

Cost Comparisons must be done using a [TDY Cost Comparison Form](#) to compare mileage, plus per diem, and cannot exceed the total costs of approved method, plus per diem. The employee must itemize the following costs:

- Per diem
- Overtime or compensatory time
- Lost work time
- Actual transportation costs
- Total distance of travel
- Number of TDY locations
- Number of travelers costs

Only the cost of traveling by the most advantageous itinerary will be reimbursed and the excess cost must be covered with personal funds.

Non-Reimbursable Expenses

- Upgrades to air fares (Business or First Class) without prior written approval
- Overlodging without prior written approval
- Meal costs over the rate for the per diem locality
- Postcards and postage
- GPS not approved in advance
- Any travel related purchase over \$75 that is missing a receipt
- ***POV** charges for repairs, replacements, grease, gasoline, insurance, oil or antifreeze, towage or similar expenses
- Alcohol
- Car rental insurance

*Do not pull out cash from ATM for mileage for POV.

Even though Concur labels mileage as reimbursable, that does not mean as cash because mileage includes wear and tear on a vehicle which the government does not reimburse directly. So no charge card use on POV fuel and no cash advance for mileage either.

Be cognizant of taking toll roads with rental cars. The rental companies charge extra when their passes are used and this charge will post a good time after the trip has ended.

Collision Insurance for TDY is included under the agreement to provide full insurance coverage for property damage and injury or death to third parties resulting from the traveler's use of a rented vehicle. Property damage is limited to \$25,000 in total damage, and \$100,000 for personal injury and death per person with a \$300,000 limit.

Cancelling or Changing Ticketed Airfares, the employee is responsible for covering any costs associated with the cancelled or changed tickets and improperly applied refunds if the above procedures are

not followed or ticketed airfare is cancelled / changed for personal convenience.

During the Trip

During your trip, make sure you keep a record of the dates and time traveled by writing them down or saving receipts. Lodging receipts are required by all agencies. Follow agency policy with regard to other receipts. Below is a Quick Snapshot.

Keep Receipts for all expenses, including, but not limited to:

- Airline Ticket
- Shuttle
- Laundry
- Taxi
- Local Transit
- Parking
- Lodging
- Fuel for Rental Car
- Tolls
- Rental Car
- Baggage Fees
- ATM Fees

Any individual expense costing over \$75 that you are submitting reimbursement for must be listed separately and receipt attached.

Rule of thumb for ATM cash withdrawals is simple: Cash withdrawn must not exceed M&IE total per trip...

Supporting documents must be attached (e.g., daily mileage, excessive lodging approval memo, agenda, flyer, email, etc.)

Properly documented & itemized travel expenses are required for approval and audit purposes. **Maintain records** (TA and TV's, itineraries, receipts etc.) for 3 years.

After the Trip

Submit your voucher reimbursement within 5 days upon return; or if **Extended TDE**, submit every 30 days if on continuous travel status. If traveler arranger is preparing your voucher, submit reimbursement request using [TDY Travel - Voucher Reimbursement Worksheet Form](#), and attach receipts and supporting documentation.

Voucher overpayments will result in a Bill of Collections by the TDY Travel Section. Repayment of Bills of Collections must include Check/money order made payable to BIA.

When paying your charge card bill, overpaying your balance or rounding up a payment is not good practice. It never was, but especially this year. And of course partially paying a balance is not acceptable either.

10 Most Common Errors

- Missing (Paid) Airline Receipts
- Missing (Paid) Lodging Receipts
- Missing Rental Vehicle Receipts
- Missing Other Receipts (e.g., gas, ATM, laundry, taxi, etc.)
- Missing Justifications and Authorizations
- Overlodging (Lodging exceeds maximum rate)
- Oversized Rental Vehicle. Explain & justify by using the Exception Tab within Concur, the reasoning for requesting an oversized vehicle.
- No Lodging Claim (Voucher must include, if no expense, justification or clarification needed)
- No Mode of Transportation Claimed (Must be included in Vouchers – how did traveler get to TDY location and back)
- Missing Cost Comparison (must be included for travel over 350 miles)

Concur

Employees are required to use this system for all reservations (airline, rental car and lodging), and to create TAs and TVs. Concur Login: <https://cge.concursolutions.com/>

TDY Help Desk

Contact the DOI Concur Help Desk at: travel_helpdesk@ios.doi.gov or 1-855-847-6398 option 1 for assistance with CGE system issues related to the following:

