

# U.S. NUCLEAR REGULATORY COMMISSION

## DIRECTIVE TRANSMITTAL

TN: DT-05-10

To: NRC Management Directives Custodians

Subject: Transmittal of Management Directive 14.1, "Official Temporary Duty Travel"

Purpose: Directive and Handbook 14.1, "Official Temporary Duty Travel," are being updated to (1) revise the delegation of authority of who can authorize the use of either first class and/or premium class airline accommodations, (2) incorporate the change in the Federal Travel Regulation (Sections 301-10.123d and 301-10.124j) that allows for the use of either first class or premium class airline accommodations when required because of agency mission, (3) expand Section 8.2, "Conference Planning," to include three new subsections, (4) give the Office of the Inspector General the authority to authorize and approve foreign travel, and (5) allow for the redelegation of authority for the approval of travel documents to any supervisory level (previously at the branch chief [or comparable] level).

Office and  
Division of Origin: Office of the Chief Financial Officer  
Division of Financial Services

Contact: Mary Matheson, 301-415-8748

Date Approved: January 28, 1998 (**Revised: June 7, 2005**)

Volume: 14 Travel

Directive: 14.1 Official Temporary Duty Travel

Availability: Rules and Directives Branch  
Office of Administration  
Michael T. Lesar, 301-415-7163  
Christy Moore, 301-415-7086

# Official Temporary Duty Travel

---

Directive  
14.1

---

## Contents

Policy .....	1
Objective .....	1
Organizational Responsibilities and	
Delegations of Authority .....	1
Chairman .....	1
Commissioners .....	2
Director, Office of International Programs (OIP) .....	2
Inspector General (IG) .....	3
Chief Financial Officer (CFO) .....	4
Executive Director for Operations (EDO) .....	4
Office Directors and Regional Administrators .....	5
Regional Administrators Only .....	6
Director, Division of Financial Services (DFS), Office of the Chief Financial Officer (OCFO) .....	7
Director, Division of Planning, Budget, and Analysis (DPBA), (OCFO) .....	8
Director, Division of Contracts (DC), Office of Administration (ADM) .....	9
Director, Division of Facilities and Security, ADM .....	9
Applicability .....	10
Handbook .....	10
References .....	10



# U. S. Nuclear Regulatory Commission

Volume: 14 Travel

OCFO

---

---

## Official Temporary Duty Travel Directive 14.1

### Policy (14.1-01)

It is the policy of the U.S. Nuclear Regulatory Commission to adhere to the statutory and regulatory principles of the Federal Travel Regulation, associated Executive Orders, Comptroller General decisions, and decisions of the General Services Administration Board of Contract Appeals related to official Government travel.

### Objective (14.1-02)

To provide NRC travelers with procedures, regulations, and requirements for official Government travel and the means to properly claim reimbursement for expenses.

### Organizational Responsibilities and Delegations of Authority (14.1-03)

#### Chairman (031)

- Authorizes both first class and premium class other than first class common carrier transportation for himself or herself and immediate staff; the Commissioners; the Executive Director

Organizational Responsibilities and  
Delegations of Authority  
(14.1-03) (continued)

Chairman  
(031) (continued)

for Operations (EDO); the Chief Financial Officer (CFO); and Commission-level office directors. (a)

- Approves requests for official temporary duty travel for himself or herself and immediate staff, the EDO, the CFO, and Commission-level office directors. (b)
- Approves requests for official foreign travel for himself or herself and immediate staff; the Commissioners; the EDO; the CFO; and Commission-level office directors. (c)
- Approves travel vouchers for himself or herself and immediate staff. (d)

Commissioners  
(032)

- Approve requests for official temporary duty travel for their immediate staff. (a)
- Approve travel vouchers for themselves and their immediate staff. (b)
- Approve requests for official foreign travel for their immediate staff. (c)

Director, Office of International  
Programs (OIP)  
(033)

- Reviews and concurs on all requests for official foreign travel (NRC Form 445, "Request for Approval of Foreign Travel," available on NRC's internal and external Web sites). (a)

Organizational Responsibilities and  
Delegations of Authority  
(14.1-03) (continued)

Director, Office of International  
Programs (OIP)  
(033) (continued)

- Alerts and advises the traveler on any sensitive U.S. Government foreign policy matters, including agreements or arrangements that exist or are pending with the other countries or agencies that might be in conflict with the purpose of travel. (b)

Inspector General (IG)  
(034)

- Approves and authorizes requests for official temporary duty travel and all travel vouchers for himself or herself and all travelers for the Office of the Inspector General (OIG). (a)
- Approves and authorizes requests for official foreign travel for himself or herself and OIG travelers under his or her jurisdiction. (b)
- Approves and authorizes both first class and premium class other than first class common carrier transportation for himself or herself and for all OIG travelers. (c)
- Certifies availability of travel funds for approved official travel requests for OIG travelers. (d)
- Authorizes travel advances for incidental expenses for approved official travel. (e)
- Determines when an interviewee or an invitational traveler is eligible for travel reimbursements and communicates the travel rules and procedures to the interviewee or the invitational traveler. (f)

Organizational Responsibilities and  
Delegations of Authority  
(14.1-03) (continued)

Inspector General (IG)  
(034) (continued)

- Approves payments for cash purchases or transportation services in excess of \$100 for travelers under his or her jurisdiction. (g)

Chief Financial Officer (CFO)  
(035)

- Exercises the authority to carry out the requirements of the Federal Travel Regulation and all other Federal travel requirements on behalf of NRC or the head of the agency. (a)
- Approves requests for official foreign travel for NRC travelers under his or her jurisdiction. (b)
- Approves requests for official temporary duty travel for travelers in the Office of the Chief Financial Officer. (c)
- Approves travel vouchers for himself or herself and immediate staff. (d)

Executive Director for Operations (EDO)  
(036)

- Approves both first class and premium class other than first class common carrier transportation for NRC travelers under his or her jurisdiction. (a)
- Approves requests for official temporary duty travel for his or her immediate staff, regional administrators, and office directors under his or her jurisdiction. (b)

Organizational Responsibilities and  
Delegations of Authority  
(14.1-03) (continued)

Executive Director for Operations (EDO)  
(036) (continued)

- Approves travel vouchers for himself or herself and immediate staff. (c)

Office Directors and  
Regional Administrators  
(037)

- Control the use of allocated travel funds. (a)
- Approve official temporary duty travel requests for NRC travelers under their jurisdiction. (b)
- Approve all travel vouchers for themselves and for NRC travelers under their jurisdiction. (c)
- Approve all official travel (with the exception of foreign travel) when there will be no expense to NRC. (d)
- Approve requests for official foreign travel for NRC travelers under their jurisdiction. (e)
- Ensure that travelers under their jurisdiction are fully informed of official travel rules and regulations. (f)
- Designate NRC official representative(s) to attend a funeral when such attendance would serve the governmental purposes of sustaining employee morale and reinforcing the perception of the agency's employees and others of the significance of the deceased to the agency. This responsibility may not be redelegated. (g)

Organizational Responsibilities and  
Delegations of Authority  
(14.1-03) (continued)

Office Directors and  
Regional Administrators  
(037) (continued)

- Grant NRC sponsorship or co-sponsorship of a conference that involves travel by 30 or more employees. (h)

Regional Administrators Only  
(038)

- Certify availability of travel funds for approved official travel. (a)
- Authorize approved official travel requests, with the exception of foreign travel, for NRC travelers under their jurisdiction. (b)
- Authorize travel advances for expenses incidental to temporary duty travel. (c)
- Examine and pay vouchers for temporary duty travel (except foreign). (d)
- Approve payments for cash purchases of transportation services in excess of \$100 for travelers under their jurisdiction. (e)
- Ensure that all purchase orders and contracts for lodgings and meals for NRC travelers are in compliance with the statutory and regulatory limitations on per diem and actual subsistence rates. (f)
- Determine when an interviewee or an invitational traveler is eligible for travel reimbursements and communicate the travel rules and procedures to the interviewee or the invitational traveler. (g)

Organizational Responsibilities and  
Delegations of Authority  
(14.1-03) (continued)

Regional Administrators Only  
(038) (continued)

- Approve first class and premium class other than first class common carrier transportation for travelers under their jurisdiction. (h)

Director, Division of Financial  
Services (DFS), Office of the  
Chief Financial Officer (OCFO)  
(039)

- Implements statutes, Executive Orders, regulations, and decisions governing the allowance and payment of expenses for official travel. (a)
- Approves exceptions to provisions of this management directive that are not inconsistent with statutes, regulations, and so forth. (b)
- Administers operational travel functions, including NRC imprest funds and third-party payment system (TPPS) checks, the Government-issued travel charge card program, and the establishment and use of Government travel system accounts. (c)
- Examines and pays vouchers for temporary duty travel. (d)
- Authorizes approved official foreign travel for all NRC travelers, with the exception of the OIG. (e)
- Authorizes travel advances for expenses incidental to official travel. (f)

Organizational Responsibilities and  
Delegations of Authority  
(14.1-03) (continued)

Director, Division of Financial  
Services (DFS), Office of the  
Chief Financial Officer (OCFO)  
(039) (continued)

- Approves payments for cash purchases of transportation services in excess of \$100 for travelers under his or her jurisdiction. (g)
- Certifies availability of travel funds for NRC offices, with the exception of regional offices and OIG. (h)
- Authorizes approved official travel requests for all headquarters travelers and all foreign travel (except OIG travelers). (i)
- Approves both first class and premium class other than first class common carrier transportation for NRC travelers under his or her jurisdiction, with the exception of OIG. (j)
- Determines when an interviewee or an invitational traveler is eligible for travel reimbursements and communicates the travel rules and procedures to the interviewee or the invitational traveler. (k)

Director, Division of Planning, Budget,  
and Analysis (DPBA), OCFO  
(0310)

Issues travel allowances.

Organizational Responsibilities and  
Delegations of Authority  
(14.1-03) (continued)

Director, Division of Contracts (DC),  
Office of Administration (ADM)  
(0311)

Ensures that all purchase orders and contracts for lodgings and meals for NRC travelers are in compliance with the statutory and regulatory limitations on per diem and actual subsistence rates.

Director, Division of Facilities and  
Security, ADM  
(0312)

- Concurs in recommendations concerning official travel to the Commonwealth of Independent States (countries of the former Soviet Union) and other designated countries (those countries that the Division of Facilities and Security specifies whose interests are contrary to U.S. interests). (a)
- Concurs in recommendations concerning official travel to other than the Commonwealth of Independent States or other designated countries involving the transport of classified matter. (b)
- Is informed of requests for official travel to other than the Commonwealth of Independent States or other designated countries not involving the transport of classified matter. (c)
- Reviews and approves requests for a waiver under 15 U.S.C. 2225 (prohibiting conferences in buildings that do not meet fire prevention and control guidelines). This responsibility may not be redelegated (d)

Applicability  
(14.1-04)

The policy and guidance in this directive and handbook apply to all NRC employees and others traveling at NRC expense.

Handbook  
(14.1-05)

Handbook 14.1 contains detailed procedures, guidelines, and criteria to implement official Government travel and claim reimbursement for expenses.

References  
(14.1-06)

NRC Management Directives—

2.3, “Telecommunications.”

3.11, “Conferences and Conference Proceedings.”

4.2, “Administrative Control of Funds.”

7.1, “Tort Claims Against the United States.”

7.2, “Claims for Personal Property Loss or Damage.”

7.3, “Participation in Professional Organizations.”

10.1, “Appointments, General Employment Issues, Details, and Position Changes.”

10.6, “Use of Consultants and Experts.”

10.12, “Use of Advisory Committee Members.”

10.42, “Hours of Work and Premium Pay.”

References

(14.1-06) (continued)

10.102, "Labor-Management Relations Program for Federal Employees."

12.1, "NRC Facility Security Program."

# Official Temporary Duty Travel

---

Handbook

14.1

---

## Contents

Part 1 Overview .....	1-1
Exhibit	
1.1 Signature Authorities for Official NRC Travel .....	1-2
Part 2 Local Travel at the Official Duty Station .....	2-1
2.1 Allowable Expenses .....	2-1
2.2 Modes of Travel .....	2-1
2.3 Per Diem Allowances .....	2-2
2.3.1 No Per Diem Allowed .....	2-2
2.3.2 Exceptions .....	2-2
2.4 How To Get Paid .....	2-3
Exhibit	
2.1 Standard Form (SF) 1164, "Claim for Reimbursement for Expenditures on Official Business" .....	2-5
Part 3 Travel Authorizations for Travel Outside of Local Area .....	3-1
3.1 Getting Started .....	3-1
3.1.1 Purposes for Which Travel May Be Authorized .....	3-1
3.1.2 Traveler's Responsibilities .....	3-1
3.1.3 Performing Temporary Duty in Connection With Leave .....	3-2
3.1.4 Alternate Location Travel .....	3-4
3.1.4.1 Policy .....	3-4
3.1.4.2 Procedures .....	3-5
3.2 Approving Official's Responsibilities .....	3-6
3.2.1 Continental United States (CONUS) and Nonforeign Travel .....	3-6
3.2.2 Foreign Travel .....	3-7
3.2.3 Actual Subsistence Requirements .....	3-8
3.2.4 Scheduling Travel .....	3-8
3.3 Authorizing Official's Responsibilities .....	3-8

## Contents (continued)

3.4	CONUS/Domestic and Nonforeign Travel Authorizations .....	3-9	
3.4.1	Types of Authorizations .....	3-9	
3.4.2	Travel Purpose Codes .....	3-10	
3.4.3	Estimating Costs .....	3-10	
3.4.4	Preparing NRC Form 279, "Official Travel Authorization" .....	3-11	
3.4.5	Specific Authorization Requirements .....	3-12	
3.5	Foreign Travel Authorizations .....	3-12	
3.5.1	Foreign Travel Defined .....	3-12	
3.5.2	Approval Process for Official Foreign Travel .....	3-13	
3.5.3	Presentation Material for Official Foreign Travel .....	3-14	
3.6	Amendments and Cancellations .....	3-14	
3.6.1	Amendments to Individual Travel Authorizations .....	3-14	
3.6.2	Amendments to Blanket Travel Authorizations .....	3-15	
3.6.3	Amendments to Foreign Travel Authorizations .....	3-16	
3.6.4	Cancellations .....	3-16	
Exhibits			
3.1	Travel Purpose Codes .....	3-17	
3.2	NRC Form 279, "Official Travel Authorization" .....	3-19	
3.3	Calculating the Estimated Cost of Travel .....	3-29	
3.4	NRC Form 445, "Request for Approval of Official Foreign Travel" .....	3-33	
Part 4 Making Travel Arrangements .....			4-1
4.1	Reserving and Paying for Lodgings .....	4-1	
4.2	Choosing Method of Transportation .....	4-1	
4.2.1	Contract Air Service and Exceptions .....	4-2	
4.2.2	Use of Other Special Fares .....	4-3	
4.2.3	Class of Transportation Authorized .....	4-3	
4.2.3.1	Use of First Class Airline Accommodations .....	4-4	
4.2.3.2	Use of Premium Class Other Than First Class Airline Accommodations .....	4-5	
4.2.3.3	Train Accommodations .....	4-7	
4.2.4	Charter Transportation Service .....	4-8	
4.2.5	Government Aircraft .....	4-9	
4.2.6	Aircraft (Including Helicopters) — Insurance Coverage .....	4-9	

## Contents (continued)

4.3	Obtaining Tickets for Transportation . . . . .	4-10
4.3.1	Travel Management Centers . . . . .	4-10
4.3.1.1	Reservations and Purchase of Common Carrier Transportation Tickets . . . . .	4-11
4.3.1.2	Combining Official and Personal Travel . . . . .	4-11
4.3.2	Frequent Flyer and Other Special Benefits . . . . .	4-12
4.3.2.1	Use of Mandatory or Preferred Vendors . . . . .	4-13
4.3.2.2	General Guidance on Redeeming Mileage Credits . . . . .	4-13
4.3.3	Gainsharing Awards . . . . .	4-13
4.3.3.1	Policy . . . . .	4-13
4.3.3.2	Procedures . . . . .	4-14
4.3.4	Disposition of Unused Tickets . . . . .	4-16
4.3.4.1	Cancelled Trips . . . . .	4-16
4.3.4.2	Unused Tickets . . . . .	4-17
4.3.4.3	Ticket Refunds . . . . .	4-17
4.3.4.4	Lost or Stolen Tickets . . . . .	4-17
4.4	Foreign Travel. . . . .	4-18
4.4.1	Fly America Act . . . . .	4-18
4.4.1.1	Scheduling Principles . . . . .	4-18
4.4.1.2	Guidelines for Determining Unavailability of U.S. Flag Air Carrier Service . . . . .	4-18
4.4.1.3	Justification Statement . . . . .	4-19
4.4.1.4	Employee Liability for Disallowed Expenditures . . . . .	4-19
4.4.2	Rest Stops/Rest Periods . . . . .	4-19
4.4.3	Passports and Visas . . . . .	4-20
4.4.3.1	Obtaining an Official Passport . . . . .	4-20
4.4.3.2	Obtaining a Personal Passport . . . . .	4-21
4.4.3.3	Obtaining a Visa . . . . .	4-21
4.4.3.4	Disposition of Passport After Completion of Travel . . . . .	4-21
4.4.4	Immunizations for Foreign Travel . . . . .	4-21
4.5	Voluntarily Vacating Reserved Airline Seats . . . . .	4-22
4.6	Involuntary Changes to Transportation Accommodations . . . . .	4-22
4.6.1	Grounded Airplanes . . . . .	4-22
4.6.2	Oversold Reserved Accommodations (Denied Boarding) . . . . .	4-23

## Contents (continued)

4.7	Other Transportation Allowances .....	4-23
4.7.1	Privately Owned Vehicles (POVs) .....	4-23
4.7.1.1	Authority to Use .....	4-23
4.7.1.2	Basis of Reimbursement .....	4-23
4.7.1.3	Approved Uses of Privately Owned Vehicles .....	4-24
4.7.1.4	Other Reimbursement Limitations .....	4-26
4.7.1.5	Actual Expense Method of Reimbursement .....	4-26
4.7.1.6	Accidents .....	4-26
4.7.2	Taxis .....	4-26
4.7.2.1	Authorized Use .....	4-26
4.7.2.2	Tips .....	4-28
4.7.3	Rental Vehicles and Special Means of Transportation .....	4-28
4.7.3.1	Policies Governing Use .....	4-28
4.7.3.2	Procedures for Obtaining Rental Vehicles .....	4-30
4.7.3.3	Employee Responsibilities .....	4-30
4.7.3.4	Damage Waiver or Insurance Costs .....	4-31
4.7.3.5	Accidents .....	4-32
4.7.4	Government Owned Vehicles .....	4-32
4.7.4.1	Policies Governing Use .....	4-32
4.7.4.2	Expenses .....	4-33
4.7.4.3	Obtaining a Government Owned Vehicle .....	4-33
4.7.4.4	Accidents .....	4-33
Exhibits		
4.1	Cost Comparison Statement for Nonuse of Contract Air Carrier .....	4-34
4.2	Request for Authorization and Approval for Use of Premium Class Transportation .....	4-35
4.3	NRC Form 597, "Gainsharing Award Nomination" .....	4-37
4.4	Use of Foreign Flag Carrier Justification Statement .....	4-39
4.5	Loss of Revenue Table for Violation of the Fly America Act .....	4-40
4.6	"U.S. Department of State Application for Passport/Registration" .....	4-41
4.7	Mileage Reimbursement Rates .....	4-43

## Contents (continued)

Part 5	Paying for Travel Expenses	5-1
5.1	Government Contractor-Issued Travel Charge Cards	5-1
5.1.1	Eligibility	5-1
5.1.2	Use	5-2
5.1.3	Payment	5-3
5.1.4	Reimbursement	5-3
5.1.5	Departure or Relocation	5-4
5.2	Travel Advances	5-4
5.2.1	Amounts of Travel Advances	5-4
5.2.2	Types of Travel Advances	5-5
5.2.2.1	Automated Teller Machines	5-5
5.2.2.2	Other Advances	5-7
5.3	Payment for Travel	5-8
5.3.1	Government Travel Account (GTA) for Common Carrier Transportation	5-8
5.3.2	Government Contractor-Issued Travel Charge Card	5-8
5.3.3	Cash Payments for Transportation Services	5-8
5.3.3.1	Using Cash	5-8
5.3.3.2	Accounting for Cash Payments	5-9
Exhibit		
5.1	Government Card Application and Agreement	5-10
Part 6	Per Diem	6-1
6.1	General	6-1
6.1.1	Maximum Per Diem Rates	6-2
6.1.1.1	Continental United States (CONUS)	6-2
6.1.1.2	Nonforeign Areas Outside CONUS and Foreign Areas	6-2
6.1.2	Per Diem Entitlement	6-2
6.1.2.1	The Lodgings-Plus System (Types of Allowable Lodging)	6-3
6.1.2.2	Meals and Incidental Expenses Rate	6-5
6.1.2.3	Reduced Per Diem Rates	6-7
6.1.2.4	Applicable Per Diem Rates for Extended Training Assignment (More Than Thirty Calendar Days)	6-8

## Contents (continued)

6.1.3	Calculating Special Situation Per Diem Allowance	6-8
6.1.3.1	Curtailed or Interrupted Temporary Duty	6-8
6.1.3.2	Cancellation of Travel Assignment	6-9
6.1.4	Interruption of Per Diem Entitlement	6-10
6.1.4.1	Leave and Nonworkdays	6-10
6.1.4.2	Return Trips Home	6-10
6.1.4.3	Indirect Route or Interrupted Travel	6-11
6.2	Subsistence Expenses Exceeding Per Diem Rates	6-11
6.2.1	Actual Subsistence Maximum Daily Rate Limitations	6-12
6.2.2	Mixed Travel (Per Diem and Actual Subsistence Expense) Reimbursement	6-13
6.2.3	Interruption of Subsistence Entitlement	6-14
6.3	Miscellaneous Expenses	6-14
6.3.1	Telephone Calls	6-14
6.3.2	Laundry While on Official Travel	6-15
6.3.3	Lodging Taxes	6-15
6.3.4	Baggage	6-15
6.3.5	Fees Relating to Travel Outside the Continental United States	6-16
6.3.6	Other Allowable Miscellaneous Expenses	6-16
6.3.6.1	Rental of a Hotel Room To Conduct Official Business	6-17
6.3.6.2	Registration Fees	6-17
6.3.6.3	Traveler's Checks, Money Orders, and Certified Checks	6-18
Part 7 Completion of Travel		7-1
7.1	General	7-1
7.2	Submission of Travel Reimbursement Forms	7-1
7.3	Payment of Vouchers	7-2
7.4	Preparing the Travel Voucher	7-3
7.5	Travel of Witnesses Under Subpoena	7-3
7.6	Foreign Travel Trip Reports	7-3
7.6.1	Content of Trip Reports	7-3
7.6.1.1	Conference Meetings	7-3
7.6.1.2	Visits to Laboratories	7-4
7.6.1.3	Other Visits	7-4
7.6.2	Submission and Distribution of Trip Reports	7-4
7.6.3	Protection of Information	7-5

## Contents (continued)

### Exhibits

7.1	Receipt Requirements .....	7-6
7.2	NRC Form 64, "Travel Voucher (Part 1)" .....	7-8
	NRC Form 64A, "Travel Voucher (Part 2)" .....	7-10
	NRC Form 64B, "Optional Travel Voucher (Part 2)" .....	7-12
7.3	Standard Form 1157, "Claims for Witness Attendance Fees, Travel, and Miscellaneous Expenses" .....	7-14
7.4	Example of a Cost Comparative Voucher .....	7-15

### Part 8 Special Travel Situations .....

8.1	Awards .....	8-1
8.2	Conference Planning .....	8-1
	8.2.1 Conference Lodging Allowance .....	8-2
	8.2.2 Conference Facilities .....	8-2
	8.2.3 Procurement Procedures and Requirements .....	8-2
8.3	Consultants and Advisors .....	8-3
8.4	Death of an Employee .....	8-3
8.5	Travelers With Disabilities .....	8-3
8.6	Emergency Travel .....	8-5
	8.6.1 Transportation and Subsistence Expenses .....	8-5
	8.6.1.1 Employee Illness or Injury .....	8-5
	8.6.1.2 Personal Emergency Situation .....	8-6
	8.6.2 Return to Temporary Duty (TDY) Station .....	8-6
	8.6.3 Transportation for Emergencies .....	8-6
8.7	Employee Organization Representatives .....	8-6
8.8	Extended Temporary Duty Travel (TDY) .....	8-7
	8.8.1 Travel Advances .....	8-7
	8.8.2 Per Diem .....	8-7
	8.8.3 Return Travel to the Official Duty Station .....	8-9
	8.8.4 Tax Liability .....	8-9
	8.8.5 Travel Vouchers .....	8-9
8.9	Funeral Attendance .....	8-9
8.10	International Atomic Energy Agency (IAEA) Reimbursed Travel .....	8-10
	8.10.1 Traveler Responsibilities .....	8-10
	8.10.2 IAEA Reimbursements to Traveler .....	8-11

## Contents (continued)

8.10.3	Unexpected Host Country Payments for Travel .....	8-11
8.11	Invitational Travel .....	8-12
8.12	Participation in Professional Organizations .....	8-12
8.13	Pre-Employment Interview Travel .....	8-13
8.14	Reimbursable Work Agreements .....	8-14
8.15	Threatened Law Enforcement/Investigative Employees .....	8-15
8.16	Witnesses Under Subpoena .....	8-16
8.16.1	Allowable Transportation, Subsistence, and Fees .....	8-16
8.16.2	Claiming Reimbursement .....	8-17
Glossary .....		G-1

## Part 1 Overview

This handbook informs NRC employees and others traveling for NRC about the agency's basic temporary duty travel procedures and requirements. It begins with procedures for preparing travel authorizations and ends with the travel reimbursement process. Exhibits are incorporated in each part of the handbook to illustrate the subject matter presented.

If employees have questions about more complex issues and circumstances, they should contact the headquarters or regional travel office for guidance. Relocation allowances for new appointees and transferred employees are covered in Management Directive 14.2, "Relocation Allowances."

The authority for paying travel, transportation, lodging, and per diem expenses to those who travel on Government business is covered in the "Federal Travel Regulation" (FTR). The FTR is issued and administered by the General Services Administration (GSA) and prescribes the mandatory regulations for employees who travel at Government expense. This handbook provides specific directions for NRC employee travel. Applicable paragraphs of the FTR are referenced for guidance, as necessary.

The signature authorities and levels of delegation for official NRC travel are shown in Exhibit 1.1 of this part.

## Exhibit 1.1 Signature Authorities for Official NRC Travel

Position	Approves/Authorizes	May Delegate
<b>Chairman</b>	Approves all requests on NRC Form 279, "Official Travel Authorization"; NRC Form 445, "Request for Approval of Foreign Travel"; all requests for first class and premium class other than first class common carrier and all travel vouchers for himself or herself. (See Part 4, Exhibit 4.2, of this handbook.)	No
	Authorizes both first class and premium class other than first class common carrier transportation for his or her immediate staff, the Commissioners, the Executive Director for Operations (EDO), the Chief Financial Officer (CFO), and Commission-level office directors (See Part 4, Exhibit 4.2, of this handbook.)	Within the Office of the Chairman for other than himself or herself
	Approve NRC Form 279, "Official Travel Authorization," for his or her immediate staff, the EDO, the CFO, and Commission-level office directors.	"
	Approves NRC Form 445, "Request for Approval of Official Foreign Travel," for his or her immediate staff, the Commissioners, the EDO, the CFO, and Commission-level office directors.	"
	Approves all travel vouchers for his or her immediate staff.	"
<b>Commissioners</b>	Approve NRC Form 279, "Official Travel Authorization," and travel vouchers for himself or herself.	No

Exhibit 1.1 (continued)

<b>Position</b>	<b>Approves/Authorizes</b>	<b>May Delegate</b>
<b>Commissioners</b> (continued)	Approve NRC Form 279, "Official Travel Authorization"; NRC Form 445, "Request for Approval of Official Foreign Travel"; and all travel vouchers for his or her immediate staff.	Within each Commissioner's office
<b>Director, Office of International Programs</b>	Reviews and concurs in all requests for official foreign travel on NRC Form 445.	Within the OIP office
<b>Inspector General, Office of the Inspector General</b>	Approves all requests on NRC Form 279, "Official Travel Authorization"; NRC Form 445, "Request for Approval of Foreign Travel"; and all travel vouchers for himself or herself. (See Part 4, Exhibit 4.2, of this handbook).	No
	Approves all requests for first class and premium class other than first class common carrier for himself or herself and for all travelers under the IG's jurisdiction.	No
	Certifies availability of funds; approves and authorizes official travel and associated travel advances for travelers under his or her jurisdiction.	Within the Office of the Inspector General
	Approves all travel vouchers for OIG travelers under the IG's jurisdiction.	Within the Office of the Inspector General
	Authorizes both first class and premium class other than first class common carrier transportation for travelers.	Within the Office of the Inspector General

Exhibit 1.1 (continued)

Position	Approves/Authorizes	May Delegate
<b>Chief Financial Officer (CFO)</b>	Approves all requests on NRC Form 279, "Official Travel Authorization"; NRC Form 445, "Request for Approval of Foreign Travel"; and all travel vouchers for travelers under the CFO's jurisdiction.	Within the CFO's office and to division directors
	Approves all requests for first class and premium class other than first class common carrier for all travelers under the CFO's jurisdiction.	No
	Approves official travel requests of the Chairman and the Commissioners when travel is requested to or from an alternate location on NRC Form 279.	No
	Approves all travel vouchers for himself or herself.	No
<b>Executive Director for Operations (EDO)</b>	Approves all requests on NRC Form 279, "Official Travel Authorization," and NRC Form 445, "Request for Approval of Foreign Travel," for travelers under the EDO's jurisdiction.	Within the EDO's office
	Approves all travel vouchers for travelers under the EDO's jurisdiction, except office directors and regional administrators.	Within the EDO's office
	Approves all requests for first class and premium class other than first class common carrier for all travelers under the EDO's jurisdiction.	No
	Approves all travel vouchers for himself or herself.	No

Exhibit 1.1 (continued)

<b>Position</b>	<b>Approves/Authorizes</b>	<b>May Delegate</b>
<b>Executive Director for Operations (EDO)</b> (continued)	Approves verbally or by e-mail planned official travel of regional administrators.	Within the EDO's office
<b>Office Directors and Regional Administrators</b>	Approve all requests on NRC Form 279, "Official Travel Authorization"; NRC Form 445, "Request for Approval of Foreign Travel"; and all travel vouchers for travelers under their jurisdiction.	Within the office or region
	Approve and authorize all requests for first class and premium class other than first class common carrier for all travelers under their jurisdiction.	No
	Approve all official travel when there will be no expense to NRC.	Within the office or region
	Approve requests and travel vouchers for subsistence and transportation expenses for threatened individuals when justified under the provisions in Part 8 of this handbook.	No
	Designate NRC official representatives to attend the funeral of a fellow employee and pay their related travel expenses.	No
<b>Regional Administrators Only</b>	Approve payments of cash purchases of transportation in excess of \$100.	Within the region
	Certify the availability of travel funds on NRC Form 279.	To an Allowance Financial Manager or a "funds certifying official" within each region

Exhibit 1.1 (continued)

Position	Approves/Authorizes	May Delegate
<b>Regional Administrators Only</b> (continued)	Authorize approved official travel requests and associated travel advances (except foreign travel) for employees under their jurisdiction.	Within each region's DRMA office
<b>Director, Division of Financial Services (DFS), Office of the Chief Financial Officer</b>	<p>Authorizes all approved travel requests on NRC Form 279, "Official Travel Authorization" (including advances), for all travelers, except OIG and regional travelers.</p> <p>Authorizes all approved foreign travel requests on NRC Form 279, "Official Travel Authorization" (including advances), for all travelers, except OIG travelers.</p> <p>Certifies the availability of travel funds for NRC offices, with the exception of OIG and regional offices.</p> <p>Examines and pays vouchers for temporary duty travel.</p> <p>Approves payments for cash purchases of transportation services in excess of \$100 for travelers under their jurisdiction.</p> <p>Approves all requests for first class and premium class other than first class common carrier for all travelers under their jurisdiction.</p>	<p>To the Central Allowance Team</p> <p>To the Central Allowance Team</p> <p>To the Central Allowance Team</p> <p>To the Payment Services Team</p> <p>To the Chief of the Payment Policy and Obligations Team</p> <p>No</p>



## Part 2 Local Travel at the Official Duty Station

### 2.1 Allowable Expenses

A traveler may be reimbursed for local travel expenses related to the performance of official business if the travel is not in excess of 35 miles of the traveler's regular place of work. The Director of the Division of Financial Services, Office of the Chief Financial Officer, may approve, in writing, reimbursement for travel to a specific location beyond 35 miles but shall **not** approve requests on an individual trip basis.

