

Temporary Duty (TDY) Travel Allowances

Ch. 301, App. C

M&IE Rate	Breakfast	Lunch	Dinner	Incidentals
261	39	65	105	52
262	39	66	105	52
263	39	66	105	53
264	40	66	105	53
265	40	66	106	53

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.
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.

Group name	Data elements	Description
	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, Intergovernmental Personnel Act, and forums.
	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.

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COMMERCIAL TRANSPORTATION INFORMATION—Continued

Group name	Data elements	Description
Transportation in Performance of TDY or While at the TDY Location	Air (coach-class) Non-contract Air, Train, Other. 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 ... Total Amount Claimed ...	The number of days traveler claims to be on per diem status, for each official travel location. The amount of money traveler claims as per diem expense.
Travel Advance	Lodging, Meals & Incidentals. Advance Outstanding Remaining Balance	The amount of travel advance outstanding, when the employee files the travel claim. 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.
	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 POV mileage expense ..	Total number of miles driven in POV. 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.

STANDARD DATA ELEMENTS FOR FEDERAL TRAVEL—Continued
 [Accounting & Certification]

Group name	Data elements	Description
	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
 DSSR: Department of State Standardized Regulations
 DTMO: Defense Travel Management Office
 EFT: Electronic Funds Transfer
 ETS: E-Gov Travel Service(s)
 FAA: Federal Aviation Administration
 FAM: Foreign Affairs Manual
 FECA: Federal Employees' Compensation Act
 Fedrooms: Enhanced Federal Premier Lodging Program (formally known as FPLP)
 FEMA: Federal Emergency Management Agency
 FERS: Federal Employees Retirement System
 FHA: Federal Housing Administration
 FICA: Federal Insurance Contribution Act
 FOB: Free On Board
 FTR: Federal Travel Regulation
 FTS: Federal Telecommunications System
 GAO: General Accounting Office
 GBL: Government Bill of Lading
 GOCO: Government Owned Contractor Operated
 GPO: Government Printing Office
 GSA: General Services Administration
 GTR: Government Transportation Request
 HHG: Household Goods
 ID: Identification
 IDL: International Date Line
 IRC: Internal Revenue Code
 IRS: Internal Revenue Service
 ISSA: Inter-service Support Agreement(s)

ITRA: Income Tax Reimbursement Allowance
 JFTR: Joint Federal Travel Regulations
 JTR: Joint Travel Regulation
 MARS: Military Affiliate Radio System
 M&IE: Meals and Incidental Expenses
 M&O: Management and Operating
 MOU: Memorandum of Understanding
 MTR: Marginal Tax Rate
 NARA: National Archives and Records Administration
 NIST: National Institute of Standards and Technology
 NTE: Not to Exceed
 OBE: Online Self-service Booking Tool
 OCONUS: Outside the Continental United States
 OGE: Office of Government Ethics
 OMB: Office of Management and Budget
 PBP&E: Professional Books, Papers, and Equipment
 PCS: Permanent Change of Station
 PDS: Permanent Duty Station
 PIN: Personal Identification Number
 PMO: E-Gov Travel Program Management Office
 POV: Privately Owned Vehicle
 PTA: Prepaid Ticket Advice
 PDTATAC: Per Diem, Travel and Transportation Allowance Committee
 Q&A: Question and Answer
 RIT: Relocation Income Tax
 SES: Senior Executive Service
 SIT: Storage in Transit
 SSN: Social Security Number
 TCS: Temporary Change of Station
 TDY: Temporary Duty
 TMC: Travel Management Center
 TMS: Travel Management Service
 TQSE: Temporary Quarters Subsistence Expenses
 U.S.: United States
 U.S.C.: United States Code
 VA: Department of Veterans Affairs
 WAE: When Actually Employed