

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY
Chapter 301—Travel Allowances

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SUBPART A—GENERAL RULES

- § 301-11.1 **When does this part apply?** This part applies when you perform official travel away from your official station, within or outside CONUS.
- § 301-11.2 **Am I eligible for an allowance (either a per diem allowance or ASEA) for subsistence expenses?** Yes, if:
- (a) You perform official travel and:
 - (1) You are away from your official station;
 - (2) If you are stationed in the Washington DC area, your temporary duty site is:
 - (i) 25 miles or more from your residence; and
 - (ii) 25 miles or more from your office;
 - (3) If you are stationed in Atlantic City, New Jersey, your temporary duty site must be 50 miles or more from your official station;
 - (4) If you are stationed in Oklahoma City, Oklahoma, your temporary duty site must be 50 miles or more from your official station; and
 - (5) If you are stationed in any other area and the Regional Administrator defines a radius broader than your official station within which an allowance for subsistence expenses will not be paid for a specified period, and you perform official travel outside that broader radius within that period;
 - (b) You incur subsistence costs while performing official travel; and
 - (c) You are in a travel status for more than 12 hours.
- § 301-11.3 **Will FAA pay an allowance (either a per diem allowance or ASEA) for my subsistence expenses if my official travel is 12 hours or less?** No.

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- § 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); and
 - (4) Mailing cost associated with filing travel vouchers and payment of Government sponsored charge card billings.
- § 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 authorize you a special fixed rate per diem as provided in § 301-11.200(c) of this part;
 - (c) You lodge for 4 or more nights at no cost in Government quarters which provide kitchen facilities, in which case FAA will authorize a special fixed rate per diem as provided in § 301-11.200(f) of this part;
 - (d) You elect a fixed rate per diem for travel within CONUS as provided in § 301-11.200(g) of this part; or
 - (e) 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 (f) 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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§ 301-11.9	For extended stay travel to a foreign area what method will FAA use to pay the allowance for my subsistence expenses?	FAA will pay your per diem using the lodgings plus per diem method as provided in subpart B of this part unless: (a) FAA authorizes you a special fixed rate per diem as provided in § 301-11.200(a) of this part; (b) You lodge for 4 or more nights at no cost in Government quarters which provide kitchen facilities, in which case FAA will authorize a special fixed rate per diem as provided in § 301-11.200(f) of this part; or (c) FAA authorizes an ASEA as provided in subpart D of this part because special or unusual circumstances exist justifying the payment of an ASEA.
§ 301-11.10	Will FAA pay me a per diem and ASEA on the same trip?	Yes, FAA may pay both per diem and ASEA for subsistence expenses incurred on a single trip, but FAA will use only one method of reimbursement for any given calendar day. FAA must determine when the transition between the reimbursement methods occurs.
§ 301-11.11	Will FAA pay an allowance for subsistence expenses when my temporary duty assignment lasts one year or more?	Yes, if you are properly authorized. If your temporary duty assignment at a single location is expected to last one year and one day or more, you will be taxed on such travel from the day it is expected to last one year and one day or more, and FAA will not reimburse your income or employment taxes on such assignment. You may wish to consider a temporary change of station instead of a temporary duty assignment lasting one year and one day or more.
§ 301-11.12	When does my eligibility for payment of subsistence expense begin and end?	Your eligibility for payment of subsistence expense starts on the day you depart your home, office, or other authorized point and ends on the day you return to your home, office or other authorized point.
§ 301-11.13	Am I required to record departure/arrival dates and times on my travel claim?	You must record the date of departure from, and arrival at, the official station or any other place travel begins or ends. You must show this same information for points where you perform TDY or for a stopover or official rest stop location when the arrival or departure affects your per diem allowance or other travel expenses. You also should show the date for other points visited. You do not have to record departure/arrival times, but you must annotate your travel claim when your travel is more than 12 hours but does not exceed 24 hours to reflect that fact.

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Determination of Applicable Maximum Per Diem Rate

§ 301-11.20 **Where do I find the maximum per diem rates?** As follows:

For Travel In...	Rates Set By...	See...
Continental United States (CONUS)	Administrator of General Services	Federal Travel Regulation, Appendix A.
Non-foreign areas	Department of Defense (Per Diem, Travel and Transportation Allowance Committee (PDTATAC))	Per Diem Bulletins issued by PDTATAC and published periodically in the Federal Register. (Rates also appear in section 925 a per diem supplement to the Department of State Standardized Regulations (Government Civilians-Foreign Areas))
Foreign Areas	Department of State	A per diem supplement to section 925, Department of State Standardized Regulations (DSSR) (Government Civilians-Foreign Areas)

§ 301-11.21 **What is my “applicable maximum per diem rate”?** Your applicable maximum per diem rate is determined as follows:

For days of travel which...	Your applicable maximum per diem rate is...	
Require lodging,	The per diem rate applicable to the location of the temporary duty site that you are expected to be at 12:00 midnight, unless you are performing travel which requires a stopover, in which case the applicable maximum per diem rate is the maximum per diem rate applicable to your stopover point.	
Do not require lodging, and	Travel is more than 12 hours but less than 24 hours,	The maximum per diem rate applicable to the location of the temporary duty site (or the maximum per diem rate of the location with the highest M&IE rate when multiple locations are involved).
	Travel is 24 hours or more, and you are traveling to a new temporary duty site or stopover point at midnight,	The maximum per diem rate applicable to location of the temporary duty site or stopover point to which you are traveling.
	Travel is 24 hours or more, and you are returning to your official station,	The maximum per diem rate applicable to the previous day of travel.

