

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 301—Travel Allowances

- § 301-31.5 Under what conditions may FAA pay for transportation and subsistence expenses under this part?** When FAA determines that:
- (a) A threat against you or a member(s) of your immediate family as a result of your assigned duties places your lives in jeopardy;
 - (b) The threat justifies FAA moving you and/or your immediate family to temporary living accommodations at or away from your official station.
- § 301-31.6 What transportation expenses will FAA pay?** FAA will pay under part 301-10 of this chapter to transport you and/or your immediate family to and from a temporary location that is safe.
- § 301-31.7 What subsistence expenses will FAA pay?** Generally, FAA will pay only lodging costs. However, FAA also may pay for meals and laundry/cleaning costs if:
- (a) Your temporary living accommodations do not have kitchen or laundry facilities; or
 - (b) Other extenuating circumstances which necessitate payment of these costs are present.
- § 301-31.8 How will FAA pay my subsistence expenses?** FAA will pay your actual subsistence expenses incurred not to exceed the “maximum allowable amount” for each 30-day period or fraction thereof. The “maximum allowable amount” is the “maximum daily amount” multiplied by 30, or if fewer than 30 days are involved, by the number of days you occupy temporary living accommodations not to exceed the number of days authorized. The “maximum daily amount” is determined by adding the rates in the following table for you and each member of your immediate family authorized to occupy temporary living accommodations:

If FAA authorizes...	The “maximum daily amount” of subsistence expenses that...		
	You and/or your unaccompanied spouse or other immediate family member may receive is	Your accompanied spouse or a member of your immediate family who is age 12 or older may receive is	A member of your immediate family who is under age 12 may receive is
Payment of only lodging expenses,	The maximum lodging amount applicable to the locality.	.75 times the maximum lodging amount applicable to the locality.	.5 times the maximum lodging amount applicable to the locality.
Payment for lodging, meals, and other subsistence expenses,	The maximum per diem rate applicable to the locality.	.75 times the maximum per diem rate applicable to the locality.	.5 times the maximum per diem rate applicable to the locality.

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 301—Travel Allowances

§ 301-31.9	May FAA pay me a per diem allowance instead of actual subsistence expenses?	No.
§ 301-31.10	How long may FAA pay for subsistence expenses under this part?	FAA may pay for subsistence expenses in 30-day increments (or the actual number of days if fewer than 30) generally not to exceed 60 days. However, FAA may pay for additional 30-day periods if it determines, based on its reevaluation of your situation every 30 days, that an extension is appropriate.
§ 301-31.11	Where must I and/or my immediate family obtain lodging?	FAA designates the area where you and/or your immediate family should obtain lodging. It may be in the vicinity of your official station or at an alternate location as circumstances warrant.
§ 301-31.12	May my immediate family and I occupy lodging at different locations?	Yes, when FAA determines there is appropriate justification, you and/or members of your immediate family may occupy temporary living accommodations at different locations.
§ 301-31.13	May I receive a travel advance for transportation and/or subsistence expenses allowable under this part?	Yes, you may receive a travel advance as provided in subpart C of part 301-51 of this chapter for up to a 30-day period at a time to cover expenses allowable under this part. Your travel advance may not exceed the maximum allowable amount authorized under § 301-31.8 of this part.