



STAT

**STANDARDIZED
GOVERNMENT TRAVEL REGULATIONS**

CIRCULAR NO. A-7, REVISED

**EXECUTIVE OFFICE OF THE PRESIDENT
BUREAU OF THE BUDGET**

CIRCULAR NO. A-7, REVISED

TABLE OF CONTENTS

<u>Section</u>	<u>Title</u>	<u>Page</u>
1. GENERAL		
1.1	FUNDS FOR TRAVELING EXPENSES	1
1.2	REIMBURSABLE EXPENSES	1
1.3	OFFICIAL STATION—POST OF DUTY	1
1.4	LEAVE OF ABSENCE	1
2. AUTHORITY FOR TRAVEL		
2.1	FORM OF AUTHORITY	1
3. ALLOWABLE TRANSPORTATION EXPENSES		
3.1	DEFINITION	1
3.2	ROUTING OF TRAVEL	2
3.3	INDIRECT-ROUTE OR INTERRUPTED TRAVEL	2
3.4	SPECIAL CONVEYANCE	2
3.5	USE OF PRIVATELY OWNED CONVEYANCE	3
3.6	ACCOMMODATIONS ON TRAINS, STEAMERS, AND AIRPLANES	4.1
3.7	UNUSED ACCOMMODATIONS	6
3.8	EXTRA-FARE PLANES AND TRAINS	6
3.9	SPECIAL TICKETS	6
3.10	USE OF AMERICAN AIRPLANES	6.1
4. PROCUREMENT OF COMMON CARRIER TRANSPORTATION		
4.1	TRANSPORTATION REQUEST FORMS	7
4.2	CASH PAYMENT	7
5. BAGGAGE		
5.1	DEFINITION	7
5.2	EXCESS BAGGAGE	7
5.3	STOPPAGE IN TRANSIT	7
5.4	TRANSFER OF BAGGAGE	7
5.5	STORAGE OF BAGGAGE	7
5.6	CHECKING AND HANDLING OF BAGGAGE	7
6. SUBSISTENCE EXPENSES		
6.1	PER DIEM ALLOWANCE	8
6.2	RATES OF PER DIEM	8
6.3	LEAVE OF ABSENCE	9
6.4	RETURN TO OFFICIAL STATION	9
6.5	ILLNESS OR INJURY	9
6.6	INTERNATIONAL DATELINE	10
6.7	DEDUCTION FROM ALLOWANCE	10
6.8	NO ALLOWANCE AT PERMANENT DUTY STATION	10
6.9	TIME OF DEPARTURE AND ARRIVAL	10
6.10	INDIRECT-ROUTE OR INTERRUPTED TRAVEL	11
6.11	DAY DEFINED	11
6.12	ALLOWANCE OF ACTUAL SUBSISTENCE EXPENSES	11
7. TELEGRAPH, CABLE, AND RADIO SERVICE		
7.1	AUTHORIZED FOR OFFICIAL BUSINESS	13
7.2	DISCRETION IN USE	13

(No. A-7)

<u>Section</u>	<u>Title</u>	<u>Page</u>
7.	TELEGRAPH, CABLE, AND RADIO SERVICE (Continued)	
7.3	FORM OF MESSAGES	13
7.4	SUPPORTING STATEMENT	13
7.5	RESERVATION OF ACCOMMODATIONS	13
7.6	PERSONAL MESSAGES	13
7.7	PAYMENT OF CHARGES	13
7.8	PREPAYMENT DEMANDED	14
7.9	MESSAGES TO BE CODED	14
7.10	WORDS CHARGEABLE	14
7.11	FRACTIONAL CHARGES	14
7.12	PRIORITY OF OFFICIAL MESSAGES	14
8.	TELEPHONE SERVICE	
8.1	OFFICIAL LOCAL CALLS	14
8.2	OFFICIAL LONG-DISTANCE CALLS	14
8.3	PERSONAL CALLS	14
9.	EXPRESS AND FREIGHT	
9.1	GOVERNMENT BILLS OF LADING	14
9.2	PAYMENT OF CHARGES	14
9.3	FREIGHT SERVICE TO BE USED	14
9.4	PREPAYMENT DEMANDED	15
9.5	RECEIPTS FOR CASH PAYMENTS	15
10.	MISCELLANEOUS EXPENSES	
10.1	DEFINITION	15
10.2	HIRE OF ROOM FOR OFFICIAL USE	15
10.3	METHOD OF PAYMENT	15
10.4	FEES RELATING TO TRAVEL OUTSIDE THE LIMITS OF THE CONTINENTAL UNITED STATES	15
10.5	OTHER EXPENSES	16
11.	RECEIPTS	
11.1	RECEIPTS REQUIRED	16
11.2	GENERAL INSTRUCTIONS	16
11.3	WAIVER	16
12.	TRAVEL VOUCHERS	
12.1	MEMORANDUM OF EXPENDITURES	17
12.2	TRAVEL VOUCHER FORM	17
12.3	RENDITION OF ACCOUNTS	17
12.4	ITEMIZATION OF ACCOUNTS	17
12.5	ERASURES AND ALTERATIONS	18
12.6	INDIRECT-ROUTE TRAVEL	18
12.7	SUSPENSION OF CHARGES	18
12.8	PAYMENTS TO OTHER EMPLOYEES	18
12.9	FOREIGN CURRENCY	18
12.10	EXCHANGE FEES	18
12.11	TRAVEL BY AMERICAN SHIPS	18
13.	TRAVEL ADVANCES	
13.1	ADVANCE OF FUNDS	18
13.2	RECOVERY OF ADVANCES	19
13.3	ACCOUNTING FOR ADVANCES	19
	MAXIMUM PER DIEM RATES	21

CIRCULAR NO. A-7, REVISED

STANDARDIZED GOVERNMENT TRAVEL REGULATIONS, AS AMENDED

These regulations are issued for the guidance of civilian officers and employees of the departments and establishments as defined in the Travel Expense Act of 1949.

Section 1. GENERAL

1.1 Funds for traveling expenses. Employees traveling on official business will provide themselves with sufficient funds for all current expenses, and are expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business. (See sec. 13.)

1.2 Reimbursable expenses. Traveling expenses which will be reimbursed are confined to those expenses essential to the transacting of the official business.

1.3 Official station—post of duty. Designated post of duty and official station mean one and the same, the limits of which will be the corporate limits of the city or town in which the officer or employee is stationed, but if not stationed in an incorporated city or town, the official station is the reservation, station, or established area, or, in the case of large reservations, the established subdivision thereof having definite boundaries within which the designated post of duty is located.

1.4 Leave of absence. When leave of absence of any kind is taken while in a travel status the exact hour of departure from and return to duty status must be shown on the travel voucher. (See secs. 6.3, 6.5, 6.9a, 6.10, 7.6, 8.3, 12.6.)

Section 2. AUTHORITY FOR TRAVEL

2.1 Form of authority. a. Except as otherwise provided by law all travel shall be either authorized or approved by the head of the agency or by an official to whom such authority has been properly delegated. The administrative approval of the voucher will constitute the approvals required in sections 3.5a, 5.2, 6.2, 6.5, 10.1, 10.2, 10.4, 10.5.

b. It is expected that ordinarily the authority will be issued prior to the incurrence of the expenses and will specify the travel to be performed as definitely as possible unless circumstances in a particular case prevent such action.

Section 3. ALLOWABLE TRANSPORTATION EXPENSES

3.1 Definition. a. Transportation includes all necessary official travel on railroads, airlines, steamboats, busses, streetcars, taxicabs, and other usual means of conveyance. Transportation may include fares and such expenses incident to transportation as baggage transfer; official telegraph, telephone, radio, and cable messages in connection with items classed as transportation; steamer chairs, steamer cushions, and steamer rugs at customary rates actually charged; state-rooms on steamers. (See sec. 10.4 for additional items of transportation expense applicable to travel beyond the limits of the continental United States.)