§ 301-11.22 **What is my applicable maximum per diem rate if lodging is not available at my temporary duty site?** If lodging is not available at your temporary duty site, your applicable maximum per diem rate is the maximum per diem rate for your temporary duty location unless FAA authorizes or approves use of the maximum per diem rate for the location where lodging is obtained.

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§ 301-11.23 **How do I get a maximum per diem rate increased for a locality within CONUS?** If you travel to a location within CONUS where the per diem rate appears to be inadequate to meet necessary expenses, you may submit a request to ABU-110 in Washington, DC. ABU-110 will process your claim asking that the location be surveyed. The request must include pertinent lodging and meal cost data, and to the best of your knowledge, the number of nights FAA employees spend at the particular location.

Selection of Lodging and Determination of Allowable Lodging Costs

§ 301-11.40 **May I stay in a lodging facility of my choice?** Yes. You are encouraged to stay in lodging facilities that have been approved by FEMA as "approved accommodations".

§ 301-11.41 **What is my allowable lodging cost if I stay in conventional lodging?** When you stay in a conventional lodging facility (hotel/motel, boarding house, etc.) your allowable lodging cost is the single occupancy rate, unless you share a room with another Government employee on official travel in which case the allowable lodging cost is one half of the double occupancy rate as provided in § 301-11.44 of this part.

§ 301-11.42 **What is my allowable lodging cost if I stay in Government quarters?** Your allowable lodging cost is the fee or service charge you pay for use of the quarters, unless you share a room with another Government employee on official travel in which case the allowable lodging cost is one half of the fee or service charge for such quarters as provided in § 301-11.44 of this part.

§ 301-11.43 **What is my allowable lodging cost if I stay in nonconventional lodging?** Your allowable lodging costs are the costs of other types of lodging (including college dormitories, or similar facilities or rooms not offered commercially but made available to the public by area residents in their homes), although such costs are allowable only when:

- (a) There are no conventional lodging facilities in the area (e.g., in remote areas);
- (b) Conventional facilities are in short supply because of an influx of attendees at a special event (e.g., world's fair or international sporting event); or
- (c) Your mission requires you to stay in nonconventional lodging.

§ 301-11.44 **What is my allowable lodging cost if I use commercial or noncommercial lodging facilities or Government quarters and I share a room with another person?** Your allowable lodging cost is limited to one-half of the double occupancy rate if the person sharing the room is another Government employee on official travel. If the person sharing the room isn't a Government employee on official travel, your allowable lodging costs is limited to the single occupancy rate.

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- § 301-11.45** **What is my allowable lodging cost if I stay with a friend or relative?** When you lodge with a friend or relative, with or without charge, allowable lodging costs include the additional costs your host incurs in accommodating you only if you're able to substantiate the costs and FAA determines them to be reasonable. FAA will not pay the cost of comparable conventional lodging in the area or a flat "token" amount.
- § 301-11.46** **What is my allowable lodging cost if I stay in a recreational vehicle (trailer or camper)?** The following are allowable lodging costs:
- (a) Parking fees;
 - (b) Fees for connection, use, and disconnection of utilities (electricity, gas, water, and sewage);
 - (c) Bath or shower fees;
 - (d) Dumping fees; and
 - (e) If you are authorized to rent a recreational vehicle, then the rental cost of the recreational vehicle.
- § 301-11.47** **What are not allowable lodging costs if I stay in a recreational vehicle (trailer or camper)?** The following are not allowable lodging costs:
- (a) Depreciation of a personal recreational vehicle;
 - (b) The rental cost of the recreational vehicle if FAA does not determine in advance that use of a recreational vehicle is more advantageous to the Government.
- § 301-11.48** **Will FAA pay my allowable lodging costs?** Yes, except:
- (a) If you are paid a per diem under the lodgings-plus per diem system as provided in subpart B of this part, FAA will not pay your allowable lodging costs which exceed the maximum lodging amount;
 - (b) If you are paid an ASEA as provided in subpart D of this part, FAA will not pay your allowable lodging costs which exceed the maximum daily amount authorized by FAA;
 - (c) If you are paid a fixed rate per diem as provided in subpart C of this part, FAA will not reimburse your allowable lodging costs. (Your allowable lodging costs will be considered in establishing your fixed rate, however, when you are authorized a fixed rate under § 301-11.200(a) of this part.)