The Government does **not** pay commuting costs. A traveler may be reimbursed for local travel between either the traveler's home or regular place of work and an official business site. Travel directly from home to an official business site must be approved in advance by the local travel approving official in headquarters or each regional office as shown in Exhibit 1.1 of this handbook.

A traveler can arrange special transportation to accommodate a physically challenged traveler through the headquarters Administrative Services Center or the appropriate Director of the Division of Resource Management and Administration in each regional office. Unless the impairment is obvious, a doctor shall substantiate, in writing, the traveler's condition.

### 2.2 Modes of Travel

A traveler must choose a mode of travel that is most advantageous to the Government (see Section 4.2 of this handbook). The traveler should consider public transportation whenever possible, Government vehicles when available, and may only use taxis and private vehicles when approved in advance.

Government vehicles may **not** be used for transportation to or from an NRC employee's home, but approving officials may

approve use of a taxi from work to home for an employee when the following three conditions are met:

- (1) the employee is directed to work outside of regular working hours
- (2) the employee uses public transportation to work
- (3) the employee would be traveling when public transportation is infrequent or at night

If a member of a carpool must drive his or her vehicle to work to perform official local travel, he or she will not be reimbursed mileage to and from, or parking fees at, the official duty station.

## 2.3 Per Diem Allowances

### 2.3.1 No Per Diem Allowed

NRC will not pay per diem for travel that is not in excess of 35 miles from the official duty station.

### 2.3.2 Exceptions

NRC will reimburse lodging and/or meals taken in the vicinity of the official duty station only under one of the following conditions:

- Lodging and/or meals are taken while the employee is participating in a training program and the Office of Human Resources (HR) has determined that meals and lodgings are necessary training expenses under 5 U.S.C. 4109 (39 C.G. 119 [1959]). When this determination is made, an official travel authorization (NRC Form 279, "Official Travel Authorization," which is available on NRC's internal and external Web sites) will be prepared (see Exhibit 3.2 of this handbook) and a certification included in the remarks section of the NRC Form 279 (e.g., "Reimbursement in the amount of \$XX.XX for meals and lodgings is determined to be a necessary training expense

in accordance with 5 U.S.C. 4109"). This certification will be signed by the Director of HR, or his or her designee.

- A meal is provided as part of a formal meeting or conference (64 C.G. 406 [1985] and 65 C.G. 508 [1986]) and all three of the following criteria are met:
  - substantial functions take place before and after the meal
  - the meal is incidental to the meeting
  - the employee is not free to take the meal elsewhere without missing essential formal discussions, lectures, or speeches concerning the purpose of the meeting

A certification, which includes all three of the above criteria, must be stated in the remarks and signed by the traveler on NRC Form 279 (e.g., "Reimbursement in the amount of \$XX.XX to attend a luncheon on [date] is requested as the meal is incidental to the meeting, substantial functions take place before and after the meal, and I am not free to take the meal elsewhere without missing an essential lecture concerning the purpose of the meeting.")

## 2.4 How To Get Paid

Travelers must use Standard Form (SF) 1164, "Claim for Reimbursement for Expenditures on Official Business," which is available on NRC's internal and external Web sites, for reimbursement of local travel expenses (see Exhibit 2.1 of this part). Claims should be made monthly or more frequently when necessary. Travelers must prepare separate claim forms for each fiscal year when expenses cover more than one fiscal year.

The NRC will determine reimbursement as follows:

- actual fare when public transportation or taxi is used, plus actual tip up to 15 percent for taxis

- actual mileage at the current mileage reimbursement rate (see Exhibit 4.7 of this handbook), tolls and parking fees (excluding tips, which are **not** reimbursable) when a privately owned vehicle is used

Local travel claims must be approved by the appropriate office director or regional administrator, or by the approving official to which this authority has been redelegated (see Exhibit 1.1 of this handbook).





## Exhibit 2.1 (continued)

### Traveler's Instructions for Completing SF 1164

This form should be used only for claiming local travel expenses. The item numbers on this form to be filled out by the claimant follow:

1. Indicate agency.
  4. Show name, mail stop or mailing address of claimant, Social Security number, and office telephone number.
  6. (a) List dates travel began and ended.  
(b) Indicate appropriate code.  
(c)–(d) List travel points involved, and indicate mode and method of transportation used. Also include names of passengers, if any, in vehicle or taxi.  
(e) Show actual mileage claimed as official local travel for each day listed.  
(f)–(i) Show actual amounts incurred and total each column.
- Note: State on the form the purpose of travel for each trip claimed.
7. Show grand total amount claimed on voucher. Initial any corrections or erasures shown in totals.
  8. Approval signature is required. This signature is certification of the following statement: "I certify that the travel herein was reviewed and determined to be essential for the accomplishment of agency programs and mission."
  10. Claimant's signature is required.

Complete the accounting classification block with data appropriate to the traveler's organization. The procedures for each regional office may vary for providing this information.

Exhibit 2.1 (continued)

Submit one copy of the approved SF 1164 to the headquarters or regional travel office for processing. Travelers should retain one copy of the approved form.

## Part 3 Travel Authorizations for Travel Outside of Local Area

### 3.1 Getting Started

#### 3.1.1 Purposes for Which Travel May Be Authorized

NRC will only authorize travel that is necessary to effectively and economically accomplish the NRC's programs and mission. NRC travel is categorized by specific purpose; each purpose has a code for reporting (see Exhibit 3.1 of this part for the codes).

#### 3.1.2 Traveler's Responsibilities

**Prudent Traveler Rule.** Travelers are expected to exercise the same care in incurring expenses as a prudent person would exercise when traveling on personal business. NRC will **not** accept excess costs, circuitous routes, delays, or luxury accommodations and services under this standard. Travelers shall be responsible for excess costs and any additional expenses incurred for personal preference or convenience.

**Fire Safety.** Employees should, whenever possible, stay in lodgings that meet the fire safety requirements of the Hotel and Motel Fire Safety Act of 1990. The headquarters and regional travel offices have copies of *Federal Register* notices listing approved accommodations. Approved accommodations by city are also listed at <http://www.fedtravel.com/gsa/>.

**Seat Belt Use.** Each NRC employee using a motor vehicle while performing official business must have the seat belt properly fastened at all times when the vehicle is in motion (Executive Order 13043 of April 16, 1997). All tort claims involving the use of a motor vehicle on official business filed with NRC must indicate whether all occupants of the vehicle were properly using the seat belts so that this information can be provided to the Secretary of

Transportation for preparation of the annual report to the President.

### 3.1.3 Performing Temporary Duty in Connection With Leave

When an employee departs from his or her official duty station for leave, he or she generally assumes the expense of returning to the official duty station. However, reimbursement of certain transportation and per diem expenses may be authorized when the performance of temporary duty involves a period of authorized leave as described in the situations below:

Situation	Result
<ul style="list-style-type: none"><li>• Employee is <b>called from leave</b> under one of the following three situations:<ol style="list-style-type: none"><li>(1) To return to his or her official duty station or to perform temporary duty (TDY) at another location. At the conclusion of business, employee returns to his or her leave location.</li><li>(2) To perform TDY at another location. Employee returns directly to his or her official duty station from the TDY location.</li></ol></li></ul>	<ul style="list-style-type: none"><li>• Employee—<ol style="list-style-type: none"><li>(1) May be authorized to travel from the leave location and return to the leave location at Government expense. Contract fares may be used.</li><li>(2) May be reimbursed either the difference between (a) the transportation from the leave location to the TDY location and return to the official duty station or (b) transportation from the leave location to the official duty station. Contract fares may be used from the leave point to the TDY location and/or the official duty station.</li></ol></li></ul>

Situation	Result
<p>(3) To return to his or her official duty station. Employee does not return to his or her leave location.</p> <p>(Comptroller General Decisions: 11 C.G. 336 [1932]; 16 C.G. 481 [1936]; 24 C.G. 443 [1944]; 39 C.G. 611 [1960].)</p> <ul style="list-style-type: none"> <li>• <b>Before departing the official duty station for leave</b>, employee is informed that he or she will need to interrupt or curtail his or her scheduled leave to perform TDY travel. (24 C.G. 443 [1944]; 29 C.G. 173 [1949].)</li> </ul>	<p>(3) Is responsible for the cost of returning to the official duty station and no per diem is allowed.</p> <ul style="list-style-type: none"> <li>• Employee may be reimbursed his or her actual travel expenses not to exceed (NTE) the expenses that would have been incurred by the usually traveled route between the official duty station and the TDY location and return.</li> </ul> <p>Employee may be issued a round trip ticket at contract fare only for travel from the official duty station to the TDY location and return. The ticket may be exchanged at personal expense to include the personal portion of travel, but contract fares are not permitted for any personal leg of the trip.</p>
<ul style="list-style-type: none"> <li>• Employee plans to travel to a TDY location and <b>take annual leave either before, during, or after performing the official business and return from the TDY location.</b></li> <li>• Employee plans to travel to a leave location at the conclusion of official business and <b>return to the official duty station from the leave location.</b></li> </ul>	<ul style="list-style-type: none"> <li>• Return travel may be reimbursed as long as the return travel starts from the authorized TDY location.</li> <li>• Employee may be issued a round trip ticket at contract fare only for travel from the official duty station to the TDY location and return. The ticket may be exchanged at personal expense to include the personal</li> </ul>

Situation	Result
<ul style="list-style-type: none"><li>• <b>Abandonment of travel</b> because an employee is unable to complete official business as a result of illness or a personal emergency and travels to the official duty station or other geographic location.</li></ul>	<p>portion of travel, but contract fares may not be used from the TDY location to the leave location and from the leave location to the official duty station.</p> <p>Per diem will be based on the date the employee would have returned to the official duty station had he or she traveled directly from the TDY location.</p> <ul style="list-style-type: none"><li>• Transportation and subsistence expenses will be allowed when such travel is approved as emergency travel under Section 8.6 of this handbook. If not approved, an employee is entitled to transportation and subsistence only between the official duty station and the point at which official travel is abandoned.</li></ul>

### 3.1.4 Alternate Location Travel

#### 3.1.4.1 Policy

Official travel will only be authorized from an employee's official duty station or from the location of the residence from which the employee commutes to work on a daily basis, unless there is an official need for alternate location travel or travel is the result of an emergency as discussed in Section 8.6 of this handbook. Employees who need to depart from or return to an alternate location for personal reasons should use the ticket trade-in procedures outlined in Section 4.3.1.2 of this handbook.

If official need for departing from or returning to an alternate location is satisfactorily established, alternate location travel at the

Government's expense may be authorized. Alternate location travel will be authorized on a case-by-case basis and must be authorized for each leg of the trip in which an alternate location is requested. In determining official need, the following two tests must be considered:

- **Cost-effectiveness.** Generally, only alternate location travel that is less costly or slightly more expensive may be authorized if the alternate location is otherwise in the Government's best interest. Major deviations from a usually traveled route in which costs and travel time are significantly increased would be considered unreasonable and cannot be authorized.
- **Government's Best Interest.** After the travel has been approved as necessary to accomplish the agency's mission, it must be demonstrated that each leg of the trip that deviates from the usually traveled route is in the Government's best interest. One example of when such travel would be in the Government's best interest would be a time savings that enables the employee to spend more duty time in productive work and less in a travel status. If both departure from and return to an alternate location is requested, the employee must be able to demonstrate that each leg of the trip is justified by official business. Personal convenience will not be a consideration as a basis for authorizing alternate location travel.

#### 3.1.4.2 Procedures

Alternate location travel will be reviewed and approved on a trip-by- trip basis. The following information must be provided for each request:

- Written justification that outlines—
  - Official itinerary (as if employee were departing from and returning to the permanent duty [PDY] station)
  - Proposed alternate location itinerary

- Specific reason that the alternate location travel is in the Government's best interest
- Name of the preparer, if the justification is prepared by someone other than the traveler
- Cost comparison that—
  - Compares the cost of travel from (or return to) the alternate location versus travel from (or return to) the PDY station or residence
  - Includes all relevant costs, including local transportation to (or from) the airport. (If a noncontract carrier is being used as the basis for the comparison, the airline, the flight number, and the flight departure time must be noted.)

A worksheet for documenting the cost comparison is located in the headquarters and regional travel offices. The worksheet is a suggested format only and is not required.

NRC Form 279, "Official Travel Authorization," must note that departure from (or return to) an alternate location is being requested and the specific reason that the alternate location travel is in the Government's best interest.

## 3.2 Approving Official's Responsibilities

### 3.2.1 Continental United States (CONUS) and Nonforeign Travel

To ensure that travel is necessary and that costs are held to a minimum, approving officials will ensure that—

- Travel is necessary to carry out the mission of NRC.
- The matter in question cannot be handled by mail, telephone, or electronic communication.

- The number of individuals traveling for a single purpose is kept to a minimum.
- The duration of the trip, the number of travelers, the points to be visited, and the itineraries are limited to those essential for performance of NRC activities.
- Conferences, meetings, and seminars attended are directly related to the accomplishment of NRC's mission. NRC considers participation in activities intended to increase public understanding of nuclear regulatory objectives as directly related to NRC's mission.

Additionally, approving officials will review completed travel vouchers to confirm that the travel for which expenses are being claimed was performed as authorized and will approve by signing item 25 on the travel voucher.

### 3.2.2 Foreign Travel

The criteria above also apply to foreign travel by NRC employees and cost-type contractors and subcontractors. In addition, officials reviewing requests for official foreign travel at NRC expense will—

- ensure that attendance at foreign conferences and meetings is held to a minimum in accordance with NRC Management Directive 3.11, “Conferences and Conference Proceedings”
- scrutinize the official purpose of the trip and the value of collateral purposes to ensure validity
- consider whether planned annual leave would interfere with current work and withhold approval of excessive leave. (As a general rule, the number of days leave should not be greater than the number of workdays during travel status, excluding travel days.)

### 3.2.3 Actual Subsistence Requirements

Officials delegated to approve travel on an actual subsistence basis will—

- administer travel on an actual subsistence basis in accordance with the spirit and intent of the law and the Federal Travel Regulation
- control travel on an actual subsistence basis to prevent abuses
- require written justification of specific unusual circumstances, when appropriate
- indicate approval by signing item 28 on NRC Form 279 (see Exhibit 3.2 of this part)

### 3.2.4 Scheduling Travel

To the maximum extent possible, official travel should be planned and scheduled so that travel is performed during the employee's duty hours in compliance with 5 U.S.C. 6101(b)(2) and 5 CFR 610.123. Employees required to travel outside their normal duty hours shall, upon request, receive from the approving official or their supervisor a written explanation as to why such travel is required.

### 3.3 Authorizing Official's Responsibilities

Authorizing officials should—

- ensure that all such travel is performed in the most economical and efficient manner
- be aware of employee travel plans, including plans to take annual leave in conjunction with travel
- ensure that all such travel conforms to the Federal Travel Regulation

- authorize each employee's travel separately on an NRC Form 279

### 3.4 CONUS/Domestic and Nonforeign Travel Authorizations

#### 3.4.1 Types of Authorizations

- **Individual**

A travel authorization that identifies the purpose, the itinerary, and the estimated cost of travel is issued to an individual for a specific trip. Office directors, regional administrators, or the approving official to which this authority has been delegated can approve requests for official temporary duty travel.

- **Blanket**

A blanket travel authorization may be issued to an employee when the employee must occasionally perform emergency travel, travels continuously, or takes five or more trips during a quarter. Office directors or regional administrators approve the issuance of blanket travel authorizations for their employees.

- Blanket travel authorizations are issued annually and funded quarterly and may only be issued for domestic travel.
- Travel to attend a conference, a convention, a seminar, or a symposium only for purposes of observation or education, with no formal role in the proceedings, may **not** be executed under a blanket travel authorization.

The following travel requirements may not be covered on the general blanket authorization. These requirements may be authorized for a specific trip by amendment to the blanket authorization before travel or on the travel voucher after the specific trip is completed.

- per diem in excess of the standard per diem rates, that is, actual subsistence
- premium class accommodations or upgrades to premium class accommodations
- cash purchases of transportation tickets in excess of \$100

Approval of premium class accommodations must be obtained from the Chairman, the Executive Director for Operations, or the Inspector General, as shown in Exhibit 4.2 of this handbook.

Noncontract carrier justification codes may be added to the blanket travel authorization to ease ticket purchase. However, any travel voucher for which a noncontract carrier was used will include specific justification for using a noncontract carrier. (See Section 4.2.1 of this handbook for nonuse categories.)

#### 3.4.2 Travel Purpose Codes

Individual travel authorizations will include the appropriate code for the purpose of travel (see Exhibit 3.1 of this part) and a statement of the purpose of travel in the remarks section of NRC Form 279 (Exhibit 3.2 of this part). When a traveler submits a voucher for reimbursement under a blanket travel authorization, he or she shall include the purpose of the trip.

#### 3.4.3 Estimating Costs

Travel authorizations will include an estimated cost so that travel funds can be obligated (Exhibit 3.3 of this part explains how to calculate the estimated cost of travel). The estimated cost must be broken down by amounts for—

- common carrier transportation
- subsistence and other travel costs

When obtaining authorization for travel covering more than one fiscal year, employees will split the estimated travel cost between years.

Blanket travel authorizations will be funded quarterly and will include a cost estimate on the basis of reasonable expectations of travel during the period covered by the authorization. The estimated cost must be broken down between common carrier transportation and subsistence and other travel costs.

#### 3.4.4 Preparing NRC Form 279, "Official Travel Authorization"

Travelers will obtain approval for official travel on NRC Form 279 for travel outside their local area. (Instructions for completing the form and adding amendments, if necessary, are provided in Exhibit 3.2 of this part.) This form must be approved (see Exhibit 1.1 of this handbook) and submitted to the headquarters travel office at least 7 days before travel begins. Employees in the regions should notify their respective travel offices of the need for a travel authorization at least 7 days before travel begins.

If travel is to a foreign country (see Section 3.5 of this part for detailed authorization guidance), employees must submit—

- NRC Form 279 at least 30 days before travel begins
- NRC Form 445, "Request for Approval of Official Foreign Travel," which is available on NRC's internal and external Web sites (see Exhibit 3.4 of this part)

Except in cases of emergency, travel authorizations are to be issued before incurring any travel expense. In an emergency, NRC may reimburse an employee after the travel has been subsequently approved on NRC Form 279. An employee will include an explanation of the emergency that precluded prior approval.

### 3.4.5 Specific Authorization Requirements

The following travel requirements need specific approval on NRC Form 279:

- actual subsistence instead of per diem (see Section 6.2 of this handbook)
- annual leave
- justification for use of other than contract carrier (see nonuse categories in Section 4.2.1 of this handbook)
- registration fees (see Section 6.3.6.2 of this handbook)
- rental cars (see Section 4.7.3 of this handbook)
- miscellaneous expenses (see Section 6.3 of this handbook)

The following travel requirements shall be addressed in the remarks portion of NRC Form 279, as appropriate, and any additional approvals attached to the form:

- use of frequent flyer benefits (see Section 4.3.2 of this handbook)
- premium class transportation accommodations (see Section 4.2.3 of this handbook)
- additional travel expenses incurred by an employee with a disability (see Section 8.5 of this handbook)

## 3.5 Foreign Travel Authorizations

### 3.5.1 Foreign Travel Defined

Foreign travel includes travel between the 50 States and foreign countries, within a foreign country, or between foreign countries.

Foreign travel does **not** include travel to, from, and within all territories and possessions of the United States, and the Commonwealths of Puerto Rico and the Northern Mariana Islands, or travel related to the permanent assignment (1 year or more) of personnel overseas or of an alien within the United States.

### 3.5.2 Approval Process for Official Foreign Travel

The process to obtain approval of official foreign travel normally starts at least 30 days before travel. NRC travelers shall use NRC Forms 445 and 279 to initiate the process for approval of foreign travel. The exhibits of official travel authorizations and requests for approval of official foreign travel (Exhibits 3.4 and 3.2, respectively) include instructions for completing these forms. NRC contractor personnel need not prepare NRC Form 279. In some instances, it may be necessary to use NRC Form 445 on a monthly or quarterly basis for extended travel.

The office director or the regional administrator will recommend the trip on NRC Form 445 and forward both the NRC Form 445 and the accompanying NRC Form 279 to the headquarters travel office 30 days before commencement of official travel. The headquarters travel office will obtain the necessary concurrences and approvals on NRC Form 445 and distribute copies to the originating office director or regional administrator, the traveler, and the Division of Facilities and Security, Office of Administration (ADM).

When the request covers travel to the Commonwealth of Independent States (former Soviet Bloc) or other designated countries, the travel office will provide **an advance copy** of the NRC Form 445 to the Division of Facilities and Security, ADM.

After the Chairman, the Executive Director for Operations (EDO), or the Inspector General (IG) approves NRC Form 445, it will be returned to the headquarters travel office to be processed with the NRC Form 279. NRC will assume no obligation for foreign travel expenses incurred until the NRC Form 445 has been signed by the Chairman, the EDO, or the IG.

When requests for official foreign travel of contractor personnel have been approved or disapproved, the originating office must notify the contractor of such action. The signed original NRC Form 445 shall be retained by the originating office.

The NRC will **not** approve an NRC Form 445 to assign contractor employees to public international organizations until notification is received from the Office of International Programs (OIP) that the necessary formalities covering such assignments have been completed.

Travel that relates to the permanent or long-term assignment of contractor personnel overseas, whether or not reimbursed by NRC, is subject to the same approvals as long-term assignments reimbursed by NRC. Employees or contractor personnel will use NRC Form 445 for this purpose. NRC will approve travel not reimbursed by NRC for programmatic reasons only.

### 3.5.3 Presentation Material for Official Foreign Travel

All technical papers to be presented to international groups that involve policy issues must be submitted to the Commission for review before delivery. Materials not involving policy issues must be submitted to the Commission for information only.

## 3.6 Amendments and Cancellations

### 3.6.1 Amendments to Individual Travel Authorizations

Once the NRC Form 279 has been processed (but before travel has begun), the employee needs to add an amendment to that form if—

- travel dates vary by more than 3 days on either end of the trip
- the official itinerary changes
- modes of transportation change

- a rental car is needed
- justification is required for not using a contract carrier
- actual subsistence is needed instead of per diem
- the employee needs to increase an advance of funds
- the estimated cost of the trip changes by more than \$500
- annual leave will be taken in conjunction with the travel
- any other expenses arise that were not originally identified (e.g., registration fees, clerical services, excess baggage)

If any of the above eventualities occur, headquarters employees must immediately prepare another NRC Form 279 and mark it as an “Amendment” (citing the original authorization number, if known). The traveler must revise or add the necessary information, increase or decrease the estimated cost, and indicate the changes in the remarks section of the form. Previous information on the original NRC Form 279 that is unchanged does **not** have to be restated unless it appears in a shaded area of the form. The authorizing process for an amendment is the same as that for the original NRC Form 279. Employees located in the regions should notify their respective travel offices when they need an amendment to their travel authorization prepared.

### 3.6.2 Amendments to Blanket Travel Authorizations

Travelers must file amendments to blanket travel authorizations to obtain—

- additional travel funding at the beginning of each quarter and whenever necessary during the quarter
- authorization for the specific travel requirements stated under “Blanket” authorization in Section 3.4.1 of this handbook

### 3.6.3 Amendments to Foreign Travel Authorizations

Travelers must obtain approval from the Chairman, the EDO, or the IG, as appropriate, for itinerary changes that involve travel to countries not included on the original NRC Form 445 (Exhibit 3.4) or any other change that results in a \$1000 or more increase to the cost of the trip. A copy of the approved original NRC Form 445 should be annotated with the changes and submitted for approval, and the corresponding NRC Form 279 should be amended to reflect the revised itinerary and increased costs, if any.

If a proposed foreign visit has to be cancelled or amended, the originator of the visit request must immediately notify OIP and the Division of Facilities and Security, ADM, if there is a cancellation or an amendment to proposed visits to the Commonwealth of Independent States or other designated countries.

### 3.6.4 Cancellations

When official travel is cancelled, the traveler should follow the instructions provided under the "Travel Cancellations" part of the "Instructions" provided in Exhibit 3.2.

## Exhibit 3.1 Travel Purpose Codes

<b>Code #</b>	<b>Travel Purpose Code Description</b>
0	<b>Site Visit - NRC Licensed Facilities</b> - Travel to NRC-licensed facilities and users of nuclear materials to conduct NRC regulatory activities. This code includes inspections, investigations, enforcement activities, application review, project management, and participation in the oversight process related to the licensed facility. Site visits also include overseeing and administering reactor operator exams; reviewing and auditing reactor operator training programs; all other reactor operator licensing activities; force-on-force exercises; reactor license renewal activities; NRC response to events, management and support visits; emergency preparedness exercises; hearings; and work related to revisions of the requirements of the reactor inspection and performance program.
1	<b>Site Visit - NRC Applicant</b> - Travel to NRC applicants' license application sites to conduct NRC regulatory activities for all types of NRC applications (e.g., early site permits, standard designs, facility applications), except a repository application. This code includes inspections, project management, site application review activities, application review activities, community outreach activities, investigations, and hearings.
2	<b>Information Meeting</b> - Travel associated with information exchanges relating to NRC operations, program evaluations, and personnel evaluations. This code includes headquarters and regional counterpart meetings, research/contract project reviews, periodic resident inspector meetings, and staff visits to headquarters or a region.
3	<b>Training and Development</b> - Travel associated with NRC-approved external training; any developmental activity associated with the Nuclear Safety Professional Development program; and NRC developmental programs, such as the SES Candidate Development, Leadership Potential, NRC Fellowship programs, and other NRC-sponsored development programs.

Exhibit 3.1 (continued)

- 4            **Speech or Presentation** - Travel to make a speech or presentation, deliver a paper, or otherwise take part in a formal program at a professional conference, convention, seminar, symposium, or meeting.
- 5            **Conference Attendance** - Travel to attend for the purpose of observation or education with no formal role in a conference, convention, seminar, symposium, or other like event.
- 6            **Relocation/Change of Station** - Travel associated with the permanent transfer/reassignment of a current Government employee from one duty station to another, travel associated with the SES last move home option, and travel in connection with new employees arriving at their first duty station.
- 7            **Recruitment** - All travel associated with the recruitment of NRC personnel.
- 8            **High-Level Waste** - All domestic travel associated with NRC's High-Level Waste program.
- 9            **Other** - Any travel that is not included in one of the previously listed codes, including all reimbursable work travel. Further explanation is required in the remarks section on the NRC Form 279 if this code is used.
- X            **International Travel** - All travel to a location that is not within any of the following: the 50 United States; the Commonwealths of Puerto Rico, Guam, and Northern Mariana Islands; and the territories and possessions of the United States, which are American Samoa, Johnston Atoll, Midway Islands, Virgin Islands, and Wake Island.
- Y            **Local Travel** - Travel in the immediate vicinity of one's official duty station.

## Exhibit 3.2 NRC Form 279, "Official Travel Authorization"

<b>NRC FORM 279</b> <small>(10-2003)</small> NRCMD 14.1 <b>U.S. NUCLEAR REGULATORY COMMISSION</b> <b>OFFICIAL TRAVEL AUTHORIZATION</b> See NRC Management Directive 14.1 for detailed instructions for completing this form. All shaded areas must be completed. Form may be typed or handwritten.				<b>1. AUTHORIZATION CODE</b> <input checked="" type="checkbox"/> New <input type="checkbox"/> Blanket <input type="checkbox"/> Amend <input type="checkbox"/> Cancel <input type="checkbox"/> Regular		<b>2. SOCIAL SECURITY NUMBER</b> _____		<b>3. AUTHORIZATION NUMBER</b> _____					
<b>TRAVELER INFORMATION</b>													
<b>4. NAME OF TRAVELER (First M. Last)</b>				<b>5. PHONE NO.</b>		<b>6. TRAVEL PURPOSE CODE</b>		<b>7. EMPLOYEE CODE</b>					
<b>8. MAIL ADDRESS (P.O. Box, Street, or Office) (For travel advance)</b>				<b>9. FUND CODE</b>		<input checked="" type="checkbox"/> NRC EMPLOYEE/CONSULTANT		<input type="checkbox"/> OTHER NON NRC FEDERAL EMPLOYEE					
CITY		STATE		ZIP CODE		<input checked="" type="checkbox"/> X0200		<input type="checkbox"/> COMMISSIONER					
						<input type="checkbox"/> X0300		<input type="checkbox"/> OTHER					
						<input type="checkbox"/> OTHER							
<b>ACCOUNTING INFORMATION</b>													
<b>10. ESTIMATED COST</b>		<b>11. B/PY</b>		<b>12A. BUDGET ORGANIZATION CODE</b>		<b>12B. COST ORGANIZATION CODE</b>		<b>12C. JOB CODE</b>					
DOMESTIC													
FOREIGN													
<b>13A. SUBSISTENCE AND OTHER</b>				<b>13B. (210-C) COMMON CARRIER</b>		<b>13C. TOTAL</b>		<b>14. TRAVEL DATES</b>					
\$				\$		\$		START					
								MM/DD/YY					
								END					
<b>16. INTERAGENCY AGREEMENT NUMBER</b>				<b>17. CONSULTANT CONTRACT NUMBER</b>		<b>13D. GRAND TOTAL</b>		<b>15. NUMBER OF OFFICIAL TRAVEL DAYS ONLY</b>					
<b>ITINERARY</b>				<b>TRAVEL ADVANCE</b>									
<b>18. ACTUAL DUTY POINTS (not airports)</b>				<b>19. SUBSISTENCE RATE</b>		<b>20. ADVANCE REQUESTED</b>		<b>A. AMOUNT</b>		<b>B. TYPE</b>		<b>DATE</b>	
A. FROM:						<input type="checkbox"/> YES <input type="checkbox"/> NO		\$		<input type="checkbox"/> ATM <input type="checkbox"/> OTHER			
B. TO:						SIGNATURE OF TRAVELER							
TO:													
TO:													
TO:													
TO:													
C. RETURN TO:													
<b>21. FOREIGN TRAVEL</b>													
<input type="checkbox"/> A. Government issued passport will be used <input type="checkbox"/> B. Personal passport will be issued													
<b>TRAVEL AUTHORITY</b>													
Reimbursement for the items authorized below shall be limited to the allowances in NRC MD 14.1, the Federal Travel Regulations, and applicable Comptroller General Decisions.													
<b>22. TRANSPORTATION</b>				<b>DATE TICKET REQUIRED</b>				<b>23. SUBSISTENCE (Specify rate in itinerary block above)</b>					
<input type="checkbox"/> A. Common Carrier    Contact Carrier Non-use code: ( )								<input type="checkbox"/> A. Per diem-Lodgings plus M & IE rate					
<input type="checkbox"/> B. Taxi/Limo								<input type="checkbox"/> B. Actual subsistence rate/adjacent area rate (justify in remarks)					
<input type="checkbox"/> C. Rental car (justify in remarks)								<input type="checkbox"/> C. Special per diem rate (justify in remarks)					
<input type="checkbox"/> D. Government-owned vehicle								<input type="checkbox"/> 24. OTHER					
<input type="checkbox"/> E. Excess baggage - No. of bags:								<input type="checkbox"/> A. Nondevelopmental Registration fee \$					
<input type="checkbox"/> F. Other Special Conveyances (justify in remarks)								Meals included - No.: (Specify if breakfast, lunch or dinner)					
<b>USE OF PRIVATELY OWNED VEHICLE:</b>								Lodging included - No.:					
<input type="checkbox"/> G. Advantageous to Government (justify in remarks)				cents per mile.				<input type="checkbox"/> B. Miscellaneous expenses (Specify in remarks)					
<input type="checkbox"/> H. Not to exceed Cost of Common Carrier				cents per mile.				<input type="checkbox"/> C. Annual leave to be used    Supervisor's Initials:					
<input type="checkbox"/> I. Government vehicle available				cents per mile.				Total hours or days:					
<input type="checkbox"/> J. Government vehicle assigned				cents per mile.				Dates:    From    To					
								<input type="checkbox"/> D. Government Charge Card: <input type="checkbox"/> YES <input type="checkbox"/> NO    (If no, explain in Block 25)					
<b>25. PURPOSE OF TRAVEL/REMARKS (Indicate item number to which answer applies.)</b>													
<b>26. FOREIGN TRAVEL -- CERTIFICATION OF FUNDS AVAILABILITY</b>						<b>27. FOREIGN TRAVEL -- CERTIFICATION OF AUTHORIZATION</b>							
Funds are sufficient to cover the total estimated cost.						The official travel described above has been reviewed and the expenses necessary to the performance thereof are authorized in accordance with the Federal Travel Regulations, as amended, NRC Management Directive 14.1, and under the conditions on the authorization.							
TITLE						TITLE							
SIGNATURE						SIGNATURE							
DATE						DATE							
<b>28. ADMINISTRATIVE APPROVAL - The official travel directed herein was reviewed and is necessary to accomplishing the agency's programs and missions.</b>						<b>29. CERTIFICATION OF FUNDS / AUTHORIZATION -- Funds are sufficient to cover the total estimated cost. The official travel described above has been reviewed and the expenses necessary to the performance thereof are authorized in accordance with the Federal Travel Regulations, as amended, NRC Management Directive 14.1, and under the conditions on the authorization.</b>							
TITLE						TITLE							
SIGNATURE						SIGNATURE							
DATE						DATE							
NRC FORM 279 (10-2003) <input type="checkbox"/> TRAVELER'S COPY <input type="checkbox"/> ADVANCE COPY <input type="checkbox"/> MEMORANDUM <input type="checkbox"/> AUTHORIZATION <input type="checkbox"/> AUDIT <input type="checkbox"/> FUNDS CONTROL													

## Exhibit 3.2 (continued)

### PRIVACY ACT STATEMENT

Pursuant to 5 U.S.C. 552a(e)(3), enacted into law by Section 3 of the Privacy Act of 1974 (Public Law 93-579), the following statement is furnished to individuals who supply information to the U.S. Nuclear Regulatory Commission (NRC) on NRC Form 279. This information is maintained in a system of records designated as NRC-20 and described at 67 Federal Register 63788 (October 15, 2002), or the most recent Federal Register publication of the NRC's "Republication of Systems of Records Notices" that is available at the NRC's Public Document Room, 11555 Rockville Pike, Rockville, Maryland, or located in NRC's Agencywide Documents Access and Management System (ADAMS).

