



**Transportation
Security
Administration**

**OFFICE OF FINANCE AND ADMINISTRATION
Financial Management**

**TSA MANAGEMENT DIRECTIVE No. 1000.6
TEMPORARY DUTY TRAVEL**

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 Management Directive (MD) 1000.6, *Temporary Duty Travel Policy*, dated July 10, 2008.

SUMMARY OF CHANGES: Section 4, Definitions, revised and updated definitions; Section 5, Responsibilities, revised and updated responsibilities, added a provision for certifying officials for travel responsibilities and revised the name and responsibilities of Approving Officials for travel; Section 6, Policy, clarified exiting policies and added new policies and exceptions for policies that do not apply to mission travel by Federal Air Marshals (FAMs); and Section 7, Procedures, revised and updated 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. Title 41 Subtitle F, Federal Travel Regulations (FTR), Chapters 300 - 304
- B. The Aviation and Transportation Security Act (Public Law 107-71)
- C. DHS Financial Management Policy Manual, Chapter 7, *Travel* (2011-2014)
- D. Federal Aviation Administration Travel Policy (FAATP)
- E. Travel and Transportation Reform Act of 1998 (Public Law 105-264)
- F. TSA Management Directive 800.2, Foreign Travel
- G. TSA MD 1000.8, Payment of Official Travel Expenses by Non Federal Sources

4. DEFINITIONS:

- A. Approving Official: A TSA 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: An account for the purchase of official travel services established between the Government and a General Services Administration (GSA) SmartPay contractor.

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- 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 Title 31 United States Code, Section 3528, Responsibilities and Relief From Liability of Certifying Officials. A certifying official can be held pecuniary 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. Continental United States (CONUS): The 48 contiguous States and the District of Columbia. This definition specifically excludes the states of AK and HI as they are not part of the contiguous states and are included in the definition of Non-Foreign, OCONUS locations.
- F. Extended Stay Travel: A temporary duty assignment which, at inception, is intended or reasonably expected to last 31 consecutive calendar days or more at a single location. Additionally, it includes temporary duty assignments of less than 31 days which, when extended, are expected to continue for 31 consecutive days or more. This is also known as a long term temporary duty (LTTDY) assignment.
- G. 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.
- H. 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 availability, not to exceed a fiscal year, or for a specific and limited period of time. Except for FAMs, LOTAs may be used only for non-foreign area travel.
- I. Local Travel: Travel within 50 miles of an employee's permanent duty station using the most efficient and cost-effective mode of transportation.
- J. 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). The Trust Territories of the Pacific Islands are considered a foreign area.
- K. No Cost Travel Authorization: Authorization that enables an employee to travel on official Government business, but 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.

- L. Official Travel: Travel under an official travel authorization from an employee's official station or other authorized point of departure to a temporary duty location and return from a temporary duty location, between two temporary duty locations, or relocation at the direction of a Federal agency.
- M. Outside the Continental United States (OCONUS) Foreign area: All other locations outside the continental U.S. (CONUS) not included in OCONUS Non-foreign.
- N. Outside the Continental United States (OCONUS) Non-foreign area: The states of Alaska and Hawaii, the Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, the U.S. Virgin Islands, and the territories and possessions of the United States.
- O. Permanent Duty Station (PDS): The location of an employee's permanent work assignment also known as "official station" and "official duty station."
- P. Temporary Duty (TDY) Location: A place away from an employee's permanent duty station, where the employee is authorized to travel for the Government on official business.
- Q. Travel Management Service (TMS): A service for booking common carrier transportation, lodging accommodations and car rental services; fulfilling (i.e., ticketing) reservations; and providing basic management information. A TMS includes a travel management center, electronic travel management system, or other commercial method of arranging travel.
- R. 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, Business Management Division (BMD) Directors, Program Managers, Federal Security Directors, Supervisory Air Marshal in Charge, or their designees, and Regional Managers are responsible for:
 - (1) Ensuring only mission critical travel that cannot be achieved by a less expensive method is approved;
 - (2) Overseeing travel practices within their respective organization; and
 - (3) Approving LOTAs within their respective organizations.
- B. Assistant Administrator for Law Enforcement/Director of the Federal Air Marshal Service is responsible for establishing additional travel policy for FAMs in coordination with the Financial Management Division (FMD).
- C. Certifying Officials for travel are responsible for:

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- (1) Attesting to the legality, propriety and correctness of statements, facts, accounts, and amounts appearing on a financial expenditure document;
- (2) Exercising good judgment and discretion when requiring additional or more stringent expense receipt requirements;
- (3) Denying travel expenses that are unnecessary or unjustified in performing official Government business or which otherwise do not comply with this or other directives; and
- (4) Ensuring submitted travel vouchers are reviewed for accuracy and completeness as well as policy compliance.

