

Concur Authorization Tab Index

Accounting Codes	3
Actual Subsistence	3
Advance	3
Airfare	4
Cancellation & Fare Rules	4
Understanding Global Distribution System Networks (GDS)	7
REE, Acknowledge of Responsibilities for the Purchase of Non-Refundable Common Carrier	9
Unused Airfare Credits	11
Annual Leave / Personal Days	12
Blanket Authorization	12
CBA	13
Conference Registration Fees	13
Concur Quick Guide, Format for Entering Trip Name/Document Detail Info	15
Constructed Travel – POV	21
Early Ticketing	23
Fees	23
GARS Insurance	23
GOV	24
In Foreign Country (Use Rental)	24
Non-Employee	24
Frequent Flyer Miles (FF)	24
IBA	24
Interim Voucher	24
Local Travel	25
REE Reminder, Local Travel Reimbursement in WebTA	27
Lodging - Add User Supplied Lodging to Existing Auth	29
Reservations noted on the “Exceptions” Tab	31
Mode of Transportation	33
Organizational Changes	33
OSEC Report	33
ORG Codes	35
Paying for Own Travel \$\$	37
Per Diem	37
Pre-Audit Flag	38
Purpose Codes	39
Rental Cars	39
Returned Documents	39
Stamps	40
Tips	41
Tours	41
Train Tickets	41

***** Page intentionally left blank*****

Concur Government Edition e-Travel

BCD – Travel Management Company 800-877-6120 or 904-470-1302 International collect
CBA – Centrally Billed Account used for invitational travelers
CGE – Concur Government Edition e-Travel program <https://cge.concursolutions.com/ui/sso/usda>
FMAD – Financial Management – Travel Policy & Systems
GDS – Global Distribution System coordinates all electronic airfare reservations
GOV – Government vehicle that may be available for local or short-term travel
PNR – Number used by airlines reservation computers.
POV – Privately owned vehicle which is an optional mode of transportation
TA# – A six-digit travel authorization number used for referencing documents (TA#A056H9)
TMC – Travel Management Company (BCD reservations)

Accounting Codes

The accounting code in the traveler's profile is associated with their management unit. However, there are times when a different management unit wishes to provide travel funds. Travel arrangers may be able to change the code but have access to a limit number of management units and their account codes. The Travel Specialist will be able to search for and add all ARS codes. In AFMCSP (Portal) provide Traveler's Name, ORG Code, Account Code, and TA#.

Actual Subsistence

The memo is only necessary for POST approval of actual subsistence. A full explanation should be placed in the pre-audit field for FMAD approval.

Advance

Travel Cards issued with a PIN number allow up to 20% of the credit limit to be withdrawn at the ATM 2 days before departure. A PIN is issued if a standard credit check application was processed and a standard travel card was issued. Restricted travel cards are issued if a credit check either fails or is not allowed to be processed. Sometimes, employees applying for a home loan will not allow a credit check, but they may apply later allowing a credit check and receive a PIN.

On rare occasions, an invitational traveler may need an advance of travel funds. Enter an AFMCSP (portal) ticket requesting that the Travel Specialist mark the profile for Advance. The authorization must be processed in enough time for them to receive the money before departure. It is important to make sure the traveler is not advanced more than necessary because collection of an overpayment poses problems.

The authorization needs to remain in the "Create" status until Travel Specialist has updated the Advance Section in the authorization, one updated Travel Arranger will be able to move forward on approvals.

Advances will automatically be deducted from the voucher being filed. This is why it is important to be conservative when creating the authorization so that the automatic advance given is not larger than the actual expenses.

Airfare

BCD Assistance Request

BCD will answer questions, and even give flight estimates, but if you ask the service rep to book airfare, or change airfare, fees will be incurred. Travelers that call BCD to make changes should notify their travel arranger so that additional fees can be added to the voucher.

NOTE: BCD has access to multiple search engines while CGE is more limited. BCD may be able to find economical flights which may justify a service fee.

Booking Classes of Fares

There are 26 booking classes. Those classes determine the fare. If United's lowest fare is coach "S" class and the UA system has allocated all of the "S" class inventory to Sabre, then BCD can't see it to sell it. Also "S" class seats could be changed to another class. Your reservation is confirmed to make sure the inventory still exists. Hotels operate the same way electronically.

Buyer Beware

When booking airfare for anything except City Pairs, check the Fare Rules to see if the ticket is non-refundable or has an immediate ticketing requirement. If calling BCD for a reservation, have them read the fare rules to you. Ask for a manager if necessary.

Cancellation

If the booked airfare is lost due to lack of approval on the authorization, the entire trip (TA) will need to be recreated because the PNR on the original reservation is associated with that authorization in the airlines computer system. If the authorization is stamped canceled for any reason, the Concur authorization cannot be reused.

City Pair Fares

City Pair flights are negotiated to be fully refundable, ticket 2 days prior to departure, and refundable if not used. However, all locations do not have City Pair flights available to them.

Fare Rules

All airfare reservations have Fare Rules. Discounted fares may have an early ticketing requirement or non-refundable clause and penalty. It is very important when booking anything other than City Pairs to read the Fare Rules.

Understanding airfare ticketing rules

1. Carriers determine ticketing requirements. Prior to purchase travelers and/or travel preparers should review the ticketing requirements for the selected reservation.
2. The ticket rules for an individual reservation can be found by selecting the arrow (<) next to "Show details".

07:01a PIA → 05:34p DEN 1 stop DFW 11h 33m
American Airlines 5941, 1523

02:17p DEN → 09:13p PIA 1 stop ORD 5h 56m
American Airlines 1160, 2999

\$603.60

Lesser policy violation

Govt. Contract Discounted

Show all details ▾

3. And then selecting “**Fare Rules**” (a pop-up window will open).

Fare Details


Free Checked Bags

Refundable

Govt. Contract Discounted
[Rules / Fare Details](#)

[Visit American Airlines](#)

Yes
Fees may apply



\$603.60

Lesser policy violation

GSA Information

- GSA Government contract fares, if domestic, include all existing Federal, State, and local taxes, as well as airport maintenance fees and other administrative fees. Not included are fees such as passenger facility charges, segment fees, and passenger security service fees. If international, these fares are exclusive of taxes and fees, but inclusive of fuel surcharge fees.

Apollo

4. In the pop-up window, scroll down to the section titled “ADVANCE RES/TICKETING”

Contract Fare (YCA, _CA) Example

ADVANCE RES/TICKETING

UNLESS OTHERWISE SPECIFIED
RESERVATIONS ARE REQUIRED FOR ALL SECTORS.
NOTE -
WHEN RESERVATIONS ARE MADE AT LEAST 3 DAYS PRIOR
TO DEPARTURE TICKETING IS REQUIRED AT LEAST 2
DAYS PRIOR TO DEPARTURE.
OTHERWISE TICKETING IS REQUIRED AT LEAST 6 HOURS
PRIOR TO DEPARTURE.

Restricted/Non-Refundable Fare Example

ADVANCE RES/TICKETING

FOR -00 TYPE FARES
RESERVATIONS ARE REQUIRED FOR ALL SECTORS.
WAITLIST NOT PERMITTED.
TICKETING MUST BE COMPLETED BY MIDNIGHT 1 DAY AFTER
RESERVATIONS ARE MADE.

5. Ticketing rules vary widely across carriers and fare types (contract, me too, restricted, non-refundable, etc.). As always, carriers reserve the right to require immediate ticketing on any reservation.
6. Carriers will auto-cancel any reservation not ticketed in accordance with the carriers ticketing rules.

USDA Ticketing Timeframes

Upon approval in CGE, contract fares are ticketed within 48 hours. All other domestic fares are ticketed at time of approval. International reservations are ticketed within 5 business days of departure. Only EMERGENCY situations will be ticketed on the weekend or holidays.

