

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY
AMENDMENT 15

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, and Elimination of the Provisions Governing Travel Promotional Materials.

1. **What is the purpose of this document?** This amendment revises the 1998 Edition of the Federal Aviation Administration Travel Policy (FAATP) to apply to the Washington, DC area the method for computing the per diem rate for extended stay assignments which is currently applicable to other localities within the continental United States (CONUS) by eliminating the \$102 fixed rate per diem currently applicable to the Washington, DC area. This amendment also eliminates the FAATP provisions governing the use of promotional materials earned in connection with official business travel.
2. **When are these revisions effective?** The revisions are effective as follows:
 - a. For the provisions relating to computation of the per diem rate for extended stay assignments in the Washington, DC, area, the revisions are effective for travel on or after February 15, 2002.
 - b. For the provisions related to the use of promotional materials earned in connection with official business, the revisions are effective on January 1, 2002.
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 percent of the maximum lodging amount of the applicable per diem rate plus 60 percent of the meals portion of the applicable meal

and incidental expense (M&IE) allowance and 100 percent 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. Prior to January 1999, GSA issued a single per diem rate for the Washington, DC, area, which included the cities of Alexandria, Falls Church, and Fairfax, and the counties of Arlington, Loudoun, and Fairfax in Virginia; and the counties of Montgomery and Prince George's in Maryland. In 1998, the applicable rate for the Washington, DC area was \$168 per day, which was comprised of \$126 per day for a maximum lodging amount and \$42 per day for the M&IE allowance. Under the FAATP, the applicable fixed rate per diem for an extended stay assignment in Washington, DC, area was \$102 per day.
- d. On December 2, 1998, the General Services Administration (GSA) issued Federal Travel Regulation (FTR) Amendment 75 (63 FR 66674), which modified the method by which subsistence expenses were paid during calendar year 1999. FTR Amendment 75 split the Washington, DC, area into separate subdivisions, and established a separate per diem rate for each subdivision of the locality. The per diem rates for all subdivisions of the Washington, D.C., area except Alexandria Virginia, were lower than the previous rate for the Washington, D.C., area, with the per diem rates ranging from \$113 for Loudoun County (including Dulles Airport) to \$168 for Alexandria. The per diem rate for Washington, D.C., was \$161, which was a reduction of \$7.
- e. The lower per diem rates led to an inequitable result for FAA employees performing extended stay travel in the Washington, D.C., area since there are fewer extended stay facilities, and many of the facilities are not located in the same subdivision in which the employee would be working. In addition, while rates for short term lodging accommodations may vary significantly between the subdivisions, the cost of extended stay facilities had less variance. Therefore, FAA issued FAATP Amendment 3, which established a fixed rate of \$102 per day for extended stay assignments, which continued the higher fixed rate in effect prior to the issuance of FTR Amendment 75. FAA selected the \$102 per day rate because that was the rate applicable to the subdivision (Alexandria, VA) with the highest per diem rate using the 60 percent calculation discussed in paragraph b above.
- f. On December 2, 1999, GSA issued FTR Amendment 87 (64 FR 67670), which modified the method by which subsistence expenses were paid during calendar year 2000. FTR Amendment 87 reconstituted the Washington, DC area, and established a per diem rate of \$164 per day for the entire area. The extended stay assignment fixed rate would have been \$99 using the 60 percent calculation discussed in paragraph b. However, because the extended stay assignment per diem rate for the Washington, DC area had been fixed in the previous year under FAATP Amendment 3 and was not tied to the GSA per diem rates, FAA determined that the \$102 rate would remain in effect until the fixed rate calculated by applying the 60 percent calculation discussed

in paragraph b to the per diem rate for the Washington, DC, area was higher than \$102.