1. **AUTHORITY:** 5 U.S.C. 5701(2002); 31 U.S.C. 716, 1104, 1108, 3511, 3512, 3701, 3711, 3717, 3718 (1982-2002); Federal Travel Regulations, 41 CFR Parts 301-304; Federal Property Management Regulations, 41 CFR Part 101-41; Executive Order 9397, November 22, 1943.
2. **PRINCIPAL PURPOSE(S):** To secure the required authorization to travel, identification of traveler, and, if required, travel advance funds.
3. **ROUTINE USE(S):** The information may be used for transmittal to the U.S. Treasury to secure payments and to the Department of State or an embassy for passports or visas. The information may also be disclosed to an appropriate Federal, State, local or Foreign agency in the event the information indicates a violation or potential violation of law and in the course of an administrative or judicial proceeding. In addition, this information may be transferred to an appropriate Federal, State, local and Foreign agency to the extent relevant and necessary for an NRC decision about you or to the extent relevant and necessary for that agency's decision about you. Information from this form may also be disclosed, in the course of discovery under a protective order issued by a court of competent jurisdiction, and in presenting evidence, to a Congressional office to respond to their inquiry made at your request, or to NRC-paid experts, consultants, and others under contract with the NRC, on a need-to-know basis.
4. **WHETHER DISCLOSURE IS MANDATORY OR VOLUNTARY AND EFFECT ON INDIVIDUAL OF NOT PROVIDING INFORMATION:** Disclosure is voluntary. If the requested information is not provided however, authorization for official travel and reimbursement for expenses' associated with such travel may be denied. Failure to provide the social security number may result in delayed processing. The use of the social security number is made necessary because of the large number of present and former Federal employees and applicants who have identical names and birth dates, and whose identities can only be distinguished by the use of this number.
5. **SYSTEM MANAGER(S) AND ADDRESS:** Chief, Payment Policy and Obligations Team, Division of Financial Services, Office of the Chief Financial Officer, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001.

## Exhibit 3.2 (continued)

### **Instructions for Filling Out NRC Form 279**

At headquarters, the originating offices (except the Office of the Inspector General [OIG]) will prepare this form, obtain approval signatures, and forward the completed form to the Division of Planning, Budget, and Analysis (DPBA), Office of the Chief Financial Officer (OCFO), for CONUS (the continental United States), and nonforeign areas outside the CONUS. For foreign travel, forward the completed form to the NRC Central Allowance Team, Division of Financial Services (DFS), OCFO. OIG employees should prepare NRC Form 279 and submit it to the Funds Certifying Official within the Resource Management and Operations Support Staff of the OIG.

In the regions, each regional office provides its own centralized travel office that prepares the travel authorizations. When an employee in the region travels to a foreign country and the trip is being funded by headquarters, the NRC Form 279 will be assigned a headquarters authorization number and funds certified at headquarters. When a regional office is funding the trip, the region will assign the authorization number and certify funds. The trip will be authorized at headquarters in either instance.

The following instructions for filling out NRC Form 279 apply to an original official travel authorization as well as to all subsequent amendments that may be used in connection with the particular official travel authorization.

<b>Item</b>	<b>Instruction</b>
1	Enter an "X" in the appropriate blocks to indicate the type of official travel authorization.
2	Enter the traveler's Social Security number.
3	Leave authorization number blank.
4	Enter the traveler's name, using the first two initials and the last name. Place the initials in the spaces provided.
5	Enter the traveler's telephone number.
6	Enter the appropriate travel purpose code (see Exhibit 3.1 of this part).

Exhibit 3.2 (continued)

<b>Item</b>	<b>Instruction</b>
7	Enter an "X" in the appropriate block to indicate the traveler's employee code.
8	Enter the complete mailing address when the traveler will be authorized to obtain a travel advance by check rather than by ATM withdrawal using his or her Government contractor-issued travel charge card. (See Section 5.2.2.1 for exceptions to the ATM requirements.) If no advance is requested or an authorized check advance payment is to be sent to the traveler's office, show mail stop or regional office address.
9	Indicate the appropriate fund code, which is generally "X0200." The fund code for travel that is authorized by the OIG is generally "X0300." Questions should be directed to DPBA/OCFO for a determination.
10	No entry is required. However, the estimated costs should be shown under "Domestic" for travel within the CONUS. Travel outside the CONUS should be shown under "Foreign." Two lines are included for domestic to permit shared costs between offices or to split costs between 2 fiscal years.
11	Enter only the last digit of the fiscal year in which travel occurs.
12A—C	Leave blank. The NRC office to which the traveler is assigned will identify the appropriate codes for these items.
13A	Enter the estimated cost for subsistence and other costs. Refer to Exhibit 3.3 for instructions on calculating the estimated costs of travel.
13B	Enter the estimated cost for common carrier transportation (i.e., air, rail, steamship, or bus).
13C	Enter the total of items 13A–B.
13D	Enter the total of all costs reflected in each line for item 13C.

Exhibit 3.2 (continued)

<b>Item</b>	<b>Instruction</b>
14	Enter the date travel will BEGIN using six numeric characters. Enter the date travel will END using six numeric characters.
15	Enter the estimated number of official travel days to the nearest whole day.
16	Enter the interagency agreement number, if any.
17	If the traveler is a consultant for NRC, enter the contract number under which he or she is to perform the official travel.
18A	Enter the point from which travel begins (i.e., official duty station or other authorized point).
18B	List point(s) of official business in order of exact routing of travel (note: use actual point(s) of business and not airports).
18C	Enter the point at which travel ends (i.e., official duty station or other authorized point).
19	Enter the per diem rate or actual subsistence amount for each destination point.
20	Indicate "yes" or "no."
20A	Enter the requested amount.
20B	Enter the type of advance. See Section 5.2.2 of this handbook for types of advances and when they can be requested.
20C	Enter the date the advance is required using six numeric characters. Under "Signature of Traveler," sign and date.
21	Enter the appropriate answer.
22	Enter the date the common carrier ticket is required, if appropriate.
22A	Enter the contract carrier nonuse code from "Exceptions," Section 4.2.1 of this handbook, if necessary.

Exhibit 3.2 (continued)

<b>Item</b>	<b>Instruction</b>
22B	Enter an "X" if requesting taxi/limousine service for use at the official business location, but <b>not</b> if taxi/limousine service is to be used between the traveler's residence and/or the official business location and the common carrier or other terminal.
22C	Enter an "X" if requesting a rental car and include the justification for use of the car in the remarks section of the form. Travelers should be aware of their responsibility for using available General Services Administration contract rental cars in preference to commercial rental cars.
22D	Indicate if a Government-owned vehicle is to be used.
22E	If the traveler is to be authorized excess baggage, indicate the amount to which it is limited (i.e., the number of bags in excess of two to be checked).
22F	Indicate if any other type of special means of transportation is to be used and justify in the remarks section of the form.
22G, H	If a privately owned vehicle (POV) is to be used, indicate if it will be advantageous to the Government or if the use of the POV is <b>not</b> to exceed the cost of common carrier. Also note the rate per mile to be authorized (current mileage rates are shown in Exhibit 4.7 of this handbook).
22I, J	If POV is used in lieu of available Government-owned vehicle, note the appropriate rate per mile to be authorized from Exhibit 4.7.
23A	Indicate if reimbursement for per diem is being requested.
23B, C	If actual subsistence or a special per diem rate is being requested, explain in the remarks section the reason for the request. The actual subsistence or special per diem rate also should be reflected under item 19.

Exhibit 3.2 (continued)

<b>Item</b>	<b>Instruction</b>
24A	Indicate if registration fees are to be authorized, specify the amount, and indicate if lodging and/or meals are included in the fee and the appropriate number of each. (Do <b>not</b> include the registration fee if it is being paid by a training request or a purchase order.)
24B	Indicate if any miscellaneous expenses are to be authorized and specify them in the remarks section (see Part 6 of this handbook).
24C	Indicate if traveler expects to take annual leave during trip, the dates, and the total hours to be used. The traveler's supervisor must initial the form for this item.
24D	Indicate if the traveler does or does not have a Government contractor-issued charge card for travel.
25	This space should identify the purpose of the travel and is to be used for pertinent facts or information, as indicated in some of the above items or in Section 3.4.5 of this part. If additional space is needed, use a blank sheet of paper providing the traveler's name and dates of travel at the top of each page and the approving official's signature and date of signature on each page.
26	For foreign travel only, enter the name and title and obtain the signature of the official certifying availability of funds.
27	For foreign travel only, enter the name and title and obtain the signature of the authorizing official and the date of signature.
28	For all temporary duty travel, enter the name and title and obtain the signature of the approving official and the date of signature.
29	Leave blank. The designated funds certifying and authorizing officials at headquarters or regional travel offices will sign and date.

**Travel Reimbursed by the International Atomic Energy Agency (IAEA)**

The following information should appear on the NRC Form 279 for travel reimbursed by IAEA (see Section 8.10 of this handbook):

Exhibit 3.2 (continued)

<b>Item</b>	<b>Instruction</b>
6	Enter the appropriate travel purpose code (see Exhibit 3.1 of this part).
11	Enter only the last digit of the fiscal year in which travel occurs.
12A	Leave blank.
12B	Fill in 7G.
12C	Fill in J7019.
25	Include the following statement: "IAEA will pay \$ _____ in travel expenses. See attached letter dated _____."

## Exhibit 3.2 (continued)

### Travel Cancellations

When official travel is cancelled, the following steps should be taken:

- Notify the headquarters or regional travel office if cancellation of a trip occurs during working hours. Cancel all reservations that have been made (e.g., airline, train, hotel, and rental vehicle).
- If cancellation of a trip occurs outside of working hours and the traveler holds air reservations, call either a specially designated number for the servicing travel agency or the airline involved. If train reservations are held, travelers will be required to call the carrier (e.g., Amtrak). Be sure to obtain a cancellation number from the carrier and add this number to the ticket when forwarding to the headquarters or regional travel office, along with the cancellation authorization.
- Headquarters employees should prepare an NRC Form 279 as noted below and forward the form to the travel office. Regional employees should notify their respective travel offices to prepare the cancellation NRC Form 279. Transportation tickets and travel advances must be returned promptly to the headquarters or regional travel office and will **not** be held for a subsequent trip.

Item	Instruction
1	Enter "X" in the block marked CANCEL and indicate if it is for regular or blanket travel.
2	Enter Social Security number.
3	Enter authorization number of authorization being cancelled.
4	Insert traveler's name, using first two initials and last name. Place initials in spaces provided.
13A–D	Enter amounts stated on the original authorization preceded by a minus (e.g., –500).
14	Insert original travel start date using six numeric characters.

Exhibit 3.2 (continued)

<b>Item</b>	<b>Instruction</b>
20A	If the advance has been returned to the headquarters or regional travel office or if payment is provided with the cancellation, enter the amount of the advance received preceded by a minus sign (e.g., -100). If not, leave this space blank.
25	Use this space for any pertinent information involving the cancellation.
28	Enter the name and title and obtain the signature of the approving official and the date of signature.

## Exhibit 3.3

### Calculating the Estimated Cost of Travel

#### Domestic Travel

Estimate the cost of domestic travel as follows and enter items 13A–D on NRC Form 279. Costs should be rounded up to the nearest \$5.

Item	Instruction
13A	<p>Provide the total of all anticipated travel costs except for common carrier tickets. Determine these costs as follows:</p> <ol style="list-style-type: none"><li>(1) <b>Lodging.</b> Multiply the lodging amount of the authorized per diem (see Section 6.1.1 for per diem rates) by the number of nights' lodging.</li><li>(2) <b>Meals and Incidental Expenses (M&amp;IE)</b><ul style="list-style-type: none"><li>• Per diem is <b>not</b> allowed when the travel period is 12 hours or less.</li><li>• For travel of more than 12 hours, but not exceeding 24 hours—<ul style="list-style-type: none"><li>– When lodging is required, add 3/4 of the allowable M&amp;IE rate for the <b>lodging location</b>.</li><li>– When lodging is not required, add 3/4 of the allowable M&amp;IE rate for the <b>temporary duty assignment location</b>.</li></ul></li><li>• For travel exceeding 24 hours—<ul style="list-style-type: none"><li>– Add 3/4 of the allowable M&amp;IE rate for both the first and last days of travel.</li><li>– Add the full M&amp;IE rate for each day in travel status between the first and last days of travel.</li></ul></li></ul></li></ol>

Refer to Section 6.1.2.2 of this handbook for information on how to determine applicable daily M&IE rates.

Exhibit 3.3 (continued)

Item	Instruction
(3)	<b>Local Transportation to the Common Carrier Terminal.</b> Add \$60 for transportation to and from the common carrier terminal if a rental car is not authorized.
(4)	<b>Rental Car.</b> Disregard item 3 above and use \$45 per day for rental car and gasoline costs. Then add \$40 for the cost of transportation to and from common carrier terminals and/or rental car pickup points.
(5)	<b>Privately Owned Vehicle (POV)</b> — <ul style="list-style-type: none"><li data-bbox="513 926 1417 1119">• When use of a POV is determined to be advantageous to the Government, use the mileage guide to determine the round trip mileage and multiply by the current mileage rate, and add \$5 per day for local transportation costs. Add to this amount the amounts determined in items 1 and 2 above.</li><li data-bbox="513 1146 1417 1297">• When use of a POV is determined not to exceed the cost of common carrier transportation, the estimated cost of the trip will be determined by adding items 1 and 2 and the common carrier costs as determined below under item 13B.</li><li data-bbox="513 1325 1390 1360">• Under both methods, show the entire cost under item 13A.</li></ul>
(6)	<b>Government Furnished Vehicle.</b> If the travel is of significant distance, estimate the cost as \$5 per day for gasoline and \$5 per day to cover miscellaneous expenses such as tolls and parking fees. Otherwise, only estimate \$5 per day for the miscellaneous expenses. Add the costs of items 1 and 2 to this amount and show under item 13A.
(7)	Add any <b>other authorized miscellaneous expenses</b> , including registration fees. When registration fees are paid through using a purchase order or a training request, do not include them on NRC Form 279.

### Exhibit 3.3 (continued)

<b>Item</b>	<b>Instruction</b>
13B	Determine the lowest nonrestrictive fare applicable to the travel by contacting <a href="http://www.fedtravel.com/gsa/">http://www.fedtravel.com/gsa/</a> or by calling the Travel Management Center (TMC) and enter the round trip cost under this item.
13C	Enter the total of items 13A and 13B.
13D	Enter the total of all entries in Column 13C.

#### **Split-Year Travel**

Split-year travel is defined as a trip in which the start date is in one budget fiscal year (BFY) and the end date is in the following BFY. The estimated costs will be broken down on two lines, one for each BFY. To determine the estimated costs of a split-year trip, follow the above procedures with the following exceptions:

- Enter the round trip cost of the common carrier ticket on the first BFY line (item 11) of the NRC Form 279.
- Enter the “Subsistence and Other” costs on the two lines (item 13A) based on the BFY in which they are expected to occur.

#### **Foreign Travel and Travel to Nonforeign Areas Outside CONUS**

To determine the estimated cost of foreign travel and travel to nonforeign areas outside the CONUS, follow the above procedures with the following exceptions:

- Contact the headquarters or regional travel office to obtain the lodging and M&IE rates for the area(s) to be visited. If travel is to more than one area, average the rates and add \$5, then multiply the figure by the number of days in official travel status.
- When a rental car is authorized, check with the TMC to determine the estimated cost of the car because rates are significantly higher in these areas.

### Exhibit 3.3 (continued)

#### **Blanket Travel**

Follow the procedures as noted in "Domestic Travel" above for the estimated number of trips to be performed during the period covered by the authorization.

Exhibit 3.4  
 NRC Form 445, "Request for Approval of  
 Official Foreign Travel"

<b>NRC FORM 445</b> <b>U.S. NUCLEAR REGULATORY COMMISSION</b> <small>(8-2002)</small> <small>NRCMD 14.1</small>		<b>APPROVED BY OMB: NO. 3150-0193</b> <b>EXPIRES: 08/31/2005</b>	
<b>REQUEST FOR APPROVAL OF OFFICIAL          FOREIGN TRAVEL</b>		Estimated burden per response to comply with this voluntary collection request: 1 hour. NRC uses this form to authorize foreign travel for non-Federal personnel in the course of conducting business for the NRC. Send comments regarding burden estimate to the Records Management Branch (T-6 E6), U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, or by internet e-mail to <a href="mailto:infocollects@nrc.gov">infocollects@nrc.gov</a> , and to the Desk Officer, Office of Information and Regulatory Affairs, NEOB-10202, (3150-0193), Office of Management and Budget, Washington, DC 20503. If a means used to impose an information collection does not display a currently valid OMB control number, the NRC may not conduct or sponsor, and a person is not required to respond to, the information collection.	
<b>MUST BE COMPLETED 30 DAYS PRIOR TO TRAVEL</b>			
CONTACT IN OFFICE OR REGION		<b>A. REVIEW AND APPROVAL</b>	
PROGRAM OFFICE		SIGNATURE -- OFFICE DIRECTOR/REGIONAL ADMINISTRATOR	DATE
MAIL STOP		SIGNATURE -- DIRECTOR, OIP (if required)	DATE
		SIGNATURE -- CHAIRMAN (if required)	DATE
<b>B. TRAVELER INFORMATION (To be completed by traveler)</b>			
1. NAME OF TRAVELER (Print or Type -- Last, first and middle initial)		2. IS YOUR PASSPORT CURRENT? <input type="checkbox"/> YES <input type="checkbox"/> NO	3. DATE OF DEPARTURE
4. POSITION TITLE (include profession)		5. EMPLOYER	
6. HOME ADDRESS (include ZIP Code)		7. BUSINESS ADDRESS (include ZIP Code)	
8. SIGNATURE -- TRAVELER		9. DATE	
10. PURPOSE OF TRAVEL			
11. LIST OF PERSONS WITH WHOM TRAVEL HAS BEEN COORDINATED <i>(within NRC and in other U.S. Government agencies)</i>		12. LIST OTHER NRC TRAVELERS AND CONTRACTORS GOING TO SAME FOREIGN MEETING OR DESTINATION	
13. SOURCE OF FUNDING			

NRC FORM 445 (8-2002)

PRINTED ON RECYCLED PAPER



## Exhibit 3.4 (continued)

### Instructions for Filling Out NRC Form 445

Travelers shall complete this form in accordance with the following instructions.

Item	Instruction
1 and 8	Traveler's name should be given and signed as shown on payroll.
2–4	Provide this information as indicated on the form.
5	Provide the complete name (no abbreviations) of the employer.
6	Provide the complete mailing address.
7, 9–12	Follow the instructions on the form.
13	Indicate NRC or other source of funding, such as the International Atomic Energy Agency.
14	Include departure date, dates of stopovers en route to official business sites, rest stops, each official business point, and points of proposed annual leave in chronological order. Each official point of business should include the requested data for "Location," "Individuals to be Contacted," "Subject of Discussion," and whether or not the purpose of the visit is classified. If additional space is necessary, continue in the "Remarks" section or add an additional plain white sheet of paper. Any additional sheets should include the traveler's name and be signed by the branch chief.

## Part 4 Making Travel Arrangements

### 4.1 Reserving and Paying for Lodgings

The Travel Management Center (TMC) will make lodging reservations when requested, either in conjunction with flight reservations or independent of any other services provided. Lodgings that meet the requirements of the Fire Safety Act are shown at <http://www.fedtravel.com/gsa/>.

Some States, cities, and local jurisdictions offer a tax exemption to Federal employees on official business. For specific locations, see "Tax Exemption Certificates for Lodging" at <http://www.gsa.gov/Portal/gsa/ep/channelView.do?pageTypeID=8203&channelPage=%2Fep%2Fchannel%2FgsaOverview.jsp&channelId=15944>.

Travelers must cancel room reservations as soon as travel plans change by notifying the TMC if it made the reservations or directly notifying the place of lodging. The traveler should request and record the cancellation number, if possible. Failure to cancel reservations within the time frame specified by the establishment may result in the traveler's being charged for one night's lodging.

### 4.2 Choosing Method of Transportation

Employees traveling on official business, including emergency situations, shall use a method of transportation that results in the greatest advantage to the Government, **usually by using a common carrier**. Other means of transportation, such as a privately owned vehicle (POV), may be authorized if it is advantageous to NRC. If an employee prefers to use his POV, even though it is not cost-effective, use may be authorized but reimbursement will be limited to the constructive cost of using a common carrier as discussed in Section 4.7.1.3 of this part. **Travelers will be responsible for any additional costs incurred**

**if a method of transportation is used other than that specifically authorized or approved by NRC.**

Transportation that may be authorized includes—

- airlines
- railroads
- public transportation
- taxis
- Government-furnished and contract rental automobiles
- privately owned motor vehicles or airplanes
- any other necessary means

#### 4.2.1 Contract Air Service and Exceptions

For travel between cities with contract air carrier service (called city-pairs), employees must use contract service except when nonuse is justified as noted below. When there is more than one contract carrier for the same city-pair, the traveler shall consider using the less expensive carrier as the first priority. When city-pairs are served by multiple airports, travelers may use the airport that best suits their needs but should not require a specific airport or airline unless it is necessary for programmatic reasons, or it reduces other Government costs (e.g., travel time to the airport, time available in the office, etc.). **Government contract fares or Government discount fares may not be used for any segments of personal travel.**

Exceptions to using contract air service (nonuse categories) follow:

- space or scheduled flights are not available in time to accomplish travel, or the scheduled service would require the

traveler to incur overnight lodging expenses that would increase the cost of the trip (nonuse 1)

- the contract carrier's schedule would require significant travel outside of normal working hours (nonuse 2)
- a noncontract fare is available to the general public that is less costly (nonuse 3; see Exhibit 4.1 of this part for comparable cost factors).

**Travelers shall request approval for using noncontract service on NRC Form 279, "Official Travel Authorization," before the trip begins unless extenuating circumstances make advance authorization impossible. After-the-fact situations require the justification and approval to be stated on the travel voucher.**

#### 4.2.2 Use of Other Special Fares

Use of a penalty or restricted fare will only be considered when it is relatively certain that the trip will not be changed. Restricted and penalty fares must be authorized on the NRC Form 279 (along with a contract carrier nonuse justification) and the employee will be liable for any penalties incurred unless penalties are caused by NRC-directed changes in travel plans.

#### 4.2.3 Class of Transportation Authorized

NRC policy is not to authorize either first class or premium class other than first-class airline accommodations, except in the specific, limited circumstances discussed in this part. NRC's policy is to use coach class accommodations for all modes of passenger travel. The Director of the Division of Financial Services (DFS) and the Inspector General (IG) may approve in advance, unless there are extenuating or emergency circumstances, exceptions to the general policy as noted in this section. If advance authorization cannot be obtained, the employee shall obtain written approval from the Director of DFS or the IG at the earliest possible time (see Exhibit 4.2 of this part for the required format to obtain

approval for use of first class or premium class other than first class airline accommodations).

#### 4.2.3.1 Use of First Class Airline Accommodations

The Chairman and the IG may authorize first class transportation accommodations only in the following circumstances:

- **No Other Reasonably Available Accommodations**

Neither coach class nor business class accommodations are reasonably available (see Glossary for the meaning of “reasonably available” in this context).

- **Travel by Employee With a Disability or Special Need**

When use of first class is necessary to accommodate a traveler’s disability or special need, the traveler must provide a written statement from a medical doctor describing why first class travel is medically necessary. This statement must be submitted each fiscal year. First class airline accommodations also may be authorized for an attendant who is authorized to accompany the traveler and whose services are required en route.

- **Security**

Exceptional security circumstances require first class travel. Exceptional security circumstances include, but are not limited to, travel by—

- an employee whose use of a class of accommodations other than first class would endanger the employee's life or Government property
- agents who are in charge of protective details and who are accompanying individuals authorized to use first class accommodations

- couriers and control officers who are accompanying controlled pouches or packages

- **When Required Because of Agency Mission**

Must be approved by the designated approving official on a case-by-case basis.

#### 4.2.3.2 Use of Premium Class Other Than First Class Airline Accommodations

The Chairman and the IG may authorize premium class other than first class airline accommodations. Premium class other than first class airline accommodations may be approved only in the following circumstances:

- **Coach Class Accommodations Unavailable**

Only business class airline accommodations are available on regularly scheduled flights between the authorized origin and destination points (including connecting points) and the employee certifies this circumstance on the travel voucher.

- **No Space Available in Coach Class Accommodations**

Space is not available in coach class on any scheduled flight in time to accomplish the purpose of the official travel, which is so urgent that it cannot be postponed.

- **Travel by Employee With a Disability or Special Need**

When use of premium class other than first class is necessary to accommodate a traveler's disability or special need, the traveler must provide a written statement from a medical doctor describing why premium class other than first class travel is medically necessary. This statement must be submitted each fiscal year. Premium class other than first class airline accommodations also may be authorized for an attendant who is authorized to accompany the traveler and whose services are required en route.

- **Security**

Security requirements or exceptional circumstances make their use essential to the successful performance of the NRC's mission.

- **Inadequate Foreign Carrier Coach Class Accommodations**

Coach class accommodations on foreign carriers do not provide adequate sanitation or health standards, and the use of foreign flag air carrier service is approved in accordance with the Fly America Act (see Section 4.4.1 of this part for rules governing the use of U.S. flag carriers).

- **Overall Cost Savings**

An overall cost savings would result by avoiding additional subsistence costs or overtime or lost productive time that would be incurred while waiting for available coach class accommodations.

- **Use of Frequent-Traveler Benefits**

An upgrade is available through the redemption of frequent-traveler benefits. Upgrades to business class may be used when specifically approved on NRC Form 279 by the designated approving official.

- **Travel in Excess of Fourteen Hours**

Travel is direct between the authorized origin and destination and crosses several time zones, scheduled flight time (including stopovers) exceeds 14 hours, and either the origin or destination point is outside the continental United States (CONUS).

When this authority is exercised, an employee shall **not** be eligible for a rest stop en route or a rest period upon arrival at the duty site (see Section 4.4.2 of this part).

- **When Paid by a Non-Federal Source**

Transportation costs are paid in full through NRC's acceptance of payment from a non-Federal source

- **When Required Because of Agency Mission**

This circumstance must be approved by the appropriate approving official on a case-by-case basis.

#### 4.2.3.3 Train Accommodations

NRC's policy is to use coach seats. For overnight train trips, the traveler must use coach sleeping accommodations when available.

First class train accommodations (such as Amtrak Metroliner Club Service) may be approved only in the following circumstances:

- coach class train accommodations are not reasonably available
- travel is being performed by an employee with a disability
- security
- foreign coach class train accommodations are inadequate

The explanations in Section 4.2.3.1 of this part apply to trains as well as airlines.

NRC may authorize coach class travel on extra-fare trains (those that operate at an increased fare due to faster speed and fewer stops) if such use is more advantageous, or is required for security reasons. Using Amtrak Metroliner coach accommodations is considered advantageous to the Government.

#### 4.2.4 Charter Transportation Service

Occasionally, employees may be required to charter common carrier accommodations when traveling for NRC. The cost of the charter will determine the procedures to be followed as indicated below:

- **Purchases Over \$2500**

Employees shall request charter transportation on NRC Form 30, "Request for Administrative Services," and NRC Form 279 (both available on NRC's internal and external Web sites). A traveler must include specific justification for charter service as an attachment to the forms before submittal. If the charter service is for air transportation, the justification shall include a noncontract carrier justification as noted in Section 4.2.1 of this part. If the justification is cost-effectiveness, the employee shall complete a cost comparison as shown in Exhibit 4.1 of this part or a statement explaining why regular commercial air transportation cannot be used.

Employees (except for those in the Office of the Inspector General [OIG]) must submit both forms to the headquarters or regional travel office 7 working days or more before the need for charter service. OIG employees submit their forms to the Funds Certifying Official within the Resource Management and Operations Support staff, OIG.

After the charter service is authorized, a procurement official will arrange the charter service and prepare a purchase order for the service.

- If the carrier will not accept a purchase order, the procurement official will negotiate the cost and approve the requisition for cash payment through the NRC's imprest fund.
- If cash is not available from the imprest fund cashier, the employee may charge the charter service to his or her

Government contractor-issued travel charge card and claim the expense on the related travel voucher.

- **Charter Services Costing \$2500 or Less**

Follow the procedures as for purchases over \$2500 with the following exceptions:

- An employee need only prepare NRC Form 279.
- After the charter service is authorized, the employee arranges the charter transportation with the vendor. The terms and cost of the charter should be stated in writing for the vendor to sign as acknowledgment of the service to be provided.
- The employee pays the vendor in one of the following two ways and obtains a receipt:
  - **Payment by his or her individual Government-issued travel charge card.** The employee claims the cost of the charter on the travel voucher and attaches the receipt.
  - **Payment by NRC Purchase Card.** The employee obtains the receipt and provides the receipt and a copy of the NRC Form 279 to the NRC Purchase Card cardholder. The charter costs are **not** added to the travel voucher.

#### 4.2.5 Government Aircraft

Regulations pertaining to the use of Government aircraft are contained in the Federal Travel Regulation.

#### 4.2.6 Aircraft (Including Helicopters) – Insurance Coverage

NRC personnel performing official air travel in the planes of other than scheduled airlines, such as NRC contractor- or

military-operated planes, including helicopters, may or may not be covered in the course of such travel by their personal life or accident insurance policies. Employees planning such travel should ascertain the extent of coverage under their personal policies.

The benefits provided by the Federal Employees' Group Life Insurance and insurance plans administered by the Veterans Administration for former and present members of the Armed Forces cover this type of travel. However, purchase of insurance on the person of an employee while traveling is for his or her own protection and is not to be considered as an expense in connection with official business (40 Comptroller General [C.G.] 11).

## 4.3 Obtaining Tickets for Transportation

### 4.3.1 Travel Management Centers

TMCs are commercial travel offices operated by travel agents under contract with the General Services Administration (GSA) to provide certain travel services for NRC. TMCs provide a complete range of travel services, including reservations and ticketing for travel via common carriers (air, rail, bus), reservations for rental cars, hotel or motel reservations, and arrangements for conference facilities.

NRC travelers must obtain common carrier transportation tickets through a TMC under contract with the GSA. Use of other travel agencies is generally prohibited by the Federal Travel Regulation. (See Section 5.3.2 of this handbook for guidance on when a Government contractor-issued travel charge card can be used to obtain tickets.)

#### 4.3.1.1 Reservations and Purchase of Common Carrier Transportation Tickets

The TMC will make reservations when requested. Tickets will be issued 1 working day before departure. The TMC will not release tickets without the approved and authorized NRC Form 279.

#### 4.3.1.2 Combining Official and Personal Travel

If a traveler is combining personal and official travel, the following guidelines and procedures apply:

- Contract fares are for official travel only and may **not** be used for personal portions of a trip.
- If an employee deviates from the most direct route between his or her official duty station and authorized temporary duty point, he or she may **not** use Government fares for any segment of travel to or from unauthorized points.
- Travelers shall request a round trip ticket from the NRC TMC for the authorized official itinerary and then have the NRC TMC exchange the ticket to include any personal portions at non-Government rates.
- Only the officially authorized ticket may be billed to the NRC's Government travel account.
- All additional costs for the personal exchange must be charged to a personal charge card or paid in cash and may **not** be billed to the traveler's individual Government contractor-issued travel charge card.
- Refunds or credits are due to NRC from personal exchanges, for example—
  - If the ticket is exchanged for a penalty fare or nonrefundable ticket and the trip is changed or canceled,

travelers must absorb the penalty and/or reimburse NRC for the entire ticket cost.

