

Ch. 301, App. C

41 CFR Ch. 301 (7–1–12 Edition)

M&IE Rate	Breakfast	Lunch	Dinner	Incidentals	M&IE Rate	Breakfast	Lunch	Dinner	Incidentals
179 .....	27	45	72	35	228 .....	34	57	91	46
180 .....	27	45	72	36	229 .....	34	57	92	46
181 .....	27	45	73	36	230 .....	35	57	92	46
182 .....	27	46	73	36	231 .....	35	58	92	46
183 .....	27	46	73	37	232 .....	35	58	93	46
184 .....	28	46	73	37	233 .....	35	58	93	47
185 .....	28	46	74	37	234 .....	35	59	93	47
186 .....	28	47	74	37	235 .....	35	59	94	47
187 .....	28	47	75	37	236 .....	35	59	95	47
188 .....	28	47	75	38	237 .....	36	59	95	47
189 .....	28	47	76	38	238 .....	36	60	95	47
190 .....	29	47	76	38	239 .....	36	60	96	47
191 .....	29	48	76	38	240 .....	36	60	96	48
192 .....	29	48	77	38	241 .....	36	60	97	48
193 .....	29	48	77	39	242 .....	36	61	97	48
194 .....	29	49	77	39	243 .....	36	61	97	49
195 .....	29	49	78	39	244 .....	37	61	97	49
196 .....	29	49	79	39	245 .....	37	61	98	49
197 .....	30	49	79	39	246 .....	37	62	98	49
198 .....	30	50	79	39	247 .....	37	62	99	49
199 .....	30	50	80	39	248 .....	37	62	99	50
200 .....	30	50	80	40	249 .....	37	62	100	50
201 .....	30	50	81	40	250 .....	38	62	100	50
202 .....	30	51	81	40	251 .....	38	63	100	50
203 .....	30	51	81	41	252 .....	38	63	101	50
204 .....	31	51	81	41	253 .....	38	63	101	51
205 .....	31	51	82	41	254 .....	38	64	101	51
206 .....	31	52	82	41	255 .....	38	64	102	51
207 .....	31	52	83	41	256 .....	38	64	103	51
208 .....	31	52	83	42	257 .....	39	64	103	51
209 .....	31	52	84	42	258 .....	39	65	103	51
210 .....	32	52	84	42	259 .....	39	65	104	51
211 .....	32	53	84	42	260 .....	39	65	104	52
212 .....	32	53	85	42	261 .....	39	65	105	52
213 .....	32	53	85	43	262 .....	39	66	105	52
214 .....	32	54	85	43	263 .....	39	66	105	53
215 .....	32	54	86	43	264 .....	40	66	105	53
216 .....	32	54	87	43	265 .....	40	66	106	53
217 .....	33	54	87	43					
218 .....	33	55	87	43					
219 .....	33	55	88	43					
220 .....	33	55	88	44					
221 .....	33	55	89	44					
222 .....	33	56	89	44					
223 .....	33	56	89	45					
224 .....	34	56	89	45					
225 .....	34	56	90	45					
226 .....	34	57	90	45					
227 .....	34	57	91	45					

For M&IE rates greater than \$265, allocate 15%, 25%, and 40% of the total to breakfast, lunch, and dinner, respectively. The remainder is the incidental expense allowance.

[FTR Amdt. 10, 55 FR 41535, Oct. 12, 1990, as amended by FTR Amdt. 2007–05, 72 FR 61540, Oct. 31, 2007]

APPENDIX C TO CHAPTER 301—STANDARD DATA ELEMENTS FOR FEDERAL TRAVEL  
[TRAVELER IDENTIFICATION]

Group name	Data elements	Description
Travel Authorization .....	Authorization Number .....	Assigned by the appropriate office.
Employee Name .....	First Name, Middle Initial, Last Name.	Agency guidelines may specify the order, e.g., last name first.
Employee Identification .....	Employee Number .....	Must use a number, e.g., SSN, vendor number, or other number that identifies the employee.

