



Travel and Relocation

Handbook F-15

August 1997
Transmittal Letter

1. **Explanation.** Handbook F-15 initiates a consolidation of Handbooks F-10, *Travel Policy*, F-11, *PCES Relocation Policy*, and F-12, *Relocation Policy*. All travel policy changes published in the *Postal Bulletin* from the June 1991 edition of Handbook F-10 through August 1, 1996 have been incorporated. These changes are detailed in Appendix D, *Crosswalk Information*. The design and format of the handbook has been revised to enhance usability.
2. **Revision.** This handbook replaces Handbook F-10. The relocation section of this handbook will be published at a future date.
3. **Distribution**
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5. **Effective Date.** This handbook is effective upon receipt.

A handwritten signature in black ink that reads "M. Richard Porras".

M. Richard Porras
Vice President and Controller
Finance

Update Notice

Handbook F-15

Travel and Relocation

(Note: The vertical bars adjacent to the text in the online Handbook F-15 indicate updates have been incorporated.)

Handbook F-15, *Travel and Relocation*, originally published August 1997, has been updated with articles through 9/4/03, as follows:

This chapter, sub-chapter, part, or section...	titled...	was revised in issue number...	with an issue date of...
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6-2.1.1	Exemptions From Sales Tax	22069	2/7/2002
Chapter 7, Determining Daily Expenses			
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7-1.1.1.3	Reimbursement for Local Travel	22052	6/14/2001
7-1.1.3	Travel to Alaska, Hawaii, Puerto Rico, or U.S. Possessions	22009	10/21/1999
7-1.1.3	Travel to Alaska, Hawaii, Puerto Rico, or U.S.	22059	9/20/2001
7-1.1.4	International Travel	22059	9/20/2001
7-1.2.1	Travel Completed Within 12 Hours During the Same Day	22059	9/20/2001
7-1.2.2	Travel Lasting More Than 12 Hours but Less Than 24 Hours With or Without Lodging (formerly titled Travel Lasting More Than 10 Hours or Requiring Lodging)	22059	9/20/2001
7-2	What Per Diem Includes	22059	9/20/2001
7-3	How Per Diem Works	22059	9/20/2001
7-3.1	The Per Diem Calculation	22059	9/20/2001
7-3.2.1	According to Your Destinations	22059	9/20/2001
7-3.2.2	According to Whether Meals Are Provided	22059	9/20/2001
7-4	Policy for Calculating Per Diem	22059	9/20/2001
7-4.1.1	Standard Policy	22059	9/20/2001

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7-4.1.2	Policy for Nonworkdays While in a Travel Status (formerly titled Policy for Nonworkdays)	22059	9/20/2001
7-4.1.3	Policy for Annual Leave	22059	9/20/2001
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Part 1

How to Use This Handbook

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1 About This Handbook

Whether you are traveling on official Postal Service business or relocating, this handbook was designed to help you find the information you need quickly and easily.

1-1 How This Handbook Is Organized

This handbook is divided into two primary sections, *Travel* and *Relocation*, both of which are organized chronologically by task.

1-1.1 If You Are Traveling

Travelers will find all policy and procedure in the *Travel* section, and reference material in the appendices.

Because the handbook is arranged by task, you'll find the information presented in the order in which you need it. For example, after the first two chapters which discuss your responsibilities as a traveler and the tools available, the *Travel* section is arranged chronologically from *Preparing to Travel*, which covers getting approval to travel and getting your advances, through chapters that address making all travel arrangements and documenting your expenses, to *Getting Reimbursed and Repaying Advances* after you return.

The appendices will provide you with the current rates, instructions for filling out forms, and a list of approving officials.

1-1.2 If You Are Relocating



If you are relocating, you'll find the majority of relocation policy and procedure in the *Relocation* section. However, because relocating employees are sometimes in travel status during their relocation, you'll find pertinent information in the *Travel* section as well.

The *Relocation* section is also organized by task, as close to chronological order as possible. However, because your circumstances, such as how quickly your existing house sells, may be different from those of other relocatees, the sequence of your tasks might also differ. Therefore, be sure to use the chapter titles as a guide to finding the information you need rather than the order in which the chapters are presented.

The appendices will provide you with the current rates, instructions for filling out forms, and a list of approving officials.

1-2 Information Aids

The ways in which the information is presented will help you understand how to use that information and its significance. Here are the methods that are used.

If You See . . .	Then You Know That . . .
a. A list of items beginning with a, b, c, and so on.	This is information that you need to <i>know</i> .
b. A numbered list.	These are steps that you must <i>do</i> .
c.  Important:	This is essential information that may have unfortunate consequences if overlooked or ignored.
d.  Reminder:	This is information that was presented in more detail earlier in the handbook but which applies to the current material.

Part 2

Travel

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2 Before You Begin Traveling

Traveling to another site to conduct official business should be considered only as a last resort. Before requesting travel, you must make every reasonable effort to conduct business by using mail, telephone, fax, e-mail, or another equally less costly, less time-consuming method. The approving official will approve travel only when no other method of conducting business is considered to be satisfactory.

2-1 Your Responsibilities as a Traveler

When traveling on official business, you represent the Postal Service. You are, therefore, expected to perform your duties in a professional manner and with the same care and prudence as if you were traveling at your own expense. Specifically, you must do all of the following:

1. Comply with the policies stated in this handbook. Title 39, section 410 of the United States Code gives the Postal Service the authority to establish its own travel policy. This handbook presents the current policy.
2. Plan your itinerary to accomplish your purpose with a minimum investment of time and expense. The Postal Service gives you as much freedom as possible within the guidelines of this handbook to decide what expenditures are necessary, and it reimburses you for allowable expenses that you incur while conducting official business.
3. Select the least costly mode of transportation that provides adequate service. The Postal Service is committed to conserving energy and reducing travel costs; you must consider these factors when selecting modes of transportation.
4. Schedule your departure and arrival in order to conduct business as efficiently as possible.
5. Claim reimbursement only for allowable expenses and settle your travel advances promptly.
6. Submit Form 1012, *Travel Voucher*, as soon as possible after your travel is complete but no later than the end of the accounting period in which you completed travel.
7. If, after your tickets were issued, the carrier made any changes in services or destination which reduced your fare, be sure to obtain a refund coupon from the carrier. The Postal Service must have this

coupon to obtain the refund from the carrier or travel agency if the ticket was purchased using the Government Travel Account (GTA).

8. When returning from international travel, you must do the following:
 - Immediately return your official passport to the International Business Unit.
 - Within 30 days of completing travel, prepare a written report and send a copy to the vice president, International Business Unit.

2-2 Responsibilities of Approving Officials

Approving officials must comply with the policies stated in this handbook. Title 39, section 410 of the United States Code gives the Postal Service the authority to establish its own travel policy. This handbook presents the current policy. In order to perform his or her duties, each approving official must thoroughly review this handbook to become familiar with the travel policy of the Postal Service as well as the traveler's obligations and rights.

In general, approving officials have the authority to approve all of the following:

- a. Official travel for the Postal Service.
- b. Travel advances for bargaining unit employees.
- c. All tickets issued through the GTA for bargaining unit employees only.
- d. Individual applications for an individual government credit card.
- e. Travel vouchers.
- f. Any special travel situations, such as travel by a nonemployee of the Postal Service or a traveler's need for leased lodging.

A list of approving officials is in Appendix C.

2-2.1 Authorizing Travel

2-2.1.1 For All Travelers

Before approving travel, approving officials must make certain that the travel is necessary and directly related to Postal Service business. Approving officials (see Appendix C) may approve travel for employees to attend training, meetings and conferences, within or outside the Postal Service.

Approving officials notify the employee as soon as possible of impending travel. They should also ensure that, whenever possible, travel has been scheduled within the regular workweek.

2-2.1.2 For Employees on Extended Duty Assignments or Details

The appropriate approving official must approve all extended duty assignments or details in advance and in writing. The approval should be based on all of the following:

- a. Purpose of the assignment or detail.
- b. Cost.
- c. Benefit expected.
- d. Consideration of alternatives.
- e. Value to the Postal Service.

2-2.1.2.1 Details in Excess of One Year

There must be a critical need to extend a temporary assignment/detail away from your permanent duty station beyond one year. The vice president, Human Resources, and the vice president, Controller, will advise the requesting vice president of the procedures to be followed

2-2.1.2.2 Tax Consequences of Details in Excess of One Year

- As soon as it becomes known that your detail to a geographic commuting area will exceed one year, all travel reimbursements must be reported to the Internal Revenue Service as compensation. Taxes will be withheld and you will not be grossed up.
- Form 1012, *Travel Voucher*, must be annotated as being for a long-term detail and then submitted to the San Mateo Accounting Service Center for processing.

2-2.1.3 For Employees Representing Employee Organizations

Approving officials (see Appendix C) may approve travel of employees who are representatives of employee organizations. However, the travel must pertain to one of the following:

- a. Activities of joint employee-management cooperation committees when the activity is primarily in the interest of the Postal Service — for example, preventing accidents, reducing absenteeism, improving communication, ensuring equal employment opportunity, or maintaining employee productivity and morale.
- b. Special consultation or special negotiation sessions when called by postal officials.

See Chapter 9, *Handling Expenses for Special Travel Situations*, for more information.

2-2.1.4 For Members of Advisory Councils and Boards

The vice president of the functional area utilizing an advisory committee may delegate the authority to approve Form 1012, *Travel Voucher*, to a PCES manager.

2-2.1.5 **For Nonemployees of the Postal Service**

Travel expenses of people who are not employees of the Postal Service may be allowed while they are away from their homes or regular places of business, according to the policy and procedures prescribed in this handbook. Some examples are summarized below. For more information, see Chapter 9, *Handling Expenses for Special Travel Situations*.

2-2.1.5.1 **Expert Consultants**

Those officials who are authorized to approve the expenses of expert consultants are authorized to also approve their travel.

2-2.1.5.2 **Potential Postal Service Employees**

Only officers of the Postal Service (see Appendix C) may approve reimbursement of potential employees for expenses of travel to Postal Service employment interviews.

2-2.1.5.3 **Spouses of Postal Service Employees**

For those employees on extended duty or training assignments who would rather have their spouses accompany or visit them than to take intermediate trips home, the Postal Service will pay the round-trip fare for the spouse. For bargaining unit employees, travel arrangements may be made for the spouse through the GTA. However, the approving official must approve the spouse's travel and the use of the GTA **before** the assignment begins.

2-2.1.5.4 **Other Nonemployees**

Approving officials are authorized to approve travel for people who are not employees of the Postal Service (for example, a contractor) but who are traveling for one of the following reasons:

- a. To confer with postal officials on official postal matters.
- b. For the benefit of the Postal Service.

2-2.1.6 **For International Travel**

2-2.1.6.1 **To Canada and Mexico**

All officers may approve travel to Canada and Mexico.

When the decision is made, the approving official sends a copy to the vice president, International Business Unit. The International Business Unit coordinates travel with the foreign postal administration along with other federal agencies and assists the traveler in obtaining the required travel credentials.

The chief postal inspector is responsible for approving international travel for postal inspectors on official investigations. That travel is governed by internal instructions from the Postal Inspection Service.

The inspector general, assistant inspectors general, deputy assistant inspectors general, and directors are responsible for approving international travel for inspector general personnel. That travel is governed by internal

instructions from the Office of Inspector General (OIG). Signatures of the above individuals on a travel voucher indicate OIG approval.

2-2.1.6.2 **To Other Countries**

The vice president, International Business Unit performs the following activities relating to international travel:

- Concurs with all international travel except travel to Canada and Mexico.
- Approves travel of members of the United States Postal Service delegations to attend international conferences, congresses, and meetings of international postal organizations.
- Ensures that the necessary documents are prepared.

The chief postal inspector is responsible for approving international travel for postal inspectors. That travel is governed by internal instructions from the Postal Inspection Service.

The inspector general, assistant inspectors general, deputy assistant inspectors general, and directors are responsible for approving international travel for inspector general personnel. That travel is governed by internal instructions from the Office of Inspector General (OIG). Signatures of the above individuals on a travel voucher indicate inspector general approval.

2-2.2 **Authorizing Transportation**

The Postal Service allows employees to rent vehicles such as automobiles, boats, aircraft, or other vehicles for travel on official business within or outside the designated duty station, if this is advantageous to the Postal Service. The vehicles rented should provide the least costly type of transportation available.

Approving officials must approve the use of privately owned (POV) or rental vehicles **before** expenses are incurred.

Approving officials may approve the use of a GSA-contracted vehicle only after determining that no vehicle owned or leased by the Postal Service is available.

2-2.3 **Authorizing Lodging**

2-2.3.1 **For All Travelers**

Approving officials must be careful about what they approve. When considering lodging rates, they must do the following:

1. Take into consideration the traveler's efforts to secure less costly housing.
2. Fully assess the cost of lodging by analyzing the distances from lodging facilities to the work assignment and the related transportation costs.

2-2.3.2 For Travelers Needing Leased Lodging

If the traveler is on a long-term temporary assignment and if it would be in the interest of the Postal Service to rent housing — such as a room or apartment — the appropriate approving official (see Appendix C) may approve a fixed-term lease for furnished lodgings or for unfurnished lodgings and the required furniture. Whenever possible, the lease should be on a month-to-month basis in order to keep the Postal Service's commitments to a minimum.

The approving official must do the following:

1. Approve the use of leased lodging **before** expenses are incurred.
2. Ensure that the total leased charges will be less costly than the total of daily rental charges, such as a hotel.
3. Ensure that the total leased charges are not offset by local transportation expenses, commuting time, and similar costs.

2-2.4 Authorizing Intermediate Trips Home

When the extended duty assignment or detail is activated, the officials who approve the travelers' expense vouchers determine the frequency of their intermediate travel home. See 8-1.9 for more information about trips home during extended travel.

The Postal Service does not pay for travel costs for intermediate trips to any locations other than your permanent duty station; these costs will not be approved by the approving officials.

2-2.5 Reviewing, Approving, and Certifying Vouchers

The appropriate approving official reviews vouchers for travel expenses. The signature of the approving official on the front of the voucher indicates the following:

- a. The approving official verifies that the transportation and expenses comply with postal policy.
- b. The approving official certifies that the transportation and expenses are the most advantageous to the Postal Service.

When an approving official receives a travel voucher, he or she must do the following:

1. Make sure that all charges claimed are reasonable, considering the area where they were incurred.
2. Make sure that the original supporting documents are attached to the voucher.
3. Sign the voucher to indicate that the expenses are approved.
4. Submit the voucher to the appropriate office for payment processing.

The payment office audits and processes vouchers for payment. If items on a voucher are not properly supported by the required documentation, the payment office will not pay these expenses.

2-2.6 Reviewing Travel Expense and Advance Reports

Approving officials review the *Travel Expense and Advance Reports* to determine which employees owe money to the Postal Service. The approving officials must notify these employees in writing of any outstanding advance and instruct them to repay the amount owed.

2-2.7 Protecting the Government Travel Account

Approving officials must protect and safeguard the GTA account against improper and unauthorized use and maintain proper controls. Approving officials may delegate the responsibility for protecting and controlling GTA forms to specific employees.

2-3 Issues That Affect Travel Policy

As you prepare for a trip, be aware that travel policy varies depending upon the following issues. See the appropriate chapter for the details of the travel policy.

- a. Duration of the trip. Travel policy varies depending upon whether the trip is the same day — policy also varies depending upon whether the trip lasts more or less than 10 hours, overnight, between 30 and 180 days, or more than 180 days.
- b. Destination. Policy varies according to whether your destination is less than 50 miles away (local travel); 50 miles or more away but within the continental United States (CONUS); Alaska, Hawaii, Puerto Rico, or U.S. possessions; Canada or Mexico; or a country other than Canada or Mexico.
- c. Purpose of the trip. Travel policy might be affected depending upon whether the trip is for attending meetings or conferences, training, serving as a witness, serving as a juror, relocating, or conducting official business for the Postal Service.
- d. Your relationship to the Postal Service.

If you **are** an employee of the Postal Service, travel policy varies according to whether you are a bargaining unit employee or non-bargaining unit employee.

If you **are not** an employee of the Postal Service, the policy varies according to whether you are a potential employee of the Postal Service, expert consultant, outside contractor, member of an advisory council or board, or spouse of an employee of the Postal Service.

If you are in the Inspection Service, you must follow the instructions issued by the Chief Postal Inspector.

2-4 Deviating from the Policy

In rare circumstances, you might need to request a deviation from the travel policy of the Postal Service.

2-4.1 What's Allowed

The Postal Service allows deviations only in extreme circumstances. The Postal Service does **not** consider those requests for deviations where specific allowance parameters are presented in this handbook. Ignorance of the policy stated in this handbook does not justify a deviation.

A deviation request will be considered **only** if both of the following apply:

- a. An unusual situation arises which is not directly addressed in this policy handbook.
- b. The case is unique.

2-4.2 How to Request a Deviation

To request a deviation, you must do the following:

1. Write a memo and specifically explain your reasons for requesting the deviation.
2. Attach supporting documentation.
3. Submit everything to your immediate supervisor who forwards it to your approving official.

The approving official reviews your request and indicates whether he or she concurs. The approving official then forwards the request to the manager of Corporate Accounting in Headquarters, who evaluates the request and responds in writing, either to approve or to deny the request.

If Your Request Is . . .	Then . . .
a. Approved	Be sure to attach the memo of approval to your travel voucher. It cannot be processed without the memo.
b. Denied	You may appeal the decision, but only if you have additional information that was not contained in the original request and that would have a bearing on the decision.

2-5 Forms You Will Need

If You Are . . .	Use This Form . . .	To . . .
Preparing to travel	1011 <i>Travel Advance Request and Itinerary Schedule</i> (optional for non-bargaining unit employees)	<ul style="list-style-type: none"> ■ Get approval for travel ■ Get a travel advance — bargaining unit employees only <p>Note: The traveler's approving official may decide how much of the itinerary section must be completed.</p>
Returning from nonlocal travel	1012 <i>Travel Voucher</i>	<ul style="list-style-type: none"> ■ Repay an advance ■ Account for a trip cut short or canceled ■ Get reimbursed for travel expenses
Returning from local travel	1164 <i>Claim for Reimbursement for Expenditures on Official Business</i>	<ul style="list-style-type: none"> ■ Get reimbursed for official travel expenses
Involved in an accident with your rental car	Standard Form 91 <i>Operator's Report of Motor Vehicle Accident</i>	<ul style="list-style-type: none"> ■ Report damages to a rental car while traveling

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3 Tools for the Traveler

To make your traveling easier, the Postal Service has created these two programs which help reduce paperwork and your need to travel with large amounts of cash:

- a. The Government Travel Account allows bargaining unit employees to have their tickets on common carriers, such as airlines or railroads, billed directly to the Postal Service.
- b. The Government Credit Card System (GCCS) provides designated employees with a credit card to use for official travel.

This chapter provides an overview of these programs.

3-1 Government Travel Account

3-1.1 What It Is

The Government Travel Account (GTA) is a program through which common carriers, such as airlines and railroads, can bill tickets directly to the Postal Service. Each office using this system is assigned a unique account number. Common carriers bill the Postal Service who, in turn, bills the office having that account number.

3-1.2 Who May Use It

Only the following people may use the GTA:

- a. Bargaining unit employees, unless they are relocating.
- b. Their spouses, under certain circumstances.
- c. Special guests of the Postal Service.
- d. Expert consultants, except contractors.
- e. Witnesses.

! **Important:** You may *not* use the GTA for travel during relocation.

3-1.3 How to Use It

Organizations with GTA account numbers must set up procedures for approving the transportation tickets purchased at government rates for official travel.

Contact the supporting finance office to find out the procedures for using the GTA at your organization. Also see Chapter 5, *Arranging Transportation*, for information on making an airline reservation using the GTA.

3-1.4 How to Set Up an Account

Headquarters and the areas may have one or more accounts set up for obtaining transportation tickets. The Headquarters or Area GTA coordinator is responsible for setting up and controlling these accounts.

To request a corporate account, headquarters organizations, which are geographically located within an area, must contact the GTA coordinator for that area and follow the established procedures. Headquarters organizations in the Washington, DC area must contact Corporate Accounting in Headquarters.

3-2 Government Credit Card System

3-2.1 What It Is

The Government Credit Card System is a program offered by the Postal Service in which an individual government credit card with automatic teller machine (ATM) privileges is issued to designated employees for use while on official travel. If you are issued a credit card, the card is in your name, and charges are billed directly to you for payment.

If you have this card, you may use it for any of the following:

- a. Transportation, lodging, and other travel-related services when traveling on official business for the Postal Service.
- b. Authorized travel of your spouse.
- c. Your immediate family if they are traveling because you are being permanently relocated.

In addition, non-bargaining unit employees **must** use the ATM feature of their card to obtain travel advances. Bargaining unit employees may request an advance by filling out Form 1011, *Travel Advance Request and Itinerary Schedule*. For more information on advances, see 4-2.

! **Important:** You may **not** use the government credit card for personal business.

3-2.2 Who May Be Issued a Card

If you are a bargaining unit employee and you travel two or more times per year, you may request an individual government credit card for official travel.

If you are a non-bargaining unit employee, you must have a card. Using the ATM feature of the card is the only way for you to receive a travel advance and to obtain transportation tickets at the government rate.

3-2.3 How to Request a Card

To request an individual government credit card, follow these steps:

1. Obtain an application from your government credit card coordinator.
2. Fill out the application.
3. Have it approved by an approving official (see Appendix C).
4. Return it to your coordinator.

In approximately 2 weeks, the credit card company will send both your credit card and ATM personal identification number (PIN) to the address you specified as your billing address.

3-2.4 Responsibilities of the Cardholder

As a cardholder, you are accountable for all charges made with the card. Therefore, you must always do the following:

1. Protect the card against unauthorized use.
2. Pay your monthly credit card bill on time.



Reminder: The individual government credit card is for official travel only. Do *not* use it for personal business.

3-2.4.1 If the Card Is Lost or Stolen

If your card is lost or stolen, follow these steps:

1. Notify the credit card company. Use the instructions that accompanied the card when it was issued to you.
2. Notify your government credit card coordinator.

3-2.4.2 If You Are Transferred

If you have been issued an individual government credit card and are transferred, you must provide the government credit card coordinator at your new permanent duty station with the name and telephone number of the coordinator at your old duty station.

The coordinator at your new permanent duty station then notifies the credit card company so that budgetary and reporting information associated with the card can be updated.

3-2.5 Cardholder Benefits

3-2.5.1 Benefits Offered by the Credit Card Company

Occasionally, the Postal Service will change the company providing the credit card in order to obtain better services at reduced rates. Each company typically offers benefits to its cardholders, such as accident insurance while traveling, baggage insurance, and club assistance programs. The Postal Service encourages you to become familiar with and take advantage of the

benefits offered by the current company. Information about these benefits is available from the credit card company, not the Postal Service.

! Important: Although these benefits are available to cardholders, they are not considered to be, either in whole or part, associated with the Postal Service travel policy or benefits.

3-2.5.2 Reimbursement of Postage

You may request reimbursement for the postage used to make payments to the government credit card company. Use Form 1012, *Travel Voucher*, to claim this expense.