- Any refunds made directly to the traveler in connection with returning or exchanging a ticket shall be turned in to NRC.

#### 4.3.2 Frequent Flyer and Other Special Benefits (5 U.S.C. 5707; 31 U.S.C. 1353)

Any promotional benefits or materials received from a travel service provider in connection with official travel may be retained for personal use if such items are obtained under the same conditions as those offered to the general public and at no additional cost to the Government.

**Note:** Promotional benefits or materials you receive from a travel service provider in connection with your planning and/or scheduling of an official conference or other group travel (as opposed to performing official travel yourself) are considered the property of the Government, and you may only accept the benefits or materials on behalf of the Federal Government.

Promotional material and frequent traveler benefits may be used as follows:

- You may use frequent traveler benefits earned on official travel to obtain travel services for subsequent official travel assignment(s); however, you may also retain such benefits for your personal use, including upgrading to a higher class of service while on official travel. (a)
- If you are offered such benefits as a result of your role as a conference planner or as a planner for other group travel, you may not retain such benefits for your personal use. You may only accept such benefits on behalf of the Federal Government; these benefits may only be used for official Government business. (b)

A denied boarding benefit (e.g., cash, free ticket coupon) is not considered a promotional item given by the airlines. See the provisions of Section 4.6 of this handbook when an airline denies you a seat (involuntary) and Section 4.5 of this handbook when you vacate your seat (voluntary).

#### 4.3.2.1 Use of Mandatory or Preferred Vendors

The use of mandatory or preferred vendors, such as contract air carriers, shall be observed fully without regard to whether such vendors offer frequent flyer mileage credits. Employees will not be authorized to deviate from the mandatory or preferred-use requirements solely for the purpose of accumulating mileage credits.

#### 4.3.2.2 General Guidance on Redeeming Mileage Credits

Employees need to request specific guidance from the airlines when planning to redeem mileage credits. Generally, the airlines do **not** allow travel agencies to issue free tickets but do permit travel agencies to issue the free upgrades.

#### 4.3.3 Gainsharing Awards

##### 4.3.3.1 Policy

Employees who obtain free airline tickets for official NRC travel by redeeming frequent flyer mileage credits are eligible to receive an award for 50 percent of the savings to the Government. Gainsharing awards are subject to applicable income taxes and will be directly deposited to the same bank account that is used for the employee's paycheck. A gainsharing award will not affect an employee's consideration for other agency incentive awards.

Employees are cautioned that they must not make recommendations or decisions with respect to their official travel for the sole purpose of enhancing the potential for an award.

Recommendations or decisions to travel and selection of an airline must follow NRC travel regulations.

#### 4.3.3.2 Procedures

- **Obtain Free Airline Ticket for NRC Travel**

An NRC employee may redeem his or her frequent flyer mileage credits for a free airline ticket for official agency travel and note in the remarks section of the travel authorization that frequent flyer miles are being used to obtain a free airline ticket.

- **Obtain Price Quote for Airline Ticket**

Determine how much the agency would have paid for the ticket by obtaining a price quote from the headquarters TMC. Send an e-mail request for a price quote to the headquarters TMC (which should be retained for attachment to the award nomination) identifying the following:

- travel authorization number
- itinerary
- date and time of departure
- city of departure
- destination
- return date and time

In a multi-airport area such as Washington, D.C., an employee may not identify a specific airport as the basis for determining the savings to the Government. The TMC will provide the employee via e-mail the lowest applicable Government or unrestricted coach fare for the particular trip involved. Retain this e-mail for submission with the award nomination.

- **Submit Award Nomination With Travel Voucher**

After returning from the trip, prepare NRC Form 597, "Gainsharing Award Nomination" (Exhibit 4.3, which is available on NRC's internal and external Web sites). Attach the award nomination to the pertinent travel voucher, along with the airline ticket stub and the e-mail price quote from TMC. The e-mail price quote should contain both the employee's original message to TMC and TMC's response. The gainsharing award nomination cannot be processed without this information.

- **Mileage Credits Nearing Expiration**

There may be situations in which an employee has enough frequent flyer miles to obtain a free ticket but does not expect to take any official trips requiring air travel before the mileage credits expire. If the airline permits the NRC employee to exchange mileage credits to obtain a ticket for another person, the employee may still be eligible for a gainsharing award by obtaining a free ticket for another NRC employee performing official travel.

To obtain the award, the preceding instructions should be followed with the following modifications:

- the NRC traveler's travel authorization should identify the NRC employee contributing the mileage credits
- the employee contributing the mileage credits should complete NRC Form 597 and note the NRC traveler's name next to the travel authorization number under "Travel Information"

NRC Form 597 must be submitted with the traveler's travel voucher.

- **Award Payment Deposited to Employee's Bank Account**

The award nomination will be reviewed by the headquarters or regional travel office. If approved, the award nomination will be forwarded to the Payroll Services Team for payment. The award amount, less applicable taxes, will be directly deposited to the same bank account that is used for the employee's paycheck. A separate Earnings and Leave Statement will be sent to the employee.

Please note that an employee's total compensation in a calendar year is limited to the amount payable for Level 1 of the Executive Schedule (5 U.S.C. 5307). Gainsharing awards are subject to this limitation since they are included in total compensation.

#### 4.3.4 Disposition of Unused Tickets

Travelers should be aware of their responsibilities under the circumstances discussed below:

##### 4.3.4.1 Cancelled Trips

Travelers must immediately contact the TMC to cancel all reservations made by the center. Travelers must contact transportation carriers themselves to cancel any reservations they made directly with the carrier. Failure to do so may subject a traveler to liability for any resulting losses. Tickets obtained through the NRC's TMC centrally billed account must be returned to the headquarters or regional travel office, along with an NRC Form 279 canceling the trip (see Exhibit 3.2 of this handbook). If a trip is cancelled or an itinerary changes after tickets are issued to the traveler, the traveler is liable for the value of the tickets issued until all ticket coupons have been used for official travel purposes or all unused tickets or coupons have been returned for refund.

#### 4.3.4.2 Unused Tickets

Travelers shall forward the unused portions of tickets that were purchased through the NRC's TMC centrally billed account, with the authorization number that was assigned to the trip, to the headquarters or regional travel office. The travel voucher shall include an explanation of the unused portion and note that the unused ticket was forwarded to the appropriate travel office for refund.

#### 4.3.4.3 Ticket Refunds

Refunds will be obtained through the NRC TMC for tickets purchased through the center. For tickets purchased directly from a carrier, the refund must be obtained from the carrier. If a traveler receives a refund for a ticket that was paid for by NRC, the refund must be immediately turned in to NRC.

#### 4.3.4.4 Lost or Stolen Tickets

Travelers shall report lost or stolen tickets to the carrier. Any forms completed by the traveler for the carrier shall be sent to the headquarters or regional travel office and shall reference the authorization number that was assigned to the trip, along with an explanation of the loss. The appropriate travel office will contact the NRC's TMC to secure the refund from the carrier or credit to the centrally billed account. The travel voucher should include an explanation of the loss and indicate the points between which travel was scheduled.

Lost or stolen tickets recovered by the traveler shall be forwarded immediately to the headquarters or regional travel office with a note of explanation. If a ticket is lost because of the traveler's negligence and the Government has paid the carrier, the traveler must reimburse the Government.

## 4.4 Foreign Travel

### 4.4.1 Fly America Act

The Fly America Act (49 U.S.C. App. 1517) requires Federal employees and their dependents, consultants, contractors, grantees, and others using United States Government financed foreign air travel to travel by U.S. flag air carriers unless a U.S. flag air carrier cannot provide the air transportation needed or use of U.S. flag air carrier service will not accomplish the NRC's mission.

#### 4.4.1.1 Scheduling Principles

In determining whether U.S. flag air carrier service is available, travelers should follow the principles listed below.

- Use U.S. flag air carrier service at the point of origin to the destination. If the route is not direct, use the service to the farthest interchange point on a usually traveled route.
- If an origin or interchange point is not served by a U.S. flag air carrier, travelers should use foreign air carrier service to connect with a U.S. carrier but only to the nearest interchange point on a usually traveled route.
- If a U.S. carrier reroutes the traveler via a foreign carrier involuntarily, the traveler may use the foreign air carrier whether or not an alternative U.S. carrier is available.

#### 4.4.1.2 Guidelines for Determining Unavailability of U.S. Flag Air Carrier Service

- **Travel To and From the United States.** U.S. flag air carrier service will be considered unavailable if using such service would extend the time in travel status by more than 24 hours or would delay a traveler at an interchange point for more than 6 hours.

- **Travel Between Two Points Outside the United States.** U.S. flag air carrier service will be considered unavailable if -
  - travel by foreign air carrier would eliminate two or more aircraft changes en route
  - use of a U.S. flag air carrier would extend the time in a travel status by at least 6 hours
- **Short Distance Travel.** U.S. flag air carrier service will be considered unavailable when the elapsed travel time on a scheduled flight from origin to destination by foreign air carrier is 3 hours or less and service by a U.S. flag air carrier would involve twice the travel time.

#### 4.4.1.3 Justification Statement

The traveler must attach a justification statement to the travel voucher when using a foreign air carrier or NRC will **not** reimburse him or her for the expense incurred. Each request for a change in route or schedule that involves the use of a foreign flag air carrier also must be included in the statement (see Exhibit 4.4 of this part).

#### 4.4.1.4 Employee Liability for Disallowed Expenditures

When the travel is by indirect route or the traveler otherwise fails to use available U.S. flag air carrier service, the amount to be disallowed against the traveler is based on the loss of revenues suffered by U.S. flag air carriers as determined under the formula set forth and more fully explained in 56 C.G. 209 (1977) (see Exhibit 4.5 of this part).

#### 4.4.2 Rest Stops/Rest Periods

The NRC may authorize a rest period of up to 24 hours when the following four conditions are met:

- (1) Employees travel directly between authorized origin and destination points that are separated by several time zones
- (2) Either the origin or destination point is outside CONUS
- (3) Employees are traveling by less than premium class accommodations
- (4) The scheduled flight time, including stopovers, exceeds 14 hours

The rest stop may be authorized for any intermediate point, including points within CONUS, provided the point is midway in the journey or as near to midway as requirements for use of U.S. flag air carriers and carrier scheduling permit.

A rest stop will **not** be authorized when an employee, for personal convenience, elects to travel by an indirect route resulting in excess travel time.

The per diem rate for the rest stop will be the rate applicable for the rest stop location.

When a rest stop is not authorized or cannot be scheduled due to airline schedules, the traveler should plan his or her trip to allow sufficient time to rest before reporting to duty.

### 4.4.3 Passports and Visas

#### 4.4.3.1 Obtaining an Official Passport

The NRC Central Allowance Team at headquarters is responsible for the control and safekeeping of all official passports issued to employees of NRC. Official passports are valid for 5 years from the issue date. To obtain an official passport, the following procedures apply:

- Submit a written request for a new or reissued passport to the NRC Central Allowance Team 6 weeks in advance of the trip.

Include the dates and purpose of the trip; city and country of destination(s); and the traveler's name, title, grade, date of birth, NRC mail stop or address, and NRC telephone number.

- The NRC Central Allowance Team will provide the traveler with instructions and a sponsoring letter to submit to the Passport Office, Department of State, along with a passport application (Form DSP-11, Exhibit 4.6 of this part). Submit the application, along with two 2 x 2-inch passport photos, at least 4 weeks before departure.

#### 4.4.3.2 Obtaining a Personal Passport

When the traveler should not be identified as a Government representative, a personal passport is used. Personal passports are valid for 10 years from the issue date. NRC may reimburse the traveler for any passport application fees. However, if NRC pays for a personal passport, the passport becomes Government property and must be retained by the NRC Central Allowance Team.

#### 4.4.3.3 Obtaining a Visa

Upon issuance of the passport, the NRC Central Allowance Team will assist in obtaining required visas.

#### 4.4.3.4 Disposition of Passport After Completion of Travel

The traveler shall return his or her passport to the headquarters NRC Central Allowance Team for safekeeping after completion of each trip.

#### 4.4.4 Immunizations for Foreign Travel

NRC strongly encourages employees traveling outside the U.S. to arrange for required immunizations at least 6 weeks in advance of their departure date. The NRC Health Center or a personal physician can provide information on the vaccinations required in

specific areas of the world. NRC employees may be reimbursed for required vaccinations that are not available through the NRC Health Center.

#### 4.5 Voluntarily Vacating Reserved Airline Seats

Airlines are required to ask for volunteers to give up their reserved seats before denying boarding to any passenger with a reservation. Employees who voluntarily give up their seats may retain any benefits; however, the following conditions apply:

- A traveler should **not** voluntarily give up his or her seat if it will interfere with the performance of official duties.
- If a traveler incurs additional travel expenses beyond those that he or she would have normally incurred as a result of giving up his or her seat, these additional expenses will be offset against payment received.
- If the traveler is delayed during official duty hours, the traveler will be charged annual leave for the additional hours.

#### 4.6 Involuntary Changes to Transportation Accommodations

If a transportation carrier cannot provide confirmed transportation service, the traveler should follow the guidance below.

##### 4.6.1 Grounded Airplanes

In the event an airplane is grounded before reaching its destination, the traveler should take necessary precautions to prevent overpayment by the Government. A traveler may accept a ticket from the flight carrier for rail or other premium class transportation from the point where the flight was grounded to his or her destination without affecting the amount due the carrier. Any unused tickets should be turned into the headquarters or regional travel office if the ticket was originally obtained from an NRC TMC.

#### 4.6.2 Oversold Reserved Accommodations (Denied Boarding)

When a payment is received as compensation for a traveler being denied boarding, the payment belongs to the Government, **not** the traveler. The checks should be made payable to the “U.S. Nuclear Regulatory Commission.” A traveler should not accept a check that is made out to him or her personally.

### 4.7 Other Transportation Allowances

#### 4.7.1 Privately Owned Vehicles (POVs)

##### 4.7.1.1 Authority to Use

NRC may authorize use of a POV for official travel if it is advantageous to the Government or if a traveler chooses to use a POV by personal preference. In making that determination, NRC will consider the following:

- cost
- availability of common carrier transportation, Government contract rental, or Government Owned Vehicles
- the most expeditious transaction of the public business

##### 4.7.1.2 Basis of Reimbursement

For approved use of a POV, NRC will reimburse travelers at rates not to exceed those shown in Exhibit 4.7 of this part. Travelers shall—

- use standard highway mileage guides or odometer readings to calculate distances when traveling by vehicle, and airways charts issued by the National Oceanic and Atmospheric Administration when traveling by airplane

- use the most direct route except when weather or road conditions dictate another route
- report mileage and explain any deviation from the most direct route on the travel voucher

#### 4.7.1.3 Approved Uses of Privately Owned Vehicles

- **Travel To and From the Terminal**

When a traveler drives to the terminal and parks a POV for the duration of the trip, NRC will reimburse him or her for round trip mileage, plus parking up to the round trip taxi and/or limousine fare, plus tips.

When a traveler is driven to or from a terminal by a family member, NRC will reimburse round trip mileage, parking when being picked up, and tolls, up to taxi and/or limousine fare, including tip, for a one-way trip between the applicable points.

When a traveler transports one or more additional employees between the home or office and common carrier terminal, the taxi and/or limousine fare limitation does not apply to the traveler's reimbursement for mileage and parking.

- **Travel to the Temporary Duty (TDY) Point**

When a traveler uses a POV for official purposes as a matter of personal preference, travel will be authorized either as advantageous to the Government or not to exceed the cost of common carrier.

- Advantageous travel will be reimbursed on a mileage basis plus the per diem allowable for the actual travel (see Exhibit 4.7 of this part).
- Reimbursement for travel not to exceed the cost of common carrier transport will be limited to the constructive costs of transportation by a common carrier and per diem.

Normal transportation costs to and from common carrier terminals and cost of excess baggage (if allowed) should be included in addition to fares. A comparative cost statement must be furnished in or with the travel voucher (see Exhibit 7.4 of this handbook). When more than one employee travels in a vehicle, the common carrier costs for all travelers in the vehicle may be considered to determine the maximum reimbursement when the travel authorization specifically provides for it (58 C.G. 305 [1979]).

- When two or more employees travel together, NRC will reimburse only one traveler for mileage. Payment to an employee as a carrier of other personnel is **not** authorized. The other traveler's voucher(s) should include a statement that travel was performed at no additional expense to the Government.

- **Travel at the TDY Point**

When travelers use a POV at the TDY point, they will be reimbursed at the same mileage rate as that for travel to and from the TDY point.

- **Travel From Home to Office and Return on the Day of Overnight Travel**

The traveler may claim round trip mileage and parking between the office and his or her home and other allowable costs on days when he or she is departing or returning from a business trip that requires an overnight stay. However, a prorated portion of an employee's monthly parking permit or usual parking fees at the official duty station are **not** reimbursable when the traveler usually commutes by using his or her POV.

#### 4.7.1.4 Other Reimbursement Limitations

- **Indirect Routing**

If a traveler uses a circuitous route for personal reasons, he or she shall report mileage for the entire distance traveled but shall only claim mileage for the direct route.

- **Government Owned Vehicle**

NRC may authorize the use of a POV even when use of a Government Owned Vehicle would be more advantageous to the Government. However, the traveler will be reimbursed for no more than the approximate cost of using a Government Owned Vehicle (see Exhibit 4.7 of this part).

#### 4.7.1.5 Actual Expense Method of Reimbursement

NRC may reimburse travelers for the use of a privately owned motorcycle, automobile, or airplane on an actual expense basis, instead of a mileage basis, when this method does **not** exceed the cost of transportation available by common carrier.

#### 4.7.1.6 Accidents

The traveler shall report any accidents involving a POV used on official business that result in personal injuries and/or property damage in accordance with provisions of Management Directives (MDs) 7.1, "Tort Claims Against the United States," and 7.2, "Claims for Personal Property Loss or Damage."

#### 4.7.2 Taxis

##### 4.7.2.1 Authorized Use

NRC will allow employees to use taxis when advantageous to the Government. Regularly scheduled limousine service should be

used to and from airport terminals when the service costs less than a taxi.

- **In-Travel Status**

NRC will reimburse the traveler for the usual taxi and/or airport limousine fares (plus tip) from—

- common carrier terminal to either the employee's home or place of business
- the employee's home or place of business to the common carrier terminal
- between an airport and an airport limousine terminal

The traveler should use courtesy transportation service furnished by a hotel or a motel to the maximum extent possible. Reimbursement for tips to hotel or motel courtesy transportation drivers will be based on 15 percent of the usual taxi or limousine fare the traveler would have incurred over the same route.

- **Home to Office/Office to Home**

NRC also may approve reimbursement for the usual taxi and/or limousine fares, plus tip, from the employee's home to his or her office on the day of departure for an official trip requiring at least one night's lodging, and from his or her office to home upon return.

- **Use of Taxis Between Lodging and Place of Business**

Employees may use taxis between their place of lodging and place of business at a TDY station if approved as advantageous to the Government.

- **Use of Taxis To Obtain Suitable Meals**

When meals are unavailable near the TDY station or lodging, NRC will consider authorizing the use of taxis. Employees shall include a statement explaining the necessity for such daily travel with the voucher.

- **Use of Taxis for Local Travel at Official Duty Station**

See Section 2.2 of this handbook.

#### 4.7.2.2 Tips

NRC considers 15 percent of the fare to be a reasonable tip for taxi and limousine service.

#### 4.7.3 Rental Vehicles and Special Means of Transportation

##### 4.7.3.1 Policies Governing Use

When use of a rental car is authorized for official travel, employees should use a Government-furnished vehicle or rental car that is covered by the U.S. Government Car Rental Agreement. This agreement is negotiated for the Federal Government by the Military Surface Deployment and Distribution Command (SDDC) and provides full comprehensive and collision damage waiver (CDW) insurance, up to certain limits, at no additional cost. This means the car rental company pays for all damages sustained to the vehicle during the conduct of official business. Other commercial sources for vehicles and other special means of transportation should be used only if a SDDC or Government vehicle is not available.

Companies under the SDDC agreement are listed in <http://www.FedTravel.com/gsa/>. It is recommended that employees arrange car rentals through the Travel Management Center (TMC) to ensure the car is covered by the SDDC agreement.

If a car rental company is not covered by the SDDC agreement, the Federal Government will not reimburse travelers for CDW insurance charges (except in foreign areas). Any claim for personal injury or property damage of another resulting from an accident in which the employee was at fault and the employee was acting within the scope of his or her employment would be considered for payment under the Federal Tort Claims Act, and the car rental company should file a claim with NRC.

NUREG/BR-0186, "Renting Smart: Car Rental Facts for the NRC Traveler," contains additional guidance on using rental cars during the conduct of official business.

- **Picking Up and Returning Vehicles**

Employees shall pick up rented vehicles or other special means of transportation from rental locations at the start of official business and return them at the conclusion of official business. Early pickups or late returns of the vehicle require a written justification in the remarks section of the NRC Form 279. For procedures to be followed if an employee plans to use a car for personal use that was initially rented for official purposes, see Section 4.7.3.4 of this part.

- **Vehicle Sizes**

The following car sizes are approved when NRC authorizes a rental vehicle:

- mid-size cars for all TDY travel with the exception of extended TDY travel (more than 30 days)
- compact cars for extended TDY travel
- full-size cars when three or more travelers are using one car (four-door cars when available)

Travelers may, as a matter of preference, choose a compact car. Travelers renting vehicles larger than specifically approved

will be reimbursed only for the vehicle sizes covered by this policy.

The approving official may determine the need for vehicles larger than stated in this policy on a case-by-case basis and include justification on the travel authorization.

- **Upgrades**

Travelers may use a free upgrade provided that the upgrade may not be converted to benefits that may be used by the Government to reduce the cost of present or future travel.

#### 4.7.3.2 Procedures for Obtaining Rental Vehicles

The following procedures pertain to obtaining a rental vehicle at a TDY station:

- Rental vehicles must be authorized on NRC Form 279.
- Make reservations through the TMCs whenever possible to ensure use of rental companies that participate in the SDDC agreement (see Section 4.7.3.1 of this part for policies and sizes of vehicles).
- Note any complaint concerning vehicle defects on the agreement at the time the vehicle is returned.
- In all instances, employees must pay for the rental vehicle and claim reimbursement on the travel voucher (see Exhibit 7.1 of this handbook for receipt requirements).

#### 4.7.3.3 Employee Responsibilities

Employees who rent vehicles while on official travel must—

- provide proof of official travel

- use the vehicle for official purposes only (see Section 4.7.4.1 of this part for guidance that also applies to rental vehicles)
- act prudently when operating the vehicle
- possess a valid driver's license
- pick up and return vehicles in accordance with the dates specified on the travel authorization (see Section 4.7.3.1 for early pickups and late returns)

#### 4.7.3.4 Damage Waiver or Insurance Costs

The NRC will **not** reimburse employees for the cost of the CDW or collision damage insurance available in commercial rental contracts for an extra fee. This restriction applies to official travel wholly within the continental United States, Alaska, Hawaii, the Commonwealth of Puerto Rico or the Commonwealth of the Northern Mariana Islands, or a United States territory or possession. NRC is authorized to pay for damage to the rented vehicle up to the deductible amount as specified in the rental contract should the rented vehicle be damaged while on official business.

NRC may reimburse the cost of additional CDW or collision damage insurance when a rental vehicle is used for official travel in foreign areas.

The cost of personal accident insurance is a personal expense, not an official one, and is **not** reimbursable.

If an employee plans to use a car initially rented for official purposes for personal use later on, he or she shall—

- ensure that any personal use is handled as a separate transaction (check in, check out, pay for, etc.), in which case the traveler shall determine if he or she wishes to pay for deductible collision insurance

- ensure that the car is covered by other personal insurance, such as personal automobile insurance or credit card insurance, for the entire time that the rental vehicle will be in his or her possession

The employee shall assume any additional expenses resulting from personal use of a rental vehicle.

#### 4.7.3.5 Accidents

If possible, obtain a police report for any accident, even a minor one. The cost of the police report, if charged, may be added to the travel voucher. Report the accident to the car rental company and to the NRC's Office of the General Counsel. The report shall include copies of the accident report form, the scope of employment form, the police report, the car rental agreement, and the traveler authorization (see MD 7.1 for further instructions).

#### 4.7.4 Government Owned Vehicles

##### 4.7.4.1 Policies Governing Use (31 U.S.C. 1344)

Government Owned Vehicles may be used for official travel, including transportation between—

- places where the employee's presence is required incident to official business
- places of official business and places of temporary lodging when public transportation is unavailable or its use is impractical
- either of the above places and suitable eating places, drug stores, barber shops, places of worship, cleaning establishments, and similar places necessary for the sustenance, comfort, or health of the employee

#### 4.7.4.2 Expenses

**For Supplies and Services.** Employees shall charge expenses incurred for the purchase of gasoline, motor oil, and, in emergencies, other supplies or services ordinarily stocked or furnished by service stations, to appropriate Government credit cards. These credit cards usually show the license number of a particular vehicle and cannot be used for purchases for any other vehicle. Employees shall retain copies of delivery tickets and turn them over to the motor vehicle dispatcher.

#### 4.7.4.3 Obtaining a Government Owned Vehicle

Employees shall—

- obtain authorization on NRC Form 279
- contact the headquarters Administrative Services Center or the appropriate regional Director of the Division of Resource Management and Administration to obtain a car for local travel
- use GSA Interagency Fleet Management Centers at a TDY location
- present a valid driver's license and a copy of the travel authorization to obtain a vehicle
- know rules and regulations

#### 4.7.4.4 Accidents

The traveler shall report accidents involving a Government Owned Vehicle resulting in personal injury and/or property damage in accordance with the provisions of MD 7.1.

Exhibit 4.1  
Cost Comparison Statement for Nonuse of Contract  
Air Carrier

The use of a noncontract airline between     (departure city)     and     (arrival city)      
is justified based on the following cost comparison:

	<b>Contract Air Carrier</b>	<b>Noncontract Air Carrier</b>
Date of Travel:		
Airfare (contract vs. noncontract coach fares available to the general public)		
Ground Transportation (taxi/limousine/private owned vehicle mileage)		
Lost Productive Time (hourly rate + 35.75% benefits)		
Allowable Overtime (overtime rate + 35.75% benefits)		
Additional Overnight Lodging (per diem rate for locality)		
Totals:	\$ _____	\$ _____

---

(Traveler's Signature)

(Date)

---

(Approving Official's Signature)

(Date)

This statement must be completed and attached to the NRC Form 279 when a noncontract airline is used under the provisions of nonuse category 3 (see Section 4.2.1 of Handbook 14.1).

Exhibit 4.2  
Request for Authorization and Approval for  
Use of Premium Class Transportation

I certify that it (is) (was) necessary to use first class air/train accommodations for travel between \_\_\_\_ (from) \_\_\_\_ and \_\_\_\_ (to) \_\_\_\_ on \_\_\_\_ (date) \_\_\_\_ for the following reasons in accordance with Section 4.2.3.1 of Handbook 14.1.

- or -

I certify that it (is) (was) necessary to use premium class other than first class air/train accommodations for travel between \_\_\_\_ (from) \_\_\_\_ and \_\_\_\_ (to) \_\_\_\_ on \_\_\_\_ (date) \_\_\_\_ for the following reasons in accordance with Section 4.2.3.2 of Handbook 14.1.

\_\_\_\_\_  
(Traveler's Signature) (Date)

\_\_\_\_\_  
(Title)

NRC business precludes use of a rest stop for travel to Asia\*

APPROVED:

\_\_\_\_\_  
(Signature) (Date)

\_\_\_\_\_  
(Title)

---

\*If applicable, per EDO memorandum of March 31, 1997, regarding foreign travel premium class other than first class upgrade

## Exhibit 4.2 (continued)

### Instructions for Preparing the Request

1. **Originating Office** - Prepare this request for either the use of first class or premium class other than first class, as appropriate. Obtain the traveler's signature and attach the request to the approved travel authorization or travel voucher (if after the fact). Submit package to the Chairman, the Executive Director for Operations, or the Inspector General, as appropriate, for approval of the request.
2. **The Chairman, the Executive Director for Operations, or the Inspector General** - Approve or deny the request based upon the criteria in Section 4.2.3 of Handbook 14.1. Send the package to the headquarters or the regional office authorizing official for processing.

Exhibit 4.3  
 NRC Form 597, "Gainsharing Award Nomination"

<b>NRC FORM 597</b> (9-1997) NRC MD 14.1	<b>U.S. NUCLEAR REGULATORY COMMISSION</b>
<b>GAINSHARING AWARD NOMINATION</b>	
<b>EMPLOYEE INFORMATION</b>	
NAME	
SOCIAL SECURITY NUMBER	MAIL STOP
<b>TRAVEL INFORMATION</b>	
TRAVEL AUTHORIZATION NUMBER	
VALUE OF AIRLINE TICKET (Attach e-mail price quote and ticket stub)	
AMOUNT OF AWARD (50% of value of the ticket)	
<b>SIGNATURE</b>	
SIGNATURE -- EMPLOYEE	DATE
<b>FINANCIAL OFFICE USE ONLY</b>	
APPROVED BY:	DATE
NRC FORM 597 (9-1997)	PRINTED ON RECYCLED PAPER

Exhibit 4.3 (continued)

**PRIVACY ACT STATEMENT**

Pursuant to 5 U.S.C. 552a(e)(3), enacted into law by Section 3 of the Privacy Act of 1974 (Public Law 93-579), the following statement is furnished to individuals who supply information to the Nuclear Regulatory Commission on NRC Form 597. This information is maintained in a system of records designated as NRC-21 and described at 58 *Federal Register* 36469 (July 7, 1993) or the most recent *Federal Register* publication of the Nuclear Regulatory Commission's "Republication of Systems of Records Notices" that is available at the NRC Public Document Room, Gelman Building, 2120 L Street NW, Washington, DC.

1. **AUTHORITY:** 5 U.S.C. 4501-4507; 5 CFR Part 451; Section 6008 of the Federal Acquisition Streamlining Act of 1994 (Public Law 103-355); Executive Order 9397, November 22, 1943.
2. **PRINCIPAL PURPOSE:** To make payment to employee for gainsharing award.
3. **ROUTINE USES:** Information may be used for transmittal of data to U. S. Treasury to effect issuance of award. Information may also be disclosed to an appropriate Federal, State, local or Foreign agency in the event the information indicates a violation or potential violation of law and in the course of an administrative or judicial proceeding. In addition, this information may be transferred to an appropriate Federal, State, local and Foreign agency to the extent relevant and necessary for an NRC decision about you or to the extent relevant and necessary for that agency's decision about you. Information from this form may also be disclosed, in the course of discovery under a protective order issued by a court of competent jurisdiction, and in presenting evidence, to a Congressional office to respond to their inquiry made at your request, or to NRC-paid experts, consultants, and others under contract with the NRC, on a need-to-know basis.
4. **WHETHER DISCLOSURE IS MANDATORY OR VOLUNTARY AND EFFECT ON INDIVIDUAL OF NOT PROVIDING INFORMATION:** It is voluntary that you furnish the requested information, however, if not provided, the processing of your award may be delayed or denied.
5. **SYSTEM MANAGER AND ADDRESS:** Chief, Payroll Branch, Division of Accounting and Finance, Office of the Chief Financial Officer, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001.

Exhibit 4.4  
Use of Foreign Flag Carrier Justification Statement

I certify that is (was) necessary for \_\_\_\_\_ (name of traveler) \_\_\_\_\_ to use

\_\_\_\_\_ (name of foreign flag vessel or foreign flag carrier, flight identification number)

or to transport \_\_\_\_\_ (personal effects) \_\_\_\_\_ (freight)

between \_\_\_\_\_ and \_\_\_\_\_

en route from \_\_\_\_\_ to \_\_\_\_\_

on \_\_\_\_\_ (date) \_\_\_\_\_ for the following reasons: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of traveler or authorizing official)

\_\_\_\_\_  
(Title or position)

\_\_\_\_\_  
(Organization)

## Exhibit 4.5 Loss of Revenue Table for Violation of the Fly America Act

In compliance with 56 C.G. 209 (1977), NRC has adopted the mileage proration formula for determining a traveler's liability for violating the Fly America Act. This formula measures the loss of revenue to a U.S. flag (American) air carrier on the basis of the difference between the prorated cost of the American air mileage authorized to be used and the American air mileage actually used.

The following table should be used to calculate the traveler's liability for the loss of revenue to the American air carriers. The loss of revenue amount will be deducted from the traveler's voucher.

