

MANUAL

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U.S. DEPARTMENT OF ENERGY TRAVEL MANUAL



U.S. DEPARTMENT OF ENERGY
Washington, D.C.

**U.S. DEPARTMENT OF ENERGY
TRAVEL MANUAL**

1. PURPOSE. The purpose of this Manual is to supplement information contained in the Federal Travel Regulation (FTR) by providing further clarification and establishing Department of Energy (DOE) policy on matters that the FTR left to Agency discretion.
2. CANCELLATIONS. DOE M 552.1-1, *U.S. Department of Energy Travel Manual*, dated 9-04-02. Cancellation of a Manual does not, by itself, modify or otherwise affect any contractual obligation to comply with the Manual.
3. APPLICABILITY.
 - a. DOE Elements. Except for the exclusions in paragraph 3c, this Manual applies to all DOE elements listed in Attachment 1. This Manual automatically applies to DOE elements created after it is issued.

The Administrator of the National Nuclear Security Administration (NNSA) will assure that NNSA employees and contractors comply with their respective responsibilities under this Manual.
 - b. DOE Contractors. This Manual does not apply to contractors.
 - c. Exclusions. This Manual does not apply to the Federal Energy Regulatory
4. SUMMARY. Effective 12-24-96, the Department designated the FTR as the principal source of policies and procedures for employee travel and relocation matters. Employees can obtain “step-by-step” instructions on relocation procedures, including sample forms, from the *DOE Employee Permanent Change of Station Guide* available at the Energy Finance and Accounting Service Center Web site (<http://www.mbe.doe.gov/me14/aod/pcsguid2.html>). (Note: For convenience, this Manual has been formatted like the FTR.)
5. REFERENCES.
 - a. The FTR, 41 CFR 300-304, is available in printed form from the Government Printing Office. Electronic versions are available through the General Services Administration’s home pages at <http://www.gsa.gov/travelpolicy>.
 - b. Title XXXII of P.L. 106-65, National Nuclear Security Administration Act, as amended, which established a separately organized agency within the Department of Energy.
 - c. DOE O 440.2B, *Aviation Management and Safety*, dated 11-27-2002.
 - d. DOE G 440.2B-1A, *Implementation Guide - Performance Indicators (Metrics) for Use with DOE O 440.2B, Aviation Management and Safety*, dated 9-19-2005.

- e. DOE G 440.2B-2, *Implementation Guide - Aviation Management, Operations, Maintenance, Security, and Safety for Use with DOE O 440.2B, Aviation Management and Safety*, dated 7-18-2003.
6. CONTACT. For information about this Manual, contact the Office of Financial Policy at 202-586-4860.

BY ORDER OF THE SECRETARY OF ENERGY:



DAVID M. TURK
Deputy Secretary

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ATTACHMENT 1. DEPARTMENTAL ELEMENTS TO WHICH DOE M 552.1-1A IS
 APPLICABLE

CHAPTER 300—GENERAL

Subchapter A—Introduction

PART 300-3. GLOSSARY OF TERMS

DOE300-3.1. DEFINITIONS. In addition to the terms defined in the FTR, the following terms are used in this Manual.

- (a) **DOE site relocation coordinators (SRCs).** Staff members of the Office of Financial Policy (CF-50) designated as the primary liaisons between DOE and the relocation services company (RSC).
- (b) **Relocation coordinators.** Staff members of the Office of Administration (MA-422), Energy Finance and Accounting Service Center (CF-11), and the Power Marketing Administrations designated as the primary contacts between the RSC, program offices, and relocating employees. The relocation coordinator counsels, assists, and processes the paperwork for relocating employees under the guidance of the FTR, this Manual, and the SRC.

CHAPTER 300—GENERAL

Subchapter A—Introduction

PART 300-4. DEPARTMENT OF ENERGY GENERAL REQUIREMENTS

DOE300-4.1. AUTHORITY. This Manual is issued under the authority of the FTR, 41 CFR 300-304; Department of Energy Delegation Order No. 00-008.00; and DOE O 552.1A, *Travel Policy and Procedures*, dated 2-17-06.

DOE300-4.2. APPLICABILITY. Provisions of this Manual apply to Department of Energy (DOE) employees, including employees of the National Nuclear Security Administration; consultants and experts employed intermittently by DOE; witnesses under subpoena; individuals in receipt of invitational travel authority; and eligible persons serving on DOE advisory committees.

DOE300-4.3. DESIGNATION OF TRAVEL COORDINATORS. Heads of Departmental elements will designate travel coordinators to handle employee inquiries and serve as liaisons with accounting service centers. These individuals are also the contact points for the Office of Financial Policy for travel and relocation issues. As changes occur, new information on coordinators must be provided routinely to the Office of Financial Policy. Current information must include name, title, telephone and fax numbers, and electronic mail address.

DOE300-4.4. DELEGATION OF AUTHORITIES. The assigned responsibilities and authorities in this Manual may be redelegated unless specifically precluded.

CHAPTER 300—GENERAL

Subchapter B—Agency Requirements

PART 300-70. AGENCY REPORTING REQUIREMENTS

Subpart A—Requirement to Report Agency Payments for Employee Travel and Relocation

DOE300-70.1. REPORTING PAYMENTS FOR EMPLOYEE TRAVEL AND RELOCATION. The Chief Financial Officer (CFO) is responsible for DOE reporting under this section.

Subpart B—Requirement to Report Use of First-Class Transportation Accommodations

DOE300-70.100. REPORTING USE OF FIRST-CLASS ACCOMMODATIONS. The CFO is responsible for DOE reporting under this section.

Subpart C—Requirement to Report Exemptions Granted to Use of DOE Travel Charge Card

DOE300-70.200. REPORTING EXEMPTIONS FROM MANDATORY USE OF DOE TRAVEL CHARGE CARD. The CFO is responsible for DOE reporting under this section. Heads of field elements are required to report exemptions to the Office of Financial Policy within 5 working days of approval.

CHAPTER 301—TEMPORARY DUTY (TDY) TRAVEL ALLOWANCES

Subchapter A—Introduction

PART 301-1. APPLICABILITY

DOE 301-1.4. SPECIAL TRAVEL CATEGORIES. Certain DOE travel categories require specific identification and handling.

- (a) **Advisory committee members.** These individuals are appointed under the authority of the Federal Advisory Committee Act and appropriate Departmental authority. Member travel is processed in the same manner as DOE employee travel; however, the travel authorization must indicate that travel is directly related to advisory committee participation and must include the committee name. Travel authorizations must be approved by the DOE supervisor.
- (b) **Experts and consultants employed intermittently.** These individuals are allowed travel and other expenses while away from their homes or regular places of business in the same manner as DOE employees unless the individual's residence or regular place of business is in the same local travel area as the Departmental work site. In that case, no travel or transportation expenses for commuting to the official work site may be allowed; however, expenses associated with local travel away from the Departmental work site on official business may be authorized and reimbursed. These expenses include the following:
 - (1) the additional transportation costs incurred in excess of normal commuting costs when the official travel is performed solely within the day and
 - (2) travel (including per diem or actual expenses) and transportation expenses when overnight lodging is required.

All travel authorizations for experts and consultants must be approved by the DOE supervisor.

- (c) **Invitational travelers.** The Office of General Counsel has established the DOE policy for paying travel expenses of individuals who are otherwise not compensated and are traveling at the invitation of DOE. This policy can be found in 10 CFR 1060. Invitations may be issued to individuals to confer with DOE personnel, participate in preemployment interviews, serve as attendants for disabled persons, or travel for other reasons when General Counsel determines that it is in the interest of the Government to pay such expenses pursuant to an invitation. Certain types of invitational travel will not be paid unless the written approvals and statement of reasons required by 10 CFR 1060 are provided before the travel takes place. These approvals and statements of reason are to be entered either on the face of the travel authorization or as an attachment to the authorization with appropriate reference made in the "Remarks" section of the travel authorization.

- (1) Heads of Departmental elements or the principal deputy may approve invitational travel only if it involves travel to that organization's location.
 - (2) Invitational travel to a destination other than the location of the Departmental element extending the invitation must be approved by the Secretary, Deputy Secretary, or Under Secretary.
- (d) **Witnesses under subpoena.** Section 161(c) of the Atomic Energy Act of 1954, as amended, specifically provides DOE with the authority to subpoena witnesses and pay them the same fees and expenses (mileage, transportation, and subsistence) as are paid to witnesses in any court of the United States. Fees and expenses to be paid witnesses who are not Government employees are established at 28 U.S.C. 1821. Provisions regarding travel expenses and subsistence to be paid witnesses who are Government employees are established under 5 U.S.C. 5751. (Crediting amounts received by Government employees for jury or witness services is covered at 5 U.S.C. 5515.) At issuance a signed copy of each subpoena is to be forwarded to the appropriate accounting service center.
- (1) *Government employees.* (For leave and duty status rules, see 5 U.S.C. 6322.)
 - (i) *Transportation and subsistence.* In accordance with the FTR, if an employee of another Federal agency is subpoenaed by DOE, that employee's Agency will allow him or her the same transportation, per diem, and necessary incidental travel expenses as it would allow if the employee were on official business at a TDY station. DOE will reimburse these Agencies for such travel expenses and per diem.
 - (ii) *Fees.* Government employees are not entitled to attendance fees, but they will not lose salary or compensation or be charged leave for the time spent serving as witnesses. If an employee is on leave, he or she will be restored to duty status for the period of witness service.
 - (2) *Special types of Government employees.* Certain types of Government personnel, such as persons employed without compensation, temporary employees, employees compensated wholly by fees, and when actually-employed persons, may be entitled to the same fees, mileage, and subsistence expenses as other-than-Government employees when serving as witnesses on days when they are not on duty and not receiving compensation from a Federal employer. Questions concerning these special situations must be referred to servicing counsel for advice.
 - (3) *Other-than-Government employees.*
 - (i) *Transportation.* Commercial transportation reimbursement will be based on a receipt for actual expenses reflecting reasonableness of the travel mode used and the distance traveled. Travel by privately owned vehicle (POV) will be reimbursed in the same manner as for Government employees.

- (ii) *Subsistence.* A subsistence allowance will be paid to a witness (other than a witness who is incarcerated) when an overnight stay is required.
 - (iii) *Fees.* Each person subpoenaed will be paid for each day's attendance and for each day involved in going to and returning from the place of attendance.
 - (iv) *Voucher forms.* Standard Form (SF-) 1156, *Public Voucher for Fees and Mileage of Witnesses*, will be used to pay witness fees and mileage. Claims are to be submitted on SF-1157, *Claim for Fees and Mileage of Witness*. Copies of the forms can be obtained from the Department's Office of General Counsel.
 - (v) *Advances.* Cash advances will not be made under any circumstances to subpoenaed persons who are not Government employees.
- (4) *DOE contractor personnel.* Whenever feasible under the contract, contractor employees who are subpoenaed will appear and travel as a part of their contract employment without direct reimbursement or payment by DOE. If this is not practicable under the contract, such an individual will be entitled to fees, travel expenses, and subsistence the same as other-than-Government personnel.

CHAPTER 301—TEMPORARY DUTY (TDY) TRAVEL ALLOWANCES

Subchapter A—Introduction

PART 301-2. GENERAL RULES

DOE301-2.2. TIPPING POLICY. The meal and incidental expenses, or M&IE, portion of the traveler's per diem allowance provides amounts for tips in most instances. The meal portion includes an amount to cover tips for food service. The incidental expenses portion of the allowance provides an amount to cover tips to porters, baggage carriers, bellhops, hotel maids, and other service providers. If the M&IE does not cover a usual tipping situation, reimbursement for tips will be allowed as set out herein.

- (a) **Handlers of Government property and equipment.** Tips up to \$1 an item will be allowed for individuals handling Government property and equipment during travel.
- (b) **Drivers of taxis and other special conveyances.** Tips up to 15 percent of the fare will be allowed for drivers of taxis and other for-hire conveyances. Tips to drivers of shuttle buses and similar courtesy vehicles may be appropriate in some instances and would be reimbursable in amounts comparable to those for taxi service.
- (c) **Service providers in actual expense situations.** During periods of travel when actual expenses have been authorized in lieu of a fixed M&IE allowance, tips for baggage handling (porters, bellhops) will be limited to \$1 per item, and tips to maids will be allowed up to \$2 per day. These amounts will be allowed provided the total reimbursement does not exceed the daily maximum authorized actual expenses.

DOE301-2.6. SCHEDULING TRAVEL. To the maximum extent feasible, travel will be scheduled during the days and hours of an employee's regularly scheduled workweek. When the travel cannot be so scheduled, the official directing the travel is to indicate in writing the reasons for ordering the travel outside the regular workweek times.

DOE301-2.7. TRAVEL FUNDED BY ANOTHER DOE ORGANIZATION. To maintain appropriate administrative and fiscal control, the organization to which an employee is assigned should issue the TDY travel authorization for that employee, including any travel requested and paid by another organization. The requesting organization must provide the necessary funding information before travel authorization may be issued. This would not apply to an employee traveling for another organization during the time the employee is detailed to that organization.