3-2.6 Cancellation and Reinstatement

3-2.6.1 Canceling the Card

3-2.6.1.1 If You Voluntarily Cancel Your Card

If you are a bargaining unit employee, you may voluntarily cancel your individual government credit card. To do so, follow these steps:

1. Notify your government credit card coordinator.
2. Cut your credit card in half and give the pieces to your coordinator.
3. Inform your approving official. (You do not need the approving official's consent.)

! Important: If you are a non-bargaining unit employee, you should voluntarily cancel your card **only** when retiring or terminating your employment with the Postal Service.

3-2.6.1.2 If the Credit Card Company Cancels Your Card

The government credit card company will **suspend** a card if payment becomes 90 days delinquent. The card will be **canceled** when a balance is 120 days delinquent.

The individual government credit card is the only way that a non-bargaining unit employee can obtain government-rate travel tickets. If your government credit card is canceled and you must travel on official business, you will only be reimbursed up to the government rate for the tickets. You will be responsible for any additional costs incurred for the transportation tickets.

3-2.6.2 Reinstating the Card

To reinstate a card that was **suspended**, you must pay all outstanding charges in full. When the credit card company receives full payment, it may remove the suspension.

To reinstate a card that was canceled for nonpayment, follow these steps:

1. Pay all outstanding charges in full.

2. Write a personal letter to the credit card company to explain your reasons for nonpayment and to request reinstatement.

The credit card company then reviews your credit history with ***all*** creditors, your explanation for nonpayment, and other issues, such as the amount of the unpaid bill and the length of time it was unpaid. After making a decision, the credit card company notifies you in writing.

3. If you are reinstated, send a copy of the reinstatement notice to your coordinator.

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4 Preparing to Travel

4-1 Getting Approval

The approval process varies depending upon where you are going, for how long, and for what reason. This chapter explains the procedures for regular travel, extended duty assignments or details, and travel outside the United States.

4-1.1 For Regular Travel

Regular travel is travel to another city within the United States to conduct official business for the Postal Service. Most of your travel will be in this category.

4-1.1.1 What's Required

Typically, your immediate supervisor notifies you of an upcoming trip. You must then prepare the paperwork to have the trip approved and submit it before you are scheduled to depart.

4-1.1.2 How to Get Approval

Follow the steps below to get approval for your trip:

1. Make your travel arrangements. Always use government rates for transportation and lodging.



Reminder: Be sure to plan your itinerary to accomplish your purpose with a minimum investment of time and expense.

2. Complete Form 1011, *Travel Advance Request and Itinerary Schedule*. This form conveys your itinerary and travel arrangements to your immediate supervisor and the approving official. See Appendix B for complete information on how to fill out Form 1011.

(If you are a bargaining unit employee, Form 1011 also conveys your request for an advance of money for travel. For more information, see 4.2)

3. Submit the completed Form 1011 to your immediate supervisor, who then forwards it to an approving official for approval.

The approving official reviews the form to be sure that you are making the most advantageous and least expensive travel arrangements.

If You Are . . .	The Approving Official . . .
a. A bargaining unit employee requesting an advance	Signs and forwards the form to the payment office which then issues your advance.
b. Any other employee	Signs and returns the form to you.

4-1.2 For Extended Duty Assignments or Details

4-1.2.1 What's Required

When an extended duty assignment or detail is expected to last longer than 30 days, you must obtain approval in advance from the appropriate officer.

4-1.2.2 How to Get Approval

To obtain approval for an extended duty assignment or detail, follow the steps for regular travel, but submit your completed itinerary to your immediate supervisor at least 2 weeks before departure to allow time for both the approving official and the officer to approve your travel.

Your supervisor, manager, or approving official must forward a written request to the appropriate officer. The request must outline all of the following:

- a. Destination.
- b. Purpose of the trip.
- c. Justification for the duration of the trip.
- d. Benefit to the Postal Service.

4-1.3 For International Travel

4-1.3.1 What's Required

You must write a letter to your vice president for approval of your international travel. This letter must include your proposed itinerary and the purpose of your trip. Once approved, this letter is forwarded to the office of the chief operating officer for concurrence. The office of the chief operating officer will forward the approvals to the office of the vice president, International Business Unit, which will coordinate any necessary arrangements to facilitate the travel.

! **Important:** If you do not hold a valid official passport — the one with a red-brown cover — your request must also include an application for an official passport through the International Business Unit. Be sure that your request meets U.S. Passport Office requirements.

4-1.3.2 **How to Submit Your Request**

Submit your written request as early as possible before departure, but no later than the minimum requirements below.

Do You Have an Official Passport?	Then Submit Your Request at Least . . .
a. Yes	14 days before your expected departure date.
b. No	45 days before your expected departure date plus the time required by the U.S. Passport Office to process your application for an official passport.

Submit your request to your immediate supervisor, who will forward it to the appropriate approving official for your destination.

4-1.3.3 **For Travel to Canada and Mexico**

All officers may approve travel to Canada and Mexico.

When the decision is made, the approving official sends a copy of the approved request to the vice president, International Business Unit. The International Business Unit coordinates your travel with the international postal administration along with other federal agencies and helps you obtain the required travel credentials.

You receive a copy of the approved request. Be sure to attach it to your travel voucher when you request reimbursement.

! **Important:** This policy does not apply to field personnel who make frequent short-term trips to Canada or Mexico for continuing, normal postal business with Canadian and Mexican postal representatives. Field personnel making these trips follow the normal process for travel approval.

4-1.3.4 **For Travel to Countries Other Than Canada and Mexico**

Your supervisor or manager submits your request to the appropriate officer for approval. After approval, the officer forwards the request to the vice president, International Business Unit for final approval.

The vice president, International Business Unit, approves or denies the request and returns it to the requesting office. If approved, the International Business Unit coordinates travel with the international postal administration and with other federal agencies and helps you obtain the required travel credentials.

The requesting office sends you a copy of the approval. Be sure to attach it to your travel voucher when you request reimbursement.

4-1.3.5 **To Attend an International Conference, Congress, or Meeting of an International Postal Organization**

If you are attending an international conference, congress, or a meeting of an international postal organization, your immediate supervisor or manager

submits your request to the vice president, International Business Unit, who is responsible for preparing the necessary documents and for approving travel.

4-2 Getting Advances

4-2.1 **What's Allowed**

Bargaining unit employees may request an advance of money to pay for regular travel or travel for training. You must repay the Postal Service for the advance as soon as your travel is complete.

4-2.1.1 **If You Are a Bargaining Unit Employee**

If you are a bargaining unit employee and are required to travel away from your duty station for official business or training, you may receive an advance to cover the cost of your lodging plus per diem.

Is Lodging Provided at Your Destination?	Then Your Maximum Allowable Advance Is . . .
a. Yes	\$1,000
b. No	\$1,000 plus the cost of your lodging, including taxes

Advances are paid from the San Mateo Accounting Service Center. Be sure to allow sufficient time for your request to be approved, submitted to the payment office, and a check issued.

4-2.1.2 **If You Are a Non-bargaining Unit Employee**

If you are a non-bargaining unit employee, you are limited to a maximum of \$50 for each day that you are on official travel, rounded up to the next increment required by the ATM feature of your individual government credit card.

! **Important:** You must use the ATM feature of your individual government credit card to obtain any needed advance.

The credit card company will bill you for your advance and any associated user fee. The Postal Service will reimburse you for the user fee charged for the ATM transaction.

4-2.2 **Advances and the Internal Revenue Service**

If your travel advance remains outstanding for a period of 120 days or more after your travel is complete, the Internal Revenue Service (IRS) considers that advance to be compensation and, therefore, subject to federal income tax, FICA, and Medicare taxes.

Consequently, the IRS requires employers, such as the Postal Service, to report any outstanding advances to them, include the amounts in your salary or wage W-2 form, and deduct the appropriate taxes even though you later repay the advance. These regulations apply to both bargaining unit and non-bargaining unit employees.

! **Important:** You still must repay these outstanding amounts to the Postal Service.

4-2.3 How to Get an Advance

4-2.3.1 If You Are a Bargaining Unit Employee

1. Fill out Form 1011, *Travel Advance Request and Itinerary Schedule*. See Appendix B for complete information on how to fill it out.
2. Submit the completed form to your immediate supervisor as soon as possible before departure, allowing time for approval and for payment through the San Mateo Accounting Service Center. Your supervisor then submits the form to the appropriate approving official who forwards it to San Mateo. That office issues your advance check at least 1 week but not more than 2 weeks before you depart.

4-2.3.2 If You Are a Non-bargaining Unit Employee

You must use the ATM feature of your individual government credit card to get your travel advance. (If you do not have an individual government credit card, see 3-2.3 for information on how to request a card.) Do not make your ATM withdrawal until immediately prior to departure, preferably no sooner than 2 to 3 days.

4-2.3.2.1 Calculate the Allowable Amount

Use this formula to calculate the amount of cash you're allowed to withdraw.

$$\begin{array}{r}
 \underline{\hspace{1cm}} \text{ Expected number of days you will be on official travel} \\
 \times \quad \$ 50 \text{ Maximum allowance per day} \\
 + \quad \underline{\hspace{1cm}} \text{ Additional amount to meet ATM requirements for withdrawal} \\
 \hline
 \underline{\hspace{1cm}} \text{ Amount of cash you may withdraw}
 \end{array}$$

! **Important:** Be sure to save your ATM receipt. You must submit either this receipt or your credit card bill in order to be reimbursed for the ATM user fee. See Chapter 10, *Getting Reimbursed and Repaying Advances*.

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5 Arranging Transportation

Transportation includes all official travel by air or surface and any other expenses related to that travel.

This chapter presents your responsibilities for setting up your itinerary, dealing with promotional incentives, and when necessary, performing a cost comparison and obtaining refunds. It also addresses the criteria for determining the method of transportation to use and the procedures for arranging transportation by air, train or bus, Postal Service or GSA vehicle, privately owned vehicle, and rented vehicles.

5-1 Your Responsibilities

5-1.1 For Setting Up Your Itinerary

When setting up your itinerary, you are responsible for using the method of transportation most advantageous to the Postal Service, taking the most direct route, and using the least expensive services available that still meet your needs.

! **Important:** The Postal Service has contractual arrangements with specific travel agencies to provide such services as reservations and ticketing for official travel. You must use these travel agencies when arranging transportation.

5-1.1.1 Use the Method of Transportation Most Advantageous to the Postal Service

5-1.1.1.1 What's Required

When you travel on official Postal Service business, use the method of transportation that is the most advantageous to the Postal Service. You should consider all costs — actual transportation costs as well as all other related costs to the Postal Service, such as per diem, overtime, and lost work time.

5-1.1.1.2 The Consequences

If you choose a method of transportation that seems less advantageous to the Postal Service, you must do the following:

1. Obtain prior approval from your approving official.

2. Justify your arrangements on your Form 1012, *Travel Voucher*.
3. Include a cost comparison to show how your arrangements benefit the Postal Service. See 5-1.4 for more information.

5-1.1.2 **Take the Most Direct Route**

5-1.1.2.1 **What's Required**

You must take the most direct route from place to place. You may travel non-stop.

5-1.1.2.2 **The Consequences**

If you choose to interrupt your travel or take a less direct route for your personal convenience, the following apply:

- a. You must obtain prior approval from your approving official.
- b. Your per diem may not exceed the per diem allowed for uninterrupted travel by a direct route.
- c. You must provide a cost comparison on your travel voucher.
- d. You will be paid the smaller amount from the cost comparison.

5-1.1.3 **Use the Least Expensive Services Available**

5-1.1.3.1 **What's Required**

You must use the least expensive services available within reason, balancing the need for efficiency in conducting business against your convenience, safety, and comfort. You must use government rates and discount contract fares arranged by GSA.

When the least expensive fare is not available or when the least expensive fare would cause you to be unreasonably delayed or inconvenienced, be in substantial discomfort, or have your safety jeopardized, you may use a more expensive service. However, you must weigh the increased cost of the fare against the other costs of the delay to the Postal Service, such as lodging or per diem.

5-1.1.3.2 **The Consequences**

If you use a more expensive service, you must do the following:

1. Obtain prior approval from your approving official.
2. Include a statement on your voucher explaining these factors:
 - Why you used the more expensive service.
 - How the higher cost service is beneficial to the Postal Service.

5-1.2 **For Dealing With Promotional Incentives**

While on travel, you might receive many types of promotional incentives from airlines, hotels, or rental car agencies. What you are allowed to do with these incentives depends upon the type and their benefit to the Postal Service.

5-1.2.1 **Mementos**

Whether you may keep any mementos that you receive depends upon their value.

If the Value Is . . .	Then You . . .
a. Less than \$25	May keep the memento.
b. \$25 and over	Must turn it in to the Postal Service with a note explaining the circumstances in which you received it.

5-1.2.2 **Coupons**

You may *not* use for personal travel any coupons for such items as free or reduced transportation fares or free or reduced rates that you receive from rental car agencies or hotels as a result of official travel.

Do You Expect More Official Travel Before the Coupon Expires?	Then You Must . . .
a. Yes	Use the coupon for your next trip.
b. No	Turn it in to your immediate supervisor or manager. If your local office is unable to use your coupon before it expires, then forward it to the local, district, or area finance office.

5-1.2.3 **Benefits From Frequent Flyer or Frequent Traveler Programs**

You must never use a more expensive means of transportation or accommodations solely to accumulate mileage, points, or other such benefits from frequent flyer or frequent traveler programs. You must always make the most economic and convenient arrangements available that allow you to complete business efficiently.

5-1.2.3.1 **Mileage or Points**

You may keep and use for personal travel any accumulated mileage or points that you receive by participating in frequent flyer or frequent traveler programs, such as those sponsored by airlines or hotels.

5-1.2.3.2 **Upgrades**

You may keep free upgrades for hotel accommodations, rental cars, and airline seating.

5-1.3 For Obtaining Refunds

If either of the following situations occurs, be sure to obtain a refund coupon from the carrier's ticket agent:

- a. You receive services that are different from or of lesser value than those authorized.
- b. You do not use a portion of your ticket.

If you do not have the unused tickets or coupons to show that your travel arrangements were changed, then you must obtain written acknowledgment from the common carrier's representative.

When your travel is complete, be sure to attach the refund coupon or the written acknowledgment to your Form 1012, *Travel Voucher*.

5-1.4 For Performing a Cost Comparison

If your travel arrangements do not seem advantageous to the Postal Service — such as taking a less direct route or using your privately owned vehicle only as a personal convenience — you must submit a cost comparison with your travel voucher. You are reimbursed the smaller amount.

Your cost comparison must include all of the items listed in 5-1.4.1 through 5-1.4.3.

5-1.4.1 Cost of Common Carrier Transportation

If you are using a method of transportation that seems less advantageous to the Postal Service — such as using your privately owned vehicle, rather than using a common carrier, for personal convenience or choosing to travel by air when train is more economical — your reimbursement will be limited to the estimated cost of common carrier transportation, including estimated per diem.

Determine this cost by considering the following:

- a. If air travel is approved, use the cost of the least expensive service available at the government rate.
- b. If train or bus travel is approved, use the cost of coach transportation.

5-1.4.2 Cost of Travel To and From Terminals

When determining the estimated costs of common carrier transportation — such as taxis or shuttles — use the cost of the least expensive transportation available to and from the airports or the train or bus stations.

5-1.4.3 Per Diem

The estimated per diem is limited to the amount allowable if you had used the approved mode of transportation.

If your trip included more than one temporary duty station, you must reconstruct the entire trip so that you claim only the per diem periods that you would have claimed if you had used the approved mode of transportation.

! **Important:** If using your privately owned vehicle rather than a common carrier takes more time during normal working hours than using the common carrier, you will be charged leave for the excess time.

5-2 Arranging Air Transportation

5-2.1 Making the Reservation

5-2.1.1 What's Required

The Fly America Act requires that you use American air carriers, regardless of cost, convenience, or personal travel preferences. In unusual circumstances, an officer of the Postal Service may authorize an exemption from using American air carriers. You must request this exemption at least 2 weeks before your departure.

You must make reservations as far in advance as possible to allow the Postal Service to take advantage of any special fares that may be available for advance reservations and ticket purchases. However, be aware that certain discounted fares are subject to substantial penalty upon cancellation.

If you are traveling overseas on official travel you may fly business class if the duration of your flight, including layovers to change planes, exceeds 10 hours. The following restrictions apply to trips where business class seating is requested:

- a. The point of departure and return must be your regular duty station.
- b. The flight must be by the most direct route possible to your destination.
- c. The flight may not be combined with a domestic trip.
- d. You must obtain business class travel accommodations (unless you are a postal officer) from the Headquarters travel agency.

! **Important:** If you arrange for better services than those specifically authorized, solely for personal preference — such as upgrading the class of service — you must pay the additional costs.

5-2.1.2 How to Make Your Airline Reservation



Reminder: You must use your designated travel agency to make airline reservations using the Government Travel Account.

The procedure for making your reservations varies according to whether you are a bargaining or non-bargaining unit employee.

If You Are a . . .	To Obtain Your Airline Tickets . . .
a. Bargaining unit employee	Fill out an airline ticketing form to charge the tickets to the appropriate Government Travel Account. For the procedures, contact your supporting finance or accounting office.
b. Non-bargaining unit employee	Use your individual government credit card.

5-2.1.3 What Happens Next

The contract travel agency determines the lowest fare and informs the traveler of available flights.

! **Important:** If you decline the lowest cost flight available and do not provide a reasonable explanation to the travel agent, you will see a statement to this effect on your itinerary, and a copy of your itinerary will be sent to the administering finance or accounting office.

5-2.2 Handling Unusual Circumstances

5-2.2.1 Traveling on Short Notice

If there is not enough time for your ticket to be processed before you depart, the travel agency may issue a prepaid ticket for you to pick up at the airport. Because of extra charges associated with issuing a prepaid ticket, this option is used only when absolutely necessary.

If your ticket is canceled or cannot be picked up, immediately notify the travel agency or the person who made the reservation.

5-2.2.2 Changing Your Itinerary

If your itinerary changes after you have your ticket, immediately notify the travel agency or the person who made the reservation.



Reminder: Be sure to return any unused ticket coupons or applications for refund or credit to the travel agency for processing.

If the changes increase the cost and if you are away from the office, pay the additional charge and submit the expense on your travel voucher when you return.

5-2.2.3 Canceling a Reservation

To cancel a reservation, notify the travel agency and return the ticket immediately for a refund.

5-2.2.4 Needing After-Hours Service

If you must respond to an emergency that requires air travel when the travel agency is closed, call the travel agency's toll-free number. If necessary, you

can ask them to issue a prepaid ticket for you to pick up at the airport. See 5-2.2.1 for information about traveling on short notice.

5-3 Arranging Transportation by Train or Bus

5-3.1 **Determining When to Use**

For trips of a short distance, consider traveling by train or bus. Be sure to compare all costs involved, including the following:

- a. Train, bus, and air fares.
- b. Any taxi fares to train stations, bus stations, or airports at both your departure and destination cities.
- c. The time involved getting to and from the train station, bus station, or airport as well as the time en route.

5-3.2 **Buying a Ticket**

When buying a train or bus ticket, you must do the following:

1. Present your Postal Service identification.
2. Ask for government rates.

5-4 Arranging to Use a Postal Service or GSA Vehicle

5-4.1 **Determining When to Use**

When it is advantageous to the Postal Service for you to travel by automobile, you are expected to use a Postal Service-owned vehicle, GSA-contracted vehicle, or GSA-owned vehicle.

You must first try to obtain use of a Postal Service vehicle, before attempting to obtain use of a GSA-contracted or GSA-owned vehicle. If none of these are available, the Postal Service may approve the use of your privately owned vehicle (POV).

5-4.2 **Reserving a Vehicle**

Only the appropriate approving official may approve the use of a Postal Service or GSA-contracted or GSA-owned vehicle.

5-4.2.1 **Postal Service Vehicle**

Your local office has procedures in place for reserving a Postal Service vehicle for official travel. Contact the approving official to find out the procedures for your office.

5-4.2.2 **GSA-Contracted Vehicle**

GSA has contracted with rental car agencies to obtain less costly government rates. You can find information relating to government-contract rentals in the Ground Transportation section of the *Federal Travel Directory*.

Use a GSA-contracted vehicle only in these circumstances:

- a. For short-term rentals, such as daily or weekly.
- b. When no vehicle owned or leased by the Postal Service is available.

The approving official may approve use of a GSA-contracted vehicle after determining that there is no vehicle owned or leased by the Postal Service available.

5-4.2.3 **GSA-Owned Vehicle**

A GSA Interagency Motor Pool System (IMPS) vehicle is available only on a monthly basis. For information about leasing a GSA-owned vehicle, contact the Motor Equipment Services Division of the appropriate GSA regional office servicing your installation.

5-4.2.3.1 **Your Responsibilities When You Receive the Vehicle**

When you receive the vehicle, you must do the following:

1. Sign GSA Form 2556, *Misc. Charges & Adjust.* Keep a photocopy of the form in your office for reference.
2. Complete GSA Form 494, *Monthly Motor Vehicle Use Record*, a two-part form.

5-4.2.3.2 **Your Responsibilities Each Month**

Each month during the lease, GSA will send you Form 494 with the pertinent information preprinted — tag number, region number, motor pool number, and Billing Office Address Code (BOAC) number. At the end of each month, you must do the following:

1. Complete the form for that month.
2. Return the first part to GSA for processing.
3. Send the second part to the St. Louis Accounting Service Center. They use it to verify the billing charges that GSA will send to them.
4. Reimbursement for parking — same rules as for POV (see 8-1.3).

5-5 Arranging to Use Your Privately Owned Vehicle (POV)

A privately owned vehicle (POV) may be either an automobile, a motorcycle, or an airplane.

5-5.1 Determining When to Use

5-5.1.1 Circumstances That May Justify Use of Your POV

You may receive approval to use your POV in the following circumstances:

- a. It will be advantageous to the Postal Service.
- b. You are on specific assignments, such as investigation and route examinations, customer service travel, and postal systems reviews.
- c. You are participating in civil defense tests and activities. Employees traveling for civil defense purposes to and from emergency locations are considered to be on official business and acting within the scope of their employment.

You may also receive approval to use your POV for personal convenience. However, you must submit a cost comparison with your travel voucher. See 5-1.4 for information on performing a cost comparison.

5-5.1.2 Criteria That the Approving Official Will Use

The approving official's decision will be based on, but not limited to, the following criteria:

- a. Whether commercial air, train, or bus service is suitable.
- b. Whether Postal Service or GSA vehicles are available.
- c. Whether using your POV would reduce the overall cost of travel, such as by saving on per diem or local transportation expenses.
- d. Whether using your POV would save time, either travel time or overall work time.
- e. Whether your POV would be used extensively in the vicinity of the temporary duty station.
- f. Whether the vehicle is required for civil defense travel.

5-5.2 Allowable Expenses When Using Your POV

5-5.2.1 For Your Car or Motorcycle

The allowable expenses for using your car or motorcycle vary according to whether you are using it because no Postal Service or GSA vehicle is available or because it is more convenient for you to do so.

