

**SUBJECT: LIMITED CHANGE TO DOE M 552.1-1A, U.S. DEPARTMENT OF ENERGY TRAVEL MANUAL**

1. EXPLANATION OF CHANGES. This limited change reinforces and aligns current and existing DOE policy on travel to and from a remote-worksite for local and temporary duty travel assignments.
2. LOCATIONS OF CHANGES:

Page	Paragraph	Changed	To
14-15	DOE301-10.12(d)	Added.	<p><b>Remote Employees.</b> 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.</p> <p>(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.</p> <p>(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.</p> <p>(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</p>

Page	Paragraph	Changed	To
			<p>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).</p> <p>(4) Travel authorizations are not required for travel within the LCA.</p>
15	DOE301-10.12(d)	Renumbered.	DOE301-10.12(e)
15	DOE301-10.12(e)(3)	...Employees are to deduct their usual commuting costs from the total expenses incurred when they travel between their residences and local TDY points....	...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....
16	DOE301-10.12(e)(3)	Employees who are regular members (or free riders) of a carpool and who receive approval to use their POVs for official travel will base the amount of the deduction on the number of regular carpool members.	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.