To enhance mission performance, TSA is committed to promoting a culture founded on its values of Integrity, Innovation and Team Spirit.

REVISION: This revised directive supersedes TSA MD 1000.6, *Temporary Duty Travel Policy*, dated July 31, 2006.

SUMMARY OF CHANGES: Section 1, Purpose, clarifies the intent of the travel policy; Section 4, Definitions, revises existing definitions, added new definitions, removes the definition for Unlimited Open Travel Authorization (UOTA); Section 5, Responsibilities, adds a provision for traveler responsibilities and clarified the identity of travel approval officials; Section 6, Policy, adds clarity to existing policies, adds new policies and exceptions for policies that do not apply to mission travel by Federal Air Marshals, drops the use of UOTA; and Section 7, Procedures, adds new procedures and revisions to existing procedures.

1. PURPOSE: This directive provides TSA policy and procedures for temporary duty travel.

2. SCOPE: This directive applies to all TSA organizations.

3. AUTHORITIES:

A. Travel and Transportation Reform Act of 1998 (Public Law 105-264)

B. Aviation and Transportation Security Act (ATSA) (Public Law 107-71) (49 U.S.C 114(n))

C. DHS MD 1510.2, *Travel for Official Government Business*

D. Federal Aviation Administration Travel Policy (FAATP)

4. DEFINITIONS:

A. Approving Official: A TSA financial official designated to approve payment, based upon consideration of all relevant and reliable information, that a payee is eligible for the payment according to applicable statutory, regulatory, and policy guidance.

B. Centrally Billed Account (CBA): An account for the purchase of official travel services established between the Government and a General Services Administration (GSA) SmartPay contractor.

C. Certifying Official: An accountable official designated to attest to the legality, propriety and correctness of statements, facts, accounts, and amounts appearing on a financial expenditure document as provided for in 31 USC 3528. A certifying officer can be held pecuniarily liable for illegal or improper payments caused by improper certifications.

D. Common Carrier: A private-sector supplier of air, rail, waterway or bus transportation.

E. Extended Stay Travel: Travel which involves a temporary duty assignment which lasts 31 calendar days or more, or a temporary duty assignment involving a training which lasts 16 class days or more.

F. Foreign Area: Any area outside the 50 United States, the District of Columbia, the Commonwealths of Puerto Rico and the Northern Mariana Islands, and the territories and possessions of the United States (American Samoa, Guam, U.S. Virgin Islands). The Trust Territories of the Pacific Islands are considered a foreign area.

G. Limited Open Travel Authorization (LOTA): Authorization that enables an employee to take multiple trips on official business without specific authorization under certain prescribed conditions, i.e., travel to and/or from a specific geographic area(s) for a specific purpose(s), subject to trip cost ceiling(s), quarterly funding, not to exceed a fiscal year, or for a specific and limited period of time. Except for Federal Air Marshals, limited open travel authorizations may be used only for non-foreign area travel.

H. Local Travel: Travel within 50 miles of an employee's permanent duty station, using the most efficient and cost-effective mode of transportation.

I. Non-foreign Area: Non-foreign areas include the 50 United States, the District of Columbia, the Commonwealths of Puerto Rico and the Northern Mariana Islands, and the territories and possessions of the United States (American Samoa, Guam, U.S. Virgin Islands), but exclude the Trust Territories of the Pacific Islands.

J. No Cost Travel Authorization: Authorization that enables an employee to travel on official Government business, but, which does not authorize the employee to incur any travel expenses. This authorization may be for a single trip or multiple trips, via a trip-by-trip travel authorization or a LOTA, respectively.

K. Permanent Duty Station (PDS): The location of an employee's permanent work assignment also known as "official station" and "official duty station."

L. Temporary Duty (TDY) Location: A place away from an employee's permanent duty station, where the employee is authorized to travel for the Government.

M. Travel Approving Organizational Office: The TSA office of the approving official that approves the temporary duty travel assignment.