D. Approving Officials for travel are responsible for:

- (1) Exercising good judgment and prudence in approving travel requests and travel related expenses;
- (2) Approving travel authorizations prior to travel. In instances where approval of the travel authorization is impractical due to urgent mission requirements, the circumstances warranting approval of the travel after the fact must be documented on the authorization within three business days after travel has commenced;
- (3) Ensuring only those travel expenses that are necessary and/or incidental to official travel are authorized and that excess expenses, luxury accommodations and services are not authorized;
- (4) Approving travel vouchers within three business days of submission;
- (5) Verifying travel expenses and reviewing appropriate documents including travel receipts; and
- (6) Denying any unreasonable expense, travel route, travel delay, accommodation or service claimed by an employee while on official travel.

E. Travelers are responsible for:

- (1) Having an approved travel authorization prior to travel. In instances where obtaining an approved travel authorization prior to travel is impractical due to urgent mission requirements, the circumstances warranting approval of the travel after the fact must be documented on the authorization within three business days after travel has commenced;
- (2) Exercising the same care in incurring expenses that a prudent individual would exercise if traveling on personal business;
- (3) Avoiding excess costs and any additional expenses for personal preference or convenience. TSA will not pay for excess costs resulting from circuitous routes,

unnecessary delays, unnecessary or unjustified luxury accommodations or services in the performance of official business;

- (4) Adhering to the policies set forth in this directive and TSA MD 1000.5, Government Travel Cards; and
- (5) Maintaining copies of all expense receipts and if requested, providing copies to authorized TSA officials.

6. POLICY:

- A. TSA generally follows the FAATP, Chapter 301. Instances where TSA policy deviates from the FAATP are clearly identified below.
- B. Travel Status, for travel policy purposes, is the elapsed period of time from the beginning to the end of official travel in compliance with a travel authorization. Travel status begins when the employee starts en route travel to the temporary duty location. Travel status ends when the employee returns to his or her residence or PDS. This section does not apply to FAMS mission travel.

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 1100.55-8, Premium Pay](#).

C. Travel Authorization Requirement:

- (1) An approved travel authorization is required prior to start of travel. In instances where obtaining approval in advance of travel is impractical due to urgent mission requirements, documentation of the circumstances warranting approval after the fact is required [see paragraph 5.E(1) of this policy].
- (2) An approved travel authorization is required for travel over 50 miles from PDS whether or not official travel expenses are incurred.

D. Travel Authorization Types:

- (1) Trip-by-Trip Authorizations are required for all foreign travel except for FAMs mission travel.
- (2) LOTAs may be used only for non-foreign travel when:
 - (a) Issued for employees who take multiple 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.

- (c) **Exception:** FAMs 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 FAMs mission travel. Refer to [TSA MD 800.2, *Foreign Travel*](#), for more information.
- 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) The traveler leaves before the authorized travel departure date;
 - (2) The travel is extended beyond the authorized (scheduled) return date; and/or
 - (3) The traveler needs to add a specific authorization as indicated in paragraph 6.H.
- H. The traveler's travel authorization must have specific authorization or prior approval from the Approving Official for:
- (1) Use of premium-class service on common carrier transportation (see section 6.M(1) for augmenting approval requirements);
 - (2) Use of a foreign air carrier;
 - (3) Use of reduced fares for group or charter arrangements (advance authorization required);
 - (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;
 - (8) Use of a Government aircraft;
 - (9) Payment of a reduced per diem rate (see section 6.J(2) for LTTDY travel (advance authorization required));

- (10) Payment of actual subsistence expense allowance (including lodging and meals and incidental expenses (M&IE));
- (11) Travel expenses related to emergency travel;
- (12) Transportation expenses related to threatened law enforcement/investigative employees and members of their families;
- (13) Travel expenses related to travel to a foreign area;
- (14) Acceptance of payment, with advanced CFO authorization, from a non-Federal source for travel expenses (See MD 1000.8, Payment of Official Travel Expenses by Non Federal Sources for more information);
- (15) Travel expenses related to attendance at a conference; and
- (16) Payment of the full M&IE allowance due to an employee's medical requirements or religious beliefs even though meals are furnished by the Government, either directly, through a registration fee, or other payment for a conference or other event.