5-5.2.1.1 **If No Postal Service or GSA Vehicle Is Available**

Mileage and Travel Time

If no Postal Service or GSA vehicle is available, you can be reimbursed for all mileage incurred for official business. Use odometer readings or standard mileage guides to determine the number of miles.

Travel time is the reasonable driving time for the distance you traveled.

You must explain any substantial deviation from either mileage or travel time on your travel voucher.

Parking

If you are required to use your POV on official business at a temporary duty station and if you have paid for monthly parking at your permanent duty station, you may be reimbursed the portion of your monthly parking fees at your permanent duty station that you paid for but did not use. See 8-13b for information on how to calculate the reimbursable amount.

5-5.2.1.2 **If You Are Using Your POV As a Personal Convenience**



Reminder: If you are using your POV only as a personal convenience, you must submit a cost comparison with your travel voucher. See 5-1.4 for information on performing a cost comparison.

If you are a supervisor, you will be reimbursed at either the daily rate or the standard mileage rate, whichever is greater, when you have been approved to use your POV for either of the following assignments:

- a. Supervising carriers.
- b. Inspecting routes.
- c. Motor vehicle service operations, supervising Postal Vehicle Service (PVS).
- d. Airport ramp operations.



Important: If you are a supervisor, you must submit Form 4570, *Vehicle Time Record*, to the servicing Vehicle Maintenance Facility (VMF) to report one of the following:

- a. Your mileage, if you are claiming mileage. Odometer readings are not required; however, you are responsible for the integrity of the claim. If the approving official questions your claim, you must provide evidence that supports the distance traveled.
- b. The actual time devoted to the duties listed above, if you are claiming the daily rate.

If you are a postmaster, follow the instructions for local travel and transportation of supervisory and non-supervisory personnel. See Handbook F-1, subchapter 740.

5-5.2.2 For Your Airplane

If you have approval to use your own airplane, you are allowed to charge as air mileage only the distance between the airport where the trip began and the airport where it ended.

If you had to make a detour because of adverse weather, mechanical difficulty, or other unusual conditions, you may include the additional air mileage; however, you must explain the circumstances.

To determine the air mileage, use the airway charts issued by the National Oceanic and Atmospheric Administration (NOAA), Department of Commerce.

If you get approval to use your personally owned airplane for official travel to areas where there is no commercial air service, you may be reimbursed an amount computed by multiplying the mileage rate for airplanes (see Appendix B) times the total mileage as shown on the charts issued by NOAA.

5-6 Arranging to Use Rented Vehicles

If it is advantageous to the Postal Service, you may be allowed to rent vehicles such as automobiles, boats, aircraft, or other vehicles for travel on official business within or outside the designated duty station. You may use rental cars only when a Postal Service or GSA car is not available and use of an automobile is justified.

5-6.1 What's Required

The appropriate approving official must approve all vehicle rentals in advance. The vehicles rented should provide the least costly type of transportation available.

When renting a vehicle, be sure to request the usual discount given to Postal Service and government employees.

You must justify the rented vehicle on your travel voucher and explain the special circumstances which made the rental vehicle necessary.

5-6.2 Allowable Expenses

The Postal Service will allow reimbursement for the cost of the vehicle and for any costs associated with the vehicle, such as ferry fees; bridge, road, and tunnel tolls; and airplane parking, landing, and tiedown fees.

5-6.3 Reimbursement for Insurance

The Postal Service will *not* reimburse you for collision damage waiver or personal accident insurance offered in commercial contracts by rental vehicle agencies. The only exception is for collision damage waiver insurance when it is requested for a rented or leased vehicle in a foreign country.

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6 Arranging Lodging

6-1 Your Responsibilities

The Postal Service has contractual arrangements with specific travel agencies to provide lodging reservations for official travel. You should use these agencies when arranging lodging.

You must make a diligent effort to obtain lodging at a reasonable rate. The policy for allowing actual lodging expenses is not approval to randomly select lodging facilities without regard to cost. The Postal Service does not tolerate any capricious or nondiscretionary use of lodging facilities that charge exorbitant rates.

Control over lodging expenses is an integral part of the approving official's management duties.

! **Important:** If you claim an exorbitant rate for lodging, the approving official will disallow the amount that exceeds the reasonable rate for the location.

However, if you make reasonable attempts to obtain less costly lodging, but your attempts are unsuccessful, the Postal Service will pay for actual expenses incurred.

6-2 What's Allowed

6-2.1 General Policy

The Postal Service reimburses you for actual expenses for lodging when you are in travel status for regular travel, extended duty assignments or details, or training.

If you are in travel status on a nonworkday and you require lodging, the Postal Service reimburses you for the expense.



Reminder: Be sure to save your receipts. To be reimbursed, you must attach to your Form 1012, *Travel Voucher*, receipts from a recognized commercial place of lodging — such as a hotel, motel, or boarding house.

6-2.1.1 Exemptions From Sales Taxes

If you are going on official travel and lodging is required, you should access the General Services Administration (GSA) Web site to obtain a tax exemption certificate for the location to which you are traveling. The GSA Web site may be reached by using the hot link, under Downloads (Help), provided on the finance home page (<http://blue.usps.gov/finance/>) on the Postal Service Intranet.

If you do not find a certificate on the GSA Web site, you may use the generic tax exemption certificate on the Finance home page.

When checking into a hotel, you should request an exemption from state and local taxes. You should present the tax exemption certificate and appropriate identification when making the request.

If the hotel declines to honor your request for tax exemption, you should pay the tax. You will be reimbursed for the amount of the tax paid.

6-2.1.2 Staying With Family or Friends

If you stay in the residence of family or friends for any reason, you may *not* claim lodging expenses. For example, if you perform temporary duty at a former permanent duty station from which your immediate family has not moved, you may not claim lodging when you stay with your immediate family.

6-2.2 Leased Lodging

If you are on an extended duty assignment or detail, it may be in the interest of the Postal Service for you to rent lodging, such as an apartment. In such cases, an approving official may approve your signing a fixed-term lease for furnished lodgings or for unfurnished lodgings and the necessary furniture.

Whenever possible, the lease should be on a month-to-month basis in order to keep the Postal Service's commitments to a minimum.

6-2.2.1 Additional Allowances

6-2.2.1.1 Auxiliary Items

In addition to the cost of the lodging, the Postal Service pays for renting necessary auxiliary items not included in the rental, such as linens, pots and pans, dishes, a television set, one standard telephone and installation, and maid service.

6-2.2.1.2 Security Deposits

You will *not* be reimbursed for your security deposit.

6-2.2.1.3 Cancellations

If you have been authorized to enter into a lease, you are reimbursed for the actual costs resulting from the lease even if you do not remain at the temporary duty station for the anticipated length of time.

In these cases, you must make every effort to cancel the lease as soon as possible.

6-2.2.1.4 **Immediate Reimbursement**

You may be reimbursed for the following charges as soon as you pay them:

- a. Regular monthly lodging costs (rent plus any auxiliary items).
- b. Any required advance payments, such as the first and last month's rent.

! Important: In addition to the receipt showing payment, you must attach to your travel voucher a copy of the lease agreement that shows that these advance payments were required.

6-2.2.2 **What's Required**

6-2.2.2.1 **Performing a Cost Comparison**

To determine the feasibility of leased lodging, you must do a cost comparison between the cost of leased lodging and the cost of daily commercial rates at a hotel or motel for the same length of time.

In calculating the leased rates, be sure to include any items included in the rent, such as utilities, maid service, and furniture.

To provide an accurate comparison, you must calculate the daily commercial rate for the number of days you expect to occupy the unit. Use the formula below to figure your number of days of expected occupancy.

- _____ Number of days in the lease period
- _____ Number of work days you expect to be at your permanent duty station
- _____ Number of nonworkdays when you expect not to be at your permanent duty station
- _____ Number of days of expected annual leave during this period
- _____ Number of days of expected occupancy

6-2.3 **Lodging During Training**

When in-service training or duty is conducted away from your permanent duty station, the responsible officials must make a determined effort to obtain suitable lodging at a rate that will result in lower per diem costs.

That obtained rate becomes the maximum allowed for all participants, whether you use the lodgings or choose to stay elsewhere for personal reasons.

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7 Determining Daily Expenses

When traveling for the Postal Service, you are reimbursed for your daily expenses — the money you spend for meals, laundry, and other miscellaneous expenses while you are away from home.

This chapter explains when you're allowed to claim your actual expenses and when you're allowed to claim per diem. It also explains how per diem works and the fine points of the policy for calculating it.

! **Important:** Be aware that the reason for your travel might influence how you determine your daily expenses. See Chapter 9, *Handling Expenses for Special Travel Situations*, for information on what's allowed if you're traveling as a witness, juror, nonemployee of the Postal Service, or in other capacities.

7-1 When to Claim Per Diem Versus Actual Expenses

Whether you're allowed to claim per diem or your actual expenses depends on your destination and the duration of your trip.

7-1.1 **According to Your Destination**

7-1.1.1 **Local Travel**

7-1.1.1.1 **What Constitutes Local Travel**

Local travel is defined as travel to a location within a 50-mile radius of your permanent duty station in which overnight lodging is not needed.

If your destination is within a 50-mile radius of your permanent duty station and if you are required to stay overnight, your trip is considered regular travel, not local travel. See 7-1.1.2 for information on what's allowed for regular travel.

7-1.1.1.2 **What's Allowed**

For local travel, the Postal Service reimburses you for your actual expenses — all reasonable subsistence expenses that you incur as a result of your official travel. You are not eligible to claim per diem.

Specifically, you are entitled to the following:

- a. Meals that you are required to attend as part of an official business session. You may be reimbursed for out-of-pocket expenses. You are

not reimbursed for meals that are part of a normal workday, such as a typical lunch break.

! Important: To claim meals that you are required to attend as part of an official business session, you must state on your travel voucher that attendance was required.

- b. Telephone charges necessary for conducting official business.
- c. Miscellaneous expenses such as renting viewgraphs or movie screens for training sessions or meetings.

! Important: To claim miscellaneous expenses, you must attach a receipt for any expenditure over \$50 and explain the expense on your travel voucher.

- d. Mileage. When it is advantageous to the Postal Service, you may be authorized to depart directly from and return directly to your home.

The Postal Service may reimburse you for any mileage that **exceeds** the distance between your home and your **permanent** duty station. If the mileage is less than that between your home and your permanent duty station, you may not claim a mileage reimbursement. You may claim out-of-pocket expenses such as tolls, parking, etc.

Use the formula below to calculate the amount for which you may be reimbursed.

$$\begin{array}{r}
 \text{_____ Mileage from home to } \mathbf{temporary} \text{ duty station} \\
 - \text{_____ Mileage from home to } \mathbf{permanent} \text{ duty station} \\
 \text{_____ Allowable mileage} \\
 \times \text{_____ Standard mileage rate from Appendix A} \\
 \text{_____ Amount you may claim for reimbursement}
 \end{array}$$

! Important: Your daily commute between your residence and your permanent duty station is **not** considered local travel. Getting to work is your responsibility; therefore, you may not claim that mileage.

7-1.1.1.3 Reimbursement for Local Travel

a. For Employees Using the eTravel System

An employee who uses the eTravel system to claim regular travel reimbursements must also use the eTravel system to claim local travel reimbursements of \$15 or more. The eTravel system will reimburse the employee through direct payment to the employee's bank account via electronic funds transfer.

If a claim for local travel reimbursement is less than \$15, the employee should accumulate claims until the cumulative total reaches \$15 or more before entering them into the eTravel system. However, the employee should accumulate claims for just one accounting period (AP) before entering them into the eTravel system, even if at the end of the AP the cumulative total is less than \$15.

b. **For Employees Not Using the eTravel System**

An employee not using the eTravel system to claim regular travel reimbursements should submit all claims for local travel reimbursement using PS Form 1164, *Claim for Reimbursement for Expenditures on Official Business*. The employee will receive reimbursement by cash or check.

7-1.1.2 **Regular Travel Within the Contiguous United States**

If you are on regular travel within the contiguous United States, including any overnight trips within a 50-mile radius of your permanent duty station, your daily expenses are reimbursed at the per diem rate for that area. See 7-4 for information on calculating per diem.

7-1.1.3 **International Travel**

If you are traveling to another country, your daily expenses are reimbursed at the per diem established by the Department of State for the areas where you are traveling. These rates are published monthly by the Department of State.

To claim your standard per diem, you do **not** need receipts or an itemized list of expenses.

Your trip must be preauthorized.

7-1.2 **According to the Duration of Your Trip**

7-1.2.1 **Travel Completed Within 12 Hours During the Same Day**

If you are in travel status for less than 12 hours during the same calendar day, no per diem is allowed.

7-1.2.2 **Travel Lasting More Than 12 Hours but Less Than 24 Hours With or Without Lodging**

Without Lodging — If you are in a travel status for 12 hours but less than 24 hours, you are reimbursed 75 percent of a full day's per diem at the rate listed for your travel destination.

With Lodging — If you are in a travel status for 12 hours but less than 24 hours and lodging is required, you are reimbursed 75 percent of the two days per diem at the rate listed for your travel destination.

7-1.2.3 Extended Duty Assignments or Details

If you are required to be away from your permanent duty station for more than 6 months, the Postal Service may pay the less expensive of the following:

- a. Per diem.
- b. The expenses for transporting your immediate family and household goods. This cost must be less than the estimated per diem for the entire period.

Only one of the above benefits may be authorized.

7-2 What Per Diem Includes

Per diem includes the following expenses:

- a. Meals.
- b. Incidental expenses, such as fees, and any tips to waiters, bellhops and porters, laundry and cleaning expenses.
- c. Laundry and dry cleaning.

7-3 How Per Diem Works

7-3.1 The Per Diem Calculation

On the first day of your trip, you are reimbursed 75 percent of the daily per diem rate of your destination, regardless of the time that you left to go on official travel. On the last day of your trip, you are reimbursed 75 percent of the daily per diem rate of the last destination of your trip regardless of the time that you returned to your home or duty station. The location of your permanent duty station or residence is **not** considered a destination for per diem purposes.

If your trip has a single destination, the per diem for the entire trip is that of your destination. For example: if you travel to Denver, CO, for a three-day meeting, your per diem for the entire trip is at the rate for Denver.

If your trip has multiple destinations, the destination where you end the day determines the per diem rate for the entire day. For example: if you travel from Washington, DC, to Minneapolis, MN, for a morning meeting and then travel on to St. Louis, MO, that afternoon for business and you spend the night in St. Louis, you are reimbursed at the rate for St. Louis for the entire day.

7-3.2 Different Types of Rates

7-3.2.1 According to Your Destinations

Some areas that you travel to are more expensive than others. Per diem rates are set to reflect this difference.

The high-cost rates are in Appendix A.

If you travel to several areas with different rates in the same trip, you will need to use different rates for each area. See 7-4.2.1.2 for more information.

7-3.2.2 According to Whether Meals Are Provided

If meals are provided at no cost to you or at a nominal fee, you must reduce the per diem by an appropriate amount.

For example, meals might be provided to you by any of the following:

- a. If you stay with your immediate family while performing temporary duty at a former permanent duty station from which your family has not moved, you must reduce the cost of per diem for any meals they provide.
- b. The sponsors of a meeting, conference, or training session.
- c. The Postal Service Technical Training Center in Norman, OK, or the Management Academy in Potomac, MD.
- d. An agency of the federal government.

The amount by which you should reduce your per diem varies according to the meal provided and whether you are traveling in an average-cost or high-cost area of the United States. If you are traveling to a foreign country, you must reduce the per diem by a percentage instead of by a specific amount. See Appendix A for the current amounts or percentages.

7-4 Policy for Calculating Per Diem

Although the fundamental concept of per diem is straightforward, travel isn't. When you travel to several areas in one trip, each with different per diem rates, when must you switch from one rate to another? How do you handle combining official travel with annual leave? What about nonworkdays? Are you eligible for per diem then? This section covers the details on how to calculate per diem in a variety of circumstances.

7-4.1 Determining the Beginning and End of Your Official Travel Status

7-4.1.1 Standard Policy

When calculating per diem allowances, your official travel begins when you leave your permanent duty station, home, or other authorized point, and ends when you arrive back at your permanent duty station, home, or other authorized point. Official travel may include nonworkdays.

! **Important:** If your travel status is interrupted for any reason, you must clearly document these periods on your travel voucher.

7-4.1.2 **Policy for Nonworkdays While in a Travel Status**

If you are en route to or from a temporary duty station on a nonworkday, you are entitled to per diem (75 percent of the daily rate) for the day.

If you are in travel status on a nonworkday but are not en route to or from your permanent duty station or home, you are entitled to per diem for the full day.

7-4.1.3 **Policy for Annual Leave**

If you take annual leave while in a travel status, the following rule applies:

If you take 4 hours or less of annual leave, you are reimbursed per diem for the full day.

If you take more than 4 hours of annual leave, you are not reimbursed per diem for the day.

If you take more than 4 hours of annual leave on the day immediately before or after a nonworkday, you are not reimbursed per diem for the nonworkday.

7-4.1.4 **Policy for Sick Leave**

You are allowed per diem for any days of sick leave that you take while traveling.



Reminder: If you take more than 3 calendar days as sick leave, you must provide a physician's certificate.

If you are hospitalized while in travel status and you are reimbursed for hospital expenses under any health benefit plan offered by the Federal Employees Health Benefit Act of 1959, the Postal Service reimburses you for any meals and lodging for which you already paid but didn't use because of your hospitalization.

7-4.2 **Determining the Rates to Use**

7-4.2.1 **For Travel Within the Contiguous United States**

7-4.2.1.1 **Average-Cost Versus High-Cost Areas**

Because some areas are more expensive than others, the rates for those areas are higher than the standard rate in effect for average-cost areas.



Reminder: If you travel to several areas with different rates in the same trip, you will need to use different rates for each area. See 7-4.2.1.2 below.

7-4.2.1.2 **When Traveling Between Average- and High-Cost Areas**

When you travel from an average-cost area to a high-cost area or vice versa, the per diem rate for the entire day becomes that of your final destination for the day.

If You Are . . .	Then . . .
a. Leaving	Use the per diem rate of your first destination.
b. Traveling between destinations	Use the rate of your next destination. Change to this rate at the beginning of the day of your departure.
c. Returning	Use the per diem rate of your last destination prior to returning home.



Reminder: Be sure to reduce the per diem rate for any meals that you received at no cost or at a nominal fee.

7-4.2.2 **For International Travel**

For international travel, you must use the current rates provided monthly by the Department of State.

If You Are . . .	Then . . .
a. Leaving	Use the per diem rate of your first destination.
b. Traveling between destinations	Use the rate of your next destination. Change to this rate at the beginning of the day of your departure.
c. Returning	Use the per diem rate of your last destination prior to returning home.

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8 While You're Traveling

8-1 Allowable Expenses

Whether you claim your actual daily expenses or the per diem rate, some expenses are reimbursable in addition to the standard expenses covered in Chapter 7, *Determining Daily Expenses*.

8-1.1 Travel To and From the Terminal

You are allowed to claim expenses incurred when traveling between your home, permanent duty station, or other approved point and the airport, train, or bus station.

Always use the least expensive form of transportation to and from the terminal, considering such factors as time of day, length of travel time, distance to the terminal, and the availability of public transportation.

Use the following table to determine exactly what you may claim in different travel situations.

If . . .	Then You May Claim . . .
a. You use a taxi instead of available public transportation, such as a limousine or airport shuttle	The full taxi fare plus a maximum tip of 15 percent.
b. Another person drives you to or from the terminal	Actual mileage for the round trip.
c. Another person drives you to the terminal and returns to pick you up	Two round trips and any parking fees incurred by the driver when picking you up at the terminal. Be sure to save your parking receipt.
d. You drive to the terminal, park your car at the terminal, and drive yourself home	Actual mileage plus parking fees. Be sure to save your parking receipt.

8-1.2 Taxis and Public Transportation

8-1.2.1 For Regular Travel

You may use a taxi between your home and permanent duty station or other designated points if you must use this permanent duty station or other point as a terminal.

8-1.2.2 For Transportation to Obtain Meals

You are allowed expenses for daily transportation to obtain meals when suitable meals are not available at or near your temporary duty station or temporary place of lodging.

8-1.2.3 For Transportation To and From Inconvenient Lodging

When, for personal convenience, you lodge at a place inconvenient to a temporary duty station, the maximum you can claim is the cost of transportation from the temporary duty station to the most convenient lodging.

8-1.2.4 For Local Travel

You may claim reimbursement for public transportation expenses, such as the local bus or subway.

You may claim taxi fare and a 15 percent tip for a taxi if one of the following applies:

- a. No other means of less costly transportation is available because of the location or time of day.
- b. You have been approved to use a taxi because it is advantageous to the Postal Service.

8-1.3 Parking

You may be reimbursed for necessary parking fees you incur while conducting official business including the following:

- a. Parking at a hotel.
- b. Parking if you use your POV for local travel. However, parking at your official duty station is not reimbursable.
- c. If you are required to use your POV on official business at a temporary duty station and if you have paid for monthly parking at your permanent duty station, you may be reimbursed the portion of your monthly parking fees at your permanent duty station that you paid for but did not use. Use the formula below to determine the prorated amount.

$$\frac{\text{Monthly parking fee}}{\text{Number of working days in that month}} = \text{Fee per day}$$

$$\text{Fee per day} \times \text{Number of days you used the parking for official business} = \text{Prorated amount that you may claim}$$

! Important: Be sure to save your receipts. You must have a receipt for any parking fee that exceeds \$50.

8-1.4 **Tips**



Reminder: Tips to waiters, bellhops, and porters are included in your per diem allowance. See 7-2 for more information on what per diem includes.

8-1.4.1 **To Limousine, Airport Shuttle, or Taxi Drivers**

You are allowed a maximum of 15 percent of the fare.

You are allowed up to \$1 for tips for courtesy service.

If the amount of the tip is not an exact multiple of 5 cents, increase it to the next multiple of 5 cents.

! Important: Be sure to save your receipts. You must have a receipt for any taxi fare which exceeds \$50 plus tip.

8-1.4.2 **To Baggage Handlers**

If the Baggage Is . . .	Then . . .
a. Postal Service property	You may claim the tip as a separate expense item. Be sure to state on your travel voucher that baggage handled was Postal Service property.
b. Your personal baggage	You may not claim the tip as a separate expense. It is included in your per diem allowance.

8-1.5 **Excess Baggage**

Any baggage — either your personal baggage or Postal Service property necessary for your trip — that exceeds the weight or size carried free by transportation companies is classified as “excess.” Domestic flights generally allow two bags to be checked and one bag to be carried on at no additional expense.

The Postal Service allows excess baggage charges only if the approving official approves them.

8-1.6 Mailing Postal Service Property

Postal Service property needed in the performance of official travel may be mailed using penalty labels, G-10 labels, or metered postage. However, penalty labels, G-10 labels, or metered postage may not be used to mail personal belongings necessary for travel.

8-1.7 Phone Calls

8-1.7.1 Business Calls

You may be reimbursed for telephone calls and other communication services when they are essential for official business.

You must use government-owned facilities when they are available.