SGTR 3.2

b. Reimbursement for the usual taxicab fares from common carrier or other terminal to either place of abode or place of business, or from either place of abode or place of business to common carrier or other terminal, will be allowed in an amount not to exceed \$6 (plus tip): *Provided*, That an agency may (1) authorize reimbursement in a larger amount in the travel order or other administrative determination or approve such reimbursement, if advantageous to the Government, or (2) restrict the use of taxicabs under this subsection when suitable Government or common carrier transportation service is available for all or part of the distance involved. The amount of the tip which is allowable shall be 10 cents when the fare is \$1 or less or 10 percent of the reimbursable fare where it exceeds \$1; if the 10 percent is not a multiple of 5, it shall be increased to the next multiple of 5. (See last sentence of sec. 3.5b(1).)

c. Where the nature and location of the work at a temporary duty station are such that suitable meals cannot be procured there, the expense of daily travel required to procure meals at the nearest available place will be considered necessary transportation not incidental to subsistence. A statement of the necessity for such daily travel should accompany the travel voucher.

d. Transportation by bus or streetcar between places of business at official station or temporary duty station, and between place of lodging and place of business at a temporary duty station, will be allowed as a transportation expense. (Concerning transportation by taxicab between such places, see sec. 3.4a.)

3.2 Routing of travel. All travel must be by a usually traveled route. Travel by other routes may be allowed when the official necessity therefor is satisfactorily established. (See secs. 3.8, 3.9, 12.6.)

3.3 Indirect-route or interrupted travel. In case a person for his own convenience travels by an indirect route or interrupts travel by direct route, the extra expense will be borne by himself. Reimbursement for expenses shall be based only on such charges as would have been incurred by a usually traveled route. When transportation requests are used, they should be issued only for that portion of the expense properly chargeable to the Government, and the employee should pay the additional personal expense to the carrier in cash, including the Federal transportation tax. (See secs. 6.10, 6.12d.)

3.4, Special conveyance. a. The hire of boat, automobile, taxicab (other than for use under sec. 3.1b), aircraft, livery, or other conveyance will be allowed if authorized or approved as advantageous to the Government whenever the employee is engaged on official business within or outside his designated post of duty. While an employee is on official business outside his designated place of duty, the use of taxicabs between place of lodging and place of business, or between places of business, may be allowed if authorized or approved as advantageous to the Government. In the case of the use of taxicabs under this section, tips may be allowed to the extent authorized in the last sentence of section 3.1b.

b. If the hire of a special conveyance includes payment by the traveler of the incidental expenses of gasoline or oil, feeding and stabling horses, rent of garage, hangar, or boathouse, subsistence of operator, ferriage, tolls, etc., the same should be first paid, if practicable, by the person furnishing the accommodation, or his operator, and itemized in the bill. (See secs. 11.1e, 12.2e.)

c. Where two or more persons travel together by means of such special conveyance, that fact, together with the names of those accompanying him and the name of their employing agency, must be stated by each traveler on his travel voucher.

d. Charges for the hire of a conveyance of another Government employee, of a member of the traveler's family, or a member of the family of another Government employee, will not be allowed in the absence of a satisfactory showing that the conveyance was not so procured because of such personal or official relationship; and that the member of the family so furnishing was not dependent upon the traveler for support. The material facts should be reported in the account.

3.5 Use of privately owned conveyance.

a. Actual expense basis.

This subsection applies to reimbursement on the basis of actual expense for use of a privately owned motorcycle, automobile, or airplane only where such method of reimbursement is authorized by law; otherwise reimbursement is to be made under the provisions of subsection b. The use of a privately owned conveyance on an actual expense basis, as distinguished from a mileage basis under subsection b may be authorized or approved: *Provided*, That the aggregate of allowable expenses, plus increased subsistence expenses, if any, through increased travel time, or less subsistence savings, if any, through reduced travel time, as the case may be, does not exceed the cost of transportation available by common carrier. For such travel on an actual-expense basis the officer or employee will be entitled to reimbursement of the cost of gasoline, oil, and feed of horses, and in addition thereto garage or hangar rent and stabling of horses, while officially detained en route, and automobile parking fees, bridge, ferry, and other tolls. For the purpose of determining the amount of increased subsistence expenses, or subsistence savings, for a given period of time, the per diem rate of subsistence named in the travel order will be used. Charges for repairs, depreciation, replacements, grease, alcohol, flushing crankcases, towage, and like speculative expenses will not be allowed. Exemption from payment of tax on gasoline in States providing such exemption must invariably be claimed. The Standard Federal forms should be used for that purpose. When exemption is refused, receipts must be obtained in duplicate. (See secs. 11.1g, 12.2e.)

b. Mileage basis.

(1) Civilian officers or employees of departments and establishments or others rendering service to the Government, regardless of subsistence status and hours of travel, shall, whenever such mode of transportation is authorized or approved as more advantageous to the Government (except that no determination of advantage is required where payment on a mileage basis is limited to cost of travel by common carrier, including per diem in each case) be paid in lieu of actual expenses of transportation not to exceed 8 cents per mile for use of privately owned motorcycles, or 12 cents per mile for the use of privately owned automobiles or airplanes, when engaged on official business within or outside their designated posts of duty or places of service. In such cases the mileage rate as authorized or approved may be paid from whatever point the employee or other person rendering service to the Government begins his journey. It is the responsibility of proper officials of the departments and establishments to fix such rates, within the maxima, as will most nearly compensate the traveler for necessary expenses. In determining whether such transportation is more advantageous to the Government, consideration will be given to the advantages resulting from the more expeditious transaction of the public business as well as other advantages and/or disadvantages to the United States in the particular case. Reimbursement for the cost of automobile parking fees, ferry fares, and bridge, road and tunnel tolls also will be allowed unless the travel order or other administrative determination restricts their allowance. The fee for parking an automobile at a common carrier terminal, or other parking area, while the

SGTR 3.5b(1) (Continued)

traveler is away from his official station, will be allowed only to the extent that the fee, plus the allowable mileage reimbursement to and from the terminal or other parking area, does not exceed the estimated cost for use of a taxicab to and from the terminal under the provisions of section 3.1b. When transportation is authorized or approved by privately owned motorcycles or automobile, distances between points traveled shall be as shown in standard highway

SGTR 3.6

mileage guides or by speedometer readings. Any substantial deviations from distances shown in the standard highway mileage guides shall be explained. Mileage for use of privately owned airplanes shall be determined by multiplying the actual elapsed time in the air by the rated cruising speed of the particular airplane. Any unusual conditions or circumstances which influence the elapsed time in the air must be explained.

In lieu of the use of taxicabs under section 3.1b, payment on a mileage basis at the rate of 10 cents per mile will be allowed for the round-trip mileage of a privately owned automobile used in connection with an employee going from either his place of abode or place of business to a terminal or from a terminal to either his place of abode or place of business: *Provided*, That the amount of reimbursement for round-trip mileage shall not in either instance exceed the taxicab fare, including tip allowable under section 3.1b, for a one-way trip between such applicable points.

(2) Mileage shall be payable to only one of two or more employees traveling together on the same trip and in the same vehicle, but no deduction shall be made from the mileage otherwise payable to the employee entitled thereto by reason of the fact that other passengers (whether or not Government employees) may travel with him and contribute in defraying the operating expenses. The names of employees and the employing agency should be stated. (See sec. 12.8.)

3.6 Accommodations on trains, steamers, and airplanes.

a. Train accommodations:

(1) Sleeping car accommodations: One standard lower berth when night travel is involved; except that the lowest first-class available accommodation superior to a lower berth may be allowed on certification by the traveler on his travel expense voucher that, at time reservation was made, a lower berth was not available and that the accommodation used was the lowest available first-class accommodation superior to a lower berth. This certification will be accepted as prima facie evidence of the facts. When practicable, through sleeping accommodations should be obtained in all cases where more economical to the Government.

(2) Parlor car and coach accommodations: One seat in a sleeping or parlor car will be allowed unless the travel order or other administrative determination specifies that coach accommodations be used. Where adequate coach accommodations are available, officials authorizing travel shall take steps to see that coach accommodations are used to the maximum extent possible, on the basis of advantage to the Government, suitability and convenience to the traveler, and nature of the business involved.

b. Steamer accommodations:

(1) Staterooms: The minimum first-class accommodation will be allowed when stateroom is included in cost of passage or is a separate charge, except that if not available at the time reservation is made, a superior accommodation may be allowed upon certification as provided in a(1) above. (See also sec. 12.11.) The travel order or other administrative determination may, however, specify the use of an accommodation less costly than the minimum first-class accommodation when suitable for a particular voyage. The term "minimum first-class accommodation," as used in this paragraph, means one which provides direct access from within the stateroom to wash basin, shower or bath, and toilet.

(2) Application for steamer accommodations: Accommodations on steamers should be applied for at the earliest practicable moment after receipt of the travel order.

c. Airplane accommodations.