### Loss of Revenue

	American Carrier Mileage ÷	Total Carrier Mileage =	Ratio x	Total Carrier Fare =	Prorated Cost of American Portion
<b>Authorized Travel</b>					
<b>Actual Travel</b>					minus
<b>Loss of Revenue (Traveler's Liability) =</b>					

Exhibit 4.6  
 "U.S. Department of State Application  
 for Passport/Registration"

UNITED STATES DEPARTMENT OF STATE  
**APPLICATION FOR  PASSPORT  REGISTRATION**  
 SEE INSTRUCTIONS—TYPE OR PRINT IN INK IN WHITE AREAS

1. NAME FIRST NAME \_\_\_\_\_ MIDDLE NAME \_\_\_\_\_  
 LAST NAME \_\_\_\_\_

2. MAILING ADDRESS  
 STREET \_\_\_\_\_  
 CITY, STATE, ZIP CODE \_\_\_\_\_

COUNTRY \_\_\_\_\_ IN CARE OF \_\_\_\_\_

3. SEX  Male  Female 4. PLACE OF BIRTH City, State or Province, Country \_\_\_\_\_

5. DATE OF BIRTH \_\_\_\_\_  
 Mo. Day Year

6. SEE FEDERAL TAX SOCIAL SECURITY NUMBER LAW NOTICE ON REVERSE SIDE

7. HEIGHT \_\_\_\_\_ 8. COLOR OF HAIR \_\_\_\_\_ 9. COLOR OF EYES \_\_\_\_\_

10. (Area Code) HOME PHONE \_\_\_\_\_ 11. (Area Code) BUSINESS PHONE \_\_\_\_\_

12. PERMANENT ADDRESS (Street, City, State, ZIP Code) \_\_\_\_\_

13. OCCUPATION \_\_\_\_\_

14. FATHER'S NAME \_\_\_\_\_ BIRTHPLACE \_\_\_\_\_ BIRTH DATE \_\_\_\_\_ U.S. CITIZEN  YES  NO

15. MOTHER'S MAIDEN NAME \_\_\_\_\_ BIRTHPLACE \_\_\_\_\_ BIRTH DATE \_\_\_\_\_ U.S. CITIZEN  YES  NO

16. TRAVEL PLANS (Not Mandatory)  
 COUNTRIES \_\_\_\_\_ DEPARTURE DATE \_\_\_\_\_  
 LENGTH OF STAY \_\_\_\_\_

17. HAVE YOU EVER BEEN ISSUED A U.S. PASSPORT? YES  NO  IF YES, SUBMIT PASSPORT IF AVAILABLE.  Submitted  
 IF UNABLE TO SUBMIT MOST RECENT PASSPORT, STATE ITS DISPOSITION: COMPLETE NEXT LINE  
 NAME IN WHICH ISSUED \_\_\_\_\_ PASSPORT NUMBER \_\_\_\_\_ ISSUE DATE (Mo., Day, Yr.) \_\_\_\_\_ DISPOSITION \_\_\_\_\_

18. HAVE YOU EVER BEEN MARRIED?  YES  NO DATE OF MOST RECENT MARRIAGE \_\_\_\_\_  
 Mo. Day Year  
 WIDOWED/DIVORCED?  YES  NO IF YES, GIVE DATE \_\_\_\_\_  
 Mo. Day Year  
 SPOUSE'S FULL BIRTH NAME \_\_\_\_\_ SPOUSE'S BIRTHPLACE \_\_\_\_\_

19. IN CASE OF EMERGENCY, NOTIFY (Person Not Traveling With You) (Not Mandatory)  
 FULL NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_  
 ADDRESS \_\_\_\_\_ (Area Code) PHONE NUMBER \_\_\_\_\_

20. TO BE COMPLETED BY AN APPLICANT WHO BECAME A CITIZEN THROUGH NATURALIZATION  
 IMMIGRATED TO THE U.S.  RESIDED CONTINUOUSLY IN THE U.S. DATE NATURALIZED (Mo., Day, Yr.) \_\_\_\_\_  
 (Month, Year) From (Mo., Yr.) To (Mo., Yr.) PLACE \_\_\_\_\_

21. DO NOT SIGN APPLICATION UNTIL REQUESTED TO DO SO BY PERSON ADMINISTERING OATH  
 I have not, since acquiring United States citizenship, performed any of the acts listed under "Acts or Conditions" on the reverse of this application form (unless explanatory statement is attached). I solemnly swear (or affirm) that the statements made on this application are true and the photograph attached is a true likeness of me.  
 Subscribed and sworn to (affirmed) before me \_\_\_\_\_ (SEAL) X \_\_\_\_\_  
 \_\_\_\_\_  
 Month Day Year  
 (Signature of person authorized to accept application)  Clerk of Court or  PASSPORT Agent  Postal Employee  (Vice Consul USA, At \_\_\_\_\_)  
 (Sign in presence of person authorized to accept application)

22. APPLICANT'S IDENTIFYING DOCUMENTS  PASSPORT  DRIVER'S  OTHER (Specify) \_\_\_\_\_  
 LICENSE  
 ISSUE DATE \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_ PLACE OF ISSUE \_\_\_\_\_  
 No. \_\_\_\_\_  
 Issued in the name of \_\_\_\_\_

23. FOR ISSUING OFFICE USE ONLY (Applicant's evidence of citizenship)  
 Birth Cert. SR CR City Filed/Issued: \_\_\_\_\_  
 Passport Bearer's Name: \_\_\_\_\_  
 Report of Birth  
 Naturalization/Citizenship Cert. No.: \_\_\_\_\_  
 Other: \_\_\_\_\_  
 Seen & Returned  
 Attached

24. FEE \_\_\_\_\_ EXEC. \_\_\_\_\_ POST \_\_\_\_\_

APPLICATION APPROVAL  
 Examiner Name \_\_\_\_\_  
 Office, Date \_\_\_\_\_

FORM DSP-11 (12-87) (SEE INSTRUCTIONS ON REVERSE) Form Approved OMB No. 1405-0064 (Exp. 9/1/99)

Exhibit 4.6 (continued)

UNITED STATES DEPARTMENT OF STATE  
**PASSPORT APPLICATION**

**FEDERAL TAX LAW:**  
Section 6039E of the Internal Revenue Code of 1986 requires a passport applicant to provide his/her name (#1), mailing address (#2), date of birth (#5), and social security number (#6). If you have not been issued a social security number, enter zeroes in box #6. Passport Services will provide this information to the Internal Revenue Service routinely. Any applicant who fails to provide the required information is subject to a \$500 penalty enforced by the IRS. All questions on this matter should be referred to the nearest IRS office.

**ACTS OR CONDITIONS**  
(If any of the below-mentioned acts or conditions has been performed by or applies to the applicant, the portion which applies should be lined out, and a supplementary explanatory statement under oath (or affirmation) by the applicant should be attached and made a part of this application.) I have not, since acquiring United States citizenship, been naturalized as a citizen of a foreign state; taken an oath or made an affirmation or other formal declaration of allegiance to a foreign state, entered or served in the armed forces of a foreign state; accepted or performed the duties of any office, post, or employment under the government of a foreign state or political subdivision thereof; made a formal renunciation of nationality either in the United States or before a diplomatic or consular officer of the United States in a foreign state; or been convicted by a court or court martial of competent jurisdiction of committing any act of treason against, or attempting by force to overthrow, or bearing arms against, the United States, or conspiring to overthrow, put down, or to destroy by force, the Government of the United States; or having been naturalized, within one year after such naturalization, returned to the country of my birth or any other foreign country to take up a permanent residence.  
**WARNING:** False statements made knowingly and willfully in passport applications or in affidavits or other supporting documents submitted therewith are punishable by fine and/or imprisonment under provisions of 18 USC 1001 and/or 18 USC 1542. Alteration or mutilation of a passport issued pursuant to this application is punishable by fine and/or imprisonment under the provisions of 18 USC 1543. The use of a passport in violation of the restrictions contained therein or of the passport regulations is punishable by fine and/or imprisonment under 18 USC 1544. All statements and documents submitted are subject to verification.

**PRIVACY ACT STATEMENT:**  
The information solicited on this form is authorized by, but not limited to, those statutes codified in Titles 8, 18, and 22, United States Code, and all predecessor statutes whether or not codified, and all regulations issued pursuant to Executive Order 11295 of August 5, 1966. The primary purpose for soliciting the information is to establish citizenship, identity, and entitlement to issuance of a United States Passport or related facility, and to properly administer and enforce the laws pertaining thereto.  
The information is made available as a routine use on a need-to-know basis to personnel of the Department of State and other government agencies having statutory or other lawful authority to maintain such information in the performance of their official duties; pursuant to a court order; and, as set forth in Part 171, Title 22, Code of Federal Regulations (see *Federal Register*, Volume 42, pages 49791 through 49795).  
Failure to provide the information requested on this form may result in the denial of a United States Passport, related document, or service to the individual seeking such passport, document, or service.

**HOW TO APPLY FOR A U.S. PASSPORT.** U.S. passports are issued only to U.S. citizens or nationals. Each person must obtain his or her own passport.  
**IF YOU ARE A FIRST-TIME APPLICANT,** please complete and submit this application in person. (Applicants under 13 years of age usually need not appear in person unless requested. A parent or guardian may execute the application on the child's behalf.) Each application must be accompanied by (1) PROOF OF U.S. CITIZENSHIP, (2) PROOF OF IDENTITY, (3) TWO PHOTOGRAPHS, (4) FEES (as explained below) to one of the following acceptance agents: a clerk of any Federal or State court of record or a judge or clerk of any probate court accepting applications; a designated postal employee at a selected post office; or an agent at a Passport Agency in Boston, Chicago, Honolulu, Houston, Los Angeles, Miami, New Orleans, New York, Philadelphia, San Francisco, Seattle, Stamford, or Washington, D.C.; or a U.S. consular official.  
**IF YOU HAVE HAD A PREVIOUS PASSPORT,** inquire about eligibility to use Form DSP-82 (mail-in application).  
Address requests for passport amendment, extension of validity, or additional visa pages to a Passport Agency or a U.S. Consulate or Embassy abroad. Check visa requirements with consular officials of countries to be visited well in advance of your departure.

(1) **PROOF OF U.S. CITIZENSHIP.**  
(a) **APPLICANTS BORN IN THE UNITED STATES.** Submit previous U.S. passport or certified birth certificate. A birth certificate must include your given name and surname, date and place of birth, date the birth record was filed, and seal or other certification of the official custodian of such records. A record filed more than 1 year after the birth is acceptable if it is supported by evidence described in the next paragraph.  
**IF NO BIRTH RECORD EXISTS,** submit registrar's notice to that effect. Also submit an early baptismal or circumcision certificate, hospital birth record, early census, school, or family Bible records, newspaper or insurance files, or notarized affidavits of persons having knowledge of your birth (preferably with at least one record listed above). Evidence should include your given name and surname, date and place of birth, and seal or other certification of office (if customary) and signature of issuing official.  
(b) **APPLICANTS BORN OUTSIDE THE UNITED STATES.** Submit previous U.S. passport or Certificate of Naturalization, or Certificate of Citizenship, or a Report of Birth Abroad, or evidence described below.  
**IF YOU CLAIM CITIZENSHIP THROUGH NATURALIZATION OF PARENT(S),** submit the Certificate(s) of Naturalization of your parent(s), your foreign birth certificate, and proof of your admission to the United States for permanent residence.  
**IF YOU CLAIM CITIZENSHIP THROUGH BIRTH ABROAD TO U.S. CITIZEN PARENT(S),** submit a Consular Report of Birth (Form FS-240) or Certification of Birth (Form DS-1350 or FS-546), or your foreign birth certificate, parents' marriage certificate, proof of citizenship of your parent(s), and affidavit of U.S. citizen parent(s) showing all periods and

places of residence/physical presence in the United States and abroad before your birth.

(2) **PROOF OF IDENTITY.** If you are not personally known to the acceptance agent, you must establish your identity to the agent's satisfaction. You may submit items such as the following containing your signature AND physical description or photograph that is a good likeness of you: previous U.S. passport; Certificate of Naturalization or Citizenship; driver's license (not temporary or learner's license); or government (Federal, State, municipal) identification card or pass. Temporary or altered documents are not acceptable.  
**IF YOU CANNOT PROVE YOUR IDENTITY** as stated above, you must appear with an IDENTIFYING WITNESS who is a U.S. citizen or permanent resident alien who has known you for at least 2 years. Your witness must prove his or her identity and complete and sign an Affidavit of Identifying Witness (Form DSP-71) before the acceptance agent. You must also submit some identification of your own.

(3) **TWO PHOTOGRAPHS.** Submit two identical photographs of you alone, sufficiently recent to be a good likeness (normally taken within the last 6 months), 2 x 2 inches in size, with an image size from bottom of chin to top of head (including hair) of between 1 and 1-3/8 inches. Photographs must be clear, front view, full face, taken in normal street attire without a hat or dark glasses, and printed on thin paper with a plain light (white or off-white) background. They may be black and white or color. They must be capable of withstanding a mounting temperature of 225° Fahrenheit (107° Celsius). Photographs retouched so that your appearance is changed are unacceptable. Snapshots, most vending machine prints, and magazine or full-length photographs are unacceptable.

(4) **FEES.** Submit \$65 if you are 18 years of age or older. The passport fee is \$55. In addition, a fee of \$10 is charged for the execution of the application. Your passport will be valid for 10 years from the date of issue except where limited by the Secretary of State to a shorter period. Submit \$40 if you are under 18 years of age. The passport fee is \$30 and the execution fee is \$10. Your passport will be valid for 5 years from the date of issue, except where limited as above.  
Pay the passport and execution fees in one of the following forms: checks—personal, certified, traveler's; bank draft or cashier's check; money order. U.S. Postal, international, currency exchange; or if abroad, the foreign currency equivalent, or a check drawn on a U.S. bank.  
Make passport and execution fees payable to Passport Services (except if applying at a State court, pay execution fee as the State court requires) or the appropriate Embassy or Consulate, if abroad. No fee is charged to applicants with U.S. Government or military authorization for no-fee passports (except State courts may collect the execution fee). Pay special postage if applicable.

FORM DSP-11  
12-87

## Exhibit 4.7 Mileage Reimbursement Rates

(Effective January 1, 2004\*)

Mileage rates for using a privately owned vehicle (POV) are given below.

Type of POV	Mileage Rate per Mile
Automobiles (if no Government Owned Vehicle is available)	37.5 cents
Motorcycles	28.5 cents
Private airplanes	99.5 cents

Mileage rate exceptions to the above chart are given in the Federal Travel Regulation.

If a Government Owned Vehicle is available, use 27.0 cents per mile.

If employee using a POV is previously committed to a Government Owned Vehicle, use 10.5 cents per mile.

---

\*Rates are revised periodically. See [http://www.gsa.gov/Portal/gsa/ep/content/View.do?contentId=9646&contentType=GSA\\_BASIC](http://www.gsa.gov/Portal/gsa/ep/content/View.do?contentId=9646&contentType=GSA_BASIC)

## Part 5 Paying for Travel Expenses

### 5.1 Government Contractor-Issued Travel Charge Cards

NRC participates in the General Services Administration's (GSA's) contract for the issuance and maintenance of charge cards for Federal employees to cover transportation, subsistence, and other allowable expenses. The current contract is with Citibank.

Cardholders can receive emergency assistance, learn more about the features and benefits of the Government card, or obtain answers to questions regarding their account by calling 1-800-790-7206 (collect from overseas, 904-954-7850) 7 days a week, 24 hours a day.

#### 5.1.1 Eligibility

Any NRC employee who expects to make more than five trips during any 12-month period (frequent traveler) should apply for the card.

The headquarters or regional travel office will provide a frequent traveler with a charge card application. The applicant should—

- read the “Citibank® Government Travel Card (Individually Billed Account) Setup Form” and the “Cardholder Account Agreement” in their entirety (Exhibit 5.1)
- complete and sign the application and return it to the headquarters or regional travel office for submission to the contractor who will issue the card

The charge card contractor will—

- establish the individual account

- issue the card in the name of the employee (referencing the U.S. Nuclear Regulatory Commission) upon request of an NRC program coordinator
- mail the charge card, along with detailed information on program benefits, directly to the participating employee's stated address within 3 working days of receiving the application from the NRC program coordinator

### 5.1.2 Use

A cardholder only may use his or her travel charge card for official travel, which includes—

- obtaining authorized travel advances through automated teller machines (ATMs)
- paying for official travel expenses such as hotels, meals, and rental cars
- obtaining common carrier tickets when a Travel Management Center (TMC) is not available or when the traveler has been specifically authorized to charge his or her ticket

The charge card should not be used for personal expenditures or anything else that would **not** be reimbursable on the employee's travel voucher.

Use of the Government contractor-issued travel charge card for unauthorized travel advances or purchases that are not eligible for reimbursement on a travel voucher may result in disciplinary action up to and including removal.

### 5.1.3 Payment

Cardholders are responsible for paying monthly bills promptly. Failure to do so will result in one of the following:

- Charge card privileges will be suspended if full payment is **not** received within 60 days of the billing date. **Depending on the circumstances, failure to pay the bill within 60 days may result in disciplinary action by NRC against the cardholder.**
- Charge card privileges will be canceled if the account has been paid with checks returned for insufficient funds two or more times in a 12-month period.
- Charge card privileges will be canceled if the account has been suspended two times during a 12-month period for undisputed amounts and is past due again.
- Charge card privileges will be cancelled if full payment is **not** received within 120 days of the billing date.
- NRC will **not** assume any liability for charges incurred on an employee charge card, or lost or stolen cards.

The Government travel card contractor may report accounts that are cancelled to national credit bureaus.

### 5.1.4 Reimbursement

The cardholder should request reimbursement on a travel voucher (NRC Form 64 and 64A or 64B [available on NRC's internal and external Web sites]; see Exhibit 7.2 of this handbook).

He or she shall submit the voucher to the headquarters or regional travel office within 5 workdays of completing a trip or periodically, as needed, during extended temporary duty travel.

### 5.1.5 Departure or Relocation

When a cardholder resigns, retires, or transfers to another agency, the card must be turned in to the headquarters or regional travel office before departure. When an employee changes his or her official duty station, he or she shall immediately notify the travel office and the charge card contractor with the change of address.

## 5.2 Travel Advances

Generally, NRC will authorize travel advances to NRC employees for authorized out-of-pocket expenses by making cash withdrawals from their Government travel card.

Travel advances are **not** allowed either for non-NRC employees or for local travel.

Advances for change of station and temporary duty travel are maintained separately; one cannot be used to offset the other.

### 5.2.1 Amounts of Travel Advances

Travel advances are designed to cover an employee's cash needs. These needs include the allowance for meals and incidental expenses (M&IE); miscellaneous transportation expenses, such as taxis, tolls, parking, and gasoline; and any other miscellaneous expenses that cannot be charged on the Government contractor-issued travel charge card. Lodging and rental car expenses are **not** considered cash expenses unless the lodging facility or rental car company does not accept the card.

Advance amounts are as follows:

- For individual trips, multiply the number of days in travel status by the appropriate M&IE allowance and add the authorized miscellaneous expenses and gasoline expenses.
- For travel on a continuing basis, NRC limits advances to estimated out-of-pocket expenses (M&IE allowance,

authorized miscellaneous expenses, and gasoline expenses) for no more than a 45-day period.

- Twenty percent of the estimated mileage reimbursement is considered to be an out-of-pocket expense.
- The minimum travel advance that NRC will authorize is \$20.

## 5.2.2 Types of Travel Advances

NRC travelers must request travel advances on NRC Form 279. The types of travel advances, the NRC's preferred method of obtaining advances, and the employee's accountability for these advances are discussed below.

### 5.2.2.1 Automated Teller Machines

Employees shall obtain all authorized travel advances from ATMs with their Government contractor-issued travel charge card, except if the official duty station is in a remote area with no access to ATMs or except under unusual circumstances. Travel advance requests should be rounded to the nearest \$20.

ATM transactions are limited to \$500 during the course of a 7-day rolling period. For a higher weekly limit, if circumstances warrant, contact the headquarters or regional travel charge card coordinator.

Travelers should obtain advances no earlier than 3 business days before departure and no later than the last day of travel. Withdrawals can be made anywhere at the traveler's convenience, but may not exceed the amount stated on the travel authorization except as noted in the next paragraph.

If a traveler must obtain an ATM advance without prior approval because of an emergency situation (such as the unexpected extension of a trip), he or she must include a statement with the travel voucher justifying the advance. If time permits, travelers

should verify the advance amount with their travel office before obtaining the advance.

Claims for ATM fees will be allowed only when the ATM advance is authorized on the travel authorization. The portion of the fee claimed for withdrawals in excess of the amount of the advance authorized will be disallowed. If a trip is cancelled, fees for ATM withdrawals made more than 3 business days before the start date on the travel authorization are not reimbursable. Fees for ATM withdrawals made after the last day of travel are not reimbursable.

Employees who are issued blanket travel authorizations must include the following statement on the travel authorization: "ATM travel advances are authorized when necessary on an individual trip basis in accordance with NRC Management Directive 14.1, Part 5." The advance amount will be left blank and employees will calculate and obtain their advance on a trip-by-trip basis. Reimbursement for the ATM transaction fees will be determined by whether the amount of the ATM advance obtained was appropriate for a specific trip as defined in Section 5.2.1 of this handbook.

ATM advances are exclusively for travel expenses that are eligible for reimbursement. ATM advances, plus ATM transaction fees, will be billed to the individual cardholder's account and reimbursed as allowed through the normal travel voucher process. Cardholders are responsible for paying their account balance, including any ATM travel advances. These advances are issued by the Government contractor- issued travel charge card contractor and must be repaid to the contractor.

NRC will not reimburse ATM transaction fees when a traveler uses a personal charge card to obtain a travel advance for official travel.

#### 5.2.2.2 Other Advances

Requests for NRC travel advances should be forwarded to the appropriate travel office at least 7 working days before the advance is needed.

##### **Repayment of Advances**

Travel advances issued by NRC and the U.S. Treasury must be repaid to NRC. Travel advance amounts must be noted on the travel voucher and will be deducted from the traveler's total reimbursement. Repayment for excess advances must accompany the voucher.

Travel advances issued for extended travel should be noted on the travel voucher, along with the date on which the advance should be offset. The advance must be offset or repaid in full on the last travel voucher.

Travelers may pay by check, money order, or cash. Checks or money orders should be made out to the "U.S. Nuclear Regulatory Commission" and should have the travel authorization number annotated on the face of the check.

Travel advances that are **not** returned to NRC within 30 days of the travel end date will be collected through salary offset in accordance with 5 U.S.C. 5705.

Travel advances for cancelled trips must be returned to NRC immediately.

Transferring or separating employees must settle all outstanding advances with NRC before their transfer or separation date. Unreturned advances will be collected in accordance with the "Accounts Receivable and Debt Collection" chapter of the Chief Financial Officer's Accounting Policy Manual.

## 5.3 Payment for Travel

### 5.3.1 Government Travel Account (GTA) for Common Carrier Transportation

NRC travelers are required to obtain commercial transportation tickets through NRC TMCs except under emergency circumstances or by exception granted by the Director of the Division of Financial Services (DFS), Office of the Chief Financial Officer (OCFO). When official travel tickets are obtained through the TMC, the tickets are billed to NRC's Government Travel Account (GTA).

### 5.3.2 Government Contractor-Issued Travel Charge Card

Employees should use their individual Government contractor-issued travel charge card to obtain official travel tickets only in emergency situations or when tickets cannot be obtained through NRC's TMC centrally billed GTA.

### 5.3.3 Cash Payments for Transportation Services

#### 5.3.3.1 Using Cash

The use of personal or traveler's checks or personal credit cards is considered equivalent to cash. Travelers may use cash to procure transportation services under the following circumstances:

- when the cost does **not** exceed \$100, excluding Federal transportation tax
- when reduced group or excursion fares are available from travel agencies and an administrative determination is made that use of the service will result in a monetary savings to the Government
- under emergency circumstances, when the use of other forms of payment is not possible or NRC did **not** advise new

employees, or invited or infrequent travelers, of the proper procedures for purchasing transportation services

Cash purchases must be approved by DFS, OCFO, or by regional administrators for regional offices. This authority may be redelegated (see Exhibit 1.1 of this handbook). The approving official and the traveler will certify the reasons for the cash purchase on the travel voucher.

#### 5.3.3.2 Accounting for Cash Payments

A traveler using cash to purchase any authorized passenger transportation service shall furnish pertinent receipts, passenger coupons, or other appropriate evidence to support the claim for reimbursement.

Receipts are **not** required for local transit system fares.

When the traveler purchases a common carrier ticket with cash, he or she must initial the statement on the front of the voucher assigning all rights for overcharges to the United States.

Exhibit 5.1  
 Government Card Application and Agreement



**CITIBANK® GOVERNMENT TRAVEL CARD (INDIVIDUALLY BILLED ACCOUNT) SETUP FORM**

NOTE: This form should be completed by the Agency/Organization Program Coordinator with the required information input from the Cardholder.

**SECTION I INSTRUCTIONS**

1. To add a new account, Cardholder completes Section IV and signs in Section VI, AOPC completes Sections I, III and V, then signs in Section VII.
2. Maintain a copy in the Cardholder and Agency/Organization Program Coordinator's files.
3. Fax completed form to 605-335-1417 or mail to Citibank® Government Services, P.O. Box 6125, Sioux Falls, SD 57117-6125.

**SECTION II REPORTING PARAMETERS**

\*Reporting Hierarchy: (1) \_\_\_\_\_

\*Processing Unit ID #: (2) \_\_\_\_\_ (maximum 5 characters)

**SECTION III (3) \*PLASTIC TYPE** (Please check one of the following)

Government Standard \_\_\_\_\_ Quasi-Generic \_\_\_\_\_ Non-POS (White) \_\_\_\_\_ Generic \_\_\_\_\_

**SECTION IV CARDHOLDER INFORMATION** (Please Print)

(4) \*First Name of Cardholder \_\_\_\_\_ \*Middle Initial \_\_\_\_\_ \*Last Name (maximum 20 characters) \_\_\_\_\_

(5) \*Agency/Organization Name (maximum 24 characters) \_\_\_\_\_ \*Home Phone \_\_\_\_\_

(6) 4th Line Embossing \_\_\_\_\_ \*Business Phone \_\_\_\_\_

(7) Home Mailing Street Address Line 1 (maximum 36 characters) \_\_\_\_\_ Fax Number \_\_\_\_\_

Home Mailing Street Address Line 2 (maximum 36 characters) \_\_\_\_\_

\*City \_\_\_\_\_ \*State \_\_\_\_\_ \*Zip Code \_\_\_\_\_ Country \_\_\_\_\_

(8) \*Business Mailing Street Address Line 1 (maximum 36 characters) \_\_\_\_\_ (9) \*Social Security Number \_\_\_\_\_

Business Mailing Street Address Line 2 (maximum 36 characters) \_\_\_\_\_ (10) \*Verification Information \_\_\_\_\_

\*City \_\_\_\_\_ \*State \_\_\_\_\_ \*Zip Code \_\_\_\_\_ Country \_\_\_\_\_

(11) E-mail Address \_\_\_\_\_

(12) Master Accounting Code (maximum 75 characters) \_\_\_\_\_

(13) Discretionary Code 1 (maximum 12 characters) \_\_\_\_\_ Discretionary Code 2 (maximum 20 characters) \_\_\_\_\_

Discretionary Code 3 (maximum 15 characters) \_\_\_\_\_

**SECTION V AUTHORIZATION PARAMETERS**

(14) Dollars per Cycle Limit (Card Limit) \$: \_\_\_\_\_

(15) Dollars per Transaction Limit \$: \_\_\_\_\_ (17) ATM Access: Y \_\_\_\_\_ N \_\_\_\_\_

(16) Number of Transactions: Cycle: \_\_\_\_\_ Daily: \_\_\_\_\_ (18) ATM Access Limit: Daily \$ \_\_\_\_\_ Weekly \$ \_\_\_\_\_ Cycle \$ \_\_\_\_\_

**SECTION VI (19) CARDHOLDER SIGNATURE**

\*By signing this application, I acknowledge I have read the Citibank® Government Services Travel Card Program Cardholder Account Agreement and agree to be bound by the terms and conditions as set forth in the Agreement.

\*Cardholder Signature \_\_\_\_\_ Date \_\_\_\_\_

**SECTION VII (20) AGENCY/ORGANIZATION PROGRAM COORDINATOR SIGNATURE**

\*Approving Agency/Organization Program Coordinator's Signature \_\_\_\_\_ Date \_\_\_\_\_

\*Approving Agency/Organization Program Coordinator's Name (printed) \_\_\_\_\_ Date \_\_\_\_\_

CBC04 1/2 Final 1/21/03

\*Asterisked fields must be completed prior to submission.  
 Numbers in parentheses correspond to numbers on guide sheet on next page.

© 2003 Citicorp. All rights reserved.  
 CITIBANK, CITIGROUP and the Umbrella Device are trademarks and service marks of Citicorp and its affiliates and are used and registered throughout the world.

Exhibit 5.1 (continued)

**citi** **GOVERNMENT SERVICES TRAVEL CARD PROGRAM  
CARDHOLDER ACCOUNT AGREEMENT**

**IMPORTANT: BEFORE YOU SIGN OR USE THE GOVERNMENT CARD, READ THIS AGREEMENT THOROUGHLY. PLEASE RETAIN THIS AGREEMENT FOR YOUR RECORDS.** In this Agreement, **(Agreement)**, **"Card"** means the enclosed Citibank® Government Travel Card (and all replacements) issued by Citibank USA, N.A. (which will be referred to as the **"Bank"**) under the General Services Administration (GSA) contract no. GS-23F-98006. **"Agency/Organization"** means the United States federal agency, bureau, division, office or other organizational entity that has requested/authorized the Bank to open an account for me. The word **"I"**, **"me"** and **"my"** refer to the Agency/Organization employee named on the Card and who has agreed to be bound by this Agreement.

**(1) THIS AGREEMENT**  
By activating, signing or using the Card or the Account established in connection with it (**"Account"**), I am agreeing to the terms of this Agreement. If I do not agree to the terms of this Agreement, I will cut the card in half and return the pieces to the Bank before using the Card. I agree that I will be bound to the terms of the Agreement to the extent that I use the Card.

**(2) USE OF THE CARD**  
Charging and cash access privileges (if allowed) on the Card and Account is provided by the Bank pursuant to the GSA contract and the task order of my Agency/Organization and is subject to this Agreement. I agree to use the Card only for official travel and official travel related expenses away from my official station/duty station in accordance with my Agency/Organization policy. I agree not to use the Card for personal, family or household purposes. I understand that the Card is not transferable and will be used by me alone only after I have signed the Card on the back above the words "authorized signature." Unless canceled, the Card will be valid through the expiration date printed on its face. By this Agreement, I am requesting that the Bank issue a renewal Card to me before the current Card expires. The Bank will continue to issue renewal Cards until my Agency/Organization or I tell the Bank to stop. Charging and cash access privileges will be automatically withdrawn upon: (i) request of the Government; (ii) termination of my employment with my Agency/Organization; (iii) upon termination of the GSA contract and/or task order of the Agency/Organization; (iv) if the card is reported lost or stolen; or (v) as noted in Section 10.

**(3) LOSS, THEFT OR UNAUTHORIZED USE**  
I agree to notify the Bank and my Agency/Organization immediately of any loss, theft or unauthorized use of the Card or Account. I will notify the Bank, by phone at 1-800-790-7206, toll free in the Continental United States, Hawaii, Alaska, Virgin Islands, Puerto Rico, or Canada, or collect at 904-954-7850 outside these areas. I will notify my Agency/Organization if directed. If my Card is returned to me after I have notified the Bank, I agree not to use the Card. I will not be liable for unauthorized charges that are made on my Card.

**(4) PAYMENT**  
The Bank will provide me with a billing statement, which sets forth billing data with respect to all my charges, cash transactions and fees relating to the Card and Account. My billing statement is due and payable, in full, upon receipt of the statement but must be received by the Bank no later than 25 calendar days from the closing date on the statement in which the charge appeared. Certain charges may be billed directly to my Agency/Organization and will appear on my billing statement as a memorandum item: only. In the event these charges are later billed to my Account, I agree to pay such charges in full. Payments must be made in U.S. currency, in electronic form or with a money order payable in U.S. dollars, or with a draft or a check drawn on a bank in the U.S. and payable in U.S. dollars. If the Bank decides to accept a payment made in some other form, payment will not be credited to my Account until my payment is converted into one of the forms just mentioned. The Bank may accept late payments, partial payments or checks and money orders marked "payment in full" or with other restrictive endorsements without losing any rights under this Agreement or under the law.

**(5) CHARGES MADE IN FOREIGN CURRENCIES**  
Charges made in a foreign currency will be converted into U.S. Dollars. The conversion rate used will be at least as favorable as an interbank rate or, where required by law, an official rate. This rate shall be the one in existence at the time the transaction is processed.

**(6) DISHONORED CHECKS**  
If any money order, check or draft is delivered to the Bank and cannot be processed, or is not honored for its face amount when presented, I agree that the Bank may impose as liquidated damages for its costs a charge of \$15.

