

FEDERAL AVIATION ADMINISTRATION
May 16, 2002

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY
AMENDMENT 16

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

SUBJECT: Federal Aviation Administration Travel Policy (FAATP); Use of Phones While Performing Extended Stay Travel.

1. **What is the purpose of this document?** This amendment transmits revisions to the 1998 Edition of the Federal Aviation Administration Travel Policy (FAATP) to clarify that FAA does not separately pay for personal phone calls when an employee is performing extended stay travel.
2. **When are these revisions effective?** The revisions are effective May 16, 2002.
3. **Who should we contact for further information?** Sandra Cavanaugh, (202) 267-9595.
4. **Background.**
 - a. In April 1996, the Administrator was given broad latitude to enact personnel reform. As a result, the Administrator established a multi-regional travel reform team, comprised of representatives of management and labor. As a result the travel reform team developed recommended policy initiatives for the Administrator to sign into effect. On March 27, 1997, the Administrator signed the travel reform initiative policies (TRIPs).
 - b. TRIP 302 sets forth a policy requirement to use a special reduced “flat” per diem rate for employees performing extended stay travel. The TRIP stated “this ‘flat’ rate per diem includes; lodging, meals local transportation, personal calls, and trips home.” Consequently, the TRIP mandated that personal calls should not be separately reimbursed when an employee is performing extended stay travel. Instead, such phone calls are incidental expenses, and therefore, the employee must use their per diem to pay the cost of personal calls.
 - c. On October 6, 1998, the Administrator signed the Federal Aviation Administration Travel Policy (FAATP) to implement FAA travel policy. The FAATP took a copy of the Federal Travel Regulation, and modified it to include the TRIPs as well as existing FAA and DOT policy. TRIP 302 was incorporated into the FAATP.
 - d. The FAATP, however, did not clearly state the TRIP 302 policy that the special reduced fixed rate per diem included personal telephone calls. Consequently, FAA’s travel policy staff has received numerous inquiries regarding the inclusion of personal telephone calls in the extended stay travel per diem rate. This amendment clarifies the FAATP to state

that separate reimbursement of personal phone calls is not allowed when an employee performs extended stay travel, but instead are incidental expenses which are reimbursed by the fixed rate per diem rate applicable to extended stay travel.

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

a. Section 301-11.5 is amended by revising paragraph (d) to read as follows:

(d) Incidental expenses, including:

- (1) Fees and tips to porters, baggage carriers, bellhops, hotel maids, and stewards and stewardesses;
- (2) Laundry and cleaning and pressing of clothing;
- (3) Transportation expenses between places of lodging or business and places where meals are taken, unless suitable meals cannot be obtained at the TDY site (see § 301-10.5 of part 301-10 of this chapter);
- (4) Mailing cost associated with filing travel vouchers and payment of Government sponsored charge card billings; and
- (5) Personal phone calls when an employee is performing extended stay travel.

b. Section 301-12.3 is revised to read as follows:

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| § 301-12.3 | May I use the Government-provided long-distance telephone service to make calls to my residence? | Yes, you may use the Government-provided long-distance service to call home, but only if: <ul style="list-style-type: none">(a) You meet the following conditions:<ul style="list-style-type: none">(1) You are not performing extended stay travel;(2) You do not use a commercial long-distance telephone service as provided in § 301-12.4 of this part on the same day as you make a call on Government-provided long-distance service;(3) It is not the day you return to your official station;(4) Your call is 5 minutes or less; and(5) You make only one call to your residence per day.(b) You suffer an incapacitating illness or injury as provided in § 301-30.2 of part 301-30 of this chapter;(c) You have a personal emergency situation as provided in § 301-30.3 of part 301-30 of this chapter arise; or(d) You must arrange for new transportation because your travel itinerary was changed after you began your travel. |
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c. Section 301-12.4 is revised to read as follows:

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| § 301-12.4 | Will FAA pay for me to use a commercial long-distance telephone service to make calls to my residence? | If you perform travel, other than extended stay travel, of 2 or more nights, FAA will pay your expenses as follows: |
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For travel to...	FAA will pay you...
A nonforeign area,	<p>The cost of a telephone call not to exceed \$3 on two separate days in a seven day travel period, although FAA will not pay for a call on the day you return to your official station. FAA will pay for one additional call if:</p> <p>(a) You suffer an incapacitating illness or injury as provided in § 301-30.2 of part 301-30 of this chapter;</p> <p>(b) You have a personal emergency situation as provided in § 301-30.3 of part 301-30 of this chapter arise; or</p> <p>(c) You must arrange for new transportation because your travel itinerary was changed after you began your travel.</p>
A foreign area,	<p>The cost of a telephone call for a period of 5 minutes or less on two separate days in a seven day travel period, although FAA will not pay for a call on the day you return to your official station. FAA will pay for one additional call if:</p> <p>(a) You suffer an incapacitating illness or injury of the employee as provided in § 301-30.2 of part 301-30 of this chapter;</p> <p>(b) You have a personal emergency situation as provided in § 301-30.3 of part 301-30 of this chapter arise; or</p> <p>(c) You must arrange for new transportation because your travel itinerary was changed after you began your travel.</p>

- d. Old §§ 301-12.5 through 301-12.7 are redesignated as new §§ 301-12.6 through 301-12.8, respectively, and new § 302-12.5 is added to read as follows:

§ 301-12.5	Will FAA pay for me to make calls to my residence if I am performing extended stay travel?	No.
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6. **Why did we make the revisions in this document?** As follows:

- a. Section 301-11.5 is amended to reflect that incidental expenses include personal phone calls incurred when an employee is performing extended stay travel.
- b. Section 301-12.3 is amended to clarify that an employee on extended stay travel is not eligible to use the Government provided telephone service to make a personal call.
- c. Section 301-12.4 is amended to clarify that an employee on extended stay travel is not eligible for separate reimbursement of personal calls as provided in that section for other travelers.

- d. Section 301-12.5 is added to clarify that FAA will not separately pay the cost of a personal call for an employee on extended stay travel.

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

You must remove:	And replace with:
Pages 11-5 through 11-6 of Part 301-11; Part 301-12;	Pages 11-5 through 11-6 of Part 301-11. Part 301-12.


For **CHRIS BERTRAM**
Assistant Administrator for
Financial Services/
Chief Financial Officer