In cases where approval is received after the carrier has cancelled a reservation, a new reservation is required.

- CGE (Concur System) will auto-cancel unapproved reservations within 48 hours of departure.
- BCD will only cancel reservations upon request (through CGE or call-in).

TMC Fee	Current Amount	Oct 1, 2018
Self Service	\$8.26	\$9.91
Self Service (Lodging and/or Rental Car Only)	\$7.66	\$7.66
Full Service Domestic	\$34.30	\$35.95
Full Service International	\$39.90	\$41.55
Full Service Domestic/International (Lodging and/or Rental Car Only)	\$16.07	\$16.07
Travel Voucher Fee	\$14.75	\$14.75

The new fee structure will apply to all air and rail ticketing events as of October 1, 2018. Air and/or rail reservations that are booked prior 9/30/18, but ticketed on or after October 1, will be subject to the new fee structure. Hotel and/or rental car reservation fees will remain the same.

Global Distribution System Networks (GDS)

There are five networks, Sabre, Amadeus, and Worldspan/Galileo/Apollo, all owned by Travelport. All commercial reservation systems subscribe to a GDS. Airlines use complex algorithms to constantly allocate and reallocate seat inventory to the various GDS' electronically every second. The factors that determine distribution are traffic, sales, demand, and availability. If there is a sudden run on United Airline ticket sales, the UA may allocate additional inventory to one GDS to meet the need. In the next few minutes, they may move the inventory to a different GDS. This is why you may see a particular fare on one site but not on another. BCD subscribes to Apollo.

Government Discounted Fares

Government discounted fares are offered by the airline to be competitive but may be issued on a first come basis and require ticketing when seating becomes limited.

Immediate Ticketing

An immediate ticketing requirement can potentially cause double work for the arranger. It is important that the traveler and approver are in agreement on the trip and costs. In many cases booking and approvals must happen in one day.

If the trip is Foreign and requires the Area Director's approval, it will take more time for approvals. Make sure the FTIS and AD-1101 package is approved prior to choosing any discount/immediate ticketing airfare.

MUST use BCD

Though deeply discounted flights may appear on other online services, the government contract is with BCD and the e-Travel system (CGE) according to congressional law. FTR 301-50.3

If flights are booked outside of the government contracts, the traveler may face harsh penalties. The ONLY exception to this is when BCD is unable to book a small in-country airline.

Non-refundable Fares

Discounted fares may not be non-refundable, but the potential exists. Fare rules must be checked. Non-refundable fares may have a cost advantage if the trip has little chance of being canceled or postponed. An agreement document should be signed by both the traveler and the approver, and uploaded into the authorization because if the traveler cancels the plans for personal reasons, they will be responsible for the unused airfare. There may be exchange fees and limited credit given on future flights.

***** Page intentionally left blank*****

Research, Education and Economics

**Acknowledgement of Responsibilities for
the Purchase of **Non-refundable** Common Carrier
Transportation**

_____ is requesting purchase of non-refundable ticket for travel from _____
(origin)

to _____, on _____.
(destination) (dates of travel)

Government Contract Airfare: _____.

Restricted Airfare: _____.

We have read and understand the following:

- ☐ Government contract fares, where available, are to be used unless an exemption applies.
- ☐ The ticket requested is non-refundable/restricted and that there may be service charges and additional costs that must be paid if changes are made after the tickets are issued. The traveler and authorizing official/fund holder recognize the potential financial risk to the agency should the agency cancel the above listed travel after the purchase of a non-refundable ticket.
 - o If changes to travel are ordered by the agency, any additional costs are paid from the authorizing official/fund holder's budget.
 - o The traveler is responsible for any costs that result from cancellation or changes to the ticket that are not related to official travel or that are made for personal convenience. The traveler is responsible for any costs associated with this ticket if this form is not signed by the fund holder/authorizing official.
- ☐ Non-refundable tickets must be used in accordance with REE Policy.
- ☐ Non-refundable fares require immediate ticketing, upon request to the travel agent.
- ☐ Non-refundable tickets, upon issuance, are charged immediately to the travel charge card account used for payment.
 - o If this ticket is charged to the traveler's individually-billed travel charge card account, the traveler recognizes the responsibility to pay the ticket cost when the travel charge card bill is due, and realizes that this bill may be due prior to the end of travel or before reimbursement of the cost of the ticket.
 - o If this ticket is charged to the agency GVTs account, the authorizing official/fund holder recognizes that the cost of the ticket may be obligated and paid from their organization's fund balance and realizes that this obligation and payment may occur prior to or before the end of travel. (Fares may only be charged to the GVTs account for foreign travel or if the traveler does not have an individually billed Government travel charge card.
- ☐ The traveler recognizes the responsibility to understand the fare restrictions and rebooking rules for the ticket being requested. Some airlines require cancellation, rebooking and reissue of tickets PRIOR to the departure of the original outbound flight and/or continuing flights. Failure to do so may result in the entire ticket value being lost.

I have considered the government contract airfare for this travel and request a nonrefundable/restricted fare because _____. I understand the above responsibilities and authorize my travel office to purchase non-refundable common carrier ticket for the travel listed.

Employee (Traveler) Signature

Date

I authorize the use of non-refundable/restricted fare for the travel and traveler listed above. I understand the agency responsibilities for the use of this ticket and the risk to the government if the travel is canceled or changed.

Authorizing Official/Fund holder Signature

Date

This signed document should be part of the upload approvals in the authorization. Approved by the fund holder at the location. It does not need to be uploaded to the AFMCS Portal for AD approval.

***** Page intentionally left blank*****

PNR

The airlines use the PNR number to identify electronic reservations. If the Arranger adds flights and SIGNS the authorization a PNR is issued. When BCD reserves flights a PNR is issued. If flights are canceled by the system because the authorization was not approved by the ticketing date, the PNR will be canceled and the authorization will not be usable.

Precheck with TSA or Global Entry

The option is offered by TSA or Global Entry to make security screening faster, but **the cost to enroll is not a reimbursable travel expense**. If a traveler does purchase the clearance, it may be entered into their CGE profile.

Restricted Fares

General restricted fares are deeply discounted and have either immediate ticketing and/or non-refundable restrictions.

Schedule Changes – RESERVATION UPDATES

When flights or schedule changes are made by BCD, an email will be received, and the Travel Arranger will need to **sign the authorization again to accept the changes**. If a call is made to BCD and they are told the flights are ok and to approve those changes, a fee will be incurred. Watch all authorizations to make sure they are signed and approved. It is possible to lose an airfare: **Auth is no longer at POSACK Obligation status**

Unused Ticket – Airline Credits

If a non-refundable airline ticket is canceled, the airline will charge a penalty and possibly give the traveler credit for a future airfare.

The process for use:

- Call BCD (incur new fee) and ask them to apply the credit to the new trip.

How to find this?

- Choose the traveler's name in the drop down... Administering Travel for:
- Click on Profile Tab

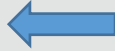


- Choose **Personal Information** link
- Immediately **ABOVE Gender** and Birthday.....look at the Unused Tickets box.

This gives the airline name, the credit amount, and the expiration date.




On a future trip, book airline (credited) in CGE like normal and CALL BCD. You will incur an additional fee to have this applied to the current airline ticket.

+ Add Ticket Credit



TSA Secure Flight

The Transportation Security Authority (TSA) requires us to transmit information collected from you. Providing information is required. If it is not provided, you may be subject to additional screening or denied transport or authorization. TSA may share information you provide with law enforcement or intelligence agencies or others under its records notice. For more on TSA privacy policies or to view the records notice and the privacy impact assessment, see the TSA's web site at WWW.TSA.GOV.