- g. On February 17, 2002, GSA issued FTR Amendment 103, which raised the maximum lodging amount for the Washington, DC, area from \$119 per day to \$150 per day, thereby making the applicable per diem rate for the Washington, DC, area \$196 per day, as opposed to \$165 per day prior to that date.
- h. As of February 15, 2002, the extended stay assignment fixed rate for the Washington, DC, area using the 60 percent calculation discussed in paragraph b of this section is \$119. Since the increased per diem rate now makes the 60 percent calculation sufficient to cover the cost of extended stay assignments, this amendment eliminates the lower fixed dollar amount of \$ 102 per day for extended stay assignments. Therefore, this amendment ensures that the per diem for extended stay assignments to the Washington, DC, area is governed by the 60 percent calculation applicable to other CONUS localities.
- i. Section 1116 of the National Defense Authorization Act for Fiscal Year 2002 (Pub. L. 107-107, Dec. 28, 2001) stated an employee “who receives a promotional item (including frequent flyer miles, upgrade, or access to carrier clubs or facilities) as a result of using travel or transportation services obtained at Federal Government expense or accepted under section 1353 of title 31, United States Code, may retain the promotional item for personal use if the promotional item is obtained under the same terms as those offered to the general public and at no additional cost to the Federal Government.”
- j. The effect of section 1116 is that FAA employees may retain their promotional materials, including frequent flyer mileage, that they earn in connection with official business travel. This law applies to promotional materials that were earned or received prior to the date of enactment, as well as those earned or received on or after the date of enactment. Therefore, this amendment removes FAATP Part 301-53 which contains the rules governing promotional materials and frequent traveler programs. Employees are still subject to the provisions of FAATP § 301-10.40, which require travel to the destination by the usually traveled route, and the provisions FAATP § 301-10.110, which govern the selection of airline service, including mandatory use of contract city pair service and American flag carrier service. Employees will be responsible for excess costs if they fail to follow these rules.

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

- a. Chapter 301 is amended by removing the item “301-53 Promotional Materials and Frequent Traveler Programs” from the Chapter 301 Table of Contents.

- b. Section 301-10.143 is amended by removing the reference “paragraphs (a) through (i)” in the introductory paragraph, and by adding in its place, the reference “paragraphs (a) through (h)””; by removing paragraph (g); and by redesignating paragraphs (h) and (i) as paragraphs (g) and (h), respectively.
- c. Section 301.11.7 is revised by removing the reference “301-11.200(f)” in paragraph (c), and by adding in its place the reference “301-11.200(e)”.
- d. Section 301-11.8 is revised by removing the reference “301-11.200 (b) through (e)” in the introductory paragraph, and by adding in its place, the reference “301-11.200 (b) through (d)”.
- e. Section 301-11.200 is revised to read as follows:

§ 301-11.200	Under what circumstances will I receive a fixed rate per diem?	<p>You will receive a fixed per diem rate under the following circumstances:</p> <ul style="list-style-type: none"> (a) FAA establishes a special fixed rate at a rate below the maximum per diem rate because: <ul style="list-style-type: none"> (1) You are furnished one or more meals a day or lodging at no cost or nominal cost by the Government; (2) You obtain lodging or meals at a reduced cost (e.g., long-term arrangement); or (3) FAA can determine your lodging and meal costs in advance; (b) You are performing an extended stay assignment to a nonforeign location other than Atlantic County, New Jersey, as provided in paragraph (d) of this section which meets one of the following criterion: <ul style="list-style-type: none"> (1) The temporary duty assignment lasts 31 calendar days or more; or (2) The temporary duty assignment involves training which lasts 16 class days or more at a site other than CMD in Palm Coast, Florida; (c) You are performing travel to attend a centralized training course at CMD in Palm Coast, Florida, and you are in Palm Coast, Florida, for the entire day, (FAA will pay for subsistence expenses for partial days at CMD and for travel related to other training courses at CMD using the lodgings-plus per diem method, including the applicable reductions for meals provided as provided in § 301-11.104 of this part.);
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- (d) You are performing an extended stay assignment to Atlantic County (including Atlantic City), New Jersey which meets one of the following criterion:
 - (1) The temporary duty assignment lasts 31 calendar days or more; or
 - (2) The temporary duty assignment involves training which lasts 16 class days or more;
- (e) You are performing temporary duty travel within CONUS and select FAA's fixed rate option for your temporary duty travel instead of lodgings-plus per diem (this option cannot be selected if you are authorized a fixed rate per diem under paragraphs (a) through (d) of this section).

f. Section 301-11.202 is revising the chart following the question to read as follows:

