Rules and instructions herein given cover points most commonly arising in connection with official travel and are for the convenience of the traveler, but shall not relieve him of responsibility for familiarizing himself with and complying with all of the travel regulations as set out in the current issue of the Standardized Government Travel Regulations.

The Traveler Shall:
Not leave his official station until formal travel letter is received or until oral authority is given by the Engineer-in-Charge.

Take with him a U.S. Government Transportation Identification Card, Form 1033, a supply of transportation requests, an expense account form, L.F. 114, and a copy of Condensed Instructions for Official Travelers.

Read and familiarize himself with these instructions.

Keep in detail a memorandum of expenditures chargeable to the Government, noting each item at the time the expense is incurred, together with the date. Explain the official necessity for all unusual expenses. List this information on Form L.F. 114, Expense Account Form for Official Travelers.

Travel by shortest, most economical, and most direct and usually traveled route when practicable. He should, therefore, advise ticket agent of complete travel to be performed and ask agent for the most practical and economical method of performing travel, utilizing through tickets with stop-over privilege excursion tickets, reduced round-trip tickets, or party tickets.

Show routing of such travel in expense account and explain fully when necessary to travel via a circuitous or more expensive route.

Inquire as to cost of accommodations furnished and enter same on the carbon copy of the transportation request. Be sure to write correct class of travel in designated space on transportation request, such as "1", "coach," etc.

On the steamship lines to Washington, D.C. and Baltimore, Md., obtain stateroom accommodations not to exceed $1.75 if available. Stateroom charges in excess of $1.75, which is considered the lowest first-class accommodation, will be allowed when the stateroom cost is the lowest first-class accommodation available. If a stateroom is purchased in excess of $1.75, the traveler must indicate the reason for its use on L.F. 114. If used because it is the lowest available accommodation, that note must also be placed on the transportation request used to purchase the ticket for the accommodation. When used for the convenience of the employee, a deduction will be made for the excess cost if a transportation request is used for the entire fare.

Show how travel was accomplished for each trip. Give date and exact hour of departure from and arrival at all points visited, also hour of departure from and return to official station. Leave no break in your statement of travel, even though transportation was furnished without cost to the Government.

Show clearly where you are located during the entire period covered by your account. Each day shall be accounted for, whether on official duty or otherwise. Indicate by initials the railroad, steamship, or other routing over which travel is performed.

Note whether pullman upper, lower, or seat is used. Be sure to obtain receipt for pullman accommodations when cost is less than $1.00. No pullman accommodations should be purchased for trips the full length of which last less than 2 hours duration. Official Government travelers are allowed lower berths whenever available. If not available, the lowest first-class accommodation available may be used with a notation
to that effect on the transportation request used to purchase the accommodation. When used for own convenience a deduction will be made. All pullman reservations must be cancelled twenty-four hours in advance if a refund of the price of the reservation is desired.

Use of transportation requests where the cost of transportation is $1.00 or more is mandatory. (Exception: Taxi fares.)

Insert code authorization number assigned to this specific travel on the face of each transportation request in the space entitled "Authorization or object;" also insert date of travel authorization.

Transportation requests should not be used when traveling for personal convenience while on leave during travel status, or when deviating from usual route for personal convenience. If used, any excessive costs will be deducted from per diem allowance due.

Taxicab fares from station, wharf, or other terminal to either place of abode or place of business, and from either place of abode or place of business to station, wharf or other terminal will be allowed (Par.8(a) S.G.T.R.) - Taxicab fares between place of abode and place of business will not be allowed. Receipts are required for use of taxicabs, other than locally, when the cost is over $1.00.

Telegrams to official station or headquarters while on official travel shall, if possible, be sent collect. (Pars. 59 and 60, S.G.T.R.). If paid for by traveler, a copy must be turned in with expense account.

Charges shall be reversed for telephone calls made to official station or headquarters while on official travel. If not reversed, be sure to keep record of the time involved in the call.

Reimbursement for tips will not be made.

Locked sleeping accommodations may be procured when required in the public interest to carry secret documents or hand baggage containing highly technical and valuable equipment. In such cases the least expensive adequate locked accommodations available should be procured.

**PER DIEM ALLOWANCE.** - The per diem allowance for subsistence covers meals, gratuitous fees, lodging, baths, laundry, care of clothes, and in general all expenses pertaining to the securing of meals and lodging, including telegrams or telephone messages reserving rooms, and transportation between place of lodging or where meals are taken and place of duty. No receipts are required for items covered by per diem.

All allowances are based on the provisions of the Standardized Government Travel Regulations and travel vouchers will be prepared and audited accordingly.

The per diem allowance is $6.00 a day but for extended travel a schedule of $6.00, $5.00, and $4.00 may be assigned, or a lower rate may be allowed based on a calculation of expenses. Per diem is figured on the basis of four 6-hour periods or fractions thereof.

**LEAVE.** - All leave taken while in a travel status must be shown on L.F.114, the Expense Account. For all leave taken in excess of 4 hours per day, no per diem will be allowed. If leave of absence is less than 4 hours per day, per diem will be allowed.

If leave is taken upon completion of duty at temporary station, per diem is figured on the basis of returning immediately upon completion of duty and all additional time is charged as leave. Unofficial absence from temporary place of duty must be shown as leave.

October 16, 1946

W. Kemble Johnson
Administrative Officer