travel - All Subsistence
2175 - Foreign Travel - Non-Federal Employee
2185 - Foreign Travel - Federal, Non-DOJ Employee (including PHS Employees)

Note: Sub-objects 2175 and 2185 are to include all travel expenditures related to that purpose of travel.

TABLE OF BUREAU OF PRISONS SUPPLEMENTS

CHAPTER 1. TRAVEL ALLOWANCES

PART 2. TRANSPORTATION ALLOWABLE

Paragraph

Between Residence and Temporary Duty Station . . . . . 301-2.3(f)

* Use of Government Furnished Vehicles . . . . . 301-2.6 *

301-2.3(f) Between Residence and Temporary Duty Station. If a POV ordinarily is used to commute between residence and official duty station, reimbursement for local area travel is determined by the number of miles traveled in excess of the miles normally traveled, multiplied by the rate specified in paragraph 1-4.2.a of the FTR. If other forms of transportation are used, such as van pool, subway, taxi, etc., cost is determined by the additional actual expense involved.

* 301-2.6 Use of Government Furnished Vehicles. An employee's family members may be authorized to accompany the employee on official business in a Government-owned or Government leased vehicle where such transportation results in no additional direct costs to the Government. The term "family members" includes the following: spouse, parents, children and their spouses; brothers and sisters and their spouses; and individuals related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

In instances where the authorizing official wishes to allow this, it must be authorized in writing. The following statement may appear on the travel authorization.

> "The employee is authorized to have (number) additional passenger(s) accompany him/her in a Government leased/Government-owned vehicle." *

If authorized via memorandum, the memorandum must be included in the travel voucher.

TABLE OF BUREAU OF PRISONS SUPPLEMENTS

CHAPTER 1. TRAVEL ALLOWANCES

PART 3. USE OF COMMERCIAL TRANSPORTATION

	Paragraph
Commercial Rental Cars	301-3.2(f)
Requests for Approval	301-3.3(d)(3)(iii)
Requesting Refunds for Unused Tickets	301-3.5(e)
Bonus Goods	301-3.5(g)

* 301-3.2(f) Commercial rental cars. If an employee combines personal and official travel, the cost of the rental vehicle will be applied to both the official and personal travel if the following conditions are met.

(1) The number of days used for official purposes must be greater than the days used for personal purposes, and

(2) The days used for official purposes must be consecutive.

Additionally, the employee must advise the rental car company the rental vehicle will be used for personal travel during a portion of the rental period. If, after being advised, the rental car company offers the government rate for travel on personal days, the employee may accept it.

To apply the cost, the total rental amount is divided by the number of days rented. The result is then multiplied by the number of full days used for official purposes. If the employee uses the vehicle for official purposes for more than one-half of a day, the vehicle will be considered used for official purposes for that day.

Gasoline charges may be reimbursed only for that used during official travel. *

301-3.3(d)(3)(iii) Requests for approval. Only the Director, Bureau of Prisons can approve use of first-class travel for employees. Requests for approval of first-class travel shall be
* submitted in writing by the Warden, through the Regional *
Director, to the Chief, Finance Branch, Central Office. The Regional Director indicates concurrence by signing the request and forwarding it to the Central Office. Federal Prison Industries' (FPI) requests shall be submitted by the Warden to the Assistant Director, FPI (Central Office).

All authorizations shall be submitted in advance. If extenuating circumstances or emergency situations make advance approval impossible, approval shall be requested as soon as possible. In the absence of approval, the employee shall be responsible for all costs in excess of the applicable Government contract fare.

301-3.5(e) Requesting Refunds for Unused Tickets.

Unused tickets purchased with a Government contractor-issued charge card. If the ticket was obtained using a contractor-issued charge card, the employee shall return the unused portion to the Travel Management Center (TMC) for proper credit to the account.

Unused tickets purchased through use of a centrally billed account. If the ticket was obtained using a centrally billed
* account, the unused portion shall be attached to the travel voucher. The local Office of Financial Management (OFM) shall contact the TMC for proper credit to the centrally billed account.

301-3.5(g) Bonus Goods. For several years, airlines, car rental companies, and hotel chains have promoted frequent travel programs. The programs entitle travelers to certain benefits, including free, discounted, or upgraded travel and accommodations when credits are accumulated based on mileage traveled or frequency of rentals. A Federal employee is required to account for all gifts, gratuities, and benefits received from private sources incident to the performance of official duty. All payments tendered to the employee are viewed as having been received on behalf of the Government. An employee participating in a frequent travel program on the basis of his Government-paid travel may not use benefits obtained by accrued travel program credits if these benefits could possibly be used by the Government. This would include free tickets, discount tickets, and free hotel accommodations. Also, an employee may not expend travel program credits to obtain upgraded travel or accommodations because it may prevent or delay the Government from obtaining a future benefit such as a coupon for a free ticket or a free room.

Many travel programs, however, provide other benefits that have no value to the Government, such as check-cashing privileges. The Comptroller General has ruled that benefits with "no value" to the Government may be retained by the employee. An employee may also use a travel or accommodation upgrade if it is obtained without expenditure of accumulated frequent travel program credits. For example, some airline frequent flyer clubs provide free upgrade coupons for every accumulation of 10,000 miles traveled and the use of the upgrade requires no expenditure of accumulated mileage credits. Similarly, some hotel chains will occasionally upgrade accommodations for their frequent travel program members, without any deduction in travel program credits, simply as a reward for frequent use of their hotels.

If there are questions about whether a travel bonus may be retained or must be turned in, the employee should contact the local Office of Financial Management. *

PART 4. REIMBURSEMENT FOR USE OF PRIVATELY OWNED CONVEYANCES

1-4.1. Basic rules.

a. Mileage payments. When employees and others rendering service to the Government use privately owned motor vehicles or airplanes in the conduct of official business within or outside their designated posts of duty or places of service and such use in authorized or approved as advantageous to the Government or as an authorized or approved exercise of the employee's preference, payment shall be made on a mileage basis unless payment on an actual expense basis is specifically authorized by law.

b. Distance measurements.

(1) Automobile and motorcycle travel. When transportation is authorized or approved by privately owned motorcycles or automobiles, distances between points traveled shall be as shown in standard highway mileage guides or actual miles driven as determined from odometer readings. (Actual odometer readings need not be shown on the travel voucher.) Any substantial deviations from distances shown in the standard highway mileage guides shall be explained. The mileage rate as authorized or approved may be paid from whatever point the employee or other person rendering service to the Government begins his/her journey.

(2) Airplane travel. The air mileage between the origin and destination airports, as determined from airways charts issued by the National Oceanic and Atmospheric Administration, Department of Commerce, shall be reported on the reimbursement voucher and shall be used in computing payment for the use of a privately owned airplane. If a detour was necessary because of adverse weather, mechanical difficulty, or other unusual conditions, the additional air mileage may be included in the mileage reported on the reimbursement voucher and, if included, it must be explained. When an official requirement for deviation from direct route travel is such that airway mileage charts are not adequate to determine mileage, the formula of flight time multiplied by cruising speed of the airplane may be the basis for mileage determinations.

c. Other allowable costs. Reimbursement for parking fees; ferry fees, bridge, road, and tunnel fees; and airplane parking, landing, and tiedown fees shall be allowed in addition to the mileage allowance unless the travel orders or other administrative determinations restrict such allowance.

Note.--Par. 1-4.1c amended, FPMR Temp. Reg. A-11, May 19, 1975.

1-4.2. When use of a privately owned conveyance is advantageous to the Government.

a. Authorized mileage rates. When the use of a privately owned conveyance is authorized or approved as advantageous to the Government for

the performance of official travel as provided in 1-2.2c(3), reimbursement to the traveler shall be at the mileage rates prescribed in (1) through (3), below:

(1) For use of a privately owned motorcycle: 20 cents per mile.
(2) For use of a privately owned automobile: 20.5 cents per mile.
(3) For use of a privately owned airplane: 45 cents per mile.

a-1. Mileage rates outside the United States. Generally, the mileage rates prescribed in a, above, are applicable outside as well as within the United States. However, if an agency determines that any mileage rate which is below the statutory maximum ((1), below) is inadequate compensation for use of a privately owned conveyance in a particular area outside the United States, the head of the agency may submit a request to GSA for the establishment of a higher rate for that area. Any new mileage rate approved by GSA for a particular area shall be the uniform rate payable to all Federal employees in that area. The request to establish a higher rate shall be forwarded to the General Services Administration (FT), Washington, DC 20406, and shall include the following information:

(1) A recommended mileage rate not exceeding the following statutory maximums:

(a) For use of a privately owned motorcycle: 20 cents per mile,
(b) For use of a privately owned automobile: 25 cents per mile; and
(c) For use of a privately owned airplane: 45 cents per mile.

(2) An analysis of the costs per mile of operating the privately owned conveyance in the particular area involved shall include the data listed below. Expenses which are reimbursable as separate allowance under 1-4.1c, such as parking or toll fees, shall not be included as cost factors in this analysis.

(a) Size/type of conveyance to which the cost data apply.
(b) Fixed operating costs: Vehicle depreciation, insurance, taxes, and registration fees.
(c) Variable operating costs: Gasoline, motor oil, maintenance, repairs, and tires.
(d) Other related cost factors affecting vehicle operating costs which are peculiar to the area involved.

(Effective: June 19, 1983)

b. Special rule when permanent duty travel is involved. The regulations contained in Chapter 2 shall apply when privately owned automobiles are used in connection with employees' permanent changes of station, when the appointees or student trainees described therein travel to their first permanent duty station, or when employees return from posts of duty outside the conterminous United States to places of actual residence for separation.

c. To and from common carrier terminals and office.

(1) Round trip when instead of taxicab to carrier terminals. Instead of using a taxicab under 1-2.3c, payment on a mileage basis at the rate of 20.5 cents per mile and other allowable costs as set forth in 1-4.1c shall be allowed for the round-trip mileage of a privately owned automobile used by an employee going from either the employee's home or place of business to a terminal or from a terminal to either the employee's home or place of business. However, the amount of reimbursement for the round trip shall not in either instance exceed the taxicab fare, including tip, allowable under 1-2.3c for a one-way trip between the applicable points.

(2) Round trip when instead of taxicab between residence and office on day of travel. Instead of using a taxicab under 1-2.3d, payment on a mileage basis at the rate of 20.5 cents per mile and other allowable costs as set forth in 1-4.1c shall be allowed for round-trip mileage of a privately owned automobile used by an employee going from the employee's residence to the employee's place of business or returning from place of business to residence on a day travel is performed. However, the amount of reimbursement for the round trip shall not exceed the taxicab fare, including tip, allowable under 1-2.3d for a one-way trip between the points involved.

(2-1) Privately owned conveyance used to transport other employees between residence, office, and common carrier terminals. Payment under (1) and (2), above, may be made without the taxicab fare limitation when the privately owned conveyance used by the employee for official travel is also used to pick up and transport one or more additional employees traveling between home, office, and common carrier terminals incident to a temporary duty assignment. Employee participation under this provision is voluntary. The name of the additional employees and their employing offices/agencies should be stated on the travel voucher in accordance with 1-4.5.

(3) Parking when automobile is left at terminal. The fee for parking an automobile at a common carrier terminal or other parking area while the traveler is away from his/her official station shall be allowed only to the extent that the fee plus the allowable reimbursement to and from the terminal or other parking area does not exceed the estimated cost for use of a taxicab to and from the terminal under the provisions of 1-2.3c.

1-4.3. Use of a privately owned conveyance instead of common carrier transportation. Whenever a privately owned conveyance is used for official purposes as a matter of personal preference instead of common carrier transportation under 1-2.2d, payment for such travel shall be made on the basis of the actual travel performed, computed under 1-4.1 at the mileage rate prescribed in 1-4.2(a) plus the per diem allowable for the actual travel. The total allowable shall be limited to the total constructive cost of appropriate common carrier transportation including constructive per diem by that method of transportation. Constructive cost of transportation and per diem by common carrier shall be determined under the following rules:

a. Mode of travel to be used for comparison.

(1) Airplane. The mileage payment shall not exceed the constructive cost of coach accommodations (or tourist or economy accommodations if a carrier uses this term instead of "coach accommodations") on airplanes when such service is provided by a carrier. If it is not provided, the comparison will be made with standard class accommodations if provided; otherwise, with first-class accommodations. When accommodations are provided on both jet and propeller-driven planes the comparison shall be made with the jet planes. (For the purpose of this provision, a class of service is considered to be provided by a carrier when it is scheduled on flights serving origin and destination points, regardless of whether space would have been available had the traveler used air transportation for the official travel.)

(2) Train. When none of the accommodations described above is provided by an air carrier, the mileage payment shall be limited to the constructive cost of first-class rail transportation or coach accommodations when the elapsed time of the rail journey is 4 hours or less. The constructive cost comparison may also be made with rail transportation, even though air transportation is provided, when an administrative determination is made that such comparison, including related per diem is more economical, and the travel order or other administrative directive so provides.

(3) Bus. When neither air nor rail accommodations are provided, the mileage payment shall be limited to the constructive cost of bus transportation.

b. Transportation costs to be considered in addition to fares. In determining the constructive common carrier cost there shall also be included the usual transportation costs to and from the common carrier terminals. In addition, the cost of excess baggage shall be included when it would have been allowed had the traveler used the carrier upon which the constructive transportation costs are determined, provided the traveler certifies as to the weight of the baggage or presents other acceptable evidence of its weight.

c. Per diem allowance. The constructive per diem shall be the amount which would have been allowable if the traveler had used the carrier upon which the constructive transportation costs are determined.

d. Use of actual and reasonable schedules. In making the foregoing constructive cost comparisons of transportation, scheduled departure and arrivals of planes, trains, and buses at unreasonable hours shall be disregarded. (For this purpose, "unreasonable hours" means those which would unduly inconvenience the traveler or adversely affect his/her safety, or which would result in unduly increasing the constructive per diem.)

1-4.4. Use of a privately owned conveyance instead of a Government-furnished automobile.

a. Planning for use of Government-furnished automobiles. When use of privately owned conveyance is authorized or approved under 1-2.2d even though use of a Government-furnished automobile would be more advantageous to the Government, reimbursement to the employee shall be limited to the cost which would be incurred for use of a Government-furnished automobile. The normal rate of reimbursement shall be that provided in 1-4.4b; however, agencies should obtain commitments from employees who are expected to perform extensive automobile travel on official business whether they will use Government-furnished automobiles or whether they will elect 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. An employee who is committed to use a Government-furnished automobile shall not be authorized reimbursement for use of his/her privately owned conveyance instead of a Government-furnished automobile; except that, if such an employee occasionally uses his/her privately owned conveyance when a Government-furnished automobile is available, mileage reimbursement limited to the cost of operating a Government-furnished vehicle, fixed costs excluded as provided in 1-4.4c, may be authorized or approved.

b. Reimbursement based on Government costs. It has been determined that the average mileage cost for use of a Government-furnished automobile for travel in the conterminous United States is 18.0 cents. Therefore, the mileage rate for authorized use of a privately owned conveyance when use of a Government-furnished automobile would be most advantageous to the Government shall be 18.0 cents. Exceptions to the above limitation may be authorized if an agency determines that, because of unusual circumstances, the cost of providing a Government-furnished automobile would be higher than 18.0 cents. In such instances the agency may allow reimbursement at such higher rate within the rate stated in paragraph 1-4.2a for advantageous use that will most nearly equal the cost of providing a Government-furnished automobile in those circumstances. In addition to mileage for the distance allowed under 1-4.1b, the employee may be reimbursed for expenses authorized under 1-4.1c which would have been incurred if a Government-furnished vehicle had been used.

c. Partial reimbursement when Government automobile is available. When an employee who is committed to using a Government-furnished automobile, or who because of the availability of Government-furnished automobiles, would not ordinarily be authorized to use a privately owned conveyance instead of a Government-furnished automobile nevertheless requests use of a privately owned conveyance, reimbursement may be authorized or approved. The rate of reimbursement shall be 9.5 cents per mil, which is the approximate cost of operating a Government-furnished automobile, fixed costs excluded.

d. Reimbursement claims. When claiming mileage at the 18.0 cent rate, the employee shall state on the voucher that a commitment was not made to use a Government-furnished automobile and that reimbursement for use of a privately owned automobile was not limited under 1-4.4c.

1-4.5. More than one person in conveyance. Mileage shall be payable to only one of two or more employees traveling together on the same trip and in the same conveyance, but no deduction shall be made from the mileage otherwise payable to the employee entitled thereto by reason of the fact that other passengers (whether or not Government employees) may travel with him/her and contribute to defraying the operating expenses. The names of employees and their employing agencies should be stated. (See 1-11.5d.)

1-4.6. Actual expense basis.

a. Used only when authorized by law. Reimbursement on an actual expense basis applies to reimbursement for use of a privately owned motorcycle, automobile, or airplane only where such method of reimbursement is authorized by law; otherwise, reimbursement is to be made under the provisions of 1-4.1 through 1-4.5.

b. Comparative cost requirement. The use of a privately owned conveyance on an actual expense basis as distinguished from a mileage basis under 1-4.1 through 1-4.5 may be authorized or approved: Provided, that the aggregate of allowable expenses plus any increased subsistence expenses through increased travel time or less subsistence savings through reduced travel time, as the case may be, does not exceed the cost of transportation available by common carrier.

C. Reimbursable costs. For such travel on an actual expense basis the employee shall be entitled to reimbursement of the cost of gasoline, oil, feed of horses, garage or hangar rent and stabling of horses while officially detained en route, and bridge, ferry, and other tolls. For the purpose of determining the amount of increased subsistence expenses or subsistence savings for a given period of time, the per diem rate of subsistence named in the travel order shall be used. Charges for repairs, depreciation, replacements, grease, antifreeze, towage, and similar speculative expenses shall not be allowed. Exemption from payment of tax on gasoline in States providing such exemption shall be claimed. The standard Federal forms shall be used for that purpose. When exemption is refused, receipts shall be obtained in duplicate. (See 1-11.3c(7) and 1-11.5c(2).)

PART 4. REIMBURSEMENT FOR USE OF PRIVATELY OWNED CONVEYANCES.

1-4.1 a. Mileage payments. The mileage payment is the full financial limit of the Government's obligations to reimburse the employee for his expenses. The Comptroller General has ruled, "When mileage is payable, it has been the invariable rule that the Government's obligation begins and ends with that payment, and while an employee may profit if the travel costs him less, the risk, also, is his that it may cost more. The mileage commutes every expense whether for storage, towing, or repairs due to hazards of the weather or to accidents." (B-185513, March 24, 1976)

1-4.2 a-1. Mileage rates outside the conterminous United States. Requests for higher rates to be submitted to GSA must be fully documented and forwarded by the General Officer to:

Assistant Attorney General for Administration
ATTN: Director, Finance Staff
Justice Management Division
U.S. Department of Justice
Washington D C 20530

TABLE OF BUREAU OF PRISONS SUPPLEMENTS

CHAPTER 1. TRAVEL ALLOWANCES

PART 4. REIMBURSEMENT FOR USE OF PRIVATELY OWNED CONVEYANCES

	Paragraph
Constructive Common Carrier Travel	Figure 301-4-1

FIGURE 301-4-1
CONSTRUCTIVE COMMON CARRIER TRAVEL

This form shall be used when common carrier travel is authorized but POV is used for the convenience of the traveler.

1. Travel period authorized: From:_____ To:_____

CONSTRUCTIVE COSTS:

2. Common carrier round trip fare (Govt. contract rate). $_____

3. Common carrier incidental expenses:
   A. Taxi or other transportation from residence to air terminal (day or departure). $_____
   B. Taxi or other transportation from air terminal to lodging (day of departure). $_____
   C. Taxi or other transportation from lodging to air terminal (day of return). $_____
   D. Taxi or other transportation from air terminal to residence (day or return). $_____

NOTE: POV expenses between residence and air terminal shall not be used when computing constructive travel costs (B-216820).

* 4. Total subsistence expenses, lodging and M&IE, that would have been incurred (not actual subsistence expenses). $_____*

5. Total allowable constructive common carrier expenses (add lines 2-4). $_____

ACTUAL COSTS:

6. Total actual subsistence expenses claimed. $_____

7. Total POV expenses claimed. $_____

8. Total actual expenses claimed (add line 6 & 7). $_____

REIMBURSABLE AMOUNT:

* 9. Reimbursable amount (limited to the total actual amount claimed (#8) or the total constructive amount allowable (#5), whichever is lower). Expenses related to local area travel, telephone calls, other miscellaneous expenses, etc. are not included in this computation. $_____*

FIGURE 301-4-1
CONSTRUCTIVE COMMON CARRIER TRAVEL (cont'd)

TRAVEL PERIOD

*	1. A.	Allowable constructive common carrier travel period:	$_____ days
	2. B.	Constructive common carrier days - non-duty:	$_____ days
	1. C.	Total constructive common carrier travel - duty days (1. A. - 1. B.):	$_____ days
	2. A.	Actual POV travel period:	$_____ days
	2. B.	Actual POV travel - non-duty days:	$_____ days
	2. C.	Total actual POV travel - duty days (2. A. - 2. B.):	$_____ days
	3.	Excess travel to be charged to leave: (Line 2. C. - Line 1. C.)	$_____ days*

NOTE: Excess travel time shall be certified in accordance with P. S. 2200.1, Paragraph 1-11.5j.