CHAPTER 301—TEMPORARY DUTY (TDY) TRAVEL ALLOWANCES

Subchapter B—Allowable Travel Expenses

PART 301-10. TRANSPORTATION EXPENSES

Subpart A—General

DOE301-10.9. INTERRUPTION OF LEAVE TO RETURN TO OFFICIAL DUTY.

Employees who are on leave from their official duty stations and who are required to return to duty to perform official business will be authorized reimbursement for the cost of returning to their official duty stations and the cost of returning to annual leave after the official business is complete. Reimbursement for any personal losses sustained, such as the guaranteed cost of a hotel room while on vacation, is not authorized. Employees on leave at their official duty stations are not authorized reimbursement for local transportation costs. Prior knowledge of the need to return to the official duty station does not negate an employee's eligibility for reimbursement. [Comptroller General, B-177106 (December 26, 1972).]

DOE301-10.10. DESIGNATION OF AN ALTERNATE PLACE AS AN AUTHORIZED POINT OF TRAVEL.

- (a) **Responsibilities and authority.** The FTR (41 CFR 301-10.4) requires that authorizing officials ensure appropriate consideration of the most cost-effective routing and means of accomplishing travel. Also, the FTR stipulates that an employee traveling on official business is to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business. To these ends, and to accomplish official travel more economically, DOE has determined that travel may be routed through alternate places if there are cost advantages for doing so.
- (b) **Employee option.** An employee or other person directed to travel by the Department will be authorized to travel between an alternate place and place of TDY if the cost of such travel, including per diem or actual expense allowance and transportation expenses, is less than or equal to the cost of travel had it originated or ended at either the official duty station or the place of abode. An "alternate place" is defined as any place other than the official duty station, place of abode, or place of TDY.
- (c) **Determining cost advantage.** The Department's travel cost between an alternate place and a place of TDY must be less than or equal to the travel cost between the official duty station or place of abode and the place of TDY. Although employee subsistence costs are likely to have little effect on total cost, authorizing officials must consider subsistence costs when evaluating requests for official travel involving alternate places. In addition, officials must include both intercity and local transportation costs in their evaluations. The intercity transportation cost between travel points is determined from the lowest applicable coach or similar fare, including available Government contract fare and local limousine or necessary taxi fares for travel to and from air or train terminals. Documentation supporting a cost advantage must be submitted with the electronic travel authorization or retained by the traveler or approving official for a period of 6 years and 3 months from the date the travel was completed.

- (d) **Personal travel to an alternate place.** Travel between the official duty station or place of abode and an alternate place is personal travel for which Government contract fares may not be used. For example, travel to a second residence (located away from the official duty station or usual place of abode) before departure on a temporary assignment is the responsibility of the employee as is the return travel from the second residence to the official duty station or place of abode. Travel, however, between the second residence and place of TDY at the beginning or end of a temporary assignment may be authorized at DOE expense under this authority provided the necessary cost advantage determination is made.
- (e) **Travel authorizations.** The travel authorization must indicate that travel from an alternate place has been authorized as less than or equal to the travel cost between the official duty station or place of abode and the place of TDY to DOE. The itinerary will show the alternate places in the appropriate “From” and “To” sections in addition to listing the official duty station and/or places of TDY on the authorization. The “Remarks” section will contain a statement that travel from an alternate place is advantageous to the Department.

DOE301-10.11. UNUSED, DOWNGRADED, CANCELED, OR OVERSOLD TRANSPORTATION SERVICES. Travelers are responsible for all unused, downgraded, or partially unused tickets issued to them. They should return such tickets to the issuing office without delay to ensure that appropriate credits to their DOE travel charge card accounts are made. Tickets issued through a centrally billed account must be submitted to the accounting service center immediately upon completion or cancellation of the trip.

DOE301-10.12. LOCAL TRAVEL.

- (a) **Travel authorizations.** Travel authorizations are not required for travel in local travel areas. The Department has defined the area within 50 miles of the employee’s official duty station as the local travel area. Heads of field elements, in consultation with the CFO, may establish in writing greater distances for local travel for specific field sites.
- (b) **Per diem.** Per diem is not payable for travel performed solely within a day or within the local travel area of the employee’s official duty station.
- (c) **Use of mass transit or shuttle bus service.** Employees on local travel are expected to use mass transit and/or Government shuttle bus service when such methods of transport are available at their work sites. If mass transit and/or Government shuttle bus service is available but is not used, the employee must state the reason for not using that form of transportation on the local travel claim.
- (d) **Remote Employees.** The proximity of travel from an employee’s Official Remote Worksite will determine whether travel expenses are reimbursed as a temporary duty travel (TDY) expense in accordance with 41 CFR 301-11.1.

- (1) A remote employee who travels outside the local commuting area (LCA) of their official remote worksite (i.e., more than 50 miles) to a DOE facility, or to another worksite, to engage in work-related activities (e.g., meetings/training/conferences, etc.), and who meets the requirements of 41 CFR 301-11.1 is eligible for a per diem allowance. Travel authorizations are required for travel outside the LCA.
 - (2) A remote employee who travels within the LCA of their official remote worksite (i.e., 50 miles or less) to report to a DOE facility, is not eligible for local travel reimbursement to and from the DOE facility.
 - (3) A remote employee who travels from their remote worksite within the LCA (i.e., 50 miles or less) to engage in work-related activities (e.g., training/meetings/conferences, etc.) held outside of a DOE facility, is not eligible for per diem, but is eligible for local travel reimbursement (i.e., actual cost of train, bus, or mileage for use of POV, including any usual parking fees to and from their remote worksite).
 - (4) Travel authorizations are not required for travel within the LCA.
- (e) **Claims.**
- (1) *General.* Payment is not allowed for transportation expenses between an employee's home and official duty station for the purposes of commuting, including commuting in connection with overtime and irregular workdays. Local travel claims will be reimbursed only for local mileage, parking, public transportation, taxicabs, and other expenses directly related to local travel claims. Please note that qualified transportation fringe benefits provided to employees to offset the cost of commuting are not considered official local travel expenses.
 - (2) *Exceptions.* Transportation expenses are allowable when an employee departs from the office on an official trip requiring at least 1 night's lodging. Also, an employee who depends on public transportation and is ordered to work overtime during a period of darkness or when public transit is infrequently scheduled may be authorized taxi fare.
 - (3) *Local Travel Deductions.* For local travel, approving officials may allow only those transportation and parking expenses that are in excess of the usual commuting expenses. Employees who are not on a Remote-work Agreement are to deduct their usual commuting costs from the total expenses incurred when they travel between their residences and local TDY points. The calculation of commuting costs (i.e., actual cost of train, bus, or mileage for use of POV, including any usual parking fees) must be shown on the local travel claim.
 - (i) The deduction will be adjusted in cases where employees purchase transportation on a prepaid basis and no refund is given on those days when POVs are used for official local travel.

- (ii) Regular members (or free riders) of a carpool, who receive approval to use their POVs for official travel will base the amount of the deduction on the number of regular carpool members.

Example. To calculate the employee's usual commuting expense, use the following equation.

$$\begin{array}{c} \text{Round-trip mileage from residence to official duty station} \\ \times \\ \text{Allowable POV mileage rate} \\ \div \\ \text{Number of car-pool members} \end{array}$$

CHAPTER 301—TEMPORARY DUTY (TDY) TRAVEL ALLOWANCES

Subchapter B—Allowable Travel Expenses

PART 301-10. TRANSPORTATION EXPENSES

Subpart B—Common Carrier Transportation

DOE301-10.122. AUTHORIZED CLASS OF SERVICE. It is Departmental policy that coach-class accommodations be used aboard commercial transportation (including train, ship, and aircraft) unless use of premium service (first-class or business-class) clearly is warranted, allowable under the FTR, and authorized by the appropriate senior official.

(a) **Authorizing officials.**

- (1) The Secretary; Deputy Secretary; Under Secretary; CFO; NNSA Associate Administrator for Management and Administration; and heads of field elements or their principal deputies may authorize or approve the use of premium-class air transportation accommodations by employees under the cognizance of their respective organizations.
- (2) Heads of Departmental elements or their principal deputies may authorize or approve use of premium-class transportation by train or ship.

(b) **Request for use of premium-class accommodations.** When using the eTravel Service (eTS), travel authorizations including premium-class accommodations routed for electronic signature by authorizing officials identified in paragraph (a) above or their designees must include the justification (including the basis for a special needs request) and comparative cost to the contract fare. Otherwise (i.e. not using eTS or travel authorization is not electronically routed to appropriate official), requests for authorization or approval of premium-class accommodations must be in the format prescribed by the authorizing official and include the traveler's name, title, organization, justification (including the basis for a special needs request), dates of travel, itinerary, and comparative cost to the contract fare. When premium-class accommodations are not authorized electronically, a copy of the approved request is to be provided to the appropriate ticketing office, and when using eTS, a copy of the approved request must be electronically attached to the travel authorization. A premium-class ticket will not be issued without an approval except—

- (1) when only premium service is provided between the origin and destination or connecting points (in this instance, the ticketing office will give the traveler a statement to include with the SF-1012, *Travel Voucher*) and
- (2) when only premium service is available for a specific flight that must be used because of the urgency of the Department's business, and authorization from the appropriate official cannot be obtained. In this instance, such use must be

approved after the fact by the authorizing officials identified in paragraph (a) above; otherwise, the employee will be responsible for the additional costs resulting from the use of premium class. A copy of the approval should be attached to the SF-1012.

CHAPTER 301—TEMPORARY DUTY (TDY) TRAVEL ALLOWANCES

Subchapter B—Allowable Travel Expenses

PART 301-10. TRANSPORTATION EXPENSES

Subpart C—Government Vehicles

DOE301-10.221. ACCIDENTS INVOLVING MOTOR VEHICLES. Any accident involving a Government-owned or Government-leased motor vehicle that results in personal injury and/or property damage must be reported by the vehicle operator promptly through his or her supervisor to appropriate Departmental transportation officials responsible for DOE motor vehicles. Personal injury and vehicle damage are reported on SF-91, *Motor Vehicle Accident Report*, which is available from motor pool personnel.

DOE301-10.263. USE OF GOVERNMENT AIRCRAFT.

- (a) DOE employees on official travel using planes other than those of scheduled airlines, such as Government contractor and military planes (including helicopters), must be advised that a personal life or accident insurance policy may not cover such travel. Those travelers should contact their insurance companies to determine their coverage when traveling via Government aircraft. Any additional cost for insurance will be the responsibility of the employee. A sample letter requesting such information appears at the end of this subpart.
- (b) Heads of Departmental elements are responsible for implementing the above requirements by—
 - (i) informing personnel under their jurisdictions of the above provisions relative to insurance coverage for trips made on other than scheduled airlines and
 - (ii) including such information in the orientation program for all new employees, with particular emphasis to those whose anticipated duties may require official air travel by other than scheduled airlines.

LETTER TO INSURANCE COMPANY

December 8, 200X

ACE Insurance Company
111 5th Avenue
Suite 842
New York, New York 10006

Dear Insurer:

I have policy No. A 1012, which was issued to me on June 20, 200X.

My employment with the Department of Energy occasionally requires official travel by one or a combination of the following types of flights:

1. regularly scheduled flights by airlines duly authorized by the Department of Transportation (DOT);
2. nonscheduled flights by such airlines, including chartered flights;
3. flights on military planes operated by a uniformed service of the United States;
4. scheduled and nonscheduled flights on commercial airlines not holding DOT certificates;
and
5. flights in helicopters.

Please tell me whether official business travel by such flights is covered by the above policy. If any of the flights described above are excluded from my coverage, please send me an endorsement that will include them. If there is an additional charge for the endorsement, please let me know before issuing the endorsement.

Sincerely,

John Smith

CHAPTER 301—TEMPORARY DUTY (TDY) TRAVEL ALLOWANCES

Subchapter B—Allowable Travel Expenses

PART 301-10. TRANSPORTATION EXPENSES

Subpart E—Special Conveyances

DOE301-10.404. GENERAL POLICY.

- (a) **Compare to other methods.** Commercially rented vehicles (except taxicabs used locally) and other special conveyances will be used only when other methods of transportation, such as common carrier and Government-furnished vehicles, would not be advantageous to DOE.
- (b) **Availability of public transportation.** Authorizing and approving officials should exercise proper administrative judgment in approving the use of special conveyances in cities where public transportation is readily available.
- (c) **Reasonableness of special vehicle.** Approving and authorizing officials should, in justifying the use of a special conveyance, determine that the overall cost and size of the vehicle requested is sufficient and reasonable for accomplishing the travel purpose.
- (d) **Specific justification required.** Use of a special conveyance must be specifically authorized and justified on the travel authorization. Claims covering expenses incurred for special conveyances may not be processed for payment unless the travel authorization or amendment provides authorization and a statement of justification for such use.

DOE301-10.450. AUTHORIZING RENTAL VEHICLES. Use of rental vehicles while on official DOE travel should be authorized only when it is determined to be advantageous to DOE. Consideration should be given to alternative transportation, such as shuttle buses, taxis, public transit, and courtesy transportation services. Mere convenience of the traveler is not sufficient reason to authorize use of a rental vehicle.

DOE301-10.454. ALLOWABLE EXPENSES FOR RENTAL VEHICLES.