**(7) BILLING INQUIRIES/PROBLEMS WITH GOODS AND SERVICES**  
If I have any question, problem or dispute about the billing statement, I will notify the Bank in writing or by telephone, within 60 days of the billing date on the statement. The Bank will take all reasonable and appropriate steps to provide the information I request or resolve my dispute. I understand that I cannot hold the Bank accountable, and the Bank is not responsible, for problems such as malfunctions, failures due to lack of quality, or other defects relating to the goods or services that I purchase with my Card or Account. In these types of disputes, I must pay the Bank the charge and settle my dispute with the establishment. The Bank will not be responsible if any establishment refuses to honor the Card, or for any other problem I may have with such establishment.

**(8) PURCHASES AND CASH ADVANCES**

A. **Purchases and Cash Advances:** I understand that I may use the Card or Account for purchases wherever the Card is honored, in accordance with my Agency's/Organization's policies and procedures.

B. **Cash Access:** My Agency/Organization may approve my Card or Account for cash access privileges. This will enable me to obtain cash from automated teller machines ("ATMs") operated by a bank, other institutions, or a Citibank branch teller, when authorized by my Agency/Organization.

C. **Cash Advance Transaction Fee:** Each time I use my Card to obtain cash from an ATM, I will be assessed a transaction fee of 1.25%. If my Agency/Organization has negotiated a lower fee, the lower amount will apply. The transaction fee will be billed to me on my billing statement. In some cases, a surcharge may be imposed by ATM operators.

D. **Personal Identification Number:** If I am approved for cash access privileges, I will receive a confidential number code. This is my personal identification number ("PIN"). To obtain cash from an ATM, my PIN must be entered into the ATM after I insert my Card. I agree to take all reasonable precautions to prevent any other person from learning my PIN or using my Card to make unauthorized transactions. I agree not to write my PIN on my Card or on any material I keep with the Card. I agree that if I voluntarily give the Card and my PIN to someone else for any reason, I am authorizing all transactions made by that person.

E. **My Ability to Get Cash at an ATM or Citibank Branch Bank:** Any limits for getting cash at an ATM are set by the Agency's/Organization's policy. Limits on the number of and the dollar amount of transactions may be restricted by the operators of the ATM.

F. **Citibank USA, N.A. Card Liability:** Citibank USA (N.A.) will not be liable for any losses or damages resulting from any use or attempted use of the cash access privileges including, but not limited to, situations where:

- ATMs or any computer systems, including Citibank systems, do not work properly;
- ATMs do not have enough cash;
- Or circumstances beyond the control of the Bank.

... CONTINUED ON REVERSE SIDE

Exhibit 5.1 (continued)

(9) **TRAVELLERS CHEQUES**

- A. **Purchases:** My Agency/Organization may approve my Account for travellers cheque purchases. This will enable me to make purchases of Citicorp [or VISA] travellers cheques through my Card or Account.
- B. **Loss, Theft or Unauthorized Use:** I agree to notify Citicorp Services Inc., immediately at 800-645-6556 toll free in the United States, Virgin Islands, Canada, and Puerto Rico or collect at 813-623-1709 outside these areas of any loss, theft or unauthorized use of my travellers cheques. Citicorp Services Inc. provides both on-the-spot refunds (at participating financial institutions) of lost/stolen cheques, or a 24-48 hour replacement service where the spot refund service is not available.

(10) **SUSPENSION AND CANCELLATION**

The Bank may suspend or cancel my Card or Account privileges as set forth in this Section 13.

- A. **Suspension:** My Account is considered delinquent if payment for the undisputed principal amount has not been received 45 calendar days from the closing date on the billing statement in which the charge appeared. I will receive notification from the Bank requesting payment of the undisputed past due amount. If payment has not been received 55 calendar days from the closing date, my Agency/Organization and I will be notified that the suspension process will be initiated. My Agency/Organization and I will be notified of a point of contact to assist in resolving the past due account. If payment for the undisputed principal amount has not been received 61 calendar days from the closing date, my Account will be suspended, unless otherwise directed by my Agency/Organization. My Agency/Organization or the GSA Contracting Officer has the right to suspend my Account for any reason. Upon payment of the undisputed principal amount to the Bank, my Account will be reinstated.
- B. **Cancellation:** My Card or Account may be canceled if: (i) my Card is used for unauthorized purposes and the Bank has my Agency's/Organization's permission; (ii) my Account is past due for the undisputed amounts 120 calendar days past the closing date and all suspension procedures have been met by the Bank; or (iii) my Account has been suspended two times during a 12-month period for undisputed amounts and is past due again. My Agency/Organization and I will be notified that the cancellation process will be initiated. If payment for the undisputed principal amount has not been received 126 calendar days from the closing date, my Card or Account will be canceled unless otherwise directed by my Agency/Organization. (iv) my Account has been paid with checks returned by my financial institution for insufficient funds "NSF" two or more times in a 12-month period. In this event, my Account is subject to immediate cancellation. In the event of cancellation, I understand that I must still pay all undisputed amounts due the Bank under this Agreement. I understand that my Account information may be reported to credit reporting agencies if my Account is canceled. I will surrender the Card upon request to my Agency/Organization. I understand that use of the Card or Account after its cancellation will be considered fraudulent and may cause the Bank to take legal action against me.
- C. **Late Fee and Reinstatement of Canceled Accounts:** The Bank may reinstate canceled Accounts upon payment of the undisputed principal amount and late fee. The late fee is 2.5% per month on the entire undisputed principal amount until my payment is received by the Bank. The Bank may conduct a credit worthiness check on me prior to reinstatement of my canceled Account. If my Agency/Organization has negotiated a reinstatement fee, I will be charged that fee upon reinstatement. Late fees are assessable against my canceled Account irrespective of whether the Bank reinstates it.
- D. **Waiver of Suspension/Cancellation Rights:** If the Bank does not enforce its Suspension and Cancellation rights under this Agreement within 180 days of the closing date on the billing statement in which the charge first appeared, it will lose them.
- E. **Collection:** The Bank may use a collection agency to collect against canceled Accounts. Court costs and reasonable attorneys' fees, not

to exceed fifteen percent (15%) of the amount owed, may be added to the Account if the Bank must refer all or any part of the Account to an outside attorney or agency for collection.

(11) **CHANGING THIS AGREEMENT**

The Bank may, upon written approval by the GSA and my Agency/Organization, change this Agreement. The Bank will notify me in writing at least 30 days prior to the date of the change. If I do not agree to the changes, I will cut the card in half and return the pieces to the Bank within 25 days of the date the change in terms becomes effective. I agree that I will be bound by the new terms if I use the Card after the effective date of the new terms.

(12) **LIABILITY FOR CHARGES**

I am responsible for all purchases, cash advances and fees charged to the Card issued to me, and the Bank will seek payment for all charges directly from me regardless of whether I have been reimbursed by my Agency/Organization.

(13) **DISCLOSURE OF INFORMATION**

In addition to routine uses under the Privacy Act, I authorize the Bank to: (i) provide information about my Account to the Bank's service providers administering my Account under the GSA Contract; and (ii) disclose all necessary Account information to outside attorneys, collection agencies or credit reporting agencies, if the Bank refers all or part of my Account for collection in accordance with the GSA Contract and my Agency/Organization's task order. I understand that past due Accounts will be reported to my Agency/Organization. By signing this Agreement, I am providing my written consent to the disclosure of information as provided in this Section 13.

(14) **TELEPHONE MONITORING**

I understand that from time to time the Bank may monitor telephone calls regarding my Account to assure the quality of its service.

(15) **GOVERNING LAW**

This Agreement and my Account are subject to the GSA Contract and shall be governed by South Dakota law and the laws of the United States.

**PRIVACY ACT NOTICE**

In accordance with the Privacy Act (5 U.S.C. 552a), the following notice is provided: The information requested on the card application form is collected pursuant to Executive Order 9337 and chapter 57, title 5, United States Code, for the purposes of recording travel expenses incurred by the employee/member and to claim entitlements and allowances prescribed in applicable federal travel regulations. The purpose of the collection of this information is to provide Government agencies necessary information on the GSA travel card contract which provides travelers with charge cards for official travel and related expenses, attendant operational and control support, and management information reports for expense control. Routine uses which may be made of the collected information and other account information in the system of records entitled "Travel Charge Card Program GSA/GOVT-3" are as follows: (1) transfers to appropriate Federal, State, local, or foreign agencies when relevant to civil, criminal, administrative, or regulatory investigations; (2) pursuant to a request of another Federal agency in connection with hiring, retention, issuing a security clearance, reporting an employee investigator, clarifying a job, letter or contract or issuing a license, grant, or other benefit; (3) to a Member of Congress or to a Congressional Staff Member in response to an inquiry of the Congressional Office made at the request of the individual about whom the record is maintained; (4) to officials of labor organizations when necessary to their duties of exclusive representation; (5) to a Federal agency for accumulating reporting data and monitoring the system; (6) GSA contract travel agents assigned to agencies for billing of travel expenses; (7) listing, reports, and records to GSA by the contractor to conduct audits of carrier charges to the Government; and (8) any other use specified by GSA in the system of records entitled "Travel Charge Card Program GSA/GOVT-3," as published in the Federal Register periodically by GSA. The information requested is not mandatory. Failure to provide the information will nullify the application, and a charge card will not be issued to the employee/member.

Member of citigroup

Copyright © 2002, Citicorp. All rights reserved.  
Citibank is a registered service mark of Citicorp.

GOVTBT (02/02)

F01-4842-2 -0202 CP3-64576

## Part 6 Per Diem

### 6.1 General

The per diem allowance is a daily payment for lodging, meals, and related incidental expenses, instead of actual expenses. Per diem is separate from transportation (see Part 4 of this handbook) and miscellaneous expenses (Section 6.3 of this part), which are also reimbursable.

The per diem allowance covers the following charges for lodging, meals, and incidentals:

- lodging (which does **not** include accommodations on airplanes or trains) includes—
  - overnight sleeping facilities
  - baths
  - personal use of the room during daytime
  - service charges for fans, air conditioners, heaters, and fireplaces when such charges are not included in the room rate
- meal expenses, including related tips and taxes
- incidental expenses include—
  - fees and tips to waiters and waitresses, porters, baggage carriers, bellhops, hotel maids, dining room stewards or stewardesses, and servants in foreign countries
  - laundry, cleaning, and pressing of clothing, unless the traveler meets the requirements as stated in Section 6.3.2 for temporary duty travel (TDY) and Change of Station (COS)

- transportation between places of lodging or business and places where meals are taken except as provided in the Federal Travel Regulation
- telephone calls necessary to reserve lodging

## 6.1.1 Maximum Per Diem Rates

### 6.1.1.1 Continental United States (CONUS)

Maximum per diem rates for the continental United States (CONUS) are established by the General Services Administration (GSA) and published in the *Federal Register* and the Federal Travel Regulation. They are also listed at <http://www.fedtravel.com/gsa/>.

### 6.1.1.2 Nonforeign Areas Outside CONUS and Foreign Areas

Maximum per diem rates for foreign areas are established by the Secretary of State. Maximum per diem rates for nonforeign areas outside CONUS are established by the Secretary of Defense. Both are published in Maximum Travel Per Diem Allowances for Foreign Areas, Section 925, A Supplement to the Standardized Regulations (Government Civilians, Foreign Areas). Per diem rates for nonforeign areas also are published at <http://www.fedtravel.com/gsa/>. To obtain foreign per diem rates, contact the headquarters travel office.

## 6.1.2 Per Diem Entitlement

NRC generally does **not** allow per diem for travel to points within 35 miles of the official duty station, as determined by standard highway mileage guides (see Section 2.3.2 of this handbook for exceptions).

A per diem allowance will **not** be granted for periods of official travel of 12 hours or less.

When a traveler crosses the International Date Line (IDL, 180th meridian), he or she should use the actual elapsed time to compute per diem rather than calendar days. Essentially, when traveling across the IDL, a traveler loses 1 day going over and gains 1 day coming back. However, if the traveler goes around the world, he or she should use actual elapsed time to compensate for the day lost when crossing the IDL. In practice, the traveler may calculate the per diem rate by—

- counting the first and second days of travel when crossing the IDL as only 1 day (i.e., use three-fourths of the applicable meals and incidental expenses (M&IE) rate for the departure time until midnight plus the applicable lodging rate for the destination)
- counting the last day of travel as one full day M&IE plus three-fourths of a second day's M&IE

#### 6.1.2.1 The Lodgings-Plus System (Types of Allowable Lodging)

NRC uses the Government's lodgings-plus system, which includes the cost of lodgings up to a prescribed limit, plus a prescribed allowance for M&IE for temporary duty (TDY) travel. The total cannot exceed the applicable maximum per diem rate for the location concerned.

The lodging per diem rate will be that of the TDY location, whether or not the traveler chooses to stay at that location. If no suitable lodging is available at the TDY location, the applicable rate will be that of the nearest adjacent locality. If the rate for the adjacent community is higher, it must be authorized in advance.

NRC will reimburse the traveler only for the actual cost of lodging up to the maximum amount. Travelers must use prudent judgment in renting. Types of and allowable lodging expenses are described below.

- **Conventional lodging facilities.** These facilities are hotels, motels, boarding houses, and so forth. The allowable lodging

expense is the single room rate. Weekly or monthly rentals are discussed further on in this list.

- **Government quarters.** A fee or service charge for the use of Government quarters is an allowable lodging expense.
- **Stay with friends or relatives.** If an employee stays with friends or relatives (including members of the immediate family), he or she may not claim any lodging allowance unless the host actually incurs additional costs in accommodating the employee, such as renting a bed. In such instances, the employee must substantiate the additional costs and NRC must approve them as reasonable. Host gifts are not reimbursable.
- **Nonconventional facilities.** If conventional lodging facilities are not available (e.g., in remote areas or when there is a shortage of rooms because of a special event), NRC may allow travelers to claim the costs of lodging obtained in nonconventional facilities (such as college dormitories or rooms made available to the public by area residents). In such cases, the traveler must explain the circumstances that resulted in obtaining nonconventional lodging.
- **Trailer or camping vehicle.** NRC may allow the traveler to claim a lodging expense when the traveler uses a trailer or a camping vehicle while on temporary duty assignments away from his or her official station for allowable lodging costs and per diem computations in such situations).
- **Privately owned camper or recreational vehicle (RV).** Allowable lodging expenses include parking fees; fees for connection, use, and disconnection of utilities (electricity, gas, water, and sewage); bath or shower fees; and dumping fees. Depreciation is **not** considered a lodging cost.
- **Rented campers or RVs.** When NRC approves use of a rented RV, travelers may consider the rental fee plus the lodging costs described under privately owned camper or RV

above as lodging costs. If the traveler rents an RV without preapproval, NRC will not pay rental fee charges.

- **Weekly or monthly rentals.** When an employee rents a room, apartment, house, or other lodging on a weekly or monthly basis while on a TDY assignment, he or she may consider the following expenses as part of the lodging costs:
  - if unfurnished, the cost of renting appropriate and necessary furniture and appliances, such as a stove, refrigerator, chairs, tables, bed, sofa, television, or vacuum cleaner
  - cost of connection, use, and disconnection of utilities
  - cost of reasonable maid fee and cleaning charges
  - monthly telephone use fee (does **not** include installation and long distance calls)
  - cost of special user fees, such as cable TV charges

Generally, a security deposit will not be reimbursed. (See Section 6.1.3 for reimbursement of forfeited rental deposits when official TDY is curtailed, cancelled, or interrupted for official purposes.)

To compute daily costs, divide the total lodging costs plus allowable expenses by the number of days the accommodations are actually occupied.

#### 6.1.2.2 Meals and Incidental Expenses Rate

The M&IE allowance is a fixed amount for meals and incidental expenses related to subsistence and is payable without itemization of the expenses.

- **When the Entire Trip Is More Than Twelve Hours but Does Not Exceed Twenty-four Hours**

- **When lodging is not required**, M&IE will be three-fourths of the applicable M&IE allowable for the **TDY location**. If more than one temporary duty point is involved, travelers will use the highest of the M&IE rates prescribed for the locations where the business is performed.
- **When lodging is required**, the M&IE will be three-fourths of the applicable M&IE rate for the **lodging location**.
- **When the Trip Is More Than Twenty-four Hours**

Travelers shall determine the maximum M&IE rate for each calendar day of travel according to where they are at midnight and whether lodging is required at that location. Only one maximum rate applies to a calendar day (12:01 a.m. to midnight) or fraction thereof. The traveler shall apply the following rules to calculate the allowable M&IE, **starting with where the traveler is at midnight**:

<b>Travel Status</b>	<b>Maximum M&amp;IE Rate</b>
<b>Day travel begins</b>	
• en route to TDY without lodging (e.g., in the air or on a train)	75 percent of destination M&IE rate
• en route to TDY with lodging	75 percent of destination M&IE rate
<b>Full calendar days of travel in a travel status</b>	
• without lodging	100 percent of the destination M&IE rate
• with lodging	100 percent of lodging location M&IE rate
<b>Returning from travel</b>	
• full calendar days while en route overnight without lodging rate	100 percent of preceding calendar day's M&IE

- day travel ends
    - without lodging rate 75 percent of preceding calendar day's M&IE
    - employee performs TDY en route to duty station or home rate 75 percent of en route TDY location M&IE
- 

### 6.1.2.3 Reduced Per Diem Rates

NRC may authorize a reduced per diem rate when lodging and meals are free or at a nominal cost. Travelers should indicate in the remarks section of NRC Form 279 when lodging and/or meals are being paid for by NRC purchase order or training request or furnished by another source.

When lodgings are furnished through an NRC purchase order, the agency will not authorize or approve a per diem allowance for other subsistence expenses that will, when combined with the cost of lodging furnished, exceed the applicable maximum per diem rate.

- **CONUS Locations**

When meals are furnished by the Federal Government without charge or at a nominal cost, the traveler shall reduce the M&IE rate for CONUS locations by the dollar amount shown below:

M&IE Rate*	\$30	\$34	\$38	\$42	\$46
Breakfast:	6	7	8	9	9
Lunch:	6	7	8	9	11
Dinner:	16	18	20	22	24
Incidentals:	2	2	2	2	2

\*Effective 10/1/01.

- **Outside CONUS Locations**

When meals are furnished by the Federal Government without charge or at a nominal cost, the traveler shall contact the headquarters or regional travel office to obtain the appropriate reduced M&IE rate for locations in both nonforeign and foreign areas.

- **Travel Exceeding Thirty Days**

When NRC employees are traveling for more than 30 days at temporary duty locations and can secure lodgings and/or meals at lower costs, the per diem rate should be reduced accordingly. If the extended temporary duty is for training, see Section 6.1.2.4 of this part.

#### 6.1.2.4 Applicable Per Diem Rates for Extended Training Assignment (More Than Thirty Calendar Days)

NRC generally will authorize 55 percent of the applicable full per diem rate unless survey data of actual costs for the area or documentation of the circumstances (e.g., unavailability of acceptable lower cost lodging) justifies authorizing a higher amount. This amount should not exceed the applicable full per diem rate.

#### 6.1.3 Calculating Special Situation Per Diem Allowance

##### 6.1.3.1 Curtailed or Interrupted Temporary Duty

When the temporary duty assignment is curtailed or interrupted for the benefit of the Government or for other reasons beyond the traveler's control and the traveler is unable to obtain a refund of prepaid lodging, NRC may reimburse expenses incurred for unused lodging under the following conditions:

- NRC determines that the employee acted reasonably and prudently in incurring allowable lodging expenses based on the approved travel.
- The employee tried to obtain a refund of the prepaid lodging costs or otherwise took steps to minimize the costs once the temporary duty was officially curtailed or interrupted.

When the agency makes a determination in favor of the employee, the prepaid lodging costs may be reimbursed by dividing the total cost for the rental period paid by the number of days of actual occupancy to determine the daily lodging costs and adding the amount authorized for M&IE. The total cannot exceed the per diem rate on the travel authorization.

If the authorized per diem rate is insufficient for the days occupied, the daily lodging cost calculated above plus the amount authorized for M&IE may be reimbursed on an actual expense basis **not** to exceed appropriate maximum daily rates determined as provided in Section 6.2 of this part. Any excess amount of the refunded lodging cost may be paid as a miscellaneous travel expense incident to the travel assignment, if otherwise proper. However, NRC will **not** allow reimbursement for deposits forfeited for damages to lodging accommodations.

If the travel assignment was interrupted for official purposes (e.g., when the employee is directed to perform TDY at another location), any allowable subsistence expenses incurred during the interruption may be reimbursed. These expenses will be reimbursed separately from those reimbursements outlined above if they are otherwise proper and in conformance with the provisions of this part (also see Part 8 of this handbook).

#### 6.1.3.2 Cancellation of Travel Assignment

When a travel assignment is cancelled and a traveler has already incurred lodging expenses (including a rental deposit), the expenses will be reimbursed as miscellaneous travel expenses if

NRC determines the employee acted reasonably and prudently in incurring the costs.

#### 6.1.4 Interruption of Per Diem Entitlement

##### 6.1.4.1 Leave and Nonworkdays

If an employee takes a leave of absence for more than one-half of the prescribed daily working hours, other than for emergency travel (see Section 8.6 of this handbook), no per diem will be allowed for that day.

Federal holidays, weekends, or other scheduled nonworkdays are considered nonworkdays. An employee is in a per diem status on nonworkdays unless—

- The employee returns to the official duty station or home.
- The employee takes more than one-half day of leave immediately before and after the nonworkday.

Per diem will **not** be paid for more than 2 nonworkdays when leave is taken for all the working hours between the nonworkdays.

##### 6.1.4.2 Return Trips Home

- **Cost Savings**

NRC may authorize en route per diem and transportation expenses to an employee to return home for nonworkdays if there is a significant cost savings. Travel time will 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.

- **Incident to Extended Temporary Duty**

NRC employees who are required to routinely perform extended TDY (more than 30 days) may be authorized to return to their official duty stations or homes for nonworkdays based on an average of once every 3 weeks during the temporary duty assignment. However, return travel for nonworkdays authorized under these conditions constitutes an exception to 5 U.S.C. 6101(b)(2) and should be performed outside the employee's regularly scheduled duty hours or during periods of authorized leave.

- **Voluntary Return Home**

If the traveler voluntarily travels home (i.e., the trip is not authorized as cost advantageous to the Government or is not an authorized return trip home incident to extended TDY), then reimbursement is limited to what the traveler would have received if he or she remained at the TDY location.

#### 6.1.4.3 Indirect Route or Interrupted Travel

If there is an interruption of travel or deviation from the direct route because of an employee's personal preference, convenience, or through the taking of leave, the per diem allowed will **not** exceed that which would have been allowed on uninterrupted travel by a direct or usually traveled route (except as provided in Section 8.6 of this handbook for certain emergency travel situations).

#### 6.2 Subsistence Expenses Exceeding Per Diem Rates

NRC may approve reimbursement for the actual and necessary subsistence expenses of official travel up to 300 percent of the maximum per diem rate when, due to special or unusual circumstances, the lodging costs absorb all or nearly all of the per diem allowance. However, if the excess amount is less than \$2, increases will **not** be approved. These circumstances may include—

- Attendance at a meeting, a conference, or a training session away from the official duty station where lodging and meals must be procured at a prearranged place (such as the hotel where the meeting, conference, or training session is being held) and the lodging costs incurred, because of these prearranged accommodations, absorb all or practically all of the applicable maximum per diem allowance.
- Travel to an area where the applicable maximum per diem allowance is generally adequate but subsistence costs have escalated for short periods of time because of special functions or events.
- For the reasons described above, affordable lodging accommodations are not available or cannot be obtained within a reasonable commuting distance of the employee's TDY point and transportation costs to commute to and from a less expensive lodging facility would consume most or all of the savings achieved from occupying that facility.
- The employee, because of special duties of the assignment, must procure superior or extraordinary accommodations such as a suite or other quarters for which the charge is well above that which he or she would normally pay for accommodations.
- The employee necessarily incurs unusually high expenses incident to his or her assignment to accompany another employee in a situation described above.

### 6.2.1 Actual Subsistence Maximum Daily Rate Limitations

The maximum actual daily subsistence reimbursements for all travel are given below:

<b>M&amp;IE Reimbursement Limit</b>	<b>Lodging Reimbursement Limit</b>
100 percent of the applicable M&IE rate without receipts; or not to exceed 300 percent of the applicable M&IE rate when supported by receipts.	300 percent of per diem for the temporary duty location minus the applicable M&IE rate.

When the daily expenses are itemized and they are less than the maximum authorized, they will be reimbursed on the basis of actual costs incurred.

It is the employee's responsibility to request approval for actual subsistence expense reimbursement when conditions appear to warrant reimbursement. The per-night cost of the lodging establishment, including applicable taxes, must be stated on NRC Form 279. Normally, travel on an actual expense basis should be authorized in advance and the daily maximum rate approved by the authorizing official will be stated in the travel authorization.

If an NRC purchase order is used for lodging, the agency will **not** authorize actual subsistence in excess of the lodging-plus rates discussed above.

NRC may approve reimbursement for actual and necessary subsistence expenses after travel is completed, depending on the circumstances.

The actual expense reimbursement method requires that subsistence expenses be itemized on the travel voucher as follows:

- Actual lodging costs, supported by a receipt.
- When actual M&IE is authorized, each meal and incidental expense must be itemized on a daily basis. A receipt is required for any individual expense over \$75.
- If actual lodging expense is authorized but actual M&IE is not, the employee will be reimbursed the applicable M&IE rate and does not need to itemize meals and incidental expenses.

#### 6.2.2 Mixed Travel (Per Diem and Actual Subsistence Expense) Reimbursement

Only one method of reimbursement will be used per day, even if circumstances result in commingling of the per diem and actual expense methods during travel.

### 6.2.3 Interruption of Subsistence Entitlement

The provisions of this part applicable to interruptions of per diem entitlement also will apply to travel on an actual subsistence basis.

## 6.3 Miscellaneous Expenses

### 6.3.1 Telephone Calls

Certain phone calls made while on official travel are reimbursable. NRC travelers should obtain and use the FTS 2000 calling card whenever possible. In cases when the calling card is not used, the traveler must itemize calls on the travel voucher (NRC Forms 64 and 64A), stating the points of service, the date, and the amount paid for each call. When the public interest so requires, the points of service may be stated in confidence to the official who approved the travel, who in turn will note the need for confidence on the travel voucher.

The following official business calls are fully reimbursable:

- Calls for reserving transportation associated with official travel.
- Calls to notify family of a schedule change resulting from official travel.
- Calls to NRC staff in connection with the official travel.
- Calls to individuals necessary to complete the mission of the official travel.
- Local calls that are made to conduct official Government business.

Brief calls home are allowed when traveling for 2 nights or more. When traveling within CONUS, employees may make an average of one call per day. These calls are actual expense amounts **not** to exceed \$4 per call. When traveling outside the CONUS,

travelers may make one call per 7-night period, **not** to exceed \$20 per call. Travelers must incur expenses to request reimbursement; using free cell phone minutes would not constitute incurring expenses.

### 6.3.2 Laundry While on Official Travel

The expenses incurred for laundry, cleaning, and pressing of clothing at a TDY location are reimbursable as a miscellaneous expense. However, the traveler must spend a minimum of 4 consecutive nights on official travel to qualify for this reimbursement. Laundry and dry cleaning expenses have **not** been removed from foreign per diem rates established by the Department of State, or from nonforeign area per diem rates established by the Department of Defense. Separate claims for laundry and dry cleaning expenses incurred in foreign areas and nonforeign areas are not allowed.

### 6.3.3 Lodging Taxes

Lodging taxes paid by the traveler are reimbursable as a miscellaneous travel expense limited to the taxes on reimbursable lodging costs. For example, if the traveler is authorized a maximum lodging rate of \$50 per night and the traveler elects to stay at a hotel that costs \$100 per night, the traveler can only claim the amount of taxes on \$50, which is the maximum authorized lodging amount. For foreign areas, lodging taxes have not been removed from foreign per diem rates established by the Department of State. Separate claims for lodging taxes incurred in foreign areas are not allowed.

### 6.3.4 Baggage

The following are allowed expenses related to baggage:

- charges for checking baggage
- transfer charges

- storage charges, when shown on the pertinent voucher that such storage is solely on account of official business
- excess baggage charges, but only when authorized on NRC Form 279
- charges or tips at transportation terminals for handling Government property carried by the traveler

#### 6.3.5 Fees Relating to Travel Outside the Continental United States

The following items are allowed:

- commissions for conversion of currency in foreign countries
- charges covering exchange fees for cashing U.S. Government checks or drafts issued in reimbursement of expenses incurred for travel in foreign countries
- the cost of trip insurance when a rental vehicle is used for official travel in foreign areas
- fees in connection with the issuance of passports and visas; costs of photographs for passports and visas, certificates of birth, health, and identity, and of affidavits; and charges for inoculations that cannot be obtained through a Federal dispensary

#### 6.3.6 Other Allowable Miscellaneous Expenses

Miscellaneous expenses and other expenses that are properly explained and approved may be allowed.

The following miscellaneous expenses are allowed:

- necessary stenographic or typewriting services

- rental of typewriting machines in connection with the preparation of reports or correspondence
- clerical assistance
- services of guides or interpreters
- services of packers
- driving services
- storage of property used on official business

Neither payment nor reimbursement will be allowed under any agreement made by the traveler with an officer or an employee of the Government for personal services.

#### 6.3.6.1 Rental of a Hotel Room To Conduct Official Business

The costs will be allowed, if authorized, when it is necessary to conduct official business at a hotel or other facility where a room must be rented.

#### 6.3.6.2 Registration Fees

The traveler may obtain authorization for registration fees required for attendance at professional society meetings, conferences, symposia, and so forth, whether held locally or at distant locations, on NRC Form 279 only if attendance is **not** considered a developmental or training activity. For conferences authorized on NRC Form 279, the attendee should assume the responsibility for preregistering, if required, and paying the registration fee. Funds to cover the registration fee and related travel, if applicable, should be included in the travel advance request section of NRC Form 279.

Developmental or training assignments must be approved on NRC Form 368, "Training Request and Authorization," which is available

on NRC's internal and external Web site. Refer to Management Directive 10.77, "Employee Development and Training," for further information.

The cost of meals provided at meetings held outside of the traveler's duty station will require an appropriate deduction to the per diem claimed. The amounts to be deducted from per diem are shown in Section 6.1.2.3 of this part.

#### 6.3.6.3 Traveler's Checks, Money Orders, and Certified Checks

NRC may allow reimbursement for the cost of traveler's checks, money orders, or certified checks purchased in connection with official travel. The amount of the checks or money orders may **not** exceed the amount of funds necessary to cover the estimated reimbursable expenses.

## Part 7 Completion of Travel

### 7.1 General

After each trip, the traveler must file travel reimbursement vouchers and trip reports. In addition, the traveler must file certain receipts with the forms (see Exhibit 7.1 of this part). To facilitate the filing of these forms and reports, the traveler should keep an itinerary noting the times at which official travel begins and ends at each location and the expenses incurred at that location. Travel expenses that will be reimbursed are confined to those expenses essential to the transaction of official business.

All claims must be accurate and supported by receipts where required. If fraudulent claims are found, the NRC will **not** reimburse the traveler (28 U.S.C. 2514). A traveler who knowingly presents a false, fictitious, or fraudulent claim against the United States may be subject to criminal prosecution (18 U.S.C. 287 and 1001).

### 7.2 Submission of Travel Reimbursement Forms

Submit travel vouchers and any advance remittances to the headquarters or regional travel office within 5 working days after completing a trip, or every 15 days if in continuous travel status. NRC can only reimburse claims that are completed properly and received within 6 years from the date that the travel first occurred (31 U.S.C. 3702(b)(1)).

To claim reimbursement for local travel, use Standard Form (SF) 1164 (see Exhibit 2.1 of this handbook). For authorized temporary duty (TDY) travel, use NRC Forms 64 and 64A or 64B (Exhibit 7.2 of this part). These exhibits include line-by-line instructions for completing the forms.

Submit separate travel vouchers for each trip authorized or each trip completed under a blanket travel authorization. Be sure to

include the purpose of travel on the voucher submitted for each trip performed under a blanket travel authorization. When traveling for more than 30 consecutive days, interim vouchers should be submitted.

Occasionally, a second voucher (reclaim voucher) may need to be submitted for items that were omitted, suspended, or disallowed from the original voucher but are found to be reimbursable with additional information or for expenses incurred by the traveler pending adjustments with carriers. An adjustment for lost tickets is an example. Travelers should submit a copy of the original voucher along with the reclaim voucher.

When the traveler incurs no expenses for a trip, submit a "no claim" voucher showing the dates of travel and points visited with the word "None" in "Amount Claimed." If a common carrier transportation ticket was used, it should be noted on the front of the voucher.

### 7.3 Payment of Vouchers

Travel reimbursement vouchers will be examined at the appropriate headquarters or regional travel office and reimbursed by either a third-party check or a U.S. Treasury check.