(1) Policy: Whether travel is by air or by other means of transportation, persons in official travel status for the Government are entitled to transportation accommodations and service which meet reasonable and adequate quality standards for convenience, safety and comfort. This general policy usually has been interpreted to mean that travelers are entitled to accommodations designated "first-class," although section 1.1 of these regulations provides a traveler should use "the same care in incurring expenses that a prudent person would exercise if traveling on personal business." In recent years, however, the Scheduled Air Carriers have placed in service between many principal points throughout the world accommodations which are designated as "air coach," "tourist," etc., which meet reasonable requirements, and which are much less costly than accommodations designated as "first-class." Such accommodations are being used by about half of all travelers on commercial airlines. It is the policy of the Government to encourage Government travelers to use these less costly air accommodations when they will meet reasonable requirements. Agencies may, but are not required to, specify on travel authorizations that air accommodations less costly than those designated "first-class" shall be used. It is recognized, however, that officials responsible for approving travel authorizations may be unable to anticipate circumstances which may arise while a person is traveling and which may determine the feasibility of using less costly accommodations. In such instances, travel authorizations may provide for use of accommodations designated "first-class" but the traveler should consider such authorization as the maximum accommodations authorized and the traveler is responsible for using less costly accommodations which meet his essential requirements for meeting appointments and connections with other scheduled transportation, speed, comfort, safety, or similar factors. Travelers are urged especially to use less costly accommodations rather than accommodations designated "first-class" (i) when both types of accommodations are available in different sections of the same plane, and (ii) for flights of relatively short duration (five hours or less). If accommodations designated "first-class" have been authorized, the traveler shall be considered the sole judge in deciding the extent to which less costly accommodations shall be used. For audit purposes, in such instances, the traveler's judgment shall be considered conclusive.

(2) Allowances for seating accommodations:

(a) The maximum authorized allowance for a traveler using the airlines shall be one first-class seat unless the travel order specifies that air coach, air tourist or similar accommodations be used or that more costly accommodations may be used under the circumstances described in subsection 3.6c(3), 3.6d, and 3.8 below. Where seating accommodations designated "first-class" are authorized and more than one kind of service designated "first-class" is offered by carriers at different prices, the maximum allowance shall be the cost of the less expensive type of service. However, in such instances, the more costly type of service designated "first-class" may be allowed upon certification by the traveler that the less costly type was not available.

(b) As provided in section 3.8, extra-fare planes, including first class accommodations on jet planes regardless of whether a part of the fare is designated as a surcharge, may be authorized or approved whenever their use is administratively determined to be more advantageous to the Government. Accommodations not designated "first-class" on jet planes (with or without a surcharge) may be used without specific authorization or approval where the total cost of the transportation, including surcharge if any, is less than the lowest cost of accommodations designated "first-class" on propeller driven planes.

(3) Sleeper-plane accommodations: One standard lower berth on airplanes having sleeping accommodations may be authorized or approved when night travel of 6 or more hours of elapsed time is involved, except that if a lower berth is not available a superior accommodation may be allowed upon certification as provided in subsection 3.6a(1) of these regulations. If a berth is authorized under these standards, the traveler may substitute seating accommodations (including sleeper seats) on jet planes provided that the cost of such substitute accommodations does not exceed the cost of the authorized sleeper accommodations.

(4) Unused or over-sold reserved accommodations: Each agency shall assure that space is cancelled as soon as the employee learns that space reserved will not be used. Air carriers' tariffs governing most of the major scheduled air carriers in the continental United States (excluding Alaska) specify circumstances under which penalty charges are to be paid by the carriers when they fail to furnish accommodations for confirmed reserved space. Each agency shall assure that travelers are instructed to turn in to the agency any of these payments received from the carriers.

d. Security factor. Regardless of the length of a journey and mode of travel, the use of a compartment or such other accommodations as may be authorized or approved by the head of the agency concerned, or by such subordinates as he may designate, may be allowed where required for purposes of security.

e. Rates. When two or more common carriers furnishing the same mode of travel charge different rates between the same points for the same type of accommodation, the facilities of the carrier charging the lower rate should be used to the maximum extent possible unless such use (1) would conflict with section 901 of the Merchant Marine Act of 1936 (see section 12.11) or (2) would be inadvisable for such reasons as these: (a) it would cause increases in per diem or other costs, with the result that the Government would not gain by using the lower-rate transportation; (b) the routing of the carrier charging the lower rate would not meet the traveler's requirements to make official stops between the points involved; or (c) only the use of the carrier charging the higher rate will permit the traveler to carry out his assigned mission adequately, efficiently, and without undue hardship or inconvenience resulting from such factors as longer total travel time or additional transfers between terminals, trains, boats, or planes. No formal determination or documentation with respect to individual trips shall be required under this subsection.

3.7 Unused accommodations. When a traveler finds he will not use accommodations which have been reserved for him, he must release them within the time limits specified by the carriers. Likewise, where transportation service furnished is inferior to that called for by a ticket or where a journey is terminated short of the destination specified on the transportation request, the traveler must report such facts to the proper official in the manner prescribed by the department or establishment concerned. Failure of travelers to take such action may subject them to liability for any resulting losses.

3.8 Extra-fare planes and trains. Travel by extra-fare planes or trains (including first-class service on jet planes regardless of whether a part of the fare is designated as a surcharge) may be authorized or approved whenever their use is administratively determined to be more advantageous to the Government. Extra-fare planes (including less than first-class service on jet planes regardless of whether a part of the fare is designated as a surcharge) may be used when the travel is in sections designated "air coach," "tourist" or similar title and the total cost including the surcharge, if any, is less than the cost of accommodations which are designated "first class" on other types of planes.

3.9 Special tickets. Through fares, special fares, commutation fares, excursion, and reduced-rate round-trip fares should be utilized for official travel when it can be determined prior to the start of a trip that any such type of service is practical and economical to the Government. Round-trip tickets should be secured only when, on the basis of the journey as planned, it is known or can be reasonably anticipated that such tickets will be utilized. (See secs. 3.2, 6.10.)

*** 3.10 Use of American airplanes.**

a. The term "American airplane," as used in this subsection, means an airplane registered under the laws of the United States but excluding those operating under certificates or permits held by foreign airlines.

b. As a general rule, employees shall use American airplanes where travel is performed by commercial air transportation between the United States and a foreign country or between foreign countries. The class of accommodations will be determined as provided in section 3.6c. (See Transmittal Memorandum No. 15 to Circular No. A-7, dated May 16, 1960.) However, the use of a foreign airplane may be authorized or approved in any of the following situations:

(1) Where a flight by an American airline is not scheduled to arrive in time for the conduct of official business.

(2) Where a flight by an American airplane is scheduled but does not have accommodations available when reservations are sought.

(3) Where the departure time, routing, or other features of an American airplane flight would interfere with or prevent the satisfactory performance of official business.

(4) Where a scheduled flight by an American airplane is delayed because of weather, mechanical or other conditions to such an extent that use of a foreign airplane is in the Government's interest.

(5) Where the class of accommodations determined under section 3.6c is available on both an American and a foreign airplane, but the use of the American airplane will result in higher total cost to the Government due to additional per diem or other expenses.

(6) Where the class of accommodations determined under section 3.6c is available only on a foreign airplane and the cost of transportation and related per diem is less than the cost of available accommodations of another class on an American airplane and related per diem.

(7) Where payment for transportation can be made in currencies of the following countries: Burma, India, Israel, Pakistan, Poland, United Arab Republic (Egypt), and Yugoslavia.

c. Where the use of foreign airplane is authorized or approved under b, above, the reason therefor is to be entered on, or attached to, the travel order or other authorizing document, or travel voucher.

* Effective with travel which is authorized on or after May 15, 1961.

*** 3.10 Use of American airplanes.**

a. The term "American airplane," as used in this subsection, means an airplane registered under the laws of the United States but excluding those operating under certificates or permits held by foreign airlines.

b. As a general rule, employees shall use American airplanes where travel is performed by commercial air transportation between the United States and a foreign country or between foreign countries. The class of accommodations will be determined as provided in section 3.6c. (See Transmittal Memorandum No. 15 to Circular No. A-7, dated May 16, 1960.) However, the use of a foreign airplane may be authorized or approved in any of the following situations:

(1) Where a flight by an American airline is not scheduled to arrive in time for the conduct of official business.

(2) Where a flight by an American airplane is scheduled but does not have accommodations available when reservations are sought.