Gender **[Required]** Date of Birth (mm/dd/yyyy) **[Required]** DHS Redress No.  TSA Pre✓ Known Traveler Number 

☐ Male ☒ Female

Annual Leave

Only official travel is to be recorded in a CGE authorization. The employee may take annual leave of up to 5 days, not to exceed the official business. Annual leave is not booked through BCD and therefore, the official ticket must be exchanged directly with the airline if additional days are needed. The official record will show only the official business. Leave will be marked on the T&A.

5.13 Personal Travel

Leisure travel may not be arranged through the Concur system or the TMC. When taking leave in conjunction with official travel (foreign and domestic travel) up to five additional non-duty days, including holidays and weekends, may be authorized, not to exceed the number of official business days. The official business days do not include travel days or a rest day as required. If beneficial for the government, additional non-duty days may be authorized.

5.14 Mixed Official and Personal Travel

The ATR specifically states that the travel authorization must reflect only what is being authorized by the Government for official business (i.e. travel to and from official destination points by the usually traveled route). Alternate starting locations, extra stops, additional non duty days, and unauthorized transportation methods should not be listed on the travel authorization.

5.14.2 Vouchers

The voucher, as an official certified request for payment should reflect the trip as it actually happened, including any leave/non-duty days.

Blanket Travel Authorizations

Research Leaders, Center Directors, and Area Directors may process blanket travel authorizations for routine mission travel. A Blanket authorization sets up approval for multiple trips to the same location for the same purpose, such as plot visits. They are not to be used for conferences or similar functions. It has been noted that setting up Blanket Authorizations do not save the Travel Arranger time because a full authorization and voucher must still be created for each trip.

Centrally Billed Account (CBA)

Invitational travelers and government travelers (generally students to field plots) with no reservations may use the CBA Account. The airfare booked on the CBA must be vouchered within 30 days prior to their return to Duty Station.

Conference Registration Fees

Registration fees are NOT a travel expense and should not be paid for with the travel card or reimbursed on the travel authorization. Registration should be paid for with a purchase card or personal credit card. If a conference will not split out their registration fee from the lodging or meal portion of their registration, both the registration and lodging should be paid for on the purchase card.

Copy Function in CGE – NOT recommended

To use the copy function, everything must be the same. If a trip for one employee is copied for another going to the same location, but one has a travel card and the other doesn't, the authorization will not function properly. Be very careful using this time saving feature, because it can cost a lot of time to correct or try to figure out what is wrong with the document.

Cost Comparison

When the normal mode of travel is flying, the traveler may choose to drive their POV instead of flying to the destination. A cost comparison form is completed, and the actual expenses are posted in mileage not to exceed the cost of flying.

***** Page intentionally left blank*****

CONCUR QUICK GUIDE

FORMAT FOR ENTERING TRIP NAME AND DOCUMENT DETAIL INFORMATION

When creating an authorization/voucher it is important that you **enter the correct format in both the *Trip Name* and *Document Detail* fields**. The Travel Policy and Systems Branch (TRSB) pulls a quarterly report from Concur vouchers and sorts by conference names for the *Conference Transparency Report* (old Coburn report).

Please see the guidelines below for the correct format. You can copy and paste the Trip Name into the Document Detail block.

Document Information | Trip Information

*Required Field

Document Type* Vch

Document Name* VCH00726977-1

Document Date* 01/11/2017

TANUM* A0NNJ4

Trip Name* Beltwide Cotton Conference 2017 - 4Jan-6Jan2017 - National Cotton Council of America - www.cotton.org/beltwide - Non-USA facility

Sponsored Travel ☐

Currency U.S. Dollar ▼

Type Code* SINGLE TRIP ▼

Purpose* CONFERENCE/NOT TRAINING ▼

Document Detail* Beltwide Cotton Conference 2017 - 4Jan-6Jan2017 - National Cotton Council of America - www.cotton.org/beltwide - Non-USA facility

- Enter the full official name of the conference/meeting or training course
- Do not abbreviate words. For example, “International” instead of using “intl” or “association” instead of using “assn.”
- Do not use acronyms for the name of the country or organization, for example. “Canadian Department of Food and Agriculture” instead of “CDFA,” “American Veterinary Medical Association” instead of “AVMA” and etc.
- Do not use “Annual” or “12th Meeting of. . .” as part of the conference or meeting title. Instead of “Annual Meeting of the Weed Science Society” it would be “Weed Science Society
- Enter the official start and end date of the event as shown on official conference registration or training, not travel dates or personal days.
- Enter the name of the organizer, sponsor or vendor of training

- Enter the website
- Enter if the event is being held at a USDA facility or Non-USDA facility

MISSION (OPERATIONAL) REQUIRED INFORMATION:

- Enter a brief description summary of the purpose
- Enter official start and end date of the mission
- Enter the research unit's name, organizer or sponsor
- Enter if the mission/work purpose is being held at a USDA facility or Non-USDA facility

SPONSORED-LIMITED REQUIRED INFORMATION:

- Enter a brief description summary of the title of event or purpose of event
- Enter official start and end date of the sponsored travel
- Enter the organizer or sponsor's name
- Enter the sponsor's website if available
- Enter if the event is being held at a USDA facility or Non-USDA facility
- Enter the estimated amount of contributed funds and/or value of in-kind services provided (purchased or prepaid air, lodging, etc)

****Note** – When making flight reservations and you select **Conference/Not Training** the system request that you select a conference from the drop down menu. If the conference is not on the list it is okay to change the **Purpose Code** to **Mission** or **Training**. When you are completing the authorization after making the reservations you can change the **Purpose Code** back to **Conference/Not Training** or leave it at **Mission** or **Training**. The **Purpose Code** can also be changed on the voucher. The most important thing is to use the correct format in the **Trip Name** and **Document Detail** blocks.

EXAMPLES:

Conference/
Not Training

International Society for Horticultural Science Symposium on Woody
Ornamentals of the Temperate Zone – 01July-04July2017 – International
Society for Horticultural Science –
<http://www.sest2012.com/english/sect2012-home.html> - Non-USDA facility

Beltwide Cotton Conference - 1/4/17 – 1/6/17 – National Cotton Council of
America – www.cotton.org/beltwide - Non-USDA facility

<div style="background-color: red; color: white; padding: 5px; text-align: center; width: fit-content;">Training</div>	Managerial Cost Accounting – 06June-08June2017 – Management Concepts – https://www.managementconcepts.com – Non-USDA facility
--	---

<div style="background-color: red; color: white; padding: 5px; text-align: center; width: fit-content;">Mission (Operational)</div>	Pre-employment interview – Research Soil Scientist position – 12June2017 – USDA, ARS, Crop Production Systems Research Unit Site visit – Harvest corn at winter nursery – 26June29June2017 – USDA, ARS, Crop Genetics Research Unit
---	--

Technical assistant – laboratory equipment upgrade and installation –
 22May24May2017 – USDA, ARS, Sugarcane Research Unit

<div style="background-color: red; color: white; padding: 5px; text-align: center; width: fit-content;">Sponsor- Limited</div>	Review Progress in Research on Charcoal rot screening program – 20March-30March2017 – Institute of Agricultural Biotechnology – www.inbio.org.py – Non-USDA facility - \$2,300 contributed funds in-kind
--	--

Trip Purpose Definitions

Trip Purpose	Includes
CONFERENCE / NOT TRAINING	<p>This class of travel is for the primary purpose of explaining USDA, ARS programs or the operation of those programs to interested potential or current participants.</p> <p>Conference Definition - a meeting for consultation, discussion, or the exchange of information on a specific topic.</p> <p>Travel to</p> <ol style="list-style-type: none"> (1) make a speech or a presentation (2) deliver a paper (3) otherwise take part in a formal program, other than training (4) communicate information about USDA programs to external partners/stakeholders (5) attend a meeting (6) attend a retreat (7) attend a seminar (8) attend a symposium (9) attend an event.