8-1.7.2 Personal Calls

To be reimbursed, your personal phone call must adhere to the following requirements:

- a. Your reimbursement is limited to 5 minutes per 24-hour period.
- b. You must use the least expensive means of placing the phone call, when possible.
- c. You should use phone lines owned or leased by the Postal Service whenever possible. If you cannot use Postal Service-owned or -leased lines, you are allowed to claim the expense. You do not need a receipt.

If . . .	Then You May . . .
a. You are expected to be in travel status for 24 or more consecutive hours	Make one personal phone call home per 24-hour period.
b. Your travel plans change at the last minute	Make one additional phone call to advise a family member or friend of the change.
c. You are in a travel status less than 24 hours and your travel plans change after your departure	Make one personal phone call to advise a family member or friend of the change.

! **Important:** Approving officials may challenge or request of questionable charges.

8-1.8 Meeting Rooms

You are allowed to rent a meeting room at a hotel or elsewhere in order to transact official business.

! Important: For training sessions or duty-in-service conducted away from the participants' official duty station, this charge must be approved by the appropriate approving official before the meeting room is rented.

8-1.9 Trips Home During Extended Travel

The number of intermediate trips home that you are allowed depends upon the reason you are traveling and the duration of your trip.

8-1.9.1 During Long-Term Training

If Your Training Lasts . . .	Then . . .
a. 3 weeks or less	No intermediate travel home is allowed.
b. Longer than 3 weeks	You must refer to <i>Employee and Labor Relations Manual</i> (ELM), part 716, for an explanation of what's allowed.

8-1.9.2 During Extended Duty Assignments Or Details

The approving official who approves your travel voucher determines the frequency of your intermediate trips home.

! Important: You are only allowed trips to your home or to your permanent duty station. You are **not** reimbursed for trips to any other locations, nor does the approving official approve such trips.

In general, you are allowed to make one trip home every third weekend. The following table presents this policy.

If Your Assignment Lasts . . .	Then You Are Allowed This Many Trips Home . . .
a. 3 weeks or less	No trips are allowed.
b. 4 to 6 weeks	One trip.
c. 7 to 9 weeks	Two trips.
d. 10 to 12 weeks	Three trips.
e. Longer than 12 weeks	One trip every 3 weeks.

The Postal Service may allow you to return home every weekend if the total cost of your trip home — including such items as transportation, mileage, parking, and per diem — is less than the cost of staying at your temporary duty station for that weekend. Be sure to have such weekly trips approved in advance and to include a cost comparison with your travel voucher when you request reimbursement.

If your spouse is traveling with you, see 9-7.1 for information about his or her trip home.

8-1.10 Miscellaneous Expenses

8-1.10.1 For All Travel

You are reimbursed for expenses that are reasonable and necessary to conduct official business while you are traveling and that do not fall into any other expense category.

! **Important:** Miscellaneous travel expenses must be approved by an approving official. See Appendix C.

Some examples of such miscellaneous expenses are listed below:

- a. The ATM user fee for obtaining a cash advance.
- b. Stenographic, typing, or clerical services.
- c. Rental of special equipment, such as computers, fax machines, viewgraphs, projectors, or flip charts.
- d. Personal services, such as guides, interpreters, or drivers.
- e. Hiring a special vehicle.
- f. Shipment, either by freight or express, or storage of property used on official business.
- g. Fees charged for purchasing traveler's checks, money orders, or certified checks that are bought in connection with official travel.

! **Important:** The dollar value of the checks or money orders you purchase may not exceed your estimated reimbursable expenses.

- h. Telegrams, cablegrams, and radiograms.
- i. Copies of documents furnished by federal or state officials, such as clerks of court.

8-1.10.2 For International Travel

If you are traveling to another country, the Postal Service may reimburse you for the expenses required for international travel. Some examples of these are listed below:

- a. Fees for passports and visas along with the cost of photographs for passports and visas.
- b. Costs for obtaining certificates of birth, health, and identity, and charges for affidavits.
- c. Charges for inoculations that you cannot obtain through a federal dispensary.
- d. Commissions charged to convert currency in foreign countries. Be sure to get a receipt that shows the commission charged.
- e. Exchange fees for cashing U.S. Government checks or drafts issued to reimburse you for travel expenses in foreign countries.

! **Important:** Exchange fees for cashing salary checks or drafts are **not** allowed in travel accounts.

- f. The cost of additional vehicle insurance, such as collision damage waiver insurance, that is required for renting a vehicle in a foreign country.
- g. The loss incurred when converting foreign currency back to U.S. dollars when returning to your permanent duty station.

8-2 Documenting Your Expenses

As you travel, be sure to save the receipts specified in this section. You will need them to document your expenses on your travel voucher.

The receipts required vary according to whether you are being reimbursed for your actual expenses or at the per diem rate. (See 7.1 for information on when you may claim per diem and when you may claim actual expenses.)

! **Important:** Attach your receipts to an 8-1/2" x 11" sheet of paper for ease in handling. See Appendix B for more information on completing your travel voucher.

8-2.1 When Claiming Actual Expenses

If you are claiming reimbursement of your actual expenses, you must have receipts for each item in order to document your expenses on your travel voucher.

8-2.2 When Claiming Per Diem

Follow the guidelines presented in 8-2.2.1 through 8-2.2.8 below.

8-2.2.1 Documenting Transportation

Type of Transportation	Documentation You Will Need
a. Air	Ticket coupon.
b. Train	Ticket coupon.
c. Bus	Ticket coupon.
d. GSA-owned or -contracted vehicle	No receipt is needed, but be sure to keep a copy of your signed GSA Form 2556 and to complete GSA Form 494 when you receive it each month. See 5-4.2.3 for more information.

Type of Transportation	Documentation You Will Need
e. POV	<p>Your car or motorcycle: Keep track of your driving time and mileage. Use odometer readings or standard mileage guides.</p> <p>Your airplane: Keep track of your mileage from airport to airport and any additional mileage traveled due to circumstances such as adverse weather or mechanical difficulty. Use the airway charts issued by the National Oceanic and Atmospheric Administration (NOAA), Department of Commerce.</p>
f. Rented vehicle — car, boat, aircraft	<p>Receipts or credit card slips for the vehicle and for any incidental expenses, such as gasoline, oil, tolls, ferrying, aircraft landing and tiedown fees, or renting a garage, boathouse, or hangar. Receipts must describe the service or equipment, and include the unit price, daily or hourly rate, and period of service.</p>
g. Taxi	<p>Receipt for any fare that exceeds \$50 plus 15 percent tip.</p>

8-2.2.2 Documenting Lodging



Reminder: If you stay in the residence of family or friends for any reason, you may *not* claim lodging expenses.



Reminder: If your place of lodging provides any meal at no cost to you or at a nominal fee or if your family or friends provide meals, you must reduce the per diem by an appropriate amount or percentage. See Appendix A for the current rates and percentages.

8-2.2.2.1 Commercial Lodging

Your receipt must be from a recognized commercial place of lodging, such as a hotel, motel, or boarding house.

8-2.2.2.2 Leased Lodging

If you have been approved to sign a fixed-term lease, you must submit the following documentation:

- a. A copy of your lease.
- b. Your rental receipts or canceled check.
- c. Supporting documentation for other associated costs, such as renting furniture, linens, or dishes.

If the agreement stipulates that you must make certain advance payments, such as the first and last month rental costs, be sure that the copy of the lease agreement shows that these advance payments were required.

8-2.2.3 Documenting Parking

You should support all parking claims with receipts if they are available. However, you **must** have a receipt for any parking fee that exceeds \$50.

8-2.2.4 Documenting Tips

Receipts are **not** required for tips to the following people:

- a. Baggage handlers handling Postal Service property. You must state on your travel voucher that the baggage handled was Postal Service property.
- b. Limousine, airport shuttle, or taxi drivers, **unless** the taxi fare plus tip exceeds \$50.



Reminder: Tips to waiters, bellhops, and porters handling your personal belongings are included in your per diem allowance. See 7-2 for more information on what per diem includes.

8-2.2.5 Documenting Excess Baggage

You must have a receipt that shows the weight of the baggage and the points between which the baggage was moved.

8-2.2.6 Documenting Phone Calls

No receipts are required. However, you must be able to justify and, if necessary, provide documentation to support claims that an approving official considers unreasonable or excessive.

8-2.2.7 Documenting Meeting Rooms

You must have a receipt for any meeting rooms used during your travel.

8-2.2.8 Documenting Miscellaneous Expenses

To be reimbursed when you pay cash, you must submit paid invoices or receipts with your travel voucher, providing such details as the type of service or equipment, cost, and dates required.

Important: You are **not** reimbursed for service provided by a government employee.

You must **always** have receipts for the following:

- a. Any allowable cash expenditure which, along with any applicable tax, exceeds \$50.
- b. ATM user fees for cash advances. Either the credit card bill or the ATM receipt is acceptable documentation for the ATM user fee.
- c. Stenographic, typing, or clerical services.
- d. Rental of special equipment, such as computers, fax machines, viewgraphs, projectors, or flip charts.

- e. Personal services, such as guides, interpreters, or drivers.
- f. Hiring a special vehicle.
- g. Shipment, either by freight or express, or storage of Postal Service property used on official business.
- h. Telegrams, cablegrams, and radiograms.
- i. Copies of documents furnished by federal or state officials, such as clerks of court.
- j. Commissions charged to convert currency in foreign countries. Be sure to get a receipt that shows the commission charged and the rate of exchange.
- k. Losses incurred when converting foreign currency back to U.S. dollars. Be sure that your documentation shows the amount of dollars converted to foreign currency at the beginning of your trip and the exchange rate used as well as the amount of foreign currency converted to U.S. dollars at the end of the trip and that exchange rate.
- l. Fees relating to travel outside the contiguous United States.

8-3 Handling Emergencies

8-3.1 Your Confirmed Flight Is Overbooked

If you have confirmed flight reservations and the airline refuses you a seat, you must demand penalty payment from the airline's agent.

The Denied Boarding Compensation Plan, which governs most scheduled airlines, guarantees you this right.

8-3.1.1 What to Do With a Penalty Payment

- a. If an airline issues a check because you were denied boarding, have them make it payable to the U.S. Postal Service. You should send the check to the San Mateo ASC with your travel voucher or with a statement in which you describe the circumstances.
- b. If the airline makes the check payable to you as the traveler, you must endorse the check "For payment to the U.S. Postal Service," and turn it in with your travel voucher or with a statement in which you describe the circumstances.

8-3.1.2 Voluntarily Vacating a Seat on an Overbooked Flight

Only exempt non-bargaining employees may voluntarily vacate a reserved seat on an overbooked flight, and only if it does not interfere with official business and no additional expenses are incurred (lodging, per diem, etc.). Exempt non-bargaining unit employees may keep any compensation offered by the airline. Bargaining and Fair Labor Standards Act (FLSA) nonexempt employees may not voluntarily vacate a reserved seat on an overbooked flight.

8-3.2 **Your Confirmed Lodging Is Not Available**

If you have confirmed reservations and, upon arrival, find that a room is not available, you must demand that the hotel or motel do one of the following:

- a. Issue the Postal Service a penalty payment, in the form of a check made payable to the Disbursing Officer, U.S. Postal Service. Send the check with your travel voucher to the San Mateo Accounting Service Center.
- b. Arrange for complimentary or partial complimentary lodging elsewhere. When completing your travel voucher, be sure to claim reimbursement only for your actual lodging charges.

8-3.3 **Getting Emergency Cash**

The policy for getting emergency cash while traveling varies according to your position within the Postal Service.

8-3.3.1 **Bargaining Unit Employees**

Complete Form 1011, *Travel Advance Request and Itinerary Schedule*, and submit it to the appropriate approving official.

8-3.3.2 **Non-bargaining Unit Employees**

Use the ATM feature of your individual government credit card. The credit card company bills you for your withdrawal and for any associated user fee. The Postal Service reimburses you for the user fee charged for the ATM transaction.

8-3.4 **Damage to Rental Car**

8-3.4.1 **What's Allowed**

If your rental car is damaged while being used for official business, the Postal Service, in appropriate circumstances, pays for one of the following:

- a. The damage to the rental car up to the deductible amount as stated in the rental contract.
- b. The cost to repair the car up to the amount of its value, minus its salvage value.

8-3.4.2 **Your Responsibilities**

- a. You must pay, or arrange to pay, for the repairs, and then claim the amount of damages on a travel voucher. Be sure to attach the following documents to your travel voucher:
 - A completed Standard Form 91, *Operator's Report of Motor Vehicle Accident*.
 - An itemized bill or estimate showing the cost to repair the car.

- b. You must report the accident as soon as possible to the district accident investigator for the area where the accident occurred. If you are on temporary duty at Headquarters, report the accident as follows:

If the Accident Occurs Within . . .	Then Report It to . . .
a. The District of Columbia	Postmaster, Washington, DC
b. Northern Virginia	Postmaster, Northern Virginia
c. Suburban Maryland	Postmaster, Southern Maryland

8-3.5 Your Itinerary Is Changed

You or the person assigning your travel must cancel travel reservations and accommodations as soon as you know that you will not use the reservations.

8-3.5.1 Handling Changes to Your Travel Arrangements

8-3.5.1.1 Changing Your Airline Reservations

If your itinerary changes after you have your ticket and if the changes reduce the cost, notify the travel agency immediately.



Reminder: Be sure to return any unused ticket coupons or applications for refund or credit to the travel agency for processing.

If the changes increase the cost and if you are away from the office, pay the additional charge and submit the expense on your travel voucher when you return.

8-3.5.1.2 Canceling a Reservation

If you must cancel a reservation, notify the travel agency and return the ticket immediately for a refund.



Important: You must turn in any unused tickets to the travel agent.

8-3.5.1.3 Obtaining a Refund For Unused Tickets

If you do not use a portion of your ticket, you must obtain a refund coupon from the carrier's ticket agent.

If you do not have the unused tickets or coupons to show that your travel arrangements were changed, then you must obtain written acknowledgment from the common carrier's representative.

When your travel is complete, you must attach the refund coupon or the written acknowledgment to your Form 1012, *Travel Voucher*. For more information, see 8-3.5.1.5 or Appendix B.

8-3.5.1.4 Needing After-Hours Service

If you must respond to an emergency that requires air travel when the travel agency is closed, call the toll-free number provided by the travel agency. If

necessary, you can ask them to issue a prepaid ticket for you to pick up at the airport. See 5-2.2.1 for information about traveling on short notice.

8-3.5.1.5 **Documenting the Change on Your Travel Voucher**

If your travel is cut short of the destination shown on your itinerary, you must do the following:

1. Make a statement on the travel voucher which explains those circumstances.
2. Attach a copy of the returned ticket to your travel voucher.



Reminder: For proper credit, be sure to return any unused portion of your ticket to the travel agency where the ticket was purchased. Attach a copy of the returned ticket to your travel voucher. Do **not** attach the unused portion to your travel voucher.

8-3.5.2 **Handling Changes to Lodging Reservations**

8-3.5.2.1 **Commercial Lodging**

If you have a guaranteed reservation at a hotel and your itinerary changes, you must call the hotel and cancel the reservation before the time that the hotel specified when the reservation was made, otherwise, you will be charged for the room. Be sure to keep the cancellation number that the hotel gives you.

8-3.5.2.2 **Leased Lodging**

If you have been authorized to enter into a lease but you do not remain at the temporary duty station for the anticipated length of time, the Postal Service reimburses you for the actual costs, including any cancellation charges.



Important: You must make every effort to cancel the lease as soon as possible.

8-3.5.2.3 **Documenting the Change on Your Travel Voucher**

Attach your receipts and explain any cancellation charges on your travel voucher.

8-3.6 **Illness**

8-3.6.1 **Needing Sick Leave**

You are allowed per diem for any days of sick leave that you take while traveling.



Reminder: If you take more than 3 calendar days as sick leave, you must provide a physician's certificate. Be sure to attach the certificate to your completed travel voucher.

8-3.6.2 Needing Hospitalization

If you are hospitalized while in travel status and you are reimbursed for hospital expenses under any health benefit plan offered by the Federal Employees Health Benefit Act of 1959, the Postal Service reimburses you for any meals and lodging for which you already paid but didn't use because of your hospitalization.

8-3.7 Family Emergencies

If you must change your travel because of a family emergency, contact your approving official and request a deviation to normal travel based on the family emergency.

8-3.8 Death of an Employee

If an employee of the Postal Service should die while traveling on official business, the area vice president, or Postal Service installation manager must be notified.

8-3.8.1 Responsibilities of the Postal Service**8-3.8.1.1 Notifying the Appropriate People**

Immediately after being notified of the death of the employee, the area vice president, or Postal Service installation manager must notify the following people:

- a. The employee's next of kin or legal representative.
- b. The appropriate area vice president and the executive assistant to the chief executive officer or postmaster general.

8-3.8.1.2 Assisting With Arrangements

Whenever practical, a representative of the Postal Service should be available to direct or assist in arranging for the body to be prepared and transported.

8-3.8.2 Allowable Expenses

When a Postal Service employee dies while traveling on official business, the Postal Service pays certain expenses relating to preparing and returning the body to the residence or place of burial.

8-3.8.2.1 Costs of Preparing the Body

The Postal Service pays the expenses for a mortuary or funeral home near the place of death to prepare the body.

If the Employee's Death Occurs . . .	Then the Postal Service Pays . . .
a. Within the United States	Actual expenses up to \$850 for preparing the body. The expenses must be supported by receipts.
b. Outside the United States	All expenses necessary to comply with foreign and U.S. port-of-entry laws.

Actual expenses include all ordinary costs of the following:

- a. Removing the body from the place of death.
- b. Preparing the death certificate.
- c. Embalming or cremating the body.
- d. Purchasing clothing necessary for burial.
- e. Obtaining essentials for shipping the body, such as a shipping casket, air tray, shipping permits, and transportation of the body to the airport nearest the mortuary or funeral home that prepared the body.

8-3.8.2.2 **Costs of Transporting the Body**

The Postal Service pays for transporting the body from the airport nearest the mortuary or funeral home that is preparing the body to the mortuary or funeral home at the destination of the body.

If a Postal Service representative is present at the place of death, he or she should use GTA to transport the body by common carrier.

If the body is shipped by express, a Government Bill of Lading (GBL) should be used when possible. The family or local Postal Service representative must make arrangements to bill the employing office for allowable expenses.

The expenses must be supported by receipts.

8-3.8.2.3 **Costs of Transporting Personal Effects**

The Postal Service covers the cost of packing and transporting personal effects from the place of death to the permanent duty station or family residence. This cost covers only the following:

- a. Clothing and personal property the deceased needed during the assignment.
- b. Necessary expenses of family members or employees incurred while using the most economical transportation to retrieve an approved POV from the place of death.

8-3.8.3 **How Expenses Are Paid**

The employing office prepares Form 1012 and submits it for payment to either the Remote Travel Voucher Entry Unit at districts, areas, headquarters, or to the San Mateo Accounting Service Center.

If the family or a legal representative has paid the cost of preparing and transporting the body and personal effects, they are reimbursed when they submit paid receipts. The paying office attaches the receipts to Form 1012.

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9 Handling Expenses for Special Travel Situations

9-1 As a Witness

If you are on travel status as a witness, the expenses you are allowed to claim vary according to the reasons that you are serving as a witness.

9-1.1 While on Court Leave

If you serve as a witness while on court leave, you may keep any money you receive for travel and subsistence expenses. For the fees associated with witness duty, see *Employee and Labor Relations Manual* (ELM), part 516.

9-1.2 While in an Official Duty Status

If you serve as a witness while in an official duty status, you are entitled to compensation from the Postal Service for actual allowable expenses (travel and subsistence) as if you were on regular travel. See the appropriate chapters of this handbook for information.

You may accept authorized witness fees and expense allowances, but you may keep only an amount equal to your actual allowable expenses.

If the Witness Fee . . .	Then You . . .
a. Exceeds your allowable expenses	Must turn over to the Postal Service the excess amount.
b. Does not cover your actual allowable expenses	May submit a travel voucher to cover the balance. Be sure to specify the amount you have already been paid and attach your subpoena to the travel voucher.

9-1.3 While in Another Status

If you serve as a witness and are not entitled to be on court leave or in an official duty status, you may keep any fees or other compensation you receive for serving. For the fees associated with witness duty, see *Employee and Labor Relations Manual* (ELM), part 516.

9-2 As a Juror

If you are on court leave, follow these guidelines to determine what payments you may keep:

- a. You may keep any allowances that you receive for a daily rate of \$25 or less. If the allowance exceeds \$25 per day, you must remit the excess to your supervisor.
- b. You must turn over to the Postal Service any payments from the court that represent a salary for your services.

9-3 At the Request of Another Postal Service Installation

If another Postal Service installation requests that you come for official business, meetings, or an interview, that installation must pay your allowable travel expenses.

For any other official travel requested by another installation, you must fill out a travel voucher. The installation requesting your travel gives you a memorandum showing the proper finance number for you to use. Be sure to attach a copy of this memorandum to your completed travel voucher and submit it to the requesting installation for approval.

9-4 At the Request of a Government Agency

When a government agency requests you to travel, you must obtain approval from your appropriate approving official (see Appendix C). The agency requesting your travel does one of the following:

1. Provides instructions for billing the agency for your travel expenses.
2. Provides instructions for reimbursing you directly for your travel expenses.

Follow their instructions for submitting your travel claim for reimbursement.

9-5 As a Representative of an Employee Organization

If you are a representative of an employee organization, you may be approved to travel depending upon the purpose.

If Your Travel Pertains To . . .	Then . . .
a. Activities of joint employee-management cooperation committees when the activity is primarily in the interest of the Postal Service — for example, preventing accidents, reducing absenteeism, improving communication, ensuring equal employment opportunity, or maintaining employee productivity and morale.	The Postal Service may approve travel.
b. Special consultation or special negotiation sessions when called by postal officials.	The Postal Service may approve travel.
c. Internal employee-organization business — such as attending meetings, conferences, or training — sponsored by an employee organization.	The Postal Service does not authorize travel. Exception: Such travel will be authorized if these activities meet the needs of the Postal Service and the Postal Service requires the employee to attend.
d. Regularly scheduled negotiation sessions for negotiating an agreement.	The Postal Service does not authorize travel.

9-6 To Attend Meetings, Conferences, or Training Sessions

Approving officials (see Appendix C) may approve travel for you to attend meetings, conferences, and training sessions, within or outside the Postal Service. Be sure to charge this expense to the regular accounts (see Appendix B).



Reminder: If your place of lodging provides any meal at no cost to you or at a nominal fee, you must reduce the per diem by an appropriate amount or percentage. See Appendix A for the current rates and percentages.

If you are approved to attend meetings, conferences, or training sessions, the policy for being reimbursed for travel expenses is the same as if you were traveling to a temporary duty station.

9-7 As a Nonemployee of the Postal Service

If you are not employed by the Postal Service but are required and authorized to travel on official Postal Service business, you may be

reimbursed for your travel expenses while you are away from your home or regular place of business, according to the policy and procedures stated in this handbook.