(3) Where the departure time, routing, or other features of an American airplane flight would interfere with or prevent the satisfactory performance of official business.

(4) Where a scheduled flight by an American airplane is delayed because of weather, mechanical or other conditions to such an extent that use of a foreign airplane is in the Government's interest.

(5) Where the class of accommodations determined under section 3.6c is available on both an American and a foreign airplane, but the use of the American airplane will result in higher total cost to the Government due to additional per diem or other expenses.

(6) Where the class of accommodations determined under section 3.6c is available only on a foreign airplane and the cost of transportation and related per diem is less than the cost of available accommodations of another class on an American airplane and related per diem.

(7) Where payment for transportation can be made in currencies of the following countries: Burma, India, Israel, Pakistan, Poland, United Arab Republic (Egypt), and Yugoslavia.

c. Where the use of foreign airplane is authorized or approved under b, above, the reason therefor is to be entered on, or attached to, the travel order or other authorizing document, or travel voucher.

^o Effective with travel which is authorized on or after May 15, 1961.

Section 4. PROCUREMENT OF COMMON CARRIER TRANSPORTATION

4.1 Transportation request forms.

a. **Applicable regulations.** Standard forms of United States Government requests for official transportation are prescribed by the Comptroller General of the United States in General Regulations No. 123.

b. **Use.** Transportation request forms are to be used only for official travel. Where for personal reasons a traveler uses an indirect route or accommodations superior to those authorized, he should pay cash for the excess amounts including the applicable share of the Federal transportation tax.

c. **Lost or stolen transportation requests.** When a transportation request form in the possession of a traveler is lost or stolen, an immediate report is to be made to the proper official in the manner prescribed by the department or establishment concerned. If a traveler, subsequent to submitting a report, recovers the form, it shall not be used, but shall be transmitted to the proper official. A traveler may be held liable for any expenditure of the Government caused through negligence on his part in safeguarding transportation request forms.

4.2 Cash payment. Departments and establishments may require by regulation that travelers pay cash for official passenger transportation in amounts of \$15 or less, plus Federal transportation tax. Cash payments should ordinarily be made when the amounts involved are \$1 or less, plus Federal transportation tax. Receipts for such cash payments will not be required.

Section 5. BAGGAGE

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

5.2 Excess baggage. Baggage in excess of the weight or of size greater than carried free by transportation companies will be classed as excess baggage. Where air-coach or air-tourist accommodations are used, transportation of baggage up to the weight carried free on first-class service is authorized without charge to the traveler; otherwise excess baggage charges will be allowed when authorized or approved. If the authorization for excess baggage is not included on the transportation request, the traveler's claim for reimbursement should be included on the travel voucher. (See sec. 11.1a.)

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

5.4 Transfer of baggage. Necessary charges for the transfer of baggage will be allowed.

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

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

Section 6. SUBSISTENCE EXPENSES

6.1 Per diem allowance. The per diem in lieu of subsistence expenses includes all charges for meals, lodging, personal use of room during daytime, baths, all fees and tips to waiters, porters, baggagemen, bellboys, hotel maids, dining room stewards and others on vessels, hotel servants in foreign countries, telegrams and telephone calls reserving hotel accommodations, laundry, cleaning and pressing of clothing, fans and fires in rooms, transportation between places of lodging or business and places where meals are taken, except as otherwise provided in section 3.1c. The term "lodging" does not include accommodations on airplanes, trains, or steamers, and these expenses are not subsistence expenses. (See sec. 6.7.)

6.2 Rates of per diem. a. The per diem allowances provided in these regulations represent the maximum allowable, not the minimum. It is the responsibility of each department and establishment to see that travel orders authorize only such per diem allowances as are justified by the circumstances affecting the travel. To this end, care should be exercised to prevent the fixing of a per diem allowance in excess of that required to meet the necessary authorized expenses.

b. A per diem allowance, in lieu of actual subsistence expenses, for travel on official business may be authorized or approved within the following maximums:

(1) For travel within the limits of the continental United States, at a rate not in excess of \$16. As used in these regulations, the term "continental United States" means the area of the former 48 States and the District of Columbia.

(2) For travel at a locality within Alaska, Hawaii, the Commonwealth of Puerto Rico, the Canal Zone, or the territories or possessions of the United States, at a rate not in excess of the rate prescribed by the Director, Bureau of the Budget, in Appendix I, Revised, of these regulations.

(3) For travel at a locality within a foreign area (including the Trust Territory of the Pacific Islands), at a rate not in excess of the rate prescribed by the Secretary of State and published in the Standardized Regulations (Government Civilians, Foreign Areas).

c. For travel on official business beyond the limits of the continental United States by airplane, train, or boat (regardless of whether commercially or Government-owned), whether en route between the continental United States and a locality beyond or between such localities, including stop-overs of less than 6 hours the maximum per diem that may be authorized or approved (except for the proviso in section 6.11) is as follows:

(1) When the traveler departs from a duty point in the continental United States or in a locality beyond the limits of the continental United States and returns during the same calendar day to a duty point within the continental United States or the locality, respectively, the maximum per diem rate allowable for the trip shall be that of the duty point at which the trip began.

(2) For trips other than those described in (1), the maximum per diem rate allowable between duty points shall be that of the destination duty point when the travel time between a duty point in the continental United States and a duty point in a locality beyond the limits of the continental United States or between a duty point in one such locality and a duty point in another is less than 6 hours.

(3) When, in instances described in (2), the travel time between the duty points is 6 hours or more, the per diem rate applicable outside the continental United States shall be \$6: *Provided*, That (a) for boat travel of more than 9 successive days, in addition to the fractional days of embarkation and debarkation, the per diem rate for the succeeding calendar days and for the fractional day of

debarkation shall be \$2, and (b) when either of such rates prescribed in this subparagraph (3) is not commensurate with a traveler's subsistence expenses, a different rate may be authorized or approved in an amount not in excess of the maximum rate applicable to the destination duty point or, with respect to boat travel, not in excess of \$9. Gratuities to Government employees will not be allowed. When travel described in this subparagraph (3) begins or ends at a

SGTR 6.3

duty point in the continental United States, the maximum per diem rate allowable for the portion of the travel between the duty point and the place of exit or entry shall be the maximum per diem rate applicable within the continental United States.

(4) When suitable lodging is not available at place of temporary duty in a locality beyond the limits of the continental United States and the employee is required to obtain lodging at a place in a different locality, the maximum applicable per diem rate shall be that of the locality in which the lodging is obtained.

(5) As used in this subsection c, the term "duty point" means the official station, other place at which official travel begins or ends, or place of temporary duty.

d. In any case where the employee's tour of travel requires more than two months' stay at a temporary duty station, consideration should be given to either change in official station or a reduction in the per diem allowance.

e. Per diem allowance for travel by means of a privately owned trailer may be authorized or approved.

6.3 Leave of absence. Except as stated below, if the time that leave of absence begins or terminates is within the traveler's prescribed hours of duty, per diem in lieu of subsistence expenses will terminate at the beginning of the next quarter day, or begin with the quarter day during which the leave of absence terminates. If leave of absence does not begin or terminate within the traveler's prescribed hours of duty, the traveler will be entitled to per diem in lieu of subsistence expenses until midnight of the last day preceding the leave of absence and from 12:01 a.m. of the day following the leave of absence. A traveler will be considered to be in subsistence status on nonworkdays unless he returns to his official station or place of abode from which he commutes daily to his official station, or unless such nonworkday is immediately preceded and followed by leave of absence: *Provided*, That per diem in lieu of subsistence may not be paid for more than two nonworkdays where the leave of absence is immediately preceded and followed by nonworkday(s). Fractional leave of absence wholly within a day, where for half of the prescribed working hours or less, will be disregarded for subsistence purposes; where it exceeds half of the prescribed working hours no subsistence will be allowed. (See secs. 1.4, 6.9a, 6.10, 7.6, 8.3, 12.6.)

6.4 Return to official station. At the discretion of the administrative officials a traveler may be required to return to his official station for nonworkdays. In cases of voluntary return of a traveler for nonworkdays to his official station, or his place of abode from which he commutes daily to his official station, the maximum reimbursement allowable for the round trip transportation and per diem en route shall be the travel expense which would have been allowable had the traveler remained at his temporary duty station.