N. Travel Funding Organizational Office: The TSA office that funds the travel expenses for a temporary duty assignment.

O. Travel Management System (TMS): A system to arrange travel services for Federal employees on official travel, including reservation of accommodations and ticketing. A TMS includes a travel management center, commercial ticket office, electronic travel management system, or other commercial method of arranging travel.

P. Trip-by-Trip Travel Authorization: Authorization that enables an employee to take an official business trip for a specific purpose, itinerary, and estimated costs.

5. RESPONSIBILITIES:

A. Assistant Administrators, BMO Leads, Program Managers, Federal Security Directors, Deputy Federal Security Directors, and Special Agents in Charge, or their designees, are responsible for:

(1) Overseeing travel practices within their respective organization;

(2) Approving LOTAs within their respective organizations.

B. Assistant Administrator for Law Enforcement/Director of the Federal Air Marshals Service (OLE/FAMS) may establish additional travel policy for Federal Air Marshals in coordination with Office of Financial Management (OFM).

C. Travel Approving Officials are responsible for:

(1) Approving travel requests/assignments.

(2) Exercising good judgment and discretion requiring additional or more stringent expense receipt requirements.

(3) Disallowing travel expenses that are unnecessary or unjustified in performing official Government business, or which otherwise do not comply with this directive.

D. Travel Approving Organizational Office is responsible for ensuring that required receipts are maintained and procedures are followed as outlined in Section 7B(2) regarding the retention of receipts.

E. Travelers are responsible for:

(1) *Standard of care in incurring travel expenses*: Travelers must exercise the same care in incurring expenses that a prudent individual would exercise if traveling on personal business.

(2) *Excess costs and additional expenses*: Travelers are responsible for excess costs and any additional expenses that are incurred for personal preference or convenience. TSA will not pay for excess costs resulting from circuitous routes, unnecessary delays, or luxury accommodations or services unnecessary or unjustified in the performance of official business.

(3) *Maintaining copies of expense receipts:* Travelers are responsible for maintaining copies of their expense receipts and, upon request, may be required to make them available to authorized TSA officials or those designated and acting on behalf of TSA, in response to a post payment audit.

6. POLICY:

A. TSA generally follows the Federal Aviation Administration Travel Policy (FAATP), Chapter 301. Instances where TSA policy deviates from the FAATP are clearly identified below.

B. Travel Status (except for mission travel by Federal Air Marshals), for travel policy purposes, begins at the point and time in which the employee starts en route travel directly to the temporary duty location. This could be from the residence, permanent duty station, or other authorized point. Travel status ends upon arrival at the employee residence, unless the employee returns to the PDS to perform work, in which case the travel status ends upon arrival at the PDS.

NOTE: Travel status for travel policy purposes may be defined differently from travel status for compensable time purposes, which is set forth in TSA MD 1100.55-5, *Premium Pay for Exempt Employees* and TSA MD 1100.55-7, *Premium Pay for Non-Exempt Employees*.

C. Travel Authorization Requirement:

(1) Travel over 50 miles from PDS, whether or not expenses are incurred.

(2) Travel if lodging expenses are incurred.

D. Travel Authorization Types:

(1) Trip-by-Trip Authorizations are required for all foreign travel, except for mission travel by Federal Air Marshals.

(2) Limited Open Travel Authorizations (LOTAs) may be used only for non-foreign travel, except for mission travel by Federal Air Marshals:

(a) Issued for employees who take frequent trips to the same destination, employees who are frequently required to take unscheduled trips, or employees who are in a continuous travel status.

(b) Duration is limited to a maximum of 90 calendar days or the number of days remaining in the current fiscal year, whichever is less, unless it is a no cost LOTA, which may be for the entire fiscal year or as many days as remain in the fiscal year.

NOTE: Federal Air Marshals on mission travel may use a single LOTA for the entire fiscal year.