You may use the travel agency contracted by the Postal Service to make your travel arrangements; unless you are a contractor, you may charge your tickets to the Government Travel Account. The most recent General Services Administration contract for commercial airline government rate fares prohibits the following:

- a. Issuing government rate fares to contractors.
- b. Using GTA to purchase tickets for contractors.

If you are a contractor, see 9-7.3 for more information.

9-7.1 A Spouse of a Postal Service Employee

Whether your spouse accompanies you on an extended duty or training assignment in lieu of intermediate trips home, or visits you while on such an assignment, you are allowed to claim only transportation costs for your spouse. **You** must pay for all other expenses, such as meals and lodging.

9-7.1.1 What's Allowed When Your Spouse Accompanies or Visits You

If you wish to have your spouse accompany or visit you, rather than your taking intermediate trips home, the Postal Service will pay the cost of your spouse's round-trip transportation.

! Important: Your request must be approved by the appropriate approving official **before** the assignment begins (see Appendix C). Be sure to justify the cost on your request for approval. Then attach both the justification and the appropriate official's approval to your travel voucher.

If you are a bargaining unit employee and if you received prior approval, you may use the GTA to make your spouse's travel arrangements.

If you are a non-bargaining unit employee, use your individual government credit card to obtain tickets for your spouse.



Reminder: Although you may claim full per diem expenses for yourself, you may claim **only** transportation expenses for your spouse. However, your per diem expenses stop on the third weekend when you would normally return home.

If Your Lodging Is . . .	Then . . .
a. On a daily basis	You cannot claim lodging for the third weekend.
b. Leased	You are reimbursed for the full lease amount.

9-7.1.2 **What's Allowed When Your Spouse or Guest Travels at Postal Service Invitation or Attends a Special Postal Service Event**

The PMG, DPMG, or COO must *preapprove* spousal or guest travel. The preapproval documentation will contain allowable travel reimbursements to be extended to the spouse or guest.


Expenses for spousal or guest travel that are paid directly or reimbursed are considered taxable compensation to the postal employee. Therefore, the employee's reimbursement for spousal or guest travel will be reduced by federal income tax (28 percent) and FICA/Medicare taxes.

A separate voucher in the postal employee's name and social security number is required. This voucher must be annotated "SPOUSAL TRAVEL," or "GUEST TRAVEL."

A copy of the preapproval documentation must be attached to the travel voucher. Your approving official (see Appendix C) approves the travel voucher and submits it to the San Mateo Accounting Service Center for processing.

9-7.1.3 **What's Allowed If You Live in Alaska, Hawaii, Puerto Rico, or U.S. Possessions**

If you live in Alaska, Hawaii, Puerto Rico, or U.S. possessions and must attend courses at the Technical Training Center in Norman, OK, you may be authorized to bring your spouse to Norman or to an intermediate point.

 **Important:** Total costs for both you and your spouse may not exceed round-trip transportation and applicable per diem expenses for one person from the training site to your permanent duty station, based on the least expensive transportation normally used.



Reminder: Your request must be approved in advance by the appropriate approving official (see Appendix C). Be sure your travel vouchers have the documentation attached showing the approval.

9-7.2 **A Potential Employee**

If you are traveling to an interview for employment with the Postal Service, reimbursement of your travel expenses must be approved by an **officer** of the Postal Service (see Appendix C).

9-7.3 **A Contractor**

If you are a contractor, the Postal Service reimburses you for travel expenses according to the following:

- a. The contract.
- b. Instructions from the contracting officer, with guidance from the policy and procedures stated in this handbook.

! **Important:** As a contractor, you may **not** use the GTA to purchase tickets, nor may the Postal Service use GTA to purchase tickets for you. These policies are prohibited by the most recent General Services Administration contract for commercial airline government rate fares.

9-7.4 **An Expert Consultant**

If you are an expert consultant traveling on official business for the Postal Service, reimbursement of your travel expenses may be allowed while you are away from your home or regular place of business. The GTA may be used to purchase your tickets.

9-7.5 **Member of an Advisory Council or Board**

The vice president of the functional area utilizing an advisory committee may delegate the authority to approve Form 1012, *Travel Voucher*, to a PCES manager.

9-7.6 **Member of the Citizens' Stamp Advisory Committee**

If you are a member of the Citizens' Stamp Advisory Committee (CSAC), you are eligible for reimbursement of travel expenses according to the policy and procedures stated in this handbook, based on the following criteria:

- a. For transportation and lodging, you will be reimbursed for your actual expenses.
- b. For your daily expenses, you will be reimbursed at the per diem rate for each day that you are away from your home or place of business. Your daily expenses may not exceed the daily rate presented in Appendix A for each calendar day or fraction of a day.

! **Important:** You will be reimbursed only if your business address is outside of the Washington metropolitan area or beyond a reasonable commuting distance from the meeting site.

9-7.7 **Other Nonemployee**

If you are any other nonemployee of the Postal Service, an approving official may approve reimbursement of your travel expenses if you are traveling for either of the following purposes:

- a. To confer with postal officials on official postal matters.
- b. For the benefit of the Postal Service.

10 Getting Reimbursed and Repaying Advances

When you return from travel, you must do the following:

1. Complete and submit the required forms to be reimbursed for your travel expenses.
2. Repay your advances.

This chapter explains the details of getting reimbursed and repaying your advances.



Reminder: If you were on international travel, you must also return your official passport to International Postal Affairs and within 30 days, prepare a written report and send a copy to the vice president, International Business Unit.

10-1 Getting Reimbursed

The forms that you fill out to be reimbursed for your travel expenses vary depending upon whether you were on regular or local travel.

10-1.1 Regular Travel

10-1.1.1 Which Form to Submit

For all travel away from your permanent duty station except local travel, submit Form 1012, *Travel Voucher*, to be reimbursed for your expenses.

10-1.1.2 How Often to Submit It

Use the guidelines in the following table to determine when to submit a travel voucher.

If . . .	Then You . . .
a. You are on regular travel in the United States, its territories, or possessions	Must submit at least one travel voucher in each accounting period.
b. You are on international travel	Must submit a travel voucher when your trip is complete.

If . . .	Then You . . .
c. You do not anticipate more travel within the following 3-week period	Must submit a travel voucher immediately and claim your travel expenses.
d. You do not anticipate another trip within the accounting period	Must submit your travel voucher at the end of the trip.
e. Your trip spans two accounting periods	Must submit one travel voucher for the entire trip, except for year-end.
f. You are on an extended duty or training assignment lasting 2 weeks or more	May submit your travel vouchers more frequently if you need the funds to meet your expenses.

10-1.2 **Local Travel**

10-1.2.1 **Which Form to Submit**

When you return from local travel submit Form 1164, *Claim for Reimbursement for Expenditures on Official Business*, to be reimbursed for your expenses.

10-1.2.2 **How to Be Reimbursed From the Imprest Fund**

To be reimbursed from the imprest fund, submit your approved Form 1164 to the imprest fund cashier. If sufficient cash is available, you will be reimbursed in cash. If sufficient cash is not available, the imprest fund cashier will issue you a commercial check.

When you receive your reimbursement, whether in cash or by check, write the amount and date on the Form 1164 and sign.

10-1.2.3 **How to Be Reimbursed From Post Office Funds**

To be reimbursed from local post office funds, submit your approved Form 1164 to your supporting finance or accounting office. If sufficient cash is available, you will be reimbursed in cash. If sufficient cash is not available, the post office will issue a postal money order.

10-2 **Repaying Advances**

10-2.1 **Standard Policy for Repayment**

If the amount of your outstanding travel advance exceeds the amount of your travel expenses, you must repay the difference as soon as you complete the travel for which you received the advance.

10-2.1.1 **When to Repay Your Advance**

If You Are a . . .	Then You Must Repay Your Advance . . .
a. Bargaining unit employee	As soon as possible after your trip is complete.
b. Non-bargaining unit employee	When you receive your credit card bill. (Non-bargaining unit employees must obtain advances by using the ATM feature on their individual government credit card.)



Reminder: If your travel advance remains outstanding for a period of 120 days or more after your travel is complete, the Internal Revenue Service (IRS) considers that advance to be reportable compensation and, therefore, subject to federal income taxes, FICA, and Medicare taxes.

10-2.1.2 **How to Repay Your Advance**

You may repay your advance by submitting a personal check or money order with your travel voucher.

Follow these steps to ensure that your account is properly credited:

1. Write a personal check or obtain a money order for the full amount of your outstanding balance. Be sure it's payable to the U.S. Postal Service.
2. Write your Social Security number on the check or money order.
3. Write a memo to accompany your check or money order. Be sure to include all of the following:
 - Your name.
 - Social Security number.
 - Instructions to apply the payment to your outstanding advance.
4. Attach the check or money order and the memo to the front of your travel voucher.



Important: Be sure that the travel voucher shows that your expenses are to be applied to your outstanding travel advance. If the voucher does not show this, the San Mateo Accounting Service Center automatically subtracts your travel expenses from the amount of the outstanding travel advance.

10-2.1.3 **If You Are Separating From the Postal Service**

When you are separating from the Postal Service, your office or installation notifies the San Mateo Accounting Service Center. The San Mateo Accounting Service Center then examines your travel advance record to determine if you have any outstanding advances.

! Important: The Postal Service deducts any unpaid outstanding advances from your final salary checks unless you directly repay the Disbursing Officer, U.S. Postal Service.

10-2.2 **Travel Expense and Advance Report**

Each accounting period, the San Mateo Accounting Service Center prepares the *Travel Expense and Advance Report*, that lists employees that have outstanding travel advances and that shows the employee's name, Social Security number, finance number, amount of unpaid balance, and year-to-date travel expenses. The balance for relocation expenses is identified separately from regular outstanding travel advances.

Each approving official reviews the report for his or her organizational unit. If you have any outstanding balance, your approving official will notify you in writing and instruct you to repay your balance.

Approving officials will review reports to determine whether each employee who is listed as having an outstanding advance is a continuous traveler or will be traveling within the next 3 weeks. If no travel is anticipated, the employee must immediately refund the outstanding balance. If any of the employees listed will definitely travel within 3 weeks, approving officials must determine how much of the outstanding advance is needed and request an immediate refund of any excess. The review by approving officials helps determine which employees owe money to the Postal Service.

Part 3

Relocation (Non-bargaining Only)

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Part 4

Appendixes

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Rates

A-1 Standard Mileage Rates

A-1.1 Mileage Rates

Vehicle	Cents per mile (Including Alaska)
Privately owned automobile	36.0
Privately owned motorcycle	27.5
Privately owned airplane	95.5

A-1.2 Reimbursement for Postal Service Supervisors

Postal Service supervisors (see 5-5.2.1.2) will be reimbursed at the rate of \$6.00 per day or 36.0 cents per mile, whichever is greater, when a privately owned vehicle is used. Do *not* use the eTravel system when claiming the \$6.00 daily rate, because the excess of the daily rate over the actual mileage is taxable as compensation to the claimant. You should claim the \$6.00 daily rate by submitting PS Form 1164A, *Claim for Reimbursement for Postal Supervisors*, to your servicing DDE site.

Odometer readings are not required on the respective claim forms; the integrity of the claim is the responsibility of the traveler. However, should the approving official have reason to question the claim, the claimant must provide evidence that supports the claim of distance traveled.

A-2 Travel Per Diem Rates

A-2.1 What Per Diem Includes

The per diem allowance includes all charges for meals; laundry and cleaning expenses; all fees and tips to waiters, bellboys, and porters; and other similar expenses.

A-2.2 Per Diem Calculation (See Chapter 7.)

A-2.3 Average Cost Localities

Unless a city is listed in the table in A-2.4, High Cost Localities, the daily per diem rate is \$30.

A-2.4 High Cost Localities

The following key cities and/or areas are classified as localities with above average lodging costs. The daily per diem rate applicable for each of these localities is indicated:

State and Key City ¹	County and/or Other Location ^{2,3}	Rate (\$)
Alabama		
Birmingham	Jefferson	42
Decatur	Morgan	34
Gulf Shores	Baldwin	38
Huntsville	Madison	38
Montgomery	Montgomery	42
Tuscaloosa	Tuscaloosa	34
Arizona		
Casa Grande	Pinal	38
Chinle	Apache	38
Flagstaff	All points in Coconino County not covered under Grand Canyon per diem area	38
Grand Canyon	All points in the Grand Canyon National Park and Kaibab National Forest within Coconino County	46
Kayenta	Navajo	34
Phoenix and Scottsdale	Maricopa	46
Tucson	Pima County; Davis-Monthan AFB	42
Yuma	Yuma	38
Arkansas		
Hot Springs	Pulaski	34
Little Rock	Pulaski	38
California		
Clear Lake	Lake	34
Contra Costa County	Contra Costa County	46
Death Valley	Inyo	46
Fresno	Fresno	34

State and Key City¹	County and/or Other Location^{2,3}	Rate (\$)
Kern County	Kern County	42
Los Angeles	Los Angeles, Orange, and Ventura Counties; Edwards AFB; Naval Weapons Center and Ordnance Test Station, China Lake (see Santa Monica)	50
Mammoth Lakes	Mono	46
Marin County	Marin	46
Merced	Merced	34
Modesto	Stanislaus	38
Monterey	Monterey	46
Napa	Napa	46
Oakhurst	Madera	42
Oakland	Alameda	42
Ontario/Barstow/Victorville	San Bernardino	42
Palm Springs	Riverside	46
Point Arena/Gualala	Mendocino	42
Redding	Shasta	34
Sacramento	Sacramento	46
San Diego	San Diego	50
San Francisco	San Francisco	50
San Luis Obispo	San Luis Obispo	42
San Mateo/Redwood City	San Mateo	46
Santa Barbara	Santa Barbara	42
Santa Cruz	Santa Cruz	46
Santa Monica	City limits of Santa Monica (see Los Angeles)	42
Santa Rosa	Sonoma	46
Solono County	Solono County; Travis AFB	46
South Lake Tahoe	El Dorado (see also Stateline, NV)	46
Sunnyvale/Palo Alto/San Jose	Santa Clara	50
Tahoe City	Placer	46
Truckee	Nevada	46
Visalia	Tulare	42
West Sacramento	Yolo	34
Yosemite National Park	Mariposa	46
Colorado		
Aspen	Pitkin	46

State and Key City¹	County and/or Other Location^{2,3}	Rate (\$)
Boulder	Boulder	46
Colorado Springs	El Paso	42
Cortez	Montezuma	34
Crested Butte	City limits of Crested Butte (see Gunnison County)	46
Denver	Denver, Adams, and Arapahoe	46
Durango	La Plata	42
Fort Collins	Larimer (except Loveland)	38
Glenwood Springs	Garfield	34
Grand Junction	Mesa	34
Gunnison	Gunnison (except Crested Butte)	38
Jefferson County	Jefferson	38
Loveland	City limits of Loveland (see Larimer County)	34
Montrose	Montrose	38
Pueblo	Pueblo	38
Silverthorne/Keystone	Summit	42
Steamboat Springs	Routt	42
Telluride	San Miguel	46
Trinidad	Las Animas	34
Vail	Eagle	46
Connecticut		
Bridgeport/Danbury	Fairfield	42
Hartford	Hartford	42
Lakeville/Salisbury	Litchfield	42
Middlesex County	Middlesex	34
New Haven	New Haven	38
New London/Groton	New London	34
Putnam/Danielson	Windham	34
Storrs/Mansfield	Tolland	34
Delaware		
Dover	Kent	38
Lewes	Sussex	42
Wilmington	New Castle	38

State and Key City¹	County and/or Other Location^{2,3}	Rate (\$)
District of Columbia		
Washington, DC (also the cities of Alexandria, Fairfax, and Falls Church, and the counties of Arlington, Fairfax, and Loudoun in Virginia; and the counties of Montgomery and Prince George's County in Maryland) (see also Maryland and Virginia)		50
Florida		
Altamonte Springs	Seminole	42
Bradenton	Manatee	34
Cocoa Beach	Brevard	38
Daytona Beach	Volusia	42
Fort Lauderdale	Broward	46
Fort Myers	Lee	46
Fort Pierce	Saint Lucie	42
Fort Walton Beach	Okaloosa	42
Gainesville	Alachua	38
Gulf Breeze	Santa Rosa	42
Jacksonville/Mayport	Duval; Mayport Naval Station	38
Key West	Monroe	46
Kissimmee	Osceola	38
Lakeland	Polk	38
Leesburg	Lake	34
Miami	Dade	46
Naples	Collier	42
Ocala	Marion	34
Orlando	Orange	46
Palm Beach (also the cities of Boca Raton, Delray Beach, Jupiter, Palm Beach Gardens, Palm Beach Shores, Singer Island, and West Palm Beach)	Palm Beach	46
Panama City	Bay	42
Pensacola	Escambia	34
Punta Gorda	Charlotte	38
Sarasota	Sarasota	42
Sebring	Highlands	34
St Augustine	St Johns	42
Stuart	Martin	42

State and Key City¹	County and/or Other Location^{2,3}	Rate (\$)
Tallahassee	Leon	38
Tampa/St. Petersburg	Pinellas and Hillsborough	42
Vero Beach	Indian River	34
Georgia		
Albany	Dougherty	38
Athens	Clarke	38
Atlanta	Fulton and Gwinnett	42
Clayton County	Clayton	34
Cobb County	Cobb County	42
Columbus	Muscogee	38
Conyers	Rockdale	38
DeKalb County	Dekalb	42
Dublin	Laurens	34
Gwinnett County	Gwinnett	34
Savannah	Chatham	42
Idaho		
Boise	Ada	42
Coeur d'Alene	Kootenai	38
Ketchum	Blaine (except Sun Valley)	42
McCall	Valley	42
Sun Valley	City limits of Sun Valley (see Blaine County)	42
Illinois		
Aurora	Kane (except Elgin)	34
Chicago	Cook and Lake	50
Du Page County	Du Page County	42
Elgin	City Limits of Elgin (see Kane County)	34
Rockford	Winnebago	34
Indiana		
Carmel	Hamilton	42
Fort Wayne	Allen	34
Indianapolis	Marion County; Fort Benjamin Harrison	46
Lafayette	Tippecanoe	34
Michigan City	La Porte	38
Nashville	Brown	42
South Bend	St. Joseph	38

State and Key City¹	County and/or Other Location^{2,3}	Rate (\$)
Valparaiso/Burlington Beach	Porter	38
Iowa		
Des Moines	Polk	34
Kansas		
Kansas City/Overland Park	Johnson and Wyandotte	42
Wichita	Sedgwick	42
Kentucky		
Covington	Kenton	42
Lexington	Fayette	34
Louisville	Jefferson	42
Newport	Campbell	34
Louisiana		
Baton Rouge	East Baton Rouge Parish	42
Gonzales	Ascension Parish	38
Lake Charles	Calcasieu Parish	38
New Orleans/St. Bernard	Orleans, St. Bernard, Plaquemine, and Jefferson Parish	46
Shreveport/Bossier City	Caddo	42
Slidell	St. Tammany	34
St. Francisville	West Feliciana	42
Maine		
Bar Harbor	Hancock	42
Bath	Sagadahoc	38
Kennebunk/Kittery/Sanford	York	42
Portland	Cumberland	42
Rockport	Knox	46
Wiscasset	Lincoln	42
Maryland		
(For the counties of Montgomery and Prince George's, see District of Columbia)		
Annapolis	Anne Arundel	46
Baltimore	Baltimore	46
Cambridge	Dorchester	34
Columbia	Howard	46
Frederick	Frederick	34

State and Key City¹	County and/or Other Location^{2,3}	Rate (\$)
Grasonville	Queen Anne's	42
Harford County	Harford County	42
Lexington Park/ Leonardtown/Lusby	St. Mary's and Calvert	38
Ocean City	Worcester	46
St. Michaels	Talbot	46
Massachusetts		
Andover	Essex	42
Boston	Suffolk	50
Cambridge	Middlesex (except Lowell)	50
Falmouth	City limits of Falmouth	38
Hyannis	Barnstable	42
Lowell	City limits of Lowell, except Cambridge (see Middlesex County)	38
Martha's Vineyard	Dukes	46
Nantucket	Nantucket	46
New Bedford	City limits of New Bedford (See Bristol County)	38
Northampton	Hampshire	38
Pittsfield	Berkshire	42
Plymouth	Plymouth	38
Quincy	Norfolk	42
Springfield	Hampden	38
Taunton	Bristol (except New Bedford)	34
Worcester	Worcester	38
Michigan		
Ann Arbor	Washtenaw	42
Berrien County	Berrien	34
Charlevoix	Charlevoix	42
Detroit	Wayne	50
East Lansing/Lansing	Ingham	42
Frankenmuth	Saginaw	34
Frankfort	Benzie	34
Gaylord	Otsego	38
Grand Rapids	Kent	38
Holland	Ottawa	38
Leland	Leelanau	38

State and Key City¹	County and/or Other Location^{2,3}	Rate (\$)
Mackinac Island	Mackinac	46
Midland	Midland	38
Mt. Pleasant	Isabella	38
Muskegon	Muskegon	34
Ontonagon	Ontonagon	34
Petoskey	Emmet	42
Pontiac/Troy	Oakland	42
Sault Ste Marie	Chippewa	38
South Haven	Van Buren	38
Traverse City	Grand Traverse	46
Warren	Macomb	38
Minnesota		
Anoka County	Anoka	38
Dakota County	Dakota	38
Duluth	St. Louis	42
Minneapolis/St. Paul	Hennepin County and Fort Snelling Military Reservation and Navy Astronautics Group (Detachment BRAVO), and Ramsey County	50
Rochester	Olmsted	38
Mississippi		
Bay St. Louis	Hancock	38
Biloxi/Gulfport	Harrison	42
Robinsonville	Tunica	34
Missouri		
Branson	Taney	38
Hannibal	Marion	34
Jefferson City	Cole	34
Kansas City	Jackson, Clay, and Kansas City International Airport	46
Osage Beach	Camden	34
Platte	Platte (except Kansas City International Airport)	38
Springfield	Greene	34
St. Louis	St. Louis and St. Charles	50
St. Robert/Fort Leonard Wood	Pulaski	34
Montana		
Big Sky	Gallatin (except West Yellowstone)	46

State and Key City¹	County and/or Other Location^{2,3}	Rate (\$)
Polson/Kalispell	Lake and Flathead	34
West Yellowstone	City limits of West Yellowstone (see Gallatin County)	38
Nebraska		
Omaha	Douglas	42
Nevada		
Incline Village/Crystal Bay	City limits of Incline Village and Crystal Bay	42
Las Vegas	Clark County; Nellis AFB	42
Stateline	Douglas (see also South Lake Tahoe, CA)	46
New Hampshire		
Concord	Merrimack	38
Conway	Carroll	42
Durham	Strafford	34
Hanover/Sullivan County	Grafton and Sullivan	38
Laconia	Belknap	38
Manchester	Hillsborough	38
Newington	Rockingham County; Pease AFB except Portsmouth	38
Portsmouth	City limits of Portsmouth (see Rockingham County)	42
New Jersey		
Atlantic City	Atlantic	46
Cape May	Cape May (except Ocean City)	46
Cherry Hill/Camden/ Morrestown	Camden/Burlington	46
Eatontown	Monmouth County; Fort Monmouth (except Freehold)	42
Edison	Middlesex (except Piscataway)	34
Flemington	Hunterdon	38
Freehold	City limits of Freehold (see Monmouth County)	38
Millville	Cumberland	34
Newark	Essex, Bergen, Hudson, and Passaic	46
Ocean City	City limits of Ocean City (see Cape May County)	42
Parsippany/Picatinney Arsenal/Dover	Morris	42