6.5 Illness or injury. a. Whenever a traveler takes leave of absence of any kind because of being incapacitated due to his illness or injury, not due to his own misconduct, the prescribed per diem in lieu of subsistence, if any, shall be continued for periods not to exceed 14 calendar days (including fractional days) in any one period of absence unless, under the circumstances in a particular case, a longer period is approved. No additional evidence of the illness or injury need be submitted with the travel voucher but the type of leave and duration thereof must be shown on the voucher. The evidence filed with the agency concerned, as required by that agency under the annual and sick leave regulations of the United States Civil Service Commission will suffice. Refund of the per diem allowance shall be required from the employee in any case where he receives hospitalization under any Federal statute or receives reimbursement under such statute for hospital expenses paid by him.

SGTR 6.6

b. Transportation expenses to employee's designated post of duty and per diem en route shall be allowed whenever the employee becomes incapacitated due to illness or injury, not due to his own misconduct, while en route to or while at temporary duty station prior to completion of temporary duty assignment when authorized or approved.

6.6 **International dateline.** In computing per diem in cases where the traveler crosses the international dateline (one hundred and eightieth meridian), actual elapsed time shall be used rather than calendar days.

6.7 **Deduction from allowance.** Where meals and/or lodging are furnished without charge or at a nominal cost by a Federal Government agency at a temporary duty station, an appropriate deduction shall be made from the authorized per diem rate.

6.8 **No allowance at permanent duty station.** Per diem in lieu of subsistence will not be allowed an employee either at his permanent duty station or at his place of abode from which he commutes daily to his official station.

6.9 **Time of departure and arrival.** a. The date and hour of departure from, and arrival at, the official station or other place where official travel begins and ends, and points at which temporary duty is performed, must be shown on the travel voucher when such arrival or departure affects the per diem allowance or other travel expenses. Other points visited should be shown on the voucher; time of arrival and departure need not be shown. For an absence of more than 24 hours, standard time will be used even though daylight-saving time is in effect at the place where official travel begins and ends. For an absence of 24 hours or less, the local time in effect at the place where official travel begins and ends will be used. If both types of absence occur during the same voucher period, standard time will be used for the items involving travel of more than 24 hours; standard time may also be used for the items appearing on the same voucher involving travel for 24 hours or less. However, the conversion from daylight-saving time to standard time shall neither increase nor decrease the amount of per diem to which the traveler is otherwise entitled. (See sections 1.4, 6.9c, 6.12, 12.2e, 12.6.)

b. If duty at a particular place within the traveler's itinerary is prolonged beyond a period of 30 days, travel vouchers submitted before return should also state the approximate period to be covered by his duty assignment at such place, or the approximate date of return to official headquarters, or both, as well as any other pertinent facts which will tend to show that his duty at such place is of a temporary nature.

c. Generally for computing per diem allowances official travel begins when the train, airplane, boat, or other conveyance is scheduled to depart from its depot, airport, or dock and ends when the train, airplane, boat, or other conveyance actually arrives at its depot, airport, or dock at the conclusion of a trip. However, the following exceptions are authorized:

(1) When a traveler uses an automobile or other nonscheduled means of transportation between his office, home, or other point of departure and a depot, airport, or dock located more than fifty miles distant (determined by usually traveled motor route), official travel for computing per diem allowances begins when the employee actually leaves his home, office, or other point of departure and ends when he returns from such depot, airport, or dock to his home, office, or other point at the conclusion of his trip.

(2) When a traveler uses an automobile or other nonscheduled means of transportation between his office, home, or other point of departure and a temporary duty station, official travel begins at the time the traveler leaves his home,

office, or other point of departure and ends when the traveler returns to his home, office, or other point by automobile or other nonscheduled conveyance at the conclusion of his trip. However, when the time of departure is within thirty minutes prior to the end of a quarter day, or the time of return is within thirty minutes after the beginning of a quarter day, per diem for either such quarter day shall not be allowed in the absence of a statement with the travel voucher explaining the official necessity for the time of departure or return.

6.10 Indirect-route or interrupted travel. Where for traveler's personal convenience or through the taking of leave there is interruption of travel or deviation from the direct route, the per diem in lieu of subsistence allowed will not exceed that which would have been incurred on uninterrupted travel by a usually traveled route. (See secs. 3.2, 3.3, 6.3, 12.6.)

6.11 Day defined. In computing the per diem in lieu of subsistence for continuous travel of more than 24 hours, the calendar day (midnight to midnight) will be the unit, and for fractional parts of a day at the commencement or ending of such continuous travel, constituting a travel period, one-fourth of the rate for a calendar day will be allowed for each period of 6 hours or fraction thereof. When change in per diem rate is made during a day, the rate of per diem in effect at the beginning of the quarter in which the change occurs shall continue to the end of such quarter. For continuous travel of 24 hours or less, the travel period will be regarded as commencing with the beginning of the travel and ending with its completion, and for each 6-hour portion of the period, or fraction of such portion, one-fourth of the per diem rate for a calendar day will be allowed: *Provided*, That no per diem will be allowed when the travel period is 10 hours or less during the same calendar day, except when the travel period is 6 hours or more and begins before 6:00 a.m. or terminates after 8:00 p.m. (See sections 6.9a and c.)

6.12 Allowance of actual subsistence expenses.

a. **Applicability:** The provisions of this section apply to civilian officers and employees traveling under the Travel Expense Act of 1949, as amended, and to persons traveling under section 5 of the Administrative Expenses Act of 1946, as amended.

b. **Authorization and approval.**

(1) Authorization or approval shall be limited to specific travel assignments where due to the unusual circumstances of the assignment the maximum per diem allowance would be much less than the amount required to meet the necessary subsistence expenses of a traveler. (See sec. 6.1.) The amount of reimbursement which may be authorized or approved for each calendar day, or fraction of a day, is limited by statute. The maximum amount is (a) for travel within the continental United States, \$30 and (b) for travel elsewhere, the sum of the maximum per diem allowance officially authorized for the locality in which the travel is performed plus \$10. (See sec. 6.2b.)

(2) Heads of departments and establishments, as defined in the Travel Expense Act of 1949 shall, in accordance with the provisions of this section, prescribe conditions under which reimbursement may be authorized or approved for the actual and necessary subsistence expenses of a traveler. Such conditions shall restrict travel on an actual subsistence expense basis to those travel assignments where necessary subsistence costs are unusually high. They should not permit the use of the actual subsistence expense basis where necessary subsistence expenses may exceed the statutory maximum per diem allowance by a small amount. Because hotel accommodations constitute the major part of necessary subsistence

SGTR 6.12c

expenses, travel on an actual subsistence expense basis might appropriately be authorized or approved for travel assignments which otherwise meet conditions prescribed by the head of the department or establishment where the traveler has no alternative but to incur hotel costs which would absorb all or practically all of the statutory maximum per diem allowance.

(3) Heads of departments and establishments may delegate, with provision for limited redelegation, authority to authorize or approve travel on an actual subsistence expense basis. Such delegation or redelegation should be held to as high an administrative level as practicable in order to insure adequate consideration and review of the circumstances surrounding the need for travel on the actual subsistence expense basis.

(4) The amount per calendar day authorized for a specific travel assignment shall be stated in the travel authorization. However, if the actual subsistence expenses are less than the amount authorized, the traveler shall be reimbursed only for the actual subsistence expenses. If travel is performed (a) without prior authorization or is authorized on a per diem basis, and (b) otherwise conforms to this section, the necessary subsistence expenses incurred may be approved within the statutory maximum allowable.

c. Administrative arrangements. Heads of departments and establishments shall establish necessary administrative arrangements for an appropriate review of (1) the justification for travel on the actual expense basis, and (2) the subsistence expenses claimed by a traveler in order to determine that they are proper subsistence expenses and were necessarily incurred in connection with the specific travel assignment. Departments and agencies are cautioned to see that travel on an actual subsistence expense basis is administered in accordance with the spirit and intent of the law and to take such steps as are necessary to prevent abuses.

d. Leave of absence.

(1) Except as stated below, if the time that leave of absence begins or terminates is within the traveler's prescribed hours of duty, subsistence allowance will terminate or begin at such time. If leave of absence does not begin or terminate within the traveler's prescribed hours of duty, the traveler will be regarded as being in subsistence status until midnight of the last day preceding the leave of absence and from 12:01 a.m. of the day following the leave of absence: *Provided*, That if after such leave of absence the traveler returns to a duty status at the same or different temporary duty station, lodging will be allowed only for the night preceding his first day's leave of absence or the night preceding his return to duty status.