I. Allowance for Subsistence Expenses:

- (1) Per [FAATP § 301-11.2](#), a TSA employee is eligible for subsistence expense reimbursement only if (a), (b), and (c) are met as follows:

- (a) Employee performs official travel and:

- (i) The employee is away from their official station, unless they are performing an extended stay assignment and meet the qualification for payment of per diem on days of leave because they are in a long term lodging arrangement and meets all the required conditions in [FAATP § 301-11.71\(b\)](#);
 - (ii) Employee's temporary duty site is 50 miles or more from their 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) The employee incurs subsistence costs while performing official travel; and

- (c) The employee is in a travel status for more than 12 hours.

- (2) Per Diem - Fixed Rate Method: TSA does not allow for the payment of a fixed rate per diem as outlined in [FAATP, Part 301-11, Subpart C](#).

J. Reduced Per Diem Rate for LTTDY Travel:

- (1) General Policy for LTTDY Travel Assignments: A LTTDY assignment is a TDY assignment which, at its inception, is intended or reasonably expected to last 31

- consecutive calendar days or more at a single location. LTTDY is also known as extended stay travel. Additionally, LTTDY includes temporary duty assignments which, when extended, are expected to continue for 31 consecutive days or more. “Breaking” a long-term temporary duty assignment into increments of 30 days or less will not change its long-term nature. Furthermore travel interruptions lasting up to a few days do not affect the long term nature by creating a “break” in consecutive days (e.g., return trips home or concurrent short-term assignments).
- (2) Reimbursement rate for long-term travel assignments: Subsistence expenses for LTTDY travel assignments at a non-foreign location will be reimbursed at the following reduced rates:
- (a) Lodging for the first day of travel will be reimbursed based on actual cost, not to exceed the maximum lodging rate for the TDY location.
 - (b) Lodging for all other days will be reimbursed based on actual cost, not to exceed 65% of the lodging rate for the TDY location.
 - (c) M&IE will be reimbursed at 75% of the applicable daily M&IE rate for the first and last day of the TDY assignment.
 - (d) M&IE for all other days will be reimbursed at 65% of the daily rate for the TDY location.
- (3) Administration of reduced per diem for LTTDY assignments: On LTTDY, reduced per diem is prescribed since lodgings can usually be obtained at rates substantially below the applicable per diem rate. The rate should provide the employee with adequate reimbursement to cover necessary living expenses and maintain a reasonable standard of living in a safe location. Approving Officials are required to ensure reduced per diem is applied for LTTDY assignments to the maximum extent practical. However, in cases where adequate quarters cannot be reasonably obtained within the reduced per diem rate, Approving Officials are authorized to increase the rate to prevent the employee from suffering a financial hardship. Adjustments to the reduced rate must be fully justified and documented on the employee’s travel authorization.
- K. Local Travel Subsistence Expenses: Reimbursement for meals and lodging within the local travel area will not be reimbursed. DHS does not allow for a waiver to this policy.
- L. Miscellaneous Expenses: TSA follows the policies and procedures governing miscellaneous expenses outlined in FAATP Part 301-12 with the following exceptions:
- (1) Baggage Expenses: All fees pertaining to the first checked bag are authorized. In addition, charges relating to the second and subsequent bags may be reimbursed when the Approving Official determines those expenses are necessary.
 - (2) Lodging Taxes: Lodging taxes in non-foreign areas are excluded from the per diem allowance and are a reimbursable miscellaneous expense. In foreign locations,

lodging taxes are part of the per diem allowance and separate claims for lodging taxes are not allowed.

- (a) Travelers should obtain exemptions from taxes whenever possible to reduce overall Government expenditures. The forms required to claim exemptions vary from location to location and travelers should not attempt to claim an exemption using a generic form.
 - (b) The GSA SmartPay® Program Support office provides more information regarding state tax exemptions on its Web site (<http://smartpay.gsa.gov/about-gsa-smartpay/tax-information/state-response-letter>).
- (3) Telephone Calls: TSA employees are permitted, when authorized and 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 a traveler 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 a traveler 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.
 - (c) A telephone call log must be maintained to document each call and its cost. This log and its supporting documentation for the travel voucher, such as hotel receipts, expired calling cards, etc., must be made available to the 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 (e.g., hotel phone, public pay phone, or calling card), call recipient (e.g., home or child caretaker). *Approving Officials may disallow reimbursement for these expenses if the log FTR data is not made available at their request. Ref. [TSA Form 1019, Telephone Call Log](#).*
- (4) Laundry, Cleaning, and Pressing of Clothing: Expenses incurred for laundry, cleaning, and pressing of clothing while on TDY travel in the CONUS for at least four consecutive nights, are reimbursable. Travelers must make every effort to pack sufficient clothing for TDY assignments as is reasonable in the circumstances to avoid or minimize such expenses. Expenses incurred for laundry and dry cleaning

while on TDY outside CONUS are part of the per diem allowance and are not a miscellaneous expense.