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- § 301-11.49** **How is my allowance for subsistence expenses affected if I do not arrive at my lodging location until after midnight?** Generally your allowance for subsistence expenses is based on your TDY location or stopover point. There may be instances, however, when you are en route and do not arrive at your lodging location until after midnight. In this case, you must claim your lodging cost for the preceding calendar day, and your allowance for subsistence expenses for that day will be determined as if you were at the lodging location at midnight of that day.
- § 301-11.50** **How does FAA compute my daily lodging amount when I rent lodging on a long-term basis?** When you obtain lodging on a long-term basis (e.g., weekly or monthly), FAA will compute your daily lodging amount by dividing the total lodging cost by the number of days in the rental period, except FAA will compute your daily lodging amount by dividing the total lodging cost by the number of days you would have occupied the lodging if you performed your travel as authorized provided:
- (a) You acted prudently in renting on a long-term basis; and
 - (b) The cost does not exceed the daily rental rate of conventional lodging.
- § 301-11.51** **What types of expenses may be considered part of my allowable lodging cost when I rent on a long-term basis?** When you rent a room, apartment, house, or other lodging on a long-term basis (e.g., weekly, monthly), the following expenses may be considered part of the lodging cost:
- (a) The rental cost;
 - (b) If unfurnished, the rental cost of appropriate and necessary furniture and appliances (e.g., stove, refrigerator, chairs, tables, bed, sofa, television, and vacuum cleaner);
 - (c) The cost of connecting/disconnecting and using utilities;
 - (d) Cost of reasonable maid fees and cleaning charges;
 - (e) Monthly telephone use fee (doesn't include installation and long-distance calls); and
 - (f) If ordinarily included in the price of a hotel/motel room in the area concerned, the cost of special user fees (e.g., cable TV charges and plug-in charges for automobile head bolt heaters).
- § 301-11.52** **What expenses will FAA pay if I prepay my lodging costs and my TDY is curtailed, canceled or interrupted for official purposes or for other reasons beyond my control that are acceptable to FAA?** If you acted reasonably and prudently in incurring the expense, and if you sought to obtain a refund or otherwise took steps to minimize the cost, FAA may pay expenses that are not refundable, including a forfeited rental deposit. FAA will not pay your expenses if you did not try to obtain a refund, if you did not take steps to minimize the costs, or if you did not act reasonably and prudently in incurring the prepaid lodging expenses.

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§ 301-11.53	Must I pay State and local taxes on lodging?	Yes, unless you are exempted by the State or local jurisdiction.
§ 301-11.54	Are State and local taxes on lodging charged on travel within CONUS an “allowable lodging cost”?	No. However, they are separately reimbursable if your subsistence expenses are paid using the lodgings plus per diem method authorized under subpart B of this part or if your subsistence expenses are paid using an ASEA under part D of this chapter. If you are paid a fixed rate per diem under part C of this chapter, the fixed amount includes reimbursement for State and local lodging taxes, and therefore, you will not receive separate reimbursement.
§ 301-11.55	Are taxes on lodging charged on travel outside CONUS an “allowable lodging cost”?	Yes. The State Department and Department of Defense include the cost of lodging taxes in determining the applicable per diem rate. Therefore, they are not separately reimbursed. If your subsistence expenses are paid using the lodgings plus per diem method authorized under subpart B of this part, FAA will reimburse your actual lodging cost including lodging taxes, not to exceed the maximum lodging amount as prescribed in subpart B of this part. If your subsistence expenses are paid using an ASEA authorized under subpart D of this part, FAA will reimburse your actual lodging cost including taxes, meals, and incidental expenses, not to exceed the maximum lodging amount as prescribed in subpart D of this part. If you are paid a fixed rate per diem under part C of this chapter, the fixed amount includes reimbursement for lodging taxes, and therefore, you will not receive separate reimbursement.
§ 301-11.56	How do I get an exemption from State and local taxes on lodging?	You must follow State and local requirements to claim an exemption, including filling out tax exemption forms, providing copies of your travel orders, or using the Contractor issued individually bill travel charge card. The General Services Administration provides a list of some of the jurisdictional requirements. The list is published on GSA’s website at http://policyworks.gov/org/main/mt/homepage/mtt .
§ 301-11.57	Must I obtain an exemption for State and local taxes if one is available?	Yes.
§ 301-11.58	Does FAA have a generic form to obtain State and local tax exemptions in all taxing jurisdictions?	No.

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Payment of Subsistence For Rest Periods, Nonworkdays, and Leave

- § 301-11.70** **May FAA authorize a rest period for me while I am traveling?**
- (a) FAA may authorize a rest period not in excess of 24 hours at either an intermediate point or at your destination if all of the following conditions are met::
- (1) Either your origin or destination point is outside CONUS;
 - (2) Your scheduled flight time, including stopovers, exceeds 14 hours;
 - (3) Travel is by a direct or usually traveled route; and
 - (4) Travel is by less than premium-class service.
- (b) When a rest stop is authorized the applicable subsistence rate is the rate for the rest stop location.
- § 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 emergency travel is involved due to an incapacitating illness or injury, in which case the rules in part 301-30 of this chapter govern.
- § 301-11.72** **Will FAA pay me an allowance for subsistence expenses on a nonworkday (weekend, legal Federal Government holiday, or other scheduled nonworkday such as an alternate work schedule off day) while I am on official travel?**
- FAA will pay you an allowance for subsistence expenses on a nonworkday unless you:
- (1) Return to your official station or to the home from which you commute to your official station;
 - (2) Are in a leave status at the end of the workday before the nonworkday(s) and at the beginning of the workday following the nonworkday(s), and the period of leave on either of those days is more than one-half of the prescribed working hours for that day; or
 - (3) Take leave for all of the prescribed working hours since your previous nonworkday.

