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	U· S· DEPARTMENT OF THE INTERIOR OFFICE OF SURFACE MINING RECLAMATION AND ENFORCEMENT DIRECTIVES SYSTEM	Subject Number: TRV-1-1 Transmittal Number: 594 Date: 1/24/90

Subject: DOMESTIC/TEMPORARY DUTY TRAVEL POLICIES AND PROCEDURES

Approval: [signature] **Title:** Acting Director

1. Purpose. This directive provides changes to the OSM Domestic Temporary Duty Travel Policies and Procedures Handbook.

2. Summary. The following changes are established in the Handbook:

   a. Change the rate for reimbursement of privately owned vehicle usage, shown on page 4-1, to new FTR rate of 24 cents/mile.

   b. Correct the amount, shown on page 10-6 as the limitation on use of cash to purchase transportation, from $500 to $100.

3. Definitions. None

4. Policy/Procedures. Replace the appropriate pages in TRV-1, Transmittal Number 569, dated August 18, 1989, with the pages attached to this directive.

5. Reporting Requirements. None

6. Effect on Other Documents. This directive amends the Domestic Temporary Duty Travel Policies and Procedures Handbook issued as an Appendix to OSM Directive TRV-1.

7. References.

   Federal Travel Regulations, 301-4.2

8. Effective Date. Upon issuance.

9. Contact. Chief, Division of Financial Management, (303) 236-0331, FTS 776-0331.

10. Key Words. Travel, Temporary Duty, Per Diem, Transportation.

11. List of Attachments.

    Revised page 4-1
    Revised page 10-6

CHANGE NOTICE

PART 4. REIMBURSEMENT FOR THE USE OF PRIVATELY OWNED VEHICLES

4-1. Use of Privately Owned Vehicles. The use of privately owned vehicles (POV) may be authorized for official purposes when it has been determined that common carrier transportation or Government-furnished conveyances are unavailable or their use interferes with the performance of official business. This determination is to be made by the official authorizing the travel and reflected as a specific approval of privately owned vehicle use in the travel authorization. Current reimbursement rates for the use of POV are:

- For use of a privately owned motorcycle: 20 cents per mile.
- For use of a privately owned automobile: 24 cents per mile.
- For use of a privately owned airplane: 45 cents per mile.

4-2. Employee Piloting of Privately Owned Aircraft on Official Business. An Incidental Pilot is any Government employee who acts as pilot-in-command of an aircraft while on official Government business and whose position description does not include specific pilot's duties. This circumstance arises when an employee with a pilot's license proposes to fly his/her own plane or one leased or rented by the Government to accomplish official business, transportation of self and others, surveillance flights, transportation of equipment and materials, etc.

Any Incidental Pilot performing duties as pilot-in-command on any Department mission must meet the minimum flying time and rating qualifications established by the DOI Office of Aircraft Services (OAS). Incidental Pilots must obtain a DOI Pilot Qualification Card prior to piloting any flights on official business. The card will be requested by means of a memorandum, setting forth the requestor's qualifications, forwarded to the Director, Office of Aircraft Services through the Director, OSMRE. All holders of DOI Pilot Qualification Cards will be flight checked annually by a designated OAS check pilot or FAA-GADO examiner, or semi-annually in the case of instrument rating. An incidental pilot must have a "Letter of Authorization" from the Director, OSMRE, which must be renewed annually.

More detailed information on these requirements can be found in the Departmental Manual 350 DM 4, "Policy on Incidental/Dual Function Pilots".

PART 4. REIMBURSEMENT FOR THE USE OF PRIVATELY OWNED VEHICLES

4-3. Reimbursement for Transportation at the Permanent Duty Station. The cost of transportation at the permanent duty station location furnished by privately owned vehicle, rental vehicle, taxi or public transportation may be reimbursed, when such transportation is authorized by the supervisor, subject to the guidelines set forth below:

a. POV Mileage. Round trip mileage between the residence and the common carrier terminal will be allowed in connection with official travel, at the rate established in the FTR. When the POV is not parked at the common carrier terminal, round trip mileage will be allowed for the trip from the residence to terminal and for the trip from terminal back to residence. This mileage will be included for reimbursement on the travel voucher submitted for the associated official travel away from the permanent duty station.