E. Special Requirements for Foreign Travel: As required by paragraph 6.D(1) of this policy, all foreign travel must be authorized on a trip-by-trip basis, except for mission travel by Federal Air Marshals. In conjunction with TSA MD 800.2, *Foreign Travel*, the following are additional requirements for foreign travel:

(1) For purposes of the above requirement, routine operational travel is defined as frequent travel to foreign areas on routine official business by employees not directly involved in

meetings or discussions with foreign officials regarding DHS or TSA policies. Examples of routine operational travel include travel of maintenance and inspection personnel, whose purpose for travel is related to security investigations or incident resolution.

(2) TSA policy requires departmental approval of certain travel outside the United States. Specifically, all non-routine foreign travel of delegations of seven or more employees must be approved by the Assistant Secretary. If this type of travel is envisioned, please contact the OFM at least four weeks prior to travel for assistance in preparing the necessary justification and approval correspondence.

F. Travel Authorization Funding: All travel authorizations should be funded by the traveler's organization. However, if funding is provided by another office, the traveler's organization must coordinate with, and obtain written approval and accounting codes from, the funding organization.

G. Issuance of Amendments: Amendments to the original travel authorization must be issued if:

(1) You leave before your authorized travel departure date,

(2) You return after your authorized travel arrival date, and/or

(3) You need to add special authorizations.

H. The traveler's travel authorization must annotate the following items when used (all of these items require special advance approvals and conditions (see sections 6.K(3), 6.L(1) and consult the FAATP):

(1) Use of premium-class service on common carrier transportation (see section 6.L(1) for augmenting approval requirements);

(2) Use of a foreign air carrier;

(3) Use of reduced fares for group or charter arrangements;

(4) Use of cash to pay for common carrier transportation;

(5) Use of extra-fare train service;

(6) Travel by ship;

(7) Use of a rental car (midsize or smaller);

(8) Upgrade of a rental car (larger than midsize);

(9) Use of a Government aircraft;

(10) Use of a Government vehicle;

(11) Use of an employee's privately owned vehicle as more advantageous,

(12) Payment of actual subsistence expense allowance (including lodging, and Meals and Incidental Expenses (M&IE), and

(13) Payment of expenses for necessary cleaning and pressing of clothing (see section 6.K(3) for additional requirements).

I. Allowance for Subsistence Expenses:

(1) For FAATP, Part 301-11.2, a TSA employee is eligible for subsistence expense reimbursement only if (a), (b) and (c) are met as follows:

(a) You perform official travel and:

(i) You are away from your official station, unless you are performing an extended stay assignment and meet the qualification for payment of per diem on days of leave because you are in a long term lodging arrangement and meet all the required conditions in FAATP § 301-11.71(b);

(ii) Your temporary duty site is 50 miles or more from your office.

NOTE: This supersedes the 25 mile limit for the Washington, D.C. metropolitan area as set forth in FAATP § 301-11.2(a)(2).

(b) You incur subsistence costs while performing official travel; and

(c) You are in a travel status for more than 12 hours.

(2) Per Diem – Fixed Rate Method: TSA follows the policies and procedures governing the fixed rate method of paying per diem outlined in FAATP, Part 301-11, Subpart C with the following two exceptions:

(a) For FAATP § 301-11.202 TSA will pay you the fixed rate on all days of travel, whether the first day, the last day or full days of travel.

(b) You must itemize your lodging expenses, but you do not itemize your M&IE.

J. Special Situations for Local Travel Subsistence Expenses: TSA allows the discretion to approve reimbursement of subsistence expenses for local travel under limited circumstances. The intent of this policy provision is to accommodate exceptional circumstances where, for a period of five nights or less, an employee is required to work long hours on a mission critical assignment, or is a key participant in events such as conferences and training. Moreover, this is a discretionary item, not an entitlement and should be granted only in compelling circumstances. In addition to the requirements listed above, the following additional requirements must be met in order to pay subsistence expenses for special situations:

(1) You perform official travel; and

(a) You are away from your official station;

(b) Your temporary duty site is 30 miles or more from your PDS;

(2) You incur subsistence costs while performing official travel; and

(3) The total time elapsed from your residence to the TDY location and back would result in your being in travel status for more than 12 hours per day.