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- § 301-11.73** **How is my allowance for subsistence expenses affected if I am authorized to return home at Government expense for nonworkdays as provided in § 301-10.6?**
- As follows:
- (a) FAA will not pay an allowance for subsistence expenses while you are at your home or official station;
 - (b) FAA will pay an allowance for subsistence expenses while you travel en route between your temporary duty station and your home (first and last day of travel rules will apply);
 - (c) If you are reimbursed for your actual lodgings expenses (under the lodgings plus per diem method or ASEA), your daily lodging amount will be adjusted as provided in § 301-11.50 of this part by excluding the nights you did not occupy the lodging because of your authorized trip home;
 - (d) If you are paid a fixed amount, the rules in § 301-11.215 of this part apply; and
 - (e) You will be paid round trip transportation as provided in § 301-10.6 of part 302-10 of this chapter.
- § 301-11.74** **How is my allowance for subsistence expenses affected if I voluntarily return home for nonworkdays as provided in § 301-10.6?**
- As follows:
- (a) FAA will not pay an allowance for subsistence expenses while you are at your home or official station;
 - (b) If you are reimbursed for your actual lodgings expenses (under the lodgings plus per diem method or ASEA), your daily lodging amount will not be adjusted as provided in § 301-11.50 of this part by excluding the nights you did not occupy the lodging because of your voluntary return home; and
 - (c) If you are paid a fixed amount, the rules in § 301-11.215 of this part apply; and
 - (d) You will be paid round trip transportation expenses as provided in § 301-10.6 of part 302-10 of this chapter and subsistence expenses while you travel en route between your temporary duty site and your home (first and last day of travel rules will apply) not to exceed what FAA would have paid if you had remained at your temporary duty location.

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§ 301-11.75	How is my allowance for subsistence expenses affected if I voluntarily travel to a location other than my TDY location, official station, or residence on a nonworkday?	You will continue to receive your allowance for subsistence expenses if you are eligible for payment of an allowance for subsistence expenses on nonworkdays as provided in § 301-11.72. Your allowance will be governed by the following rules: <ul style="list-style-type: none">(a) Your applicable maximum per diem rate will be determined based on your TDY site as provided in §§ 301-11.20 through 301-11.23;(b) Your applicable maximum per diem rate will not be computed based on the location where you stay on the nonworkday;(c) You will not receive reimbursement for lodging at both locations;(d) Your flat rate per diem will not be adjusted if you are paid a flat rate for subsistence expense as provided in subpart C of this part; and(e) You will not receive reimbursement for any transportation costs to the alternate location.
§ 301-11.76	Will FAA pay an allowance for subsistence expenses if I interrupt leave to travel to a temporary duty assignment at a location other than my leave point?	Yes, FAA will pay you an allowance for subsistence expenses while you are away from your leave point.
§ 301-11.77	Will FAA pay an allowance for subsistence expenses if I must perform a temporary duty assignment at my leave point while I am on leave?	FAA will pay you an allowance for subsistence expenses only on days where you work one half or more of your normal working hours. FAA will pay only your allowable lodging costs which exceed what you would have paid had you not been asked to perform temporary duty at your leave point.
§ 301-11.78	Will FAA pay an allowance for subsistence expenses if I must interrupt leave to report to my official station ?	No.

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SUBPART B—PER DIEM—LODGINGS-PLUS METHOD

- § 301-11.100 **What will FAA pay me for my lodging costs under the lodgings-plus per diem method?** When travel is more than 12 hours and overnight lodging is required you are reimbursed your actual lodging cost not to exceed the maximum lodging amount of your applicable maximum per diem rate.
- § 301-11.101 **Will FAA pay me an amount for State and local taxes in addition to my lodging costs?**

If your travel is to a temporary duty site...	Then
Within CONUS,	Yes. FAA will pay your State and local lodging taxes separately from your allowable lodging costs. There is no dollar limit on State and local lodging taxes, however, FAA will only pay the amount of taxes that relates to reimbursable allowable lodging costs. FAA will not pay State and local taxes related to allowable lodging costs in excess of the maximum allowable amount. FAA will prorate State and local taxes based on the ratio of the reimbursable allowable lodging cost over the total lodging cost.
Outside CONUS,	No. You should ask about taxes when placing your reservation. FAA will not pay you an additional amount or authorize ASEA for lodging taxes.

- § 301-11.102 **What will FAA pay me for meals and incidental expenses (M&IE) under the lodgings-plus per diem method?** (a) Except as provided in paragraph (b) of this section, FAA will pay you an allowance computed as follows:

When travel is:	FAA will pay you:
More than 12 hours but less than 24 hours,	.75 times the applicable M&IE rate.
24 hours or more, on	
The day of Departure,	.75 times the applicable M&IE rate.
Full days of travel,	The applicable M&IE rate.
The last day of travel,	.75 times the applicable M&IE rate.

- (b) If you travel by vessel, either commercial or Government, FAA will determine an appropriate M&IE rate within the applicable maximum rate allowable.