Round trip mileage between the residence and the permanent duty station will be allowed on the day of travel for employees driving a POV to the permanent duty station to pick up a Government vehicle with which travel is accomplished overnight away from the permanent duty station.

POV mileage will be paid for travel to a temporary duty station at the permanent duty station location, when use of POV for this purpose is authorized by the supervisor. Since it is the employee's responsibility to furnish and bear the expense of transportation between his or her residence and the permanent duty station, the mileage allowance will be limited to one of the options below:

- When the employee is required to report to his/her permanent duty station, prior to traveling to the temporary duty station, mileage will be paid from the permanent duty station to the temporary duty station.

- When the employee is authorized to travel directly from his/her residence to the temporary duty station, mileage will be paid for the distance between residence and temporary duty station which exceeds the distance between residence and permanent duty station. When the distance between residence and temporary duty station is less than or equal to the distance between residence and permanent duty station, no mileage will be paid.

officially directed to participate in a convention, seminar, or similar meeting sponsored by a private source for the mutual interest of the Government and the private source. In such instances, expenses shall be charged to the appropriate bureau or Department appropriation." Exceptions to this policy may only be approved on a case by case basis by the Deputy Director, Administration and Finance.

Before an employee is permitted to take or accept transportation and related travel expenses in connection with a job interview from a potential employer in the private sector who has business dealings with the Department of the Interior, the employee's immediate supervisor and the OSMRE Deputy Ethics Counselor (Assistant Director, Budget and Administration) must ensure that:

o The employee has filed a disqualification statement if it is required by the employer under 43 CFR Section 20.735-13(b).

o The employee has provided documented evidence that the trip is for a bona fide job interview, and that the potential employer offers the transportation and related travel expenses to all similarly situated applicants, not only those employed within the Department of the Interior.

This travel acceptance regulation covers payments-in-kind and extends to cash reimbursements only when a documented accounting of the expenses and the reimbursement is submitted to the Deputy Ethics Counselor.

The above requirements do not apply to employees negotiating for future employment with a potential employer who has no business with, and is not seeking business with, the Department, is not regulated by the Department and cannot be affected by the performance or nonperformance of the employee's duties.

10-3. <u>Prohibition on Use of Personal Funds to Purchase Transportation Costing $100 or More</u>. The Department requires that common carrier tickets costing $100 or more be purchased through use of a Government Transportation Request (GTR) or through a Government Travel System (GTS) account. The only exception to this requirement is that charge cards issued to Federal employees under the Government contract with Diners Club, Inc., may be used to purchase passenger

transportation services in any amount. No other credit or charge cards may be used to purchase transportation services exceeding $100 in connection with official travel. Employees should not use cash from personal or travel advance funds to purchase tickets of $100 or more except in emergency circumstances. Emergency circumstances are limited to those situations where an employee must travel and cannot purchase a ticket with a GTR or through the Government Travel Service (GTS) arrangement with travel agencies under GSA contract. Transportation for a spouse's house hunting trip and a spouse and family relocation trip must also be purchased with a GTR, through the GTS arrangement, or with a charge card issued under the Government contract with Diners Club, Inc.

In instances where personal funds exceeding $100 are used to purchase transportation, reimbursement of the cost of transportation purchased requires approval by the Deputy Director, Administration and Finance. Failure to obtain the required written approval makes the employee liable for all costs exceeding $100.

Requests for approval should be in the form of a memorandum from the employee to the Deputy Director (See Appendix 10). Request memorandums, including a copy of the travel authorization, shall contain the following information:

- Name and position or title of the employee.

- Explanation of the emergency circumstances justifying the use of cash instead of a U.S. Government Transportation Request (SF 1169), GTS arrangement, or Government charge card, to purchase transportation costing $100 or more.

- Name and address of the person to whom the request for approval is to be returned after action by the Deputy Director.

When a ticket is purchased by means other than a GTR, or GTS arrangement, the traveler shall assign to the Government the right to recover any excess payments involving carrier's use of improper rates. The assignment is pre-printed on the travel voucher form and shall be initialed by the traveler.

10-4. <u>Prohibition on Use of Government Funds to Purchase Indirect Travel Tickets</u>. A Government Travel Request (GTR) will not be used, nor will costs be charged against a Government Travel Service (GTS)