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## Temporary Duty Travel (TDY)

<p>Can a traveler be reimbursed for the pre-purchase fuel option for rental car? <b>NEW</b></p>	<p>Yes. Normally the cost of fuel purchased from the car rental agency is substantially greater than the normal price of fuel purchased from a gas station. Travelers who do not fill the gas tank of the rented vehicle before returning it will be reimbursed only the cost of fuel at the prevailing price at the TDY location. <b>Travelers who choose the prepurchase fuel option at the beginning of the rental will be reimbursed the full cost of that option.</b></p> <p>The most cost advantagous method for DOE is to re-fuel rental car before returning rental car to drop off location.</p>
<p>What mileage can I deduct for local travel? <b>NEW-UPDATED</b></p>	<p><b>LOCAL TRAVEL: DOE M 552.1-1A Part 301-10, Subchapter B, Subpart A 2-17-06</b></p> <p><b>Travel authorizations.</b> Travel authorizations are not required for travel in local travel areas. The Department has defined the area within 50 miles of the employee's official duty station as the local travel area. Heads of field elements, in consultation with the CFO, may establish in writing greater distances for local travel for specific field sites.</p> <p><b>Local Travel Deductions.</b> For local travel, approving officials may allow only those transportation and parking expenses that are in excess of the usual commuting expenses. <b>Employees are to deduct their usual commuting costs from the total expenses incurred when they travel between their residences and local TDY points.</b> The calculation of commuting costs (i.e.,</p>

actual cost of train, bus, or mileage for use of POV, including any usual parking fees) must be shown on the local travel claim.

**Example** Jill commutes 15 miles (one-way) to her official worksite. Routinely, Jill is required to make a site visit in which she travels 45 miles (one-way) via her privately owned vehicle to the site location. FTR for local travel states that Jill is required to subtract her routine roundtrip commuting mileage from roundtrip mileage from home to site location.

Expense Description	Day's Expenses	Commuting Expenses	Reimbursable Expenses
Mileage	90 miles	30 Miles	60 miles

**Reimbursement:** 60 miles x allowable mileage rate.

When should a GOV be used for TDY?

If the traveler is going on Temporary Duty Travel (TDY) that usually does not require airfare he/she is required to use a Government vehicle (GOV) if available. If the traveler uses a Privately owned vehicle (POV) and a GOV was available they will be reimbursed at a reduced rate in accordance with GSA Guidelines. If no GOV is available then the traveler can use a POV and will be reimbursed at the full mileage rate.

When are lodging 'actuals' allowed?

When the Travel Management Center (TMC) is unable to find lodging in the TDY area, the employee is then allowed to claim lodging actuals. **Requirement: A justification form must be filled out and attached to the Travel Authorization (TA) before it is approved by management.** This form will show the hotels in the area that were out of the GSA approved lodging rate and the rate each hotel was charging.  [Actuals-Lodging Justification.doc](#)

When should the traveler use a "cost comparison" form? Why have 2 forms?

If travel deviates from the direct route (normally flying) for the traveler's personal convenience the traveler will be reimbursed mileage plus per diem; not to exceed the total constructive cost of the authorized method of common carrier transportation plus per diem. When filing an authorization, the traveler must provide a cost comparison to show what is authorized versus the actual travel that is planned. EMCBC has two cost comparison forms available to the traveler; one is for flying vs. POV and the other is flying vs. rental car.

 [Air vs POV worksheet.xlsx](#)  [AIR vs. AIR Deviation.xls](#)

<p>What will I be reimbursed if I park my POV at the airport while I am on TDY?</p>	<p>You may be reimbursed for your parking fees as an allowable transportation expense not to exceed the cost of taxi fare to/from the airport. DOE REG. 301-10.308</p>
<p>Can the traveler depart from and/or return from an alternate location other than his/her home and TDY location and how does it get entered into CGE?</p>	<p>The FTR (41 CFR 301-10.4) requires that authorizing officials ensure appropriate consideration of the most cost-effective routing and means of accomplishing travel. Also, the FTR stipulates that an employee traveling on official business is to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business. To these ends, and to accomplish official travel more economically, DOE has determined that travel may be routed through alternate places if there are cost advantages for doing so.</p> <p>An "alternate place" is defined as any place other than the official duty station, place of abode, or place of TDY. At the beginning of TDY travel, an employee directed to travel by the Department of Energy will be authorized to travel from an alternate place (as compared to the duty station or place of abode) to the TDY location only if the cost of such travel, including per diem or actual expense allowance and transportation expenses, is less than or equal to the cost of travel had it originated at either the official duty station or the place of abode. In no instance will the government reimburse an employee for personal travel to an alternate location. At the conclusion of TDY travel, an employee directed to travel by the Department of Energy will be authorized to travel from an alternate place (as compared to the TDY location) to his official duty station or place of abode only if the cost of such travel, including per diem or actual expense allowance and transportation expenses, is less than or equal to the cost of travel had it originated at the TDY location.</p> <p>The TA in CGE must show exact dates of travel and cities en route to TDY location.</p>
<p>May a Federal employee transport their spouse or dependent family member in a Government vehicle en route for official business and/or while going on TDY?</p>	<p>A Government owned vehicle is for official use only. EMCBC has implemented a policy that restricts EMCBC employees from transporting family member in Government motor vehicles.</p>
<p>May a federal employee with an authorized rental vehicle used for TDY, transport their spouse or</p>	<p>Yes, a federal employee may transport family members in an authorized rental vehicle while on TDY.</p>