State and Key City¹	County and/or Other Location^{2,3}	Rate (\$)
Piscataway/Belle Mead	Somerset and Middlesex	42
Princeton/Trenton	Mercer County	46
Tom's River	Ocean	42
Union County	Union County	42
New Mexico		
Albuquerque	Bernalillo	42
Cloudcroft	Otero	34
Las Cruces	Dona/Ana	34
Los Alamos	Los Alamos	38
Santa Fe	Santa Fe	46
Taos	Taos	38
New York		
Albany	Albany	46
The Bronx/Brooklyn/Queens	The boroughs of the Bronx, Brooklyn, and Queens	46
Buffalo	Erie	42
Glens Falls	Warren	38
Ithaca	Tompkins	38
Kingston	Ulster	42
Lake Placid	Essex	42
Manhattan	The borough of Manhattan	50
Nassau County/Great Neck	Nassau County	46
Niagara Falls	Niagara	38
Nyack/Palisades	Rockland	42
Owego	Tioga	34
Poughkeepsie	Dutchess	42
Rochester	Monroe	46
Saratoga Springs	Saratoga	42
Staten Island	Richmond	46
Suffolk County	Suffolk	42
Syracuse	Onondaga	38
Tarrytown	Westchester (except White Plains)	46
Waterloo/Romulus	Seneca	34
Watkins Glen	Schuyler	38
West Point	Orange	38
White Plains	City limits of White Plains (see Westchester County)	46

State and Key City¹	County and/or Other Location^{2,3}	Rate (\$)
North Carolina		
Atlantic Beach	Carteret	34
Chapel Hill	Orange	42
Charlotte	Mecklenburg	42
Cherokee	Swain	34
Fayetteville	Cumberland	38
Greensboro	Guilford	42
Greenville	Pitt	34
Kill Devil	Dare	42
New Bern/Havelock	Craven	38
Raleigh	Wake	42
Research Triangle Park/ Durham	Durham	46
Wilmington	New Hanover	38
Winston-Salem	Forsyth	42
Ohio		
Akron	Summit	42
Bellevue	Huron	34
Cambridge	Guernsey	34
Cincinnati	Hamilton and Warren	50
Cleveland	Cuyahoga	46
Columbus	Franklin	42
Dayton	Montgomery, Wright-Patterson AFB	34
Fairborn	Greene	38
Geneva	Ashtabula	38
Hamilton	Butler	38
Lancaster	Fairfield	34
Port Clinton/Oak Harbor	Ottawa	38
Sandusky	Erie	42
Toledo	Lucas	34
Oklahoma		
Oklahoma City	Oklahoma	42
Oregon		
Ashland	Jackson	46
Beaverton	Washington	42
Bend	Deschutes	42

State and Key City¹	County and/or Other Location^{2,3}	Rate (\$)
Clackamas	Clackamas	38
Crater Lake	Klamath	34
Eugene	Lane (except Florence)	42
Florence	City limits of Florence (see Lane County)	38
Gold Beach	Curry	34
Lincoln City/Newport	Lincoln	38
Portland	Multnomah	42
Seaside	Clatsop	38
Pennsylvania		
Allentown	Lehigh	34
Chester/Radnor/Essington	Delaware (except Wayne)	38
Easton	Northampton	34
Erie	Erie	34
Gettysburg	Adams	38
Harrisburg	Dauphin (except Hershey)	46
Hershey	City limits of Hershey (see Dauphin County)	42
King of Prussia/ Fort Washington/ Bala Cynwyd	Montgomery	46
Lancaster	Lancaster	42
Malvern/Downington/ Valley Forge	Chester	42
Mechanicsburg	Cumberland	34
Philadelphia	Philadelphia	50
Pittsburgh	Allegheny	46
Reading	Berks	42
Scranton	Lackawanna	34
Warminster	Bucks County; Naval Air Development Center	38
Wayne	City limits of Wayne (see also Delaware County)	46
Rhode Island		
East Greenwich	Kent County; Naval Construction Battalion Center, Davisville	42
Newport	Newport	46
Providence	Providence	46

State and Key City¹	County and/or Other Location^{2,3}	Rate (\$)
South Carolina		
Aiken	Aiken	34
Charleston/Berkeley	Charleston and Berkeley	42
Columbia	Richland	34
Greenville	Greenville	42
Hilton Head	Beaufort	46
Myrtle Beach	Horry County; Myrtle Beach AFB	46
South Dakota		
Custer	Custer	34
Hot Springs	Fall River	34
Rapid City	Pennington	34
Tennessee		
Alcoa/Townsend	Blount	34
Gatlinburg	Sevier	42
Memphis	Shelby	42
Murfreesboro	Rutherford	34
Nashville	Davidson	46
Williamson County	Williamson	34
Texas		
Amarillo	Potter	34
Arlington/Grapevine	Tarrant	38
Austin	Travis	42
Bryan	Brazos (except College Station)	34
College Station	City limits of College Station (see Brazos County)	38
Corpus Christi	Nueces	42
Dallas	Dallas	46
El Paso	El Paso	34
Fort Davis	Jeff Davis	34
Fort Worth	City limits of Fort Worth	42
Galveston	Galveston	46
Houston	Harris County; L.B. Johnson Space Center and Ellington AFB	46
Killeen	Bell	34
Laredo	Webb	34
McAllen	Hidalgo	38
Plano	Collin	38

State and Key City¹	County and/or Other Location^{2,3}	Rate (\$)
San Antonio	Bexar	46
South Padre Island	Cameron	38
Waco	McLennan	34
Utah		
Bullfrog	Garfield	34
Cedar City	Iron	38
Moab	Grand	38
Ogden/Layton/Davis County	Weber and Davis	38
Park City	Summit	46
Provo	Utah	42
Salt Lake City	Salt Lake; Dugway Proving Ground and Tooele Army Depot	38
Vermont		
Burlington/St. Albans	Chittenden and Franklin	38
Manchester	Bennington	46
Middlebury	Addison	42
Montpelier	Washington	34
White River Junction	Windsor	34
Virginia		
(For the cities of Alexandria, Fairfax, and Falls Church, and the counties of Arlington, Fairfax, and Loudoun, see District of Columbia)		
Charlottesville ⁴		46
Colonial Heights		34
Dinwiddie County	Dinwiddie	34
Hopewell		34
Lynchburg ⁴		42
Manassas/Woodbridge	Prince William	38
Petersburg		34
Prince George County	Prince George	34
Richmond ⁴	Chesterfield and Henrico Counties; also Defense Supply Center	42
Roanoke ⁴		38
Virginia Beach ⁴	Virginia Beach (also Norfolk, Portsmouth, and Chesapeake) ⁴	42
Wallops Island	Accomack	38
Williamsburg ⁴	Williamsburg (also Hampton, Newport News, York County, Naval Weapons Station, Yorktown) ⁴	42

State and Key City¹	County and/or Other Location^{2,3}	Rate (\$)
Wintergreen	Nelson	46
Washington		
Anacortes	Skagit and Island	42
Bremerton	Kitsap	38
Everett	Snohomish (except Lynnwood)	42
Friday Harbor	San Juan	46
Lynnwood	City limits of Lynnwood (see Snohomish County)	38
Ocean Shores	Grays Harbor	42
Olympia/Tumwater	Thurston	42
Port Angeles	City limits of Port Angeles (see Clallam County)	42
Port Townsend	Jefferson	38
Seattle	King	50
Sequim	Clallam (except Port Angeles)	38
Spokane	Spokane	42
West Virginia		
Berkeley Springs	Morgan	38
Charleston	Kanawha	42
Martinsburg/Hedgesville	Berkley	34
Morgantown	Monongalia	38
Shepherdstown	Jefferson	38
Wheeling	Ohio	38
Wisconsin		
Brookfield	Waukesha	42
Green Bay	Brown	38
Lake Geneva	Walworth	42
Madison	Dane	42
Milwaukee	Milwaukee	46
Racine	Racine	34
Sheboygan	Sheboygan	34
Sturgeon Bay	Door	38
Wisconsin Dells	Columbia	42
Wyoming		
Cody	Park	34
Jackson	Teton	46

- 1 The per diem locality is defined as all locations within, or entirely surrounded by, the corporate limits of the key city, including independent entities located within those boundaries.
- 2 Per diem localities with county definitions shall include all locations within, or entirely surrounded by, the corporate limits of the key city as well as the boundaries of the listed counties, including independent entities located within the boundaries of the key city and the listed counties.
- 3 When military installations or government-related facilities (whether or not specifically named) are located partially within the city or county boundary, the applicable per diem rate for the entire installation or facility is the higher of the two rates that apply to the cities and/or counties, even though part(s) of such activities may be located outside the defined per diem locality.
- 4 Denotes independent cities.

A-2.5 **Special Situations — Meal Reductions**

When meals are furnished at no charge or nominal fee by a federal government agency, private company, etc., at a temporary duty station, meeting, conference, or training session, the per diem will be appropriately reduced as follows:

Per Diem Rate		Breakfast	Lunch	Dinner
High Cost	\$50 per day	\$10	\$12	\$26
	\$46 per day	\$9	\$11	\$24
	\$42 per day	\$9	\$9	\$22
	\$38 per day	\$8	\$8	\$20
	\$34 per day	\$7	\$7	\$18
Average Cost	\$30 per day	\$6	\$6	\$16
Norman, OK	\$30 per day	\$4	\$6	\$13
Alaska, Hawaii, Puerto Rico, U.S. Possessions	\$50 per day	\$10	\$12	\$26
International		15% of the applicable daily rate	25% of the applicable daily rate	40% of the applicable daily rate

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Instructions for Submitting Forms

B-1 Before You Fill Out a Form

Whether you are traveling on official Postal Service business or relocating, you must fill out one or more forms to convey information to the Postal Service and to have each stage of the process approved. Although each form is different, all require that you adhere to some basic requirements.

Before filling out any form, become familiar with the requirements presented in this appendix. Doing so ensures not only that you have provided accurate and complete information but also that the form can be processed more quickly, an important factor when waiting for reimbursement.

B-1.1 The Basic Requirements

When filling out any travel or relocation form for the Postal Service, be sure that you do all of the following:

1. Become familiar with the existing policy.
2. Fill out the right form. For example, reimbursement for local travel requires a different form than reimbursement for other types of travel. The forms in this appendix are presented in numerical order.
3. Type the information or print in ink.
4. Initial any erasures or changes that you make to totals.

B-1.2 Account Numbers You Will Need

Most travel and relocation forms require you to provide an account number to identify the type of expense. Use the table below to choose the correct account number.

If Your Expense Is Related to . . .	Then Use This Account Number . . .
a. Personnel travel — other than training	51401
b. Personnel travel — other than training, detail assignment	51403
c. Personnel travel — foreign	51404
d. Personnel travel — international postal congress	51405

If Your Expense Is Related to . . .	Then Use This Account Number . . .
e. Personnel — Travel — Other than training — Spouse travel costs — Grossing-Up	51406
f. Personnel travel — outside training	51411
g. Personnel travel — U.S. Postal Service training	51413
h. Travel — spousal travel	51409
i. Travel — Other than training — Detail Over 1 Year	51412
j. Contractual services other than equipment repair and maintenance or outside consulting and professional	52322
k. Supplies, materials, and services; other services; carfare; other than carrier owned	52453
l. Local transporting — headquarters	52454
m. Personnel benefits — miscellaneous expense allowance	51239
n. Personnel benefits — advance round trip	51241
o. Personnel benefits — en route travel	51242
p. Personnel benefits — temporary quarters	51243
q. Personnel benefits — transportation of household effects	51244
r. Personnel benefits — return trips to residence at former duty station	51245
s. Spouse job search assistance expense	51246
t. Grossing up/RIT	51247
u. Personnel benefits — residence purchase, sale, or lease	51248
v. Mortgage interest differential	51249
w. Other operating expenses — reorganization travel	56311
x. Other operating expenses — travel for non-USPS personnel	56315

B-1.3 **Before You Submit the Form**

Minor mistakes on a form can hold up processing. To avoid such delays, always do the following:

1. Claim only those expenses that are within the policy stated in this handbook.
2. Support your expenses with acceptable documentation.
3. Check the math.
4. Verify that any dates provided are correct.

5. Verify that numbers — such as finance numbers, account numbers, and your Social Security number — are correct.
6. Verify that your address is correct.
7. Sign the form.
8. Attach originals, not photocopies, of all supporting documentation.


! **Important:** Always photocopy the completed, signed form and all supporting documentation. Keep this copy in your files.

B-2 Form 1011, *Travel Advance Request and Itinerary Schedule*

B-2.1 What You Need To Know

Use this form:

- a. To convey your itinerary and travel arrangements to your immediate supervisor and the approving official.
- b. To estimate how much money you will need as a travel advance.
- c. If you are a bargaining unit employee, to convey your request for a travel advance. (If you are a non-bargaining unit employee, you must use the ATM feature of your individual government credit card for your advance.)

 **Important:** Be sure to submit the completed form as soon as possible to allow time for the advance to be approved and payment made through the San Mateo Accounts Payable system.



Reminder: Type all information or print in ink. Be sure to initial any erasures or changes to totals.

B-2.2 Filling Out the Form

Use the sample form and the table following it for the required information.

B-2.2.1 **Form 1011, Travel Advance Request and Itinerary Schedule**

United States Postal Service

Regular Relocation (Type: _____)

Travel Advance Request and Itinerary Schedule

Name of Traveler (First, M.I., Last) (d)		Travel Order Number (c)
Travel Dates From: (f) To: (g)		Social Security Number (e)
Mailing Address (i)		Finance Number (h)
		Office Telephone Number (j)

TRANSPORTATION					Estimated Cost
1. Mode of Transportation and Company (k)	Origin (l)	Date & Time	Destination (m)	Date & Time	\$ (n)
2. Mode of Transportation and Company (k)	Origin (l)	Date & Time	Destination (m)	Date & Time	
LODGING					
1. Establishment Name and Address (o)			Telephone Number (p)		
2. Establishment Name and Address (o)			Telephone Number (p)		
List other legs of your trip and any other lodging (q)					
Car Rental Company (r)	Rate (s)	Number of Days (t)			
Miscellaneous/Other Expenses: List (u)					
Per Diem:					
High Cost: (v) periods x rate _____ =					
Average Cost: (v) periods x rate _____ =					
SUBTOTAL					\$ (w)
Deduct Amount Charged to Personal Credit Card(s) and for the GTA Account					((x))
NET ADVANCE REQUESTED					\$ (y)

It is a Federal offense, in violation of 18 U.S.C. 1711, for the recipient of funds requested on this form to utilize the monies for any purpose other than the official Postal Service employment-related purpose for which they are requested. Failure to remit any monies owed for overdue advances, when required to do so by law or Postal Service regulations, may be subject to fine and/or imprisonment. Where the amount or value due does not exceed \$100.00, the person will be fined not more than \$1000.00 or imprisoned for not more than one year, or both. Under 18 U.S.C. 1711, an offense involving an amount greater than \$100.00 constitutes embezzlement and an individual may be fined in an amount equal to the amount of money involved or imprisoned for not more than ten years, or both. Making false claims and/or false statements on the travel advance application form can result in civil penalties pursuant to 31 U.S.C. 3801.

Signature of Traveler (z)	Date (aa)
Signature and Title of Approving Official (bb)	Date (cc)
Amount Received (Signature and Date) (dd)	

The collection of this information is authorized by 39 U.S.C. 1001 and 2008. This information will be used to account for your official duty travel and relocation expenses. As a routine use, this information may be disclosed to a congressional office at your request; to OMB for review of private relief legislation; to a labor organization as required by NLRA; where pertinent in a legal proceeding to which the USPS is a party; to an appropriate law enforcement agency for investigative or prosecutorial purposes; to a government agency where relevant to a hiring, contracting, or licensing decision by the requesting agency; to a government agency in order to elicit information relevant to a hiring, contracting, or licensing decision by the USPS; to an expert or consultant under contract with the USPS to fulfill an agency function; to the Federal Records Center for storage; to the Equal Employment Opportunity Commission for investigating a formal EEO complaint filed against USPS under 29 CFR 1613; to an independent Certified Public Accountant during an official audit of USPS finances; and to the Merit System Protection Board or Office of Special Counsel for proceedings involving possible prohibited personnel practices. The completion of this form is voluntary; however, if this information is not provided, you may not be reimbursed for your travel and relocation expenses.

PS Form 1011, May 1997

This Blank . . .	Is For This Information . . .
a. Regular	The type of travel requested. If you are requesting regular travel or travel for training, check this box.
b. Relocation (Type:_____)	For relocatees only — the type of advance requested. If you are requesting an advance for relocation, check this box. Then print or type the relocation phase that pertains to this advance. Choose from these three phases: <ul style="list-style-type: none"> ■ Advance round trip(s). ■ En route. ■ Transportation of mobile home.
c. Travel Order No.	For relocatees only — the “Order No.” from your Form 178, <i>Specific Travel Order — Relocation & Relocation Agreement</i> .
d. Name of Traveler	Your full name: first name, middle initial, and last name.
e. Social Security Number	Your Social Security number.
Travel Dates	
f. From	The date that your travel is scheduled to begin.
g. To	The date that your travel is scheduled to end.
h. Finance Number	The finance number of the office to which these travel expenses are to be charged.
i. Mailing Address	The mailing address of your current official duty station.
j. Office Telephone Number	The telephone number where you can be reached at your temporary duty station.
Transportation	
Space is provided for two legs of your trip. If you have more continue on line p.	
k. Mode of Transportation and Company	The type of transportation that you plan to use, such as air, bus, train, or POV. If you are using a commercial carrier, fill in the name of the company. If necessary, use initials or abbreviations.
l. Origin, Date & Time	Your point of departure and the date and time that you are scheduled to depart.
m. Destination, Date & Time	Your arrival point and the date and time that you are scheduled to arrive.
n. Estimated Cost	The expected cost of this expense category. Fill in this column for each category — transportation, lodging, car rental, miscellaneous expenses, and per diem — for which you expect to have expenses.

This Blank . . .	Is For This Information . . .
Lodging	Space is provided for two stays. If you have more continue on line p. Be sure to fill in the expected cost of lodging in the column "Estimated Cost."
o. Establishment Name and Address	The name and address of the place where you plan to stay.
p. Telephone	The telephone number of the place where you plan to stay.
q. List other legs of your trip and any other lodging.	The transportation and lodging information for any other legs of your trip.
Car Rental	For travelers who need a rental car.
r. Car Rental Company	The name of the car rental company that you expect to use.
s. Rate	The rate that you are being charged.
t. Number of Days	The number of days that you expect to need a car. Be sure to fill in the expected cost of your car rental in the column "Estimated Cost."
u. Miscellaneous/Other Expenses	Any other reimbursable expenses.
v. Per Diem	The number of per diem quarters that you expect to spend in high-cost and average-cost areas. The per diem rate for each type of area (see Appendix A). Be sure to fill in the "Estimated Cost" for each type of area. To calculate this cost, multiply the number of per diem quarters by the rate.
w. Subtotal	The total estimated cost. To calculate this amount, add the amounts in the "Estimated Cost" column.
x. Deduct Amount Charged to Personal Credit Card(s) and for GTA Account	The expenses that are being charged to a credit card, the GTA, or another party.
y. Net Advance Requested	For bargaining unit employees only — the amount of advance needed. To calculate this amount, subtract "Deduct Amount Charged to Personal Credit Card(s) . . ." (line x) from "Subtotal" (line w).
z. Signature of Traveler	Your signature.
aa. Date	The date that you are submitting the form — usually today's date.

This Blank . . .	Is For This Information . . .
bb. Signature and Title of Approving Official	The signature and job title of your approving official. The approving official will fill in this blank after he or she reviews the form.
cc. Date	The date that the approving official signs this form. The approving official will fill in this blank.
dd. Amount Received (Signature and Date)	For bargaining unit employees only — your signature when you receive your travel advance and the date you received it.

B-2.3 **Submitting the Completed Form**

Be sure to photocopy the completed form and all supporting documents for your files. Then submit the original form to the appropriate approving official.

The approving official then does the following:

1. Reviews the travel expenses to determine if they are the most advantageous for the Postal Service.
2. Signs the form to indicate his or her approval.
3. Submits the approved form of field personnel to the San Mateo Accounting Service Center, and the form of Headquarters personnel to Headquarters Disbursements of Corporate Accounting.

B-3 Form 1012, *Travel Voucher*

B-3.1 What You Need To Know

Use this form:

- a. To be reimbursed for all expenses pertaining to travel outside your official duty station. (To be reimbursed for local travel, use Form 1164.)
- b. If you are a bargaining unit employee, use this form to repay travel advances.



Reminder: Type all information or print in ink. Be sure to initial any erasures or changes to totals.



Important: This form is not only used to verify that you complied with travel regulations but is also kept for auditing purposes. Be sure to fill it out carefully and meticulously.

B-3.2 Filling Out the Form

Use the sample form and the table following it for the required information.

When you cannot put all information about a period of travel on Form 1012, continue on Form 1012-A, *Travel Voucher Continuation Sheet*, (see B-3.2.3 for a sample).

B-3.2.1 Front of Form 1012, Travel Voucher



Travel Voucher

Payee's Name (First, M.I., Last) (a)	Social Security Number (b)
Mailing Address (d)	Office Telephone Number (c)

For Travel and Other Expenses		Applicable Specific Travel Order -- Relocation	Type of Relocation
From (Date) (e)	To (Date) (e)	(f)	(g)

Travel Advance		
Outstanding \$ (h)	Amount to be applied \$ (i)	Balance to remain outstanding \$ (j)

Check One:

Transportation (Air or Rail) paid by: (k)

Personal Credit Card

GTA (Credit Card — Government Transportation System)

Other. Specify: _____

*FRAUDULENT CLAIM--Falsification of an item in an expense account works a forfeiture of the claim (28 U.S.C. 2514) and may result in a fine of not more than \$10,000 or imprisonment for not more than 5 years, or both (18 U.S.C. 287; id. 1001).		AMOUNT CLAIMED ▶	Dollars (l)	Cents
Signature of Payee (m)	Differences:			
Date (n)	* Certified correct. Payment or Credit has not been received.	Total verified correct for charge to expense		
Title of Payee (o)	Authorized Approving Official's Signature (p)	Applied to outstanding travel advance		
Title (q)	Date (r)	NET TO TRAVELER ▶		

Finance Number	Future Use	Sub-Location	Account	Amount
(s)	(t)	(u)	(v)	(w)

The collection of this information is authorized by 39 U.S.C. 1001 and 2008. This information will be used to account for your official duty travel and relocation expenses. As a routine use, this information may be disclosed to a congressional office at your request; to OMB for review of private relief legislation; to a labor organization as required by NLRA; where pertinent in a legal proceeding to which the USPS is a party; to an appropriate law enforcement agency for investigative or prosecutorial purposes; to a government agency where relevant to a hiring, contracting, or licensing decision by the requesting agency; to a government agency in order to elicit information relevant to a hiring, contracting, or licensing decision by the USPS; to an expert or consultant under contract with the USPS to fulfill an agency function; to the Federal Records Center for storage; to the Equal Employment Opportunity Commission for investigating a formal EEO complaint filed against USPS under 29 CFR 1613; to an independent Certified Public Accountant during an official audit of USPS finances; and to the Merit System Protection Board or Office of Special Counsel for proceedings involving possible prohibited personnel practices. The completion of this form is voluntary; however, if this information is not provided, you may not be reimbursed for your travel and relocation expenses.