K. Miscellaneous Expenses: TSA follows the policies and procedures governing miscellaneous expenses outlined in FAATP Part 301-12 with the following exceptions:

(1) TSA employees are permitted, when authorized, on a discretionary basis, to use commercial long-distance telephone service, other than personal cellular phone service, to make calls home or to a child care provider. *Expenses for personal cellular phones will not be reimbursed.*

(a) When traveling to a non-foreign area, TSA may reimburse you if Government-provided long-distance service is not available and if traveling for at least 2 nights, travelers may be reimbursed, up to $5.00 per day, for the actual costs incurred. Each call must be annotated on the voucher as a miscellaneous expense. This annotation consists of listing each call as a separate miscellaneous expense. This requires documenting and calculating the cost of each call.

(b) When traveling to a foreign area, TSA may reimburse you if Government-provided long-distance service is not available, TSA may pay the cost of telephone calls not to exceed a maximum of 10 minutes or less per day. Except in extenuating circumstances, no reimbursement may be made in excess of $50 per call. Each call must be annotated on the voucher as a miscellaneous expense. This annotation consists of listing each call as a separate miscellaneous expense. This requires documenting and calculating the cost of each call.

(2) A telephone call log must be maintained to document each call and its cost. This log and its supporting documentation, such as hotel receipts, expired calling cards, etc. must be made available to the travel voucher approving officials at their request. For each call, the log must contain the following data: Call date, call start time, call end time, call total time in minutes, call cost per minute, total cost of call, call payment method (i.e. hotel phone, public pay phone, calling card), call recipient (i.e. home or child caretaker). *Approving officials may disallow reimbursement for these expenses if the log data is not made available at their request. (Ref.* TSA Form 1019, *Telephone Call Log)*

(3) TSA employees may be reimbursed, when authorized, for expenses for necessary cleaning and pressing of clothing if the period of official travel at the TDY location is for a minimum of six consecutive nights. This is a discretionary expense which must be approved in advance. Travelers must make every effort to pack sufficient clothing for TDY assignments as is reasonable in the circumstances to avoid or minimize such expenses.

L. Common Carrier Transportation: TSA, except mission travel by Federal Air Marshals, follows the policies and procedures in FAATP, Part 301-10, Subpart B for types of common carrier transportation with the following two additions:

(1) Premium Travel (FAATP 301-10.142 & 301-10.143) requires additional advance approval as follows:

(a) Business Class requires Administrator or Deputy Administrator approval (TSA Form 1017A, *Travel Request - Business Class*).

(b) First Class requires DHS Secretary approval (TSA Form 1017B, *Travel Request - First Class*).

(2) For FAATP 301-10.150, an additional exception to using the contract carrier is allowed if all four of the following conditions are met:

(a) The contract carrier does not offer a non-stop flight from the authorized departure location to the TDY location at the city pair fare rate.

(b) A non-contract carrier offers a non-stop flight from the authorized departure location to the TDY location.

(c) The non-contract carrier fare is for an unrestricted fully refundable ticket.

(d) The non-contract carrier's fare is equal to or less than the lowest fare offered by the contract carrier for travel from the authorized departure location to the TDY location.

M. Use of Transportation Other Than Common Carrier: TSA follows the policies and procedures as outlined in FAATP, Part 301-10, Subparts B-F, with the exception of Subpart D, for which TSA will not allow the use of private aircraft.

N. Employee Deaths While on Travel Status: TSA follows GSA Federal Travel Regulation (FTR), Chapter 303 in the death of an employee while on travel status. The FTR, Chapter 303 in its entirety provides guidance regarding entitlement issues for the deceased, family members, escorts, *etc*. In addition to this guidance, the settlement of the deceased employee's open travel authorization must be coordinated with TSA Office of Chief Counsel and accomplished as outlined below:

(1) A deceased employee's Business Management Office (BMO) coordinator will review the Government Travel Card account in order to identify any outstanding charges related to the particular open travel authorization.