PART 5. BAGGAGE

1-5.1. Definitions.

a. Baggage. The term "baggage" as used in these regulations means Government property and personal property of the traveler necessary for the purposes of the official travel.

b. Excess baggage. Baggage in excess of the weight, size, or number or pieces that is carried free by transportation companies shall be classed as excess baggage.

1-5.2. Authorization for excess baggage. Where less than first class accommodations are used, transportation of baggage up to the number of pieces or weight carried free on first-class service shall be allowed at Government expense; in all other instances, excess baggage charges shall be allowed only when authorized or approved.

1-5.3. Payment of costs for baggage.

a. Transportation charges for excess baggage. As a general rule, travelers shall make each payment of domestic airline excess baggage charges that do not exceed $15. Where excess baggage services are specifically authorized, the travel order shall clearly state whether such charges are to be paid for in cash by the traveler or to be authorized on the Government transportation request. If the authorization for excess baggage is not included on the transportation request, the traveler's claim for reimbursement shall be included on the travel voucher.

b. Transfer of baggage. Necessary charges for the transfer of baggage shall be allowed.

c. Storage of baggage. Charges for the storage of baggage shall be allowed when it is shown that the storage was solely on account of official business.

d. Checking and handling of baggage. Charges for checking baggage shall be allowed. Charges or tips at transportation terminals shall be allowed for handling Government property carried by the traveler.

1-5.4. Stoppage in transit. Care should be taken to stop baggage that has been checked on a ticket beyond the point where the traveler leaves the carrier. If baggage cannot be intercepted or transferred and is carried through to original destination on the unused portion of the ticket, full explanation of the facts shall be made to the administrative office at the time the unused ticket is forwarded for redemption, or the explanation shall be shown on the voucher. Failure to observe this rule shall result in any excess cost to the Government being charged to the employee.

1-5.5. Requirement for use of least costly means of shipment.

a. Selection of transportation service. When the total weight of Government property and personal effects or other property needed by the traveler exceeds the baggage allowance, quantities in excess of the allowance shall be shipped by parcel post, where practical, or, if not suitable for mailing, by freight or express if any of those less costly means of shipment will suffice. Shipments must not be made as accompanied baggage or express when ordinary freight service will meet the official needs. Due consideration must be given to the probable cost of collecting or delivering the shipment and the time required for transmission.

b. Use of Government bills of lading. Express and freight shipments shall be made on Government bills of lading unless such handling will interfere with the official purposes of the trip or unless it is not practical. Charges on shipments made on Government bills of lading must not be paid by the traveler.

c. Government bills of lading not accepted. When acceptance of shipments on Government bills of lading is refused, payment of the amount demanded shall be made. A report of the circumstances shall be sent to the Administrative office. When Government bills of lading are refused or not used and cash payment is demanded, the carrier's receipt showing the original point of shipment, destination, number of packages, contents and separate weight of each package, and rate and amount of charges paid shall be accepted in support of the charges.

PART 5. BAGGAGE.

1-5.5 b. Use of Government bills of lading. In obtaining a Government bill of lading, a memorandum of request should be submitted to the responsible transportation policy office. The memorandum must state the appropriate code to be charged, the document control number and justification for the request.

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This part is not supplemented at this time.

PART 6. COMMUNICATIONS SERVICES

1-6.1. Authorization.

a. Necessary use. Telephone, teletype, telegraph, cable, and radio service may be used on official business when necessary.

b. Official local calls. Charges for local telephone calls on official business shall be allowed as a transportation expense. (See 1-11.5a(1) regarding entry of such calls on travel vouchers as a transportation expense.)

1-6.2. Type of service used.

a. Government equipment. As a general rule, official long distance telephone calls and other communications service shall be through the use of Government-owned or -leased equipment.

b. Use of commercial services. If Government services are not available, the least expensive practicable type and class of commercial service shall be used. The time required to transmit and deliver telegrams, cablegrams, and radiograms, the difference in time between points, and the probable closing time of offices shall be considered in determining the method of communication.

1-6.3. Requirements for written messages.

a. Language and form. Care shall be exercised in preparing messages to omit words, figures, and punctuation unnecessary to the meaning of the message. Initials and titles in the text and signature shall be used only when needed for identification. Numbers and dates in the text of telegrams, cablegrams, and radiograms shall be expressed in figures, except where impracticable in code messages. Every message shall show the place and date of transmission.

b. Messages to be coded. When practicable, cablegrams and radiograms shall be coded in conformity with a department or standard code.

1-6.4. Official purposes and personal business.

a. Reservation of accommodations. Charges for telegrams reserving airplane, train, or steamer accommodations are transportation expenses and may be allowed when supported by a satisfactory showing the necessity therefor.

b. Personal business. Telephone calls, telegrams, cablegrams, and radiograms relating to leave of absence or extension thereof, or to payment of salary or expense vouchers and answers thereto, or those containing other matter of a purely personal nature, must not be made or sent at Government expense, and charges therefore shall not be allowed.

1-6.5. Supporting statement. Charges for official telephone calls, telegrams, cablegrams, or radiograms on official business shall be allowed provided a statement is furnished showing the points between which service was rendered, the date, the amount paid for each telegram, cablegram, or radiogram, and that they were required on official business. When the public interest so requires, the points between which telephone service was rendered need not be stated in the official travel voucher, but may be stated in confidence to the administrative official.

1-6.6. Charges for telegraph, cable, and radio services.

a. Collect service. Official telegrams, cablegrams, and radiograms sent to Government offices have authorized charge accounts shall be sent "Official Business-Collect" unless otherwise directed by competent authority. All others shall be prepaid.

b. Cash payment. When "collect service is refused, payment of the amount demanded shall be made. A report of the circumstances and a receipted copy of the message shall be sent to the administrative office.

c. Words chargeable. All messages shall be subject in all respect to the prevailing commercial count of chargeable words.

d. Fractional charges. In cases where the charge for a Government message, determined as herein provided, includes a fraction of a cent, that fraction, if less than one-half, is to be disregarded; if one-half or more, it is to be counted as 1 cent.

1-6.7. Priority of official messages. All Government communications by telegraph, cable, or radio shall have priority over all other business, except radio communications of signals which are given absolute priority under the Communications Act of 1934, as amended, and shall be subject to the prevailing classifications, practices, and regulations applicable to the corresponding commercial communications. Employees sending such telegrams shall endorse thereon the words "official business" and shall report to the Federal Communications Commission through their administrative offices any failure to transmit them in such priority and any charge made in excess of the rate prescribed.

PART 6. COMMUNICATIONS SERVICES.

1-6.2 a. Government equipment. The Federal Telecommunications System (FTS) provides a Federal communications network for telephone services at costs below commercial rates. Employees who are in travel status should:

(1) Know their organizational identification symbol, which is assigned by the responsible administrative office, for identification and billing purposes; and

(2) Carry an FTS Users Guide for reference when making long-distance calls through the local FTS assistance operator.

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Use of Commercial Services 301-6.2b

PART 6. COMMUNICATIONS SERVICES

301-6.1 Authorization. 41 CFR 201-38 permits travelers to be reimbursed for the costs of long-distance telephone calls made to their residences during official temporary duty travel, while on travel to seek residence quarters, and en route to the new duty station. Employees on official travel away from their homes may make personal calls home using FTS or Government provided long distance telephone service. *

301-6.2(b) Use of Commercial Services. Reimbursement is authorized for personal telephone calls made on commercial telephone systems subject to the following provisions:

(1) The employee must be on official travel and stay overnight.

(2) The telephone call must be to the employee's residence or to the location of the spouse, family member, or significant other. Calls also may be made to the employee's doctor or to a family member's doctor when a medical or personal necessity for such calls exists.

An unaccompanied employee or spouse traveling en route to a new duty station may make telephone calls to the location of the spouse, family member, or significant other only if the person called will be traveling to the new duty station at a later date or has already arrived at the new duty station.

(3) The total number of calls reimbursed may not exceed the number of nights away from the duty station. Each call does not have to be made on separate days. For example, if the employee is away five days and four nights, the employee may claim two calls the first night, one call the third night, and one call the fourth night, for a total of four calls.

For en route travel, one call is allowed per each night's lodging. The total number of calls reimbursed may not exceed the number of days authorized or actual days en route, whichever is less.

(4) The calls shall be brief. The amount reimbursed is limited to the actual cost, not to exceed the following:

a. Reimbursement for calls within the * continental United States is limited to the number of nights the employee is away from home multiplied by $5.00. *

b. Reimbursement for calls between any two of the following: the continental United States, Alaska, Hawaii, Puerto Rico, Guam, the Virgin Islands, Wake Island, and any trust territory, is limited to the number of nights the employee is away from home multiplied by $7.50. *

c. Reimbursement for calls to or from a
* foreign country is limited to the number of nights the employee is away from home multiplied by $10.00. *

d. Reimbursement in excess of the amounts listed above may be allowed if the employee provides a receipt showing that the duration of the call was five minutes or less, but the cost was in excess of the applicable limit.

Example 1: An employee is on official travel within the continental United States and requires four nights of lodging. During this period, the employee incurred expenses for three phone calls of $6.25, $7.40, and $5.05 for a total of $18.70. The employee may be reimbursed for the total amount of $18.70, since it is less than the total amount allowed of $20.00 (4 nights x $5.00).

* Example 2: An employee is on official travel to Puerto Rico and requires four nights of lodging. During this period, the employee incurred expenses for four phone calls: Day 1: $8.75, Day 2: $9.20 and $8.52, Day 3: $7.25, and Day 4: no call made. The employee may be reimbursed for the total amount of $30.00
(4 nights x $7.50).

	Actual	Allowed	Reimbursable
Day 1:	$ 8.75	4 x $7.50	
Day 2:	$ 9.20		
Day 2:	$ 8.52		
Day 3:	$ 7.25		
	$33.72	$30.00	$30.00

e. Reimbursements for telephone calls for temporary duty travel in excess of 30 days are limited to 60 percent of the applicable limit. For example, for travel within the continental United States of 60 days, the maximum allowed for personal telephone calls home is $150.00 (30 x $5.00) for the first 30 days, and $90.00 (30 x $5.00 x 60%) for the second 30 days. *

* (5) In addition, employees are allowed one call up to $40.00 made because of a personal emergency that occurred while away from home on travel. The emergency must qualify under the definition of personal emergency in 41 CFR 301-12.4(e) of the FTR and reimbursement authorized by the authorizing official.

Employees must submit a memorandum to their authorizing official explaining the personal emergency and the need for the call. The authorizing official shall determine if the emergency fits the definition in 41 CFR 301-12.4(e).

(6) Receipts are not required unless the employee claims an amount exceeding the applicable limit for a single call of five minutes or less as stated in paragraph 301-6.2(b)4(d).

(7) Employees must itemize the cost of each call on their original travel voucher. If the costs are not available in the required time to submit the voucher, the employee should submit a supplemental voucher for telephone calls. All personal telephone calls should be charged to Sub-object 2128. It is incumbent upon each employee to avoid any abuse of this provision. *

(8) When an employee is delayed due to official business or a transportation delay, the employee may be reimbursed for a reasonable number of brief personal calls home to notify the family of a schedule change. Calls of this nature must comply with the guidelines set forth above except that these calls are not counted in the one-call-per-night-away limit and may be made when necessary regardless of the night of the trip.

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Foreign Areas.	301-7.3(c)
Lodging Not Required.	301-7.7(a)
Per Diem Allowance for Attendees at "Live-in" Programs.	301-7.12(a)

* 301-7.3(b) Non-foreign areas outside CONUS. The per diem rates for travel to Alaska, Hawaii, Puerto Rico and other non-foreign areas outside CONUS are established by the Department of Defense. Applicable rates for travel in these areas may be obtained by contacting the Regional Comptrollers or the Accounting Policies and Procedures Section, Finance Branch, Central Office. The authorized rates shall be those published in the Maximum Travel Per Diem Allowances for Foreign Areas Section 925, A Supplement to the Standardized Regulations.

1-7.3(c) Foreign areas. The per diem rates for travel to foreign areas are established by the Secretary of State. Applicable rates for travel in these areas may be obtained by contacting the Regional Comptrollers or the Accounting Policies and Procedures Section, Finance Branch, Central Office. The authorized rates shall be those published in the Maximum Travel Per Diem Allowances for Foreign Areas Section 925, A Supplement to the Standardized Regulations. *

1-7.7(a) Lodging not required. For travel performed entirely within the local travel area, per diem is allowed only in exceptional circumstances. If overnight lodging is required, it must be deemed essential to the traveler's temporary duty assignment. An example of this would be night meetings that require attendance by the traveler which would preclude a reasonable period of rest after returning to the residence.

If an overnight stay is not authorized, per diem shall not be allowed except as provided for under the provisions of the DOJ Travel Regulations.

* 1-7.12(a) Per diem allowance for attendees at "live-in" programs.

(2)(i) Employees attending a nationally funded training program (Cost Center 838-Reimbursable Training) at the Federal Law Enforcement Training Center (F.L.E.T.C.) in Glynco, Georgia, are provided lodging, meals and transportation to and from the airport at Glynco, at no cost to the attendees. The applicable M&IE rate shall be reduced by the dollar amount shown in the Federal Travel Regulation, 41 CFR 301-7.12(a)(2)(i), for meals provided at no cost to the employee. In no case shall the M&IE rate be reduced below $2.

When the M&IE per diem allowance is prorated as required by 41 CFR 301-7.8(e) and a meal(s) is provided that day at no cost to the employee, the appropriate deduction(s) shall be made and the remaining M&IE rate shall be prorated.

EXAMPLE: An employee departs her residence at 8:00 a.m. en route to the F.L.E.T.C. and arrives at 2:00 p.m. Her lodging and dinner meal is provided to her at no cost. Her per diem for the day is $9 computed as follows:

F.L.E.T.C. rate	$26	
Deduction for dinner meal provided	$14	
M&IE rate to be prorated	$12	
$12 M&IE X 3/4	$ 9	*

(2)(iii) Individuals attending a programs (conferences, workshops, etc.) at the F.L.E.T.C. will be required to pay, upon arrival, a charge (approximately $15.00 per day) to cover the cost of lodging, meals and transportation to and from the airport. The traveler shall be reimbursed the actual amount paid to the training center (receipt required) plus per diem as computed in paragraph (2)(i) above.

(2)(iv) The lodging for employees attending training centers may be contracted with a local motel. In these circumstances, lodging is provided at no cost to the attendees. Therefore, the per diem rate authorized is the M&IE rate applicable to the area.

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Maximum Daily Rates . . . . . 1-8.3a(1)

Prior Authorization of Actual Expense Travel . . . . . 1-8.4b.

PART 8. REIMBURSEMENT OF ACTUAL SUBSISTENCE EXPENSES

* 1-8.1b. Delegation of authority. The Assistant Director for Administration, Bureau of Prisons, is delegated the authority to approve or deny travel on an actual subsistence expense basis.

1-8.3a(1) Maximum daily rates. A separate rate may be set for lodging and for meals and incidental expenses or a maximum rate may be set for the combined total subsistence expenses. The maximum daily rate shall be determined by the Assistant Director for Administration, Bureau of Prisons. *

1-8.4b. Prior request for approval of actual expense travel. All travel on an actual expense basis shall be requested in advance.

PART 9. MISCELLANEOUS EXPENSES

1-9.1. Expenses allowable.

a. Miscellaneous expenses. Charges for necessary stenographic or typing services or rental of typewriters in connection with the preparation of reports or correspondence, clerical assistance, services of guides, interpreters, packers, drivers of vehicles, and storage of property used on official business shall be allowed when authorized or approved.

b. Hire of a room. When necessary to engage a room at a hotel or other place to transact official business, a separate charge therefor shall be allowed when authorized or approved. (See 1-11.3c(8).)

b-1. Traveler's checks, money orders, or certified checks. Reimbursement for cost of traveler's checks, money orders, or certified checks purchased in connection with official travel may be allowed. The amount of the checks or money orders may not exceed the amount of funds necessary to cover the estimated reimbursable expenses.

c. Fees relating to travel outside the conterminous United States. Reimbursement for the following items of expenses may be authorized or approved:

(1) Conversion of currency. Commissions for conversion of currency in foreign countries. (See 1-11.5a.)

(2) Check cashing costs. Charges covering exchange fees for cashing United States Government checks or drafts issued for the reimbursement of expenses incurred for travel in foreign countries. (See 1-11.5e(1).) Exchange fees incurred in cashing checks or drafts issued in payment of salary shall not be allowed in travel expense accounts.

(3) Trip insurance. Cost of trip insurance purchased by employees for use of a Government-furnished or privately owned vehicle during official business for specific or individual trips into a foreign country. Trip insurance covers potential liability for property damage or personal injury or death to third parties. Reimbursement is limited to instances in which the purchase of such insurance is required by foreign statute or is a practical necessity due to the legal procedures of a foreign country which, in the event of an accident, could result in detainment of the driver and impoundment of the vehicle. The amount of reimbursement is limited to the cost of the minimum amount of insurance required for the use of a foreign country's roads or the minimum amount required to be purchased by industrial custom.

(4) Travel document costs. Fees in connection with the issuance of passports, visa fees, costs of photographs for passports and visas, costs of certificates of birth, health, and identity, and

of affidavits and charges for inoculation which cannot be obtained through a Federal dispensary.

d. Other expenses. Miscellaneous expenditures not enumerated herein, when necessarily incurred by the traveler in connection with the transaction of official business, shall be allowed when approved.

Note.--Par. 1-9.1b-1 added and 1-9.1c amended, FPMR Temp. Reg. A-11, Supp. 4, Apr. 29, 1977.

1-9.2. Payment to Government employees. Neither payment nor reimbursement shall be allowed under any agreement made by the traveler with an employee of the Government for personal services.

1-9.3. Payment and reimbursements. Where cash payment is made for services covered by 1-9, reimbursement for the charges actually made may be allowed provided the voucher shows the quantity, unit, and unit price. (See 1-11.3c.) If cash payment is not made, the account shall be approved by the traveler, certified by the payee, and forwarded to the administrative office for approval and payment direct to the person who rendered the service. The account must show the dates of service, quantity, unit price, and any other particulars that may be needed for a clear understanding of that charge. If a Government voucher form is not used, care should be taken that each account is submitted in duplicate, the original of which shall bear the approval of the traveler and the following certificate by the payee: "I certify that the foregoing account is correct and just and that payment therefor has not been received."

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	Exception to Cash Payment Limitation	301-10.2(b)(2)	
*	Advance of Funds - Limitation	301-10.3(b)	*

PART 10. SOURCES OF FUNDS

301-10.1(c) Government contractor-issued charge cards

Employees who reasonably expect to travel on official business two or more times per year are to obtain a contractor-issued charge card. Bargaining unit employees are exempt from mandatory use of the travel charge card, but are encouraged to participate in the program and its advantages.

301-10.2(a)(3) Lost or stolen GTR. When a blank GTR form is lost or stolen, the accountable employee immediately shall provide, in writing, a complete statement of the facts to the local Office of Financial Management.

301-10.2(a)(4) Spoiled or canceled GTR

(i) The employee must forward both copies of the spoiled or canceled GTR to the local Office of Financial Management if it was issued individually. If it is part of a booklet, staple it to the cover of the booklet so it can be turned in to the local Office of Financial Management at the time the empty booklet is returned.

301-10.2(a)(5) Accountability for GTR

(i) The stock of Government Transportation Requests (SF-1169) shall be kept securely locked in the Controller's vault or safe. The Controller shall be responsible for accountability prior to issue to a properly designated issuing officer. The Warden or the designated representative shall designate in writing an employee or employees as issuing officer(s) for both employee official travel and inmate travel. Issuing officers shall be responsible for accountability of the supply of GTR's issued to them. The employee designated as the FPI issuing officer may draw a supply of GTR's from the Institution Controller. When necessary to facilitate purchase of unanticipated transportation while the employee is in a travel status, the Warden may administratively determine that the travelers are authorized to issue transportation requests on their own behalf. This may be done by notation on the travel authorization at the time of preparation. The traveler may then be issued a sufficient in travel status and sign both as the "Traveler" and "Issuing Officer." Unused GTR's shall be returned to the issuing officer upon completion of travel.