- (a) **Official business/purpose.** The Government is not liable for use of a rental vehicle for other than official purposes that include transportation between—
 - (1) places of official business;
 - (2) TDY station and place of temporary lodging when public transportation is unavailable or its use is impractical; or
 - (3) either of the above destinations as well as restaurants, drug stores, barber shops, places of worship, cleaning establishments, and similar places necessary for the sustenance, comfort, and efficient performance of DOE business.

- (b) **Collision or theft insurance.** Employees will not be reimbursed for insurance fees. The Federal Government is self-insured.
- (c) **Refuel service charges.** Normally the cost of fuel purchased from the car rental agency is substantially greater than the normal price of fuel purchased from a gas station. Travelers who do not fill the gas tank of the rented vehicle before returning it will be reimbursed only the cost of fuel at the prevailing price at the TDY location. Travelers who choose the prepurchase fuel option at the beginning of the rental will be reimbursed the full cost of that option.
- (d) **Class of rental vehicle.** A traveler will be reimbursed only up to the cost of a midsize/intermediate vehicle. Full-size vehicles, station wagons, minivans, or sport utility vehicles will not be authorized, or the incremental costs will not be reimbursed, unless the vehicle is shared by no fewer than three other Federal travelers or the traveler is transporting Government equipment that justifies the need for additional carrying space or for safety reasons in adverse weather. Free upgrades may be accepted by the traveler.

DOE301-10.455. RENTAL CARS.

- (a) **Government contract rentals.** Travelers on TDY should rent cars from Government contract rental car vendors when available. Information on these rentals is available from travel management centers, accounting service centers, Internet sites, and various travel publications available within DOE.
- (b) **Traveler's responsibilities.**
 - (1) A traveler using commercial rental cars should identify himself/herself as a Government traveler by presenting a DOE travel charge card and Government identification.
 - (2) Permission of the renter is not necessarily equivalent to the permission of the car rental company. Consequently, persons renting cars should avoid allowing others to drive rented vehicles without being assured that they have authority to do so. Also, travelers are cautioned not to drive vehicles rented by someone else without written permission from the car rental agency (car owner) for the third party to drive the vehicle. Failure to have such permission can amount to a breach of contract and result in insurance violations that render the driver and renter personally liable.
- (c) **Accidents.**
 - (1) If a rental car is damaged or stolen during a period of official business, the rental car company will submit its damage claim bill directly to the Department. If the Department denies liability on the basis that the renter was not operating the vehicle within the scope of the travel authorization at the time of the loss or that the loss was due to negligence or violation of the rental agreement, the rental car company may handle the matter directly with the renter.

- (2) When a vehicle has been rented under the Government flat rate rental agreement and the traveler encounters problems with rental car personnel concerning the above instruction, he or she should request that rental car personnel contact their company's Government representative, the employee's travel management center staff, or regional General Services Administration (GSA) travel and transportation personnel for assistance.

CHAPTER 301—TEMPORARY DUTY (TDY) TRAVEL ALLOWANCES

Subchapter B—Allowable Travel Expenses

PART 301-11. PER DIEM ALLOWANCES

Subpart A—General Rules

DOE301-11.1. SUBSISTENCE ALLOWANCE FOR SAME DAY TRAVEL IN LOCAL TRAVEL AREAS. The Department has defined the area within 50 miles of the employee's official duty station to be a local travel area, and per diem or actual expenses are not payable for travel within that area if the travel occurs within 1 day. Heads of field elements, in consultation with the CFO, may establish in writing a greater distance for local travel areas at specific sites.

DOE301-11.12. USE OF TIMESHARE. If a timeshare unit occupied while on TDY belongs to the individual traveler, he/she may not be reimbursed lodging expenses. Conversely, if the traveler does not own the timeshare unit, he/she may be reimbursed for the exchange cost of timeshare accommodations up to the maximum lodging allowance for the TDY locality. [Comptroller General, B-254626 (February 17, 1994).]

DOE301-11.20. AUTHORIZED REST PERIODS. Travel authorizing officials may permit a rest period incident to overseas travel under the FTR guidelines.

DOE301-11.21. PER DIEM AND PERIODS OF LEAVE.

- (a) **Leave and workdays.** Leave of absence (other than for illness, injury, or personal emergency) for one-half or less of the prescribed daily working hours will be disregarded for per diem purposes. If the leave exceeds one-half of the prescribed daily working hours, no per diem will be allowed for that day.
- (b) **Nonworkdays.** Nonworkdays include Federal holidays, weekends, and other nonleave days that employees are not scheduled to work. An employee on official travel is considered to be in a per diem status on nonworkdays except when he/she returns to the official duty station or place of abode or except under conditions set out herein.
 - (1) *Leave before and after nonworkdays.* Per diem will not be paid for nonworkdays when—
 - (i) an employee is on leave at the end of the workday preceding the nonworkdays and at the beginning of the workday following the nonworkdays or
 - (ii) the period of leave on either of those days exceeds one-half of the prescribed work hours for that day.

(c) **Return to official duty station for nonworkdays.**

- (1) *Required return for official business.* An employee who is authorized to return to the official duty station for nonworkdays to perform official business or because it is otherwise advantageous to the Government will be allowed the round-trip transportation expenses and per diem for the travel.
 - (2) *Authorized return for substantial cost savings.* The official directing the travel may authorize per diem and transportation expenses for an employee to return home for nonworkdays if a significant cost savings will be achieved. Travel time is to be scheduled within the employee's duty hours to the extent practicable. The cost of lost productivity attributable to the duty hours involved in traveling to and from the employee's residence for nonworkdays will be considered in determining the cost savings.
 - (3) *Authorized return incident to extended TDY.* An employee who is required to perform extended TDY in excess of 30 days may be authorized round-trip transportation expenses and per diem en route for periodic return travel to his or her official duty station or place of abode for nonworkdays.
 - (4) *Voluntary return.* When an employee voluntarily returns to his or her official duty station or place of abode for nonworkdays, the maximum reimbursement for the round-trip transportation and per diem en route is limited to the per diem allowance and travel expenses that would have been allowed had the employee remained at the TDY station. The employee will perform any such voluntary return travel during nonduty hours or periods of authorized leave.
- (d) **Indirect route or interrupted travel.** Occasionally, travel may be interrupted or may deviate from the direct route resulting in excess travel time because of an employee's personal preference, convenience, or taking of leave. Unless such interruptions or deviations in travel arise as a result of emergency travel, as allowed under Part 301-30, the per diem allowed will not exceed that which would have been allowed on uninterrupted travel by a direct or usually traveled route.

DOE301-11.25. OBTAINING AND RETAINING RECEIPTS.

- (a) **Required Receipts.** Receipts are required for lodging of any dollar amount and other travel-related expenditures greater than \$75. When obtaining a receipt is impractical, the employee's certification will be sufficient. Inconvenience of the traveler is not an acceptable reason for not obtaining a receipt. If travel expenses are questioned, the burden of proof rests with the traveler to prove the validity of those expenses and that they were necessary to the conduct of official business.
- (b) **Retention of Receipts.** When using the eTS, required receipts must be electronically submitted with the travel claim. Before submitting/signing, the traveler or travel arranger must verify that the electronic images of the receipts are legible. When receipts cannot be submitted electronically and legibly, they must be retained by the traveler or

approving official for a period of 6 years and 3 months from the date travel was completed.

DOE301-11.26. PER DIEM RATE ADJUSTMENT REQUESTS. Travel coordinators may request a review of areas where experience indicates that the standard CONUS (continental United States) rate is inadequate. The request should be submitted to the CFO, who will request the General Services Administration to review the subsistence costs. The requests must include a city or place designation, a description of the surrounding location involved (county or other defined area), and a recommended rate supported by a statement explaining the circumstances that cause the existing rate to be inadequate. The request must also contain an estimate of the annual number of trips to the location, the average duration of such trips, and the primary purpose of travel to the location.

DOE301-11.31. ADDITIONAL MISCELLANEOUS EXPENSES.

- (a) Travelers on TDY involving 4 or more consecutive nights of lodging may be reimbursed up to \$5 for laundry, pressing, and dry cleaning for each night of official travel where lodging is claimed, not to exceed 30 calendar days for any TDY assignment. Reimbursement will be provided only for expenses incurred while on official travel, not for expenses incurred when the employee returns to his/her residence.
- (b) Travelers on extended TDY in excess of 30 days will not be entitled to this allowance after the first 30 calendar days of the assignment or when they move into lodging which contains laundry facilities, whichever occurs earlier.
- (c) Individuals on Intergovernmental Personnel Act (IPA) assignments are not eligible for this allowance. See DOE M 321.1-1, *Intergovernmental Personnel Act Assignments*, dated 8-24-00, for additional information regarding IPA assignments.
- (d) Travelers on foreign travel are not entitled to this allowance. The meal and incidental expenses, or M&IE rate for foreign travel already includes an additional amount equal to 10 percent of the combined lodging and meal costs to cover incidental travel expenses such as laundry, dry cleaning, and pressing.

CHAPTER 301—TEMPORARY DUTY (TDY) TRAVEL ALLOWANCES

Subchapter B—Allowable Travel Expenses

PART 301-11. PER DIEM ALLOWANCES

Subpart C—Reduced Per Diem

DOE301-11.201. REDUCED PER DIEM TRAVEL SITUATIONS.

- (a) **General.** When it can be determined in advance that in a specific situation, a traveler's subsistence expenses will be significantly less than the established per diem rate, the authorizing official is to establish a reduced rate commensurate with the known expense levels. That per diem rate is payable on the SF 1012 without receipts and/or itemization by the employee. Below are examples of situations where reduced rates may be appropriate.
- (b) **When subsistence items are furnished.**
- (1) *By the Government.* When all or part of the meals and/or lodging is furnished by the Government at no cost or at a nominal cost to the employee, the per diem rate or the M&IE rate, as appropriate, is to be reduced to a daily amount commensurate with the remaining expenses expected to be incurred by the employee. If a reduced per diem rate was not authorized in advance of the travel, deductions for items furnished must be made from the per diem payable on the SF-1012.
 - (2) *By a non-Federal source.* When partial payment of an employee's (or the accompanying spouse's) subsistence expenses has been accepted from a non-Federal source, a reduced per diem rate should be set to cover the known remaining subsistence expenses (see FTR Chapter 304). See the appropriate contact at the Office of General Counsel, Assistant General Counsel for General Law (GC-77), for further comments on acceptance of non-Federal source travel.
- (c) **Extended stays.** When a travel assignment involves a stay in excess of 30 days at a TDY site and the traveler or DOE is able to arrange lodging and/or meals at lower costs, the per diem rate must be reduced accordingly by taking into account any reduced costs of lodging or meals. The rate should not be more than 55 percent of the applicable per diem rate for the locality. Payments above this level (not to exceed the maximum per diem rate) must be fully justified.
- (1) *Lodging.* To determine the lodging portion of an appropriately reduced rate for the assignment, the authorizing official should determine whether the traveler will be able to obtain lodging at a reduced cost either through weekly or monthly rentals of a hotel/motel room, extended stay facility, or apartment.
 - (2) *Meals.* When kitchen facilities are included in the rental cost or when meals are otherwise available at reduced costs, the meal portion of the reduced rate should

be set at an amount less than the M&IE allowance, generally 30 percent of M&IE, unless a higher rate can be substantiated by the traveler.

- (3) *Recommending a rate in advance of travel.* When there is sufficient time before the beginning of an extended assignment, the employee should make inquiries at the TDY location to find out what lodging options are available. Inquiries may be directed to other DOE personnel in the area, any servicing travel management center, the local chamber of commerce, and apartment rental firms and similar companies. Based on this effort, the employee should submit an itemization of the estimated subsistence expenses for the approving official's determination of an appropriately reduced per diem rate.
- (4) *Recommending a rate after travel begins.* If the employee does not have enough time before starting the assignment to obtain reduced lodging or to make inquiries, the lodgings plus per diem may be authorized for a short period (generally less than 30 days). Before the end of that period, a reduced fixed rate for the remainder of the assignment can be authorized based on a review of the expenses incurred by the employee during the first period of the assignment. The reduced rate would apply from the effective date of the amended travel authorization to the end of the TDY.

DOE301-11.202. PER DIEM RATES FOR EXTENDED TRAINING.

- (a) The Government Employees Training Act (5 U.S.C. 4101–4118) authorizes Agencies to pay all, none, or part of the subsistence expenses of an employee assigned to training at a TDY station. Specific additional information relative to entitlements and responsibilities with respect to training is available from employees' human resources offices.
- (b) Generally, a reduced rate will be set for an extended training assignment, taking into account additional subsistence costs of the assignment. The rate may not be more than 55 percent of the applicable per diem rate for the locality. Subsistence payments above this level (not to exceed the maximum per diem rate) must be fully justified. In addition to Departmental guidance, officials should refer to the guidelines in 5 CFR 410.403 for assistance in determining appropriate subsistence payments.

DOE301-11.204. RECOMMENDING PER DIEM RATES FOR DEPARTMENT SPONSORED EVENTS. Whenever a DOE organization arranges a meeting, conference, or similar event that will involve the travel of attendees from other Agencies or other DOE organizations, and reduced lodging and/or meal cost has been arranged at the event site, the sponsoring organization will recommend a reduced per diem rate to the other participating Agencies or organizations to help achieve uniform treatment of attendees.