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§ 301-11.103 **What is the applicable M&IE rate?**

For days of travel which...	Your applicable M&IE rate is...
Require lodging,	The M&IE rate applicable for the temporary duty location, or stopover point, if you require a stopover.
Do not require lodging, and	The M&IE rate applicable to the TDY site (or the highest M&IE rate applicable when multiple locations are involved).
Travel is more than 12 hours but less than 24 hours,	
Travel is 24 hours or more, and you are traveling to a new temporary duty site or stopover point at midnight,	The M&IE rate applicable to the temporary duty site or stopover point.
Travel is 24 hours or more, and you are returning to your official station,	The M&IE rate applicable to the previous day of travel.

§ 301-11.104 **What M&IE rate will I receive if a meal(s) is furnished at nominal or no cost by the Government or is included in the registration fee?**

Your M&IE rate must be adjusted for a meal(s) furnished to you, with or without cost, by deducting the appropriate amount shown in the chart below for CONUS travel or in Appendix B for OCONUS travel. If you are charged for a meal that has been deducted, FAA will reimburse you up to the deduction amount. In no case may deducted amounts cause you to receive less than the amount allowed for incidental expenses.

M&IE	\$30	\$34	\$38	\$42	\$46
Breakfast	6	7	8	9	10
Lunch	6	7	8	9	10
Dinner	16	18	20	22	24
Incidentals	2	2	2	2	2

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|--------------|---|---|
| § 301-11.105 | Will FAA reduce my M&IE payment for a meal(s) provided by a common carrier or for a complimentary meal(s) provided by a hotel/motel? | No. A meal provided by a common carrier or a complimentary meal provided by a hotel/motel doesn't affect your per diem. |
| § 301-11.106 | How is my per diem calculated when I travel across the international dateline (IDL)? | When you cross the IDL your actual elapsed travel time will be used to compute your per diem entitlement rather than calendar days. |
| § 301-11.107 | Must I itemize expenses to substantiate my claimed travel expenses? | You must itemize your lodging expenses, but you do not have to itemize your M&IE. |
| § 301-11.108 | Must I provide receipts to substantiate my claimed travel expenses? | You must provide a lodging receipt, regardless of cost. You do not need to provide a receipt for any meal or incidental expense. |

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SUBPART C—PER DIEM—FIXED RATE METHOD

- § 301-11.200** **Under what circumstances will I receive a fixed rate per diem?**
- You will receive a fixed per diem rate under the following circumstances:
- (a) FAA establishes a special fixed rate at a rate below the maximum per diem rate because:
 - (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 temporary duty assignment to a nonforeign location other than the Washington, D.C., area as provided in paragraph (d) of this section or Atlantic County, New Jersey, as provided in paragraph (e) of this section 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 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, (FAA will pay for subsistence expenses 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.);
 - (d) You are performing an extended temporary duty assignment to the Washington, D.C., area (including 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) 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;

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- (e) You are performing an extended temporary duty 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;
- (f) You lodge for 4 nights or more at no cost in Government quarters which provide kitchen facilities; or
- (g) 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 (f) of this section).

§ 301-11.201 **What will FAA pay me under the fixed rate per diem method?** FAA will pay you the following:

On...	You receive...
The first day of travel,	The fixed rate as provided in § 301-11.202 of this part.
On all full days of travel,	The fixed rate as provided in § 301-11.202 of this part.
On the last day of travel	An amount of .75 times the applicable M&IE rate as determined in § 301-11.103 of this part, unless FAA establishes a fixed rate that is lower than .75 times the applicable M&IE rate as determined in § 301-11.103 of this part.

§ 301-11.202 **What is my "fixed rate" under the fixed rate per diem method?** Your fixed rate is determined as follows:

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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 temporary duty assignment to a nonforeign area other than CMD, the Washington, D.C., area, or Atlantic County, New Jersey, which requires payment of a fixed rate as provided in § 301-11.200(b),	A rate determined as follows: <ol style="list-style-type: none">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;Multiply the meals portion of the applicable M&IE rate as determined in § 301-11.103 of this part by .6; andAdd 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. (FAA will pay for subsistence expenses related to other training courses at CMD using the lodgings plus per diem method, including the applicable reductions for Government furnished meals as provided in § 301-11.103 of this part.)
You are performing an extended temporary duty assignment in the Washington, D.C., area, which requires payment of a fixed rate as provided in § 301-11.200(d),	\$ 102.
You are performing an extended temporary duty assignment in Atlantic County, New Jersey, which requires payment of a fixed rate as provided in § 301-11.200(e),	A rate determined as follows: <ol style="list-style-type: none">Multiply the maximum lodging amount applicable to Atlantic City, New Jersey during the highest cost season of the calendar year by .6;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; andAdd 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 lodge for 4 or more nights at no cost in Government quarters which provide kitchen facilities as provided in § 301-11.200(f),	A rate determined as follows: <ol style="list-style-type: none">Multiply the meals portion of the applicable M&IE rate as determined in § 301-11.103 of this part by .6; andAdd the amount computed in paragraph (a) and the incidental expense amount of the applicable M&IE rate as determined in § 301-11.103 of this part.
You select a fixed rate per diem instead of lodgings plus per diem as provided in § 301-11.200(g),	A rate determined by multiplying the applicable maximum lodging rate by .8 and adding the applicable M&IE rate.