301-10.2(a)(6) Obtaining a supply of GTR's. Single GTR's may be obtained from the local Office of Financial Management by presenting the applicable travel authorization. The GTR's may be used if obtaining passenger tickets with a contractor-issued charge card or a centrally billed account is not possible.

Regional Directors, Staff Training Center Directors, Community Corrections Officers, etc., shall obtain an adequate supply of GTR's from the institution responsible for their fiscal and

accounting functions. Responsibility for proper safekeeping, accountability, and use of GTR's shall pass to that individual upon issue.

301-10.2(a)(7) Issuing GTR's. Regional Directors, Staff Training Center Directors, and Community Corrections Managers are authorized to issue Government Transportation Requests for their own accounts and are designated as issuing officers of transportation requests for official travel of subordinate employees as well as for inmate transportation, should it become necessary.

301-10.2(b) Cash payments for procurement of common carrier transportation services. Travelers are to purchase passenger transportation services with cash where such services do not exceed $100, excluding Federal transportation tax. The traveler needs to be aware that airlines may not allow contract rates if cash is used. The method of payment used must ensure obtaining the contract rate. Government contractor-issued charge cards, centrally billed accounts (41 CFR 301-15), or Government Transportation Requests (GTR's) shall be used to procure all passenger transportation services costing more than $100, excluding Federal transportation tax. Personal charge cards other than a Government contractor-issued charge card, shall not be used to purchase passenger transportation services.

301-10.2(b)(2) Exception to cash payment limitation. The authorizing official may allow travelers to procure with cash/personal charge card passenger transportation services which exceed $100 only under emergency circumstances where using a Government contractor-issued charge card, a centrally billed account, or a GTR is not possible.

All Bureau of Prisons employees have access to a Government contractor-issued charge card or a centrally billed account through the Travel Management Center; therefore, only in extreme circumstances will the use of cash be necessary.

* Travelers must justify the use of cash/personal charge card in excess of $100 in non-emergency circumstances instead of a Government-provided method of payment by certifying on the travel voucher the reasons for such use and forward it to the Regional Comptroller, through the Controller, for approval. In the Central Office, approval shall be obtained from the Chief, Finance Branch, Administration Division. Once approved, the employee may be reimbursed. *

After the traveler has been reimbursed for the cash transportation, copies of travel authorizations, ticket coupons, and any ticket refund applications, or SF 1170's, Redemption of Unused Tickets, shall be forwarded for audit to GSA,

Transportation Audit Division (FWA), Attention: Code E, Washington, D. C. 20405. The original travel vouchers shall be maintained by the local Office of Financial Management to be available for audit by GSA auditors. *

The Department of Justice has been granted an exception to use cash in excess of $100 when the use of a Government contractor-issued charge card, centrally billed account, or GTR would jeopardize an investigation which requires law enforcement officers to protect their identities while traveling.

* 301-10.3 Advance of Funds.

(b) Limitation. *

Employees who have obtained, or who should have obtained a contractor-issued charge card (P.S. 2200.01, paragraph 301-10.1(c)), shall not be authorized a travel advance.

Employees who are considered infrequent travelers (those who travel less than two times per year) and do not have a contractor-issued charge card may be authorized a travel advance, in accordance with the Federal Travel Regulation, paragraph 301-10.3(c).

Government contractor-issued charge card cardholders. Travelers checks may be obtained from the Imprest Fund Cashier and charged to the charge card to cover any expenses for which a charge card may not be accepted or may not be used (e.g., laundry, parking, taxi). A traveler may procure travelers checks in an amount not to exceed the estimated cost of the trip(s) as stated on the Travel Authorization(s), BP-142, less common carrier fare, estimated lodging expenses (provided the lodging facility accepts the contractor-issued charge card), and estimated car rental expenses, if any, rounded up to the nearest amount of travelers checks sold in a packet.

* Fees charged for obtaining travelers checks must be submitted on the travel voucher, SF-1012, for reimbursement. If the amount of travelers checks obtained exceeds the allowable amount, as described above, reimbursement of the excess fees will be disallowed. *

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P.S. 2200.1
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* 1-11.3c(20) Laundry and Dry Cleaning Expenses. While traveling on an actual expense basis, reimbursement for coin-operated laundry expenses may be allowed without a receipt based on written certification by the traveler.

*

1-11.5j. Preparation of Standard Form 1012 (back side).

a. In order to assure that indirect travel time or any leave of absence shown on the voucher is properly recorded on the traveler's time and attendance record, it shall be the responsibility of the traveler to present the voucher to his/her time and attendance clerk for the following certification prior to processing the voucher for payment:

"I certify that excess travel time of_____ hours as shown on this travel voucher has been entered on the traveler's leave record for the pay period ending_____.

(Date)

_____."

(Timekeeper)

b. A computer generated form (Figures 1-11-1 and 1-11-2) may be substituted for the back side of the SF-1012, Travel Voucher. The form must contain all the information normally required on the back side of the SF-1012 including, but not limited to, the following:

1) detailed itinerary;
2) detailed expense listing;
3) mode of travel;
4) POV miles.

FIGURE 1-11-1

TRAVEL DETAIL AND EXPENSE SUMMARY

TRAVELER : JANE J SMITH DEPARTURE : 02/12/88 05:45 AM
TA NUMBER : 1533 RETURN : 02/15/88 08:30 PM
ORG : ACCOUNTING MANAGEMENT SOCIAL SECURITY NUMBER: 999-99-9999

DATE	DEPARTED/ARRIVED	TRAVEL MODE	POV MILES	TAXI	ACTUAL LIMO	ALLOWED LODGING	LODGING
01/12/88	D: 5:45 AM RESIDENCE	8	46				
02/12/88	D: 8:15 AM WASH/DULLES						
02/12/88	A: 10:20 AM DALLAS/FT. WORTH	4			10.00	35.00	74.00
02/13/88					35.00	74.00	
02/14/88					35.00	74.00	
02/15/88	D: 3:30 PM DALLAS/FT WORTH	4			7.00		
02/15/88	A: 7:30 PM WASH/DULLES						
02/15/88	A: 8:30 PM RESIDENCE	8	46				
				W44444U			
W444444U	**W4444444U**	**W44444444U**					
	TOTALS		92		$17.00	$105.00	$222.00

Methods of Transportation

Government	Commercial	Privately Owned
1 - Auto	3 - Auto	8 - Auto
2 - Plane	4 - Taxi/Limo	9 - Plane
	5 - Plane	10 - Club Plane
	6 - Bus	
	7 - Railroad	

NOTE: TRAVELER HAS A GOVERNMENT CONTRACTOR-ISSUED CHARGE CARD.

FIGURE 1-11-2

```
*****************************************************************
     *                    T R A V E L   I I I
  *
     *               E X P E N S E   S U M M A R Y
  *             *
            *

*****************************************************************

     TRAVELER                              :  JANE J. SMITH
               ORGANIZATION                          :  ACCOUNTING
MANAGEMENT
     TA NUMBER                             :  1533
     AMOUNT OF TRAVEL ADVANCE              :  $  0.00

     Lodging Cost Allowed                 $105.00
     Subsistence  0.00 Days @25.             0.00
     Subsistence  4.00 Days@ 33.           132.00
     POV Mileage  92 @ $.21                 19.32
     Taxi/Limousine                         17.00
     Parking                                 0.00
     Car Rental                              0.00
     Authorized Telephone Calls              9.45
     Conference Registration Fee             0.00
     Other Allowable Expenses              478.00
          GRAND TOTAL                     $760.77
          Less - Travel Advance             0.00
          Amount Due Traveler            $760.77

     Other Allowable Expenses (included above):

     AIRPLANE TICKET                      $478.00
          Total                           $478.00

YOUR COPIES OF AIRLINE TICKETS AND OTHER RECORDS MUST ACCOMPANY
THIS REPORT.

Did you receive any bonus flights, reduced fare coupons, cash,
credits toward future flights from the airline?  Yes_____   No_____
__
```

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This part is not supplemented at this time.

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This part is not supplemented at this time.

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PART 15. TRAVEL MANAGEMENT PROGRAMS

SUBPART C - TRAVEL AND TRANSPORTATION EXPENSE PAYMENT SYSTEM: CONTRACTOR-ISSUED CHARGE CARDS, CENTRALLY BILLED ACCOUNTS, TRAVELERS CHECKS, AND AUTOMATED-TELLER-MACHINE (ATM) SERVICES.

301-15.44 Individual employee charge cards.

(a) Authority. The American Express Travel Related Services Company, Inc. (herein referred to as Contractor) has been awarded the General Services Administration (GSA) Government-wide Travel and Transportation Expense System contract. The contract extends for five years (one base year plus four option years) and became effective on November 30, 1993.

New Bureau of Prisons facilities must contact the national American Express Coordinator who is located in the Finance Branch, Central Office, to establish the American Express card program.

(b) Issuing charge cards.

(1) Employee's responsibilities. Employees who reasonably expect to travel on official business two or more times per year are to obtain an American Express card. Bargaining unit employees are exempt from mandatory use of the travel charge card, but are encouraged to participate in the program and its advantages. To obtain a card, an employee must complete an application form and deliver it to the local American Express Coordinator, from whom the form may be acquired. Before signing or using the American Express card, each employee must read the Contractor's agreement entitled, Agreement Between Agency/Organization Employee and American Express Travel Related Services Company, Inc.

(2) American Express Coordinator's responsibilities. The local American Express Coordinator is a Bureau employee designated to administer the American Express program. Controllers (or the department head who is the chief financial officer), UNICOR Business Managers, Comptrollers, and designated individuals at Staff Training Centers and NIC shall be the local American Express Coordinator for their respective locations and must become familiar with the program in order to provide assistance to cardholders.

The local American Express Coordinator must review applications to ensure completeness of employee and agency information on the application, and forward the original application to the Contractor. The Coordinator will provide the applicant with a copy of the application and the Contractor's agreement. Changes in local American Express Coordinators or changes in Bureau

location addresses must be reported to the national American Express Coordinator.

When an employee is terminated, resigns, or is transferred to another Government agency, the local American Express Coordinator is to obtain the American Express card from the employee if possible. The procedures outlined in the Bureau of Prisons' American Express handbook shall be followed to cancel the card. In addition, it is suggested that the local American Express Coordinator complete the Transfer Notification form and submit it to the Contractor when a cardholder transfers to another Bureau location.

The national American Express Coordinator is responsible for overseeing the program, providing assistance to local American Express Coordinators, and assisting new Bureau locations with program start-up. The national American Express Coordinator is located in the Finance Branch and is designated by the Chief, Finance Branch.

(3) Contractor's responsibilities. The Contractor will issue an American Express card in the name of the employee within three working days of receipt of the application. The card is mailed directly to the billing address listed on the cardholder's application.

(c) Use of charge cards. The American Express card SHALL BE USED ONLY FOR EXPENSES INCURRED FOR OFFICIALLY AUTHORIZED GOVERNMENT TRAVEL. A good rule of thumb is if the expense incurred is reimbursable on a travel voucher, then use of the American Express card is appropriate. The Finance Branch refers any accounts which contain charges that may be inappropriate directly to the Office of Internal Affairs.

The use of charge/credit cards other than the American Express card to purchase transportation services for official travel in excess of the $100 cash limitation is prohibited (41 CFR 301-15.48(a)).

(1) General information for cardholders.

(a) No credit check will be performed on an employee applying for the first time.

(b) No preset credit limit will be placed on a card.

(c) Travel accident insurance and baggage insurance are automatically provided as stated in Contractor's literature. The Contractor's Customer Service number is to be contacted for information on these and other services.

(d) No interest or late payment charges will be assessed on individual cardholder accounts.

(e) No annual membership fee is charged to the cardholder.

(d) Monthly contractor bills and payments.

(1) Making the payment. The cardholder will receive a billing statement from the Contractor each month, unless there was no activity on the account. When the employee receives a statement for charges incurred, payment in full is due on the date indicated on the billing statement. When an undisputed amount is included in the unpaid "Previous Balance" on any monthly statement, it is delinquent. The employee must make payment directly to the Contractor. Extended or partial payments are not permitted.

The Contractor sends management reports to the Bureau each month. The Finance Branch reviews these reports and refers any accounts with balances that remain unpaid for 120 days past the billing date to the Office of Internal Affairs.

(2) Disputed charges. If an employee receives a billing statement containing a charge that is deemed incorrect, it is the **employee's responsibility** to contact the Contractor's Customer Service department. The employee needs to give his/her name, account number, amount of disputed charge, and name of the establishment where the charge was incurred. The employee must then confirm the billing dispute in writing and mail it to the address provided by the Contractor's Customer Service department.

The Contractor researches the disputed amount and the charge is suspended until it has been resolved. However, if the research has been completed and the dispute is not resolved in the cardholder's favor, the cardholder must pay the disputed amount.

(f) Charge card cancellation and suspension. The Contractor has the right to suspend charge privileges on accounts with charges that have not been paid within 60 days of the date of the first billing statement. The Contractor will cancel accounts that remain undisputed and unpaid for 120 calendar days after the date of the first statement on which the charges appear.

The Contractor provides the national American Express Coordinator with pending suspension and cancellation reports. The national American Express Coordinator must notify the Contractor, within 10 working days of receipt of these reports, of any extenuating circumstances for which the charge card should not be suspended or canceled. Therefore, the employee is responsible for contacting the local American Express Coordinator immediately to provide explanation of any legitimate, extenuating circumstances. The local American Express Coordinator then contacts the national American Express Coordinator who shall notify the Contractor. The Contractor will consider these circumstances on a case-by-case basis.

(g) Lost or stolen charge cards. If an American Express card is lost or stolen, the employee must immediately telephone the Contractor's Customer Service department at the 24-hour, toll

free number, which may be obtained from the local American Express Coordinator or the Contractor's billing statements. The employee is not liable for fraudulent charges on lost or stolen cards, provided the Contractor is promptly notified. The employee must review any charges considered fraudulent and notify the Contractor's Customer Service department upon receipt of statement and confirm this contact in writing to the Contractor.

(h) Financial obligations/liability. Except for a promptly reported lost or stolen American Express card, the employee is liable for all billed charges. Government employees are required to pay their just financial obligations in a prompt and timely manner pursuant to Section 206 of Executive Order 11222 (May 8, 1965) and Office of Personnel Management Regulation, 5 CFR 735.207.

The Government assumes no liability for charges incurred on employee American Express cards, nor is the Government liable for cards issued to employees that are lost or stolen.

301-15.45 Centrally billed accounts.

(a) Establishment. Each Bureau and Federal Prison Industries location must have a centrally billed account. The account shall be used in conjunction with a GSA approved Travel Management Center (TMC). A centrally billed account is set up with a contractor for the purchase of passenger transportation tickets for infrequent travelers (those who travel less than two times per year) who do not have American Express cards. The centrally billed account may be used by relocating employees for house hunting or en route transportation tickets. The account is also to be used for inmate transportation. Centrally billed accounts may not be used for lodging, car rentals, travel advances, restaurants, or anything other than passenger transportation services. The use of GTR's for the purchase of passenger transportation tickets shall be held to a minimum.

(c) Contractor billing and payment. Payments to contractors on centrally billed accounts must include the BOP facility's name and the complete account number on the check.

The local Office of Financial Management (OFM) shall contact the Contractor if a centrally billed account is compromised or if it contains an incorrect charge. In addition, the national American Express Coordinator must be notified of centrally billed accounts which are compromised or which contain improper charges.

301-15.46 Travelers checks.

(c) Authorized use. Travelers checks may be charged on the American Express card to cover any expenses for which a charge card may not be accepted (e.g., laundry, parking, taxi, etc.).

They are obtained from the Cashier in the local OFM. A traveler may procure travelers checks in an amount not to exceed the

estimated cost of the trip as stated on the Travel Authorization less common carrier fare, estimated lodging expenses, and estimated car rental expenses, if any, rounded up to the nearest amount of travelers checks sold in a packet. If the contractor-issued charge card is not accepted at the travelers lodging location, then the traveler may procure travelers checks to cover the lodging expense.

(d) Accountability and control of travelers checks. The local American Express Coordinator at each institution, Staff Training Center, Regional Office, or Central Office is responsible for the accountability and control of the travelers checks. The supply of travelers checks shall be kept in the individual cash drawers of the Cashier's safe. The Express Cheque computer software shall be maintained in accordance with P.S. 1237.09, Computer Security. The software will be installed only on the personal computer maintained in the Cashier's office.

The local American Express Coordinator may delegate the accountability and control responsibilities of travelers checks and Express Cheque computer software. This delegation shall be in writing. In no instance may this person be an employee who performs the actual sale of travelers checks.

(1) Passwords. The local American Express Coordinator or designee has been assigned a teller number and password which allows access to all system transactions of the Express Cheque software. He/she is responsible for establishing the appropriate Accounting Technicians as Tellers as prescribed in the Express Cheque USER'S GUIDE. Tellers shall be allowed only sales transactions on the system. Each person having access to the Express Cheque system shall enter a unique password in the system. Shared passwords are not permitted. All Tellers shall protect their passwords and shall not disclose them to anyone. The local American Express Coordinator or designee must be notified immediately of any compromises in passwords and must, within one working day, delete passwords of Tellers who enter new positions, resign, or are terminated.

(2) Order and receipt of travelers checks inventory. The Contractor ships an automatic resupply of travelers checks when 50% of a location's initial supply has been sold. Additional resupplies may be ordered, or base quantities changed, by contacting the Contractor.

The travelers checks shall be delivered to the local American Express Coordinator or designee. Each order will contain a Trust Receipt (packing slip) indicating the inclusive numbers of the travelers checks in each packet and the amounts received. The local American Express Coordinator or designee shall sign and date the Trust Receipt after performing an inspection of travelers checks received to ensure conformity with Trust Receipt

information. The original Trust Receipt shall be forwarded to the Contractor at the address listed on the receipt. The local

American Express Coordinator or designee shall enter the new inventory into the Express Cheque system on the day of receipt, if possible, and generate the Inventory Add Report. If inventory is not added the day of receipt, it must be added the following day and the reasons for the delay shall be documented and attached to the Inventory Add Report. The local American Express Coordinator shall maintain in a secure area a duplicate Trust Receipt along with the Inventory Add Report for accountability.

(3) Transfer of travelers checks inventory. The local American Express Coordinator or designee shall assign each supply of travelers checks entered into the automated system to an Accounting Technician within one working day after receipt. Once the travelers checks have been assigned to an Accounting Technician, he/she is accountable for those travelers checks. An Inventory Transfer Report shall be generated and signed, dated, and verified against the actual travelers checks by the appropriate Accounting Technician. The local American Express Coordinator or designee shall maintain the original signed Inventory Transfer Report in a secure area. A copy of the signed Inventory Transfer Report shall be given to the appropriate Accounting Technician. The Accounting Technician must maintain the assigned travelers checks in his/her cash drawer in the Cashier's safe.

(4) Daily Sales Report and daily transmission. The Daily Sales Report, which shows transactions for all Tellers, shall be generated from the Express Cheque system each working day. The Accounting Supervisor, or other staff member designated by the local American Express Coordinator, who does not perform sales functions, must close the business period by verifying transactions on the Daily Sales Report against Purchaser's Application forms issued. He/she shall sign and date the Daily Sales Report. The sales information will be transmitted to the Contractor each working day. A job number will be provided upon successful transmission. The job number is proof of transmission and must be noted either on the Daily Sales Report or screen printed and attached to the Daily Sales Report. The Daily Sales Report and attached Purchaser's Application forms shall be filed, by date, in monthly folders and maintained in the Cashier's office.

(5) Quarterly verification. Each time a quarterly unannounced cash verification is conducted, a quarterly verification of the travelers checks on-hand shall be accomplished. The Travelers Checks Verification Form (Figure 301-15-1) shall be used for this purpose. The local American Express Coordinator or designee shall generate an Inventory Status Report for all Accounting Technicians from the Express Cheque system and verify it against the actual travelers checks in the employees' cash drawer. The Reviewer shall then certify individual Inventory Status Reports, by signing and dating each, and attach them to the Travelers Check Verification Form.

(e) Issuing Travelers Checks. For guidance on performing these and other procedures, refer to the Express Cheque USER'S GUIDE.

(1) The employee shall furnish the Teller with his/her valid American Express card and the signed and numbered Travel Authorization.

(2) The Teller will log on to the Express Cheque system and complete the sale according to the Express Cheque USER'S GUIDE.

(3) The Purchaser's Application form containing information about the issuance will be generated and must be signed by the cardholder. The top copy (original) is to be maintained and filed in the Cashier's office with the Daily Sales Report (P.S. 2200.01, 301-15.46(d)(4)). The second copy is given to the cardholder and contains the Purchase Agreement on the reverse side.