If..	Your fixed rate will be...
FAA establishes a fixed rate as provided in § 301-11.200(a),	A rate below the applicable maximum per diem rate that FAA establishes, which will be commensurate with the subsistence costs that you will incur or are reasonably expected to incur.
You are performing an extended stay assignment to a nonforeign area other than CMD, or Atlantic County, New Jersey, which requires payment of a fixed rate as provided in § 301-11.200(b),	<p>A rate determined as follows:</p> <ul style="list-style-type: none"> (a) Multiply the maximum lodging amount for the locality of your temporary duty assignment as provided in §§ 301-11.21 and 301-11.22 of this part by .6; (b) Multiply the meals portion of the applicable M&IE rate as determined in § 301-11.103 of this part by .6; and (c) Add the amounts computed in paragraphs (a) and (b) and the incidental expense amount of the applicable M&IE rate as determined in § 301-11.103 of this part.
You are performing a temporary duty assignment to CMD, which requires payment of a fixed rate as provided in § 301-11.200(c),	\$ 8, if you are attending an FAA centralized training course at CMD and you are in Palm Coast, Florida, for the entire day. (FAA will pay for subsistence expenses for partial days at CMD and for travel related to other training courses at CMD using the lodgings-plus per diem method, including the applicable reductions for meals provided as provided in § 301-11.104 of this part.)

If...	Your fixed rate will be...
You are performing an extended stay assignment in Atlantic County, New Jersey, which requires payment of a fixed rate as provided in § 301-11.200(d),	<p>A rate determined as follows:</p> <ul style="list-style-type: none"> (a) Multiply the maximum lodging amount applicable to Atlantic City, New Jersey during the highest cost season of the calendar year by .6; (b) Multiply the meals portion of the applicable M&IE rate for Atlantic City, New Jersey during the highest cost season of the calendar year by .6; and (c) Add the amounts computed in paragraphs (a) and (b) and the incidental expense amount of the applicable M&IE rate for Atlantic City, New Jersey during the highest cost season of the calendar year.
You select a fixed rate per diem instead of lodgings-plus per diem as provided in § 301-11.200(e),	A rate determined by multiplying the applicable maximum lodging rate by .8 and adding the applicable M&IE rate.

- g. Section 301-11.205 is revised by removing the reference “301-11.200 (b) through (f)”, and by adding in its place, the reference “301-11.200 (b) through (e)”.
- h. Section 301-11.206 is revised by removing the reference “301-11.200(f)”, and by adding in its place the reference “301-11.200(e)”.
- i. Part 301-53 is removed.

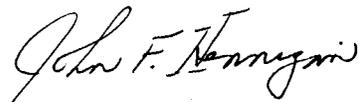
6. **Why did we make the revisions in this document?** As follows:

- a. The Table of Contents for Chapter 301 is revised to eliminate the reference to Part 301-53 to conform with the elimination of Part 301-53 discussed below.
- b. Section 301-10.143 is revised to eliminate the provision that allows FAA to authorize premium-class other than first-class service based on the availability of frequent traveler benefits. Section 1116 of the of the National Defense Authorization Act for Fiscal Year 2002 allows employees to retain promotional materials earned in connection with official travel, and therefore, the employee may use those benefit as they see fit. By eliminating this provision, employees will not be required to seek FAA permission to use frequent flyer miles to upgrade to premium-class other than first-class service.
- c. Section 301-11.7 is revised to change a cross-reference to reflect the new section structure in Section 301-11.200.
- d. Section 301-11.8 is revised to change a cross-reference to reflect the new section structure in Section 301-11.200.

- e. Section 301-11.200 is revised to eliminate paragraph (d) which provided the special fixed rate per diem applicable to extended stay assignments in the Washington, DC area. With the removal of subsection (d), the fixed rate per diem applicable to extended stay assignments in the Washington, DC, area will be governed by paragraph (b), which provides for a rate of 60 percent of the applicable maximum lodging amount, 60 percent of the meals portion of the applicable M&IE rate, and 100 percent of the incidental expense portion of the applicable M&IE rate.
- f. Section 301-11.202 is revised to reflect the elimination of the special fixed rate applicable to the Washington, DC area.
- g. Section 301-11.205 is revised to change a cross-reference to reflect the new section structure in Section 301-11.200.
- h. Section 301-11.206 is revised to change a cross-reference to reflect the new section structure in Section 301-11.200.
- i. Part 301-53 is removed to reflect the passage of § 1116 of the of the National Defense Authorization Act for Fiscal Year 2002, which allows employees to retain promotional materials earned in connection with official travel.

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

You must remove:	And replace with:
Page i of the Chapter 301 Table of Contents;	Page i of the Chapter 301 Table of Contents.
Pages 10-17 through 10-20 of Part 301-10;	Pages 10-17 through 10-20 of Part 301-10.
Pages 11-3 through 11-4 of Part 301-11;	Pages 11-3 through 11-4 of Part 301-11.
Pages 11-21 through 11-26 of Part 301-11;	Pages 11-21 through 11-26 of Part 301-11.
Part 53	



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Gor Assistant Administrator for
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