Amendment 3

Effective Date: January 1, 1999

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§ 301-11.203	How is my fixed rate per diem affected if I stay with friends or relatives?	Your fixed rate may not exceed the applicable M&IE rate as determined in § 301-11.103 of this part.
§ 301-11.204	Will FAA reduce my fixed rate per diem for a meal(s) provided by a common carrier or for a complimentary meal(s) provided by a hotel/motel?	No. A meal provided by a common carrier or a complimentary meal provided by a hotel/motel doesn't affect your per diem.
§ 301-11.205	How is my fixed rate per diem calculated when I travel across the international dateline (IDL)?	Generally, if you travel across the IDL and are authorized a fixed rate per diem under § 301-11.200(a) of this part, your authorizing official should authorize the amount you will receive on each day. In all other instances (i.e., such amount is not specifically authorized on a day by day basis or you are authorized a fixed rate under §§ 301-11.200 (b) through (g) of this part), your actual elapsed travel time will be used to compute your per diem entitlement rather than calendar days.
§ 301-11.206	Must I be authorized my fixed rate in advance of travel?	Yes, you must be authorized a specific amount before you begin travel. If you are selecting the fixed rate option as provided in § 301-11.200(g) of this part, you must select the option prior to your travel. You will not be able to select a fixed rate option after travel is performed.
§ 301-11.207	Must I inform my authorizing official before my fixed rate per diem is authorized if I will not use commercial lodging or Government quarters?	Yes. This information is necessary to establish the proper fixed rate reimbursement for you. If you fail to provide this information to your authorizing official, then: <ul style="list-style-type: none">(a) Your fixed rate authorization will be considered invalid;(b) You will be reimbursed under lodgings plus;(c) You will be responsible for any excess payment; and(d) FAA will treat such excess as a debt to the Government.
§ 301-11.208	Must I stay in commercial lodging or another type of lodging which requires payment of an allowable lodging costs?	Yes, if your authorized fixed rate is intended to cover lodging. If you do not stay in such lodging, then: <ul style="list-style-type: none">(a) Your fixed rate authorization will be considered invalid;(b) You will be reimbursed under lodgings plus;(c) You will be responsible for any excess payment; and(d) FAA will treat such excess as a debt to the Government.

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§ 301-11.209	Must FAA pay me my fixed rate if I perform the travel as authorized?	Yes.
§ 301-11.210	May I receive an additional amount if my fixed rate does not cover my subsistence expenses?	<p>No. You may, however, be authorized to use lodgings plus per diem as provided in subpart B of this part or an ASEA as provided in subpart D of this part for a particular day if the following conditions are met:</p> <ul style="list-style-type: none">(a) You were authorized a fixed rate under § 301-11.200(a) of this part;(b) Your reduced rate was based on the Government providing you lodging and/or meals at no cost;(c) You make a reasonable effort to obtain the Government provided lodging and/or meals (e.g., making reservations with the Government lodging facility as soon as possible after notification, and planning your schedule to obtain meals at Government facilities);(d) The Government cannot provide you the lodging and/or meals that was the basis for your reduced rate; and(e) You are required to obtain lodging and/or meals at cost.
§ 301-11.211	Will FAA pay me an additional amount for lodging taxes if I receive a fixed rate under this subpart?	No. When you are paid a fixed rate as provided in § 301-11.200(a), however, FAA will consider your lodging taxes when determining the amount of your fixed rate.
§ 301-11.212	May I keep the amount of the fixed rate which exceeds my subsistence expenses?	Yes.
§ 301-11.213	Must I itemize my expenses on my travel claim?	No. You will be paid the fixed amount without itemization.
§ 301-11.214	Must I provide proof that I used commercial lodging, or that I had to pay to use some other type of lodging?	You will not need to submit a receipt with your travel claim. The authorizing official may, however, request documentation substantiating that you used commercial lodging or had to pay to use some other type of lodging.

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- § 301-11.215** **How is my fixed rate per diem affected if I enter into a long-term rental and return to my official station during nonworkdays?**
- If you return to your official station, FAA will not pay the fixed rate per diem while you are at your official station whether the return travel is authorized or unauthorized. FAA will, however, consider authorized trips to your official station in determining your actual daily lodgings costs if you are authorized a fixed rate under § 301-11.200(a) of this part. You will be expected to pay your lodging costs from the fixed amount you receive while at the temporary duty site, so you should consider the time for which you will not receive per diem in selecting your lodging facility.

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SUBPART D—ACTUAL SUBSISTENCE EXPENSES ALLOWANCE (ASEA)