(f) Reimbursement for travelers check fees. Fees for travelers checks will be reimbursed on the travel voucher only if the amount of travelers checks purchased is within authorized limits (P.S. 2200.01, 301-15.46(c)). Fees for purchases which exceed authorized amounts shall not be reimbursed. Sub-object 2152 is used to charge travelers check fees.

FIGURE 301-15-1
TRAVELERS CHECKS VERIFICATION

DATE _____

1. Total of all Inventory Status Reports $_____

2. Total of all Travelers Checks on Hand $_____

3. Difference (line 1 minus line 2) $_____

4. Inventory received since previous verification.

Trust Receipt #	Amount	Inv. Add Rpt. Amt.	Difference

Explanation of any differences:

_____

_____

_____

_____

_____

_____	_____	_____
Reviewer (printed name)	Signature	Title

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This is not supplemented at this time.

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PART 1. APPLICABILITY, GENERAL RULES, AND ELIGIBILITY CONDITIONS

* **Subpart A - New Appointees and Transferred Employees** *

302-1.3(c) Travel authorization. The Warden of the gaining institution shall sign the Travel Authorization (BP-142) as authorizing official for employees transferring to a Bureau of Prisons (BOP) institution. If the transfer is to a Regional Office, the appropriate Regional Director shall sign the BP-142 as authorizing official. The designated individual, in accordance with paragraph 301-1.4(c) of this Program Statement, shall sign the BP-142 as authorizing official if the transfer is to the Central Office. The BP-142 for PHS employees shall be signed by the Assistant Director, Health Services Division, BOP (this authority is not redelegated to the Wardens at BOP institutions). The policy regarding approving the use of the relocation services company is located in Chapter 302, Part 12, of this Program Statement.

302-1.5 Service agreements.

* (a) Transfers within the conterminous United States (U.S.) and appointments and assignments of new appointees and student trainees to any position within the U.S. *

(i) A written agreement or a signed copy of the Statement of Proposed Transportation and Estimated Expenses (BP-152) shall be filed in the employee's official personnel folder.

(ii) The expiration date of the agreement shall be included as part of the institution's Human Resource Management (HRM) Office clearance sheet as a check against the possibility of the employee leaving Government service prior to the
* expiration date. HRM shall notify the Office of Financial Management (OFM) if the agreement has not been fulfilled in order for OFM to begin collection activity in accordance with the Bureau of Prisons' Debt Management policy. *

(iii) The institution's HRM Office shall notify the employee in writing of the amount due the U.S. in the event the employee leaves Government service before the expiration of the 12-month period. The amount due shall include all payments made to the relocation services company on the employee's behalf (41 CFR 302-12.5(c)). Exceptions to this requirement must be
* approved by the Assistant Director for Administration, Bureau of Prisons, and can be made only if the reason for separation is beyond the employee's control and acceptable to the BOP.

Requests for waivers of repayment shall be routed through the appropriate Regional/Assistant Director for recommendation as described in the Bureau of Prisons' Debt Management policy. *

(iv) In the event of a transfer from the BOP to another Government agency before the expiration of the 12-month period, the institution's HRM Office shall notify the recipient agency in writing of the existence of the agreement, with a request that the agency "flag" the expiration date and notify the institution in the event the employee does not serve out the full 12-month period of Government service. The institution holding the agreement in its personnel file then shall be responsible for
* taking the necessary collection action in accordance with the Bureau of Prisons' Debt Management policy.

(b) Transfers, appointments, and separations involving posts of duty outside the continental United States. The provisions of P.S. 2200.1, paragraph 302-1.5, apply to employees who transfer to Puerto Rico or any other duty station outside the continental United States.

302-1.10 New appointees.

(a) Coverage. The payment of allowable relocation expenses for new appointees is at the discretion of the authorizing official and not an entitlement of new appointees. However, this payment of relocation expenses is limited to those new appointees hired as "shortage category employees" as determined and authorized by the gaining institution's Warden.

(b) Agency responsibility. It is the responsibility of the Controller or Comptroller to provide the new appointee with complete information concerning the relocation allowances which may be available to the new appointee for travel and transportation to the first official duty station.

302-1.12 (c) Actual place of residence designation. The employee's actual place of residence is the location at which the employee physically resided at the time of selection for appointment or transfer unless circumstances exist for which another location may be designated as the place of actual residence. The employee must designate an actual place of residence at the time he/she is selected for transfer to a post of duty outside the continental United States.

302-1.13 Overseas tour renewal agreement travel.

(b) Allowable travel and transportation. Reimbursement for costs associated with rental cars while on tour renewal travel is not authorized.

If family members are to be included in the tour renewal travel, they must travel at the same time as the employee.

(1) Destination. When an employee is selected for transfer or appointment to a post of duty outside the continental United States, the actual residence shall be determined at the time of selection and designated in the service agreement required by the Federal Travel Regulation, 41 CFR 302-1.5(a). If the employee wishes to have the actual residence designated as somewhere other than the old duty station, the employee must submit, in writing, the reason(s) why the old duty station is not the actual residence and identify an actual residence.

An explanation must be given for the designation of an alternate actual residence. The Warden must approve the employee's designation of actual residence. The designation of an actual residence cannot change with each tour renewal trip. The designation may only be changed if circumstances arise that warrant the change. A written request must be submitted to the Warden requesting the change of actual residence and the reasons why the change is necessary.

Refer to the Federal Travel Regulation, 41 CFR 301-1.12(c), for additional information regarding actual place of residence designation.

(c) Limitations.

(1) Husband and wife both employed. When husband and wife are both employed by the same or different agencies in the immediate geographical area, tour renewal travel allowances apply as follows:

(i) to each of them separately. Members of the immediate family shall not receive duplicate payments because of the fact that both the husband and the wife are employees. This means that children cannot take two tour renewal travel trips; one with the father and one with the mother.

(ii) to either of them, in which case one is considered the employee and the other receives allowances as the spouse.

A determination of which alternative will be used, and which employee will take the non-employee family members on tour renewal travel if separate allowances are selected, must be made in writing and signed by both employees at the time of selection for service abroad.

(d) Liability of employee - noncompliance with new agreement. If an employee fails to return to service abroad after a period of tour renewal travel or to fulfill the additional 12-month service agreement, the employee is obligated for all expenses and allowances paid to the employee and the employee's immediate family unless the employee did not return or complete the new service agreement for reasons beyond the employee's control and acceptable to the BOP.

The provisions of Paragraphs 302-1.5(iii) and 302-1.5(iv) of this program statement apply in these cases. *

302-1.15(a) Responsibilities of Controller

(1) Explanation of relocation entitlements to employee. The Controller is responsible for explaining to the employee all of the entitlements and requirements of the Federal Travel Regulation, including the Department of Justice and BOP supplements contained in this Program Statement. In addition, the Controller shall provide the employee with the BOP relocation handbook "Your Career on the Move." The following relocation forms shall be provided to the employee along with the handbook:

- Statement of Proposed Transportation and Estimated Expenses (BP-152);
- Itinerary for Claiming Reimbursement for Change of Duty Station (BP-136);
- Daily Expenses (BP-125);
- Travel Voucher (SF-1012) (Figures 302-1-7 and 302-1-8);
- Relocation Service Authorization (Figure 302-12-1);
- Relocation Income Tax Allowance (RITA) Certification (Figure 302-11-1).

The authorizing official of the gaining institution is charged with the responsibility of ensuring that travel and transportation expenses are held to a minimum. Therefore, the Controller shall contact the authorizing official to determine if travel to seek residence quarters (P.S. 2200.1, paragraph 302-4.1(b)) and temporary quarters subsistence expenses (P.S. 2200.1, paragraph 302-5.1) are authorized.

When discussing entitlements with the employee and completing the BP-152, Statement of Proposed Transportation and Estimated Expenses (Figure 302-1-2), the mileage entitlement may be estimated by using the mileage amounts stated in the Household

Goods Carrier Guidebook. The actual mileage allowance shall be computed in accordance with P.S. 2200.1, paragraph 302-2.3(d)(2)(a).

The Controller shall counsel the employee on the services that may be provided by the relocation services company (P.S. 2200.1, Chapter 302, Part 12) and ensure that a "Relocation Service Authorization" form (Figure 302-12-1) is completed and signed by the employee. The Controller also shall sign the form in the appropriate block as verification that the employee is eligible for the relocation services. The completed and signed form shall be forwarded to the Controller at the new duty station to be filed with the travel settlement voucher.

(2) Preparation of relocation forms. The Controller shall assist the employee in the preparation of the BP-152. After relocation entitlements have been discussed, the employee and the Controller shall sign the BP-152. The BP-152 shall not include an estimated amount for the transportation and storage of household goods or the sale of the employee's residence (unless the employee elects not to use the Home Sale Assistance Program or the employee's property is excluded from the Home Sale Assistance Program).

The Central Office Relocation Services Section staff will enter the necessary obligations for the sale of the house through the relocation services company and for the transportation and storage of household goods. If the employee's real estate is not handled by the relocation services company, the obligation for estimated expenses in connection with the sale must be obligated by the gaining institution along with all the other obligations pertaining to the relocation.

A Travel Authorization, BP-142, and an Advance of Funds Application and Account Form (SF-1038) (Figure 302-1-4) shall be completed in addition to the BP-152. All three forms must be forwarded to the receiving institution for signature of the authorizing official and assignment of a travel authorization number. The forms shall be accompanied by a transmittal letter requesting a travel advance. Since the advance will be paid by the receiving institution, the employee should have a conference with the Controller as soon as possible to ensure receipt of the advance when needed. To expedite receipt of the advance when there is insufficient time, the Controller of the losing institution (in addition to mailing the relocation forms) shall contact the Controller of the gaining institution via telephone to request the travel advance. The Controller of the gaining institution shall prepare a temporary advance card with an appropriate notation. This card shall be destroyed upon receipt of the relocation forms.

(3) Preparation of Internal Revenue Service Form 4792. The Internal Revenue Service (IRS) regulations require that all employees who received relocation allowances during the calendar year be provided with a statement showing a detailed breakdown of reimbursed moving expenses. The IRS Form 4782 (Figure 302-1-5) has been designed for this purpose and can be obtained from the IRS. The Controller shall ensure that the forms are given to employees:

(a) on or before January 31 following the calendar year in which reimbursement is received by the employee;

(b) within 30 days after payment of last wages.

NOTE: Refer to the Accounting Management Manual, P.S. 2000.2, Chapter 10810, for guidance on tax withholdings on relocation vouchers.

302-1.15(b) Responsibilities of employee.

(1) Itinerary for claiming reimbursement. The employee shall complete a BP-136 (Figure 302-1-6) to document relocation expenses. It shall be presented to the Controller at the new duty station along with any necessary attachments and receipts. At the minimum, the following information/receipts shall be included:

(a) For travel to seek residence quarters:

(i) If a privately owned vehicle (POV) is used, the daily mileage driven;

(ii) Cost of commercial transportation (taxi, bus, etc.), if used. Receipts are required if expense exceeds $25;

(iii) Lodging receipt(s) with the "Single Occupancy Rate" indicated;

(iv) Itinerary; i.e., dates, times, and places of departure and arrival.

(b) For subsistence and transportation for en route travel:

(i) If a POV is used, the daily mileage driven;

(ii) Lodging receipt(s) with the "Single Occupancy Rate" indicated;

(iii) Itinerary; i.e, dates, times and places of departure and arrival;

(iv) Explanation of any unusual delays or additional mileage incurred.

(c) For transportation and temporary storage of household goods:

(i) Receipted copy of the bill of lading if transported by commercial carrier. If transported by rented vehicle, an original invoice is required. The bill of lading or invoice must indicate by the carrier or the truck rental company that the charges have been paid in full;

(ii) Receipts evidencing payment of any additional charges claimed;

(iii) Weight certificates indicating gross weight (weight of vehicle and goods) and tare weight (weight of vehicle only);

(iv) Evidence showing points of origin and destination must be presented on the bill of lading or invoice.

NOTE: These receipts are necessary only if the employee elects to ship the household goods by means other than that selected by the BOP, which is via a Government Bill of Lading. The claims for reimbursement shall be handled in accordance with P.S. 2200.1, paragraph 302-8.3(b)(7).

(d) For subsistence while occupying temporary quarters:

(i) Lodging receipt(s);

(ii) Receipts for laundry and/or dry cleaning expenses. Receipts are not required for coin-operated facilities. However, "coin-op" must be annotated on the BP-125;

(iii) Itemization of expenses on the BP-125.

(e) For residence transaction:

(i) Sales agreement, purchase agreement, property settlement document, loan closing statement, as well as invoices and statements to support other items claimed. These

should be photocopies as they will not be returned. If the sale of the residence is accomplished through the relocation services company, documentation pertaining to the sale is not required;

(ii) Documentation supporting settlement or termination of an unexpired lease.

(f) For transportation of mobile home:

(i) Receipted invoice of commercial carrier. The invoice must indicate that it has been paid in full;

(ii) Receipts for all other charges such as tolls, taxes, or fees fixed by a state or other Government authority for permits, etc.

NOTE: These receipts are necessary only if the employee elects to move the mobile home by means other than that selected by the BOP, which is via a Government Bill of Lading. The claims for reimbursement shall be handled in accordance with P.S. 2200.1, paragraph 302-7.3(d).

302-1.15(b)(2) Preparation of travel vouchers (SF-1012). The relocation voucher shall be completed and submitted to the Controller within 10 days after occupying permanent quarters. The relocation voucher can be settled in parts. For example, the house hunting trip and en route expenses can be settled prior to settling temporary quarters and real estate expenses. The * employee shall complete the SF-1012 using the information recorded on the BP-136 and BP-125 required by P.S. 2200.1, paragraph 302-1.15(b). A boilerplate is shown in Figure 302-1-7 which covers the possible relocation entitlements. The relocation voucher shall include a statement, signed by the employee, indicating prohibited items were not included in the shipment of household goods. This signed statement is required even though the household goods are shipped on a Government Bill of Lading and are paid for at the Central Office.

The boilerplate travel voucher illustrated in Figure 302-1-8 may be used by the employee when claiming the RITA. For audit purposes, a copy of the employee's original change of duty station voucher, SF-1012, must be included in the employee's claim for the RITA (refer to P.S. 2200.1, paragraph 302-11.10).

302-1.16 Location chargeable. All obligations pertaining to the permanent change of duty station shall be established at the gaining location except for the transportation and storage of household goods and the sale of the residence which shall be obligated at the Central Office. If the residence is excluded

property or the employee elects not to use the Home Sale Assistance Program, the new duty station must establish the obligation.

Travel time for permanent change of duty station shall be charged to the new duty station. This allows for accurate time and attendance reporting to include any changes that may have been required while en route. The only exception allowed is for house hunting purposes which may be charged to the losing institution.

302-1.17 Appropriation chargeable. The total estimated cost of relocation expenses shall be obligated against the appropriation (fiscal year) current when the employee is issued the BP-142. These obligations shall remain in this appropriation (fiscal year) until the relocation voucher is settled or the obligation is no longer valid. (See Comptroller General Decision B-213530, November 2, 1984 and P.S. 2000.2, Chapter 10335, paragraph g.2.)

* Subpart B - SES Career Appointees Upon Separation for Retirement

302-1.102 Agency authorization or approval. All requests for "last move home" travel allowances must be submitted to the Director, Bureau of Prisons, through the Warden and Regional Director (if appropriate). The request must include a completed Travel Authorization (BP-142) and Statement of Proposed Transportation and Estimated Expenses (BP-152). In addition, the request must be submitted as soon as possible and in time to meet the requirements of the Federal Travel Regulation, 41 CFR 302-1.106.

The Director's signature on the BP-142 indicates authorization of "last move home" travel allowances.

302-1.107 Use of funds. Travel advances are not authorized for any costs associated with "last move home" travel. Transportation expenses should be paid through the use of Government Transportation Services (GTS) Accounts and U.S. Government Bills of Lading (GBL's).

302-1.108 Required forms. The relocation forms required for the "last move home" travel are:

- Travel Authorization (BP-142);

- Statement of Proposed Transportation and Estimated Expenses (BP-152) (only fill out the sections for allowable expenses);

- Itinerary for Claiming Reimbursement for Change of Duty Station (BP-136);

- Daily Expenses (BP-125);

- Travel Voucher (SF-1012).

302-1.109 Responsibilities of the Controller. It is the responsibility of the Controller or Comptroller to provide the SES Career Appointee with complete information concerning the travel allowances which may be available to the SES Career Appointee upon separation for retirement.

302-1.110 Responsibilities of the Central Office. The travel voucher shall be settled and paid by the Finance Branch, Central Office.

302-1.111 Responsibilities of SES Career Appointee. The SES Career Appointee shall complete the BP-136 to document relocation expenses. It shall be submitted to the Chief, Finance Branch, with any necessary attachments and receipts. At the minimum, the following information/receipts shall be included:

- if POV is used, the daily mileage driven;

- lodging receipt(s) with the "Single Occupancy Rate" indicated;

- itinerary; i.e., dates, times, and the places of arrival and departure;

- explanation of any unusual delays or additional mileage incurred.

302-1.112 Submission of travel voucher. The SF-1012 shall be submitted to the Chief, Finance Branch, within 10 days after arriving at the destination location. The SES Career Appointee shall complete the SF-1012 using the information recorded on the BP-136 and BP-125. The relocation voucher shall include a statement, signed by the SES career appointee, indicating that prohibited items were not included in the shipment of household goods (Figure 302-1-7).

This signed statement is required even though the household goods are shipped on a Government Bill of Lading and are paid at the Central Office.

302-1.113 Location chargeable. All obligations pertaining to the last move home shall be established at the Central Office.

302-1.114 Appropriation chargeable. Refer to P.S. 2200.1, paragraph 302-1.17. *

FIGURE 302-1-1
TABLE OF DISTANCES - MILES

FIGURE 302-1-2
STATEMENT OF PROPOSED TRANSPORTATION
AND ESTIMATED EXPENSES CHANGE OF DUTY STATION

FIGURE 302-1-3
Travel Authorization - Relocation
BP-142(22)
October 1985

FIGURE 302-1-4

Advance of Funds Application and Account

Instructions for Employee Paper Reduction Action Notice

This information is required to carry out the Internal Revenue laws of the United States. It is needed to ensure that taxpayers are complying with these laws. You are required to provide this information.

The time needed to complete this form will vary depending on individual circumstances. The estimated time average is: 7 hours and 39 minutes.

If you have comments concerning the accuracy of this time estimate or suggestions for making this form more simple, we would be happy to hear from you. You can write to the **Internal Revenue Service**, Washington, DC 20224. Attention: IRS Reports Clearance Officer, TR:FP; or the **Office of Management and Budget**, Paperwork Reduction Project, Washington, DC 20503.

Change You Should Note

Recent law changes put a new limitation on the amount of reimbursed meal expenses that may be deducted as moving expenses. Because of this change, you are no longer required to designate the amount of meal payments from which you did not withhold income tax.

Purpose of Form

You are required to give your employees a statement showing a detailed breakdown of reimbursements or payments of moving expenses. Form 4782 may be used for this purpose or you may use your own form as long as it provides the same information as Form 4782. A separate form is required for each move made by an employee for which reimbursement or payment is made.

Form W-2

Any payments you made for an employees move (including the value of any services furnished in kind) must be included in box 10. "Wages, tips, other
compensation," on the employee's Form W-2.

Payments for moving expenses that are deductible by your employee are not subject to withholding.

Payments for moving expenses that are not deductible by your employee are subject to withholding.

When To Give the Information

You must give Form 4782 (or your own form) to your employee by January 31 following the calendar year in which the employee received the reimbursement or payment. However, if the employee stops working for you before December 31 and submits a written request to receive the form earlier, you must give the completed

form to the former employee within 30 days after you receive the request if the 30-day period ends before the regular January 31 deadline.

Additional Information

For more information on withholding requirements get **Pub. 15**, Circular E, Employer's Tax Guide. For assistance in determining what moving expenses would be deductible to your employee get the forms and instructions for **Form 3903**, Moving Expenses; **Form 3903F**, Foreign Moving Expenses; or **Pub. 521**, Moving Expenses.

General Information for Employees
Recent law changes put a new limitation on the amount of reimbursed meal expenses that are deductible as moving expenses. Now only 80% of reimbursed meal expenses are deductible.

This form is furnished by your employer to give you the necessary information to help you figure your moving expense deduction. The form shows the amount of any reimbursement made to your, payments made to a third party for your behalf, and the value of services furnished in kind
for moving expenses. You should receive a separate form for each move that you made during the calendar year for which you receive any reimbursement or during which payment is made for your benefit.