## Temporary Duty (TDY) Travel Allowances

## Ch. 301, App. C

Group name	Data elements	Description
Travel Purpose Identifier .....	Employee Emergency .....	Travel related to an unexpected occurrence/event or injury/illness that affects the employee personally and/or directly that requires immediate action/attention. <i>Examples:</i> Traveler is incapacitated by illness or injury, death or serious illness of a family member (as defined in §300–3.1 or §301–30.2), or catastrophic occurrence or impending disaster that directly affects the employee's home. Emergency travel also includes travel for medical care while employee is TDY away from the official station (part 301–30), death of an employee/immediate family member when performing official duties away from the official station or home of record (part 303–70), medical attendant transportation (part 301–30), assistance travel for an employee with special needs (part 301–13), as well as travel for threatened law enforcement/investigative employees (part 301–31).
	Mission (Operational) .....	Travel to a particular site in order to perform operational or managerial activities. Travel to attend a meeting to discuss general agency operations, review status reports, or discuss topics of general interest. <i>Examples:</i> Employee's day-to-day operational or managerial activities, as defined by the agency, to include, but not be limited to: hearings, site visit, information meeting, inspections, audits, investigations, and examinations.
	Special Agency Mission .....	Travel to carry out a special agency mission and/or perform a task outside the agency's normal course of day-to-day business activities that is unique or distinctive. These special missions are defined by the head of agency and are normally not programmed in the agency annual funding authorization. <i>Examples:</i> These agency-defined special missions may include details, security missions, and agency emergency response/recovery such as civil, natural disasters, evacuation, catastrophic events, technical assistance, evaluations or assessments.
	Conference—Other Than Training.	Travel performed in connection with a prearranged meeting, retreat, convention, seminar, or symposium for consultation or exchange of information or discussion. Agencies have to distinguish between conference and training attendance and use the appropriate identifier (see Training below). <i>Examples:</i> To participate in a planned program as a speaker/panelist or other form of presentation, host, planner, or others designated to oversee the conference or attendance with no formal role, or as an exhibitor.
	Training .....	Travel in conjunction with educational activities to become proficient or qualified in one or more areas of responsibility. 5 USC 4101(4) states that “‘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.” The term “conference” may also apply to training activities that are considered to be conferences under 5 CFR 410.404, which states that “agencies may sponsor an employee's attendance at a conference as a developmental assignment under section 4110 of title 5, United States Code, when: (a) The announced purpose of the conference is educational or instructional; (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 section 4101 of title 5, United States Code; (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.” Agencies have to distinguish between conference and training attendance and use the appropriate identifier (see Conference—Other Than Training above). <i>Examples:</i> Job required training, Internships, Inter-governmental Personnel Act, and forums.

Group name	Data elements	Description
	Relocation .....	Travel performed in connection with a transfer from one official station to another for employees/immediate family members, as applicable. <i>Examples:</i> Permanent change of station (PCS) moves for domestic and international transferees/new appointees, tour renewal, temporary change of station (TCS), and last move home.
Travel Period .....	Start Date, End Date .....	Month, Day, Year according to agency guidelines.
Travel Type .....	CONUS/Domestic .....	Travel within continental United States.
	OCONUS/Domestic .....	Travel outside the continental United States.
	Foreign .....	Travel to other countries.
Leave Indicator .....	Annual, Sick, Other .....	Identifies leave type as the reason for an interruption of per diem entitlement.
Official Station .....	City, State, Zip .....	The location where the employee regularly performs his or her duties or an invitational traveler's home or regular place of business. If the employee's work involves recurring travel or varies on a recurring basis, the location where the work activities of the employee's position of record are based is considered the employee's official station.
Residence .....	State, Zip, City .....	The geographical location where employee resides, if different from official station.
Payment Method .....	EFT .....	Direct deposit via electronic funds transfer.
	Treasury Check .....	Payment made by Treasury check.
	Imprest Fund .....	Payment made by Imprest Fund.
Mailing Address .....	Street Address, City, State, Zip .....	The location designated by the traveler based on agency guidelines.

## COMMERCIAL TRANSPORTATION INFORMATION

Group name	Data elements	Description
Transportation Payment .....	.....	Method employee used to purchase transportation tickets.
Method Indicator .....	GTR .....	U.S. Government Transportation Request.
	Central Billing Account ..	A contractor centrally billed account.
	Government Charge Card .....	In accordance with and as provided by agency guidelines.
	Cash .....	
Transportation Payment Identification Number .....	Payment ID Number .....	A number that identifies the payment for the transportation tickets, according to agency guidelines, e.g., GTR number, Govt. contractor-issued charge card number.
Transportation Method Indicator .....	Air (other than coach-class) .....	Common carrier used as transportation to TDY location.
	Air (coach-class) .....	
	Non-contract Air, Train, Other .....	
Transportation in Performance of TDY or While at the TDY Location .....	POV, Car rental, Taxi, Other .....	Identifies transportation used while in the performance of TDY or while at the TDY location.