- § 301-11.300 **Under what circumstances may FAA pay me an ASEA?** FAA may pay an ASEA for subsistence expenses when your per diem allowance is inadequate because subsistence expenses are unusually high due to special or unusual circumstances.
- § 301-11.301 **What are “special or unusual circumstances” that warrant payment of an ASEA?** “Special or unusual circumstances” are events that cause the applicable maximum per diem rate to be inadequate due to an unforeseen rise in lodging rates or a requirement that you use high cost facilities to accomplish your mission. Examples of “special or unusual circumstances” include the following:
- (a) You necessarily procure lodging and meals at a prearranged place such a hotel where a meeting, conference or training session is held;
 - (b) You travel to an area where subsistence rates have escalated for a short period of time during special functions or events (e.g., missile launching periods, international or national sports events, world’s fairs, conventions, natural disasters); affordable lodging accommodations can’t be obtained within a reasonable commuting distance of the TDY location; and transportation costs to commute to/from the less expensive lodging facility consume most of or all of the savings achieved from occupying less expensive lodging;
 - (c) Because of special duties of your assigned mission you necessarily incur unusually high expenses such as to procure superior or extraordinary accommodations including a suite or other accommodations for which the charge is well above that which you normally would incur; or
 - (d) You necessarily incur unusually high expenses when your assignment requires you to accompany another employee in a situation as described in paragraph (c) of this section.
- § 301-11.302 **What will FAA pay me under the ASEA?** FAA will pay:
- (a) Your actual lodging, meal, and incidental expenses not to exceed the “maximum daily amount”; and
 - (b) When you travel within CONUS, your State and local lodging taxes regardless of amount. FAA, however, will only pay the amount of taxes that relates to reimbursable allowable lodging costs. FAA will not pay State and local taxes related to allowable lodging costs in excess of the maximum daily amount. FAA will prorate State and local taxes based on the ratio of the reimbursable allowable lodging cost over the total lodging cost.

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§ 301-11.303	What is the “maximum daily amount” that I may be reimbursed under ASEA?	The “maximum daily amount” is an amount established by FAA not to exceed 300 percent (rounded to the next higher dollar) of the applicable maximum per diem rate.
§ 301-11.304	Should I request reimbursement under ASEA before or after travel?	You should request reimbursement under ASEA in advance of travel. However, you may request approval after completion of your travel when supported by an explanation acceptable to FAA. You must furnish appropriate justification to support your request.
§ 301-11.305	What will FAA pay if my expenses are less than the maximum daily amount?	FAA will pay only your actual expenses. FAA will not pay you the difference between your actual expenses and the maximum daily amount when you’re authorized ASEA and your expenses are less than the maximum daily amount.
§ 301-11.306	What if my actual expenses exceed the maximum daily amount?	FAA will only pay your actual expenses up to the maximum daily amount. You are responsible for any amount in excess of the maximum daily amount.
§ 301-11.307	May my allowable lodging costs exceed 300 percent of the maximum lodging amount or my M&IE exceed 300 percent of the applicable M&IE rate?	Yes, so long as the sum of your allowable lodging costs and M&IE does not exceed the maximum daily amount.
§ 301-11.308	Must I itemize my expenses on my travel claim?	<p>You must itemize all expenses, including M&IE, (each meal must be itemized separately) for which you will be reimbursed under ASEA, except:</p> <ul style="list-style-type: none">(a) You may average expenses that do not accrue daily (e.g., laundry, dry cleaning, etc.) over the number of days FAA authorizes or approves ASEA; and(b) You do not have to itemize your M&IE if your M&IE is equal to or lower than the applicable M&IE rate under the lodgings plus per diem method as provided in subpart B of this chapter.

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- § 301-11.309** **Must I provide receipts to substantiate my claimed travel expenses?**
- Yes, you must provide:
- (a) A lodging receipt, regardless of cost; and
 - (b) A receipt for any other subsistence expense that is \$75 or more, unless:
 - (1) You provide a reason acceptable to FAA explaining why you are unable to provide the necessary receipt; or
 - (2) Your M&IE is equal to or lower than the applicable M&IE rate under the lodgings plus per diem method as provided in subpart B of this chapter.

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Chapter 302—Relocation Allowances

PART 302-3—RELOCATIONS RELATED TO A PERMANENT CHANGE OF STATION

SUBPART A—GENERAL RULES

Sec.

- 302-3.1 Am I eligible for a permanent change of station (PCS) at Government expense?
302-3.2 Who is not eligible for a PCS at Government expense?
302-3.3 Must FAA authorize my PCS at Government expense?
302-3.4 Under what circumstances will FAA authorize payment of my relocation expenses in connection with a transfer to a new official station?
302-3.5 Do I have to report for duty before FAA will pay my relocation expenses?

Distance Requirements

- 302-3.20 Will FAA authorize payment of my relocation expenses when the distance between my old and new official station is less than 10 miles?
302-3.21 Will FAA authorize payment of my relocation expenses when the distance between my old and new official station is 10 miles or more but less than 50 miles?
302-3.22 Will FAA authorize payment of my relocation expenses when the distance between my old and new official station is 50 miles or more but less than 100 miles?
302-3.23 Will the FAA authorize payment of my relocation expenses when the commute from my old residence to the new official station is less than my commute from the old residence to my old official station?
302-3.24 When is my relocation considered “incident to a change of official station”?
302-3.25 Are there any other distance limitations that apply to my relocation?

Timing Requirements

- 302-3.40 When should I begin travel and transportation under this chapter?
302-3.41 Should I begin my travel and transportation before I have been authorized?
302-3.42 When is the latest that my immediate family or I may begin travel and transportation?
302-3.43 May FAA allow me an extension on the 18 month deadline to begin travel and transportation?
302-3.44 Does my period for beginning travel and transportation include periods while I am performing official travel?
302-3.45 Does my period for beginning travel and transportation include periods while I am furloughed to perform active military service?
302-3.46 Does my period for beginning travel and transportation include periods when I am relocated to a post of duty and travel and transportation is not possible due to shipping restrictions?
302-3.47 What is an “extenuating circumstance” warranting an extension of the 18 month deadline to begin travel and transportation?