Caution: Do not use this form as verification of your moving expenses. It report only amounts your employer included in your income for moving expenses, which may be difference than the amounts you actually spent.

Allowance of Deduction

If you itemize your deduction, and also meed the "distance and time" tests explained below, you may deduct the reasonable expenses you paid or incurred during the year to move to a new principal place of work. If you incurred expenses shown on this form, and they qualify as deductible moving expenses, you may include them in figuring your moving expense deduction.

For moves within or to the United States us **Form 3903**, Moving Expenses, to claim the deduction. Use **Form 3903F**, Foreign Moving Expenses, to claim the deduction if you moved outside the United States or its possessions.

Conditions for Allowance

Generally, you must meet the following tests to deduct moving expenses:

Distance Test.-Your new work place must be at least 35 miles farther from your old home than your old work place was.
Time Test.-If you are an employee, you must work full time for at least 39 weeks during the 12 months right after you move.

Additional Information

See the form instruction and **Pub. 521**, Moving expense information,
including which expenses qualify and what are reasonable expenses.

Figure 302-1-6
ITINERARY FOR CLAIMING REIMBURSEMENT
FOR CHANGE OF DUTY STATION

TEMPORARY QUARTERS
(Lodging receipts required)

FIGURE 302-1-7
TRAVEL VOUCHER

FIGURE 302-1-7
SCHEDULE OF EXPENSES AND AMOUNTS CLAIMED

STANDARD FORM 1012 (REV. 10-77) TRAVEL VOUCHER
Prescribed by GSA, FPMR (41 CFR) 101-7
P.S. 2200.1
CN-13

STANDARD FORM 1012 (REV 10-77) TRAVEL VOUCHER
Prescribed by GSA. FPMR (41 CFR) 101-7
P.S. 2200.1
CN-13

SCHEDULE OF EXPENSES AND AMOUNTS CLAIMED
P.S. 2200.1
CN-13
FIGURE 302-1-7
PAGE 302-30-S5(6)-PS 25(26)

FIGURE 302-1-7

SCHEDULE OF EXPENSES AND AMOUNTS CLAIMED

CN-13

TRAVEL VOUCHER

STANDARD FORM 1012 (Rev. 10-77)
Prescribed by GSA, FPMR (41 CFR) 101-7

FIGURE 302-1-8

STANDARD FORM 10:2(Rev. 10-77)

FIGURE 302-1-8

FIGURE 302-1-8
PAGE 302-30-S5(6)-PS30

CHAPTER 302. RELOCATION ALLOWANCES

PART 2. ALLOWANCES FOR SUBSISTENCE AND TRANSPORTATION

Paragraph

For the Employee 302-2.1

Maximum Allowance Based on Total Distance . . . . . 302-2.3(d)(2)

PART 2. ALLOWANCES FOR SUBSISTENCE AND TRANSPORTATION

302-2.1 For the employee. Per diem in lieu of actual subsistence expenses shall be allowed in the amount prescribed under the FTR, 41 CFR 302-2.1. Refer to the FTR, 41 CFR 301-7.9(c)(3), for guidance on reimbursement for noncommercial lodging costs when staying with friends or relatives while on official travel.

302-2.3(d)(2) Maximum allowance based on total distance.

(a) Authorized mileage. Authorized mileage shall be determined by highway mileage guides or by actual miles driven, whichever is lower. Any substantial discrepancies between the distances of the standard highway mileage guides and the actual miles driven shall be explained. Authorized mileage may exceed the distance stated in the standard highway mileage guides by up to 10 percent. This allowance will accommodate distances traveled from the normal route to nearby eating places and lodging. It is the responsibility of the traveler to include indirect travel and any leave of absence taken en route on the travel voucher. Annual leave will be charged if the time spent
* in travel status is less than an average of 400 miles per *
calendar day, unless authorized or approved. If annual leave is taken while in travel status, the exact dates and hours of departure from and return to travel status must be stated on the travel voucher. The traveler must sign the travel voucher certifying its accuracy and that no excess travel time or leave of absence was taken, unless documented on the travel voucher.

(b) Leave certification. In order to ensure that indirect travel time or any leave of absence shown on the voucher is properly recorded on the traveler's time and attendance record, it shall be the responsibility of the traveler to present the voucher to the time and attendance clerk for the following certification prior to processing the voucher for payment:

"I certify that excess travel time of _____hours as shown on this travel voucher has been entered on the traveler's leave record for pay period ending _____."
(Date)

_____
(Timekeeper)

(c) Crossing Time Zones - Change of Duty Station. In accordance with 41 CFR 301-7.2(a)(3), the hours of departure and arrival recorded on the voucher shall be those of the standard time in effect at the place involved. It is possible that crossing time zones during travel incident to change of duty station may affect per diem entitlements. Specific attention shall be given to per diem computations on change of duty station vouchers when more than one time zone is involved. Per diem shall be calculated based on the actual number of hours/days in travel status.

Examples:

* 1/30/97 Depart Washington, D.C. 9:00 AM(EST)
2/05/97 Arrive California 5:15 PM (PST)/8:15 PM (EST)

Employee is entitled to 6¾ days per diem.

1/30/97 Depart California 9:00 AM(PST)
2/05/97 Arrive Washington, D.C. 8:15 PM(EST) 5:15(PST)

Employee is entitled to 6½ days per diem. *

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CHAPTER 302. RELOCATION ALLOWANCES

PART 3. ALLOWANCE FOR MISCELLANEOUS EXPENSES

Paragraph

Allowable Amount..... 302-3.3

302-3.3 Allowable amount.

(a) Documentation is not required for the minimum miscellaneous expenses allowances in connection with a change of duty station. However, it is required that some expense (no matter how small) be incurred before the miscellaneous expenses allowance be paid (CG Decision B-163632, April 9, 1968). Therefore, if an employee did not incur any miscellaneous expenses, an allowance shall not be paid.

TABLE OF BUREAU OF PRISONS SUPPLEMENTS

CHAPTER 302. RELOCATION ALLOWANCES

PART 4. TRAVEL TO SEEK RESIDENCE QUARTERS

	Paragraph
Applicability and General Policy for Authorizing Travel to Seek Residence Quarters	302-4.1
Duration of Trip	302-4.2
Procedural Requirements	302-4.3

PART 4. TRAVEL TO SEEK RESIDENCE

302-4.1 Applicability and general policy for authorizing travel to seek residence quarters.

* b. The Authorizing Official of the gaining institution is charged with the responsibility for ensuring that travel and transportation expenses are held to a minimum. If a trip to seek residence quarters is authorized, the number of days allowed/used plus the period of time used for temporary quarters shall not exceed 120 days (P.S. 2200.1, paragraph 302-5.2). *

302-4.2 Duration of Trip. Mileage rates when using a privately owned automobile to and from the airport while on a trip to seek residence quarters shall be in accordance with 41 CFR 301-4.2(d)(1) (Comptroller General Decision B-202906, dated September 15, 1982).

302-4.3 Procedural requirements.

b. Eligibility. While on an authorized trip to seek residence quarters, the employee is authorized reimbursement for personal telephone calls made on commercial telephone systems subject to the provisions provided in P.S. 2200.1, paragraph 301-6.

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CHAPTER 302. RELOCATION ALLOWANCES

PART 5. SUBSISTENCE WHILE OCCUPYING TEMPORARY QUARTERS

	Paragraph
Policy	302-5.1
Conditions and Limitation for Eligibility	302-5.2
Allowable Amount	302-5.4
Daily Expenses	Figure 302-5-1

PART 5. SUBSISTENCE WHILE OCCUPYING TEMPORARY QUARTERS

302-5.1 Policy.

(a) Responsibility of authorizing subsistence expenses for temporary quarters. The Authorizing Official of the gaining institution is charged with the responsibility of ensuring that travel and transportation expenses are held to a minimum. Bearing this in mind, the Authorizing Official is to determine the need for authorizing subsistence expenses for temporary quarters.

(b) Temporary quarters due to loading and unloading household goods. Subsistence expenses for temporary quarters may be allowed no earlier than one day prior to the day household goods are loaded. Without compelling circumstances which would prevent immediate occupancy of permanent quarters, temporary quarters may extend no longer than one day after the day household goods are unloaded.

302-5.2 Conditions and limitation for eligibility.

(a) Length of time allowed and location of new official station.

* (1) Initial period of temporary quarters. The maximum period for temporary quarters shall be limited to 60 days which shall be reduced by the number of days allowed for a house hunting trip. The total number of days used for temporary quarters plus the number of days used for a house hunting trip shall not exceed 60 days. The period of consecutive days may be interrupted for the time that is allowed for travel between * the old and new official duty station if temporary quarters began at the old duty station. Interruption of the consecutive days is not authorized for a second trip to pick up the family.

Example: Employee leaves family behind at old duty station, starts en route travel, and obtains temporary quarters at the new duty station. Once started, temporary quarters cannot be interrupted to go back to the old duty station to pick up the employee's family. The employee is limited to the maximum number of days beginning with the first day of occupancy of temporary quarters, unless the interruption is due to official temporary duty travel.

If an employee's temporary quarters is interrupted because of official temporary duty travel, the employee may elect to continue or discontinue temporary quarters for the family during the period the employee is in per diem status.

* (2) Additional time in certain cases. Extensions to the 60-day period are not authorized.

The following are examples of the proper method of computing the number of days allowable for temporary quarters.

Examples: (In these examples, the standard CONUS per diem rate is $66.)

(1) An employee did not take a house hunting trip and is in temporary quarters for 60 days.

Period allowable:

0-day house hunting trip + 60-days of temporary quarters = 60 days.

The entire 60 days of temporary quarters are allowed because a house hunting trip was not taken, therefore, the combination of the house hunting trip and temporary quarters did not exceed 60 days.

Amount allowable:

1st 30 days @ $66.00	=	$1,980.00
2nd 30 days @ $49.50	=	1,485.00
Maximum amount allowable		$3,465.00

(2) An employee took a 5-day house hunting trip and is in temporary quarters for 55 days.

Period allowable:

5-day house hunting trip + 55-days of temporary quarters = 60 days.

The entire 55 days of temporary quarters are allowed because the combination of the house hunting trip and temporary quarters did not exceed 60 days.

Amount allowable:

1st 30 days @ $66.00	=	$1,980.00
2nd 25 days @ $49.50	=	1,237.50
Maximum amount allowable		$3,217.50

(3) An employee took a 10-day house hunting trip and is in temporary quarters for 55 days.

Period allowable:

10-day house hunting trip + 55-days of temporary quarters = 65 days.
55-days of temporary quarters - 5 days (number of days exceeding 60) = 50 days maximum for temporary quarters.

Note: The 65 days exceeds the allowed 60-day combined total; therefore, 5 days of temporary quarters must be deducted from the 55 days temporary quarters occupied, leaving 50 days maximum allowable for temporary quarters. The 50 days temporary quarters plus the 10-day house hunting trip allows the employee the maximum 60 days.

Amount allowable:

1st 30 days @ $66.00	=	$1,980.00	
2nd 20 days @ $49.50	=	990.00	
Maximum amount allowable		$2,970.00	*

302-5.4 Allowable amount.

(a) Actual expenses allowed. Any personal expenses such as care of pets, babysitting, auto repairs, losses by theft, telephone calls, etc. will not be allowed. Daily expenses shall be itemized in accordance with the format indicated on Figure 302-5-1 (Daily Expenses).

(b) Itemization and receipts. Lodging receipts generally will be acceptable only when issued by individuals (or organizations) who operate a bona fide business which provides lodgings. When lodging is obtained from friends or relatives, an allowance for lodging will not be allowed unless the host actually incurs additional costs. These costs must be paid by the employee, must be substantiated, and must be determined reasonable by the Certifying Officer. Costs based on commercial room rates or flat "token" amounts will not be considered reasonable.

(c) Maximum reimbursement. The maximum amount which may be reimbursed for temporary quarters subsistence expenses shall be in accordance with 41 CFR 302-5.4(c). However, reimbursement for the total allowable meal expenses claimed including allowable groceries) shall not normally exceed 50 percent of the total amount of subsistence expenses allowable for each 30-day period (or fraction thereof) of temporary quarters. While payment normally will be limited to 50 percent of the maximum allowable, amounts in excess of that figure may be paid if adequate justification, based on unusual circumstances, is submitted by the employee and is acceptable to the Certifying Officer.

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/A/ FIGURE 302-5-1

U.S. DEPARTMENT OF JUSTICE **DAILY EXPENSES**

Federal Bureau of Prisons

BP-1251(22)

/A/ FIGURE 302-5-1

COSTS OF MEALS

FIGURE 302-5-1

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P.S. 2200.1

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PART 6. ALLOWANCE FOR EXPENSES INCURRED IN CONNECTION WITH RESIDENCE TRANSACTIONS

Paragraph

Loan Origination Fee . . . . . 302-6.2(d)(1)(ii)

Settlement of an Unexpired Lease . . . . . 302-6.2(h)

Review and Administrative Approval of Sale and Purchase Expenses . . . . . 302-6.3(b)

Employee Application for Reimbursement of Expenses Incurred Upon Sale or purchase of Residence Upon Change of Official Station . . . . . Figure 302-6-1

* 302-6.2(D)(1)(ii) Loan origination fee. A loan origination fee is a lender's fee for administrative expenses, including costs or originating the loan, processing documents, and related work. Reimbursement for this fee is limited to the amounts customarily charged in the locality of the employee's new residence (5 U.S.C. § 5724a(a)(4)(1982). The certifying officer should contact the local office of the Department of Housing and Urban Development (HUD) for technical assistance in determining the customary loan origination fee for a given locality.

It is possible for a mortgage lender to include a mortgage discount of "points" in the loan origination fee. The amount determined to be the customary loan origination fee must be isolated and may be reimbursed. Points are considered to be a finance charge under the Truth in Lending Act, Title I, Pub. L. 90-321, and Regulation Z issued in accordance with Pub. L. 90-321, and shall not be reimbursed.

*

302-6.2(h) Settlement of an unexpired lease. Reimbursement of expenses resulting from the termination of an unexpired lease is authorized. However, expenses chargeable at the expiration of a lease, such as painting, cleaning, repairs, forfeited deposits, and similar charges shall not be reimbursed.

302-6.3(b) Review and administrative approval of sale and purchase expenses. "Employee Application for reimbursement of Expenses Incurred Upon Sale or Purchase (or both) of Residence Upon Change of Official Station" (Figure 302-6-1) shall be completed for reimbursement of real estate transactions. Approving officials on this form (in Section IV) shall be as listed below. If the sale of the employee's residence is handled by a relocation service company, the portions of the form which apply to the sale of the residence should not be completed. Refer to Part 12 of this Program Statement for procedures on the use of the relocation service company.

Sale Expenses (Section IV-A): Budget and Accounting Officer/Assistant Business manager or Controller/Business Manager at the claimant's old official station.

Purchase Expense (Section IV-B): Budget and Accounting Officer/Assistant Business Manager or Controller/Business Manager at claimant's new official station.

Final Administrative Approval (Section IV-C): Controller/Business Manager at official station where the voucher is certified for payment.

Figure 302-6-1 shall be reproduced locally as required.

FIGURE 302-6-1 /A/

EMPLOYEE APPLICATION FOR REIMBURSEMENT OF EXPENSE INCURRED UPON SALE OR PURCHASE (OR BOTH) OF RESIDENCE UPON CHANGE OF OFFICIAL STATION

/A/
COSTS INCURRED AND PAID IN SELLING RESIDENCE AT OLD OFFICIAL STATION
OR PURCHASING RESIDENCE AT NEW OFFICIAL STATION LOCATION (OR BOTH)

TABLE OF BUREAU OF PRISONS SUPPLEMENTS

CHAPTER 302. RELOCATION ALLOWANCES

PART 7. TRANSPORTATION OF MOBILE HOMES

	Paragraph
Eligibility	302-7.1(a)
Optional Use of Government Bill of Lading	302-7.3(f)
Advance of Funds	302-7.5

PART 7. TRANSPORTATION OF MOBILE HOMES

302-7.1(a) Eligibility. In order to be eligible for an allowance for the transportation of a mobile home for use as a residence, the employee shall execute and furnish the following certificate:

"I, _____, hereby certify that the mobile home for which authorization or approval of an allowance for transportation is requested is or will be used as a permanent residence by me and my immediate family at my new official station."

302-7.3(f) Optional Use of Government Bill of Lading. The Bureau of Prisons shall issue a Government Bill of Lading (GBL) * for the transportation of mobile homes. The GBL shall cover the charges for the transportation of the mobile home and the costs of preparing the mobile home for movement and resetting at the new destination. The GBL shall not include the costs for * maintenance, repairs, storage, insurance valuation above the carrier's maximum liability, or charges designated in the tariffs as "Special Service." (Refer to Federal Travel Regulation, 41 CFR 302-3, for the allowance for miscellaneous expenses.)

If the employee elects to move a mobile home by a means other than that selected by the Bureau of Prisons, reimbursement for authorized expenses shall be limited to actual expense incurred, not to exceed the amount the Bureau would have paid had it been transported on a GBL. This amount is determined by the lowest estimated cost as stated on the GSA cost comparison and may be obtained by contacting the Central Office Relocation Coordinator. The claim for reimbursement shall be settled by the local Office of Financial Management.

302-7.5 Advance of Funds. An advance of funds shall not be allowed for any costs associated with the transportation of a mobile home.

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CHAPTER 302. RELOCATION ALLOWANCES

PART 8. TRANSPORTATION AND TEMPORARY STORAGE OF HOUSEHOLD GOODS AND PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT

Paragraph

Temporary Storage Time Limit . . . . . 302-8.2(d)

Loss and Damage Liability . . . . . 302-8.2(f)

The Commuted Rate System . . . . . 302-8.3(a)

Actual Expense Method . . . . . 302-8.3(b)

Advance of Funds 302-8.6

302-8.2(d) Temporary storage time limit. The initial period allowable for temporary storage of household goods shall not exceed 90 days. The initial 90-day period may be extended for an additional 90 days upon written request of the employee and approval by the authorizing official. Refer to FTR, 41 CFR 302-8.2(d), for the acceptable justification for an additional period of temporary storage. The approved request shall be sent to the Bureau of Prisons (BOP) Relocation Services Section, Finance Branch, to be included in the payment voucher. The total period for temporary storage of household goods shall not exceed 180 days.

* 302-8.2(f) Loss and damage liability. Using the Government Bill of Lading (GBL) agencies may utilize either the Depreciated Value Service (DVS) or Full Value Protection Service (FVPS) for the replacement and/or repair of lost or damaged personal property during shipment and storage of household goods. The BOP provides FVPS to all relocating employees.

(1) Depreciated Value Service (DVS). The carrier's maximum liability is the amount determined by multiplying $1.25 times the actual weight of the shipment, and its liability for any given item in the shipment is limited to the depreciated value of that item. Depreciated value is defined as the replacement cost based on current market value less depreciation of the item.

(2) Full Value Protection Service (FVPS). The carrier's maximum liability is the amount determined by multiplying $3.50 times the actual weight of the shipment, and its liability for any given item in the shipment is limited to the full replacement value of that item. Full replacement value is defined as the cost to replace the item with one of the same or similar quality and function at the current market price.

When FVPS is authorized on the GBL, the carrier will guarantee either replacement of articles lost and/or damaged, reimbursement for the full replacement cost (as determined by current market value), or the cost of repairs to the damaged item(s) to the extent necessary to restore the item to the same condition as when received by the carrier from the transferee. Actual replacement articles, if any, shall consist of articles of like kind and quality without deduction for depreciation.

Note: The carrier's maximum liability shall not exceed the released or declared value ($3.50 x actual weight of shipment) on the shipment or the full cost of repair to damaged property, whichever is less.

If the employee wishes, he/she may declare a full replacement value greater than $3.50 times the shipment weight. When the transferee requests excess valuation above the base valuation, the BOP will pay and bill the employee for the cost of the excess value placed on the shipment. For additional information on excess valuation refer to the "Your Career on the Move," the BOP's relocation guide.

Since the Bureau automatically provides FVPS coverage, it is imperative that requests for excess valuation be submitted to Relocation Services via the "Carrier Recommendation" form contained in the relocation guide prior to packing, loading, and shipment of the household goods. Expenses incurred for excess valuation are not reimbursable to the employee. *

Department of Justice Order 2110.23B establishes the procedures pursuant to the Military Personnel and Civilian Employees' Claim Act of 1964 as amended (31 U.S.C. 3721) for filing and settling claims by employees for damages to or loss of personal property incident to service.

302-8.3(a) The commuted rate system. This method shall not be used by the Bureau of Prisons.