(2) Where for the traveler's personal convenience or through the taking of leave there is interruption of travel or deviation from the direct route, the subsistence allowed will not exceed that which would have been incurred on uninterrupted travel by a usually traveled route. (See secs. 3.2, 3.3, 12.6.)

(3) A traveler will be considered to be in subsistence status on nonworkdays unless (a) he returns to his official station or place of abode from which he commutes daily to his official station, (b) a nonworkday is immediately preceded and followed by leave of absence, or (c) one or more nonworkdays immediately precede and follow a period of absence.

(4) Fractional leave of absence wholly within a day, where for half of the prescribed working hours or less, will be disregarded for subsistence purposes; where it exceeds half of the prescribed working hours, no subsistence will be allowed.

(5) The provisions of section 6.5 applicable to per diem in lieu of subsistence shall also apply to the allowance of subsistence expenses.

e. Return to official station for nonworkdays. At the discretion of the administrative officials a traveler may be required to return to his official station for nonworkdays. In cases of voluntary return of a traveler for nonworkdays to his official station or his place of abode from which he commutes daily to his official station, the maximum reimbursement allowable for the round trip transportation and actual subsistence en route shall be the necessary subsistence expense which would have been allowable had the traveler remained at his temporary duty station.

f. Itemization of, and receipt for, expenses. Actual and necessary subsistence expenses incurred on a travel assignment for which reimbursement is claimed by a traveler must be itemized in a manner prescribed by the heads of departments and establishments which will permit at least a review of the amounts spent daily for (1) lodging, (2) meals, and (3) all other items of subsistence expenses. Receipts shall be required at least for lodging.

Section 7. TELEGRAPH, CABLE, AND RADIO SERVICE

7.1 Authorized for official business. Teletype, telegraph, cable, and radio service may be used on official business when such expeditious means of communication is essential. Government-owned facilities should be used, if practicable. If not available, the cheapest practicable class of commercial service should be used.

7.2 Discretion in use. The time required to transmit and deliver telegrams, cablegrams, and radiograms, the difference in time between points, and the probable closing time of offices should be considered in determining the method of communication.

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

7.4 Supporting statement. Charges for official telegrams, cablegrams, or radiograms on official business will be allowed provided a statement is furnished showing the points between which service was rendered, the date, the amount paid for each such telegram, cablegram, or radiogram, and that they were on official business.

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

7.6 Personal messages. Telegrams, cablegrams, and radiograms applying for leave of absence or extension thereof or of inquiry as to, or as to payment of salary or expense vouchers, and answers thereto, or those containing any matter of a purely personal nature, must not be sent at Government expense. The mere fact that the senders in the communications to which there were responses were addressed by their official titles does not transform telegrams on strictly private business into official telegrams.

7.7 Payment of charges. Official telegrams, cablegrams, and radiograms sent to Government offices having authorized charge accounts should be sent

SGTR 8

"Official Business—Collect" unless otherwise directed by competent authority. All others should be prepaid.

7.8 Prepayment demanded. When "collect" service is refused, payment of the amount demanded should be made and the circumstances with a receipted copy of the message should be reported immediately to the administrative official.

7.9 Messages to be coded. When practicable, cablegrams and radiograms should be coded in conformity with a departmental or standard code.

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

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

7.12 Priority of official messages. All Government communications shall have priority over all other business, except radio communications or signals, which are given absolute priority under the Communications Act of 1934, as amended, and shall be subject to the prevailing classifications, practices, and regulations applicable to the corresponding commercial communications. All officers of the United States sending such telegrams, should endorse thereon the words "official business" and should report to the Federal Communications Commission any failure to transmit them in such priority and any charge made in excess of the rate above prescribed.

Section 8. TELEPHONE SERVICE

8.1 Official local calls. Charges for local telephone calls on official business will be allowed. The travel voucher shall show the number of such calls, rate per call, total amount expended each day, and that the calls were on official business.

8.2 Official long-distance calls. Charges for long-distance telephone calls on official business will be allowed, provided a statement is furnished showing the points between which service was rendered, the date, the amount paid on each call, and that the calls were on official business. When the public interest so requires the points between which the service was rendered need not be stated in the travel voucher, but may be stated in confidence to the administrative official.

8.3 Personal calls. Telephone calls applying for leave of absence or extension thereof or inquiry as to, or as to payment of salary or expense vouchers, and answers thereto, or those as to any matter of a purely personal nature, must not be made at Government expense, and charges therefor will not be allowed.

Section 9. EXPRESS AND FREIGHT

9.1 Government bills of lading. Shipments by express or freight of Government property not classed as baggage and not admissible to the mails should be made on Government bills of lading, if practicable. (See sec. 5.1.)

9.2 Payment of charges. Charges on shipments made on Government bills of lading must not be paid by the traveler. (See sec. 9.4.)

9.3 Freight service to be used. Shipments must not be made by express when ordinary freight service will answer the official needs, due consideration being given to the probable cost of collecting or delivering the shipment and the time required for transmission.

9.4 Prepayment demanded. When acceptance of shipments on Government bills of lading is refused, payment of the amount demanded should be made, and the circumstances, with a receipt, should be reported immediately to the administrative official of the department or independent establishment.

9.5 Receipts for cash payments. When Government bills of lading are refused or not used and cash payment is demanded, the carrier's receipt showing the original point of shipment, destination, number of packages, contents and separate weight of each package, rate and amount of charges paid, will be accepted in support of charge.

Section 10. MISCELLANEOUS EXPENSES

10.1 Definition. Charges for necessary stenographic or typewriting services or rental of typewriting machines in connection with the preparation of reports or correspondence, clerical assistance, services of guides, interpreters, packers, drivers of vehicles, storage of property used on official business will be allowed when authorized or approved.

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

10.2 Hire of room for official use. When necessary to engage a room at a hotel or other place in order to transact official business, a separate charge therefor will be allowed when authorized or approved. (See sec. 11.1h.)

10.3 Method of payment. Where cash payment is made for such services reimbursement for the charges actually made may be allowed provided the voucher shows the quantity, unit, and unit price. (See sec. 11.) If cash payment is not made the account should be approved by the traveler, certified by the payee, and forwarded to the administrative official for approval and payment to be made direct to the person who rendered the service. The account must show the dates of service, quantity, unit, and unit price, and such other particulars as may be needed for a clear understanding of the charge. If Government voucher form is not used, care should be taken that each account is submitted in duplicate, the original of which shall bear the approval of the traveler and the following certificate by the payee: "I certify that the foregoing account is correct and just and that payment therefor has not been received."

10.4 Fees relating to travel outside the limits of the continental United States. The following items may be authorized or approved:

a. Commissions for conversion of currency in foreign countries. (See secs. 12.9, 12.10.)

b. Charges covering exchange fees for cashing United States Government checks or drafts issued in reimbursement of expenses incurred for travel in foreign countries. (See sec. 12.10.) Exchange fees incurred in cashing checks or drafts issued in payment of salary will not be allowed in travel expense accounts.

c. Costs of Travelers Checks purchased in connection with travel outside the limits of the continental United States.

d. Fees in connection with the issuance of passports, visa fees, costs of photographs for passports and visas, costs of certificates of birth, health, and identity and of affidavits, and charges for inoculation which cannot be obtained through a Federal dispensary.

SGTR 11

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

Section 11. RECEIPTS

11.1 Receipts required. Receipts for allowable cash expenditures in amounts in excess of \$15, plus any applicable tax, when practicable to obtain them, will be required for:

- a. Baggage, excess. The receipt should indicate the weight of the baggage and the points between which the baggage was moved. (See sec. 5.2.)
- b. Baggage, transfer and checking charges. (See secs. 5.4, 5.6.)
- c. Clerical assistance. (See secs. 10.1, 10.3.)
- d. Fees relating to travel outside the continental United States. (See secs. 10.4, 12.9, 12.10.)
- e. Hire of special conveyance such as livery, boat, automobile (not taxicabs locally), aircraft, etc. (See sec. 3.4.) Livery and other special transportation receipts must describe the service hired, the service rendered, and the rate of compensation by the day, hour, or other unit, as may have been agreed. If the subsistence of driver or team is included in the cost, that fact must be stated. A receipted bill or other form of receipt will be accepted, provided it is made out to show the period and service rendered, or articles purchased, and the unit price.
- f. Miscellaneous expenses allowable under section 10.5.
- g. Operating expenses of a privately owned conveyance, such as gasoline, oil, garage and hangar rent, feeding and stabling of horses. (See sec. 3.5a.)
- h. Rental of rooms for official business. (See secs. 10.2, 10.3.)
- i. Rental of typewriters. (See secs. 10.1, 10.3.)
- j. Services, personal, such as guides, interpreters, packers, and drivers of vehicles. (See secs. 10.1, 10.3.)
- k. Services, stenographic and typewriting. (See secs. 10.1, 10.3.)
- l. Shipments, freight, or express, regardless of amount. (See sec. 9.)
- m. Steamer chairs, steamer cushions, and steamer rugs. (See sec. 3.1a.)
- n. Storage of baggage or property. (See secs. 5.1, 5.5, 10.1, 10.3.)
- o. Telegrams, cablegrams, radiograms. (See sec. 7.)
- p. Telephone messages, long distance, except that where a coin box telephone is used and it is so stated in the travel voucher, a receipt will not be required. (See sec. 8.2.)
- q. Copies of records, etc., furnished by State officials (clerks of courts, etc.). (See secs. 10.3, 10.5.)