M. Common Carrier Transportation: TSA, except mission travel by FAMs, 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) TSA is a mandatory user of the GSA Contract Airline City Pair Program for air travel. Travelers must utilize the Airline City Pair Program fares when available unless one of the exceptions for non-use applies and is documented on the travel authorization. Authorized exceptions for non-use include:

(a) Space on scheduled contract flight is not available in time to accomplish the purpose of the travel;

(b) Use of contract service would require traveler to incur unnecessary overnight lodging costs which would increase the total cost of the trip;

(c) The contract carrier's flight schedule is inconsistent with explicit policies of individual Federal departments and agencies to schedule travel during normal working hours **where applicable**;

(d) A non-contract carrier offers a lower fare to the general public that, if used, will result in a lower total trip cost to the Government (the combined costs of transportation, lodging, meals and related expenses are considered);

(e) Cost effective rail service is available and is consistent with mission requirements; or

(f) The contract air carrier permits smoking in a designated section of the plane; therefore, that flight is unacceptable to the traveler.

N. 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.

O. Use of Rental Car: Specific authorization is required on the travel authorization for use of a rental car.

- (1) Size is limited to a compact car or the least expensive vehicle that will accomplish the mission. Authorization and justification for vehicle upgrades must be noted on the travel authorization.
- (2) When authorized to use a rental vehicle, reservations should be made through the TMS. The car should be rented from a vendor who participates in the Defense Travel Management Office U.S. Government Car Rental Agreement unless travel is outside CONUS and no agreement is in place at the TDY location. The advantages of renting a car through the Government rental car program are:
 - (a) Rental car agreements are pre-negotiated;
 - (b) The agreement includes automatic unlimited mileage and collision damage insurance; and
 - (c) The rates established by the rental agreement cannot be exceeded by the vendor.

NOTE: Additional information on the U.S. Government Rental Car program is available on the [Department of Defense rental car site](#).

- P. Employee Deaths While on Travel Status: TSA follows GSA FTR, [Chapter 303](#) in dealing with 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 BMD 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 the 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 BMD Director 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.
- Q. Travel Voucher Submission: Travel vouchers must be submitted within five business days after completion of a TDY trip. For trips lasting more than 30 days, a travel voucher must be submitted at least every 14 days. A local travel voucher may only be used for local travel. FAMs will submit travel vouchers for mission related travel expenses once every 14 days.

- R. Travel Authorization and Voucher Approval: Approving and certifying officials must act timely on travel authorizations to ensure they are approved prior to commencement of travel. Travel vouchers must be approved within three business days of receipt.
- S. 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. 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 FMD, Financial Policy and Travel Branch is recommended. FMD may be contacted at TravelPolicy@tsa.dhs.gov.
- T. Waiver Requests:
 - (1) TSA Assistant Administrators may request a waiver or exemption to TSA travel policy in order to meet mission critical operational requirements. Requests shall be submitted in writing to the CFO through TSA HQ's FMD, Financial Policy and Travel Branch.
 - (2) Offices with approved annual waivers must resubmit a waiver renewal to the CFO through FMD Financial Policy and Travel Branch each September.

7. PROCEDURES:

- A. All travel claims must be completed using the TMS. Use of the Centrally Billed Account must be clearly identified on the TMS voucher if it is used for lodging and/or airfare.
- B. Claiming Reimbursement: TSA follows the FAATP policies and procedures concerning claiming reimbursements as outlined in the FAATP, Part 301-52, in addition to the following requirements:
 - (1) The traveler must attach electronic copies of required receipts to his or her travel voucher in the TMS. Receipts are required 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.
 - (2) At the discretion of the Approving Official, the traveler must also attach electronic copies of receipts for additional expenses when specified on the travel authorization. The requirement may be based on a 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 expenses greater than \$10.00; or
 - (c) Receipts required for all miscellaneous expenses.

8. **EFFECTIVE DATE AND IMPLEMENTATION:** This policy is approved and effective the date of signature unless otherwise specified.

APPROVAL

Signed

March 27, 2015

Pat A. Rose, Jr.,
Assistant Administrator and Chief Financial Officer
Office of Finance and Administration

Date

EFFECTIVE

Date

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