	<p>(10) provide training to Federal and non-Federal customers/participants/partners {INSTRUCTOR}.</p> <p>(11) attend an award ceremony where the employee receives the award. (includes travel for an employee and/or dependent(s))</p>
TRAINING	<p>Travel to receive training.</p> <p>(1) Training means the process of providing for and making available to an employee, and placing or enrolling the employee in, a planned, prepared, and coordinated program, course, curriculum, subject, system, or routine of instruction or education, in scientific, professional, technical, mechanical, trade, clerical, fiscal, administrative, or other fields which will improve individual and organizational performance and assist in achieving the agency's mission and performance goals. Refer to United States Code, Title 5, Section 4101 {5USC4101}.</p> <p>(2) Travel to a conference is considered training when:</p> <p>(a) The announced purpose of the conference is educational or instructional;</p> <p>(b) More than half of the time is scheduled for a planned, organized exchange of information between presenters and audience which meets the definition of training in 5USC4101;</p> <p>(c) The content of the conference is germane to improving individual and/or organizational performance, and (d) Development benefits will be derived through the employee's attendance. Refer to Code of Federal Regulations, Title 5, Chapter 1, Part 410-Training {5CFR 410.404}</p>
MISSION (OPERATIONAL)	<p>Travel, to a particular site in order to:</p> <p>(1) support the agency's strategic plan and performance objectives</p> <p>(2) personally perform operational or managerial activities related to the mission of the organization (e.g., grant operations, management activities for internal control purposes)</p> <p>(3) carry out an audit, inspection or repair activity</p> <p>(4) conduct negotiations</p> <p>(5) court appearances</p> <p>(6) provide technical assistance</p> <p>(7) discuss general agency operations</p> <p>(8) review status reports</p> <p>(9) discuss topics of general interest</p> <p>(10) participate in a pre-employment interview (temporary duty travel only)</p>

	MISSION (OPERATIONAL) also includes travel performed for purposes, which are not included in one of the other listed Purpose Codes. The travel authorization and voucher must include a detailed, specific purpose.
SPECIAL AGENCY MISSION ** Do Not Use this code unless notified by TRSB **	<p>Travel to carry out a special mission for the organization including</p> <ul style="list-style-type: none"> (1) non-combat military unit movements) (2) provide security to a person or a shipment (such as a diplomatic pouch) (3) moving witnesses from residence to other locations. (4) evacuation travel <p>Travel to accomplish critical or time sensitive observation, evaluation, or action that is critical to the mission of the organization (e.g., in the event of an epidemic or natural disaster)</p>

***** Page intentionally left blank*****

CONSTRUCTED TRAVEL

Drive POV instead of fly (not advantageous to the government)

On a piece of paper, make three columns and complete #1 & #2 and only estimate column #3

1. Estimated Costs of Travel	2. Fly	3. Drive Receipts
Flying:		
Airfare Costs (per BCD Travel Agent - refundable cost)		
Parking/Shuttle (home to/from airport)		
Shuttle to/from airport (at TDY hotel)		
Drive POV en route expenses:		
Lodging (en route receipts not to exceed GSA rate)		
Tolls, etc		
Parking (at TDY hotel, etc)		
Round Trip Mileage (per Map Quest) Highest Current rate (cents x mi)		
Total	\$0.00	\$0.00

***** The lowest rate \$xxx is all that is reimbursed in the MILEAGE Expense Category

Expense Category

*Reimbursement is limited to the constructive cost of the **authorized method of transportation**. Constructive cost is the sum of per diem and transportation expenses the employee would have **reasonably** incurred when traveling by the authorized method of transportation.*

On the Authorization:

- Complete the travel as if they were going to fly (without the airfare).
 - Travel dates should match the normal, official flying schedule.
 - Lodging should be at the TDY location.
 - Do NOT input mileage from home to the airport or from the airport home.
 - Do NOT input parking at the airport.
 - Do NOT input any of the expected driving expenses like tolls, mileage, etc.

- 2 Select Mileage Expense enter the mileage **equivalent** for the lowest rate above by
 - The lowest total is usually in the 'Fly' Colum. Divide the total by (current mi. rate equals mileage)
 - Use current POV rate Ex: \$750 divided by 56 cents equals 1,339 miles.
 - This looks like a lot of miles, but it takes this to equal normal airfare column total.
- 3 Select Other Authorization Section
 - Choose POV Not Advantages to the Government
 - Remarks: "Constructed travel at no additional cost to the government."
 - Briefly explain your comparison
- 4 FAX/upload the comparison sheet created to the authorization

On the Time Sheet

- Charge leave for any duty hours that are missed as a result of travel by POV.
- Official Duty is only the normal time it would take to fly to TDY.

On the Voucher

- 1 Collect en route lodging receipts, update the #3. Drive Receipts column, and FAX/upload the updated version to the voucher
- 2 The only reimbursement outside of normal per diem, will be the Mileage Expense for the lesser amount that was input in the authorization
- 3 No other mileage is allowed (to airport or at TDY)
- 4 No other shuttle expenses are allowed.
- 5 Reimburse only the official lodging and meals at the TDY (3/4 travel day, TDY, and 3/4 travel day) as.
- 6 Add the expense for taxi or mileage (current rate cents x mi) to and from the hotel to the TDY.
- 7 Signature Block Remarks: "Constructed travel at no additonal cost to the government." (Briefly explain your comparison)

FTR 301-10.300-310

Early Ticketing

The CGE solution for early ticketing is a Pre-Trip Voucher which is another type of interim voucher.

Currently the Pre-Trip Voucher can be used with a couple modifications when it is time to process the FINAL voucher. On the FINAL voucher:

- Remove the airfare
- Ask the Travel Specialist to remove the airfare fee via email.

However, another option is using two authorizations. One authorization has only the airfare and fees. The second authorization has the itemized expenses. Both authorizations should list the other TA# in the remarks section so that the entire trip can be tracked for audit purposes.

Error Messages

When stamping the document, if an error message is received, write down or screen print the message given so instructions for correction can be provided from Travel Specialist.

Fees

If fees were incurred for ticketed airfare, they must be vouchered and paid to the vendor, even if the trip and airfare was canceled.

GARS Insurance

Domestic

The government vehicle rental insurance (GARS) is \$5 per day. If an employee or an invitational traveler purchases additional insurance, they will not be reimbursed. Be sure to explain rental car process to an invitational traveler and have them ask for the government rate, with GARS insurance.

Foreign

If the rental car is reserved through BCD or CGE, GARS insurance will be available. However, if a rental car vendor does not provide GARS, additional insurance may be reimbursed. Advice is to always purchase additional insurance for foreign travel.

GOV

GOV in a Foreign Country – NOT RECOMMENDED

The Federal Tort Claims Act covers liability/damages to a third party while in the United States. No additional vehicle insurance is needed. When driving a vehicle in a foreign country, drivers must follow laws established by the foreign country. Offices may use appropriated funds to purchase vehicle insurance. However, it is difficult to acquire short-term private insurance for a Government vehicle, such as when driving to Mexico or Canada. Another option is to use a rental car and purchase insurance through the rental company. Using the rental policy will provide the driver with the proper coverage. Refer to the Property Management Guide.

GOV Driven by Non-Employee

At times cooperators may operate a GOV. However, the cooperative agreement must state the specific need for a GOV, list employee name(s) of who is allowed to operate the vehicle, official use, etc. The cooperative agreement should also address liability in case there are issues/damages from misuse. But since the cooperator is acting on behalf of the Government, the cooperator is considered a government employee, so for injuries or damages from an accident where the cooperator was driving, the Government is responsible, as long as the cooperator was conducting official government business.