11.2 General instructions. If it is impracticable to furnish receipts in any case as above required, the failure to do so must be fully explained in the travel voucher. Mere inconvenience in the matter of taking receipts will not be considered. In no case shall a receipt be taken in duplicate, except as provided in section 3.5a.

11.3 Waiver. When the duties of the traveler are of a confidential nature and the public interest so requires, the requirements for receipts may be waived by the appropriate administrative official.

Section 12. TRAVEL VOUCHERS

12.1 Memorandum of expenditures. All persons authorized to travel on business for the Government (see certificate on travel voucher form) should keep a memorandum of expenditures properly chargeable to the Government, noting each item at the time the expense is incurred, together with the date, and the information thus accumulated will be available for the proper preparation of travel vouchers.

12.2 Travel voucher form. a. All claims for the reimbursement of traveling expenses shall be submitted on authorized reimbursement forms and must be itemized and stated in accordance with these regulations unless, for special reasons, compliance with certain provisions has been waived or modified by written determination of the Director of the Bureau of the Budget.

b. Every travel voucher must be supported where practicable by a copy of the travel authorization, or, if travel authorization has been filed or attached to previous voucher, proper reference thereto should be made. (See sec. 2.1.)

c. Every travel voucher must show in the space provided for such information on the voucher form the serial numbers of the transportation requests issued, giving dates of travel, the points of departure and destination, name of transportation company, and the value of the transportation secured.

d. Travel vouchers must be supported by receipts as required by section 11 of these regulations.

e. When special conveyance or a privately owned conveyance is used, the travel voucher must show the dates and points of travel, and kind of conveyance used. If the distance traveled between any given points is greater than the usual route between these points, the reason for the greater distance should be shown. When travel is authorized by a privately owned conveyance on an actual expense basis, a statement shall also be furnished showing the make of the automobile used, as well as the quantity of gasoline and oil consumed and places between which the travel was performed, and the distance, unit price per gallon or quart paid, and whether all gasoline, oil, garage rent, feed and stabling of horse, and bridge, ferry, or other toll, for which claim is made, was used or occasioned by official travel.

12.3 Rendition of accounts. Unless otherwise required by law, accounts in duplicate should be rendered currently as prescribed by departments and establishments; the original voucher only being signed, and should be prepared by typewriter with carbon duplicate whenever practicable. When vouchers are prepared with ink, only ink of a permanent nature should be used.

12.4 Itemization of accounts. a. Items in travel vouchers must appear in chronological order and all charges for the period covered must be included.

b. Itemization of subsistence expenses must not be made in the travel voucher where a per diem is allowed under section 6.2, in lieu of subsistence expenses under section 6.12. The exact period for which per diem is claimed must be stated.

c. Items suspended from previous travel vouchers and reclaimed (see sec. 12.7) must be stated after all other items have been listed.

d. Receipts must be numbered consecutively, commencing with No. 1 for each account.

e. When claim is made for common carrier transportation obtained with cash, the travel voucher must show the amount spent, including Federal transportation tax, and the mode and class of transportation used.

SGTR 13

12.5 **Erasures and alterations.** Erasures and alterations in totals on travel vouchers must be initialed by the traveler, and erasures and alterations in the totals on receipts must be initialed by the person who signed the receipt.

12.6 **Indirect-route travel.** The travel voucher should set forth the details of the expenses actually incurred, the hour of departure from post of duty, and the hour of arrival at place of duty. (See secs. 1.4, 6.10, 6.12d.)

12.7 **Suspension of charges.** Items in travel vouchers not stated in accordance with these regulations, or not properly supported by receipts when required, will be suspended and the notification of such action will indicate the reasons therefor. Such items as may be subsequently allowable should be included in a subsequent regular or supplemental travel voucher. Full itemization will be required for all suspended items which are reclaimed and charges must be supported by the original suspension notice or a copy thereof.

12.8 **Payments to other employees.** Reimbursement will not be allowed for payments made to other Government employees for transportation expenses, except in cases of necessity, which shall be satisfactorily explained. (See sec. 3.4d.)

12.9 **Foreign currency.** Persons traveling in foreign countries should report their expenditures by items, in the money of the country in which made. The total expenditure in foreign currency must be converted into United States dollars at the rate or rates at which the foreign money was obtained. The rates of conversion and the commissions charged must be shown. (See secs. 10.4a, 11.1d.)

12.10 **Exchange fees.** Charges for cashing United States Government checks or drafts issued in reimbursement of expenses incurred for travel in foreign countries will be allowed in subsequent vouchers. (See sec. 10.4b.)

12.11 **Travel by American ships.** Section 901 of the Merchant Marine Act of 1936 (49 Stat. 2015), provides: "Any officer or employee of the United States traveling on official business overseas or to or from any of the possessions of the United States shall travel and transport his personal effects on ships registered under the laws of the United States where such ships are available unless the necessity of his mission requires the use of a ship under a foreign flag: *Provided*, That the Comptroller General of the United States shall not credit any allowance for travel or shipping expenses incurred on a foreign ship in the absence of satisfactory proof of the necessity therefor."

Section 13. TRAVEL ADVANCES

13.1 **Advance of funds.** a. The head of each department or establishment or his designated representative may advance, through proper disbursing officers to any person entitled to per diem or mileage allowances or subsistence expenses, such sums as may be deemed advisable considering the character and probable duration of the travel to be performed. As a general rule, advances should be held to a minimum and allowed only when it is indicated that an advance is necessary. Normally, the sum advanced to any person shall not be in excess of such amounts as deemed advisable considering the character and probable duration of the travel to be performed. In determining the amount to be advanced consideration shall be given to the time which will elapse before the receipt of periodic reimbursement vouchers.

b. Advances to travelers shall be chargeable to the appropriation or other funds available for the payment of the traveler's expenses.

13.2 Recovery of advances. a. It shall be the responsibility of the head of each department or establishment, or his designee, to assure that the amount previously advanced is deducted from the total expenses allowed or that it is otherwise recovered. In cases where the traveler is in a continuous travel status, or where periodic reimbursement vouchers are submitted on specific authorizations, the full amount of travel expenses allowed may be reimbursed to such traveler without deduction of his advance until such time as the final voucher is submitted. If the amount advanced is less than the amount of the voucher on which the advance is deducted, the traveler shall be paid the net amount. In the event the advance exceeds the reimbursable amount, the traveler shall refund immediately such excess.

b. In the event of cancellation or indefinite postponement of authorized travel the head of the department or establishment, or his designee, shall take immediate steps to secure the refund of any advances that may have been made.

c. Outstanding advances which have not been fully recovered by deductions from reimbursement vouchers or voluntary refunds by the traveler shall be recovered promptly by the head of the department or establishment, or his designee, by "set-off of salary due, retirement, credit, or otherwise, from the person to whom advanced, or his estate, by deduction from any amount due from the United States, or by such other legal method of recovery as may be necessary." Salary or other amounts due shall be resorted to ahead of the retirement credit. In view of these protections which are specifically included in the act, travelers, under normal circumstances, shall not be required to furnish bonds in order to obtain travel advances. However, this does not preclude the requiring of bonds or other security by departments and establishments where the interests of the United States would not otherwise be fully protected.

13.3 Accounting for advances. The accounting for cash advances for travel purposes, recovery, and reimbursements shall be in accordance with procedures prescribed by the General Accounting Office.