- Issues with booking reservations in CGE
- TA and/or TV issues
- login or password issues
- to unlock a locked login account or travel document

Concur Travel Management Center

Contact the TMC directly to book reservations when unable to do so in CGE, next day/same day travel, emergency responder travel (firefighters, threatened law enforcement), and to make changes to existing, already ticketed reservations, call 1-855-847-6398 and select:

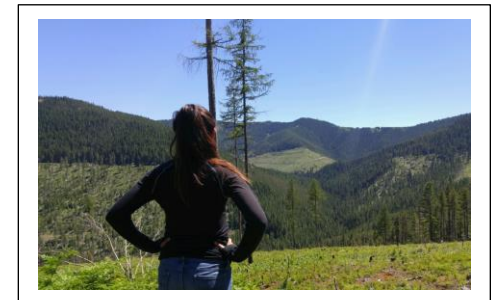
- Option 2 - Duluth Travel Inc. (DTI) (travelers duty stationed in the lower 48 states)
- Option 3 – EI Sol (travelers duty stationed in Alaska)
- Option 5 – Travelers related to fire, law enforcement, and natural disaster emergencies

Duluth/EI Sol and CGE are separate entities. The TMCs send the reservation data into Concur.



TRAVEL POLICY QUICK OVERVIEW

Updated June 2018



Bureau of Indian Affairs
Office of Trust Services
1849 C Street NW, MS-4620-MIB
Washington, D.C. 0240

otspathways@bia.gov
<https://www.bia.gov/WhoWeAre/BIA/OTS/Youth/index.htm>

Why is this important?

All BIA employees, regardless of grade, title, or position, are subject to the Federal Travel Regulations (FTR) and the 347 DM 302 DOI Federal Travel Regulations (FTR) Implementing Instructions for guidance. Contact your supervisor to receive copies.

In previous years, internal randomly sampled reviews from Central Office have found high percentages of incorrect claims and non-compliance with Federal Travel Regulations. This guide will help you better understand the requirements for traveling on behalf of the government.

Bills of Collections may be issued and can result in financial hardship to the traveler.

Improper use of a Government Travel Charge Card may result in disciplinary action.

Acronyms and key words

CONUS Continental United States (lower 48 states)
FATA Federal Agency Travel Administrator
FTR Federal Travel Regulations
M&IE Meals and Incidental Expenses
PER DIEM Lodging and M&IE
POV Privately Owned Vehicle
TA Travel Authorization
TDE Temporary Duty Extended (Extended TDY)
TDY Temporary Duty
TMC Travel Management Center
TV Travel Voucher

What is TDY?

TDY travel is any official travel that is farther than 50 miles from both the employee's permanent duty station and commuting residence.

What is Extended TDE?

Temporary duty assignments that are expected to have a duration beyond 30 days are Temporary Duty Extended (TDE). The per diem rate will be automatically reduced to 55% of the locality rate.

What is Local Travel?

Local Travel is within 50 miles and under 12 hours. Local travelers are not eligible for TDY allowances and a TA is still required, but may be done on a blanket quarterly TA. Employees can request reimbursement for mileage on an Official Business (SF-1164). The traveler may not use ETS (Concur) to submit a claim for local travel reimbursement.

What is Per Diem?

Per diem is the allowance for lodging (excluding taxes), meals and incidental expenses. The General Services Administration (GSA) establishes per diem rates for destinations within the lower 48 Continental United States (CONUS). The Department of Defense (DOD) establishes non-foreign rates which includes Alaska, Hawaii, and all U.S. Territories. Rates are set by fiscal year, effective October 1 each year. Find current Per Diem rates at <https://www.gsa.gov/travel/plan-book/per-diem-rates>

Standard Lodging Rate (last column is M&IE rate)

2017			2018										
Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	M&IE (1)	
\$93	\$93	\$93	\$93	\$93	\$93	\$93	\$93	\$93	\$93	\$93	\$93	\$93	\$51

(1) See M&IE Breakdown for important information on first and last days of travel.

Room deposits, if an employee charges an advanced room deposit to the Government charge card and fails to perform the official travel for an unapproved reason (e.g., personal convenience), resulting in loss of the deposit, the traveler must repay the deposit to the Government within 30 days of the forfeiture.

What is M&IE?