Service Agreements

- 302-3.60 What is a “service agreement”?
302-3.61 Must I sign a service agreement if I am a transferring employee?
302-3.62 Must I sign a service agreement if I am a new appointee?
302-3.63 Must I sign a service agreement if I am an employee who is returning from a post of duty outside the Continental United States (CONUS) after completing an assignment?
302-3.64 Must I sign a service agreement if I am receiving a “last move home” benefit?

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- 302-3.65 How long is my service agreement effective?
302-3.66 What am I liable for if I violate a term of the service agreement?
302-3.67 Is there a circumstance where I may break my service agreement without assuming liability?
302-3.68 Does a subsequent transfer absolve my liability under the service agreement of my first relocation?

SUBPART B—TRANSFER WITHIN THE CONTINENTAL UNITED STATES

Sec.

- 302-3.100 Who may authorize my transfer at Government expense to a new official station within CONUS?
302-3.101 What expenses must FAA pay?
302-3.102 What expenses may FAA pay?

SUBPART C—TRANSFER OUTSIDE THE CONTINENTAL UNITED STATES

Sec.

- 302-3.200 Who may authorize my transfer at Government expense to a new post of duty?
302-3.201 What expenses must FAA pay when I transfer to a post of duty?
302-3.202 What expenses may FAA pay when I transfer to a post of duty?
302-3.203 What expenses will FAA not pay when I transfer to a post of duty?
302-3.204 What is my “designated place of residence”?
302-3.205 Who determines what is my designated place of residence?
302-3.206 When must FAA determine my designated place of residence?
302-3.207 May I change my designated place of residence after I am transferred to my new post of duty?

SUBPART A—GENERAL RULES

- § 302-3.1 **Am I eligible for a permanent change of station (PCS) at Government expense?** Yes, if you are:
- (a) An employee transferring from one official station to another; or
 - (b) A former employee who was subject to a reduction in force and is eligible for a PCS under § 302-2.201.
- § 302-3.2 **Who is not eligible for a PCS at Government expense?** The following individuals are not eligible for a PCS at Government expense:
- (a) A new appointee (see part 302-5, however, for payment of relocation expenses for assignment of a new appointee);
 - (b) A student trainee (see part 302-5, however, for payment of relocation expenses for assignment of a new appointee);
 - (c) An employee returning from an assignment outside CONUS for separation from Government service; or
 - (d) An employee receiving a “last move home” benefit.

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- § 302-3.63 **Must I sign a service agreement if I am an employee who is returning from a post of duty outside the Continental United States (CONUS) after completing an assignment?** You must sign a service agreement if you are an employee who is performing a permanent change of station from a post of duty outside CONUS to a new official station within CONUS, even if your new official station is the same station within CONUS from which you transferred to your post of duty outside CONUS. If you are exercising your rights to return to your old official station within CONUS from which you transferred to your post of duty outside CONUS as provided in Part 302-6 of this chapter, however, you do not need to sign a service agreement.
- § 302-3.64 **Must I sign a service agreement if I am receiving a “last move home” benefit?** No.
- § 302-3.65 **How long is my service agreement effective?** As follows:

If your new official station is...	Your service agreement is effective for...
Within CONUS,	12 months following the effective date of transfer.
Outside CONUS,	A period agreed upon by you and FAA but at least 12 months following the effective date of transfer and no longer than 36 months after the effective date of transfer.

- § 302-3.66 **What am I liable for if I violate a term of the service agreement?** As follows:

If...	Then...
You do not complete the first year of your service agreement,	You are responsible for all relocation costs paid under your service agreement. FAA will treat those expenses as a debt to the U.S. Government.
You complete the first year of your service agreement, but do not complete your entire period of service,	You are not responsible for any relocation costs that you have incurred prior to the date you break your service agreement. FAA, however, will not pay any relocation expenses incurred after the date you break your service agreement.

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- § 302-3.67** **Is there a circumstance where I may break my service agreement without assuming liability?** You may break your service agreement if you separate for reasons beyond your control and acceptable to FAA. For example:
- (a) You have an illness which was not induced by your misconduct;
 - (b) You are called to active duty in the Armed Forces;
 - (c) You are separated for the convenience of the Government;
 - (d) You are separated because you are not capable of performing the duties for which you were recruited or for other duties assigned;
 - (e) You are separated as a result of a reduction in force; and
 - (f) You retire from Government service.
- § 302-3.68** **Does a subsequent transfer absolve my liability under the service agreement of my first relocation?** No. You are liable for relocation expenses paid under the initial service agreement until the completion of that service agreement whether you relocate in the interest of the Government or for personal reasons. You are also liable for relocation expenses paid under any subsequent agreements until the completion of those service agreements.

SUBPART B—TRANSFER WITHIN THE CONTINENTAL UNITED STATES

- § 302-3.100** **Who may authorize my transfer at Government expense to a new official station within CONUS?** The Administrator, the Deputy Administrator, Associate/Assistant Administrators, Regional Administrators, Center Directors, and the Chief Counsel. They may redelegate the authority to authorize your transfer to an appropriate level, but no lower than division managers in Washington, DC, branch managers in the Aviation Standards field office at the Aeronautical Center, managers of field offices reporting to Aviation Standards National Field Office, and branch managers and other appropriate high level officials in regional field organizations.