DOE301-11.205. REDUCED PER DIEM RATES FOR IPA ASSIGNMENTS. An IPA assignee may receive a reduced per diem allowance while at the assignment location. The per diem allowance will cover only the individual on the IPA assignment.

- (a) Per diem allowances for IPA assignments will be based on surveys of lodging and subsistence costs at the assignment location.
- (b) When developing the per diem allowance for a specific IPA assignment, the maximum rate for lodging should not exceed 55 percent of the TDY lodging allowance for the assignment location. In addition, the rate should be based on prevailing rental costs for a furnished efficiency or one-bedroom apartment for a period equal to the length of the assignment. Higher costs associated with larger accommodations or luxury apartments and services are the responsibility of the assignee and should not be used as part of the rate reimbursed to the assignee.
- (c) When kitchen facilities are included in the rental cost or when meals are otherwise available at reduced costs, the meal portion of the reduced rate should be set at an amount less than the M&IE allowance, generally 30 percent of M&IE, unless a higher rate can be substantiated by the traveler.
- (d) Although the assignee is not required to submit lodging receipts, reimbursement is contingent on the use of commercial lodging. Assignees lodging with friends and relatives will be reimbursed the subsistence amount but not the lodging portion of the per diem allowance. While lodging receipts are not required, they may be requested to substantiate the amount claimed when the assignee's voucher is audited.
- (e) On any day the assignee is on annual leave for 4 hours or more or at his/her permanent residence, the per diem allowance will not be paid.
- (f) On any day the assignee is on official travel away from the assignment location, the subsistence portion of the per diem allowance will be deducted, since meals and incidental expenses will be paid as part of the travel per diem.

CHAPTER 301—TEMPORARY DUTY (TDY) TRAVEL ALLOWANCES

Subchapter B—Allowable Travel Expenses

PART 301-11. PER DIEM ALLOWANCES

Subpart D—Actual Expenses

DOE301-11.301. APPROVAL AND AUTHORIZATION. See DOE O 552.1

Subpart E—Leave and Interrupted Travel

DOE301-11.400. GENERAL RULES.

- (a) **Requesting and documenting leave.** Annual leave is subject to official approval of the time the leave is taken. Annual leave should be requested in advance and documented on the travel authorization. When leave of absence of any kind is taken while in travel status, the exact hour of departure from and return to duty status must be documented on the SF-1012.
- (b) **Subsistence allowances.** Per diem or actual expense allowance is not authorized during any period of annual leave taken while on official travel.

DOE301-11.402. INDIRECT ROUTE OR INTERRUPTED TRAVEL. If travel is interrupted or deviates from the direct route for the traveler's personal convenience or through the taking of leave, the subsistence and transportation expenses allowed may not exceed that which would have been incurred on uninterrupted travel by a usually traveled route. When filing a voucher, the traveler must provide a cost comparison to show what was authorized versus the actual travel that took place.

DOE301-11.403. TDY WHILE ON LEAVE.

- (a) **Leave terminated after TDY.** An employee whose leave is terminated to perform TDY and who then is required to return to the official duty station will be reimbursed the cost of travel from the leave point to the TDY station and return to the official duty station.
- (b) **Authorization before departure.** When a traveler is authorized to travel to a TDY station and return to the official duty station before departure on annual leave, the traveler may be reimbursed travel expenses not to exceed the cost of direct round-trip travel from the official duty station to the TDY station.
- (c) **Leave resumed after TDY.**
 - (1) *Other than official duty station.* An employee on leave who is directed to perform TDY and is permitted to return to the leave point may be authorized reimbursement of the official travel expenses up to the round-trip cost that would have been incurred had the travel originated from the permanent duty station. [Comptroller General, B-211701 (November 29, 1983).]

- (2) *Official duty station.* An employee who, while on leave, is directed to return to his or her official duty station and is permitted to resume leave at the place where the leave was interrupted may be entitled to reimbursement of the round-trip expenses between the place of leave and the official duty station. Such expenses may be reimbursed even when it is known before granting leave that it will be necessary and advantageous to the Government to interrupt the employee's leave for the official business. [Comptroller General, B-168415 (December 26, 1972).]

DOE301-11.405. ABANDONMENT OF TRAVEL. An employee who, while en route to a TDY point, abandons travel for a reason other than incapacitating illness, injury, or a personal emergency situation as covered in Part 301-30 may be entitled to subsistence allowance and transportation expenses only to the point at which the official travel was abandoned. Entitlement to travel expense reimbursement will be at DOE discretion based on a review of the circumstances.

CHAPTER 301—TEMPORARY DUTY (TDY) TRAVEL ALLOWANCES

Subchapter B—Allowable Travel Expenses

PART 301-12. MISCELLANEOUS EXPENSES

DOE301-12.1. ITEMIZATION. All requests for reimbursement of miscellaneous expenses will identify each expense item and the amount being claimed on the voucher.

DOE301-12.2. SHIPMENT OF BAGGAGE.

(a) **Definitions.**

- (1) *Baggage.* Baggage is the Government property and the traveler's personal property needed to meet the purposes of the official travel. Such property does not include household effects and recreational equipment.
- (2) *Excess baggage.* Baggage in excess of the weight, number of pieces, or size that is carried free by the carrier is considered to be excess.

(b) **Authorization for excess baggage.** Where less than first-class travel accommodations are used, transportation of baggage up to the number of pieces or weight carried free on first-class service will be allowed. In all other instances specific authorization is required for the excess baggage.

(c) **Air transportation charges for excess baggage.** As a general rule, travelers will pay cash or use their DOE travel charge cards for excess baggage charges on domestic airlines.

(d) **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, the excess weight of Government property may be shipped by parcel post. If parcel post is not appropriate, the traveler may ship by freight or express if either of these less costly means of shipment is suitable. The excess weight of Government property must not be sent as accompanied baggage or express shipment when ordinary freight service will meet official needs. This requires that consideration be given to the probable cost of collecting and delivering the shipment and the time required for transport.

(e) **Government bill of lading method.**

- (1) *General.* Express and freight shipments generally will be made on Government bills of lading unless this process will interfere with the official purposes of the trip. Charges on shipments made on Government bills of lading must not be paid by travelers.
- (2) *Government bill of lading not accepted.* When acceptance of shipment by Government bill of lading is refused, payment may be made by the employee's DOE travel charge card or a Government purchase card. A record of the refusal

will be included with the SF-1012 along with the carrier's receipt or information showing the original point of shipment, destination, number of packages, contents (with separate weight of each package), rate, and total charges.

DOE301-12.3. COMMUNICATIONS SERVICES. Telephone, telegraph, cable, Internet, and other communication services may be used for official business incident to travel situations in accordance with Departmental information resource management policies and the guidance in this section. Communication expenses needed to reserve or arrange transportation service are considered transportation expenses and may be allowed.

- (a) **Long distance calls.** Long distance calls made during travel are to be made using Government telephone services as listed below. Only when such services are not available will commercial service be authorized.
- (1) *Toll-free calls.* The most significant calling resources available to travelers are the toll free "800" numbers for calls to Departmental offices and voice mail systems. Important toll free numbers should be included on travel authorizations and on itineraries issued by Departmental travel management centers. Travelers using these numbers may be reimbursed for any telephone line access charges imposed by hotels or motels.
 - (2) *Federal telephone calling cards.* Frequent travelers who have occasion to make official calls to sites without toll free numbers should request FTS2001 calling cards through their administrative personnel. Employees who travel only occasionally need to arrange for calling cards to carry on individual trips. Calling cards will not be used for personal calls during official travel.
 - (3) *Air and train telephone service.* These services tend to be costly as compared to standard service and should be avoided whenever possible. If required, travelers should use services offering Federal Government discounts by arrangement with the General Services Administration.
 - (4) *Calls home.* Travelers may be reimbursed for expenses for the following long distance personal telephone calls:
 - (i) an employee in travel status for at least 1 night within the continental United States is allowed a maximum reimbursement for calls not to exceed \$4.00 per day or \$12.00 per week,
 - (ii) an employee in travel status for at least 1 night outside the continental United States is allowed a maximum reimbursement for calls not to exceed \$8 per day or \$24 per week, or
 - (iii) telephone reimbursement maximums include line access (or similar) charges and taxes.

- (b) **Local calls.** Charges for official local telephone calls are reimbursable. Itemization of such calls is not required. Only the total amount spent for local calls during the travel period needs to be entered on the voucher.

NOTE: *Low-cost personal prepaid calling cards can be purchased at various locations such as convenience stores, gas stations, drug stores, grocery stores, and Internet Web sites.*

CHAPTER 301—TEMPORARY DUTY (TDY) TRAVEL ALLOWANCES

Subchapter B—Allowable Travel Expenses

PART 301-13. TRAVEL OF AN EMPLOYEE WITH SPECIAL NEEDS

DOE301-13.4. DOCUMENTING SPECIAL NEEDS.

- (a) **General.** Officials authorizing travel will ensure that special accommodations needed for their employees with disabilities or other special needs are available as set forth in the special travel-related requirements. Authorizing officials should consult with the appropriate human resources directors or other appropriate medical personnel when questions relative to a disability or special needs accommodation arise.
- (b) **Premium-class transportation service.**
 - (1) *Disability.* When first-class or business-class transportation service is needed to accommodate an employee with a disability, the disability must be substantiated in writing by a qualified medical authority. Such documentation must be no older than 2 years.
 - (2) *Other special needs.* For an employee with other special needs (weight, height, etc.), written substantiation of the condition and the need for first-class or business-class service may be obtained from the travel authorizing official. Substantiations for first-class or business-class service under this section will be forwarded to the appropriate authorizing official in the same manner as other requests for premium service.

CHAPTER 301—TEMPORARY DUTY (TDY) TRAVEL ALLOWANCES

Subchapter B—Allowable Travel Expenses

PART 301-30. EMERGENCY TRAVEL

DOE301-30.2. PERSONAL AND FAMILY EMERGENCIES

- (a) Personal emergencies include the death, serious illness, or injury of a member of the employee's family or a catastrophic occurrence or impending disaster such as fire, flood, or act of God that directly affects the employee's family or home at the official duty station and that occurs while the employee is at, or en route to or from, a TDY location.
- (b) Family is immediate family as defined in the FTR; however, when justified on a case-by-case basis, the head of a Departmental element may expand this definition to include a member of an employee's extended family in consideration of—
 - (1) the extent of the emergency,
 - (2) the employee's relationship to the individual involved in the emergency, and
 - (3) the degree of the employee's responsibility for the individual involved in the emergency.

In such an instance, the official's written determination will be submitted as support for the traveler's claim.

DOE301-30.6. ALLOWABLE TRAVEL EXPENSES.

- (a) **Return to official duty station.** When the travel expenses are for the purpose of returning to the official duty station or home due to illness, injury, or personal emergency before completion of the TDY assignment, necessary transportation and per diem expenses, when approved, may be paid. Once the employee's health has been restored, or the personal emergency has been resolved and the employee has returned to the official duty station, the approving and authorizing official may determine that it is in the Government's interest to return the traveler to the TDY location from the official duty station. In this instance, the return will be considered a new travel assignment at Government expense.
- (b) **Travel to alternate location and return to TDY.** When travel expenses involve travel to an alternate location to obtain medical services or to attend to a personal emergency and a subsequent return to the TDY assignment, reimbursement may be approved or authorized for certain excess travel costs. Payment may be allowed when approved for the actual costs of travel (transportation and per diem while en route). Such costs are approved from the point that the official travel was interrupted to the alternate location and return to the TDY assignment over the constructive costs of round-trip travel between the official duty station and the alternate location. Per diem is not payable at an alternate location. When medical services are needed, the nearest hospital or medical

facility capable of treating the employee's illness or injury will be used and not be considered an alternate location. When an employee travels under medical evacuation insurance, there is no additional cost to the employee or DOE.

DOE301-30.7. APPROVAL OF TRAVEL INTERRUPTION. When an employee discontinues or interrupts a TDY travel assignment before its completion because of incapacitating illness or injury, or when the interruption is caused by a personal emergency, the traveler's second level of supervision must approve reimbursement of transportation and per diem expenses.

CHAPTER 301—TEMPORARY DUTY (TDY) TRAVEL ALLOWANCES

Subchapter B—Allowable Travel Expenses

PART 301-31. THREATENED LAW ENFORCEMENT/INVESTIGATIVE EMPLOYEES

DOE301-31.1. LIFE THREATENING SITUATIONS. Transportation and subsistence expenses in connection with temporary living accommodations may be paid to an eligible employee only when the situation clearly poses a legitimate and serious threat to life. As time permits, this determination should be made in consultation with the Office of Security and Safety Performance Assurance and, where appropriate, officials of the Criminal Division of the U.S. Department of Justice.

DOE301-31.13. PERIODS FOR WHICH PAYMENTS MAY BE MADE. An initial period of up to 60 days may be authorized. The initial period may be extended by additional periods when clearly justified.

DOE301-31.16. REEVALUATION OF JUSTIFICATION FOR TEMPORARY LIVING ACCOMMODATIONS. The authorizing official must reevaluate the conditions justifying payment of subsistence to the threatened employee at least every 30 days to ensure that continued payment is warranted.