302-8.3(b) Actual expense method. The Bureau of Prisons shall use the actual expense method for the transportation and storage of household goods. The household goods shall be shipped on a Government Bill of Lading (GBL).

* (2) Agency responsibility. Counseling employees on the BOP Household Goods Program, selecting the carrier, arranging for carrier services (i.e. packing, crating), preparing the GBL, paying charges incurred, and processing claims for loss or damage of household goods are the direct responsibilities of the Relocation Services Section, Finance Branch. *

The Bureau of Prisons shall participate in the General Services Administration (GSA) centralized household goods traffic management program and shall adhere to the rules and regulations thereof.

(3) Allowable charges. The costs associated with third party services not normally performed by the carrier, including, but not limited to, disconnecting gas lines to appliances, dismantling grandfather clocks, and removing chandeliers from ceilings, are not considered costs of transporting household goods and shall not be covered on the GBL. These costs shall be paid by the employee and may be claimed as a miscellaneous expense.

(5) Excess weight procedures. The employee shall reimburse the Government for any charges paid on the GBL for the transportation and storage of household goods weighing in excess of 18,000 pounds.

(7) Transportation by a means not selected by the Bureau of Prisons. An employee may elect to have the household goods moved by a means other than that selected by the Bureau of Prisons. The employee may claim reimbursement for the allowable actual costs incurred for the transportation and storage of household goods within the authorized weight limits. Refer to 41 CFR 302-8.3(b)(3) for allowable reimbursable expenses.

Reimbursement shall be limited to the cost of shipping the household goods by the least expensive authorized carrier as listed on the GSA cost comparison. This amount shall be provided to the Controller and employee by the Relocation Services Section, Finance Branch. *

The claim for reimbursement shall include, at a minimum, all the information and receipts as required by 41 CFR 302-8.3(a)(3), and shall be settled by the local Office of Financial Management.

302-8.6. Advance of funds. An advance of funds shall not be authorized for the transportation and storage of household goods.

PART 9. ALLOWANCES FOR NONTEMPORARY STORAGE OF HOUSEHOLD GOODS

2-9.1 Nontemporary storage during assignment to isolated locations in the conterminous United States.

a. Policy. Nontemporary storage of household goods belonging to an employee transferred or a new appointed assigned to an official station at an isolated location in the conterminous United States shall be allowed only when it is clearly justified under the conditions in this part and is not primarily for the convenience or at the request of the employee or the new appointee.

b. Isolated official stations - criteria. An official station at an isolated location under 2-9.1 is a place of permanent duty assignment in the conterminous United States at which an employee has no alternative except to live where he/she us unable to use his/her household goods because:

(1) The type of quarters he/she is required to occupy at the isolated permanent duty will not accommodate his/her household goods, or

(2) Residence quarters which would accommodate his/her household goods are not available within reasonable daily communing distance of the official station. However, the designation of an official station as isolated in accordance with 2-9.1c shall not preclude a determination in individual instances that adequate housing is available for some employees stationed there based on housing which may be available within daily commuting distance and the size and other characteristics of each employee's immediate family. In such instance the station shall not be considered isolated with regard to those employees for whom adequate family housing is determined to be available.

c. Isolated official stations - designation. Heads of agencies concerned are responsible for designating the isolated official stations at which conditions exist for allowing nontemporary storage of household goods at Government expense for some or all employees.

d. Eligibility for nontemporary storage of household goods and personal effects applies to the following:

(1) An employee stationed at an isolated official station which meets the criteria in 2-9.1b, who performed permanent change of station travel, or travel as a new appointee under 2-1.5f of these regulations, to such duty station under travel orders issued on or after May 22, 1966; or

(2) An employee or new appointee under 2-1.5f whose effective date of transfer or appointment to an isolated official station in the conterminous United States was on or after July 21, 1966.

e. Authorization. The authorization for nontemporary storage should be contained in the travel order or other document authorizing transfer or appointment at an isolated official station. However, storage may be approved subsequently if the employee or new appointee is otherwise eligible.

f. Allowable storage.

(1) Place of storage. Under regulations prescribed by the head of the agency concerned, the property may be storage either in available Government-owned storage space or in suitable commercial or privately owned space obtained by the Government if Government-owned space is not available or if commercial or privately owned space is more economical or suitable because of location, difference of transportation costs, or for other reasons.

(2) Allowable costs. Allowable costs for storing the property include the cost of necessary packing, crating, unpacking, uncrating, transportation to and from place of storage, charges while in storage, and other necessary charges directly relating to the storage.

(3) Partial storage. An eligible employee or new appointee may be authorized to have a portion of his/her household goods transported to the isolated official station and to have the remainder stored at Government expense. However, the weight of the goods stored plus the weight of the goods transported shall not exceed the maximum applicable weight allowance for which the employee is eligible.

(4) Changes in type of storage. Authority may be granted for the conversion of household goods from temporary to nontemporary and from storage at personal expense to nontemporary storage at Government expense.

g. Time limitations. Nontemporary storage shall be unauthorized for periods of time not exceeding 1 year and extended as necessary in accordance with the length of an employee's assignment at an isolated official station. Appropriate periodic review shall be made to determine whether current conditions at the isolated locality with regard to availability of housing warrant continuation of the authority for nontemporary storage. Eligibility for nontemporary storage at Government expense shall terminate on the employee's last day of active duty at the isolated official station. When an employee ceases to be eligible, nontemporary storage at Government expense may continue until the beginning of the second much after the month in which his eligibility terminates. However, the period of nontemporary storage shall not exceed 3 years.

2-9.2. Nontemporary storage during assignment outside the conterminous United States.

a. Eligibility. Under regulations that may be prescribed by the head of the agency concerned, an employee stationed at an official station other than one located in the conterminous United States or an employee or new appointee transformed or appointed to such a station may be allowed nontemporary storage of his/her household goods while so assigned if:

(1) The official station is one to which he/she is not authorized to take or at which he/she is unable to use the household goods, or

(2) The storage is authorized in the public interest, or

(3) The estimated cost of storage would be less than the cost of round-trip transportation (including temporary storage) of the household goods to the new official station.

b. Authorization. Normally the authorization for nontemporary storage shall be contained in the travel order or other document authorizing the employee's change of station or authorizing a new appointee to report to his/her official station. However, storage may be approved subsequently if the employee or new appointee would otherwise be eligible.

c. Allowable storage.

(1)9 Place of storage. The property may be stored either in available Government-owned storage space or in suitable commercial or privately owned space if Government-owned space is not available or if commercial or privately owned space obtained by the Government is more economical or suitable because of location, difference of transportation costs, or other reasons.

(2) Allowable costs. Allowable costs for storing the property include the cost of necessary packing, crating, unpacking, uncrating, transportation to and from place of storage, charges while in storage, and other necessary charges directly relating to the storage.

(3) Partial storage. The employee or new appointee may be authorized to have a portion of his/her goods transported to the official station unless it is a station to which he/she is not authorized to take or at which he/she is unable to use any of the gods. However, the weight of the goods stored plus the weight of the goods transported shall not exceed the maximum applicable weight allowance for which the employee is eligible.

(4) Change in type of storage. Authority may also be granted for the conversion of household goods from temporary to nontemporary storage at Government expense, and from storage at personal expense to nontemporary storage at Government expense, if the employee or new appointee is otherwise eligible.

d. Time limitations. Nontemporary storage at Government expense may be authorized for a period not to exceed the length of the employee's tour of duty at the overseas station plus 1 month prior to the time the tour begins. The storage period may be extended for subsequent services or tours of duty at the same or other overseas stations if the provisions of 2-9.2a continue

to be met. When an employee ceases to be eligible for the allowance, storage at Government expense may continue until the beginning of the second month after the month in which his/her eligibility terminates, unless to avoid inequity the agency extends the period. Eligibility shall be deemed to terminate on the last day of active duty at the overseas station.

2-9.3. Storage during school recess for Department of Defense overseas teachers.

a. Description. The Department of Defense Overseas Teachers Pay and Personnel Practices Act (20 U.S.C. 905) provides authority for the storage of the household goods of Department of Defense overseas teacher during the recess period between 2 consecutive school years.

b. Regulations. Storage of household goods of Department of Defense overseas teacher may be allowed at Government expense under regulations prescribed by the Secretary of Defense in accordance with this part.

c. Authorization and conditions.

(1) Authorization. Storage during the school recess should be authorized prior to the close of the school year. However, storage may be approved at a later date if all the required terms and conditions have been fulfilled.

(2)Agreement. To be eligible for recess storage a teacher serving at the close of a school year must agree in writing to serve as a teacher for the next school year.

(3) Forfeited entitlements. The storage shall be instead of quarters or quarters allowance authorized by 20 U.S.C. 905 and any other storage of household goods to which the teacher might be entitled through employment in another position during any recess period between 2 school years.

d. Allowable storage.

(1)Place of storage. The property may be stored either in available Government-owned space in suitable commercial or privately owned space if Government-owned space is not available or if commercial or privately owned space obtained by the Government is more economical or suitable because of location, difference of transportation costs, or other reasons.

(2)Allowable costs. Allowable costs for storing the property include the cost of necessary packing, crating, unpacking, uncrating, transportation to and from place of storage, charges while in storage, and other necessary charges directly relating to the storage.

(3)Weight limitations. The weight of the household goods stored during the recess period shall not exceed the weight authorized for the employee less the weight of household goods store under 2-9.2.

e. Time limitations. The period of storage shall not exceed the period of the recess between the 2 school years.

f. Breach of agreement. If the teachers does not report for service at the beginning of the next school year except for reasons beyond his/her control and acceptable to the Department of Defense, he/she shall be obligated to reimburse the Department in the amount paid by the Department for the commercial storage, including related services. If, however, the property was stored in a Government facility, the teacher shall pay the agency an amount equal to the reasonable value of the storage furnished, including related services.

2-9.4. Advance of funds. Advances of funds are not authorized in connection with the storage allowances covered by this part.

CH 2-8.3f

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CHAPTER 302. RELOCATION ALLOWANCES

PART 9. ALLOWANCE FOR NONTEMPORARY STORAGE OF HOUSEHOLD GOODS

This part is not supplemented at this time.

June 13, 1990

TABLE OF BUREAU OF PRISONS SUPPLEMENTS

CHAPTER 302. RELOCATION ALLOWANCES

PART 10. ALLOWANCES FOR TRANSPORTATION AND EMERGENCY STORAGE OF PRIVATELY OWNED VEHICLES

This part is not supplemented at this time.

PART 10. ALLOWANCES FOR TRANSPORTATION AND EMERGENCY STORAGE OF PRIVATELY OWNED VEHICLES

2-10.1. Applicability.

a. Privately owned motor vehicles.

(1) Definitions. As used in this part, the terms "privately owned motor vehicle" and "privately owned vehicle" means a motor vehicle not owned by the Government and not of a type excluded below, which is in the possession of and used by the employee or his/her immediate family for the primary purpose of providing personal transportation.

(2) Restrictions on vehicle types. Vehicles that may be transported under this part include passenger automobiles, station wagons and certain small trucks or other similar vehicles which may be used primarily for personal transportation. Transportation is not authorized for trailers, airplanes, or any vehicle intended for commercial use. In addition, an employee must pay all costs which result from shipment of a vehicle which exceeds the size limits prescribed in 2-10.4e. Each vehicle must be approved by the agency concerned as appropriate for use in the area of the overseas station and the vehicle must be primarily for use as personal transportation contributing to the employee's effectiveness on the job.

b. Transportation under this part. Any References to a vehicle "transported under this part" shall include a vehicle which was driven to the employee's official station by the employee or a member of his/her immediate family but could have been transported at Government expense under the authority of this part had circumstances not permitted driving.

2-10.2. Eligibility.

a. Official station outside the conterminous United States.
Transportation of privately owned vehicles may be authorized in connection with a transfer or assignment to an official station outside of the conterminous United States, including a transfer between such stations. A privately owned vehicle transported to such a station under this part may be transported to the United States when its use is no longer required at a station outside the conterminous United States under the provisions of 2-10.3b and c.

b. Compliance with general conditions. The provisions of 2-1.2 and 2-1.5 with regard to service agreements and transfers for the benefit of
the Government, not the employee, are applicable. However, if transportation of a privately owned vehicle is authorized after assignment or transfer on the basis of changed conditions under

2-10.3d, those requirements are satisfied if they were met when the employee was transferred or assigned to the official station to which the privately owned vehicle will be transported.

c. Agency determination required. The cost of transporting a privately owned vehicle shall not be authorized unless it has been determined by the head of the agency concerned or his/her designee that it is in the interest of the Government for the employee to have the use of his/her privately owned vehicle at his/her post outside the conterminous United States. Such a determination may be made only if all the following conditions are present:

(1) Use of the privately owned vehicle will not be primarily for the convenience of the employee and his/her immediate family;

(2) Local conditions at the official station where the privately owned vehicle is to be used make it desirable from the Government's viewpoint for the employee to have the use of a privately owned vehicle;

(3) Use of a privately owned vehicle by the employee will contribute to his/her effectiveness in his/her job;

(4) Use of privately owned vehicle of the type involved will be suitable in the local conditions of the official station;

(5) The cost of transporting the privately owned vehicle to and from the official station involved will not be excessive considering the time the employee has agreed to serve at that official station; and

(6) The privately owned vehicle is of United States manufacture unless (i) the head of the agency or his/her designee determines that only vehicles of foreign manufacture may be used effectively at the official station concerned, (ii) the privately owned vehicle to be transported was purchased by the employee before he/she was aware that he/she would be assigned to duty at an official station to which the transportation of a privately owned vehicle would be authorized or, (iii) for other reasons and taking into consideration the current United States balance of payments situation it is determined that the employee should be allowed to ship a vehicle of foreign manufacture.

2-10.3. Allowable transportation.

a. To official station upon assignment. When the new official station outside the conterminous United States is one to which an employee is authorized to transport a privately owned vehicle under the conditions prescribed in 2-10.2, one privately owned vehicle may be transported for the employee incident to his/her transfer from the old official station or place of actual residence at the time of appointment to the new official station. However, if an employee is transferred from an official station outside the conterminous United States at which he/she has no privately owned vehicle, he/she may be authorized to transport a

privately owned vehicle from an appropriate point within the United States to his/her new official station.

b. Return from official station after assignment. An employee whose privately owned vehicle was transported to his/her official station under the authority of this part may have that vehicle returned to the United States at Government expense not to exceed the cost for transportation to his/her actual residence at the time of appointment or assignment to duty outside the conterminous United States incident to:

(1) A transfer to the conterminous United States or to an official station outside the conterminous United States to which he/she is not authorized to transport a privately owned vehicle, or

(2) Separation after completion of an agreed period of service at an official station outside the conterminous United States to which the vehicle was transported under this part or separation prior to completion of such period if the separation is for reasons beyond his/her control and acceptable to the agency.

c. Delayed return.

(1) Interim transportation at personal expense. When an employee is transferred from an official station to which a privately owned vehicle was transported under this part to another official station outside the conterminous United States to which transportation of a privately owned vehicle is not authorized and he/she chooses to transport his/her privately owned vehicle to his/her new official station at his/her own expense, that vehicle may later be returned to the conterminous United States in connection with his/her subsequent transfer or separation provided the cost to the Government shall not exceed the cost of transportation from the former official station to which the privately owned vehicle was shipped at Government expense to the employee's actual residence in the United States at the time of appointment of assignment.

(2) Failure to complete tour. An employee who has transported his/her privately owned vehicle to an official station under the authority of this part but fails to complete an agreed tour of duty at that official station for a reason other than one which is beyond his/her control and acceptable to the agency concerned may have the vehicle transported at Government expense only on the basis that he/she had previously completed a tour at that or a previous official station outside the conterminous United States after a privately owned vehicle had been transported there under the authority of this part and had not returned that vehicle to the United States at Government expense under the authority of this part. In such instances the Government shall not pay more than the cost of transporting the privately owned vehicle from the official station where the employee did complete an agreed period of service to the employee's actual residence at time of appointment or assignment.

d. Change in conditions while at official station.

(1) When privately owned vehicle becomes necessary. If, after an employee is assigned to an official station outside the conterminous United States without an authorization to transport a privately owned vehicle under this part, it becomes desirable that he/she have a privately owned vehicle at that official station and if the conditions of 2-10.2 are met, a vehicle may be transported from an appropriate point in the conterminous United States to the official station. In authorizing transportation under 2-10.3d(1), agencies shall place particular emphasis upon the determination required in 2-10.2c(5).

(2) When privately owned vehicle becomes unnecessary. If it is determined that the conditions which supported the authorization for transportation of a privately owned vehicle to an official station no longer exist, the agency concerned may authorize the return of a vehicle which has been transported to that official station under the authority of this part even though the employee concerned would not otherwise be eligible for such transportation at that time. An employee who retains his/her privately owned vehicle at the official station after such a change in conditions may be eligible for return or further transportation of the privately owned vehicle at a later date as provided in this part.

e. Replacement vehicle.

(1) Emergency replacements. An emergency replacement vehicle may be transported at Government expense to an employee's post of duty if (a) the employee had a privately owned vehicle at an official station outside the conterminous United States and it was determined to be in the Government's interest for him/her to have the vehicle; (b) the vehicle is stolen, or seriously damaged or destroyed, or has deteriorated due to severe conditions at the post of duty, or requires emergency replacement for other reasons beyond the employee's control; and (c) the head of the agency or his/her designee determines in advance of authorization that a replacement vehicle is necessary and in the interest of the Government. Not more than one such emergency replacement may be authorized for an employee during any 4-year period during which the employee was stationed permanently and continuously at one or more posts of duty outside the conterminous United States where use of a privately owned vehicle by the employee was determined to be in the interest of the Government.

(2) Other replacements. A privately owned vehicle may be shipped to an employee at Government expense at a post of duty outside the conterminous United States to replace another privately owned vehicle if (a) it was determined that it was in the Government's interest for the employee to have the vehicle being replaced and that it will continue to be in the

Government's interest for the employee to have such a vehicle, (b) more than 4 years have elapsed since the date when the vehicle being replaced was transported, and (c) the employee has been stationed continuously during the 4-year period at posts of duty located outside the conterminous United States.

2-10.4. Allowable expenses.

a. Authorized destination outside conterminous United States. When an employee is authorized to transport a privately owned vehicle at Government expense to an official station outside the conterminous United States, the destination of the vehicle must be the employee's official station.

b. Alternate origins and destinations. Transportation at Government expense may be for all or part of the distance between origin and the official station not to exceed the cost of transportation between the authorized place of origin (the former official station, residence at time of appointment, or a point in the United States as the case may be) and the official station to the extent that the employee is not expected to drive as prescribed under 2-10.4c. When an employee is authorized to return his/her privately owned vehicle from an official station to which it was transported under this part, that vehicle may be transported from the official station or some other point where it was driven or otherwise transported by the employee to the destination specified by the employee provided the cost does not exceed the cost of transportation from the official station to the authorized destination (new official station, actual residence, or United States port) to the extent the employee is not expected to drive the privately owned vehicle as prescribed in 2-10.4c.

c. When it is feasible to drive a vehicle. When a privately owned vehicle may be driven on hard-surfaced, all weather highways, using ferries as necessary, for all or part of the distance between the allowable origin and destination, the agency head concerned or his/her designee may determine that it is reasonable to expect the employee or a member of his/her family to drive the privately owned vehicle for that distance. In case of such a determination, the Government will pay transportation charges to the extent driving the privately owned vehicle was not required. For the distance the privately owned vehicle is driven, the allowance provided in 2-2.3 applies; however, if the employee makes a separate trip to a port to deliver or pick up his/her privately owned vehicle, per diem is not allowable but one-way travel costs and the one-way mileage cost for operating the privately owned vehicle (both under the provisions of Chapter 1) may be allowed provided the total does not exceed the cost of shipping the privately owned vehicle to or from the port involved.

d. Commercial transportation and incidental charges. All necessary and customary expenses directly related to the transportation of a privately owned vehicle may be allowed, including crating and packing expenses, shipping charges, and port charges for readying the vehicle for shipment at port of embarkation and for use at port of debarkation.

e. Size limit. Transportation at Government expense is limited to vehicles having a gross size for shipping purposes of not more than 20 measurement tons (800 cubic feet). An employee who ships a larger vehicle which otherwise qualifies for shipment at Government expense under this part must pay all costs which result from the excess size of the vehicle.

f. Limitations in special circumstances.

(1) Shipment of assembled new vehicle. Subject to the limitation contained in 2-10.4f(3) if an assembled motor vehicle is purchased new from the manufacturer or manufacturer's agent, the costs set forth in 2-10.4d are allowable if shipment is made f.o.b. shipping point consigned to the employee, a member of his/her immediate family, or his/her agent, but are not allowable if ownership of the vehicle is vested in the manufacturer's agent during the shipment.

