

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY  
AMENDMENT 14

TO: Associate Administrators, Assistant Administrators, Chief Counsel, and Staff Offices

SUBJECT: Federal Aviation Administration Travel Policy (FAATP); Revisions to the Method of Paying Subsistence Expenses.

1. **What is the purpose of this document?** This amendment makes a technical correction to the 1998 Edition of the Federal Aviation Administration Travel Policy (FAATP) to conform to existing policy relating to the payment of subsistence expenses to employees who take leave while performing extended stay travel.
2. **When are these revisions effective?** The revisions are effective July 1, 2001.
3. **Who should we contact for further information?** Sandra Cavanaugh, (202) 267-9595.
4. **Background.**
  - a. FAA has a significant number of employees performing extended stay assignments. An extended stay assignment is defined in Federal Aviation Administration Travel Policy (FAATP) § 300-3.10 as travel which involves a temporary duty assignment which lasts 31 calendar days or more or a temporary duty assignment that involves training which lasts 16 class days or more.
  - b. Most employees performing extended stay assignments have the ability to reduce subsistence costs by staying at facilities that offer a reduced lodging cost for extended stays and by using cooking facilities in the extended stay facilities. Consequently, FAA pays a reduced fixed rate per diem for subsistence expenses related to an extended stay assignment equal to 60% of the maximum lodging amount of the applicable per diem rate plus 60% of the meals portion of the applicable meal and incidental expense (M&IE) allowance and 100% of the incidental expense portion of the applicable M&IE allowance. The reduced rate equitably reimburses employees while lowering FAA's costs for extended stay assignments.
  - c. Since FAA is paying a reduced fixed rate per diem for subsistence expenses, most employees on extended stay assignments enter into agreements with facilities that offer a reduced lodging cost that requires monthly lodging payments instead of daily lodging payments. If the employee did not enter into an agreement to provide a reduced lodging cost, he/she would incur a significant lodging cost. FAA would have to bear increased costs to equitably reimburse the employee.

- d. On June 28, 2001, the Assistant Administrator for Financial Services/CFO signed FAATP Amendment 11 which modified existing policy to allow payment of a reduced rate for lodging expenses on days of leave and on days when the employee returns home under one specific circumstance. That circumstance is that the employee meets all of the following conditions: (1) the temporary duty location is located in a nonforeign location; (2) the employee procures lodging on a long term basis (e.g., sign a lease for a period of time); (3) the employee acts prudently in renting on a long term basis; (4) the employee cannot break the lease or other rental agreement; (5) the employee is charged lodging costs under the rental or lodging agreement even though the employee is not occupying the quarters; and (6) the employee is authorized a fixed rate because he/she is performing an extended stay assignment. To qualify for payment of the lodging expenses on days of leave and on days when the employee returns home, the employee must provide the accounting office with proof that the employee is in a lodging arrangement which cannot be broken (e.g., proof the lodging is procured on a weekly/monthly basis).
  
- e. The background information on FAATP Amendment 11 clearly stated that “If the employee qualifies, then FAA will pay the employee 60% of the maximum lodging amount of the applicable per diem rate on days of leave and on days when the employee returns home.” The FAATP language did not clearly state that policy. This amendment is a technical correction to the FAATP language to clearly and explicitly state the policy announced in FAATP Amendment 11.
  
- g. Under previous policy, FAA could pay per diem on days when an employee must take leave due to an incapacitating illness or injury, regardless of the type of leave (sick or annual) or type of assignment (short term or extended stay). This amendment does not change that policy.

5. **What are the revisions in this document?** This document amends the FAATP as follows:

- a. Section 301-11.71 is revised to read as follows:

§ 301-11.71

**Will FAA pay me an allowance for subsistence expenses on days I take leave while I am on official travel?**

FAA will not pay an allowance for subsistence expenses on any day you take leave for one half or more of your prescribed working hours unless:

- (a) Emergency travel is involved due to an incapacitating illness or injury, in which case the rules in part 301-30 of this chapter govern; or
- (b) You are performing an extended stay assignment, and all of the following conditions apply, in which case FAA will pay 60 percent of the maximum lodging amount prescribed for your temporary duty location while you are on leave:
  - (1) Your temporary duty location is located in a nonforeign location;
  - (2) You procure lodging on a long term basis (e.g., you sign a lease for a period of time);
  - (3) You act prudently in renting on a long term basis;
  - (4) You cannot break the lease or other rental agreement;
  - (5) You are charged lodging costs under the rental or lodging agreement even though you are not occupying the quarters;
  - (6) You are authorized a fixed rate as provided in § 301-11.8 of this part; and
  - (7) You provide FAA with proof that you are in a lodging arrangement which cannot be broken (e.g., proof the lodging is procured on a weekly/monthly basis).

b. Section 301-11.216 is added to read as follows:

§ 301-11.216

**How is my fixed rate per diem affected if I take leave for one half or more of your prescribed working hours?**

FAA will not pay your fixed rate per diem unless you meet the conditions prescribed in FAATP § 301-11.71 of this part, in which case, you will be paid as follows:

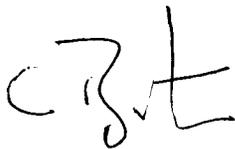
<b>If you take leave because:</b>	<b>FAA will pay you:</b>
You have an incapacitating illness or injury	As provided in Part 301-30. You will receive the applicable fixed rate if you continue to reside in the lodging facility at the temporary duty site that you occupied prior to contracting your illness or receiving your injury. If you move to other accommodations, your per diem rate will be adjusted as provided in Part 301-30 of this chapter.
You are on a extended stay assignment and meet the conditions of § 301-11.71 of this part	60 percent of the maximum lodging amount.

6. **Why did we make the revisions in this document?** As follows:

- a. Section 301-11.71 is revised to clarify that employees on extended stay assignments receive 60 percent of the maximum lodging amount when certain conditions are met.
- b. Section 301-11.216 is added to clarify that employees on a fixed rate per diem will not receive per diem on days of leave unless the employee has an incapacitating illness or injury or is performing an extended stay assignment and certain conditions are met.

7. **What pages must I change in my looseleaf FAATP?**

<b>You must remove:</b>	<b>And replace with:</b>
Pages 11-1 through 11-4 of Part 301-11;	Pages 11-1 through 11-4 of Part 301-11.
Pages 11-15 through 11-16 of Part 301-11;	Pages 11-15 through 11-16 of Part 301-11.
Pages 11-27 through 11-28 of Part 301-11;	Pages 11-27 through 11-28 of Part 301-11.



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