Attachment A
 Circular No. A-7
 Revised June 22, 1956
 Transmittal Memorandum No. 18

STANDARDIZED GOVERNMENT TRAVEL REGULATIONS

Appendix I, Revised—Maximum Per Diem Rates in Lieu of Subsistence for Travelers Beyond the Limits of the Continental United States

Note: These per diem rates apply to travel within a locality as specified below. For rates applicable while travelers are en route by airplane, train, or boat to or from, or between localities beyond the limits of the continental United States, see section 6.2c of Standardized Government Travel Regulations effective August 1, 1956, as amended effective August 1, 1959.

The changes, identified by asterisks, are effective May 1, 1961.

<u>Locality</u>	Maximum per diem rates	<u>Locality</u>	Maximum per diem rates
Aden	\$16	Bermuda	\$20
*Afghanistan		Bolivia	13
*Kabul	16	Bonin Islands (See "Other Localities")	
Other	6	*Brazil	
Alaska		*Belem	18
Anchorage	21	*Brasilia	18
Fairbanks	21	*Rio de Janeiro	18
Juneau	21	*Sao Paulo	18
Nome	21	*Other	13
Other	15	British Guiana	15
Albania	10	British Honduras	16
Algeria	15	British Somaliland (See "Other Localities")	
American Samoa	11	Brunei	13
Andorra (See "Other Localities")		Bulgaria	14
Angola	13	Burma	
Argentina	14	Mandalay	12
Australia		Rangoon	19
Melbourne	17	Other	6
Sydney	17		
Other	12	Cambodia	14
*Austria		Cameroun	17
Vienna	16	Canada	17
*Other	13	Canary Islands	10
Bahamas		Canton Island	15
(Apr. 15-Dec. 14, incl.)	17	*Central African Republic ¹	26
(Dec. 15-Apr. 14, incl.)	24	Ceylon	
Bahrein Island	14	Colombo	20
Basutoland (See "Other Localities")		Other	12
Bechuanaland (See "Other Localities")		*Chad, Republic of ¹	28
Belgium	16	Chile	
		Santiago	16
		Other	13

(No. A-7)

21

<u>Locality</u>	<u>Maximum per diem rates</u>	<u>Locality</u>	<u>Maximum per diem rates</u>
China		Greenland (See "Other Localities")	
Taipei	\$16	Guam	\$15
Other	11	Guatemala	16
Colombia	16	*Guinea	23
Congo, Republic of ¹	20		
Congo, Republic of the ²	14	Haiti	
(See separate listing for Ruanda-Urundi)		Cap-Haitien	11
Costa Rica	15	Port-au-Prince	
Cuba		(Apr. 16-Dec. 15 incl.)	13
Havana	17	(Dec. 16-Apr. 15 incl.)	16
Other	14	Other	8
*Cyprus	12	Hawaii	16
Czechoslovakia	12	Honduras	14
		Hong Kong	14
		Hungary	7
*Dahomey, Republic of ²	28		
Denmark	12	Iceland	13
*Dominican Republic		India	
*Cuidad Trujillo		Bombay	13
(Apr. 16-Dec. 15 incl.)	22	Calcutta	15
(Dec. 16-Apr. 15 incl.)	25	New Delhi	13
Other	11	Other	9
		Indonesia	8
Ecuador		*Iran	
Guayaquil	18	Khorramshahr	15
Other	12	*Tehran	20
El Salvador	20	Other	11
Eritrea	13	Iraq	
Estonia	16	Baghdad	18
Ethiopia	13	Other	15
		Ireland	13
		Israel	14
Fiji Islands	16	*Italy	
Finland	20	*Florence	15
France		*Genoa	15
Alpes Maritimes Department		*Milan (including Vergiate and Gallarate)	18
(including Nice)	15	*Naples	15
Fontainebleau	15	*Palermo	15
Marseilles	15	*Rome	18
Seine Department (including Paris)	17	*Trieste	15
Seine et Oise Department	17	*Turin	18
Other	13	*Venice	15
French Guiana	13	Other	12
French Somaliland	15	Ivory Coast ²	
French West Indies	18	Abidjan	23
		Other	13
Gabon, Republic of ¹	21	Iwo Jima (See "Other Localities")	
Gambia (See "Other Localities")			
*Germany		Japan	14
*Saarland	13	Jerusalem	14
*Other	13	Jordan	10
Ghana			
Accra	20	Kenya	11
Other	15	*Korea	
Gibraltar	7	*Seoul	19
Great Britain and North Ireland:		*Other	9
London, including Middlesex County, Bushey Hall, and Denham	15	Kuwait	14
Other	13		
Greece	14	Laos	15
		Latvia	16
		Lebanon	13

(No. A-7)

<u>Locality</u>	<u>Maximum per diem rates</u>	<u>Locality</u>	<u>Maximum per diem rates</u>
*Liberia		Poland	\$ 6
Monrovia	\$25	Portugal	
*Roberts Field	18	Azores	7
Other	8	Madeira Islands	7
*Libya		Other	12
*Benghazi	16	Portuguese Guinea	10
*Tripoli	16	Puerto Rico	
*Wheelus Field	9	San Juan	24
*Other	12	Other	18
Liechtenstein	12		
Lithuania	16	Qatar	25
Luxembourg	14		
Malagasy Republic	18	Rhodesia, Northern (See	
(formerly Madagascar)		Rhodesia and Nyasaland, Fed-	
Malaya	14	eration of)	
*Mali, Republic of ² (formerly		Rhodesia, Southern (See	
Soudanese Republic)	28	Rhodesia and Nyasaland, Fed-	
Malta	12	eration of)	
Mauritania ²	13	Rhodesia and Nyasaland, Fed-	
Mexico		eration of	14
Acapulco	15	Ruanda-Urundi ³	16
Mexico, D.F.	15	Rumania	14
Other	12	Ryukyu Islands (See "Other	
Midway	15	Localities")	
Monaco	15		
Morocco	12	Saarland (See Germany)	
Mozambique	10	Sarawak	16
		Saudi Arabia	
Nepal	11	Jidda	17
Netherlands		Riyad	25
The Hague	16	Other	10
Other	14	Senegal, Republic of ²	19
Netherlands Antilles		Sierra Leone	18
(Change in name)	20	Singapore	18
New Caledonia	14	Society Islands	
New Zealand		Tahiti	16
Auckland	12	Other	9
Wellington	12	Somali Republic	10
Other	9	Southwest Africa	8
Nicaragua	18	Spain (See also Canary Islands)	
Niger, Republic of ²	19	Madrid	13
Nigeria		Other	10
Lagos	18	Spanish Sahara (See "Other	
Other	13	Localities")	
North Borneo	13	Sudan	15
Norway	15	Surinam	12
Nyasaland (See "Rhodesia and		Swaziland (See "Other	
Nyasaland, Federation of")		Localities")	
		Sweden	16
		Switzerland	15
Pakistan	11	Tanganyika	9
Panama		Thailand	
Panama City	17	Bangkok	19
Other (including Canal Zone)	13	Other	8
Paraguay	12	Togo	
Peru	13	Lome	20
Philippines		Other	15
Manila	13		
Other	9		

(No. A-7)

23

<u>Locality</u>	<u>Maximum per diem rates</u>	<u>Locality</u>	<u>Maximum per diem rates</u>
Trust Territories		Venezuela	
Pacific Islands	\$11	Caracas	\$23
Tunisia	15	Maracaibo	23
Turkey		Other	18
Ankara	13	Viet-Nam	
Istanbul	15	Saigon-Cholon Area	16
Other	9	Other	10
Uganda	10	Virgin Islands	
*Union of South Africa		(May-Nov. incl.)	20
Capetown	12	(Dec.-Apr. incl.)	30
Johannesburg	12	Volta (See Upper Volta)	
*Other	10	Wake	15
Union of Soviet Socialist Republics	16	West Indies	
United Arab Republic		Jamaica (change in dates)	
Egypt		(Apr. 16-Dec. 14 incl.)	14
Cairo	13	(Dec. 15-Apr. 15 incl.)	18
Other	10	Trinidad	17
Syria	11	Other	
*Upper Volta, Republic of ²	17	(Apr. 16-Dec. 14 incl.)	12
Uruguay	13	(Dec. 15-Apr. 15 incl.)	16
		Yugoslavia	8
		Zanzibar (See "Other Localities")	
		Other Localities	9

¹ Formerly a part of French Equatorial Africa.

² Formerly a part of French West Africa.

³ Formerly listed under Belgian Congo.

Page Denied

Next 2 Page(s) In Document Denied