(2) Shipment of unassembled new vehicle. Subject to the limitation contained in 2-10.4f(3), if a new motor vehicle is purchased from a manufacturer or manufacturer's agent, freight or shipment of unassembled parts from factory to assembly point and costs of onward transportation of the assembled vehicle consigned to the employee, a member of his/her immediate family, or his/her agent may be allowed if this method is more economical than shipment of the assembled vehicle from the manufacturer. A comparative statement of costs is required before shipment at Government expense may be approved in these instances, except when shipment of the unassembled parts is made from factory to an assembly plant both of which are located in the conterminous United States.

(3) When shipment from factory is authorized. If a new motor vehicle is purchased and shipped in connection with an employee's transfer or a new appointee's assignment to a post of duty outside the conterminous United States, the allowable transportation expenses shall not exceed the lesser of (a) the cost of transportation from the employee's old post of duty or new appointee's place of actual residence to the new post of duty, or (b) the expenses authorized in 2-10.4f(1). However, if an employee is stationed at a post of duty outside the conterminous United States and subsequently is authorized to transport a privately owned vehicle, the allowable transportation expenses in connection with the purchase of a new motor vehicle shall not exceed those authorized in 2-10.4f(1) or (2), whichever is applicable.

g. Government and commercial means. The heads of agencies concerned or their designees may authorize the transportation of the employee's privately owned motor vehicle by commercial means if available at reasonable rates and under reasonable conditions, or by Government means on a space-available basis.

2-10.5. Emergency storage.

a. Conditions. Under regulations prescribed by the head of the agency concerned, emergency storage of a privately owned vehicle may be allowed at Government expense under the following conditions:

(1) The vehicle was transported or authorized to be transported at Government expense as provided in this part.

(2) The employee is stationed at a post of duty at which the use of the vehicle has been determined to be in the interest of the Government, and while the employee is stationed there, the head of the agency concerned designates the post of duty as being within a zone from which the employee's immediate family and household goods should be evacuated for any of the reasons specified in 5 U.S.C. 5725.

b. Place of storage. Storage may be allowed at the place to which the employee's immediate family and household goods are evacuated or at another suitable place not more distant from the evacuation area. If the vehicle is being shipped to the employee at time evacuation is ordered, the vehicle may be diverted to storage at suitable place en route.

c. Allowable expenses. Allowable expenses for storage include necessary expenses for (1) readying a vehicle for storage, (2) local transportation to point of storage, (3) storage, (4) readying a vehicle for use after storage, (5) local transportation from point of storage, and (6) other necessary expenses relating to the storage and transportation. However, insurance on the vehicle other than that which may be included in the allowable expenses described above is at the expense of the employee.

2-10.6. Advance of funds. An advance of funds may be allowed the employee, not to exceed the estimated amount of the expenses authorized under this part which he may incur for transportation and/or storage of a privately owned vehicle. Such advances shall be subject to the general conditions provided in 2-1.6a.

SUMMARY OF MAXIMUM RELOCATION ALLOWANCES

TABLE 1. Relocation Allowances for Certain New Appointees to their First Official Station within the Conterminous U.S. 1/ 2/

Type of Allowance	Maximum Allowance in Effect if Reporting Date is: 3/ On or before Sept. 30, 1982	Oct. 1, 1982 Thru Nov. 13, 1983	On or after Nov. 14, 1983 1/
EN ROUTE TRAVEL EXPENSES			
Transportation Expenses (FTR 2-1.5f(3), 2-2.1, 2-2.2a, and 2-2.3b)	Transportation expenses for appointee and family from appointee's residence to the first official station by common carrier; or A mileage allowance when a privately owned automobile (POA) is used for allowable en route travel as follows:		
Number of Occupants in POA:			
Employee (or one family member)	8 cents	15 cents	15 cents
Employee + 1 (or 2 family members)	10 cents	17 cents	17 cents
Employee + 2 (or 3 family members)	12 cents	19 cents	19 cents
Employee + 3 (or 4 or more family members)	15 cents	20 cents	20 cents
En Route Per Diem: (FTR 2-1.5f(3), 2-2.1, and 2-2.3d)	A per diem allowance for allowable en route travel time not to exceed (NTE) the following maximum rates:		

Employee only $50.00 $50.00
$50.00
Family members (FTR 2-1.5f(4) None None None

HOUSEHOLD GOODS (HHG)
(FTR 2-1.5f(3) and 2-8)

Transportation Expenses: Expenses of shipping HHG from appointee's residence to the first official station NTE the following net weight allowances:

Maximum Net Weight Allowances:
Employee with family 11,000 lbs.
11,000 lbs. 18,000 lbs.
Employee without family 7,500 lbs.
11,000 lbs. 18,000 lbs.

Temporary storage incident to transportation: 60
days 90 days 90 days.
(FTR 2-8.2) An additional An
additional

90-day period 90-day

period

may be authorized under certain conditions.

may be authorized under certain conditions.

(See footnotes on page 2)

TABLE 1. Relocation Allowances for Certain New Appointees to their First Official Station within the Conterminous U.S. 1/ 2/ (cont'd.)

Type of Allowance	Maximum Allowance in Effect if Reporting Date is: 3/		
	On or before Sept. 30, 1982	Oct. 1, 1982 Thru Nov.13, 1983	On or after Nov. 14, 1983 1/
Nontemporary storage: when assigned to an (FPR 2-9)	HHG may be placed in nontemporary storage for up to three years		
	isolated duty station within the conterminous U.S. Weight of HHG stored combined with weight shipped may not exceed the maximum weight allowances shown above.		
MOBILE HOME (FTR 2-1.5f(3), and 2-7)	If used as a residence, mobile home may be moved in lieu of HHG shipment. See FTR 2-7 for eligibility requirements and cost limitations.		

1/ Specifically included are individuals appointed to designated shortage-category positions (including student trainees upon completion of college work), and to Senior Executive Service positions. Also, any person appointed by the President, by and with the advice and consent of the Senate, to a position the rate of pay for which is equal to or higher than the minimum rate of pay prescribed for GS-16, and whose effective date of appointment (date reporting to first official station) is on or after November 14, 1983, is eligible for the allowances listed. New appointees must agree in writing to remain in Government service for 12 months after the effective date of appointment. (See FTR 2-1.2, 2-1.3, and 2-1.5f)

2/ The allowances shown in Table 1 are the maximum allowances in effect on the dates shown in the right-hand columns and are to be used ONLY for reference or cost estimating purposes. Actual payment of these allowances must be in accordance with the governing provisions of Chapter 2 of the Federal Travel Regulations (FTR) which were in effect on the new appointee's effective date of appointment (date of reporting to first official stations). Pertinent FTR paragraphs references are shown in parentheses.

3/ The maximum allowances shown under each effective date in the three right-hand columns of the table are contained in the basic FTR and changed pages transmitted by GSA Bulletin FPMR A-40, Supplement 1 (basic FTR) effective for new appointees reporting to their first official stations on or before September 30, 1982; Supplement 4 effective for reporting dates on or after October 1, 1982, through November 13, 1983; and Supplement 10 effective for reporting dates on or after November 14, 1983

TABLE 2. Relocation Allowances for Employees Transferred within Conterminous U.S. 1/ 2/

Type of Allowance	Maximum Allowance in Effect if Reporting Date is: 3/ On or before Sept. 30, 1982	Oct. 1, 1982 Thru Nov. 13, 1983	On or after Nov. 14, 1983
EN ROUTE TRAVEL EXPENSES			
Transportation Expenses: (FTR 2-2.1, 2-2.2a, and 2-2.3b	Transportation expenses for employee and family from the old to the new official station by common carrier; or A mileage allowance when a privately owned automobile (POA) is used for en route travel as follows:		
Number of Occupants in POA:			
Employee (or one family member)	8 cents	15 cents	15 cents
Employee + 1 (or 2 family members)	10 cents	17 cents	17 cents
Employee + 2 (or 3 family members)	12 cents	19 cents	19 cents
Employee + 3 (or 4 or more family members)	15 cents	20 cents	20 cents
En Route Per Diem: (FTR 2-2.1, 2-2.2b, 2-2.3d	A per diem allowance for allowable en route travel time between the employee's old and new official stations not to exceed (NTE) the following maximum rates:		
Employee, or spouse unaccompanied by employees:	$50.00	$50.00	$50.00
Spouse accompanied by employee:	$37.50	$37.50	$37.50
Each other family member 12 years or older	$37.50	$37.50	$37.50
Each family member under 12 years	$25.00	$25.00	$25.00

(See footnotes applicable to Table 2 on page 7, Appendix 2-A)

TABLE 2. Relocation Allowances for Employees Transferred wit in Conterminous U.S. 1/ 2/ (cont'd.)

Type of Allowance	Maximum Allowance in Effect if Reporting Date is: 3/ On or before Sept. 30, 1982	Oct. 1, 1982 Thru Nov. 13, 1983	Nov. 14, 1983 On or after
MISCELLANEOUS EXPENSE ALLOWANCE (FTR 2-3)			
Employee with family:	A flat allowance (without documentation) of--		
	$200.00 or Two weeks' basic pay, whichever is the lesser amount;	$700.00 or Up to two weeks' basic pay for itemized actual expenses if supported by receipts or other documentation.	$700.00 or
Employee without family:	A flat allowance (without documentation) of--		
	$100.00 or One week's basic pay, whichever is the lesser amount;	$350.00 or Up to one week's basic pay for itemized actual expenses if supported by receipts or other documentation.	$350.00 or

NOTE: Basic pay rate is limited to the maximum rate of Grade GS-13 at the time employee reports for duty at the new station.

HOUSE HUNTING TRIP (FTR 2-4)			
Maximum time allowance:	6 days (including travel time)	10 days (including travel time)	10 days (including travel time)
Transportation Expenses:	Round trip transportation expenses for employee and spouse between old and new official station by common carrier; or a mileage allowance as shown below when POA is authorized:		
Number of occupants in POA:			
Employee	8 cents	15 cents	15 cents
Employee and spouse	10 cents	17 cents	17 cents
Per diem:	A per diem allowance not to exceed the following maximum rates:		
Employee, or spouse unaccompanied by employee	$50.00	$50.00	$50.00
Spouse accompanied by employee	$37.50	$37.50	$37.50

TABLE 2. Relocation Allowances for Employees Transferred within Conterminous U.S. 1/ 2/ (cont'd.)

Type of Allowance	Maximum Allowance in Effect if Reporting Date is: 3/ On or before Sept. 30, 1982	Thru Nov. 13, 1983	Oct. 1, 1982	Nov. 14, 1983	On or after
TEMPORARY QUARTERS (FTR 2-5)	Maximum time allowable for occupancy of temporary quarters at Government expense is summarized on the following page.				
Subsistence Expenses Covered:	Lodging, meals, and laundry and dry cleaning expenses.				
Reimbursement Limitations in Effect Before Nov. 14, 1983:	Actual amount of allowable expenses incurred for each 10-day period, NTE an amount based on rates as shown below: (Rates shown are maximum rates applicable for temporary quarters located in conterminous U.S.)				
1st 10-day period:					N/A
Employee (Before Oct. 1, 1982, a daily rate NTE 75% of applicable maximum per diem rate; thereafter NTE full maximum per diem rate.)	$37.50	$50.00			
Each family member (2/3 of employee's rate)	$25.00	$33.33			
2nd 10-day period:					N/A
Employee (2/3 of first 10-day rate)	$25.00		$33.33		
Each family member (2/3 of first 10-day rate)	$16.67	$22.22			
3rd 10-day period and second 30-day period if authorized:					N/A
Employee (1/2 of first 10-day rate)	$18.75		$25.00		
Each family member (1/2 of first 10-day rate)	$12.50	$16.67			
Reimbursement Limitations in Effect on/or After Nov. 14, 1983: (See FTR Supp. 10)					
1st 30-day period:	N/A			N/A	
Employee, or spouse unaccompanied by employee					$50.00
Accompanying Spouse (2/3 of employee's daily rate)					$33.33
Each other family member 12 years or older (2/3 of employee/unaccompanied spouse rate)					$33.33
Each family member under 12 years (1/2 of employee/unaccompanied spouse rate)					$25.00
2nd 30-day period and additional 60 days, if authorized:					Reduced to 75% of first 30-day rate
Employee, or spouse unaccompanied by employee					$37.50
Accompanying spouse					$25.00
Each other family member 12 years or older					$25.00
Each family member under 12 years					$18.75

TABLE 2. Relocation Allowances for Employees Transferred within Conterminous U.S. 1/ 2/ (cont'd.)

Type of Allowance	Maximum Allowance Effect if Reporting Date is: 3/ On or before Sept. 30, 1982	Thru Nov. 13, 1983	Oct. 1, 1982 Nov. 14, 1983	On or after
TEMPORARY QUARTERS (continued) (FTR 2-5)				
	New official station must be located in the conterminous U.S. or non-foreign areas:			
Maximum Time Allowable:	30 days.	30 days. An additional 30 days for transfers to/from Hawaii, Alaska, and other non-foreign areas.	60 days. An additional 30 days for transfers to/from Hawaii, may be authorized Alaska, and other non-foreign areas.	An additional period NTE 60 days for compelling reasons.
REAL ESTATE EXPENSES (FTR 2-6)				
	Both the old and new official station must be located within the conterminous U.S.			
	Settlement date for sale or purchase of residence must be within the following time limitations beginning from effective date of transfer:			
Time limitation:	1 year. An additional period NTE 1-year may be authorized upon employee's written request.*		2 years. An additional period NTE 1-year may be authorized upon employee's written request.	2 years An additional period NTE 1-year may be authorized upon employee's written request.
	See FTR 2-6.1e(3) for employees whose 2-year time limitation had not expired as of August 23, 1982.			
Sale Expenses:	10% of sale price or $8,000, whichever is less.		10% of sale price or $15,000, whichever is less.	10% of sale prices or $15,000, whichever is less.
Purchases Expenses:	5% of purchase price or $4,000, whichever is less.		5% of purchase price or $5,000, whichever is less.	5% of purchase price or $7,500, whichever is less.
MOBILE HOME (FTR 2-7)	If used as a residence, mobile home may be moved in lieu of HHG shipment. See FTR 2-7 for eligibility requirements and cost limitations.			

TABLE 2. Relocation Allowances for Employees Transferred within Conterminous U.S. 1/ 2/ (cont'd.)

Type of Allowance	Maximum Allowance in Effect if Reporting Date is: 3/ On or before Sept. 30, 1982	Oct. 1, 1982 Thru Nov. 13, 1983	Nov. 14, 1983 On or after
HOUSEHOLD GOODS (HHG) (FTR 2-8)			
Transportation Expenses:	Expenses of shipping HHG from employee's old official station to the new official station NTE the following net weight allowances:		
Maximum Net Weight Allowances:			
Employee with family	11,000 lbs.	11,000 lbs.	18,000 lbs.
Employee without family	7,500 lbs.	11,000 lbs.	18,000 lbs.
Temporary storage: (FTR 2-8.2)	60 days.	90 days. An additional 90-day period may be authorized under certain conditions.	90 days. An additional 90-day period may be authorized under certain conditions.
Nontemporary storage: (FTR 2-9)	HHG may be placed in nontemporary storage for up to three years when assigned to isolated duty station within the conterminous U.S. Weight of HHG stored combined with weight shipped may not exceed the maximum weight allowances shown above.		

1/ Specifically included are those employees whose transfers have been determined by the gaining agency to be in the interest of the Government and not primarily for the employee's convenience or benefit, to at his/her request. Employee must agree in writing to remain in Government service for 12 months after the effective date of the transfer.

2/ The allowances shown in Table 2 are the maximum allowances in effect on the dates shown in the right-hand columns and are to be used ONLY for reference or cost-estimating purposes. Actual payment of these allowances must be in accordance with the governing provisions of Chapter 2 of the Federal Travel Regulations (FTR) which were in effect on the employee's effective date of transfer (date of reporting to new official station). Pertinent FTR paragraph references are shown in parentheses.

3/ The maximum allowances shown under each effective date in the three right-hand columns of the table are contained in the basic FTR and changed pages transmitted by GSA Bulletin FPMR A-40, Supplement 1 (basic FTR) effective for employee's reporting to their new official station on or before September 30, 1982; Supplement 4 effective for reporting dates on or after October 1, 1982, thru November 13, 1983; and Supplement 10 effective for reporting dates on or after November 14, 1983.

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This part is not supplemented at this time.

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302-11.7(d)(1) Calculation of withholding tax allowance (WTA). The WTA is calculated by the local office of Financial Management when the change of duty voucher is settled. The "Computation of Covered Taxable Reimbursements, Withholding Tax Allowance, and Federal, State, and FICA Withholding" form (refer to P.S. 2000.2, Chapter 10810, Exhibit C) must be completed to determine the amount of the WTA to be reimbursed to the employee. The WTA is reflected on Line 18 of this form.

302-11.8(c)(1) Determination of amount of covered taxable reimbursements. The covered taxable reimbursements must be determined prior to calculating the year 1 payment or the year 2 payment of the relocation income tax allowance. They are calculated by completing the "Computation of Covered Taxable Reimbursements, Withholding Tax Allowance, and Federal, State, and FICA Withholding" form (refer to P.S. 2000.2, Chapter 10810, Exhibit C). The covered taxable reimbursements are reflected on Line 17(c) of this form.

After the covered taxable reimbursements have been computed for the withholding tax allowance, year 1 payment, the computation form (P.S. 2000.2, Chapter 10810, Exhibit C) should be photocopied and used to support the year 2 payment.

302-11.8(e)(4)(f) Determination of the relocation income tax allowance (RITA). The relocation income tax allowance may be calculated manually or through the use of a personal computer. If the calculation is done manually, Figure 302-11-1, "Year 2 Calculation of Relocation Income Tax Allowance", must be used. If the calculation is done by computer, the RITA calculation program must be used. As the RITA program is updated to reflect changes in tax rates, it will be made available on the Bureau of Prisons Remote Bulletin Board System.

302-11.9(a) Responsibilities of the Controller. Both the withholding tax allowance (year 1 payment) and the final relocation income tax allowance (year 2 payment) must be calculated by the same local Office of Financial Management.

If the employee changes duty stations after payment of the withholding tax allowance (year 1

payment) but prior to the final RITA payment (year 2 payment), the Controller at the employee's current duty station must forward the employee's claim for the relocation income tax allowance (year 2 payment) to the appropriate institution. The Controller must verify that the employee has supplied all necessary documentation to support the claim prior to forwarding the claim to the institution.

A log must be maintained for the relocation income tax allowance payments (Figure 302-11-2). The withholding tax allowance (year 1 payment) and the final relocation income tax allowance (year 2 payment) pertaining to the same year 1 must be entered on the same log. Each year 1 must be maintained on a separate log (for example, 1989 year 1 payments are maintained on a separate log from the 1990 year 1 payments).

302-11.9(b) Responsibilities of the employee. The employee must file a claim for the relocation income tax allowance (RITA) with the local office of Financial Management at the beginning of the tax year following the tax year in which the employee is reimbursed for relocation expenses. This may require such claims to be filed in more than one year since relocation reimbursements may extend over two or more years. The claim must be submitted on a travel voucher (Standard Form 1012). A boiler plate is illustrated in Figure 302-1-8 and shall be used by the employee when claiming the RITA. The employee must complete the relocation income tax allowance (RITA) certification, Figure 302-11-3, and attach it to the travel voucher along with copies of Forms W-2 (including relocation reimbursements) and Schedule SE for self-employment income (if applicable) substantiating the income amount(s) shown on the RITA Certification.

302-11.10 Claims for payment and supporting documentation and verification.

a. Claim forms. The employee must submit a claim for the relocation income tax allowance on the "Relocation Income Tax Allowance (RITA) Certification" illustrated in Figure 302-11-3. It shall be attached to a SF-1012, travel voucher (Figure 302-1-8).

b. Supporting documentation/verification. The voucher supporting the year 2 payment shall include the following:

(1) Copies of the SF-1012(s), Travel Voucher(s), covering the employee's relocation.

(2) Copies of appropriate IRS Forms W-2 and, if applicable, the completed IRS Schedule SE (Form 1040) for the employee and employee's spouse (if filing jointly).

(3) Covered taxable reimbursements as computed on the "Computation of Covered Taxable Reimbursements, Withholding Tax Allowance, and Federal, State, and FICA Withholding" form (P.S. 2000.2, Chapter 10810, Exhibit C).

(4) Year 2 calculation of the relocation income tax allowance as computed by personal computer or as computed manually on the "Year 2 Calculation of the Relocation Income Tax Allowance (RITA)" form (P.S. 2200.1, Figure 302-11-1).