dependent family member in the rental vehicle?	
I have been asked to go on a long term detail exceeding 30 days. What am I allowed to claim on my TA and how often do I submit a voucher?	When a travel assignment involves a stay in excess of 30 days at a TDY site and the traveler is able to arrange lodging and/or meals at lower costs, the per diem rate must be reduced accordingly by taking into account any reduced costs of lodging or meals. The rate should not be more than 55 percent of the applicable per diem rate for the locality. Payments above this level (not to exceed the maximum per diem rate) must be fully justified. When kitchen facilities are included in the rental cost, the meal portion of the reduced rate should be set at an amount less than the M&IE allowance, generally 30 percent of M&IE. If the employee does not have enough time before starting the assignment to obtain reduced lodging or to make inquiries, the lodgings plus per diem may be authorized for a short period (generally less than 30 days). An employee who is required to perform extended TDY in excess of 30 days may be authorized round-trip transportation expenses and per diem en route for periodic return travel to his or her official duty station or place of abode for nonworkdays. (CBC policy states that an employee on a detail is allowed one trip to his/her duty station once every 30 days). Vouchers should be submitted once every 30 days.
How long do I have to keep my receipts and is there a dollar threshold for attaching receipts to the voucher? <b>NEW-UPDATED</b>	Receipts must be retained for 6 years and 3 months as prescribed by the National Archives and Records Administration (NARA). Receipts are required for lodging and airfare of any dollar amount and all other travel-related expenditures greater than \$75 per single expense. (FTR304-52.4) <b>Required receipts: Airfare, Hotel, Rental car and any expense over \$75.00. It is highly encouraged to attach all receipts to the travel voucher.</b>
How does DOE select the method of transportation to be used?	They select the method most advantageous to the Government, when cost and other factors are considered. The travel must be by the most expeditious means of transportation practicable and commensurate with the nature and purpose of the TDY. In addition management must consider energy conservation, total cost to the Government (including costs of per diem, overtime, lost work time, and actual transportation costs) and total distance traveled.
Are travelers allowed to claim laundry while on TDY?	Travelers on TDY involving 4 or more consecutive nights of lodging may be reimbursed <b>up to \$5</b> for laundry, pressing, and dry cleaning for each night of official travel where lodging is claimed, not to exceed 30 calendar days for any TDY assignment. Reimbursement will be provided only for expenses incurred while on official travel, not for expenses incurred when the employee returns to his/her residence. Travelers on extended TDY in excess of 30 days will not be entitled to this allowance after the first 30 calendar days of the assignment.
What will I be reimbursed if authorized to use a POV between my residence and	If determined advantageous to the Government, you will be reimbursed on a mileage basis plus other allowable costs for round-trip travel on the beginning and/or ending of travel between the points involved. (FTR301-10.306)

<p>office and then from my office to a common carrier terminal, or from my residence directly to a common carrier terminal?</p>	
<p>Are lodging facilities required to accept federal, state or local tax exempt certificates?</p>	<p>Exemptions from taxes for Federal travelers, and the forms required to claim them, vary from locations to location. The GSA SmartPay office provides more information regarding state tax exemptions at <a href="https://smartpay.gsa.gov">https://smartpay.gsa.gov</a>. Attached are tax exempt forms most used by EMCBC employees (New York, California, Texas, Nevada, Pennsylvania, and Florida)</p>
<p>My TDY has been cancelled what expenses, if any do I enter into CGE?</p>	<p>If your ticket <b>had</b> been issued, then you will need to create a voucher for the TMC fee and TAV fee, removing all other expenses. If your ticket <b>had not</b> been issued then you just need to cancel the TA; no voucher would need to be created. <b>Please contact Travel POC before deleting travel authorization/voucher in Concur.</b></p>
<p>I am going on TDY and plan on staying the weekend at my own expense. Can I keep the same rental car for TDY and personal use and just pro-rate the amount on my voucher?</p>	<p>The FTR states personal expenses not associated with official travel, but charged to the government issued travel charge card are prohibited and are not reimbursed by the Government (41 CFR 301-51.1). In addition, the FTR is very restrictive when it comes to using a rental vehicle for personal use (301-10.453) and states that employees are responsible for any additional costs resulting from the unauthorized use of a rental vehicle.</p> <p>With that being said, if an employee intends to use the rental vehicle before/after TDY for personal use, at the time of rental, we would advise that the employee should inform the rental agency that a portion of the time for which the vehicle is rented is for personal travel, not official business.</p> <p>With this information, the rental agency may charge a different rate for those days of personal use. There also may be additional insurance required for the personal use of the vehicle, as well as a personal credit card used for that portion of the rental.</p>
<p>How do I know what dollar amount I should claim on my voucher for a cancelled non-refundable ticket? Do I claim the full ticket amount and TMC fee that was listed on my itinerary from AdTrav?</p>	<p>If it is determined by the approving official that the cost of the non-refundable ticket is the burden of the agency, the traveler should claim the entire cost of the ticket and TMC fee on his voucher. The change/cancellation fee is not claimed on the voucher. Example: The ticket cost \$200, the airline charges \$150 as a fee for change/cancellation. The balance of the ticket (<math>\\$200 - \\$150 = \\$50</math>) is set up as a credit and can only be used by that traveler on another trip with the same airline within a year. AdTrav tracks the credit amounts in RezProfiler and applies the credit to future reservations.</p>

What happens to the \$150  
change/cancellation fee?