## TRAVEL EXPENSE INFORMATION

Group name	Data elements	Description
Per Diem .....	Total Number of Days ...	The number of days traveler claims to be on per diem status, for each official travel location.
	Total Amount Claimed ...	The amount of money traveler claims as per diem expense.
	Lodging, Meals & Incidentals .....	
Travel Advance .....	Advance Outstanding ....	The amount of travel advance outstanding, when the employee files the travel claim.
	Remaining Balance .....	The amount of the travel advance that remains outstanding.
Subsistence .....	Actual Days .....	Total number of days the employee charged actual subsistence expenses.
	.....	The number of days must be expressed as a whole number.

## Temporary Duty (TDY) Travel Allowances

## Ch. 301, App. D

### TRAVEL EXPENSE INFORMATION—Continued

Group name	Data elements	Description
	Total Actual Amount .....	Total amount of actual subsistence expenses claimed as authorized. Actual subsistence rate, per day, may not exceed the maximum subsistence expense rate established for official travel by the Federal Travel Regulation.
Transportation Method Cost .....	Air (other than coach-class). Air (coach-class). Non-contract Air, Train. Other .....	The amount of money the transportation actually cost the traveler, entered according to method of transportation. Bus or other form of transportation.
Transportation in Performance of TDY or While at the TDY Location .....	POV mileage .....	Total number of miles driven in POV.
	POV mileage expense ..	Total amount claimed as authorized based on mileage rate. Different mileage rates apply based on type and use of the POV.
Constructive cost .....	Car rental, Taxis, Other Constructive cost .....	The difference between the amount authorized to spend versus the amount claimed.
Reclaim .....	Reclaim amount .....	An amount of money previously denied as reimbursement for which additional justification is now provided.
Total Claim .....	Total claim .....	The sum of the amount of money claimed for per diem, actual subsistence, mileage, transportation method cost, and other expenses.

### STANDARD DATA ELEMENTS FOR FEDERAL TRAVEL

[Accounting & Certification]

Group name	Data elements	Description
Accounting Classification .....	Accounting Code .....	Agency accounting code.
Non-Federal Source Indicator ..	Per Diem, Subsistence, Transportation.	Indicates the type of travel expense(s) paid, in part or totally, by a non-Federal source.
Non-Federal Source Payment Method.	Check, EFT, Payment "in-kind".	Total payment provided by non-Federal source according to method of payment.
Signature/Date Fields .....	Claimant Signature .....	Traveler's signature, or digital representation. The signature signifies the traveler read the "fraudulent claim/responsibility" statement.
	Date .....	Date traveler signed "fraudulent claim/responsibility" statement.
	Claimant Signature .....	Traveler's signature, or digital representation. The signature signifies the traveler read the "Privacy Act" statement.
	Date .....	Date traveler signed "Privacy Act" statement.
	Approving Officer Signature ....	Approving Officer's signature, or digital representation. The signature signifies the travel claim is approved for payment based on authorized travel.
	Date .....	Date Approving Officer approved and signed the travel claim.
	Certifying Officer Signature .....	Certifying Officer's signature, or digital representation. The signature signifies the travel claim is certified correct and proper for payment.
	Date .....	Date Certifying Officer signed the travel claim.

NOTE TO APPENDIX C: Agencies must ensure that a purpose code is captured for those individuals traveling under unlimited open authorizations.

[FTR Amdt. 70, 63 FR 15981, Apr. 1, 1998; 63 FR 35538, June 30, 1998, as amended by FTR Amdt. 2005-03, 70 FR 28460, May 18, 2005; FTR Amdt. 2009-05, 74 FR 35808, July 21, 2009; FTR Amdt. 2009-06, 74 FR 55150, Oct. 27, 2009; FTR Amdt. 2010-02, 75 FR 24436, May 5, 2010; FTR Amdt. 2010-07, 75 FR 72967, Nov. 29, 2010]

#### APPENDIX D TO CHAPTER 301—GLOSSARY OF ACRONYMS

ATM: Automated Teller Machine  
CAS: Commercial Aviation Service(s)  
CDW: Collision Damage Waiver  
CFR: Code of Federal Regulations

CMTR: Combined Marginal Tax Rate  
CONUS: Continental United States  
CSRS: Civil Service Retirement System  
CTO: Commercial Ticket Office  
DOD: Department of Defense  
DOJ: Department of Justice