Frequent Flyer Miles/Points

The traveler may collect and use FF miles from official travel. They may use the miles to upgrade from Coach to Business Class, but NOT to First Class. They may use the FF for personal airfare. They may give up their 'official' seat on the plane to gain personal benefit, if the change in flight does not interfere with official business.

Fund Holder

The fund holder is the RL responsible for the management unit budget and the travel expense ceiling. The RL approves all travel and expenditures for employees in the management unit.

Individually Bill Account (IBA)

Government employees that travel and make air reservations must use the government issued travel card. The merchant codes allowed on this card include, restaurants, airlines, rental cars, trains, taxis and shuttles. The default account limit is \$2,900 but may be raised to accommodate the more expensive airfare. Airfare ticketed on the IBA should be vouchered within 30 days of ticket date because the employee is responsible for keeping the travel card paid current.

Interim Voucher

The interim voucher is designed to pay the travel expenses while the traveler is on a long term assignment. An interim voucher should be filed every 15 days with the last voucher being the Final voucher. Each voucher whether a Final voucher or an interim voucher will have voucher fees. However, most of the time, the arranger will choose to create an authorization and voucher for each month of travel.

Local Travel

Less than 12 hours having no per diem (meals, incidentals or lodging). The expenses associated such as tolls and parking may be reimbursed on Web T&A by supervisor approval. Local travel may be reimbursed as follows:

- According to the Federal Travel Regulation (FTR), travelers are entitled to 75% of the prescribed meals and incidental expenses for one day travel away from your official station if it is longer than 12 hours. Please see [FTR §301-11.101](#).

§301-11.101 WHAT ALLOWANCE WILL I BE PAID FOR M&IE?

- a. Except as provided in paragraph (b) of this section, your allowance is as shown in the following table:

When travel is	Your allowance is
More than 12 but less than 24 hours	75 percent of the applicable M&IE rate for each calendar day you are in a travel status.
24 hours or more, on The day of departure	75 percent of the applicable M&IE rate.
Full days of travel	100 percent of the applicable M&IE rate.
The last day of travel	75 percent of the applicable M&IE rate.

The FTR does not have a mileage requirement regarding meal entitlement. If you are in travel status between 12-24 hours, you're entitled to $\frac{3}{4}$ per diem. Less than 12, no per diem.

Travelers with Access to WebTA

- A Dollar Transaction expense in the WebTA system (see Example). Reimbursements made through the WebTA system should be supported by a request for reimbursement with an itemized list of expenses including date incurred, type, amount, and receipts for any single expense greater than \$35. Request may be submitted to the approving official via email or hardcopy; or
- A method/system of local travel reimbursement established by REE or the Department.

Travelers without Access to WebTA

- A Standard Form 1164, Claim for Reimbursement for Expenditures on Official Business (SF-1164), processed through the Financial Management Modernization Initiative System (known as FMMI); or
- A method/system of local travel reimbursement established by REE or the Department.

Additionally, for travel outside of the 35 mile radius, any miscellaneous expenses such as mileage, tolls, parking, etc., where there is no per diem (lodging and/or meals) entitlement associated with the travel, may be reimbursed through WebTA or an SF-1164, as appropriate. TDY travel with a per diem entitlement must be authorized and vouchered through the agency E-Gov Travel Service, currently Concur Government Edition (CGE).

Lodging

All lodging must be booked through CGE. Guidance states lodging must be booked through the CGE/BCD system, if not booked through CGE/BCD, a cost analysis is provided, proving that it is cost effective for the government to book through the Conference. If lodging is reserved outside of CGE, it needs to be manually listed in the authorization. Lodging booked in CGE will incur an immediate 'ticketing' expense. When lodging is canceled, not only cancel in CGE, but also call the hotel.

Please direct invitational travelers to FedRooms.com to book their hotels and receive the Government rate.

- The Federal Travel Regulation requires that all reservations, including lodging, be made through ConcurGov or BCD. If not booked through ConcurGov or BCD, please provide an explanation regarding why the lodging reservation was booked outside of ConcurGov/BCD. This information must be entered through the "Exceptions" Tab by clicking on the appropriate link in the "Other Authorizations" section in Concur. Please include hotel name, address, confirmation #, days in and days out. Once this has been entered into the Exceptions tab, please resubmit.

REE-Minders!

Local Travel Reimbursement in WebTA

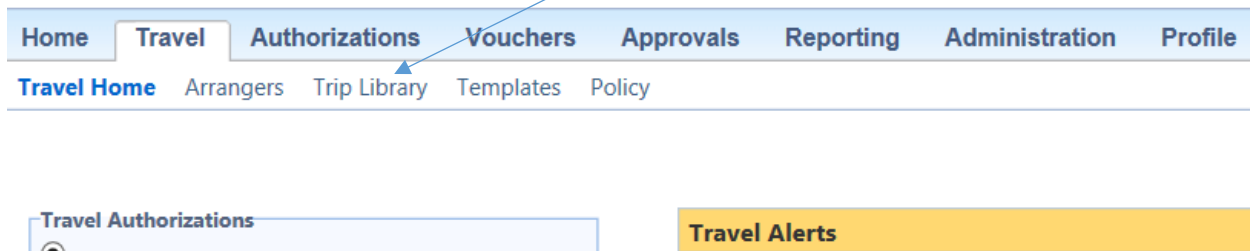
- Submitted as Dollar Transaction Request
- 17-Travel Reimbursement is the ONLY code that should be selected from the dropdown menu
- DO NOT USE ANY OTHER CODES from the Dollar Transaction menu- travel reimbursements will be taxed if other codes are selected.
- Local travel is any travel lasting less than twelve hours, within 35 miles of the duty station, or within 35 miles of the employee's residence.
- local travel expenses may include: metro, taxi, bus, parking, tolls, and mileage (gas included in mileage calculation, not separately reimbursed).
- Local Travel Policy can be found in P&P
- 344.0: <http://www.afm.ars.usda.gov/ppweb/pdf/344-0.pdf>



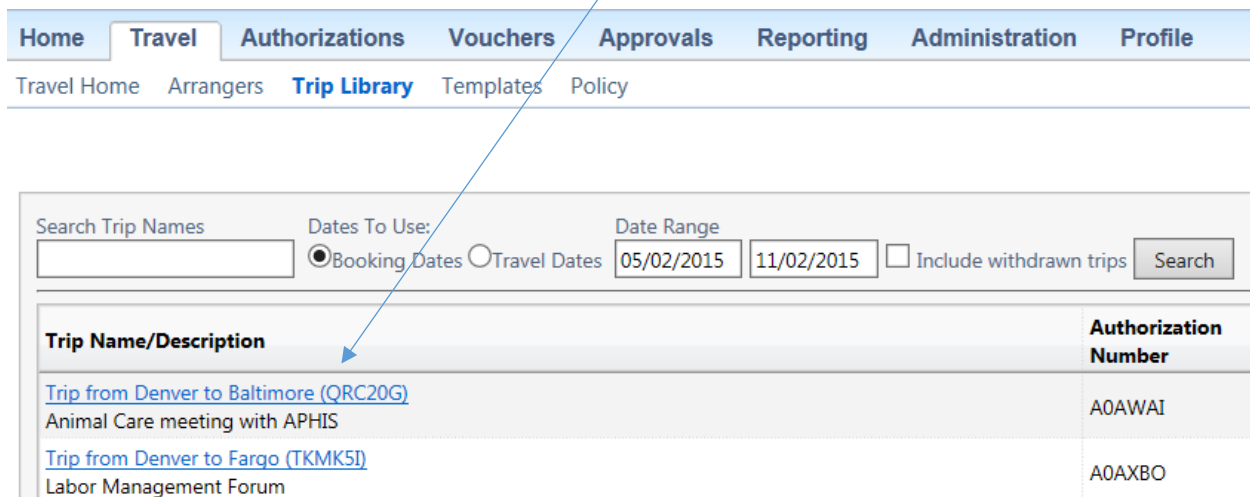
***** Page intentionally left blank*****