(5) Completed "Relocation Income Tax Allowance (RITA) Certification" (P.S. 2200.1, Figure 302-11-3).

Figure 302-11-1

YEAR 2 CALCULATION OF THE RELOCATION INCOME TAX ALLOWANCE (RITA)

Claimant's Name :S))))))))))))))))))))))))))))Q
Travel Authorization No. :S))))))))))))))))))))))))))))Q
SSN :S))))))))))))))))))))))))))))Q
Year 1 :S))))))))))))))))))))))))))))Q
Reporting Date :S))))))))))))))))))))))))))))Q

1. Earned Income and Filing Status. S))))))))))Q
S))))))))))Q

2 Federal Tax Rate (rate from Federal Tax Table for RITA (Appendix 302-11.A) using information in 1. above). Show the rate as a decimal (i.e.,
S))))))))))Q
show 38% as .38).

3. State Tax Rate (rate as shown in State Tax Table for RITA (Appendix 302-11.B) using information in 1. above). (See special rule in FTR, Part 302-11.8e(2) if earned income is less than
S))))))))))Q
$20,000.)Show the rate as a decimal.

4. State Tax Rate as Percent of Income (show the rate as a decimal). In most cases, this is the same as item 3. However, if State Tax Table shows rate as percent of Federal Tax Liability, then enter result of multiplying Federal Tax Rate
S))))))))))Q
(item 2.) by State Tax Rate (item 3.).

5. Local Tax Rate (rate as shown on claimant's voucher). Show the rate as a decimal. If reporting date is prior to October 12, 1984, and if locality involved is a county, show local tax rate as zero. See RITA Certification for type of locality.
S))))))))))Q

6. Local Tax Rate as Percent of Income (show the rate as a decimal). This may be the same as Local Tax Rate as shown on claimant's voucher (item 5.). However, if employee reports rate as percent of Federal Tax Liability, then enter result of multiplying Federal Tax Rate (item 2.) by Local Tax Rate (item 5.). If employee reports rate as percent of State Tax Liability, then enter result of multiplying State Tax Rate As Percent of Income (item 4.) by Local Tax Rate (item 5.).
S))))))))))Q

7. Combined Marginal Tax Rate is computed as follows:

(a) Subtract Federal Tax Rate (item 2.) from 1.00.
S)))))))))Q

(b) Multiply item 7.(a) by State Tax Rate as Percent of Income (item 4.). (Carry out to 6 places; i.e., .000000.)
S)))))))))Q

Figure 302-11-1 (continued)

-2-

(c) Multiply item 7.(a) by Local Tax Rate as Percent of income (item 6.).
S)))))))))))Q

(d) Combined Marginal Tax Rate equals Federal Tax Rate (item 2.) plus item 7.(b) plus item (c).
S)))))))))))Q

8. Total RITA is computed as follows:

(a) Subtract Combined Marginal Tax Rate (item 7.(d) from 1.00.
S)))))))))))Q

(b) Divide Combined Marginal Tax Rate (item 7.(d)) by item 8.(a).
S)))))))))))Q

(c) Enter amount of Covered Taxable Reimbursements made in Year 1.
S)))))))))))Q

(d) Total RITA equals item 8.(b) multiplied by item 8.(c).
S)))))))))))Q

9. Final RITA is computed as follows:

(a) Enter total Withholding Tax Allowance(s) Paid in Year 1.
S)))))))))))Q

(b) Final RITA equals Total RITA (item 8.(d)) minus Withholding Tax Allowance(s) Paid in Year 1 (item 9.(a)). **S)))))))))))Q** This amount is to be reported as income on Form W-2 for Year 2.

10. Net Payment Amount is computed as follows:

(a) Calculate Federal Withholding on Final RITA by multiplying .20 by Final RITA (item 9.(b)).
S)))))))))))Q

(b) Calculate State Withholding (item 10.(a) X 10%) (if required).

S)))))))))))Q

(c) Calculate FICA/Medicare (item 9.(b) X current withholding rate).

S)))))))))))Q

(d) Net Payment Amount equals Final RITA (item 9.(b)) minus Federal Withholding (item 10.(a)) minus State Withholding (item 10.(b)) minus FICA deduction (item 10.(c)).

S)))))))))))Q

Figure 302-11-2

RELOCATION INCOME TAX ALLOWANCE (RITA) LOG

YEAR 1

DATE	NAME	TA#	YEAR 1 WTA	YEAR 2 FINAL RITA	TOTAL RITA

Figure 302-11-3

RELOCATION INCOME TAX ALLOWANCE (RITA) CERTIFICATION

This Certification must be attached to SF-1012, Travel Voucher, to support your RITA claim.

Name : _____

Reporting Date: _____

I certify that the following information, which is to be used in calculating the RITA for which I am entitled, has been (or will be) shown on the income tax returns filed (or to be filed) by me (or by my spouse and me) with the applicable Federal, State and local tax authorities for tax year _____.

- Gross compensation as shown on Form(s) W-2 (including Form W-2 for relocation) and/or net earning (or loss) from self-employment income shown on Schedule SE (line 1 plus line 2):

	Forms W-2	Line 1 + Line 2 Schedule SE
- Employee	$ _____	$ _____
- Spouse (if filing joint return)	$ _____	$ _____
TOTAL	$ _____	

- Filing Status:

Check One: +), .)- Single +), .)- Married Filing Separate Return

+), .)- Married Filing Joint Return +), .)- Qualified Widow(er) w/Dependent Child

- State Name _____ (if any, in which you incurred State income tax liability on relocation reimbursements at the new job location in tax year shown above. See instructions dealing with taxes by two states.)

- If total compensation shown above is less than $20,000, indicate state income tax rate _____ %.

- State tax rate above is expressed as a % of which of the following: +), +),

Check one: .)- Income .)- Federal Tax

- Locality Name _____
  (if any, in which you incurred local income tax liability on relocation reimbursements at the new job location in tax year shown above. See instructions dealing with taxes by two localities.)

- Type of Locality: +), .)- City or Municipality
  +), .)- County

- Indicate local income tax rate for locality _____ __ %.

- Local tax rate above is expressed as a % of which of the following:

Check one: +), .)- Income +), .)- State Tax +), .)- Federal Tax

- Is your new permanent duty station at least 35 miles farther from you previous residence than your former permanent duty station was?_____

The above information is true and accurate to the best of my knowledge. I (we) agree to notify the local Office of Financial Management of any changes to the above (i.e., from amended tax returns, tax audit, etc.) so that appropriate adjustment to the RITA may be made. The required supporting documents are attached. Additional documentation will be furnished upon request.

_____ _____
Employee's Signature Date

_____ _____
Spouse's Signature Date
(if joint return)

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PART 12. USE OF RELOCATION SERVICE COMPANIES

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Relocation Service Authorization Form..... Figure 302-12-1

302-12.5 Procedural requirements and controls.

e. Submission of "Relocation Service Authorization." Upon notification of transfer, the employee shall request a "Relocation Service Authorization" form (Figure 302-12-1) from the local Office of Financial Management. After the employee has completed and signed this form, the Controller must sign in the appropriate block. This will indicate that the employee is eligible for relocation services under the provisions of the Federal Travel Regulation and Program Statement 2200.1. The signed form shall be forwarded to the Controller at the new duty station to be filed with the travel settlement voucher.

The "Relocation Service Authorization", Figure 302-12-1, is to be reproduced locally, as required.

f. Approval of "Relocation Service Authorization." (Performed by Central Office only.) The "Relocation Service Authorization" (in addition to the employee's signature and the Controller's signature) must have the signature of the Chief, Office of Finance, or the designee, on the approval line of the form before the relocation service company will be notified.

302-12.6 Form and scope of relocation service contracts.

a. General Considerations. The Bureau of Prisons relocation guide, "Your Career on the Move", and the Relocation Line, will provide the employee with information concerning the services available through the relocation service company. The relocation guide and the Relocation Line brochure may be obtained from the local Office of Financial Management.

The Central Office Relocation Coordinator, after receiving notification of an employee's transfer, will advise the relocation service company, by phone or by direct input into their computer, of the employee's name, phone number(s), address, destination, and scheduled reporting date.

(1) Initial Contact. The relocation service company will contact the employee, generally within 24 hours, after being notified by the Central Office Relocation Coordinator. The available services will be explained to the employee.

FIGURE 302-12-1

TO: CHIEF, ACCOUNTING MANAGEMENT, OFFICE OF FINANCE
FROM: _____ _____
CONTROLLER INSTITUTION

RELOCATION SERVICE AUTHORIZATION

1. _____ _____
Date Relocation #(C.O. Use Only)

2. Transferee: _____ 3. APPROPRIATION:

4. Title(new): _____S&E__T.F.__IC__ B&F_ FPI__

5. SS#:_____ (PLEASE MARK "X")

6. Current Home Address: _____
_____

7. Current Duty Hours: _____

8. Commercial Bus. Phone No: (__)_____ 9. Home Phone No.: (__)___

10. Transferring To:_____/_____
Division (If FPI Employee)

11. Transfer Date: _____

12. Date employee notified of transfer: _____

13. New Bus. Phone No.: (__)_____

14. Services Desired:

A. (S)(Q) I wish to sell my house
B. (S)(Q) Homefinding (If Rental, Fee Paid By Employee)
C. (S)(Q) Mortgage Prequalification/Counseling

15. Do you intend to ship your household goods

___ By Relocation Service Company?
___ By privately rented truck (actual expense reimbursement only)?

I certify that the above employee is eligible for this service in accordance with the Federal Travel Regulations and the Bureau of Prisons Program Statement 2200.1.

_____
CONTROLLER'S SIGNATURE

I understand that in the event I fail to remain in the Government service (except for reasons beyond my control and acceptable to the Bureau of Prisons) for 12 months following the effective date of transfer, any monies expended by the United States for travel, transportation, and allowances in connection with this transfer will be recoverable as a debt due the United States.

_____ _____ EMPLOYEE'S SIGNATURE
APPROVED (C.O. Use Only)

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This part is not supplemented at this time.

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This part is not supplemented at this time.

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CHAPTER 3. PAYMENT OF EXPENSES CONNECTED WITH THE DEATH OF CERTAIN EMPLOYEES

PART 1. GENERAL

3-1.1. Authority. This chapter sets forth the allowable expenses, not otherwise provided for by law, authorized by 5 U.S.C. 5742(b) for the preparation and transportation of the remains of a deceased employee and by 5 U.S.C. 5722 (see 3-2.6) for the transportation of the immediate family and household goods of a deceased employee. These provisions apply to employees while they are (1) on official travel and temporary duty, (2) absent from duty at temporary duty stations, and (3) at official duty stations outside the conterminous United States. These provisions are applicable whether the employees' deaths were or were not work-related.

3-1.2. Responsibility. It is the responsibility of the head of an agency or his/her designated representative upon being informed of an employee's death which occurred while in any status subject to the provisions of this regulation, immediately to inform the decedent's next of kin or legal representative of the provisions of this chapter. The agency head or his/her designated representative shall render every reasonable assistance in arranging for preparation and transportation of the remains of the decedent when death occurs during a travel status or at the official station outside the United States. Also, the agency head or his/her designated representative shall provide necessary assistance for the return of the decedent's immediate family and household goods to the official residence when the decedent's official station was outside the conterminous United States.

3-1.3. Death related to performance of official duty. When an employee's death results from injuries sustained while he/she was actually performing official duty, the expenses for preparation and transportation of the remains will be properly payable under the provisions of 5 U.S.C. 8134. The authorized allowances may not be denied because of the deceased employee's entitlement to burial benefits as a veteran of the Armed Forces of the United States.

3-1.4. Method of payment. Payment of allowable expenses may be made direct to the person performing the services or by reimbursement to any person making the original payment. Claims for reimbursement shall be supported by receipts. When the remains are transported by common carrier via express service through the use of a Standard Form 1103, U.S. Government Bill of Lading, or through the use of a Standard Form 1169, U.S. Government Transportation Request, payment shall be made on the appropriate voucher forms.

3-1.5 Death during period of absence from duty. The provisions of this chapter apply when an employee dies while temporarily away from his/her temporary duty station or official station outside the United States (during a period of travel within or outside the United States or while stationed outside

the United States). If the temporary absence is for the purpose of taking leave or occurs during nonworkdays, the allowable cost for the transportation of remains shall not exceed the amount which would have been allowed if death had occurred at the temporary duty station or at the official station outside the United States.

3-1.6. Escort for remains. Travel expenses of an escort for the decedent are not allowable.

CHAPTER 3. PAYMENT OF EXPENSES CONNECTED WITH THE DEATH OF CERTAIN EMPLOYEES.

PART 1. GENERAL

3-1.1. Authority. Allowances for employees who die while in travel status or while stationed outside the conterminous United States shall be authorized or approved, as appropriate, by the Assistant Attorney General for Administration, or his Deputy; and the Director, United States Marshals Service, or his Deputy. An advance of funds shall not be authorized in connection with death allowances.

3-1.2. Responsibility. Upon official notification of an employee's death which occurred while the employee was in any status subject to the provisions of this Part, the appropriate officials within the organizations covered by the scope of this order shall:

a. Notify the Personnel Management Specialist (assigned to their office), Office of the Assistant Director, Personnel Services, Personnel Staff, Justice Management Division, of the employee's death.

b. Notify the Assistant Director, Justice Employee Data Service, Finance Staff, Justice Management Division. The notification shall state whether there are any outstanding travel advances, travel vouchers, or travel entitlement to be considered.

PART 2. ALLOWANCES

3-2.1. Preparation of employee remains. The amount allowed for preparing the remains of an employee who dies while traveling on official business within the conterminous United States is limited to $250. When death occurs during a travel status outside the conterminous United States or at the official station outside the United States, the head of the agency concerned or his/her designated representative shall allow actual costs for preparation of the remains of an employee.

3-2.2. Allowable costs for preparation of remains. Allowable costs for preparation of remains are as follows:

a. Costs of embalming or cremation;

b. Necessary clothing;

c. Casket or container suitable for shipment to place of interment; and

d. Expenses necessarily incurred in complying with local laws and laws at the port of entry in the United States applicable to the preparation of remains for transportation and burial.

3-2.3. Transportation of employee remains.

a. Death during travel status within the United States. Transportation of remains is authorization to the decedent's place of actual residence, official station, or place of interment. The cost of transportation shall not exceed the cost to the place of actual residence or official station, whichever is more distant.

b. Death during travel status or while stationed outside the United States. Transportation of remains is authorized to the decedent's actual place of residence, official station, or place of interment in the United States. The cost of transportation shall not exceed the cost of the official station or place of actual residence, whichever is more distant.

3-2.4. Transportation of remains of a member of an employee's immediate family. Under the authority of 5 U.S.C. 5742(c), the head of an agency may authorize payment for transportation of remains of a member of an employee's immediate family who dies residing with an employee stationed outside the conterminous United States.

3-2.5. Allowable costs for transportation of employee remains.

a. By common carrier. The allowable costs for transportation of remains by common carrier include the costs of:

(1) Movement from place of death to a mortuary;

(2) Shipping permits;

(3) Outside case for shipment of remains (including the sealing of the shipping case when necessary);

(4) Removal to common carrier;

(5) Transportation of the remains by common carrier; and

(6) One removal from the common carrier.

b. By hearse or means other than common carrier. Charges for transportation of remains overland by hearse or means other than common carrier shall not exceed the cost of common carrier transportation. Reimbursable costs include the cost of hearse or means other than common carrier plus ferry fares, bridge tolls, and similar charges. An allowance for an outside shipping case is not authorized for this conveyance.

3-2.6. Transportation of the immediate family and household goods.

a. While stationed outside the conterminous United States.

(1) General. The cost of return transportation of the immediate family and the baggage and household goods of the decedent and his/her immediate family shall be allowed when an employee dies while he/she is stationed at a post outside the conterminous United States or while he/she is in transit to or from such post. Allowable transportation cost shall not exceed the costs of returning the immediate family and the baggage and household goods from the post of duty by the most direct route to the decedent's place of actual residence or to any other place in the United States not more distant than the actual place of residence, as the head of the agency concerned or his/her designated representative may designate.

(2) Time limitations. Travel of the immediate family and shipment of household goods must be undertaken within 1 year from the date of death of the employee, except that an extension of the time for shipment of household goods may be granted by the head of the agency or his/her designated representative if requested prior to the expiration of the 1-year limit.

(3) Transportation of immediate family. The transportation of the immediate family is subject to the provisions of 2-2.

(4) Transportation of household goods. The costs allowed for the transportation of household goods are limited to those prescribed in 2-8.2 and 2-8.4. Reference in 2-8.4e to "employee" shall mean the deceased employee's legal representative or a member of his/her immediate family when the term is used in connection with the transportation of the household goods of a deceased employee.

b. While stationed in Alaska or Hawaii. When an employee stationed in Alaska or Hawaii dies, his/her immediate family and household goods may be returned to his/her actual place of residence in the conterminous United States. (See 40 Comp. Gen. 196.) There is no authority for paying the costs of preparing and transporting the remains of a deceased employee who dies while stationed in Alaska or Hawaii (who was not in travel status at time of death) to his/her place of actual residence or place of interment in the conterminous United States.

c. While stationed in the conterminous United States. When an employee stationed in the conterminous United States dies while on temporary duty, transportation expenses shall not be authorized for his/her immediate family or his/her household goods. The deceased employee's baggage at the temporary duty point shall be transported at Government expenses to his/her official station or place of actual residence.

3-2.7. Transportation of baggage. The allowable cost for transportation of personal baggage other than household goods shall include the expenses actually and necessarily incurred in transporting personal baggage as prescribed in 1-5. Expenses in connection with the transportation of baggage by a privately owned conveyance which would not have been incurred if the baggage had been transported by common carrier shall not be allowed. Reimbursement for loss or damage to baggage during transit shall not be allowed, nor shall charges for marine and other insurance be allowed.

3-2.8. Prohibition of payment when other laws apply. Payment of allowances provided by this chapter shall not be made if payment is authorized by any other law of the United States. However, the allowances provided by this chapter shall not be denied because the deceased employee is eligible for burial benefits as a veteran of the Armed Forces of the United States.

CHAPTER 4. REDUCTIONS IN MEETING AND TRAINING ALLOWANCE PAYMENTS

Part 1. General

Part 2. Approval of Contributions or Payments

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CHAPTER 4. REDUCTIONS IN MEETING AND TRAINING ALLOWANCE PAYMENTS

PART 1. GENERAL

4-1.1. Authority. This chapter is issued under the authority of 5 U.S.C. 4111(b).

4-1.2. Applicability. Subject to the exceptions in 5 U.S.C. 4102, these regulations apply to civilian officers and employees of executive agencies, including the Department of Defense; independent establishments, as defined in 5 U.S.C. 104; Government corporations, subject to 31 U.S.C. 846-852 or 856-859; the Library of Congress; the Government Printing Office; the Government of the District of Columbia; and commissioned officers of the National Oceanic and Atmosphere Administration. All such officers and employees and all such agencies, independent establishments, and departments are hereinafter referred to in these regulations as "employees" or "agencies," as appropriate.

PART 2. APPROVAL OF CONTRIBUTIONS OR PAYMENTS

4-2.1. Agency responsibilities.

a. Section 303(j) of Executive Order 11348 of April 20 1967, and the regulations issued by the Office of Personal Management under section 401(b) of that Order, prescribe the conditions under which agency heads my approve the acceptance by employees of contributions and awards incidents to training and payments incident to attendance at meetings, under 5 U.S.C. 4111(a), from the organizations described therein. These organizations are hereinafter referred to as "donors."

b. Agency heads shall provide adequate safeguards to ensure that the following regulations are carried out:

(1) Where 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, the agency shall not pay for such expenses or shall recover payments previously made in the manner described in (3), below.

(2) If an approved payment by donor does not fully cover expenses described above, the agency may pay an amount considered sufficient to cover the balance of the expenses to the extent authorized by law and regulation, including 5 U.S.C. 4109 and 4110. If an amount in excess of such balance has been previously paid by the agency, such amount shall be recovered from the employee in the manner described below.

(3) Recoveries of payments, as provided above, shall be made in the manner prescribed by regulations of the agency concerned and shall be issued according to 5 U.S.C. 5514.

(4) No reduction in payment by an agency is required where an approved contribution or award to an employee covers types of expenses which the agency is not authorized to pay. For example, where an agency authorized travel expenses of an employee, including per diem instead of subsistence and transportation expenses of his/her immediate family and household goods and personal effects to a training location, no reduction in payment by the agency is required if an approved contribution or award covers subsistence expenses of the family en route and expenses incurred by the employee in establishing himself/herself and the family at the training location.

(5) Expense data shall be obtained from employees or donor in such detail as the agency head deems necessary to carry out these regulations.

4-2.2. Reserved.

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