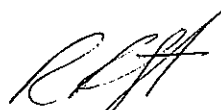


To	Distribution	From	Roger F. Ogilvie
Department		Department	
Location		Location	
Date	April 11, 2000	Log #	IRS-DM-187-00
Subject	IRSP Travel Policies		

Effective immediately, the attached IRSP Travel Policies will serve as guidelines regarding all travel associated with IRSP jobs.



Roger F. Ogilvie  
IRSP Division Manager

RFO:lg

Attachments

Distribution: All Employees

# IRSP TRAVEL POLICIES

## Air Travel

Commercial air carriers are to be used for domestic flights utilizing the least expensive, refundable, coach class accommodations. First class may be used in emergency instances if coach class accommodations are not available. (Sec. C2204, subpar. A)

When an employee is performing international travel, an employee may use premium class accommodations (business class) when the employee's flight time (from origin to destination) is 14 hours or more including stopovers. Sec. C2204, subpar. A.5.d.9 states that use of premium-class other than first-class accommodations are allowed when

"Travel is direct between authorized origin and destination points separated by several time zones, and either the origin or destination point is outside CONUS, and the scheduled flight time (including stopovers) is in excess of 14 hours. When this authority is exercised, an employee shall not be eligible for a rest stop en route or a rest period upon arrival at the duty site under par. C1058."

Rest stops are authorized if air travel for the employee is less than premium-class accommodations and "the scheduled flight time, including stop-overs, exceeds 14 hours by a direct or usually traveled route." (Sec. C1058, subpar C.1.c-d) If the employee is traveling to a destination and a stop-over is required in order for the employee to reach their final destination, then the employee is still entitled to premium-class accommodations.

However, per Sec. C1058, subpar. C.3, "a rest stop shall not be authorized when an employee chooses to travel by an indirect route, *for personal convenience*, causing excess travel time." In other words, an employee cannot change from a direct route to an indirect route in order to increase his/her hours of travel time to exceed 14 hours or more in order to obtain premium-class accommodations and still have a rest period.

If an employee elects to drive his/her personal vehicle instead of flying, employee will be paid mileage at the current JTR rate. The calculation of miles is based on the Standard Highway Mileage Guide. It lists the origin and destination point for most major cities throughout the U.S. If the destination is not listed in the guide, mileage will be calculated to the nearest city. In this case, the employee must keep a record of their miles for reimbursement. Since an employee has elected to drive, travel days are the same for an employee who is flying and will be reimbursed for miles up to the cost of an airline ticket.

Example - John decides to drive from Ft. Walton Beach, FL to Los Angeles, California which is about 2155 miles one way and will probably take him at least 3 days to reach California. Since it only takes 1 day to fly to California, John will only be entitled to claim 1 day of travel on his expenses. Also, if the cost of an

# IRSP TRAVEL POLICIES

airline ticket is less than the cost to reimburse John for his miles, he will receive the cost of the ticket.

## Calculation of miles

2155 miles (1 way) →  $2155 \times 2 = 4310$  (Round trip)  
 $\frac{.325}{\text{mile}}$  (Current rate as of 2/1/2000)  
\$1,400.75

If the cost of roundtrip ticket to California is \$1300.00, John is only entitled to \$1300 for reimbursement.

## Ground Travel

Hertz rental vehicles are the primary source and Avis is the secondary source of ground travel for employees.

Employees are reimbursed for travel to and from the airport. If an employee drives their personal vehicle (POV), they are reimbursed at the current rate. Accounting has set the standard miles to the Fort Walton Beach, Panama City, and Pensacola airports – 20 miles roundtrip to/from Fort Walton Beach airport and 100 miles roundtrip for both Panama City and Pensacola airports. If employee elects to use other means for transportation, such as taxi or airport shuttle, they will be reimbursed for the cost with receipt.

For taxi service to the local airports, all employees should use Bob's Taxi Service as their first choice.