DOE301-31.17. PROTECTING TRAVEL DOCUMENTS. The authorizing official will contact the accounting service center before issuing a travel authorization to help ensure that the processing of needed authorization and payment documents does not compromise the security of the threatened employee or family.

DOE301-31.18. RELOCATING THE EMPLOYEE. The authorizing official must consider the option of permanently reassigning a threatened employee. This is particularly important when an employee is expected to be in temporary living accommodations for 120 days or more. In every case, the official should determine the seriousness of the threat, disruptions to DOE and family, and alternative costs of a change of station.

DOE301-31.19. AUTHORIZING PAYMENTS TO THREATENED EMPLOYEES AND FAMILY.

- (a) **Heads of Departmental Elements.** Heads of Departmental elements may authorize transportation and subsistence allowance payments to threatened employees for temporary living accommodations for initial periods of up to 60 days at appropriate locations. This authority may not be delegated.
- (b) **Secretary, Deputy Secretary, and Under Secretaries.** Payments involving employee relocation and additional temporary living accommodation periods (i.e., extensions of initial periods) may be authorized only by the Secretary, Deputy Secretary, an Under Secretary, or the Administrator or Principal Deputy Administrator of the National Nuclear Security Administration.

CHAPTER 301—TEMPORARY DUTY (TDY) TRAVEL ALLOWANCES

Subchapter C—Arranging for Travel Services, Paying Travel Expenses, and Claiming Reimbursement

PART 301-51. PAYING TRAVEL EXPENSES

Subpart B—Paying for Common Carrier Transportation

DOE301-51.102. CASH PURCHASES OVER \$100.

- (a) **Reimbursement for unauthorized cash purchases.** Unauthorized cash purchases generally include those made by travelers who are unaware of the proper procedures for purchasing common carrier transportation and travelers who do not have DOE travel charge cards. Those persons may include new employees, advisory board members, consultants, interviewees, and others traveling at the invitation of the Department. Additionally, employees traveling in foreign countries where airlines do not accept credit cards may be required to use cash. When approved in these situations, full reimbursement for the transportation may be warranted. In all other instances, reimbursement will be limited to either the cost of the ticket or the Government contract fare, whichever is less.
- (b) **Special requirements.**
- (1) *Certifications.* Both the traveler and the approving official must certify on the cash purchase form justification for a cash purchase.
 - (2) *Travel vouchers.* Approved cash purchase vouchers and supporting documents are to be maintained in the same manner as prescribed in DOE301-11.25(b), “Retention of Receipts.”
 - (3) *Approval process.* Travelers must submit a copy of the signed “Request for Approval of Cash Purchase of Transportation in Excess of \$100,” the travel authorization, and a copy of the transportation receipt (ticket stub or e-ticket confirmation e-mail) to the Director, Office of Financial Policy, NNSA Associate Administrator for Management and Administration, or the head of the field element, as appropriate, for approval. A sample request form is shown at the end of this section.

**REQUEST FOR APPROVAL OF CASH PURCHASE OF
TRANSPORTATION IN EXCESS OF \$100**

Name of Traveler: _____

DOE Organization and Location: _____

Date of Cash Purchase: _____

Amount: \$ _____

Reason for Cash Purchase (for example, why DOE travel charge card was not used):

Traveler's Signature

Date

Requesting Official's Signature and Title

Date

Approved: _____

Disapproved: _____

Approving Official's Signature

Date

CHAPTER 301—TEMPORARY DUTY (TDY) TRAVEL ALLOWANCES

Subchapter C—Arranging for Travel Services, Paying Travel Expenses, and Claiming Reimbursement

PART 301-51. PAYING TRAVEL EXPENSES

Subpart C—Receiving Travel Advances

DOE301-51.204. FUNDING TRAVEL BY ATM. The Department will not generally authorize cash payments (direct deposit or check) to employees for anticipated cash transaction expenses. Instead, employees are expected to use their DOE travel charge cards to obtain cash from automated teller machines (ATMs) during travel. The cash amount appropriate for a trip is included on the travel authorization. Based on this amount, travelers are to claim ATM processing fees on their vouchers as reimbursable expenses. Special requests for ATM withdrawals that exceed DOE's daily limit should be directed to the respective DOE travel charge card program coordinator. Employees whose DOE travel charge cards have been suspended or canceled due to delinquency or misuse are generally not provided cash advances for travel expenses. However, on a case-by-case basis, such employees may be provided an advance of funds in accordance with the local procedures or the respective bargaining unit agreement. Requests for cash advances must be sent to the Director, Energy Finance and Accounting Service Center (EFASC), Accounting Operations Division. Each Power Marketing Administration (PMA) will designate an approval level for the request of an advance. ATM fees using a personal credit/debit card or ATM card are not reimbursable.

CHAPTER 301—TEMPORARY DUTY (TDY) TRAVEL ALLOWANCES

Subchapter C—Arranging for Travel Services, Paying Travel Expenses, and Claiming Reimbursement

PART 301-52. CLAIMING REIMBURSEMENT

DOE301-52.3. SUBMITTING TRAVEL CLAIMS.

- (a) **Time to submit.** In most instances, vouchers for both TDY and local travel must be submitted electronically. The timelines for the submission of travel claims are as follows.
 - (1) TDY travel vouchers (i.e., SF-1012s)—employees should submit within 5 workdays after returning from travel and at least every 30 days during periods of continuous travel.
 - (2) Local Vouchers—because the Department must pay a fee for each local voucher, where possible, a claim for local travel should contain several trips or expenses and be submitted at least 30 days from the date of the first expense.
- (b) **Processing claims.** The Department uses an electronic processing system as the standard method of travel claims settlement. Claims should normally be settled within 3 workdays of receipt of information by the accounting service center. Payments will be made electronically.
- (c) **Maintaining receipts.** Travelers must keep travel authorizations, vouchers, and receipts with their claims as prescribed in DOE301-11.25(b) “Retention of Receipts.”

CHAPTER 301—TEMPORARY DUTY (TDY) TRAVEL ALLOWANCES

Subchapter C—Arranging for Travel Services, Paying Travel Expenses, and Claiming Reimbursement

PART 301-53. PROMOTIONAL MATERIALS AND FREQUENT TRAVELER PROGRAMS

DOE301-53.1. RECEIPT OF PROMOTIONAL MATERIALS AND FREQUENT TRAVELER BENEFITS.

- (a) **Ownership.** Any promotional materials or benefits received from a travel service provider in connection with official travel may be retained for personal use if such benefits are obtained under the same conditions as those offered to the general public at no additional cost to the Government. Therefore, at the employee's option, frequent traveler benefits may be used to upgrade to premium-class travel accommodations without DOE approval.
- (b) **Establishing a frequent traveler account.** It is the responsibility of each traveler to communicate directly with a service provider to establish his/her frequent traveler promotional benefits account. Any associated costs are to be paid by the traveler and are not reimbursable.

DOE301-53.2. PARTICIPATION IN GAIN-SHARING PROGRAMS. Heads of Departmental elements will issue guidance to all organizational levels under their purview regarding participation in frequent traveler and gain-sharing programs. Guidance will be based on the following:

- (a) encouraging travelers to join frequent traveler programs;
- (b) implementing an incentive awards program (gain-sharing) to encourage employees to participate in "Frequent Flyer" programs, convert frequent flyer miles into free airline tickets for use in official travel, and receive a cash award based on the savings achieved; and
- (c) using some benefits (e.g., business-class upgrades and memberships in executive clubs) as incentives for employee participation.

CHAPTER 301—TEMPORARY DUTY (TDY) TRAVEL ALLOWANCES

Subchapter D—Agency Responsibilities

PART 301-74. CONFERENCE PLANNING

DOE301-74.1. CONFERENCE MANAGEMENT RESPONSIBILITIES.

- (a) The CFO exercises oversight of conference management for the Department. Refer to DOE O 110.3, *Conference Management*, dated 11-3-99, for guidance with respect to conference management.
- (b) The CFO provides fiscal guidance on the funding of conferences and related activities.
- (c) The Assistant General Counsel for General Law has responsibility for ethics and appropriations law issues involving conference attendance, sponsorship, participation, and miscellaneous receipt issues resulting from the collection of registration fees, exhibitor fees, and other funds received in connection with a conference sponsored by DOE or a DOE contractor.
- (d) Heads of Departmental elements must follow DOE O 110.3, which defines requirements and responsibilities for managing conferences sponsored by DOE. This Order must be used in conjunction with FTR 301-74 to ensure compliance with existing Federal regulations and guidance.

DOE301-74.8. CONFERENCE LODGING ALLOWANCE. The head of the Departmental element sponsoring the conference will make the determination that a conference lodging allowance is necessary. This determination must be made in writing and included with the documentation required by DOE O 110.3. Delegation of this authority may be made to the principal deputy only.

DOE301-74.11. LIGHT REFRESHMENTS AT OFFICIAL CONFERENCES.

- (a) An official conference, as defined in DOE O 110.3, is a meeting, seminar, retreat, symposium, or similar event that involves official travel. DOE employees traveling to a site to discuss the status of the work being performed are not considered to be attending a conference. Additional exclusions from coverage under this section are listed in paragraph 3c of DOE O 110.3.
- (b) Light refreshments cannot be provided under the FTR at a conference with attendees only from the local commuting area. The authority to provide light refreshments under the FTR applies only to conferences or meetings that involve TDY travel by a majority of the attendees. The sponsoring organization will fund the light refreshments. Organizations may provide light refreshments within the local commuting area under the Government Employees Training Act. Please contact the Office of Financial Policy with any questions.

- (c) There is no statutory authority for the Department to fund light refreshments for non-Federal travelers/attendees. The authority to provide “free” light refreshments applies only to conferences where all attendees are Federal employees.

CHAPTER 301—TEMPORARY DUTY (TDY) TRAVEL ALLOWANCES

Subchapter D—Agency Responsibilities

PART 301-75. PREEMPLOYMENT INTERVIEW TRAVEL

Subpart A—General Rules

DOE301-75.2. RESPONSIBILITY TO DETERMINE ELIGIBILITY.

- (a) The Director, Office of Human Capital Management, has determined that each DOE site will develop guidance to establish the eligibility of individuals for preemployment interview travel expenses. For Headquarters, this guidance has been developed by the Director, Office of Human Capital Management.
- (b) Program officials with authority to authorize travel who wish to allow preemployment interview travel in connection with vacant positions under their cognizance should consult with their servicing human resources offices before exercising their authority. Implementation guidance appropriate to their locations is needed to identify individuals eligible for travel allowances.

DOE301-75.3. INITIATING PREEMPLOYMENT INTERVIEW TRAVEL. Eligible interviewees may be authorized many of the allowances afforded Government personnel for their travel under conditions set out in the FTR, this Manual, and local implementation guidance. Generally, a vacancy announcement or other official notification is issued stating the organization's intent to authorize travel. Any reimbursement limitations must be specifically stated on the interviewee's travel authorization. In addition, an invitational letter will be prepared for each interviewee. A sample letter is included at the end of this section.

DOE301-75.4. REQUIREMENTS AND RESPONSIBILITIES.

- (a) **Travel authorizing official.** The official authorizing travel will—
 - (1) prepare the preemployment interview letter to inform the interviewee of the Department's pertinent travel rules and procedures (see sample letter in this subpart);
 - (2) provide the interviewee with a list of accommodations approved by the Federal Emergency Management Agency in the vicinity of the interview and encourage the interviewee to stay in a listed facility (information readily available through the servicing travel management system);
 - (3) ensure that the interviewee is aware that he or she is responsible for any additional expenses incurred because of personal convenience or preference;
 - (4) inform the interviewee that DOE will not pay for excess costs resulting from travel via circuitous routes, delays, or luxury accommodations or for services not necessary or justified to travel to the interview; and

- (5) advise the interviewee that he or she is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling at personal expense.

DOE301-75.5. SOURCES OF FUNDS. Payment for transportation by common carrier, other than for local travel, will be by centrally billed account through a Government contracted travel management center. The interviewee will pay all other authorized expenses, which will be reimbursed using an SF-1012. Interviewees are not authorized travel advances or DOE travel charge cards.

**SAMPLE LETTER TO ACCOMPANY INVITATIONAL TRAVEL
AUTHORIZATION FOR
PREEMPLOYMENT INTERVIEW**

*Ms. Susan L. Hart
14 Edinburgh Drive
Wallacetown, PA 15255*

Dear Ms. Hart :

This letter is to provide you with additional information about your invitation to travel for a preemployment interview with Mr. John Hussick with the Office of Super Fuel as set out in the enclosed travel authorization. You should plan your travel to arrive at 132 Hudson Street, NW, Room 4112, Washington, DC, by 1 p.m. on April 29, 200X .

If you are authorized to travel by commercial air and we have not enclosed a ticket or information for picking up a prepaid ticket, please contact us at one of the telephone numbers listed below.

For overnight travel, you will be entitled to a per diem allowance not to exceed that indicated on the travel authorization. The per diem is based on your actual cost of lodging, not to exceed the amount shown on the authorization plus the fixed amount for meals and incidental expenses (M&IE).

If you choose to drive your private auto, you are entitled to a mileage allowance of xx.x cents per mile. If auto travel has not been authorized as advantageous to DOE, your reimbursement will be limited to the cost to send you by common carrier.