Add User Supplied Hotel to an Existing Itinerary

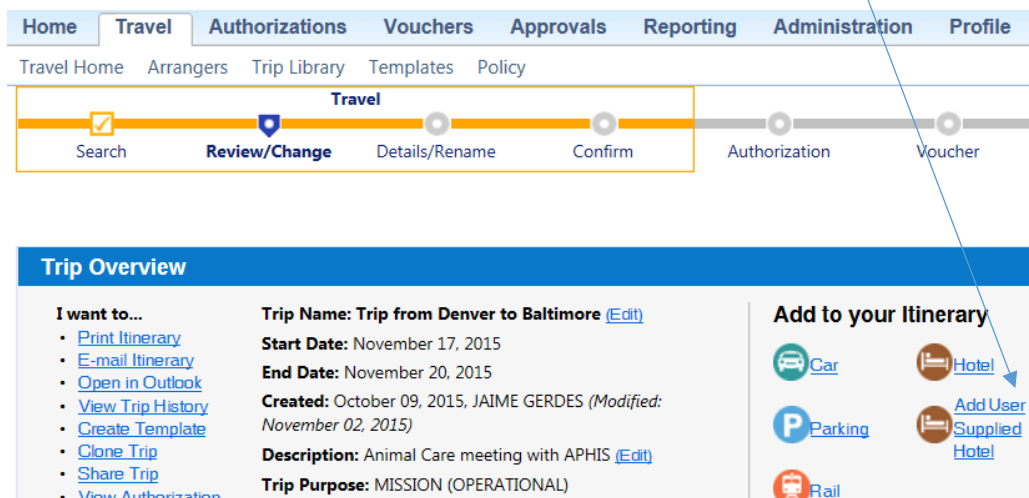
Click on the 'Travel' tab and choose 'Trip Library'



Click on the trip that you need to add a hotel to



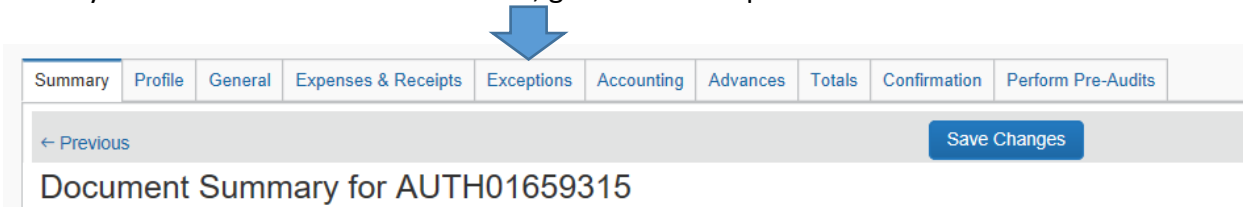
When the itinerary opens, click on 'Add User Supplied Hotel'



***** Page intentionally left blank*****

The Federal Travel Regulation requires that all reservations, including lodging, be made through ConcurGov or BCD. If not booked through ConcurGov or BCD, please provide an explanation regarding why the lodging reservation was booked outside of ConcurGov/BCD. This information must be entered through the "Exceptions" Tab by clicking on the appropriate link in the "Other Authorizations" section in Concur. Please include hotel name, address, confirmation #, days in and days out. Once this has been entered into the Exceptions tab, please resubmit.

1. When you have created an authorization, go to the "Exceptions" Tab:

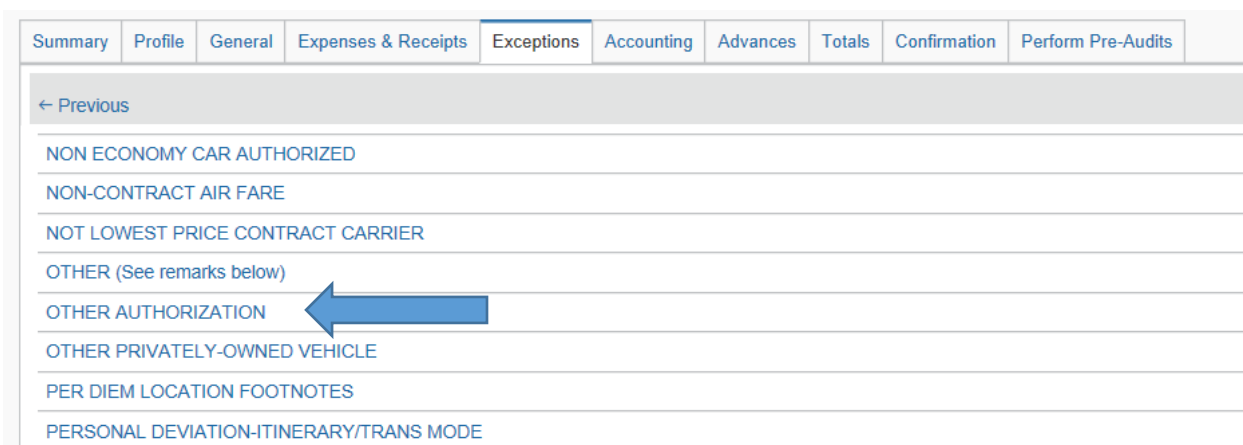


Summary Profile General Expenses & Receipts **Exceptions** Accounting Advances Totals Confirmation Perform Pre-Audits

← Previous Save Changes

Document Summary for AUTH01659315

2. Scroll down and click on "Other Authorization"



Summary Profile General Expenses & Receipts **Exceptions** Accounting Advances Totals Confirmation Perform Pre-Audits

← Previous

NON ECONOMY CAR AUTHORIZED

NON-CONTRACT AIR FARE

NOT LOWEST PRICE CONTRACT CARRIER

OTHER (See remarks below)

OTHER AUTHORIZATION

OTHER PRIVATELY-OWNED VEHICLE

PER DIEM LOCATION FOOTNOTES

PERSONAL DEVIATION-ITINERARY/TRANS MODE

3. Now, scroll to the bottom of the page and click on "Other Authorizations" again.



Other Authorizations

 OTHER AUTHORIZATION

4. A Comment Box will open. In this box, type your justification for booking outside the system, enter name, address and telephone number of the hotel reservations have been booked at, and add the confirmation number and check in and check out dates. Click "Save Remarks"

[Save Remarks](#)
[Cancel Changes](#)

Other Authorization Remarks

i Add or update remarks for the Other Authorization.
[Page Help](#)

OTHER AUTHORIZATION


Remarks

Unable to book hotel at government rate through
 Concur or BCD.
 Holiday Inn New Orleans
 123 Main Street

5. Although you cannot see the entire entry, here is an example of how this information should be entered:

Holiday Inn New Orleans
 123 Main Street
 New Orleans, LA 12345
 123/456-7788
 Confirmation: 998877
 Check In: 9/1/2018; Check Out: 9/8/2018

6. To check your work, go back to the Summary Tab,



Summary	Profile	General	Expenses & Receipts	Exceptions	Accounting	Advances	Totals	Confirmation	Perform Pre-Audits
---------	---------	---------	---------------------	------------	------------	----------	--------	--------------	--------------------

7. Scroll down to the "Additional Authorizations" Section. Your Comments should be printed there.

^ Additional Authorizations Details		Special Authorizations E
Other Authorization	Remarks	
OTHER AUTHORIZATION	Unable to book hotel at government rate through BCD or Concur Holiday Inn New Orleans 123 Main Street New Orleans, LA 12345 123/456-7788 Confirmation: 998877 Check In: 9/1/2018; Check Out: 9/8/2018	

Mode of Transportation

The mode of transportation used, should be in the best interest of the government. Traveler preferences are to be considered, but when there is a conflict of interest, the choice should be what is in the best interest of the government.