- Net claims of \$10,000 or less will be paid by third-party check.
- Net claims over \$10,000 will be paid by U.S. Treasury check.

Headquarters travelers should mail their approved travel vouchers to the NRC Central Allowance Team, Division of Financial Services, Office of the Chief Financial Officer. Payment for all vouchers is made by direct deposit to the employee's bank account used for payroll purposes.

Travelers located in the regions should submit travel vouchers in accordance with each region's travel office procedures.

## 7.4 Preparing the Travel Voucher

Travelers should refer to Exhibit 7.2 of this part for line-by-line instructions on completing a TDY travel voucher.

## 7.5 Travel of Witnesses Under Subpoena

Claims for witness attendance fees, travel, and miscellaneous expenses are discussed in Section 8.16 of this handbook. Reimbursements are claimed on an SF 1157 (also see Exhibit 7.3 of this part).

## 7.6 Foreign Travel Trip Reports

The traveler must file a trip report after completing a foreign trip, noting matters and information that in his or her judgment may have technical or administrative significance to the agency.

### 7.6.1 Content of Trip Reports

Details of social events, political observations, or sociological and economic observations should be held to a minimum in the trip report and reported only when the traveler believes they are important. The traveler should consider including the information discussed below in a trip report.

#### 7.6.1.1 Conference Meetings

The traveler should—

- summarize the conference work, meetings, or symposia attended, emphasizing conclusions, decisions, or the recommendations made
- briefly appraise the work of conferences from a scientific standpoint and from the standpoint of NRC interest, including any significant position taken or technical and scientific developments reported by participants from other countries

- recommend whether or not NRC should participate in any future meetings on the same or related subjects
- provide impressions and observations of significant or interesting occurrences

#### 7.6.1.2 Visits to Laboratories

The traveler should briefly discuss the visit and any significant facts learned or other interesting aspects of the visit. He or she should include an itinerary of the trip and the names of persons with whom discussions were held. The traveler should comment on his or her field of interest at the laboratory.

#### 7.6.1.3 Other Visits

The traveler should give his or her opinion of how successfully objectives of visits were fulfilled and include an account of significant discussions and events. He or she should include an itinerary of the trip and the names of persons with whom discussions were held. The traveler should comment on his or her field of interest in the countries visited and briefly describe any other significant or interesting events.

#### 7.6.2 Submission and Distribution of Trip Reports

Office directors or regional administrators will retain the overall responsibility for ensuring that trip reports are submitted to them as soon as possible (generally not later than 30 days after completion of travel). Distribution should include at a minimum—

- The Chairman, the Executive Director for Operations, or the Inspector General, as appropriate
- Office of International Programs
- Division of Facilities and Security, Office of Administration
- Interested program office or division

### 7.6.3 Protection of Information

NRC recognizes that there may be classified and/or highly specialized trip reports for which special distribution patterns will be determined by the approving authority.

Trip reports will be classified as follows, on the basis of their contents:

- If a report does **not** contain classified information but includes political or administratively sensitive items, it will be marked "Official Use Only."
- If the report contains information obtained from a foreign source in confidence, it will be marked and protected either as "Proprietary Information" or classified as "Confidential, National Security Information" (see Management Directives 12.2, "NRC Classified Information Security Program," and 12.6, "NRC Sensitive Unclassified Information Security Program," respectively).
- If no classified or sensitive information is included, the report will be unclassified.

## Exhibit 7.1 Receipt Requirements

### **Lodging Expenses**

- Receipts are required for all lodgings for which reimbursement is claimed.
  - If a traveler shares a room with **another** Government employee, he or she can claim one-half the double occupancy rate. The other employee and employing agency should be identified on the voucher.
  - If a traveler shares a room with a person who is **not** a Government employee, he or she may claim the single occupancy rate. There is no need to identify a non-Government employee on the voucher.
- No receipts are necessary for fees or service charges incurred during stays in Government quarters. A statement will be accepted.
- Whenever possible, travelers should obtain copies of lost or destroyed receipts from the lodging establishment. If obtaining these receipts is impractical, a statement explaining the circumstances shall be furnished with the travel voucher. This statement should include—
  - name and address of the facility
  - dates the lodging was used
  - cost incurred

### **Airplane and Train Tickets**

#### **Expenses Over \$75**

- Receipts are required for allowable cash expenditures in amounts in excess of \$75, plus any applicable tax.
- When receipts are **not** available, the expenditures shall be explained on the voucher.

## Exhibit 7.1 (continued)

### **Confidential Expenditure**

When the traveler's duties are of a confidential nature, the approving official may waive the requirements for receipts.

Volume 14, Travel  
 Official Temporary Duty Travel  
 Handbook 14.1 Part 7

Exhibit 7.2  
 NRC Form 64, "Travel Voucher (Part 1)"

NRC FORM 64 (7-2002) NRC/MD 14.1 Exception to SF 1012 Approved by NARS 10-81				U.S. NUCLEAR REGULATORY COMMISSION				APPROVED BY OMB: NO. 3150-0192				EXPIRES: 07/31/2005			
<b>TRAVEL VOUCHER (PART 1)</b>								Estimated burden per response to comply with this voluntary collection request: 1 hour for NRC Forms 64 and 64A or 64B. NRC uses the information to authorize payment for official travel. Forward comments regarding burden estimate to the Records Management Branch (T-6 E6), U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, or by e-mail to infocollections@nrc.gov, and to the Desk Officer, Office of Information and Regulatory Affairs, NEOB-10202, (3150-0192), Office of Management and Budget, Washington, DC 20503. If a means used to impose an information collection does not display a currently valid OMB control number, the NRC may not conduct or sponsor, and a person is not required to respond to, the information collection.							
1. AUTHORIZATION NUMBER				2. SOCIAL SECURITY NO.				6. RECLAIM VOUCHER YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>				7. VOUCHER STATUS PARTIAL <input type="checkbox"/> FINAL <input type="checkbox"/>			
3. NAME (Last, First, Middle Initial)				4. OFFICE TELEPHONE				8. TRAVEL PERIOD(S) A. FROM (MM/DD/YYYY) B. TO (MM/DD/YYYY)				11. LEAVE TAKEN <input type="checkbox"/> ANNUAL <input type="checkbox"/> SICK <input type="checkbox"/> OTHER			
5. MAILING ADDRESS (Include ZIP Code)								9. OFFICIAL DUTY STATION (City and State) <b>Rockville, MD</b>				10. RESIDENCE (City and State)			
13. TYPE OF TRAVEL <input type="checkbox"/> CONUS/DOMESTIC <input type="checkbox"/> NONFOREIGN OUTSIDE CONUS <input type="checkbox"/> FOREIGN <input type="checkbox"/> COS				14. METHOD OF PAYMENT HEADQUARTERS TO BE PAID BY EFT <input type="checkbox"/> EFT PAYMENT TO ALTERNATE ACCOUNT <input type="checkbox"/> OTHER _____				15. AIRLINE ACCOMMODATIONS <input type="checkbox"/> FIRST CLASS <input type="checkbox"/> OTHER PREMIUM CLASS <input type="checkbox"/> FREE UPGRADE <input type="checkbox"/> NON-CONTRACT				12. COMPARATIVE TRAVEL			
17. TRANSPORTATION METHOD OF PAYMENT GTR/GTS ACCT/GOVT ISSUED CARD/CASH (Identify below)				18. CARRIER		19. TRANSPORTATION GTR OR TICKET NUMBER		20. AMOUNT		16. EXPENSES CLAIMED (FROM NRC FORM 64A OR NRC FORM 64B) EXPENSES AMOUNT CLAIMED					
21. TRAVELER'S CERTIFICATION. I HEREBY ASSIGN TO THE UNITED STATES ANY RIGHT I MAY HAVE AGAINST ANY PARTIES IN CONNECTION WITH REIMBURSABLE TRANSPORTATION CHARGES DESCRIBED ABOVE, PURCHASED UNDER CASH PAYMENT PROCEDURES.								TRAVELER'S INITIALS		C. TOTAL CLAIM					
22. READ CAREFULLY (If voucher includes any of the following, mark the appropriate boxes.) <input type="checkbox"/> REFUND DUE ON UNUSED TICKET, PARTIAL TICKET, AND/OR REFUND SLIP (Explain in Part 2 and attach to front of voucher) <input type="checkbox"/> REMITTANCE ATTACHED IN THE AMOUNT OF: _____ CHECK NO. _____								23. TRAVEL ADVANCE TOTAL ADVANCE RECEIVED (Traveler Must Complete) ATM OTHER							
24. I CERTIFY THAT THIS VOUCHER IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF AND THAT PAYMENT OR CREDIT HAS NOT BEEN RECEIVED BY ME. SIGNATURE -- TRAVELER* Printed Name of Traveler: _____				DATE		FOR EXAMINER USE AMOUNT TO BE APPLIED BALANCE DUE NET TO TRAVELER									
25. THIS VOUCHER IS APPROVED. SIGNATURE -- APPROVING OFFICIAL Printed Name of Approving Official: _____				DATE		26. EXAMINER'S ADJUSTMENTS									
27. TRAVELER DESIGNATION I DESIGNATE _____ TO RECEIVE CASH PAYMENT OF THIS TRAVEL VOUCHER. I ACCEPT RESPONSIBILITY FOR THE PAYMENT ONCE THE IMPREST FUND CASHIER PROPERLY DISBURSES THE CASH TO MY DESIGNEE. SIGNATURE -- TRAVELER _____ DATE _____								EXAMINED BY		DATE					
28. CASH PAYMENT OF TRAVEL VOUCHER (For Cashier Use) RECEIVED CASH IN _____ FOR _____ THE AMOUNT OF: \$ _____ SIGNATURE _____ DATE _____ NRC BADGE NUMBER _____								29. THIS VOUCHER IS CERTIFIED CORRECT AND PROPER FOR PAYMENT SIGNATURE -- AUTHORIZED CERTIFYING OFFICER _____ DATE _____							
30. ACCOUNTING CLASSIFICATION (For Division of Accounting and Finance Use)															
A. COST	B. PURPOSE CODE	C. B/FY	D. COST ORGANIZATION CODE	E. JOB CODE	F. (2110-S) SUBSISTENCE AND OTHER	G. (2120-D) COMMON CARRIER	H. TOTAL								
DOMESTIC															
FOREIGN															
* Fraudulent Claim -- Falsification of an item in an expense account works a forfeiture of the Claim (28 U.S.C. 2514) and may result in a fine of not more than \$10,000 or imprisonment of not more than 5 years or both (18 U.S.C. 287, id. 1001)															
NRC FORM 64 (7-2002) This form was designed using InForms															
<input type="checkbox"/> TRAVELER'S COPY <input type="checkbox"/> ADVANCE COPY <input type="checkbox"/> MEMORANDUM <input type="checkbox"/> AUTHORIZATION <input type="checkbox"/> AUDIT <input type="checkbox"/> FUNDS CONTROL															

Exhibit 7.2 (continued)

**INSTRUCTIONS FOR COMPLETING NRC FORM 64, TRAVEL VOUCHERS (PART 1)**

Type or handwrite this form using the instructions below. Ensure that all copies are legible. The traveler must initial any erasures and alterations in totals on the voucher. An electronic version of this form is also available in InForms.

1. **Authorization Number.** Enter the Authorization Number from NRC Form 279, "Official Travel Authorization," Item No. 3.
2. **Social Security No.** Provide the traveler's Social Security Number.
3. **Name.** Provide traveler's name using the surname, first name, and middle initial.
4. **Office Telephone.** Indicate the traveler's office telephone number.
5. **Mailing Address.** Insert the address where reimbursement is to be sent. If office address is used, indicate mail stop.
6. **Reclaim Voucher.** Place an "X" in the appropriate block.
7. **Voucher Status.** Applies to vouchers submitted against "Blanket" or "Change of Station" authorizations only. If more than one voucher will be submitted, place an "X" in the "Partial" box. Place an "X" in the "Final" box when the last voucher is submitted.
8. **Travel Period(s).** Insert at "A." the date that travel started (MM/DD/YYYY) and insert at "B." the date that travel ended (MM/DD/YYYY).
9. **Official Duty Station.** Indicate the place of the traveler's designated headquarters or official station. Enter "Consultant" for consultant travel or "Invitational" for invitational travel.
10. **Residence.** Enter city and state of residence from which employee commutes to work if different from the address shown in item 7.
11. **Leave Taken.** If travel is interrupted, specify annual, sick, or other type of leave taken during the period of travel.
12. **Comparative Travel.** Place an "X" if actual travel is a result of personal preference rather than what is officially authorized. To determine whether travel was beneficial to the Government, specific details of travel must be reconstructed on Part 2 (i.e. details must compare actual travel with travel that was officially authorized).
13. **Type of Travel.** Enter the type of travel performed, e.g. Continental United States (CONUS/Domestic), nonforeign outside CONUS (includes the States of Alaska and Hawaii, the Commonwealths of Puerto Rico and the Northern Mariana Islands, and the territories and possessions of the United States), foreign, or change of station (COS).
14. **Method of Payment.** Enter the method of payment for reimbursement of travel expenses.
15. **Airline Accommodations.** Check all classes of service that were authorized for the travel.
16. **Expenses Claimed.** Enter the appropriate amounts from NRC Form 64A or NRC Form 64B.
17. - 20.  
Leave blank unless traveler purchased tickets using a Government-issued charge card or cash (under \$100 or emergencies only) as documentation required).
21. **Traveler's Certification.** The General Services Administration (GSA) audits tickets purchased with cash. This certification permits the Government to recover any excess charges by carriers. Initial the certification if applicable.
22. **Read Carefully.** Mark the appropriate boxes and follow the instructions provided.
23. **Travel Advance.** Traveler must provide the amount of advance received. Voucher Examiner will complete the remaining portions of Item 23.
24. **Signature - Traveler.** Traveler must sign and date in ink. The voucher shall not be signed by anyone for the traveler.
25. **Signature - Approving Official.** Approving official must sign and date in ink.
26. **Examiner's Adjustments.** Leave Blank.
27. **Traveler Designation.** The traveler shall designate the person to whom cash payment shall be made and sign and date the designation.
28. **Cash Payment of Travel Voucher.** Leave Blank.
29. **Signature - Authorized Certifying Officer.** Leave Blank.
30. **Accounting Classification.** Leave Blank.



Exhibit 7.2 (continued)

**INSTRUCTIONS FOR COMPLETING NRC FORM 64A, TRAVEL VOUCHERS (PART 2)**

This form is an attachment to NRC Form 64 (Part 1). Type or handwrite this form using the instructions below. Ensure all copies are legible. An electronic version of this form is also available in InForms

- A. Page Number.** Enter page number, starting with Page "1." If additional pages of this form are required, enter Page "2," "3," etc. as appropriate, on each succeeding page.
- B. Authorization Number.** Enter the authorization number and the traveler's name for which the voucher applies. Also, enter date and time of traveler's departure date.
- C. Itemization.**
- General.** Show the details of the expenses actually incurred. Official local telephone calls; parking meter fees; and local streetcar, bus, and subway charges may be summarized for the trip. The summarized amounts must be itemized if the total for each summarized item exceeds \$75.
  - Chronological Order.** Itemize expenses incurred in chronological order.
  - Leave of Absence.** When leave of any kind is taken, show the exact hour of departure from and return to duty status, along with the total amount of leave used.
  - ATM Transaction Fees and Bank Surcharges.** These fees may be claimed as long as the total advance amount withdrawn did not exceed the amount of the authorized travel advance. Fees that are unknown at the time the original voucher is prepared may subsequently be claimed on a travel voucher or local travel voucher. (When a trip is canceled and the advance was obtained within three business days of the scheduled departure date, claim the ATM transaction fee on SF-1164. (See NRCMD 14.1, Exhibit 2.1.)
- D. Transportation.**
- Departure and arrival.** Indicate the actual departure date from home or office, and the mode of transportation used, e.g., POV, limo, taxi, etc.
  - Common Carrier.** Indicate location (city/state) of departure terminal and arrival terminal and method of transportation used.
  - Mileage.** Insert mileage rate authorized. List number of miles between various points for which mileage will be claimed. Indicate amount claimed for mileage. This may be done by showing the amount involved (number of miles times rate per mile) between different points.
  - Rental Vehicle and Other Special Means of Transportation.** Show dates and points of travel, kinds of transportation used, and the amount claimed.
  - Cash Payment for Common Carrier Fare.** If common carrier was procured from the traveler's personal funds, show amount spent, including any Federal transportation tax, mode, and class of transportation used.
- E. Per Diem/Actual Subsistence.**
- Per Diem.** Show the actual lodging cost and meals and incidental expenses (M&IE) rate for each day for which per diem is claimed. (See NRCMD 14.1, Part 6).
  - Per Diem.** (Continued)  
The total may not exceed the authorized rate of per diem. Also see Section 6.1.2.3 of Part 6 for the amounts to be deducted for each meal and/or lodging that is provided by the government at no cost to the traveler.
  - Actual Subsistence.** Show the actual lodging cost. Itemize daily expenses for breakfast, lunch, dinner, tips, etc. when the actual subsistence authority provides for higher costs for these items. (See NRCMD 14.1, Part 6). The total may not exceed the authorized actual subsistence rate.
- F. Explanations Required.**
- Cash Purchase of transportation tickets.
  - Taking of leave of any kind.
  - Interruption of travel for emergency or personal reasons.
  - Indirect travel for personal reasons
  - Delays at places other than duty posts.
  - Mileage claimed is greater than mileage of a usually traveled route.
  - Use of a rental vehicle or other special means of transportation when it was not authorized on NRC for 279, "Official Travel Authorization."
- G. Foreign Travel.**
- Itemize expenditures by items in the currency in which the expenditures were made.
  - Convert total foreign expenditures into U.S. dollars at rate or rates at which the foreign currency was obtained.
  - Show rates of conversions and commissions charged.
- H. Attachments.** (Staple to left side of Original Copy of Page 1 of this form.)
- Passenger coupon copy of tickets that were used. (Attach unused tickets or portions of unused tickets to the front of NRC Form 64 if they have not been returned previously to the headquarters or region travel office.) Do not attach boarding passes or ticket folders.
  - Receipts are required for all lodgings. They are also required for itemized cash expenses over \$75 as specified in NRCMD 14.1, Exhibit 7.1.
  - A foreign flag certification (See NRCMD 14.1, Exhibit 4.3) which provides the justification for a traveler's use of a foreign flag carrier for any part of foreign travel.
- I. Erasures and Alterations.** Traveler must initial alterations in totals. Erasures and alterations in totals on receipts must be initialed by person who signed receipt. To correct errors on vouchers, draw a line through the error and initial the correction. Do not
- J. Comparative Cost Statements.** Prepare Comparative Cost Statements to reflect costs that would have been incurred had the travel been accomplished by the most expeditious means. An example of a cost comparison statement is shown in NRCMD 14.1., Exhibit 7.4.

Exhibit 7.2 (continued)  
 NRC Form 64B, "Optional Travel Voucher (Part 2)"

NRC FORM 64B (7-2002)		U.S. NUCLEAR REGULATORY COMMISSION <b>OPTIONAL TRAVEL VOUCHER (PART 2) EXPENSE REPORT</b>			AUTHORIZATION NUMBER	PAGE	OF
<i>(NRC Form 64B can be used in lieu of NRC Form 64A.)</i>		FOLLOW INSTRUCTIONS				POV MILEAGE RATE	
NAME OF EMPLOYEE (Last, First, MI)		DEPARTURE FROM OFFICE	DATE	TIME			<input type="checkbox"/> A.M. <input type="checkbox"/> P.M.
<b>A. LOCAL TRANSPORTATION TO COMMON CARRIER TERMINAL</b>							
DATE	MODE	POV MILEAGE	WHERE USED	COST OF TRIP			
				\$			
				\$			
							A. TOTAL
							\$
<b>B. ITINERARY</b>							
DEPARTURE DATE (MM/DD/YY)							IF ADDITIONAL SPACE IS REQUIRED, USE CONTINUATION PAGES.
CITY/STATE							
TIME (SPECIFY A.M. OR P.M.)	<input type="checkbox"/> A.M. <input type="checkbox"/> P.M.	<input type="checkbox"/> A.M. <input type="checkbox"/> P.M.	<input type="checkbox"/> A.M. <input type="checkbox"/> P.M.	<input type="checkbox"/> A.M. <input type="checkbox"/> P.M.	<input type="checkbox"/> A.M. <input type="checkbox"/> P.M.		
ARRIVAL DATE (MM/DD/YY)							
CITY/STATE							
TIME (SPECIFY A.M. OR P.M.)	<input type="checkbox"/> A.M. <input type="checkbox"/> P.M.	<input type="checkbox"/> A.M. <input type="checkbox"/> P.M.	<input type="checkbox"/> A.M. <input type="checkbox"/> P.M.	<input type="checkbox"/> A.M. <input type="checkbox"/> P.M.	<input type="checkbox"/> A.M. <input type="checkbox"/> P.M.		
<b>C. MILEAGE -- P.O.V.</b>							
NUMBER OF MILES							
@ _____ ¢	\$	\$	\$	\$	\$	\$	
							C. TOTAL
							\$
<b>D. PER DIEM OR ACTUAL SUBSISTENCE (check box if per diem -- do not check if actual)</b>							
ACTUAL LODGING	\$	\$	\$	\$	\$	\$	
MEALS & INCIDENTAL EXPENSES	\$	\$	\$	\$	\$	\$	
LESS PREPAID MEALS/LODGING	\$(	)(	)(	)(	)(	)(	
STATE SPECIFIC PREPAID MEALS (B/L/D) OR LODGING							
TOTAL DAILY PER DIEM	\$	\$	\$	\$	\$	\$	
TOTAL DAILY ACTUAL SUBSISTENCE	\$	\$	\$	\$	\$	\$	
							D. TOTAL
							\$
<b>E. OTHER EXPENSES (List)</b>							
	\$	\$	\$	\$	\$	\$	
	\$	\$	\$	\$	\$	\$	
	\$	\$	\$	\$	\$	\$	
							E. TOTAL
							\$
<b>F. LOCAL TRANSPORTATION AT TEMPORARY DUTY STATION</b>							
CAR RENTAL (PAID BY TRAVELER)	\$	\$	\$	\$	\$	\$	
DATE	MODE	POV MILEAGE	WHERE USED	COST OF TRIP			
				\$			
				\$			
							F. TOTAL
							\$
<b>G. LOCAL RETURN TRANSPORTATION TO OFFICE OR OFFICIAL DUTY STATION FROM COMMON CARRIER TERMINAL</b>							
DATE	MODE	POV MILEAGE	WHERE USED	COST OF TRIP			
				\$			
				\$			
							G. TOTAL
							\$
TOTAL CLAIM - THIS PAGE (A-G) -- TO BE INCLUDED IN ITEM 16A ON NRC FORM 64.					\$		
PLANE, TRAIN, BUS (PAID BY TRAVELER) - THIS PAGE -- TO BE INCLUDED IN ITEM 16B ON NRC FORM 64.					\$		
GRAND TOTAL - THIS PAGE -- TO BE INCLUDED IN ITEM 16C ON NRC FORM 64.					\$		
NRC FORM 64B (7-2002)							
<input type="checkbox"/> TRAVELER'S COPY <input type="checkbox"/> ADVANCE COPY <input type="checkbox"/> MEMORANDUM <input type="checkbox"/> AUTHORIZATION <input type="checkbox"/> AUDIT <input type="checkbox"/> FUNDS CONTROL							

Exhibit 7.2 (continued)

**INSTRUCTIONS FOR COMPLETING NRC FORM 64B, OPTIONAL TRAVEL VOUCHERS (PART 2)**

This is an optional form and is an attachment to NRC Form 64, (Part 1), in lieu of NRC Form 64A and can be typed or handwritten using the instructions below. Ensure all copies are legible. When this form is prepared, the traveler must initial the change if an alteration is made to the "Grand Total". To correct an error, draw a line through the error and initial the correction.

This "Expense Report" is used as a log to record the traveler's expenses on a daily basis. It is designed to allow entry for up to 5 days travel expenses. Use additional forms if your travel exceeds 5 days or when a cost comparison is required.

Note: When travel is performed in one duty location for several consecutive days and reimbursement is under the lodgings-plus per diem system, the traveler may record the first and last days of travel in separate columns (to accommodate quarter-day computations for M&IE rate) and consolidate all interim days in one column.

Record each expense that applies to that day's travel. Upon completion of all daily expenses, show the cumulative totals for each type of expense in the "Totals" column on the far right of the form.

- A. Local Transportation to Common Carrier Terminal.** Complete the appropriate blocks for the transportation that the traveler used to get to a common carrier terminal and enter the total at "A. Total".
- B. Itinerary.**  
Depart: Enter date.  
Enter city and state of the departure location.  
Arrive: Enter date.  
Enter travel location for each day of travel.
- C. Mileage.** Use this space only if the traveler is authorized a privately owned vehicle (POV) for the entire trip. Enter the number of miles traveled on a daily basis on the first line. Enter the authorized mileage rate for reimbursement and the resulting cost on line 2.
- D. Per Diem or Actual Subsistence.**  
**Actual Lodging.** Enter the actual amount paid for lodging. A receipt is required.  
**Meals and Incidental Expenses.** Enter the meals and incidental rate (M&IE) for the locality. Use 3/4 of the applicable M&IE rate for the first and last days of travel under lodgings plus per diem system.  
**Less Prepaid Meals/Lodging.** Enter amounts to be deducted for meals/lodging that were included in registration fees, tuition, furnished to the traveler at no cost, etc.  
**State Specific Prepaid Meals (Breakfast, Lunch, Dinner) or Lodging.** Identify each item, and the quantity of each, that is calculated in the deduction amount.  
**Total Daily Per Diem NTE.** Use this block if per diem reimbursement was authorized. Enter the total of the lodging and M&IE up to the authorized per diem for each day.  
**Total Daily Actual Subsistence NTE.** Use this block if actual subsistence was authorized for lodgings plus the applicable locality rate for M&IE. Enter the total of the lodging and M&IE up to the authorized actual subsistence amount. (If the actual subsistence authorization included actual meals and incidental expenses, use NRC Form 64A to claim travel expenses or itemize the meals and incidental expenses such as dry cleaning, coin-operated laundries, baggage handlers, etc. in "Other Expenses".) If the "Other Expenses" column is used for this purpose, be sure to include the total at Item D. instead
- E. Other Expenses.** Use this space to list ATM transaction fees and bank surcharges, communication services, baggage, supplies, and other authorized miscellaneous expenses. Official local telephone calls may be summarized for the trip unless they exceed \$75.
- F. Local Transportation at Temporary Duty Station.** Enter the amount paid for authorized car rental. Show the amount for the day the car is turned in. A receipt is not required unless the rental car cost exceeds \$75. Complete the appropriate blocks when transportation was by other than car rental. Local streetcar, bus and subway charges; and parking meter fees may be summarized for the trip unless the total for each summarized item exceeds \$75.
- G. Local Return Transportation to Office or Official Duty Station From Common Carrier Terminal.** Complete the appropriate blocks for the transportation the traveler used to return to the office or residence from a common carrier terminal. If costs for parking were incurred, include in this space.
- Complete remaining "TOTALS" as noted on the form.**
- H. Attachments.** (Staple to left side of Original Copy of Page 1 of this form.)
1. Passenger coupon copy of tickets that were used. (Attach unused tickets or portions of unused tickets to the front of NRC Form 64 if they have not been returned previously to the headquarters or region travel office.) Do not attach boarding passes or ticket folders.
  2. Receipts are required for all lodgings. They are also required for itemized cash expenses over \$75 as specified in NRCMD 14.1, Exhibit 7.1.

## Exhibit 7.3

### Standard Form 1157, "Claims for Witness Attendance Fees, Travel, and Miscellaneous Expenses"

Standard Form 1157 (Rev. 4-80) Department of the Treasury TFRM 4-2000 1157-107	<b>CLAIMS FOR WITNESS ATTENDANCE FEES, TRAVEL, AND                  MISCELLANEOUS EXPENSES</b>	Previous editions obsolete NSN 7540-00-634-4347		
<b>PART I—ATTENDANCE CERTIFICATION</b>				
<b>1. General Information</b> a. Witness Name _____ b. Witness Address _____ Street _____ City _____ State _____ Zip _____ c. U.S. Citizen: Yes ( ) No ( )      Alien: Legal ( ) Illegal ( )				
d. Case Name _____ e. Case Number _____ f. District or Location _____				
<b>2. Travel and Attendance Information</b> a. Dates of Travel From Residence to Case Location:      From _____ To _____ b. Dates of Travel From Case Location to Residence:      From _____ To _____ c. Dates of Attendance:      From _____ To _____				
<b>3. Certification</b> I certify that the witness named above attended in the case or matter indicated and is entitled to the statutory allowances for attendance and travel, in the proceedings before United States Magistrate where more than four witnesses were called, the Magistrate also certifies that the approval and certificate of the U.S. Attorney were first obtained. _____ (Signature)      _____ (Title)      _____ (Date)				
<b>PART II—WITNESS CLAIM FOR FEES AND ALLOWANCES</b>				
<b>1. Attendance Fees</b> a. Fact, Pretrial Conference & Detained Witness Total Attendance Fees _____	Rate _____ _____ _____	No. of Days _____ _____ _____	Amount Claimed \$ _____ \$ _____ \$ _____	Totals \$ _____ \$ _____ \$ _____
<b>2. Mileage Allowance (Indicate type of privately owned vehicle: (auto) (motorcycle) (airplane))</b> a. From Residence to Case Location (and Return) b. From Hotel/Motel to Court (or Court to Hotel/Motel) Total Mileage Allowance _____	Rate _____ _____ _____	No. of Miles _____ _____ _____	Amount Claimed \$ _____ \$ _____ \$ _____	_____ _____ _____
<b>3. Subsistence Per Diem Rate: _____ or HRGA Rate: _____ (HRGA: High Rate Geological Area)</b> a. Meals b. Lodging Total Subsistence Allowance _____	Rate _____ _____ _____	No. of Days _____ _____ _____	Amount Claimed \$ _____ \$ _____ \$ _____	_____ _____ _____
<b>4. Miscellaneous Allowances (See Item 8 Below)</b> a. Common Carrier b. Parking Fees, Tolls, Taxi Fares Total Miscellaneous Allowances _____	_____ _____ _____	_____ _____ _____	Amount Claimed \$ _____ \$ _____ \$ _____	_____ _____ _____
<b>5. Total Amount Claimed (Items 1-4, Part II)</b> \$ _____ <b>6. Less Outstanding Check or Cash Advances</b> \$ _____ <b>7. Net Amount Claimed by Witness</b> \$ _____				
<b>8. Use this space to itemize your expenses from Item 4, Part II above. Receipts are required for all common carrier and parking fees, and for all other single items in excess of \$15.00.</b>				
			Paid by Check No. _____ Paid by Cash \$ _____ _____ (Signature of Payee) _____ (Date)	
<b>9. Witness Certification</b> I certify that the above data is correct and that payment has not been received, and that at the time of travel and attendance I (was) (was not) a U.S. Government employee and I (was) (was not) a citizen of the United States. (If not a citizen, present your Alien Registration Record with this form.) I (did) (did not) receive a Government Transportation Request to pay for my official travel. _____ (Signature)      _____ (Title)				
<b>PART III—RESERVED FOR FINANCE OFFICE</b>				
<b>1. Computation</b> a. Net Amount Claimed by Witness (From Item 7, Part II)      \$ _____ b. Adjustments Due to Any Differences (Explain Differences) _____ _____ _____ c. Amount Authorized for Payment      \$ _____ d. By _____ Title _____ Date _____				
<b>2. Accounting Classification Data</b> _____				

## Exhibit 7.4 Example of a Cost Comparative Voucher

NRC FORM 64A (7-2002) NRCMD 14.1 Exception to SF 1012 Approved by NARS 10-81		PAGE _____ OF _____ U.S. NUCLEAR REGULATORY COMMISSION			
TRAVEL VOUCHER (PART 2) SCHEDULE OF EXPENSES AND AMOUNT CLAIMED FOLLOW INSTRUCTIONS					
NAME (Last, First, MI)		AUTHORIZATION NO.	DEPART FROM OFFICE		
		DATE (MM/DD/YY)	TIME		
			<input type="checkbox"/> A.M. <input type="checkbox"/> P.M.		
<b>Cost Comparison</b>					
DATE	NATURE OF EXPENSE	AUTHORIZED MILEAGE 36.00 ¢	NUMBER OF MILES	AMOUNT CLAIMED	
4/1	Actual Costs: Leave residence via POA 9:00 am 605 miles @ .36 \$217.80 Arrive TDY Chattanooga, TN Official Business 4/2 - 4/5				
4/5	Leave Chattanooga, TN via POA 12:00 pm 605 miles @ .36 \$217.80 Arrive residence 9:00 pm				
	Per Diem				
	4/1 = 3/4 @ \$30 + \$55 lodging = \$77.50				
	4/2 - 4/4 = 3 days @ \$30 + \$55 = \$255.00				
	4/5 = 3/4 @ \$30 = \$22.50 Total per diem \$355.00				
	Hotel taxes 4 nights @ \$5			\$20.00	
	Local Mileage 200 miles @ .36			\$72.00	
	<b>Total Actual costs</b>			<b>\$882.60</b>	
Cost Comparative:					
4/1	Leave Residence for Reagan National Airport via taxi \$20.00 Depart for Chattanooga, TN Delta 0585 8:05 am				
	Taxi Chattanooga airport to hotel			\$20.00	
	RT Airfare			\$348.00	
	Per Diem same as above			\$355.00	
	Hotel taxes			\$20.00	
	Local Mileage 200 miles @ .36			\$72.00	
4/5	Taxi to airport \$20.00 Depart Chattanooga, TN to Reagan National Delta 3072 2:00 pm Arrive residence 7:00 pm via taxi \$20.00				
	<b>Total Actual Costs:</b>			<b>\$855.00</b>	<b>855.00</b>
This exhibit is an example of a cost comparative voucher					
<b>GRAND TOTAL - THIS PAGE</b> (Amount to be included in Item 16.C, Part 1)				<b>\$ 855.00</b>	

NRC FORM 64A (7-2002)   
  TRAVELER'S COPY   
  ADVANCE COPY   
  MEMORANDUM   
  AUTHORIZATION   
  AUDIT   
  FUNDS CONTROL

## Part 8 Special Travel Situations

Certain special travel situations and circumstances related to an NRC employee on travel and the policy and allowable reimbursements that apply are addressed below.