Please keep a record of all your travel expenses and make sure you get receipts for your lodging and all other expenses of \$75 or more. You will be assisted in preparing your travel claim during your visit. If you need additional information, please contact me at 202-586-2222 or the Travel Coordinator for the Office of Super Fuel, Leslie Wilston , who can be reached at 202-586-4555 .

*Jo Anne Little, Director
Interviewing Office*

Enclosure
Travel Authorization No. 58686

CHAPTER 301—TEMPORARY DUTY (TDY) TRAVEL ALLOWANCES

Subchapter D—Agency Responsibilities

PART 301-75. PREEMPLOYMENT INTERVIEW TRAVEL

Subpart B—Travel Expenses

DOE301-75.100. ALLOWABLE REIMBURSEMENTS. The interviewing office may authorize allowances for all or part of the interviewee's travel expenses. These are the same categories of travel allowances to which a Federal employee would be entitled, including those for an employee with special needs, except that—

- (1) expenses for communication services will be limited to those incurred while making travel arrangements and
- (2) expenses are not authorized for hiring a room to transact official business. The specific expenses that will be allowed an interviewee must be stated on the vacancy announcement and set forth clearly in the invitation and travel authorization. If a decision is made to pay either subsistence or common carrier transportation allowances, but not both, the full amount of the expense (either subsistence or transportation) to which a DOE employee would be entitled will be allowed.

Subpart C—Obtaining Travel Services and Claiming Reimbursement

DOE301-75.200. USING COMMON CARRIER. Transportation tickets (using appropriate contract carriers) may be obtained only from an authorized Department source (i.e., tickets or e-tickets arranged by the interviewing office, prepaid tickets picked up at an airport, or tickets obtained through a travel management center under contract to the Government). If the interview trip is canceled or rescheduled after tickets are issued, the interviewee is liable for the value of the tickets until they have been returned or accounted for on the SF-1012. A ticket exchanged for one of lesser value must be supported by the carrier's receipt or the ticket refund application making the refund payable to the Department.

DOE301-75.205. REIMBURSEMENT CLAIMS. If the interviewee has been issued a travel authorization and chooses to be reimbursed for travel expenses, he or she should keep a record of all expenses to be claimed. Receipts are required to support expenses for lodging and all other expenses that exceed \$75 or more per item. The receipts will be presented with the SF-1012. The travel authorizing official will ensure that assistance is provided as needed for preparing and submitting the voucher.

CHAPTER 302—RELOCATION ALLOWANCES

Subchapter A—Introduction

PART 302-1—GENERAL RULES

Subpart A—Applicability

DOE302-1.1. CRITERIA FOR EMPLOYEES TRANSFERRING IN THE INTEREST OF THE GOVERNMENT. The criteria to determine whether a transfer is in the interest of the Government are as follows.

- (a) It is in the interest of the Government when—
 - (1) the transfer is involuntary (i.e., the organization is relocating or the employee is directed to relocate) or
 - (2) the transfer will facilitate a planned reorganization or restructuring activity within an organization or
 - (3) the vacancy announcement or equivalent notice does not specify whether relocation expenses will be paid or includes a statement that relocation expenses will be paid and—
 - (i) the distance between the employee’s old duty station and the new duty station is at least 50 miles (acceptance of the position at a lower grade or same grade does not affect the decision to reimburse relocation expenses, however, an explanation of how it is in the interest of the government is required) or
 - (ii) the distance is less than 50 miles and the conditions listed in DOE302-2.6 and FTR § 302-2.6 are met.
- (b) When a candidate initiates a request to relocate, and there is not a vacancy announcement or equivalent notice and/or a determination has not been made that relocation expenses will be paid, the transfer is primarily in the interest of the candidate, rather than in the interest of the Government.

CHAPTER 302—RELOCATION ALLOWANCES

Subchapter A—Introduction

PART 302-2—EMPLOYEE ELIGIBILITY REQUIREMENTS

Subpart A—General Rules

DOE302-2.1. WHEN YOU MAY BEGIN YOUR MOVE. Employees must consult with their relocation coordinator before incurring any relocation costs. The relocation coordinator will provide the employee with the necessary forms (including the “PCS Information Sheet”) to be completed so that estimates can be determined for the Travel Authorization. Although it is not recommended, an appointee who has performed Presidential transition activities may initiate relocation before obtaining an approved travel authorization. He/she will be reimbursed allowable travel and transportation expenses incurred at any time following the most recent Presidential election after signing a service agreement. However, the appointment must occur in the same fiscal year as the Presidential transition activities.

DOE302-2.6. AUTHORIZATION OF SHORT DISTANCE RELOCATIONS (less than 50 miles). It is optional whether the head of a Departmental element or his/her designee authorizes relocations for short distance moves under the conditions in FTR § 302-2.6. For the purposes of this section, it is in the interest of the Government when—

- (a) the position is listed in a local staffing plan as “hard to fill” or “shortage category,”
- (b) the transfer is involuntary, or
- (c) the transfer will facilitate a planned reorganization or restructuring activity within an organization.

Service Agreements

DOE302-2.13. SERVICE AGREEMENT. To be eligible for relocation travel and allowances, a signed service agreement is required. The required period of service is 12 months following the effective date of transfer, overseas renewal agreement, or appointment. The service agreement must include the following:

- (a) employee’s name;
- (b) effective date of transfer or appointment;
- (c) employee’s actual place of residence at the time of appointment;
- (d) in consideration of the payment of allowances incident to the relocation, the employee agreeing to remain in service for a period of 12 months following the effective date of transfer, appointment, or date of return from overseas tour renewal;
- (e) employee’s new duty station;

- (f) detailed information regarding the employee's obligation to repay funds spent on his/her relocation as a debt due to DOE if the service agreement is violated; and
- (g) employee's signature (including date signed) accepting the terms of the agreement.

DOE302-2.14. VIOLATION OF A SERVICE AGREEMENT. An employee who does not fulfill the terms of a service agreement is indebted to DOE for all relocation expenses that have been reimbursed to the employee or that have been paid directly by DOE. However, if the reasons for not fulfilling the terms of the service agreement are beyond the employee's control and acceptable by DOE, the employee may be released from the service agreement and the indebtedness waived. Examples of reasons beyond the employee's control include, but are not limited to, a reduction in force or a debilitating illness of the employee or an immediate family member that the employee must care for on a full time basis. This determination rests with the Chief Financial Officer (CFO), NNSA Associate Administrator for Management and Administration, or heads of field elements for employees under the cognizance of their respective organizations.

Advancement of Funds

DOE302-2.20. ADVANCE OF FUNDS FOR TRAVEL AND TRANSPORTATION EXPENSES. Generally, funds will not be advanced. Employees are expected to use their DOE travel charge cards for directly incurred expenses, or DOE reimburses the relocation services company (RSC) directly. For employees who do not have DOE travel charge cards, requests for cash advances must be forwarded to the Director, Energy Finance and Accounting Service Center (EFASC), Accounting Operations Division. Each Power Marketing Administration (PMA) will designate an approval level for the request of an advance.

Subpart B—Agency Responsibilities

DOE302-2.106. WAIVER OF REGULATORY LIMITATIONS RELATING TO RELOCATION ALLOWANCES FOR EMPLOYEES RELOCATING TO OR FROM REMOTE OR ISOLATED LOCATIONS. The CFO, NNSA Associate Administrator for Management and Administration, or heads of field elements may waive any regulatory relocation allowance limitations for employees under the cognizance of their respective organizations relocating to or from a remote or isolated location when determining that failure to waive the limitation would cause undue hardship on the employee.

CHAPTER 302—RELOCATION ALLOWANCES

Subchapter B—Relocation Allowances

PART 302-3—RELOCATION ALLOWANCE BY SPECIFIC TYPE

Subpart A—New Appointee

DOE302-3.2. NEW APPOINTEE OR STUDENT TRAINEE RELOCATION

ALLOWANCES AND ALTERNATIVES. Authorization of relocation allowances by the approving official is optional. Once relocation allowances are authorized, all mandatory allowances specified in FTR § 302-3.2 must be authorized. Restrictions, such as a maximum dollar amount, or not authorizing all mandatory allowances is not permissible. When deciding whether to authorize relocation allowances, the approving official should consider such factors as the availability of funds or offering a relocation incentive in lieu of relocation allowances.

Subpart C—Types of Transfers

Relocation of Two or More Employed Immediate Family Members

DOE302-3.200. EMPLOYEE AND IMMEDIATE FAMILY MEMBERS WHO ARE EMPLOYEES TRANSFERRING TO THE SAME OFFICIAL STATION. If the employee and immediate family members are DOE employees transferring to the same official station in the interest of the Government, the allowances under this chapter apply to the employee considered as head of the household and the other employees are eligible as immediate family members.

Subpart D—Relocation Separation

Senior Executive Service (SES) Separation for Retirement

DOE302-3.308. EMPLOYEE ARRANGING RELOCATION. An SES employee eligible for “last move home” relocation expenses may make his/her own relocation arrangements in lieu of using the RSC. Such employees should consult with their relocation coordinator to ensure that they fully understand the limitations of their allowances and the reimbursement process.

DOE302-3.315. EXTENSION IN TIME TO BEGIN SEPARATION TRAVEL. The CFO, NNSA Associate Administrator for Management and Administration, or heads of field elements for employees under the cognizance of their respective organizations may grant an extension, up to the maximum period stated in FTR § 302-3.315 (currently 2 years), based on incapacitating illness or other situations beyond the employee’s control and acceptable to DOE.

Subpart E—Employee’s Temporary Change of Station (TCS)

DOE302-3.404. CIRCUMSTANCES WHEN A TCS WILL BE AUTHORIZED. There are no additional conditions to those stated in FTR § 302-3.404.

DOE302-3.405. OPTION TO ELECT TCS OR PAYMENT OF PER DIEM. Employees do not have the option of electing TCS or payment of per diem expenses. The determination is made by DOE in accordance with FTR § 302-3.404.

DOE302-3.409. MINIMUM DISTANCE BETWEEN OFFICIAL STATION AND TCS LOCATION THAT MUST BE MET TO QUALIFY FOR A TCS. The distance requirement for a TCS is consistent with the general distance requirement in FTR § 302-1.1(b) for a Permanent Change of Station (PCS) with no exceptions for short distance moves (FTR § 302-2.6 and DOE302-2.6).

DOE302-3.410. SERVICE AGREEMENT FOR TCS. A signed service agreement is not required.

Expenses Paid During Assignment

DOE302-3.414. REIMBURSEMENT FOR EXTENDED STORAGE OF HOUSEHOLD GOODS (HHG). DOE may authorize extended storage of HHG on a case by case basis, considering the needs of the employee and the costs associated with the extension.

Permanent Assignment to Temporary Official Station

DOE302-3.427. RELOCATION ALLOWANCES THAT DOE WILL PAY WHEN AN EMPLOYEE IS PERMANENTLY ASSIGNED TO THE TCS LOCATION. When an employee is permanently assigned to the TCS location, the approving official must authorize the relocation allowances referenced in FTR § 302-3.427. All conditions applicable to transferees for PCS specified in Chapter 302 of the FTR and DOE Travel Manual, such as required approval levels and allowances that are optional for the approving official to authorize, apply to this section.

CHAPTER 302—RELOCATION ALLOWANCES

Subchapter C—Permanent Change of Station Allowances for Subsistence and Transportation Expenses

PART 302-4—ALLOWANCE FOR SUBSISTENCE AND TRANSPORTATION

SUBPART E—Daily Driving Distance Requirements

DOE302-4.400. MINIMUM DAILY DRIVING DISTANCE. The minimum driving distance is the same as the minimum specified in FTR § 302-4.400.

DOE302-4.401. EXCEPTIONS TO DAILY DRIVING DISTANCE. The approving official may authorize an exception to the daily driving requirement based upon written justifications for reasons specified in FTR § 302-4.401.

SUBPART F—Use of More Than One Privately Owned Vehicle (POV)

DOE302-4.500. AUTHORIZATION OF MORE THAN ONE POV. It is optional whether the approving official authorizes the maximum of two POVs when it is determined that it is advantageous and cost effective to DOE. The following are examples of situations where two POVs may be authorized.

- (a) There are more members of the immediate family than can reasonably be transported with luggage in one vehicle.
- (b) Due to age or physical condition, special accommodations are required to transport a family member in one vehicle and a second vehicle is required for other family members.
- (c) An employee must report for duty ahead of the family for an acceptable reason, such as completion of a school term, the sale of property, the settlement of personal affairs, the disposal or shipment of HHG, or the temporary unavailability of adequate housing at the new duty station.
- (d) A member of the immediate family performs unaccompanied travel between authorized points other than those for the employee's travel.
- (e) In advance of the employee's reporting date, immediate family members must travel to the new official station for acceptable reasons, such as to enroll children in school at the beginning of the term.

SUBPART G—Advance of Funds

DOE302-4.600. ADVANCE OF FUNDS FOR PER DIEM AND MILEAGE ALLOWANCES FOR PCS TRAVEL. See DOE302-2.20.