## Lodging and M&IE (Meals and Incidental Expenses)

Lodging, meals and incidental expenses rates are based on the rates located in the JTR. For current per diem rates, go to the Per Diem Committee website located at:

<http://www.dtic.mil/perdiem/pdrates.html>

Reimbursement for lodging, meals and incidental expenses are based on the location of lodging (country, state, city, or county). It is not based on the location of the site being visited or near vicinity. Lodging must be used in the location closest to the job site. If the location is not listed in the JTR, the default rate will be other. In the case of CONUS, other will apply to "all places not listed." Rates for Hawaii and Alaska are listed in OCONUS rates. For locations not specifically listed in OCONUS, the rates of other for the country in which the employee is traveling in will apply. Lodging, meals and incidental expenses rates are also based on the location of lodging for the night.

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Per Diem specifically includes all lodging, meals and incidental expenses. Tips, phone calls and laundry are included in incidental expenses and therefore cannot be claimed as separate items on expense reports.

EXAMPLE: John is departing Ft. Walton Beach on the February 12, 2000 to California. He will be staying at a hotel in Los Angeles for the first night, and then traveling to Santa Barbara for the next two nights and then one night in Los Angeles for return to Fort Walton Beach.

Calculations:

Lodging	Feb 12	Los Angeles	1 @ \$99	= \$99
	Feb 13-14	Santa Barbara	2 @ \$99	= \$198
	Feb 15	Los Angeles	1 @ \$99	= \$99
M&IE*	Feb 12	Los Angeles	.75 @ \$46	= \$34.50
	Feb 13-14	Santa Barbara	2 @ \$38	= \$76
	Feb 15	Los Angeles	1 @ \$46	= \$46
	Feb 16	Los Angeles	.75 @ \$46	= \$34.00

(\*Meals and Incidental expenses for the first and last day of travel are calculated at .75 of the rate regardless of the time of departure or arrival.)

Lodging, M&IE, and class of airline ticket for the ranges are based on the attached table.

# IRSP TRAVEL POLICIES

RANGE	JTR BASIS	TRAVEL DAYS	CLASS OF SERVICE
30SW	LOMPOC, CA; SAN MATEO, CA; HONOLULU, HI	1 - 1.5	Coach
45SW	COCOA BEACH, FL ASCENSION IS ANTIGUA, WI	1 2 1	Coach
AAC	EGLIN (FWB, NICEVILLE, MEXICO BEACH)	N/A	N/A
AFMC	NORTON AFB, CA	1	Coach
AFWTF	ST. THOMAS AND ST. CROIX	1	Coach
DLR	RADARS ARE MOBILE (VICINITY DEPENDS ON LOCATION OF RADAR)	2	Business
DOE	TONOPAH, NV (LAS VEGAS)	1	Coach
EPG	SIERRA VISTA, AZ TUCSON, AZ	1	Coach
FAA	ATLANTIC CITY, NJ	1	Coach
MANCHING	INGOLSTADT	2	Business
MEPPEN	MEPPEN (GERMANY/OTHER)	2	Business
NASA/D	LANCASTER, CA CROWS LANDING (STANISLAUS CTY)	1	Coach
NASAW	CHINCOTEAGUE, VA	1	Coach
NAWC-AD	PATUXENT RIVER/LEXINGTON PARK, MD	1	Coach
NAWC-WD	PT. MUGU (OXNARD) SAN NICOLAS IS (LODGING PAID AT ACTUAL RATE) CHINA LAKE (RIDGECREST)	1	Coach
OI	RADARS ARE MOBILE (VICINITY DEPENDS ON LOCATION OF SHIP)	1	Coach
PMRF	ISLE OF KAUI	1 - 1.5	Coach
ROK	TAEJON, KOREA	2	Business
TAIWAN	GREEN ISLAND TAIPEI	3 2	Business
UK	ABERPORTH, WALES (UK/OTHER) ST. KILDA (UK/OTHER) BENBECULA (UK/OTHER)	2 3 2	Business
USAKA	KWAJALEIN	2	Coach
UTTR	WENDOVER TOOELE	1	Coach
WSMR	EL PASO, TX; ALAMOGORDO, NM; SOCORRO, NM LAS CRUCES, NM	1	Coach
YPG	YUMA, AZ	1	Coach

APPROVED BY:

  
 \_\_\_\_\_  
 IRSP DIVISION MANAGER

  
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 DATE