### 8.1 Awards

NRC employees who receive awards recognizing their contributions to Government or to science may be reimbursed for direct travel expenses (to and from the ceremony if the ceremony is outside their official duty station), transportation, per diem, and lodging for themselves and one other individual from the recipient's family. The accompanying individual's travel must be approved by the appropriate NRC official.

### 8.2 Conference Planning

NRC will select conference sites that minimize conference administrative costs, travel costs, and time costs of conference attendees by authorizing only the minimum number of attendees necessary to accomplish the NRC's goals and mission.

NRC sponsorship or co-sponsorship of a conference that involves travel by 30 or more employees must be authorized by office directors and regional administrators. The program office sponsoring the conference will document the cost of these conferences and keep the information on file for future review by the NRC Office of the Inspector General (OIG) or other interested parties.

Conferences can be held only in approved places that meet the requirements of the fire prevention and control guidelines of 15 U.S.C. 2225. Waivers of this requirement may be granted by the Director of the Division of Facilities and Security, Office of Administration.

A conference is defined in Part 300-3.1 of the Federal Travel Regulation (FTR) as a meeting, retreat, seminar, symposium, or event that involves attendee travel. The term “conference” also applies to training activities that are considered to be conferences under 5 CFR 410.404.

### 8.2.1 Conference Lodging Allowance

FTR Section 301-74.8 establishes a separate per diem rate for conferences. A conference lodging allowance is a predetermined maximum allowance of up to 25 percent greater than the applicable lodging portion of the appropriate temporary duty (TDY) per diem rate. This higher rate is only for lodging; the meals and incidental expense (M&IE) portion of the TDY per diem rate remains unchanged. The lodging conference allowance is established by the Government agency sponsoring the conference. Actual subsistence and lodging conference allowance cannot be authorized for the same event. Under this reimbursement method, employees will be reimbursed the actual amount incurred for lodging up to the conference lodging allowance rate.

### 8.2.2 Conference Facilities

When planning a conference, all direct and indirect conference costs paid by NRC should be considered. Conference planners should consider maximizing the use of Government-owned or Government-provided conference facilities as much as possible. A conference site should be selected on the basis of a cost comparison with other facilities. The cost comparison should include a determination of the adequacy of lodging rooms, overall convenience of the conference location, fees being charged by the facility, availability of meeting space, and other related items.

### 8.2.3 Procurement Procedures and Requirements

Management Directive (MD) 11.1, “NRC Acquisition of Supplies and Services,” contains NRC policies for procurement procedures.

Section 10.3, "Purchase Cards," of MD 11.1 contains the procedures for the micropurchase of supplies and services costing less than \$2,500.

### 8.3 Consultants and Advisors

All board members (both intermittent and regularly scheduled) are entitled to travel and transportation expenses when traveling away from their regular NRC duty stations on official NRC business. Travel will be authorized, conducted, and reimbursed as described in this directive and handbook (5 U.S.C. 5703).

### 8.4 Death of an Employee

In the event an employee dies while on official travel, the employee's supervisor should immediately notify the head of the office concerned, the Office of Human Resources (HR), and the Office of the Chief Financial Officer (OCFO). HR and the OCFO will furnish full instructions.

### 8.5 Travelers With Disabilities

An employee who has a disability (see the Glossary to this handbook) generally covered under the Rehabilitation Act of 1973, as amended, 29 U.S.C. 701 et seq., may request reimbursement for the additional expenses incurred as a result of that disability. The traveler must provide a statement signed by a physician as to the disability. This statement should be written on the physician's stationery and include—

- a brief description of the employee's physical or mental impairment
- the limitations the employee has as a result of the stated disability
- the anticipated duration of the disability

The physician's statement must be revised at the conclusion of the anticipated duration of the disability if additional expenses are to be paid beyond that time. If the disability is permanent, the employee only needs to provide this information once. The physician's statement should be reviewed by the appropriate authorizing official. If an employee has a known or obvious disability (e.g., confined to a wheelchair, blind, or fitted with permanent prosthetic devices), a physician's statement is **not** required.

NRC Form 279 must state in the remarks section which accommodations are authorized for an employee with a disability. If there are additional travel expenses that were **not** authorized before departure, they must be specifically approved on the NRC Form 64A or 64B when the employee submits the travel voucher for payment.

The following expenses are allowable as additional travel expenses payable to an employee with a disability:

- transportation and subsistence expenses that are incurred by a required attendant accompanying the employee, whether the attendant is or is not a member of the employee's immediate family
- cost of specialized transportation for the employee
- cost of specialized services provided by a commercial carrier necessary to accommodate the employee's disability
- costs incurred for baggage handling in connection with public transportation or at lodging facilities
- cost of renting and/or transporting a wheelchair
- cost of premium class accommodations when necessary to accommodate the employee's disability. (The necessity must be visibly obvious or substantiated in writing by a doctor.)

## 8.6 Emergency Travel

An emergency is an incapacitating illness or injury or a personal emergency (see the Glossary to this handbook). If an emergency situation occurs, the employee must contact the approving official for instructions. If the official cannot be reached, the employee may be reimbursed after the travel is performed for expenses incurred while attending to the emergency situation.

When the emergency is the result of an employee's illness or injury, the employee must certify on the travel voucher that he or she was totally incapacitated and could not travel. The certification also must be signed by the approving official.

### 8.6.1 Transportation and Subsistence Expenses

#### 8.6.1.1 Employee Illness or Injury

Per diem is generally allowed for a period of 14 days. However, per diem is **not** allowed under the following circumstances:

- Traveler is in a hospital and the costs are being reimbursed under other Federal statutes (e.g., from health insurance).
- Confinement is within the proximity of the official duty station.

The traveler will state the type of leave and its duration on the travel voucher. If the traveler returns home for leave, only transportation and per diem en route will be paid.

If the traveler goes to a hospital or a treatment facility in another geographic location and returns to the official duty station, the amount of reimbursement will be the excess cost over the constructive cost of round trip travel from the official duty station to the other geographic location, including en route per diem. Per diem is **not** allowed for time spent at the other geographic location.

### 8.6.1.2 Personal Emergency Situation

When a personal emergency occurs, transportation and en route per diem from the point of interruption to the official duty station may be allowed. However, no expenses will be paid while the traveler is at home.

If the emergency situation exists at another geographic location, transportation to the other geographic location and en route per diem may be reimbursed in the amount of the excess cost over the constructive cost of round trip travel from the official duty station to the other geographic location. Per diem is **not** allowed for time spent at the other geographic location.

### 8.6.2 Return to Temporary Duty (TDY) Station

At the end of the traveler's illness, injury, or personal emergency, NRC will determine if the traveler should return to the TDY station. If so, the travel will be considered a new trip.

### 8.6.3 Transportation for Emergencies

Travelers should try to obtain contract carrier or other reduced fare airline tickets in emergency situations. The traveler should use his or her Government contractor-issued travel charge card to buy transportation tickets.

Unused portions of tickets purchased for the official travel should be used whenever possible for the emergency travel. Otherwise, all unused tickets should be accounted for as instructed in Section 4.3.4 of this handbook.

## 8.7 Employee Organization Representatives

Employees may be authorized reimbursement of travel expenses to attend employee management meetings when serving as employee organization representatives as provided in Executive Order 10988 and approved by the Comptroller General in

Decisions 44 C.G. 617 (1965); 45 C.G. 454 (1966); and modified by 46 C.G. 21 (1966). Expenses may be paid for activities such as joint employee management cooperation committees when the activity is primarily in the interest of the Government.

Travel expenses will **not** be paid for attending employee organization meetings, conferences, and training sessions. Expenses for negotiation sessions with management may be paid in accordance with the Collective Bargaining Agreement. NRC also will **not** allow overtime compensation.

NRC Form 279 will be submitted to authorize this travel. The authorization shall be supported by a certification of primary interest of the United States and accompanied by a brief explanation of the basis for certification. Certification shall be in accordance with the requirements of 46 C.G. 21 (1966).

## 8.8 Extended Temporary Duty Travel (TDY)

Extended TDY is continuous travel that is expected to last more than 30 days. Travel should be authorized on NRC Form 279 as a blanket travel authorization (see Section 3.4.1 of this handbook).

### 8.8.1 Travel Advances

Travel advances will be authorized in accordance with Section 5.2 of this handbook. The maximum advance that will be authorized is the estimated out-of-pocket expenses for a 45-day period. Travel advances will **not** be deducted until near the end of the trip to maintain the traveler's cash flow.

Travel advances should be liquidated and authorized based on the new location rate if the location of the business changes and a lower per diem rate than when the trip began is authorized.

### 8.8.2 Per Diem

The per diem allowance includes charges as defined in Section 6.1 of this handbook for lodging, meals, and miscellaneous expenses. Generally, a reduced per diem will be authorized for extended TDY travel. Two weeks full per diem at the destination rate may be authorized when a traveler has been unable to secure lodgings before the start of the trip. The traveler shall notify the authorizing official once lodgings for the duration of the trip are established so that an appropriate per diem can be authorized (see Section 6.1.2.1 of this handbook for allowable lodging expenses).

M&IE allowances will be reduced according to costs at the TDY location or other known lodging arrangements.

Occasionally, a traveler may need to go on TDY from an extended official TDY location. When this situation occurs, the long-term lodging should be retained when cost-effective for the Government. Lodging expenses for both locations (dual lodging) will be paid as follows:

- For the original TDY assignment location, the unoccupied lodging will be reimbursed up to the authorized lodging rate for that location.
- For the second TDY assignment, lodging and subsistence will be paid up to the authorized per diem or actual subsistence rate for that location.

The subsistence reimbursement for the day will be based on where the traveler is located at midnight.

The travel authorization should be amended to include the additional location unless the TDY is being paid by another NRC office. When the additional TDY is to be funded by another NRC office, a separate NRC Form 279 must be prepared with a cross-reference to the original travel authorization noted in the remarks section.

### 8.8.3 Return Travel to the Official Duty Station

One trip home every 3 weeks during the extended TDY travel may be authorized at Government expense (see Section 6.1.4.2 of this handbook). Local transportation and per diem while at the official duty station are **not** allowed.

### 8.8.4 Tax Liability

According to the Internal Revenue Service, Revenue Ruling 93-86, reimbursements for extended TDY travel that lasts for more than 1 year may result in an income tax liability to the traveler. Travelers should consult with the Director of the Division of Financial Services (DFS), OCFO, for guidance.

### 8.8.5 Travel Vouchers

Interim travel vouchers should be submitted every 2 weeks and marked as “Extended Temporary Duty” so that travel advances remain intact until near the end of the trip.

The NRC office providing the funding for the extended TDY travel must administratively approve the claim before payment can be made to the traveler.

When additional TDY is performed at another location and authorized under a separate travel authorization, a copy of the relevant travel voucher must be attached to the extended TDY travel voucher that covers the same period of time.

## 8.9 Funeral Attendance

Office directors and regional administrators may designate one or more NRC employees to attend the funeral of a fellow employee and pay their related transportation, lodging, and per diem for the trip (70 C.G. 200 (1991)). When travel is requested under this authority, it will be authorized, conducted, and reimbursed through the NRC Form 279 process.

## 8.10 International Atomic Energy Agency (IAEA) Reimbursed Travel

The agency may accept payments for services rendered to foreign governments and international organizations when NRC's appropriation legislation provides for it. NRC accepts payments from the IAEA for official travel when the IAEA invites an employee to participate in an IAEA mission and offers to pay any part of the associated travel expenses. When the IAEA invitation indicates that the host country will provide all or a portion of the per diem, NRC will authorize a reduced per diem rate.

Authority to travel requires—

- an approved and authorized NRC Form 279 with a copy of the invitation letter from the IAEA attached (see Exhibit 3.2 for specific information regarding IAEA)
- an approved NRC Form 445

### 8.10.1 Traveler Responsibilities

The traveler must provide the following three items to the IAEA while in Vienna to obtain reimbursement for the travel costs, either on site or mailed:

- (1) transportation ticket stubs or photocopies
- (2) the ticket invoice and itinerary issued by the travel agent from whom the ticket was purchased
- (3) NRC certification of ticket costs

The following address should be used if the traveler mails this information. Each submission must clearly state the purpose of the travel and the meeting name, together with the IAEA department sponsoring the travel.

International Atomic Energy Agency  
Department of Administration  
Division of Budget and Finance, Operations Section  
Wagramerstrasse 5  
P.O. Box 100  
A-1400 Vienna, Austria

Travelers should photocopy transportation tickets and the ticket invoice before departing the United States and maintain an extra copy at their office in case of loss.

#### 8.10.2 IAEA Reimbursements to Traveler

The IAEA will provide a reimbursement check made payable to the "U.S. Nuclear Regulatory Commission." Checks will either be presented to the traveler at the temporary duty location or sent to them by mail. Travelers must turn in the check to the NRC imprest fund cashier immediately upon return to the duty station or upon receipt from the IAEA if the check is mailed. Checks must be marked "IAEA Reimbursement–Authorization No. \_\_\_\_\_."

#### 8.10.3 Unexpected Host Country Payments for Travel

In some instances, travelers may perform official business in other countries at the request of the IAEA. Travelers may or may not know up front whether any reimbursements of cash for services or payments in kind (e.g., lodgings, meals, or transportation) will apply under these conditions. The following procedures are applicable under these circumstances:

- If the IAEA invitation does not indicate that the host country will provide all or a portion of the per diem, travelers shall indicate on the reimbursement voucher the meals and lodgings that were provided by the host country.
- If reimbursement is provided to a traveler in cash (local currency) by the host country, travelers should convert the local currency to U.S. dollars and turn in the dollars to the NRC

imprest fund cashier immediately upon return to the United States. Travelers should include on the reimbursement voucher the amount they received in local currency and the U.S. dollar equivalent based on the conversion rate that was applicable when they converted the money.

- If payment in kind is provided for the traveler but the traveler did not know before departure that this service was being provided, the traveler should state on the reimbursement voucher the costs that were covered by the host country. Any required reductions will be made from the reimbursement voucher when submitted for payment.

#### 8.11 Invitational Travel

Private individuals may be invited to travel at NRC expense only when those individuals are performing a direct service for the Government (e.g., making a presentation or advising on matters essential to the mission of the agency) (5 U.S.C. 5703). When travel is requested under this authority, it will be authorized, conducted, and reimbursed through the NRC Form 279 process.

#### 8.12 Participation in Professional Organizations

An NRC employee may be authorized by his or her branch chief, or an equivalent level of management, to attend a meeting of a professional organization under the circumstances described in Management Directive (MD) 7.3, Section (B)(2) of the handbook. NRC can pay travel expenses incurred or authorize payment of travel expenses from a nonprofit entity that is tax exempt under Section 501(c)(3) of the Internal Revenue Code [MD 7.3, Section (D)(2) of the handbook]. An authorized NRC representative to a professional organization also may be reimbursed by NRC for travel expenses incurred to attend meetings of the organization.

The travel authorization and reimbursement voucher should be prepared based on the following guidelines:

- **Official Travel at NRC Expense**

Prepare the travel authorization and voucher as described in Parts 3 and 7 of this handbook. NRC will fund the trip and travel arrangements can be made through the appropriate Travel Management Center. Any monies received from the professional organization or private party must be turned in to DFS, OCFO. Checks should be endorsed "Payable to the USNRC."

- **Official Travel at Expense of Outside Organization**

Prepare a "no cost" travel authorization and voucher. The employee will be responsible for making all travel arrangements and will personally receive reimbursement for the actual travel expenses incurred. NRC will not issue tickets, travel advances, or bill the outside organization for the travel expenses incurred.

### 8.13 Pre-Employment Interview Travel

An individual who is being considered for employment within NRC may be reimbursed for pre-employment interview travel expenses. HR will determine which applicants qualify for reimbursement of these expenses and communicate the travel rules and procedures to the interviewee. Under no circumstances will NRC authorize this reimbursement to help defray relocation expenses that are not allowable for a new appointee as prescribed in MD 14.2, "Relocation Allowances."

When HR determines that an interviewee is eligible for travel reimbursements, the interviewee is entitled to reimbursement of the same travel expenses as other NRC travelers, with the following exceptions:

- use of telephone, facsimile, and computer service other than those communications directly related to travel arrangements for the NRC interview

- hire of a room to conduct business

Interviewees are expected to exercise the same care in incurring expenses that a prudent person would exercise traveling on personal business. For NRC-reimbursed travel, the following apply:

- NRC will prepare NRC Form 279
- Common carrier transportation tickets may be provided through the NRC Travel Management Centers
- An interviewee will **not** be issued a travel advance

Interviewees shall prepare and submit travel vouchers (NRC Forms 64 and 64A or 64B) in the same manner as other NRC travelers with the assistance of the NRC office requesting the interview.

#### 8.14 Reimbursable Work Agreements

Reimbursable work consists of services NRC performs for an outside organization and for which it is entitled to reimbursement. A reimbursable work agreement may require that NRC incur travel costs. Employees should refer to MD 4.2, "Administrative Control of Funds," before setting up a reimbursable agreement for the NRC.

Before a reimbursable agreement is issued, the performing office should submit to the Division of Planning, Budget, and Analysis (DPBA), OCFO, a request for a financial plan change so that funds can be allocated and a budget and reporting number can be assigned for this purpose. One copy of the completed agreement should be sent to DPBA to provide support for the allocation, and one copy should be sent to DFS for assignment of an internal reimbursable agreement number to track the reimbursable accounting transactions.

Reimbursable travel must be authorized on NRC Form 279 after the reimbursable agreement is issued and the reimbursable agreement number is referenced in the remarks section. If NRC and the other party to the agreement split the cost of the trip, travelers must provide separate accounting information on NRC Form 279 to account for the travel costs appropriately.

### 8.15 Threatened Law Enforcement/Investigative Employees

When NRC determines that an NRC employee needs to be reassigned as a result of a threat, NRC will pay for—

- transportation to a different geographic location
- subsistence for a period of 60 days. (Extensions will be evaluated on a case-by-case basis and after 120 days, permanent relocation should be considered.)

Payment also is allowed for immediate family members and, sometimes, both family members and the employee will be paid to live in different temporary locations.

NRC Form 279 should be prepared and reimbursement claimed on NRC Forms 64 and 64A or 64B. When documentation might compromise the security of the individual, the office director should contact the Director of DFS for specific guidance.

Travel advances may be authorized in 30-day intervals, **not** to exceed the maximum subsistence reimbursement amounts established above for the location of the individual's temporary living accommodations.

Subsistence consists of—

- daily lodging costs
- food, laundry, and cleaning of clothes. (These costs will be reimbursed only under extenuating circumstances.)

The percentage of the maximum allowable subsistence reimbursement amounts are given below.

- 100 percent of rates for an employee or spouse in a separate location
- 75 percent of rates for a spouse with the employee
- 75 percent of rates for family members over 12
- 50 percent of rates for family members under 12

These amounts are approved in 30-day increments or less.

## 8.16 Witnesses Under Subpoena

The Energy Reorganization Act of 1974 specifically gives NRC authority to subpoena witnesses and pay them the same fees, mileage, transportation, and subsistence as are paid to witnesses in any court of the United States.

Fees, mileage, and subsistence to be paid witnesses who are not employees of the Government are set forth in 28 U.S.C. 1821. Travel expenses and subsistence to be paid witnesses who are employees of the Government are covered by 5 U.S.C. 5515, 5537, 5751, and 6322.

A signed copy of each subpoena shall be forwarded to the appropriate NRC office at the time it is issued. The office will prepare NRC Form 279 for each witness under subpoena.

### 8.16.1 Allowable Transportation, Subsistence, and Fees

Allowable reimbursed expenses for Government employees in amounts as described by the Federal Travel Regulation for official TDY travel are transportation, per diem, and incidental expenses. No attendance fees are allowed, but the employee will **not** lose salary for any reason.

There are many categories of special Government employees. In general, if the special Government employee is being paid by the Government, he or she will receive reimbursement as a Government employee. If they must serve on days when they are **not** Government employees, they will be compensated at non-Government employee entitlements.

Allowable reimbursed expenses for non-Government employees are—

- common carrier tickets from residence to place of attendance rather than mileage
- at the witness's request, the current privately owned vehicle rate per mile regardless of the mode of transportation used (see Exhibit 4.7 of this handbook)
- actual subsistence or per diem for travel of more than 1 calendar day
- a fee of \$40 per calendar day or portion of a day, including travel day

For NRC contract employees, allowable reimbursed expenses should be covered under the contract whenever possible. However, if this is not feasible, the individual shall receive fees, travel expense, and subsistence the same as non-Government employees.

### 8.16.2 Claiming Reimbursement

Use Standard Form 1157, "Claims for Witness Attendance Fees, Travel, and Miscellaneous Expenses" (see Exhibit 7.3 of this handbook) to claim reimbursement.

Travel advances are **not** allowed under any circumstances to non-Government employees.

## Glossary

**Administrative approval.** Refers to procedures and controls established by the designated official of an office, division, or other organizational unit to assure that planned official travel and the subsequent reimbursement is approved as being in the best interest of the Government.

**Advisor.** A person designated as a member of an advisory committee, board, or similar group to render advisory services. For further detail see Management Directives 10.6, "Use of Consultants and Experts," and 10.12, "Use of Advisory Committee Members."

**Alternate location travel.** Travel that is authorized from a location other than an employee's official duty station or residence from which an employee commutes daily.

**Authorizing official.** An official who may authorize administratively approved travel or subsequently approve official travel if not previously authorized.

**Baggage.** Government property and personal property of the traveler necessary for official travel.

**Blanket authorization.** An authorization that is issued annually and funded quarterly for employees who travel continuously or five or more times during a quarter and often travel unexpectedly without sufficient time to prepare an NRC Form 279 in advance of travel. Blanket travel authorizations also are used for extended temporary duty travel.

**Calendar day.** The 24-hour period from one midnight to the next midnight. For purposes of these regulations, the calendar day technically begins 1 second after midnight (reflected herein as 12:01 a.m.) and ends at 12 midnight.

## Glossary (continued)

**Certification of funds availability.** The formal acknowledgment by the funds certifying official (FCO) that sufficient funds are available in the current allowance for entering into obligations. This acknowledgment is evidenced by the signature of the FCO on an appropriate commitment document before execution of an obligation. The certification of funds is the act of committing funds.

**Coach class airline accommodations.** The basic class of accommodations and level of service offered by an air carrier to all passengers regardless of the fare paid. These accommodations apply when an airline offers only one class of accommodations and includes tourist class accommodations and economy class accommodations.

**Coach class train accommodations.** The basic class of train accommodations that is available to all passengers regardless of the fare paid. Coach class train accommodations include reserved coach accommodations as well as slumber coach accommodations when overnight travel is involved. The use of Amtrak Metroliner coach accommodations is considered to be advantageous to the Government.

**Commonwealth of Independent States.** Refers to those countries of the former Soviet Union.

**Conference administrative costs.** The cost of conference facilities, registration fees, speaker fees, and conference-related administrative fees paid by the Government for a conference, whether paid directly by agencies or reimbursed by agencies to travelers or others associated with the conference.

**Conference attendees' time costs.** The cost of employees' time spent at the conference (including time spent while performing en route travel during normal duty hours).

## Glossary (continued)

**Conference attendees' travel costs.** Attendees' subsistence expenses (including lodging and meals and incidental expenses [M&IE]) and transportation costs authorized at Government expense.

**CONUS.** Refers to the continental United States, defined as the contiguous 48 States and the District of Columbia (excludes Alaska and Hawaii).

**Designated Countries.** Those countries as specified by the NRC's Division of Facilities and Security whose interests are contrary to U.S. interests.

**Disability.** A person having a physical or mental impairment that substantially limits one or more major life activities, having a record of such an impairment, or being regarded as having such an impairment.

**Employee.** Includes the head of the agency, an agency official, or any other individual employed by or under NRC, including an individual employed intermittently in the Government service as an expert or consultant and paid on a daily when-actually-employed basis and an individual serving without pay or at \$1 a year.

**Excess baggage.** Baggage in excess of the weight, size, or number of pieces carried free by transportation companies.

**Family.** Any of the following individuals who are members of the employee's household at the time a personal emergency situation arises: spouse, children (including stepchildren and adopted children) unmarried and under 21 years of age or physically or mentally incapable of supporting themselves regardless of age, or dependent parents of the employee's spouse. For compassionate reasons, when warranted by the circumstances of a particular emergency situation, NRC may

## Glossary (continued)

expand this definition to encompass other members of the extended family of an employee and an employee's spouse who are not dependents of the employee or members of the employee's immediate household. In using this authority and deciding each case, NRC will evaluate the extent of the emergency and the employee's relationship to, and degree of responsibility for, the individual(s) involved in the emergency situation.

**First class train accommodations.** Includes bedrooms, roomettes, club service, parlor car accommodations, or other premium accommodations. Metroliner Club Service is deemed first class accommodations.

**Foreign areas.** Any area (including the Trust Territory of the Pacific Islands) situated both outside the CONUS and outside the nonforeign areas.

**Foreign travel.** Includes travel between the 50 United States and foreign countries, within a foreign country, or between foreign countries. Foreign travel does **not** include travel to, from, and within all territories and possessions of the United States, and the Commonwealths of Puerto Rico and the Northern Mariana Islands; or related to the permanent assignment (1 year or more) of personnel overseas; or of an alien within the United States.

**Government Owned Vehicle.** A vehicle that is owned by an agency, assigned or dispatched to an agency on a rental basis from a General Services Administration Interagency Fleet Management Center, or leased by the Government for a period of 30 days or longer from a commercial firm.

**Home.** For purposes of these regulations, the place from which the employee commutes daily to the official duty station.

## Glossary (continued)

**Incapacitating illness or injury of employee.** An illness or injury that occurs suddenly for reasons other than the employee's own misconduct and renders the employee incapable of continuing the travel assignment either temporarily or permanently. A sudden illness or injury may include a recurrence of a previous medical condition thought to have been cured or under control. The illness or injury may occur while the employee is at or en route to or from a temporary duty location.

**Incidental expenses.** Incidental expenses covered by per diem include fees and tips to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses and others on vessels, and hotel servants in foreign countries, and laundry, dry cleaning, and pressing of clothing. Transportation between places of lodging or business and places where meals are taken (except as provided in the Federal Travel Regulation) is covered. Also included in expenses are telegrams and telephone calls necessary to reserve lodging accommodations.

**Invitational travel.** Refers to travel performed at Government expense by persons not employed by the Government. Also, such travel may apply to employees of other Federal agencies who are in an annual leave or leave-without-pay status for purposes of interviews to determine their qualifications for positions that NRC is interested in filling.

**Local travel.** Refers to travel to points that are not in excess of 35 miles from the official duty station as determined by standard highway mileage guides. The Director of the Division of Financial Services, Office of the Chief Financial Officer, may approve a greater distance in writing when a request is made for a specific location but will not approve requests on an individual trip basis.

## Glossary (continued)

**Locality rates.** Locality rates are maximum per diem rates prescribed for specific localities.

**Major life activities.** Functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

**Meals and incidental expenses (M&IE) rate.** The fixed amount for meals and incidental expenses related to subsistence.

**Mileage allowance.** A fixed rate per mile for using a privately owned vehicle during official travel (see Exhibit 4.7 of this handbook).

**Nonforeign areas outside the CONUS.** The term "nonforeign areas" includes the States of Alaska and Hawaii, the Commonwealth of Puerto Rico, the Northern Mariana Islands, and territories and possessions of the United States.

**Official duty station.** The building or other location to which an employee is officially assigned and reports for duty.

**Official travel.** Travel on official business, including travel on official business at no cost to NRC that has been approved and authorized or subsequently approved if not previously authorized.

**Out-of-pocket expenses.** Meal and incidental expense allowance, miscellaneous expenses, and authorized gasoline expenses.

**Per diem allowance.** The per diem allowance is a daily payment for lodging, meals, and related incidental expenses, instead of actual expenses. The expenses included in a per diem allowance are identical to those expenses that would be considered appropriate for allowance on an actual expense

## Glossary (continued)

reimbursement basis. Per diem is separate from transportation and miscellaneous travel expenses.

**Personal emergency.** The death or serious illness or injury of a member of the employee's family or a catastrophic occurrence or impending disaster, such as a fire, flood, or act of God, that directly affects the employee's home at the official station or the family and occurs while the employee is at or en route to or from a temporary duty location.

**Physical or mental impairment.** Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, and endocrine. Also, a person with any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

This term includes, but is not limited to, such diseases and conditions as cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, mental retardation, emotional illness, and orthopedic, visual, speech, and hearing impairments.

**Place of temporary duty.** Employee's place of business away from his or her official duty station.

**Reasonably available.** A class of accommodations, other than first class airline accommodations, that is available on an airline and that is scheduled to leave within 24 hours of the employee's proposed departure time, or scheduled to arrive within 24 hours of the employee's proposed arrival time. "Reasonably available" does not include scheduled times after

## Glossary (continued)

assigned duty arrival times or before assigned duty departure times.

**Serious illness or injury of a family member.** Serious illness or injury of a family member means a grave, critical, or potentially life-threatening illness or injury, a sudden injury such as an automobile or other accident where the exact extent of injury may be undetermined but is thought to be critical or potentially life-threatening based on the best assessment available, or other situations involving less serious illness or injury of a family member in which the absence of the employee would result in great personal hardship for the immediate family.

**Special means of transportation.** Special means of transportation is any method of transportation—other than common carrier, Government-furnished, Government contract rental, or privately owned—that requires specific authorization or approval for the use thereof.

**Standard CONUS rate.** The standard rate prescribed by the General Services Administration for any location within the CONUS that is not included in one of the defined localities or areas.

**Subsistence.** For the purpose of travel, subsistence expenses will include lodging, meals, and miscellaneous personal care items such as laundry and dry cleaning; fees and tips to waiters, porters, baggage handlers, bellhops, and maids; transportation to obtain meals; and telegrams or telephone calls to reserve hotel accommodations.

**Temporary duty (TDY).** An authorized TDY assignment away from the official duty station.

## Glossary (continued)

**Transportation.** Methods of transportation authorized for official travel, including railroads, airlines, helicopter services, ships, buses, streetcars, taxis, and other usual means of conveyance. Transportation may include fares and such expenses incident to transportation as baggage transfer and official telegraph, telephone, radio, or cable message in connection with items classed as transportation.

**Transportation expenses.** Transportation expenses include commercial bus, air, rail, or vessel/steamship fares and are reimbursable in addition to per diem allowance. Transportation also includes local transit system and taxi fares, cost of commercial rental cars and other special conveyances, and mileage and other allowances to cover operating expenses for use of a privately owned vehicle, including tips for parking and tolls.

**Travel.** Temporary duty involves the movement of an employee from the official duty station to temporary place(s) of duty and return to the official duty station. Local travel involves the movement of an employee from the official duty station to temporary place(s) of duty within the commuting area of the official station.

**Travel authorization.** The fiscal controls over payments and reimbursements for official travel expense through which an appropriate official directs an individual to perform administratively approved travel and authorizes him or her to incur the necessary travel expenses.

**Travel expenses.** Expenses incurred for transportation, subsistence, and other allowances essential to the transacting of official temporary duty travel or change of official station as determined by regulation.

## Glossary (continued)

**Travel Management Center (TMC).** A TMC is a commercial travel office operated by a travel agent under contract with the General Services Administration to provide a complete range of services to NRC employees.