CHAPTER 302—RELOCATION ALLOWANCES

Subchapter C—Permanent Change of Station Allowances for Subsistence and Transportation Expenses

PART 302-5—ALLOWANCE FOR HOUSE HUNTING TRIP EXPENSES

Subpart A—Employee's Allowance for House Hunting Trip Expenses

DOE302-5.6. CONDITIONS FOR RECEIVING A HOUSE HUNTING TRIP ALLOWANCE. There are no additional conditions to those stated in FTR § 302-5.6.

DOE302-5.11. DURATION OF HOUSE HUNTING TRIP. The approving official will determine the appropriate duration of a house hunting trip, not to exceed 10 days, for an employee that selects a per diem allowance under FTR § 302-4. It is optional for the approving official to authorize Temporary Quarters Subsistence Expenses (TQSE); however, when a house hunting trip is authorized, the maximum allowable days for TQSE under the actual expense method must be reduced by the number of days authorized for a house hunting trip. This reduction is not required when the fixed amount (lump sum) is authorized for both house hunting and TQSE.

DOE302-5.13. REIMBURSEMENT METHODS FOR HOUSE HUNTING TRIP ALLOWANCE. When the employee requests to be reimbursed using the fixed amount (lump sum) method, the paying organization consults with its relocation coordinator to determine the estimated costs of actual versus lump sum. Based upon these costs and the factors in FTR § 302-5.103, the paying organization decides whether to offer the employee the lump sum method. If the employee accepts the offer for lump sum, the paying organization includes this option on the Travel Authorization. This choice cannot be changed at a later date.

DOE302-5.14. AUTHORIZED MODE OF TRANSPORTATION. The relocation coordinator will determine the mode of transportation that is advantageous to DOE.

DOE302-5.16. ADVANCE OF FUNDS FOR HOUSE HUNTING TRIP EXPENSES. See DOE302-2.20.

Subpart B—Agency Responsibilities

DOE302-5.102. AUTHORIZATION FOR A HOUSE HUNTING TRIP. It is optional whether the approving official authorizes a house hunting trip under the conditions included in FTR § 302-5. A house hunting trip may be authorized when the circumstances indicate that a house hunting trip is necessary. A house hunting trip may not be authorized for the purpose of assisting the employee in deciding whether to accept the transfer.

CHAPTER 302—RELOCATION ALLOWANCES

Subchapter C—Permanent Change of Station Allowances for Subsistence and Transportation Expenses

PART 302-6—ALLOWANCE FOR TEMPORARY QUARTERS SUBSISTENCE EXPENSES (TQSE)

Subpart A—General Rules

DOE302-6.6. AUTHORIZATION OF TQSE. It is optional whether the approving official authorizes TQSE. The approving official must consider the factors in FTR §§ 302-6.302, 302-6.303, and 302-6.304 before authorizing TQSE. Also, if a house hunting allowance was authorized and used, the maximum TQSE allowance under the actual expense method must be reduced by the number of days authorized for house hunting. This reduction is not required when the fixed amount (lump sum) is authorized for both house hunting and TQSE. Authorization of house hunting and TQSE is unusual and requires justification.

DOE302-6.7. ELIGIBILITY FOR TQSE. There are no additional eligibility requirements to those stated in FTR § 302-6.7.

DOE302-6.11. METHODS OF REIMBURSEMENT FOR TQSE. When the employee requests to be reimbursed using the fixed amount (lump sum) method, the paying organization consults with its relocation coordinator to determine the estimated costs of actual versus lump sum. Based upon these costs and the factors in FTR 302-6.304, the paying organization decides whether to offer the employee the lump sum method. When lump sum is offered, the employee may elect to be reimbursed under the actual expense or lump sum reimbursement method. The employee is not eligible for extensions of TQSE under the lump sum method. If the employee elects lump sum, the approving official includes this option on the Travel Authorization. This choice cannot be changed at a later date.

DOE302-6.15. ADVANCE OF FUNDS FOR TQSE. See DOE302-2.20.

Subpart B—Actual TQSE Method of Reimbursement

DOE302-6.104. AUTHORIZATION OF EXTENSIONS OF TQSE. The employee must provide written justification to the approving official when requesting authorization to extend TQSE. The approving official will determine the necessity of extensions in accordance with FTR §§ 302-6.104 and 302-6.105 before authorization.

DOE302-6.106. INTERRUPTION OF TQSE. The approving official will determine the appropriate period of time allowed for interruption of TQSE in accordance with FTR § 302-6.106 before authorization. The employee cannot claim TQ (lodging) costs for any day during the period of interruption; therefore, when lodging costs continue to be incurred during the interruption period, these costs should be distributed over the 30 days that can be claimed. Example: TQ is authorized for 30 days beginning April 1st and an interruption is authorized from April 8th thru April 10th. Lodging costs from April 1st to May 3rd were \$100 per day or

\$3,300 for the eligible period. Because employee lodging cannot be claimed during periods of interruption, the daily cost would be \$110 ($\$3,300/30$ days).

CHAPTER 302—RELOCATION ALLOWANCES

Subchapter D—Transportation and Storage of Property

PART 302-7—TRANSPORTATION AND TEMPORARY STORAGE OF HOUSEHOLD GOODS AND PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT (PBP&E)

Subpart A—General Rules

DOE302-7.4. WEIGHT OF PBP&E. If the weight of PBP&E causes the lot of HHG to exceed 18,000 pounds, the PBP&E may be treated as an administrative expense. For the excess weight to be considered an administrative expense, the employee must submit an itemized list of each professional book, paper, and equipment to the new supervisor for review. The new supervisor must certify that the items are necessary for the employee to perform his/her job at the new duty location before authorization.

DOE302-7.8. TIME LIMITATIONS FOR TEMPORARY STORAGE OF HHG. The approving official authorizes extensions to the initial number of days authorized for the storage of HHG in accordance with the guidelines in FTR §§ 302-7.8 and 302-7.9.

DOE302-7.21. ARTICLES THAT MAY NOT BE SHIPPED AS HHG AT DOE EXPENSE. Employees are not permitted to ship the following items as HHG:

- (a) objects that do not belong to the employee or his/her immediate family;
- (b) automobiles, trucks, vans, and similar motor vehicles; boats that cannot be transported in a moving van (i.e., greater than 14 feet); airplanes or gliders that cannot be transported in a moving van; camper trailers; and farming vehicles;
- (c) live animals, birds, fowls, and reptiles;
- (d) cordwood (i.e., firewood) or building materials;
- (e) property for resale, disposal, or commercial use rather than for use by the employee or immediate family, such as a line of cosmetics which the employee or a family member sells;
- (f) firearms, flammables, combustibles, explosives, corrosives, caustics, ammunition, fireworks, and poisons;
- (g) fuels, gasoline, kerosene, propane, varnish, aerosol cans, automotive oil, turpentine, paints, matches, fertilizer, sand, cinder blocks, and bricks;
- (h) articles which cannot be taken from the employee's home without damage to the item, house, or apartment;
- (i) perishable goods, including refrigerated or frozen foods or live plants, unless the articles will be transported no more than 150 miles and/or delivery will be completed within

24 hours after loading, the articles will not be stored, and no servicing or watering is required during transit; and

- (j) mobile homes unless shipped in lieu of HHG and will be used as the employee's residence at the new location (see FTR § 302-10).

Subpart B—Commuted Rate

DOE302-7.100. CALCULATION OF CHARGES FOR SHIPMENT AND TEMPORARY STORAGE OF HHG. DOE will allow for the distance shown in standard highway mileage guides or the “Get Directions” link on the Web site <http://www.randmcnally.com>.

DOE302-7.101. OBTAINING COMMUTED RATE SCHEDULE. Employees may contact their relocation coordinators regarding any questions concerning the commuted rate schedules.

DOE302-7.102. MILEAGE DISTANCE UNDER THE COMMUTED RATE SCHEDULE. DOE will allow for the distance shown in standard highway mileage guides or the “Get Directions” link on the Web site <http://www.randmcnally.com>.

DOE302-7.105. ADVANCE OF FUNDS FOR TRANSPORTING HHG AND TEMPORARY STORAGE. See DOE302-2.20.

Subpart C—Actual Expense Method

DOE302-7.200. EXCESS CHARGES PAID FOR TRANSPORTING HHG. If the shipment exceeds the maximum allowable weight, the EFASC or the applicable PMA payment office will bill the employee for the excess charges.

CHAPTER 302—RELOCATION ALLOWANCES

Subchapter D—Transportation and Storage of Property

PART 302-8—ALLOWANCES FOR EXTENDED STORAGE OF HOUSEHOLD GOODS

Subpart A—General

DOE302-8.1. AUTHORIZATION OF EXTENDED STORAGE OF HHG. All requirements in FTR § 302-8.1 are applicable, except (a)(2), since the limitation for the amount of HHG shipped to an overseas official station is the same as the FTR limitations for CONUS relocations.

Subpart B—Extended Storage During Assignment to Isolated Locations in the Continental United States

DOE302-8.101. CRITERIA FOR ISOLATED OFFICIAL STATION FOR PURPOSES OF THIS PART. Assistant Secretaries, Deputy Assistant Secretaries, Deputy NNSA Administrators, or NNSA Assistant Deputy Administrators are responsible for designating isolated official stations (in accordance with FTR § 302-8.101) where conditions exist for allowing extended storage of HHG at DOE expense. Requests to designate an official duty station should be directed to the Assistant Secretary, Deputy Assistant Secretary, Deputy NNSA Administrator, or NNSA Assistant Deputy Administrator of the approving official organization.

DOE302-8.103. WHERE HHG MAY BE STORED. The relocation coordinator will determine whether HHG will be stored at a Government or commercial facility in accordance with the guidelines of FTR § 302-8.103.

DOE302-8.108 AUTHORIZED TIME PERIOD FOR EXTENDED STORAGE OF HHG. The approving DOE division/program office will conduct periodic reviews to determine whether current housing conditions at an isolated official station warrant continuation of coverage. All other conditions specified in FTR § 302-8.108 apply to this section.

Subpart E—Agency Responsibilities

DOE302-8.400(c). REIMBURSEMENTS FOR EXTENDED STORAGE OF HHG. The employee is encouraged to make arrangements through the relocation coordinator in order to take advantage of Government rates. In this case, DOE will pay directly for all allowable costs. Otherwise, the employee will need to make his/her own arrangements and pay the vendor. The employee can claim reimbursement by completing a *Travel Voucher* (SF 1012), or a DOE system generated substitute, and submitting it with receipts to the approving official for signature. (Note: Reimbursement will be limited to the amount that would have been paid using Government rates.)

CHAPTER 302—RELOCATION ALLOWANCES

Subchapter D—Transportation and Storage of Property

PART 302-9—ALLOWANCES FOR TRANSPORTATION AND EMERGENCY STORAGE OF A PRIVATELY OWNED VEHICLE

Subpart A—General Rules

DOE302-9.7. AUTHORIZATION OF TRANSPORTATION OR EMERGENCY STORAGE OF POV. For transferees, new appointees, or student trainees, it is optional whether the approving official authorizes the transportation of a POV to the employee's official station. Transportation of a single POV may only be authorized when (1) there is a signed service agreement and (2) it is in the interest of the Government based upon the factors in FTR Subparts D and F of this Part. Written justification is not required. When the transportation of a POV to an official station is authorized and the service agreement has been completed, DOE will pay the cost for returning the vehicle. Authorization of more than one POV is addressed in DOE302-9.302. DOE will authorize the emergency storage of a POV under the conditions stated in FTR Subpart E of this Part. Procedures are included in the DOE "Employee Permanent Change of Station Guide."

DOE302-9.11. ADVANCE OF FUNDS FOR TRANSPORTATION AND EMERGENCY STORAGE OF POV. See DOE302-2.20.

DOE302-9.12. ADVANTAGEOUS TO DRIVE POV TO THE OFFICIAL STATION. The approving official, based on input from the relocation coordinator, determines whether it is more advantageous to drive the POV for all or part of the distance or to have it transported. Lost wages are not factored into the cost comparison; however, other factors such as the need for the employee to immediately report for duty, can override cost factors when determining whether or not it is advantageous. If it is determined that driving the POV is advantageous, reimbursement will be limited to the allowances in FTR § 302-4 for the travel and transportation expenses of the employee and/or immediate family.

Subpart B—Transportation

POV Transportation at Time of Assignment

DOE302-9.140. AUTHORIZATION OF TRANSPORTATION OF POV AT TIME OF ASSIGNMENT. See DOE302-9.7.

POV Transportation Subsequent to the Time of Assignment

DOE302-9.170. AUTHORIZATION OF TRANSPORTATION OF POV SUBSEQUENT TO THE TIME OF ASSIGNMENT. It is optional whether the approving official authorizes transportation of a POV to the post of duty subsequent to the time of assignment; however, it can only be authorized when the criteria specified in DOE302-9.7 are met and the employee meets the conditions in FTR § 302-9.170. There are no additional DOE specific conditions for this section.

DOE302-9.172. AUTHORIZATION OF TRANSPORTATION OF A REPLACEMENT POV. It is optional whether the approving official authorizes the transportation of a replacement POV; however, it can only be authorized when the approving official determines that it is in the interest of the Government and the employee and the conditions specified in FTR § 302-9.172 are met.