(2) The deceased employee's supervisor will process the deceased employee's settlement voucher using TMS. The date and time of death will be used as the end of travel status as indicated on the official Death Certificate.

(3) The deceased employee's applicable BMO head will approve the TMS voucher.

(4) Final payment will be coordinated with the TSA accounting service provider in order to split the final settlement amount between the applicable outstanding Government travel card charges and monies disbursed to the deceased employee's executor.

O. Travel Voucher Submission: A traveler must submit a travel voucher within 5 business days after the completion of a TDY trip. For LOTA, a traveler must submit a travel voucher at least every 30 days from the inception of the LOTA period. A local travel voucher may be used for non-local travel if there are no reimbursable subsistence expenses.

P. Travel Authorization and Voucher Approval: Approving Officials must act on travel authorizations and travel vouchers within 5 business days of receipt.

Q. Travel Voucher Certification: Authorized Certifying Officials must act on travel authorizations and travel vouchers within 5 business days of receipt.

R. Local Offices and Airport Field Office Travel Policies and Procedures: Local offices and airport field offices may establish local travel policies and procedures for their particular circumstances. These local policies and procedures may be used to formalize and define the discretionary provisions in this directive. For example, a local office may want to require receipts for all expenses greater than $25.00. Moreover, such policies and procedures must not conflict with the provisions contained in this directive. Review of such local policies and procedures by the TSA HQ's OFM, Financial Policy, Travel, and Procedures Branch is recommended. The OFM may be contacted at finance@dhs.gov.

S. Waiver Requests:

(1) A TSA Assistant Administrator (AA) or Office Director may request a one time or continuous waiver to any point in this Management Directive in order to meet mission critical operational requirements. Contact the Branch Chief, OFM, Financial Policy, Travel, and Procedures Branch for guidance and instructions.

(2) Offices with approved annual waivers must resubmit a waiver renewal to the OFM Financial Policy, Travel, and Procedures Branch each September.

7. PROCEDURES:

A. All travel claims must be completed using the TMS. Use of the Centrally Billed Account (CBA) must be clearly identified on the TMS voucher if it is used for lodging and airfare.

B. Claiming Reimbursement: TSA follows the FAATP policies and procedures concerning claiming reimbursements as outlined in the FAATP, Part 301-52, but, also has additional requirements as follows:

(1) The traveler must submit all original (or photocopied) receipts to the Travel Approving Organizational Office for all common carrier expenses, lodging expenses, rental car expenses and any individual transactions greater than $75 as per FAATP 301-52.6 and

301-52.7. The traveler must submit photocopied required receipts to the Travel Funding Organizational Office(s), if such office(s) request these.

(2) The Travel Approving Organizational Office must maintain required receipts consistent with TSA's approved Records Disposition Schedule (RDS).

(3) Upon request, the Travel Approving Organizational Office will forward the receipts to the TSA travel post-payment auditor. As per Section 5E(3), the traveler must also maintain copies of receipts and make them available upon request, in response to a post-payment audit.

(4) At the discretion of and as annotated on the travel authorization by the approving official, the traveler must also submit all original (or photocopied) receipts annotated on the travel authorization to be required for reimbursement. This annotation may be a blanket dollar threshold or a statement indicating which additional receipt(s) are required. For example:

(a) Receipts required for all expenses;

(b) Receipts required for all items $\geq$ $10.00;

(c) Receipts required for all miscellaneous expenses.

8. EFFECTIVE DATE AND IMPLEMENTATION: This directive is effective immediately upon signature.

APPROVAL

7/10/08

David R. Nicholson, Assistant Administrator for Finance and Administration/Chief Financial Officer

Date

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