Meals and Incidental Expenses (M&IE), the GSA establishes maximum allowance based on location and is not dependent on the cost of meals consumed or type of incidental expenses. Incidental Expenses are taxes and gratuity (tips) given to porters, baggage carriers, hotel staff, and are included in the M&IE. The following applies:

- **Tips** on voucher cannot exceed 20%.
- **Reduced M&IE reimbursement rate** for first and last travel day is 75%
- **If meals are provided**, also known as complimentary meal, as a part of a meeting, conference registration fee, or added to a base lodging rate, the associated cost must be deducted from the travelers M&IE reimbursement for each meal provided

Standard M&IE Breakdown

M&IE Total	Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
\$51	\$11	\$12	\$23	\$5	\$38.25

Continental breakfast is also complimentary meal. However, employees are not required to deduct from M&IE. Rather, they encouraged to deduct from the meal allowance to help reduce travel costs.

What are Miscellaneous Expenses?

Expenses that are directly related to TDY travel but do not fall under the main cost categories of transportation, lodging or M&IE reimbursement.

Employees may incur certain unexpected expenses, which may be added to the travel voucher without prior authorization (e.g., use of services, technologies, payment methods) during a TDY trip. The majority of anticipated miscellaneous expenses must be pre-approved and included on the travel authorization. Unexpected expenses miscellaneous expenses include:

- Fees charged by the TMC for official travel
- ATMs fees for withdrawals using a Government charge card
- Lodging taxes when lodging is authorized and the vendor will not honor tax exempt status. When providing our tax exempt number on the card you can also provide our FEIN: 85-0197413
- Lodging fees, including energy surcharge, reservation fees, deposits and lodging resort fees when the vendor will not waive them for Government travelers
- Use of computers, printers, fax machines, scanners or the internet for official business. Travelers may only claim reimbursement for internet usage charges when required to use the internet as a part of their official duty (e.g., research, checking work-related email)
- Telephone calls and communication services for official business.
- Laundry and dry cleaning expenses for CONUS trips longer than four consecutive nights
- Tips associated with transportation (e.g., tips for shuttle drivers)
- Baggage charges for one bag up to the allowable weight limit

Excess baggage charges must be approved in advance when the traveler is checking additional bags or bags over the airline's weight limit for the purpose of transporting Government equipment or other items required to fulfill the official purpose of the trip.

Travel Safety Tips

Review the escape route in your hotel before you get too settled in. You should take a quick look at the emergency escape routes

Leave an itinerary and emergency contact. Leave your itinerary (even if it's just as basic as which city you'll be visiting and when you'll return) with your host supervisor, trusted friend or family member back home

Plan your trip by checking out all the things to do, places to eat, and where to shop. Be safe!

Don't flash your cash or valuables. Keep your cash separated, with some spending money easily accessible and the rest hidden, including your charge card.

Save emergency numbers Remember, you can't call 911 everywhere. Find out what the local emergency hotlines are and save them to your phone.

What to Know Before You Travel

Make sure you have a copy of your Travel Authorization (TA) prior to performing TDY travel. If a travel arranger is creating your TA, submit your trip details on a [TDY Travel - Trip Request Form](#) as far in advance as possible.

Exercise prudence. This means you must exercise the same care in incurring expenses that you would exercise if traveling on personal business.

Do not deter from your TA. You will not be paid for excess costs resulting from circuitous routes, delays, or luxury accommodations or services unnecessary or unjustified in the performance of official business.

Follow your approved method of travel. This is determined in advance to creating a TA and can be any of the following methods of transportation:

- Common carrier (aircraft, train, bus, ship or local transit system)
- GOV
- POV, and
- Special conveyance (e.g., taxi or commercial rental car)

Bookings and reservations can only be made through Concur; all other bookings are subject to being transferred to IBA. One cardholder booked a trip outside Concur, decided to change hotels, didn't read the hotel's fine print, canceled after the hotel's cutoff, and now she is about to owe the bank \$1400. All Concur reservations have a 24 hour cancellation policy.

Fire fighters should be very careful when booking hotels on the fly. They need to ensure they are going to the right place and that they are aware of cancellation penalties, which they might be personally responsible for.

Travel in remote areas need to anticipate poor cell reception and review their hotel's phone policy. Phone expenses should be on a TA to remote areas and work related and you'll need to identify who was called if the government is paying for it.