Subpart C—Return Transportation of a Privately Owned Vehicle from a Post of Duty

DOE302-9.201. TRANSPORTATION OF A POV FROM POST OF DUTY. DOE will pay to transport a POV from the current post of duty when the POV was transported to that post of duty at Government expense and the conditions specified in FTR § 302-9.201 are met. In addition to these conditions—

- (a) the approving official determines whether or not the transportation of a POV is in the interest of the Government based upon the factors included in FTR Subpart F of this Part and
- (b) when an employee is separated from Government service before completion of an agreed period of service, examples of acceptable reasons beyond the employee's control include, but are not limited to, a reduction in force or the debilitating illness of the employee or an immediate family member that the employee must care for on a full time basis.

Subpart D—Transportation of a Privately Owned Vehicle within the Continental United States

DOE302-9.302. TRANSPORTATION OF MORE THAN ONE POV WITHIN CONUS. It is optional whether the approving official authorizes up to two POVs when it is determined that it is advantageous and cost effective to DOE in accordance with FTR § 302-9.301.

Subpart E—Emergency Storage of a Privately Owned Vehicle

DOE302-9.400. AUTHORIZATION OF EMERGENCY STORAGE OF POV. It is optional whether the approving official authorizes emergency storage of a POV when—

- (a) the POV was transported to the post of duty at Government expense and
- (b) the head of the Departmental element or designee determines that the post of duty is within a zone where the immediate family and/or HHG should be evacuated.

DOE302-9.401. STORAGE OF POV IN EMERGENCY. If the employee receives notice to evacuate his/her immediate family and/or HHG from the post of duty and the approving official has authorized emergency storage, the relocation coordinator determines where the POV may be stored. This applies whether the POV is already at, or in the process of being transported to, the post of duty.

CHAPTER 302—RELOCATION ALLOWANCES

Subchapter D—Transportation and Storage of Property

PART 302-10—ALLOWANCES TRANSPORTATION OF MOBILE HOMES AND BOATS USED AS A PRIMARY RESIDENCE

Subpart B—Computation of Distance

DOE302.10.100. DISTANCE ALLOWED FOR POINTS OF ORIGIN AND DESTINATION WITHIN CONUS AND ALASKA. DOE will allow for the distance shown in standard highway mileage guides or the “Get Directions” link on the Web site <http://www.randmcnally.com> or actual miles driven, as determined from odometer readings, between the authorized origin and destination.

DOE302.10.101. REQUIREMENT FOR ACTUAL ODOMETER READINGS ON THE TRAVEL CLAIM. It is not required to furnish actual odometer readings on the travel claim, but the total miles traveled must be indicated. Any deviation from the distances indicated in standard highway mileage guides or the “Get Directions” link on the Web site <http://www.randmcnally.com> must be fully explained and acceptable to DOE.

Subpart C—Computation of Allowances

DOE302-10.200. ALLOWABLE COSTS WHEN COMMERCIAL CARRIER TRANSPORTS MOBILE HOME OVER LAND OR WATER. The DOE official table of distances is the “Get Directions” link on the Web site <http://www.randmcnally.com>.

DOE302-10.206. DOE PAYING DIRECTLY FOR THE COSTS OF PREPARING AND TRANSPORTING A MOBILE HOME. The employee has the option to use DOE’s RSC. In this case, DOE will pay the RSC directly for all allowable costs. DOE has determined that use of the RSC is in the Government’s interest.

Subpart D—Advance of Funds

DOE302-10.300. ADVANCE OF FUNDS FOR TRANSPORTATION OF MOBILE HOME BY COMMERCIAL CARRIER. See DOE302-2.20.

CHAPTER 302—RELOCATION ALLOWANCES

Subchapter E—Residence Transaction Allowances

PART 302-11—ALLOWANCES FOR EXPENSES INCURRED IN CONNECTION WITH RESIDENCE TRANSACTIONS

Subpart A—General Rules

Time Limitations

DOE302-11.2. AUTHORIZATION OF EXPENSES FOR RESIDENCE TRANSACTIONS.

The approving official will authorize expenses for residence transactions for an employee transferred in the interest of the Government when there is a signed service agreement (see FTR § 302-3.503), and all other criteria specified in this Part and FTR § 302-11.2 are met.

DOE302-11.22. TIME LIMITATION EXTENSIONS. The approving official, based on input from the relocation coordinator, may extend the initial time limitations (within the timeframes specified in FTR § 302-11.22) for sale, purchase, or lease termination for reasons beyond the employee's control and acceptable to DOE. Requests for extensions of time must be submitted to the authorizing official with a chronology of events. The chronology should include such information as the number of homes viewed, whether any contracts were tendered and the reasons for not buying (e.g., price, location, facilities, schools), and current efforts to complete the residence transactions. The employee will be notified whether or not the extension was approved.

Subpart D—Request for Reimbursement

DOE302-11.301. REQUESTS FOR REIMBURSEMENT OF EXPENSES FOR RESIDENCE TRANSACTIONS. To request reimbursement for the expenses incurred for residence transactions, the employee must—

- (a) complete DOE F 1520.1, *Employee Application for Reimbursement of Expenses Incurred Upon Sale or Purchase (or both) of Residence Upon Change of Official Duty Station*;
- (b) complete an SF-1012 or a DOE system generated substitute; and
- (c) submit these claim forms with documentation specified in FTR § 302-11.302 to the approving official for signature.

After receiving the signature of the approving official, for DOE Headquarters and the field, these documents must be forwarded to the EFASC, Accounting Operations Division, Financial Services Branch (ME-142.1), for review and payment. For documents forwarded to the EFASC only, expenses for the sale of a residence must be submitted on a separate form from the purchase of a residence. PMA employees should forward documents to their payment office.

CHAPTER 302—RELOCATION ALLOWANCES

Subchapter E—Residence Transaction Allowances

PART 302-12—USE OF A RELOCATION SERVICES COMPANY

Subpart A—Employee's Use of the DOE Relocation Services Company

DOE302-12.2. USE OF DOE'S RSC. The advantages of using the RSC include improving employee mobility and morale by making the employee eligible for a home marketing incentive (see DOE302-14) and providing a guaranteed offer from the RSC to purchase the home. It is optional, based on budgetary constraints, whether the approving official authorizes the use of the DOE RSC for real estate services for employees that meet the conditions in FTR § 302-12.3 and DOE302-12.3. The employee is not required to use the DOE RSC; however, when eligible and authorized, the employee must request to use the RSC by completing DOE F 1500.6, *Employee Application Request for Relocation Service*. Whether or not the RSC is authorized or used for real estate transactions, the relocation coordinator may use DOE's RSC for the shipment and storage of HHG.

DOE302-12.3. CONDITIONS FOR USING DOE'S RSC. In addition to the conditions stated in FTR § 302-12.3 and authorization by the approving official, DOE has the following requirements for using the RSC home sale services.

- (a) An employee is not eligible when the property is in an excluded category or condition specified in the contract between DOE and the RSC. Examples include, but are not limited to, houseboats, cooperatives, and homes that are uninsurable.
- (b) DOE also requires that the employee market his/her home with a qualified broker for at least 30 days, 21 of which must be after receipt of the RSC's guaranteed offer. A qualified broker must understand third party relocation services and, when available and practical, be a member of a multiple listing service (MLS). (Note: MLS brokers may not be practical or available in small towns.) A clause must be included in the listing agreement which preserves the employee's right to sell his/her home to the DOE RSC without incurring a real estate commission.

DOE302-12.4. RELOCATION SERVICES PAID BY DOE. Services provided by the DOE RSC include, but are not limited to, the following:

- (a) home marketing assistance,
- (b) home sale assistance,
- (c) management of HHG/shipment and storage,
- (d) home finding assistance, and
- (e) mortgage counseling.

CHAPTER 302—RELOCATION ALLOWANCES

Subchapter E—Residence Transaction Allowances

PART 302-14—HOME MARKETING INCENTIVE PAYMENTS

Subpart A—Payment of Incentive to the Employee

DOE302-14.4. PAYMENT OF HOME MARKETING INCENTIVE. DOE will pay an employee a home marketing incentive when the employee is authorized to use the RSC and under the conditions included in FTR § 302-14.5 and DOE302-14.5.

DOE302-14.5. CONDITIONS FOR RECEIVING A HOME MARKETING INCENTIVE PAYMENT. In addition to the conditions stated in FTR § 302-14.5, an incentive payment will not be paid unless—

- (a) the RSC has a final closing/settlement with the employee supplied bona fide buyer and
- (b) DOE receives an invoice from the RSC indicating the percentage fee charged for a home purchase amended value transaction.

DOE302-14.6. AMOUNT OF HOME MARKETING INCENTIVE. The incentive payment may not exceed the lesser of—

- (a) 3 percent of the selling price,
- (b) the savings DOE realized from the reduced fee/expenses paid as a result of the employee finding a bona fide buyer, or
- (c) \$9,000.

CHAPTER 302—RELOCATION ALLOWANCES

Subchapter E—Residence Transaction Allowances

PART 302-15—ALLOWANCE FOR PROPERTY MANAGEMENT SERVICES

Subpart A—General Rules for the Employee

DOE302-15.5. AUTHORIZATION AND PAYMENT OF PROPERTY MANAGEMENT SERVICES. It is optional whether property management services are authorized by the approving official; however, the employee is eligible when—

- (a) the employee meets the requirements in FTR §§ 302-15.3, 15.4, 15.6, and 15.7;
- (b) the employee obtains two estimates including details of one-time and recurring costs (e.g., monthly) and provides these estimates to the approving official (Note: If the employee prefers a company other than the lowest price, he/she must include a justification clearly demonstrating a higher quality of service); and
- (c) the approving official determines that property management services are more cost effective than the sale of the residence based on input from the relocation coordinator using the above estimates and information provided by the employee on the “PCS Information Sheet.”

After property management services have been authorized, the employee must make his/her own arrangements and request reimbursement by—

- (a) completing an SF-1012 or a DOE system generated substitute and
- (b) submitting the claim form with documentation (e.g., statements, invoices, bills) to the approving official for signature.

DOE302-15.6. DOE CONDITIONS FOR AUTHORIZING PROPERTY MANAGEMENT SERVICES. DOE conditions for authorizing property management services are included in DOE302-15.5.

DOE302-15.11. ELECTING TO SELL RESIDENCE AT DOE EXPENSE AFTER PROPERTY MANAGEMENT SERVICES HAVE BEEN AUTHORIZED AND/OR PAID.

An employee may change his/her selection from receiving property management services to selling his/her residence at DOE expense by amending the original authorization. Previously reimbursed property management expenses will be offset from the home sale expense reimbursement.

Subpart B—Agency Responsibilities

DOE302-15.70. DOE POLICIES FOR PROPERTY MANAGEMENT SERVICES. If and when DOE adds property management services to the DOE RSC contract, its use will be optional for an approved employee. However, when an employee chooses not to use the RSC, reimbursement will be limited to the estimate given by the RSC.

CHAPTER 302—RELOCATION ALLOWANCES

Subchapter F—Miscellaneous Allowances

PART 302-16—ALLOWANCE FOR MISCELLANEOUS EXPENSES

Subpart B—Employee Allowance for Miscellaneous Expenses

DOE302-16.100. REIMBURSEMENT FOR MISCELLANEOUS EXPENSES. The employee must complete an SF-1012 or a DOE system generated substitute and submit it to EFASC or the applicable PMA payment office.

DOE302-16.102. FIXED AMOUNT (LUMP SUM) REIMBURSEMENT FOR MISCELLANEOUS EXPENSES. To be eligible for lump sum reimbursement, there must be evidence that the employee discontinued a residence and established a new residence (requirement of FTR § 302-16.3). Evidence includes (1) authorization of the shipment of HHG or (2) when the transfer is from one state to another. In the absence of this evidence, the employee must include a statement on the SF-1012 or DOE system generated substitute that expenses under the category of miscellaneous expenses as defined in FTR § 302-16.1 have been incurred.

DOE302-16.103. ACTUAL EXPENSE REIMBURSEMENT FOR MISCELLANEOUS EXPENSES. When claiming an amount greater than prescribed in FTR § 302-16.102, expenses must be itemized on the SF-1012 or DOE system generated substitute and all receipts attached.

DEPARTMENTAL ELEMENTS TO WHICH DOE M 552.1-1A IS APPLICABLE

Office of the Secretary
Departmental Representative to the Defense Nuclear Facilities Safety Board
Energy Information Administration
National Nuclear Security Administration
Office of the Chief Financial Officer
Office of the Chief Information Officer
Office of Civilian Radioactive Waste Management
Office of Congressional and Intergovernmental Affairs
Office of Counterintelligence
Office of Economic Impact and Diversity
Office of Electricity Delivery and Energy Reliability
Office of Energy Efficiency and Renewable Energy
Office of Environment, Safety and Health
Office of Environmental Management
Office of Fossil Energy
Office of General Counsel
Office of Hearings and Appeals
Office of Human Capital Management
Office of the Inspector General
Office of Intelligence
Office of Legacy Management
Office of Management
Office of Nuclear Energy, Science and Technology
Office of Policy and International Affairs
Office of Public Affairs
Office of Science
Office of Security and Safety Performance Assurance
Secretary of Energy Advisory Board
Bonneville Power Administration
Southeastern Power Administration
Southwestern Power Administration
Western Area Power Administration