This Blank . . .	Is For This Information . . .
a. Payee's Name	Your full name: first name, middle initial, and last name
b. Social Security Number	Your Social Security number.
c. Office Telephone Number	The telephone number where you can be reached at your temporary duty station.
d. Mailing Address	The complete address of the place where you want to receive your check. It can be your home, office, or any other place of delivery.
e. For Travel and Other Expenses From To	The dates that you began ("From") and ended ("To") the travel represented on this voucher.
f. Applicable Specific Travel Order — Relocation	For relocatees only — the number from Form 178, <i>Specific Travel Order — Relocation & Relocation Agreement</i> .
g. Type of Relocation	For relocatees only — the phases of relocation for which you are claiming reimbursement on this form. Choose from these three phases: <ul style="list-style-type: none"> ■ Advance round trip(s). ■ En route. ■ Transportation of mobile home.
Travel Advance	For any bargaining unit employees who received a travel advance from the San Mateo Accounting Service Center or Post Office Accounting Division (Do not include emergency advances from local post office funds.)
h. Outstanding \$	The dollar amount remaining on the advance.
i. Amount to be applied \$	The dollar amount on this travel voucher that you want to be applied to the amount remaining.
j. Balance to remain outstanding \$	Any balance that remains.
k. Transportation (<i>Air or Rail</i>) paid by: <ul style="list-style-type: none"> ■ Personal Credit Card ■ GTA ■ Other 	The method by which you paid for your tickets. Check only one box to indicate whether you paid for your tickets on your individual government credit card ("Personal Credit Card"), through the GTA, or by another means, such as cash or check ("Other").
l. Amount Claimed	The total amount of the expenses for which you want to be reimbursed on this voucher. Get this figure either from the back of this voucher on the line titled "Grand Total Amount to Face of Voucher" or from the same line on Form 1012-A, <i>Travel Voucher Continuation Sheet</i> .

This Blank . . .	Is For This Information . . .
m. Signature of Payee	Your signature. The name here must match the "Payee's Name" at the top of the travel voucher.
n. Date	The date that you are submitting this voucher — usually today's date.
o. Title of Payee	Your official job title.
p. Authorized Approving Official's Signature	The signature of your approving official. The approving official will sign after he or she reviews this voucher.
q. Title	The approving official's job title. The approving official will fill in this blank.
r. Date	The date that the approving official signs this voucher. The approving official will fill in this blank.
s. Finance Number	The finance number of the office charged for the expense reported on this row.
t. Future Use	Information that will be filled in during processing. Leave this column blank.
u. Sub-Location	The sub-location code, if any, of the office charged for the expense reported on this row.
v. Account	The account number representing the types of expense reported on this row. See B-1.2 for the list of possible account numbers.
w. Amount	The amount to be charged to the finance number. The total of the amount(s) listed in this column must equal the amount claimed.

This Blank . . .	Is For This Information . . .
aa. Date 19__	The last two digits of the calendar year in which the expense occurred.
bb. Date	The month and date in which you incurred the expense reported on this row. List all expenses in chronological order.
cc. Itinerary/ Explanation of Expenses Claimed	<p>The details of the expense reported on this row. Include all of the following that apply:</p> <ul style="list-style-type: none"> ■ The dates and points of travel. ■ The mode of transportation that you used, such as airplane, train, or POV. ■ If you used a POV, the points visited. ■ Parking fees and tolls for turnpikes, tunnels, bridges, or ferries. ■ Any charges for taxi or limousine services between your home or place of business and your duty station. Also show charges from your hotel or place of business to your duty station. Show tips separately. ■ Charges for local transportation needed to perform official duties outside your official duty station. ■ Any deviations from normally traveled routes. ■ Explanations for any delays that occurred, whether beyond your control or for your own convenience. ■ Any special conveyance used. ■ Charges for official use of telephone or telegraph services. ■ Any unusual charges, such as those for a conference room or equipment rental. ■ Any cost comparisons.
Mileage	For employees who used a POV for official business
dd. No. of Miles	The number of official business miles that you drove or flew in your POV.
ee. Rate	The mileage rate applicable. See Appendix A for this rate.
ff. Amount	The amount that you will be reimbursed for the official business miles that you drove or flew. To calculate this amount, multiply the number you wrote on "No. of Miles" (line dd) by the mileage rate on "Rate" (line ee).
Per Diem	
gg. No. of Periods — High	The number of per diem quarters in high-cost areas that you are charging for each day of travel.

This Blank . . .	Is For This Information . . .
hh. No. of Periods — Avg.	The number of per diem quarters in average-cost areas that you are charging for each day of travel.
ii. Amount	The dollar amount that you are claiming for the high-cost areas. To calculate this amount, multiply the number you wrote on “No. of Periods High” (line gg) by the per diem rate for this area (see Appendix A).
jj. Amount	The dollar amount that you are claiming for the average-cost areas. To calculate this amount, multiply the number you wrote on “No. of Periods Avg.” (line hh) by the average-cost per diem rate (see Appendix A).
kk. Less Meals Furnished Amount	For the high-cost areas, the resulting amount of per diem that you are claiming after you subtract the rate for any meals that were provided at no cost to you or at a nominal fee. See Appendix A for the appropriate rate.
ll. Less Meals Furnished Amount	For the average-cost areas, the resulting amount of per diem that you are claiming after you subtract the rate for any meals that were provided at no cost to you or at a nominal fee. See Appendix A for the appropriate rate.
Lodging	
mm. No. of Days	The number of nights that you spent in commercial or leased lodging while on official travel.
nn. Amount	The cost of lodging for the number of nights on “Lodging No. of Days” (line mm). This amount may be either the nightly rate or the total amount that you paid.
Car Rental	
oo. No. of Days	The number of days for which you rented a car while on official travel.
pp. Amount	The cost of car rental for the number of days on “Car Rental No. of Days” (line oo). This amount may be either the daily rate or the total amount that you paid.
qq. Transportation — Air, Bus, Train Fare Amount	The cost of your transportation tickets to and from your departure and destination points.
rr. Other Amount	The dollar amount you are claiming for any other allowable expenses related to official travel and not provided for elsewhere on this form.

This Blank . . .	Is For This Information . . .
ss. Grand Total Amt. to Face of Voucher	The total of all amounts on this page: "Mileage Amount," "Per Diem Amount" (or if meals were provided, the "Less Meals Furnished Amount"), "Lodging Amount," "Car Rental Amount," "Transportation Amount," and "Other Amount."
tt. Subtotals Incl. Counts	The total for each column.

B-3.2.4 **Back of Form 1012-A, Travel Voucher Continuation Sheet**

aa Date 19__	Itinerary/Explanation of Expenses Claimed	Nature of Expense										
		Mileage		Per Diem			Lodging		Car Rental		Transp.	Other
		No. of Miles	Rate ee Amount	No. of Periods High Avg.	Amount	Less Meals Furnished Amount	No. of Days	Amount	No. of Days	Amount	Air, Bus, Train Fare Amount	Amount
	Balance Brought Forward											
bb	cc	dd	ff	gg	ii	kk	mm	nn	oo	pp	qq	rr
				hh	jj	ll						
Grand Total Amt. to Face of Voucher ▶		ss	Subtotals Incl. Counts ▶		tt							

PS Form 1012-A, November 1990 (Reverse)

B-3.3 Reporting Special Circumstances

B-3.3.1 Travel for Civil Defense

If your travel was for civil defense purposes, you must do all of the following:

1. If you are claiming mileage, show on your travel voucher the time you departed and the time you returned.
2. On the required statement of allowable subsistence, show whether or not the government furnished accommodations.
3. Write the following statement:
“The official travel performed on the above dates was in connection with civil defense and the points visited may not be disclosed.”

Be sure to submit your travel vouchers for civil defense tests or exercises when you complete the travel.

B-3.3.2 International Travel

If you travel to a foreign country, you must do all of the following:

1. Report your expenses by item.
2. Show your total expenditures in foreign currency.
3. When you total your expenses, convert the amount to U.S. dollars at the rates at which the foreign money was obtained.
4. Show the rate of conversion and the commissions charged.
5. Attach a copy of your approval for travel, signed by the approving official, to your completed travel voucher.

B-3.3.3 Change of Duty Station

If this travel voucher pertains to travel to a new duty station, the following apply:

- a. Relocation expenses may be claimed together.
- b. If you transfer either from another government agency to the Headquarters of the Postal Service or between Postal Service installations, charge expenses to the appropriate account for relocation travel and to the department or office to which you are transferring.
- c. All subsequent vouchers which refer to the same type of expense must reference the original voucher submitted. For example, if you amend your claim for temporary quarters expenses, refer to the first voucher you submitted.

B-3.4 Making Sure It's Right

Any error, no matter how minor, can slow the processing of your travel voucher. Before you submit your completed travel voucher, check the following:

- a. Your Social Security number is correct.

- b. The dates of travel on the front and back of the voucher are correct.
- c. The finance number, account numbers, and sub-location (hyphenated to match the Form 1012) numbers are correct.
- d. The tip for each taxi or limousine fare is listed separately.
- e. If you used a POV instead of a common carrier, you have included a cost comparison.
- f. You have initialed any erasures or changes that you made to totals.
- g. You have signed the form.
- h. You have attached all supporting documentation, including these:
 - Any receipts for currency exchange showing the commissions charged.
 - Any supporting documents if you were traveling to federal or state courts for witness duty on behalf of the government.
 - If this travel voucher covers travel to the Management Academy, Potomac, MD, or the Technical Center, Norman, OK, the registrar's certification of the type of accommodations you used.

See 8.2, *Documenting Your Expenses*, for information about the supporting documentation for regular travel.
- i. The receipts that you have attached are originals, not photocopies.

B-3.5 **Submitting the Completed Form**

Be sure to photocopy the completed form and all supporting documents for your files. Then submit the original form to the appropriate approving official.

The approving official then does the following:

1. Reviews the travel expenses to determine if they were most advantageous for the Postal Service.
2. Signs the form to indicate his or her approval.
3. Submits the approved form to the San Mateo Accounting Service Center, using one of the addresses in the table below.

If the Form Is for . . .	Then the Approving Official Submits It To This Address . . .
a. Reimbursement for regular travel or Repayment of travel advances (bargaining unit employees only)	a. HQ: Corporate Accounting b. HQ Field Units: SAN MATEO ACCOUNTING SERVICE CENTER US POSTAL SERVICE 2700 CAMPUS DRIVE SAN MATEO CA 94497-9422 c. Field: Appropriate area or district Finance Office
b. Relocation	SAN MATEO ACCOUNTING SERVICE CENTER US POSTAL SERVICE 2700 CAMPUS DRIVE SAN MATEO CA 94497-9420

B-4 *Form 1164, Claim for Reimbursement for Expenditures on Official Business*

B-4.1 **What You Need To Know**

Use this form to be reimbursed for **local** travel. (To be reimbursed for travel outside your official duty station, use Form 1012.)

You are reimbursed from either the imprest fund or local post office funds.



Reminder: Type all information or print in ink. Be sure to initial any erasures or changes to totals.

B-4.2 **Filling Out the Form**

Use the sample form and the table following it for the required information.

If you need to use more than one Form 1164 to cover travel within an accounting period, complete them in chronological order.

This Blank . . .	Is For This Information . . .
a. Department, Division or Office	The unit of the Postal Service to which you belong.
b. Office Telephone Number	The telephone number of the unit of the Postal Service to which you belong.
c. Payee Name	Your full name: first name, middle initial, and last name
d. Social Security No.	Your Social Security number.
e. Name and Address of Official Duty Station	The complete mailing address of the station to which you are permanently assigned.
Expenditures	List chronologically each expense for which you want to be reimbursed and the details associated with it.
f. Date	The date on which you incurred the expense on this row.
g. From	Your point of departure and return. Itemize "Other" expenses (see line n) related to this trip on the rows that follow.
h. To	Your destination.
i. Mileage Rate	The mileage rate applicable for using your POV. See Appendix A for this rate.
j. No. of Miles	The number of official business miles that you drove or flew in your POV.
Amount Claimed	
k. Mileage	The dollar amount you are claiming for any official business miles that you drove or flew. To calculate this amount, multiply the number you wrote on "No. of Miles" (line j) by the number you wrote on "Mileage Rate" (line i).
l. Fare or Toll	Expenses associated with your POV — such as ferry fees; bridge, road, and tunnel tolls; and airplane parking, landing, and tiedown fees — or associated with public transportation, such as subway fares.
m. Tips and Miscellaneous	The dollar amount you are claiming for any tips or miscellaneous expenses, including any registration fees that you paid to go to a meeting. See sections 8-1.4, <i>Tips</i> , and 8-1.10, <i>Miscellaneous Expenses</i> , for allowable expenses.
n. Other	The dollar amount you are claiming for any other allowable expenses related to official travel and not provided for elsewhere on this form. Be sure to explain these expenses on the lines "From" and "To" (lines g and h).

This Blank . . .	Is For This Information . . .
o. Amount Claimed	The total amount of the expenses for which you are to be reimbursed. Before filling this in, go to "Totals" (line p).
p. Totals	The total for each column under the heading "Amount Claimed" (lines k-n). The sum of these totals goes on the line "Amount Claimed" (line o).
q. Approving Official Sign Here	The signature of your approving official. The approving official will sign after he or she reviews this voucher.
r. Date	The date that the approving official signs this voucher. The approving official will fill in this blank.
s. Payment Desired	Method of reimbursement. Check one box to indicate whether you want to be reimbursed in cash or by check.
t. Claimant Sign Here	Your signature. The name here must match the "Payee's Name" at the top of the travel voucher.
u. Date	The date that you are submitting this voucher — usually today's date.
Cash Payment Receipt	To be completed only when you are reimbursed in cash.
v. Payee	Your signature. Sign only after you have received payment in cash.
w. Date Received	The date that you received payment in cash.
x. Amount	The amount of cash you received.
y. Payment Made by Check No.	If you were paid by check, the number of the check issued to you. Leave this line blank; the person issuing the check will fill it in.
z. Date	The date that the check was issued. Leave this line blank; the person issuing the check will fill it in.
aa. Reason for Travel	Explanation for the local travel covered on this voucher.
bb. Finance Number	The finance number of the office charged for the expense reported on this voucher.
cc. Account Number	The account number representing the types of expense reported on this voucher. See B-1.2 for the list of possible account numbers.

B-4.3 Making Sure It's Right

Any error, no matter how minor, can slow the processing of your travel voucher. Before you submit your completed travel voucher, check the following:

- a. Your Social Security number is correct.
- b. The dates of travel are correct.
- c. The finance number and account number are correct.
- d. The tip for each taxi or limousine fare is listed separately.
- e. If you used a POV instead of a common carrier, you have included a cost comparison.
- f. You have initialed any erasures or changes that you made to totals.
- g. You have signed the form.
- h. You have attached all supporting documentation.

See 8-2, *Documenting Your Expenses*, for information about the supporting documentation for regular travel.

- i. The receipts that you have attached are originals not photocopies.

B-4.4 Submitting the Completed Form

Be sure to photocopy the completed form and all supporting documents for your files.

B-4.4.1 For Approval

Submit the original form to the official who authorized the assignment or trip for his or her approval.

B-4.4.2 For Reimbursement

After the approved form is returned to you, submit it for reimbursement. The procedure varies depending upon whether you are being reimbursed from the imprest fund or from post office funds.

B-4.4.2.1 To Be Reimbursed From the Imprest Fund

To be reimbursed from the imprest fund, submit your approved Form 1164 to the imprest fund cashier. If sufficient cash is available, you will be reimbursed in cash. If sufficient cash is not available, the imprest fund cashier will issue you a commercial check.

When you receive your reimbursement, whether in cash or by check, write the amount and date on the Form 1164 and sign.

B-4.4.2.2 To Be Reimbursed From Post Office Funds

To be reimbursed from local post office funds, submit your approved Form 1164 to your supporting finance or accounting office. If sufficient cash is available, you will be reimbursed in cash. If sufficient cash is not available, the post office will issue a postal money order.

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Approving Officials

C-1 Approval Authority

The postmaster general and chief executive officer delegates authority to certain management staff positions to approve travel vouchers and travel advance requests, and to approve the requests of bargaining unit employees for non-relocation travel tickets purchased via the corporate GTA. The management positions which have been delegated this authority include:

- a. Headquarters and Headquarters Field Units:
 - Officers.
 - PCES executives.
 - Non-PCES managers who are direct reports to vice presidents or other PCES executives.
- b. Field:
 - Officers.
 - PCES executives.
 - Non-PCES managers who are direct reports to vice presidents or other PCES executives.
 - Plant managers.
 - Postmasters of CAG A-G post offices.

C-2 Delegated Authority

An approving official is authorized to delegate authority to someone acting in his or her place when he or she is absent or to someone else who is acting in a vacant approving official position. Further delegation is not authorized.

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Appendix D

Information Crosswalk

The following table lists the June 1991 edition of Handbook F-10, *Travel*, parts and sections, along with parts and sections of the revised F-15, *Travel and Relocation*.

The attached draft contains all subsequent *Postal Bulletin* (PB) announcements on travel from June of 1991 through August 1, 1996. Applicable PB numbers and dates are listed in the "Postal Bulletins Issued & General Comments" column of the Information Crosswalk table. F-15 is a complete rewrite clarifying the existing travel handbook.

The relocation part of Handbook F-15 will be published at a later date.

Legend = In the "F-15" column commas indicate paragraphs listed in the text (i.e., In 4-1.1.2,1 the "comma" indicates that paragraph 1 appears in the text below the subsection heading 4-1.1.2).

F-10 June 1991	F-15	Postal Bulletins Issued & General Comments	F-15	F-10 June 1991	Postal Bulletins Issued & General Comments
110	1	Not Applicable — General Introduction	1		General Introduction
111	1	Not Applicable — General Introduction	1-1		General Introduction
112	1	Not Applicable — General Introduction	1-1.1		General Introduction
112.1	1	Not Applicable — General Introduction	1-1.2		General Introduction
112.2	1	Not Applicable — General Introduction	1-2		General Introduction
112.3	1	Not Applicable — General Introduction	2	122.11	
112.4	1	Not Applicable — General Introduction	2-1	132 121.1 122.12	
112.5	1	Not Applicable — General Introduction	2-2	121.1 121.2 131.1 322.2 634	

F-10 June 1991	F-15	Postal Bulletins Issued & General Comments	F-15	F-10 June 1991	Postal Bulletins Issued & General Comments
112.6	1	Not Applicable — General Introduction	2-2.1		General Heading
120		General Heading	2-2.1.1	121.11 627.1 131.1	PB 21857 12/23/93
121		General Heading	2-2.1.2	131.31 131.32	
121.1	2-1,1 2-2		2-2.1.3	626.1	
121.2	2-2,b,c,e	PB 21857 12/23/93	2-2.1.4	633	PB 21852 10/14/93
122		General Heading	2-2.1.5	631	PB 21852 10/14/93
122.1		General Heading	2-2.1.5.1	634	PB 21852 10/14/93
122.11	2 2-2.1.1 9-6		2-2.1.5.2	635	PB 21852 10/14/93
122.12	2-1,1,2,3		2-2.1.5.3	636.1	PB 21852 10/14/93
122.2	4-1.1.2,1 4-1.1.2,2 4-1.1.2,3 App. B-5		2-2.1.5.4	634	PB 21852 10/14/93
122.3	App. B-6.5		2-2.1.6		General Heading
123	App. B-6.5		2-2.1.6.1	643.211	
130		General Heading	2-2.1.6.2	643.1 644.1 644.2	
131		PB 21857 12/23/93	2-2.2	424.22 441 132	
131.1	2-2		2-2.3		General Heading
131.1a	2-2.1.1		2-2.3.1	App. B III A	
131.1b	2-2.1.1		2-2.3.2	216.2 132c 216.1	
131.1c	2-2,f		2-2.4	232	
131.1d	2-2.1.1	PB 21857 12/23/93	2-2.5	131.2 750	
131.2	2-2.5a		2-2.6	313.2	
131.2a	2-2.5,2		2-2.7	323.2	
131.2b	2-2.5,1		2-3		Clarification
131.3		General Heading	2-4		General Heading
131.31	2-2.1.2 4-1.2.1		2-4.1	141	

F-10 June 1991	F-15	Postal Bulletins Issued & General Comments	F-15	F-10 June 1991	Postal Bulletins Issued & General Comments
131.32	2-2.1.2 2-2.1.2e		2-4.2	142 142.2 143	
132	2-1		2-5		Clarification
132a	2-1,2 4-1.1.2,1		3	321 321.1 321.2	PB 21857 12/23/93
132b	2-1,3		3-1		General Heading
132c	2-1,4 2-2.2 2-2.3.2,1		3-1.1	321.2	
132d	4-2.3.1,2 App. B-5.1	PB 21857 12/23/93	3-1.2	322.7	
132e	2-1,5		3-1.3	323.3	
132f	2-1,5,6		3-1.4	323.1	
132g	2-1,7		3-2		General Heading
140		General Heading	3-2.1	311.2 311.44 321.1 321.3 321.31 322.7	
141	2-4.1 2-4.1b 2-2.2,3		3-2.2	311.44 322.1	
142	2-4.2		3-2.3	322.2	
142.1		PB 21857 12/23/93	3-2.4	322.3 322.7	
142.2	2-4.2		3-2.4.1	322.3	
143	2-4.2a		3-2.4.2	322.4	
210		General Heading	3-2.5		General Heading
211	App. A-2		3-2.5.1	322.9	
211.1	7-2.1b		3-2.5.2	322.8	
211.2	7-1.2.2	PB 21893 5/11/95	3-2.6		General Heading
211.2	7-3.1	PB 21893 5/11/95	3-2.6.1		General Heading
211.3	7-1.2.1		3-3.6.1.1	322.5	
212	7-3.2.1		3-2.6.1.2	322.5	
213	7-1.1.1.2 7-1.2.2 7-3.1	PB 21893 5/11/95	3-2.6.2	322.6	
214	7-4.1.1		4		General Heading

