

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 301—Travel Allowances

- § 301-11.4** **Must FAA pay an allowance (either a per diem allowance or ASEA) for my subsistence expenses?**
- Yes, if you are eligible unless:
- (a) You perform travel to a training event under the Government Employees Training Act (5 U.S.C. 4101-4118), and you agree not to be paid subsistence expenses; or
 - (b) You perform pre-employment interview travel, and the interviewing agency does not authorize payment of subsistence expenses.
- § 301-11.5** **What types of expenses does the allowance for subsistence expenses cover?**
- The allowance covers the following:
- (a) Allowable lodging costs as provided in §§ 301-11.40 through 301-11.56 of this part, including service charges;
 - (b) State and local lodging taxes;
 - (c) Meals, including taxes and tips;
 - (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.
- § 301-11.6** **What methods may FAA use to pay the allowance for my subsistence expenses?**
- FAA may use:
- (a) The lodgings-plus per diem method as provided in subpart B of this part;
 - (b) The fixed rate per diem method as provided in subpart C of this part; or
 - (c) The actual subsistence expense allowance (ASEA) method as provided in subpart D of this part.

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- § 301-11.7** **For travel other than extended stay travel what method will FAA use to pay the allowance for my subsistence expenses?**
- For travel other than extended stay travel, FAA will pay your per diem using the lodgings-plus per diem method unless:
- (a) FAA authorizes you a special fixed rate per diem as provided in § 301-11.200(a) of this part;
 - (b) You travel to attend a centralized training course at CMD, in which case FAA will pay you a special fixed rate per diem for each full day at CMD as provided in § 301-11.200(c) of this part (FAA will pay your subsistence expenses using the lodgings-plus per diem method for partial days of travel to CMD);
 - (c) You elect a fixed rate per diem for travel within CONUS as provided in § 301-11.200(e) of this part; or
 - (d) FAA authorizes an ASEA as provided in subpart D of this part because special or unusual circumstances exist justifying the payment of an ASEA.
- § 301-11.8** **For extended stay travel to a nonforeign area what method will FAA use to pay the allowance for my subsistence expenses?**
- FAA will use the fixed rate per diem method as provided in § 301-11.200 (b) through (d) of this part to pay your subsistence expenses. FAA may, however, authorize an exception to this requirement in which instance FAA may authorize you to use a method as provided in § 301-11.7 of this part, only if:
- (a) Your LOB, staff office, or Office of Chief Counsel determine that extenuating circumstances exist. Examples of extenuating circumstances are:
 - (1) Assignments to remote locations;
 - (2) Assignments to locations where reduced lodging is not available; and
 - (3) Short notice assignments;
 - (b) Your LOB, staff office, or Office of Chief Counsel authorizes an exception to the requirement that you use the fixed rate method; and
 - (c) Your LOB, staff office, or Office of Chief Counsel considers establishing an alternative fixed rate per diem under § 301-11.200(a) of this part.

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PART 301-12—MISCELLANEOUS EXPENSES

Sec.

Official Telephone Calls

- 301-12.1 What long-distance telephone service should I use to make an official long-distance telephone call?
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- 301-12.7 May I call the person who is watching my residence?
- 301-12.8 Will FAA pay for me to use a phone on an airplane?

Other Miscellaneous Expenses

- 301-12.50 What other miscellaneous expenses may FAA pay?

Official Telephone Calls

- § 301-12.1 **What long-distance telephone service should I use to make an official long-distance telephone call?** You should use Government-provided long-distance telephone service whenever possible.

- § 301-12.2 **Will FAA pay for me to make calls to conduct official business (e.g., calls to the office)?** Yes. FAA will pay the cost of any call to transact official business, however, you should use the Government-provided long-distance telephone service for such calls.

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§ 301-12.3	May I use the Government-provided long-distance telephone service to make calls to my residence?	<p>Yes, you may use the Government-provided long-distance service to call home, but only if:</p> <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.
§ 301-12.4	Will FAA pay for me to use a commercial long-distance telephone service to make calls to my residence?	<p>If you perform travel, other than extended stay travel, of 2 or more nights, FAA will pay your expenses as follows:</p>

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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> <ul style="list-style-type: none">(a) You suffer an incapacitating illness or injury as provided in § 301-30.2 of part 301-30 of this chapter;(b) You have a personal emergency situation as provided in § 301-30.3 of part 301-30 of this chapter arise; or(c) You must arrange for new transportation because your travel itinerary was changed after you began your travel.
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> <ul style="list-style-type: none">(a) You suffer an incapacitating illness or injury of the employee as provided in § 301-30.2 of part 301-30 of this chapter;(b) You have a personal emergency situation as provided in § 301-30.3 of part 301-30 of this chapter arise; or(c) You must arrange for new transportation because your travel itinerary was changed after you began your travel.

§ 301-12.5	Will FAA pay for me to make calls to my residence if I am performing an extended stay travel?	No.
§ 301-12.6	May I call the place where child care is being provided for my children?	Yes, if: <ul style="list-style-type: none">(a) You are allowed a phone call to your residence under §§ 301-12.3 or 301-12.4 of this part; and(b) You decide to call the place where child care is being provided to your children instead of calling residence.
§ 301-12.7	May I call the person who is watching my residence?	Yes, if: <ul style="list-style-type: none">(a) You are allowed a phone call to your residence under §§ 301-12.3 or 301-12.4 of this part; and(b) You decide to call the person who is watching your residence instead of calling your residence.

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§ 301-12.8 **Will FAA pay for me to use a phone on an airplane?** Only if the use of a phone on an airplane is necessary to conduct official business, and that business could not be completed upon arrival at your destination. You may not use phones on airplanes to call home. If you require a phone on an airplane, you should use discount service provided to the Government if at all possible.

Other Miscellaneous Expenses

§ 301-12.50 **What other miscellaneous expenses may FAA pay?** FAA may pay for any miscellaneous expenses you necessarily incur in connection with the transaction of official business. Examples of reimbursable miscellaneous expenses include:

General Expenses	Fees for Money	Travel Outside CONUS
Services of guides, interpreters, drivers	Fees for travelers checks	Commissions on conversion of foreign currency
Use of computers, printers, faxing machines, and scanners	Fees for money orders	Passport and/or visa fees
Services of typists, data processors, or stenographers	Fees for certified checks	Costs of photographs for passports and visas
Storage of property used on official business	Transaction fees for use of automated teller machines (ATM's)	Foreign country exit fees
Hire of conference center room or hotel room for official business		Costs of birth, health, and identity certificates
Faxes, telegrams, cablegrams, or radiograms		Charges for inoculations that cannot be obtained through a Federal dispensary