Organization Change

When another location or agency using Concur and FMFI is planning to pay for travel, the ORG number may be changed in the traveler's profile so that the paying location can create the authorization and voucher. The ORG number is associated with the routing list used for approvals. While the traveler's profile has another ORG number, the original location should not create documents because they would not have the correct accounting code or routing list. Organizational changes are handled through AFMCSP Portal requests by the Travel Specialist. First clue that the profile may currently be in another ORG is that the normal accounting code is not available.

OSEC Report – Exceptions Tab

This report is required on foreign travel. In CGE it is entered in the Exceptions Tab. Information required is: The role of the traveler, the purpose of the trip, and the benefit to USDA.

EXAMPLES

1. **NO ACRONYMS OR ABBREVIATIONS**
2. **Role of Traveler:**
 - Presenter, Key Note Speaker, Collaborator, Committee Member
 - If an Expert, list the SPECIFIC expertise: Research Microbiologist, Research Geneticist
 - If space allows, list the lecture title.
3. **Purpose of Travel:**
 - Don't need meeting name if it is listed in FTIS record.
 - Why are they going?
 - What do they hope to achieve or learn at this event?
 - What will the traveler BRING HOME / GAIN from this trip?
 - Collaboration, gather SPECIFIC new information, etc.
 - List lecture title in quote marks, if it did not fit in Role of Traveler
4. **Benefit to USDA:**
 - List the most important first. **Start paragraph with USDA will benefit from....**
 - **WHAT** will **USDA GAIN** from this? (not traveler, not ARS, not MU)
 - Be very SPECIFIC (is there a world problem being solved?)
 - **DO NOT MENTION** traveler, traveler's name, ARS, MU **only USDA** in this section.

***** Page intentionally left blank*****

CONCUR Organization Codes	MidWest Area 03 36	NEW ORG
GUSDAREE033620	Peoria, Illinois	03 5010
GUSDAREE033620010	Office of Center Director	5010.05.01
GUSDAREE033620350	Crop Bioprotection Research	5010.05.05
GUSDAREE033620450	Plant Polymer Research	5010.05.10
GUSDAREE033620510	Functional Foods Research	5010.05.15
GUSDAREE033620610	Bioenergy Research	5010.05.20
GUSDAREE033620710	Mycotoxin Prevention & Applied Microbiology Research	5010.05.25
GUSDAREE033620810	Bio-oils Research	5010-05.30
GUSDAREE033620910	Renewable Product Technology Research	5010.05.35
GUSDAREE033611	Urbana, Illinois	03 5012
GUSDAREE033611050	Soybean/Maize Germplasm, Pathology & Genetics	5012.05.00
GUSDAREE033611350	Global Change & Photosynthesis	5012.10.00
GUSDAREE033602	W. Lafayette, Indiana	03 5020
GUSDAREE033602100	Crop Production & Pest Control	5020.05.00
GUSDAREE033602150	National Soil Erosion	5020.10.00
GUSDAREE033602200	Livestock Behavior	5020.15.00
GUSDAREE033625	Ames, Iowa	03 5030
	Iowa State University	
GUSDAREE033625010	Location Support Staff	5030.02.00
GUSDAREE033625100	Corn Insects & Crop Genetics	5030.05.00
GUSDAREE033625120	Plant Introduction Station	5030.10.00
	NATIONAL LABORATORY FOR AGRICULTURE AND THE ENVIRONMENT (NLAE)	
GUSDAREE033625150	Laboratory Director	5030.15.00
GUSDAREE033625151	Soil, Water & Air Resources	5030.15.05
GUSDAREE033625155	Agroecosystems Management	5030.15.10
	NATIONAL ANIMAL DISEASE CENTER (NADC)	
GUSDAREE033625301	Center Director	5030.20.01
GUSDAREE033625301	Deputy Center Director	5030.20.01
GUSDAREE033625305	Ruminant Diseases & Immunology	5030.20.05
GUSDAREE033625310	Infectious Bacterial Diseases	5030.20.10
GUSDAREE033625315	Food Safety & Enteric Pathogens	5030.20.15
GUSDAREE033625320	Virus & Prion Research	5030.20.20
GUSDAREE033625345	Research Program Support	5030.20.03
GUSDAREE036445	Bowling Green, Kentucky	03 5040
GUSDAREE033445050	Food Animal Environmental Systems	5040.05.00
GUSDAREE036440	Lexington, Kentucky	03 5042
GUSDAREE036440050	Forage Animal Production Research	5042.05.00
GUSDAREE033635	E. Lansing, Michigan	03 5050
GUSDAREE033635100	Sugarbeet & Bean	5050.05.00
GUSDAREE033645	Morris, Minnesota	03 5060
GUSDAREE033645050	Soil Management	5060.05.00

CONCUR
Organization Codes

MidWest Area 03 36

NEW ORG

GUSDAREE033640

GUSDAREE033640050
GUSDAREE033640100
GUSDAREE033640200

St Paul, Minnesota

Cereal Disease
Plant Science
Soil & Water Management

03 5062

5062.05.00
5062.10.00
5062.15.00

GUSDAREE033622

GUSDAREE033622100
GUSDAREE033622150
GUSDAREE033620200

Columbia, Missouri

Biological Control of Insects
Cropping Systems & Water Quality
Plant Genetics

03 5070

5070.05.00
5070.10.00
5070.15.00

GUSDAREE033604

GUSDAREE033604050

Columbus, Ohio

Soil Drainage

03 5080

5080.05.00

GUSDAREE033607

GUSDAREE033607100
GUSDAREE033607200

Wooster, Ohio

Application Technology
Corn, Soybean & Wheat Quality Research

03 5082

5082.05.00
5082.10.00

GUSDAREE033655

GUSDAREE033655305
GUSDAREE033655300
GUSDAREE033655301
GUSDAREE033655315
GUSDAREE033655100
GUSDAREE033655200
GUSDAREE033655010

Madison, Wisconsin

US Dairy Forage Research Center
Cell Wall Biology & Utilization Unit
Dairy Forage Research Unit
Environmentally Integrated Management, Marshfield, WI
Cereal Crops Research Unit
Vegetable Crops Unit

03 5090

5090.15.01
5090.15.05
5090.15.10
5090.15.15
5090.05.00
5090-10.00

Paying for Own Travel

Sometimes when the Units are short funded, we will get the inevitable question where employees want to pay for their own travel. You will not find a regulation on this in the FTR, since it is a principle of appropriation law. There is no authority for agencies to accept travel funds from an employee. It has no statutory authority and cannot be done. To do so would be an augmentation of an appropriation. Basically, the augmentation rule states that a Federal agency may not supplement its appropriations from outside sources without specific statutory authority. The Principles of Appropriation Law (Red Book issued by the Government Accountability Office) states “the objective of the rule against augmentation of appropriations is to prevent a government agency from undercutting the congressional power of the purse by circuitously exceeding the amount Congress has appropriated for that activity.” (See page 6-103). In addition, 31 U.S.C. 1301(a) states appropriations shall be applied only to the objects for which the appropriations were made except as otherwise provided by law. Basically, if you decided as an agency that you do not have the funds for a certain activity, you do not perform that activity and do not try to find alternative funding.