F-10 June 1991	F-15	Postal Bulletins Issued & General Comments	F-15	F-10 June 1991	Postal Bulletins Issued & General Comments
214.1	7-4.1.1b	PB 21872 7/21/94 PB 21893 5/11/95	4-1		General Heading
214.2	7-4.2.1.2 7-4.2.2b 7-4.2.3	PB 21872 7/21/94 PB 21893 5/11/95	4-1.1		Clarification
214.3	7-3.2.2 7-3.2.2c 7-3.2.2e 7-4.2.1.2 7-4.2.3 8-2.2.2 9-6		4-1.1.1		Clarification
214.4		Deleted — Management Associates Obsolete	4-1.1.2	122.2 311.2 132	
215		General Heading	4-1.2		General Heading
215.1	6-2.1 8-2.2.2.1		4-1.2.1	131.31	
215.2	6-2.1.2 8-2.2.2		4-1.2.2		Clarification
216		General Heading	4-1.3		General Heading
216.1	2-2.3.2,3 6-2.2.2.1		4-1.3.1	643.3 643.4	
216.2	2-2.3.2 6-2.2		4-1.3.2	643.4	
217		General Heading	4-1.3.3	643.211 643.212	
217.1	8-2.2.2.2c		4-1.3.4	643.221	
217.2	6-2.2.1.3 6-2.2.1.4 8-2.2.2.2 8-3.5.2.2		4-1.3.5	644.2	
217.3	6-2.2.1.2		4-2		General Heading
217.4	6-2.2.1.1		4-2.1	311.2 312.1	PB 21857 12/23/93 PB 21868 5/26/94
218	6-2.1.2 7-3.2.2a		4-2.1.1	311.41 311.51 311.52	
219	8-1.6.2		4-2.1.2		PB 21857 12/23/93
220		General Heading	4-2.2		PB 21857 12/23/93
221	7-4.1.1		4-2.3		General Heading

F-10 June 1991	F-15	Postal Bulletins Issued & General Comments	F-15	F-10 June 1991	Postal Bulletins Issued & General Comments
222	7-4.1.3		4-2.3.1	132d 311.2 311.3	PB 21857 12/23/93
222a	7-4.1.3a		4-2.3.2		PB 21857 12/23/93
222b	7-4.1.3b		4-2.3.2.1		PB 21857 12/23/93
222c	7-4.1.3c		5	411	
222d	7-4.1.3d		5-1		General Heading
223	7-4.1.3e & f		5-1.1		Clarification
224		General Heading	5-1.1.1		General Heading
224.1	7-4.1.4 8-3.6.1		5-1.1.1.1	411.1 411.3	
224.2	7-4.1.4 8-3.6.2		5-1.1.1.2	411.3	
225		General Heading	5-1.1.2		General Heading
225.1	6-2.1 7-4.1.2		5-1.1.2.1	411.2	
225.2	7-4.1.3g & h		5-1.1.2.2	411.2	
225.3	7-4.1.3l		5-1.1.3		General Heading
225.4	7-4.1.2		5-1.1.3.1	421.1 421.2	
230		General Heading	5-1.1.3.2	721.2	
231	8-1.8.1		5-1.2		Clarification
232	2-2.4 8-1.8.2	PB 21790 5/30/91	5-1.2.1	412.1	PB 21811 3/19/92
233	7-1.2.3		5-1.2.2	412.1	PB 21811 3/19/92
310		General Heading	5-1.2.3	412.4	
311		General Heading	5-1.2.3.1	412.4	PB 21857 12/23/93
311.1	App. B-5.1		5-1.2.3.2	412.2	PB 21811 3/19/92
311.2	3-2.1 4-1.1.2,2 4-2.1 4-2.3.1,1 App. B-5.1	PB 21857 12/23/93	5-1.3	413.11 413.12 413.13 421.2	
311.3	4-2.3.1,1		5-1.4	411.3 433.1 433.6	
311.4		General Heading	5-1.4.1	411.2 411.3 433.1	
311.41	4-2.1.1		5-1.4.2	433.2	

F-10 June 1991	F-15	Postal Bulletins Issued & General Comments	F-15	F-10 June 1991	Postal Bulletins Issued & General Comments
311.42		Section Obsolete	5-1.4.3	433.3 433.4 433.5	
311.43		Section Obsolete	5-2		General Heading
311.44	3-2.1 3-2.2	PB 21857 12/23/93	5-2.1	325.2	
311.5		General Heading	5-2.1.1	324.11 325.21 646.2	
311.51	4-2.1.1		5-2.1.2	325.1 325.22	
311.52	4-2.1.1		5-2.1.3	325.23 325.31	
312		General Heading	5-2.2		General Heading
312.1	4-2.1 10-2.1.1	PB 21868 5/26/94	5-2.2.1	325.4	
312.2		General Heading	5-2.2.2	325.61 325.62	
312.21	10-1.1.2c 10-2.1 10-2.1.2,4		5-2.2.3	324.2	
312.22		PB 21857 12/23/93 PB 21868 5/26/94	5-2.2.4	325.5	
312.221		PB 21868 5/26/94	5-3		General Heading
312.222		PB 21868 5/26/94	5-3.1	423.1	
312.3	10-2.1.3		5-3.2	423.2	
313		General Heading	5-4		General Heading
313.1	10-2.2		5-4.1	424.11 432.2 432.21 432.22	
313.2	2-2.6		5-4.2	424.12	
320		General Heading	5-4.2.1		Clarification
321	3		5-4.2.2	424.21 424.22	
321.1	3b 3-2.1	PB 21857 12/23/93	5-4.2.3	424.31	
321.2	3a & 3-1.1		5-4.2.3.1	424.31 424.34	

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321.3	3-2.1		5-4.2.3.2	424.31 424.32 424.33 424.4	
321.31	3-2.1,c	PB 21902 9/14/95	5-5	431.1	
321.32		PB 21902 9/14/95	5-5.1		General Heading
322		General Heading	5-5.1.1	431.1 433.1 431.2e 524.1	
322.1	3-2.2		5-5.1.2	431.2	
322.2	2-2,d 3-2.3,3		5-5.2		General Heading
322.3	3-2.4,1 3-2.4.1,1		5-5.2.1		Clarification
322.4	3-2.4.2		5-5.2.1.1	432.1 434.12	
322.5	3-2.6.1.1,3 3-2.6.1.2		5-5.2.1.2	524.21 524.22 524.23	PB 21794 7/25/91
322.5	3-2.6.1.2		5-5.2.2	450	
322.6	3-2.6.2,2		5-6	441 443.1	
322.7	3-1.2 3-2.1 & 3-2.4		5-6.1	441 443.1	
322.8	3-2.5.2		5-6.2	441 443.2	
322.9	3-2.5.1		5-6.3	443.2	
323		General Heading	6		General Heading
323.1	3-1.4		6-1	647.1 App. B III A	
323.2	2-2.7		6-2		General Heading
323.3	3-1.3		6-2.1	215.1 225.1 647.1 App. B III A	
324		General Heading	6-2.1.1	App. B III A	
324.1		General Heading	6-2.1.2	215.2 218	
324.11	5-2.1.1		6-2.2	216.2	
324.12	8-3.5.1.5		6-2.2.1		General Heading

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324.2	5-2.2.3 8-3.5.1.2		6-2.2.1.1	217.4	
325		General Heading	6-2.2.1.2	217.3	
325.1	5-2.1.2a		6-2.2.1.3	217.2	
325.2	5-2.1		6-2.2.1.4	217.2	
325.21	5-2.1.1		6-2.2.2		General Heading
325.22	5-2.1.2		6-2.2.2.1	216.1	
325.23	5-2.1.3		6-2.3	App. B III B	
325.3		General Heading	7		General Heading
325.31	5-2.1.3		7-1		General Heading
325.4	5-2.2.1		7-1.1		General Heading
325.5	5-2.2.4 8-3.5.1.4		7-1.1.1		General Heading
325.6		General Heading	7-1.1.1.1	511 513	
325.61	5-2.2.2 8-3.5.1.1		7-1.1.1.2	213 514 521 522 523 App. B III D	
325.62	5-2.2.2 8-3.5.1.1		7-1.1.2	513	PB 21893 5/11/95
410		General Heading	7-1.1.3	642 642.1 642.2	PB 21868 5/26/94
411	5		7-1.1.4	647.2 647.3	
411.1	5-1.1.1.1		7-1.2	647.4	
411.2	5-1.1.2.1 5-1.1.2.2d 5-1.4.1		7-1.2.1	211.3	
411.3	5-1.1.1.1,3 5-1.4 5-1.4.1		7-1.2.2	211.2 213 App. B B App. B II D	
412		General Heading	7-1.2.3	233	
412.1	5-1.2.1a 5-1.2.2	PB 21811 3/19/92	7-2		General Heading
412.2		PB 21811 3/19/92	7-2.1	211.1	
412.3		PB 21811 3/19/92	7-2.2	647.5 647.6	

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412.4	5-1.2.3 5-1.2.3.1	PB 21857 12/23/93	7-3		General Heading
413		General Heading	7-3.1	211.2 213 647.4	PB 21893 5/11/95
413.1		General Heading	7-3.2		General Heading
413.11	5-1.3,b 8-3.5.1.3		7-3.2.1	212	
413.12	5-1.3,b 8-3.5.1.3		7-3.2.2	214.3 218 647.5 App. B II E	PB 21859 1/20/94 PB 21899 8/3/95
413.13	5-1.3 8-3.5.1.3		7-4		Clarification
413.2	8-3.5 8-3.5.1.2		7-4.1		General Heading
420		General Heading	7-4.1.1	214 214.1 221 647.2	PB 21872 7/21/94 PB 21893 5/11/95
421		General Heading	7-4.1.2	225.1 225.4	
421.1	5-1.1.3.1		7-4.1.3	222 223 225.2 225.3	
421.2	5-1.1.3.1 5-1.1.3.2,2 5-1.3		7-4.1.4	224.1 224.2	
422		General Heading	7-4.2		General Heading
422.1	8-3.1		7-4.2.1		General Heading
422.2	8-3.1	General Heading	7-4.2.1.1		Clarification
422.21	8-3.1		7-4.2.1.2	214.2 214.3	PB 21872 7/21/94 PB 21893 5/11/95
422.22	8-3.1		7-4.2.2	214.2 642 642.2	PB 21868 5/26/94 PB 21872 7/21/94
422.3	8-3.1		7-4.2.3	214.2 214.3 641 647.2 647.5	
423		General Heading	8		General Heading

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423.1	5-3.1c		8-1		Clarification
423.2	5-3.2,2		8-1.1	434.2 434.21 434.22 444.1 444.2 461	
424		General Heading	8-1.2		General Heading
424.1		General Heading	8-1.2.1	434.3 434.4 463 464	
424.11	5-4.1		8-1.2.2	525 526	
424.12	5-4.2		8-1.3	434.11 434.12	
424.2		General Heading	8-1.4	211.1	
424.21	5-4.2.2		8-1.4.1	444.4 461 462	
424.22	2-2.2 5-4.2.2		8-1.4.2	466	
424.3		General Heading	8-1.5	465 465.1 465.2 465.3	
424.31	5-4.2.3 5-4.2.3.1,2 5-4.2.3.2 8-2.2.1d		8-1.6		General Heading
424.32	5-4.2.3.2,3		8-1.6.1	467	
424.33	5-4.2.3.2		8-1.6.2	219 526	
424.34	5-4.2.3.1,1 8-2.2.1d		8-1.7	471 App. B III B	
424.4	5-4.2.3.2		8-1.8		Clarification
430		General Heading	8-1.8.1	231	
431		General Heading	8-1.8.2	232	
431.1	5-5 5-5.1.1a		8-1.9		General Heading
431.2	5-5.1.2		8-1.9.1	471 472 732.21	

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431.2a	5-5.1.2a		8-1.9.2	647.7	
431.2b	5-5.1.2b		8-2	723.1 732	PB 21816 5/28/92
431.2c	5-5.1.2c & d		8-2.1	732.22	
431.2d	5-5.1.2e		8-2.2		Clarification
431.2e	5-5.1.1c & f		8-2.2.1	424.31 424.34 432.1 442.1 442.2 441 444.4 450 723.1 732.1	PB 21816 5/28/92
431.2f		Deleted	8-2.2.2	214.3 215.2	
432		General Heading	8-2.2.2.1	215.1 732.1	
432.1	5-5.2.1.1 8-2.2.1		8-2.2.2.2	217.1 217.2	
432.2	5-4.1		8-2.2.2.3		PB 21853 10/28/93
432.21	5-4.1		8-2.2.3	434.11 434.21 434.22	
432.22	5-4.1		8-2.2.4	444.4 466	
433		General Heading	8-2.2.5	465 732.21	
433.1	5-1.4 5-1.4.1 5-5.1.1		8-2.2.6	526	
433.2	5-1.4.2		8-2.2.7	471	
433.3	5-1.4.3		8-2.2.8	471 472 732.21 732.22	
433.4	5-1.4.3		8-3		General Heading
433.5	5-1.4.3		8-3.1	422.1 422.2	
433.6	5-1.4		8-3.2	App. B III C	
434		General Heading	8-3.3		Clarification
434.1		General Heading	8-3.3.1		Clarification

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434.11	8-1.3 8-1.3a 8-2.2.3		8-3.3.2		PB 21857 12/23/93
434.11	8-2.2.3		8-3.4	443.3	
434.12	5-5.2.1.1 8-1.3c		8-3.4.1	443.31	
434.2		General Heading	8-3.4.2	443.32	
434.21	8-1.1b &c 8-2.2.3a		8-3.5	413.2	
434.22	8-1.1d 8-2.2.3a		8-3.5.1		General Heading
434.3	8-1.2.1		8-3.5.1.1	325.61 325.62	
440		General Heading	8-3.5.1.2	324.2 413.2	
441	2-2.2 5-6 5-6.1 5-6.2 8-2.2.1f		8-3.5.1.3	413.11 413.12 413.13	
442		General Heading	8-3.5.1.4	325.5	
442.1	8-2.2.1f		8-3.5.1.5	324.12	
442.2	8-2.2.1f		8-3.5.2		General Heading
443		General Heading	8-3.5.2.1		Clarification
443.1	5-6 5-6.1		8-3.5.2.2	217.2	
443.2	5-6.3		8-3.5.2.3		Clarification
443.3	8-3.4		8-3.6		General Heading
443.31	8-3.4.1b		8-3.6.1	224.1	
443.32	8-3.4.2		8-3.6.2	224.2	
444		General Heading	8-3.7		Clarification
444.1	8-1.1		8-3.8	651	
444.2	8-1.1 8-1.1a		8-3.8.1		General Heading
444.3	8-1.2.1		8-3.8.1.1	651	
444.4	8-1.4.1 8-2.2.1g 8-2.2.4b		8-3.8.1.2	652	
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461	8-1.1 8-1.4.1		8-3.8.2.2	653.3 654	
462	8-1.4.1		8-3.8.2.3	653.4	
463	8-1.2.1		8-3.8.3	654	
464	8-1.2.1		9		General Heading
465	8-1.5 8-2.2.5 8-1.5		9-1		Clarification
465.1	8-1.5		9-1.1	622.1	
465.2	8-1.5		9-1.2	622.2	
465.3	8-1.5		9-1.3	622.3	
466	8-1.4.2 8-2.2.4		9-2	623.1 623.2	PB 21873 8/4/94
467	8-1.6.1		9-3	624.11 624.12 624.2	
470		General Heading	9-4	625	
471	8-1.9.1		9-5	626.1 626.2	
471a	8-1.9.1b		9-6	121.11 214.3 627.1 627.2	
471b	8-1.9.1d 8-2.2.8		9-7	631	PB 21852 10/14/93
471c	8-2.2.8g		9-7.1	636.3	PB 21852 10/14/93
471d	8-1.7		9-7.1.1	636.1	PB 21852 10/14/93
471e	8-1.9.1c		9-7.1.2	636.2	PB 21852 10/14/93
471f	8-1.9.1g		9-7.2	635	PB 21852 10/14/93
472	8-1.9.1 8-2.2.8		9-7.3	632	PB 21852 10/14/93
510		General Heading	9-7.4	634	PB 21852 10/14/93
511	7-1.1.1.1	PB 21860 2/3/94	9-7.5	633	PB 21852 10/14/93
512	7-1.1.1.2d		9-7.6		PB 21874 8/18/94
513	7-1.1.1.1 7-1.1.2		9-7.7	634	PB 21852 10/14/93
514	7-1.1.1.2		10	645.1 645.2	

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520		General Heading	10-1		Clarification
521	7-1.1.1.2 & b & c	PB 21893 5/11/95	10-1.1		General Heading
522	7-1.1.1.2a		10-1.1.1	712	
523	7-1.1.1.2	PB 21860 2/3/94	10-1.1.2	312.21 741	
524		General Heading	10-1.2		General Heading
524.1	5-5.1.1b		10-1.2.1	531	
524.2		General Heading	10-1.2.2	532.1 742	
524.21	5-5.2.1.2d		10-1.2.3	532.2	
524.22	5-5.2.1.2	PB 21794 7/25/91	10-2		General Heading
524.23	5-5.2.1.2		10-2.1	312.21	
525	8-1.2.2b		10-2.1.1	312.1	PB 21868 5/26/94
526	8-1.6.2b 8-1.2.2.6		10-2.1.2	312.21	
530		General Heading	10-2.1.3	312.3	
531	10-1.2.1 App. B-7.1 App. B-7.2 App. B-7.4.1		10-2.2	313.1	
532		General Heading	App. A	App. B	
532.1	10-1.2.2 App. B-7.4.2.1		App. A-1		General Heading
532.2	10-1.2.3 App. B-7.4.2.2		App. A-1.1	App. B A App. B I	PB 21925 8/1/96
610		General Heading	App. A-1.2	App. B B	
620		General Heading	App. A-2	211	
621	5-5.1.1c		App. A-2.1	App. B II A	
622		General Heading	App. A-2.2	App. B II B	
622.1	9-1.1		App. A-2.3		PB 21924 7/18/96
622.2	9-1.2		App. A-2.4	App. B II App. B II C	PB 21924 7/18/96
622.3	9-1.3		App. A-2.5		PB 21872 7/21/94 PB 21899 8/3/95
623		PB 21873 8/4/94	App. B		General Heading
623.1	9-2	PB 21873 8/4/94	App. B-1		Clarification
623.2	9-2	PB 21873 8/4/94	App. B-1.1	713 723.2	
624		General Heading	App. B-1.2	App. C	
624.1		General Heading	App. B-1.3	723.1	PB 21816

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624.11	9-3		App. B-2		Not Applicable — Relocation
624.12	9-3		App. B-2.1		Not Applicable — Relocation
624.2	9-3		App. B-2.2		Not Applicable — Relocation
625	9-4		App. B-2.3		Not Applicable — Relocation
626		General Heading	App. B-3		Not Applicable — Relocation
626.1	2-2.1.3		App. B-3.1		Not Applicable — Relocation
626.1a	2-2.1.3a 9-5a		App. B-3.2		Not Applicable — Relocation
626.1b	2-2.1.3b 9-5b		App. B-3.3		Not Applicable — Relocation
626.2	9-5		App. B-4		Not Applicable — Relocation
626.2a	9-5c		App. B-4.1		Not Applicable — Relocation
626.2b	9-5d		App. B-4.2		Not Applicable — Relocation
627		General Heading	App. B-4.3		Not Applicable — Relocation
627.1	2-2.1.1 9-6		App. B-5	122.2	
627.2	9-6		App. B-5.1	311.1 311.2 132d	PB 21857 12/23/93
628		Deleted	App. B-5.2		Clarification
630		General Heading	App. B-5.3		Clarification
631	2-2.1.5 9-7	PB 21852 10/14/93	App. B-6		Clarification
632	9-7.3	PB 21852 10/14/93	App. B-6.1	711 712 723.2	
633	2-2.1.4d 9-7.5	PB 21852 10/14/93	App. B-6.2	722.2	
633	9-7.5	PB 21852 10/14/93	App. B-6.3	722.3	

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634a		PB 21852 10/14/93	App. B-6.3.2	647.8 722.4	
634b		PB 21852 10/14/93	App. B-6.3.3		Not Applicable — Relocation
635	2-2.1.5.2 9-7.2	PB 21852 10/14/93	App. B-6.4	731 723.1 723.2 App. B II D	PB 21893 5/11/95
636		PB 21852 10/14/93	App. B-6.5	122.3 123 743 750	
636.1	2-2.1.5.3 9-7.1.1	PB 21852 10/14/93	App. B-7		General Heading
636.2	9-7.1.2	PB 21852 10/14/93	App. B-7.1	531 723.2 713	
636.3	9-7.1	PB 21852 10/14/93	App. B-7.2	531	
640		General Heading	App. B-7.3	723.1 723.2	
641	7-4.2.3		App. B-7.4		Clarification
642	7-1.1.3 7-4.2.2	PB 21868 5/26/94	App. B-7.4.1	531	
642.1	7-1.1.3	PB 21868 5/26/94	App. B-7.4.2		Clarification
642.2	7-1.1.3 7-4.2.2	PB 21868 5/26/94	App. B-7.4.2.1	532.1	
643		General Heading	App. B-7.4.2.2	532.2	
643.1	2-2.1.6.2a		App. B-8		Not Applicable — Relocation
643.2		General Heading	App. B-8.1		Not Applicable — Relocation
643.21		General Heading	App. B-8.2		Not Applicable — Relocation
643.211	2-2.1.6.1 4-1.3.3		App. B-8.3		Not Applicable — Relocation
643.212	4-1.3.3		App. B-9		Not Applicable — Relocation

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643.22		General Heading	App. B-9.1		Not Applicable — Relocation
643.221	4-1.3.4		App. B-9.2		Not Applicable — Relocation
643.222		Deleted	App. B-9.3		Not Applicable — Relocation
643.3	4-1.3.1,e		App. B-10		Not Applicable — Relocation
643.4	4-1.3.1 4-1.3.2		App. B-10.1		Not Applicable — Relocation
643.5		PB 21921 6/6/96	App. B-10.2		Not Applicable — Relocation
644		General Heading	App. B-10.3		Not Applicable — Relocation
644.1	2-2.1.6.2b		App. B-10.3.1		Not Applicable — Relocation
644.2	2-2.1.6.2c 4-1.3.5		App. B-10.3.2		Not Applicable — Relocation
645		General Heading	App. B-11		Not Applicable — Relocation
645.1	2-1,8 10		App. B-11.1		Not Applicable — Relocation
645.2	2-1,8 10		App. B-11.2		Not Applicable — Relocation
646		General Heading	App. B-11.3		Not Applicable — Relocation
646.1		Deleted	App. B-12		Not Applicable — Relocation
646.2	5-2.1.1		App. B-12.1		Not Applicable — Relocation
647		General Heading	App. B-12.2		Not Applicable — Relocation
647.1	6-1 6-2.1		App. B-12.3		Not Applicable — Relocation
647.2	7-1.1.4 7-4.1.1 7-4.2.3		App. C	App. A	PB 21902 9/14/95
647.3	7-1.1.4		App. C-1	App. A	PB 21902 9/14/95
647.4	7-3.1 7-1.2		App. C-2	App. A	PB 21902 9/14/95
647.5	7-2.2 7-3.2.2 7-4.2.3				
647.6	7-2.2				

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647.7	8-1.9.2				
647.7a	8-1.9.2d 8-2.2.8j				
647.7b	8-1.9.2b				
647.7c	8-1.9.2a & b & c				
647.7d	8-1.9.2f				
647.8	App. B. B-6.3.2,5				
650		General Heading			
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