There are also alternative considerations besides the fact it is simply not allowable:

- It could become a grievance issue – if only employees that have personal funds would be allowed to travel, this would be unfair treatment.
- Regardless of what we say or do, if we allowed this, we are still liable for payment of travel expenses should the employee later file a claim. Whenever the agency positively allows an employee to travel away from the duty station, we are obligated to pay travel and subsistence expense. The employee may be willing, right now, to absorb the cost, but if at any time they wished to file a claim, we would lose in a case before the Board of Contract Appeals. Agencies should not allow anyone to travel if they do not have the funds to pay them, regardless of whether a claim is immediately filed or not. There are cases where the employee becomes disgruntled and later files for travel reimbursement though they initially did not.

Per Diem

Meals, incidentals and lodging are classified as per diem. The travel day (both departure and return) are allowed 75% of the meal allowance. Travel must be over 12 hours to qualify for any per diem allowances. **If all expenses are provided the traveler is still entitled to the Incidental Allowance. Entitlements are not optional expenses, by congressional law, the employee must file a voucher and be paid.**

Domestic

GSA sets the domestic per diem rates every Fiscal Year which vary based upon seasons. Domestic per diem does not include hotel taxes. <http://www.gsa.gov/portal/content/104877>

OCONUS (Outside the Continental US)

The Department of Defense (DOD) sets the per diem rates for these states and territories: Alaska, Hawaii, US Territories, and Possessions. <http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>

Foreign

The Department of State (DoS) sets the foreign per diem, and it may change EVERY month. Therefore, it is important to check the per diem rate when a trip is booked several months early. The lodging per diem includes hotel taxes and is usually charged per person. When crossing the date line in flight, the traveler will be entitled to 1.75 per diem. CGE shows the extra per diem on the bottom of the expense list. If spouse or family are also traveling, make sure the rate charged the government is the rate for single occupancy.

http://aoprals.state.gov/content.asp?content_id=184&menu_id=78

Split Hotel Room

If two government travelers share a room, they must have the hotel split the bill. One government employee cannot pay for the room or a portion of the room for another. This is considered card sharing and prohibited by regulation. See Paying for Own Travel.

Pre-Audit Flags

There are two types of pre-audit flags. One is asking for additional information and should be clearly explained. Some expenses are set at a zero allowance to require an explanation for the expense. The second type of pre-audit flag is a warning that the authorization will not process until a change is made. We call this a hard fail.

Purpose Codes

The three main codes used are Conference which includes all meetings and presentations, Mission which is routine job related travel such as plot work, and training.

Conference/Not Training

This is any meeting, speech, lecture held outside of USDA facilities. Remarks must be in this order, separated by a comma:

- Conference Name (see conference name guidelines in Authorization Tab section)
- Conference dates

Example: American Society of Plant Biologists Midwest Section Annual Meeting 2015, 03/24-25/2015

Mission

This is used when the trip has to do with the research work being performed. (i.e. collaboration, plot or site visit). Use a narrative statement.

Example: Visit field plots at Nepal to facilitate the ongoing collaborative research program

Training

This is used when the primary purpose is learning.

- Training Session Name
- Training Session Dates

Example: Financial Management Modernization Initiative (FMMI) Training Classes, 10/26-29/15.

Rental Cars

ARS policy requires rental cars to be reserved through BCD and CGE and they must be in the “Compact Class”. However, if there are multiple travelers or if carrying equipment, a larger vehicle may be justified in the pre-audit flag and approved by the supervising fund holder.

Invitational Travelers cannot book rental cars thru BCD because it requires a travel card.

However, they must be instructed to reserve a rental car at a government rate with GARS insurance. We cannot reimburse them for other insurance.

Returned CGE Documents

If it becomes necessary to return a CGE document to the Arranger, an explanation should be placed in the comments field. An email will automatically be sent to the Travel Arranger and the Traveler.

Stamps

Actual Subsistence

Stamp applied by FMAD for expenses over allowed per diem up to a maximum of 149%. A full, detailed explanation must be in the pre-audit flags.

Approved

Final stamp applied to cause obligation and payment.

Cancellation

Kills the document and cancels all reservations.

Exception is for lodging. A phone call still needs to be made to the hotel to verify cancellation. The document should NOT be canceled if lodging was booked because there will be a booking fee associated that needs a voucher.

Completed

Zero Expense Trip has an official record in CGE, but has no voucher filed.

Foreign Travel Approved

Stamp applied by the Travel Specialist FOR the AD approval of the FTIS record. The approved FTIS record MUST be uploaded before the stamp can be applied.

Reviewed

The reviewing official is responsible to verify that expenses are reasonable on authorizations and that voucher expenses are reasonable and receipts for expenses over \$35 are attached. **Some Location Approvers required all receipts uploaded to voucher, even expenses less than \$35.** All expenses are to be within policy.

Signed

Arranger or traveler may sign the authorization to cause it to route and pull profile settings into the authorization. A signed voucher will route to the Traveler. So be sure to T-Enter vouchers.

Sponsored Approved

Contributed Travel stamp is applied at the Area office by the Travel Specialist if the approved AD-1101 package has been uploaded.

T-Entered

Arranger stamps the voucher for the traveler to cause routing to the reviewing official.

Tips

M&IE covers tips (restaurant, hotel bellhop) **except for authorized taxi/shuttles.**

Taxicabs, Shuttle Services, or Other Courtesy Transportation

§301-10.420 When may I use a taxi or shuttle service?

(a) **For local travel.** When your agency authorizes/approves the use of a taxi for the following, local travel is reimbursable:

- (1) Between places of business at an official or TDY station;
 - (2) Between a place of lodging and a place of business at a temporary duty station; and
 - (3) To obtain meals at the nearest available place where the nature and location of the work at a TDY station are such that meals cannot be obtained there.
- (b) To and from a carrier terminal.

(1) **General authorization.** Except as provided in [paragraph \(b\)\(2\)](#) of this section, you will be reimbursed the usual fare plus tip for use of a taxicab or shuttle services in the following situations:

- (i) Between a common carrier or other terminal and either your home or place of business at your official station, or your place of business or lodging at a TDY station; or
- (ii) Between the carrier terminal and shuttle terminal.

(2) **Courtesy transportation.** You should use courtesy transportation service furnished by hotels/motels to the maximum extent possible as a first source of transportation between a place of lodging at the TDY station and a common carrier terminal. You will be reimbursed for tips when you use courtesy transportation service.

(3) **Restrictions.** When appropriate, your agency will restrict or place a monetary limit on the amount of reimbursement for the use of taxicabs under this paragraph when:

- (i) Suitable Government or common carrier transportation service, including shuttle service, is available for all or part of the distance involved; or
- (ii) Courtesy transportation service is provided by hotels/motels between the place of lodging at the TDY station and the common carrier terminal.

(c) **Between residence and office on day you perform official travel.** In addition to use of a taxi under [paragraph \(b\)](#) of this section, your agency may authorize/approve reimbursement of the usual taxicab fare plus tip in the following situations:

- (1) From your home to your office on the day you depart the office on an official trip requiring at least one night's lodging; and
- (2) From your office to your home on the day you return to the office from your trip.

(d) **Between residence and office in cases of necessity.** Your agency may authorize/approve the usual taxicab fare plus tip for travel between your office and home when you perform official business at your official station and:

- (1) You are dependent on public transportation for officially ordered work outside regular working hours; and
- (2) The travel between your office and home is during hours of infrequently scheduled public transportation or darkness.

Train Tickets

Train tickets are treated just like airfare and should be purchased through BCD.

Tours

Often conferences will offer tours and additional activities. Only those activities that advance the traveler's science are considered official travel and reimbursable. Read the conference information for tours and meals provided. Keep a copy of the conference flyer for reference when filing the voucher.