

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); 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.

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 301—Travel Allowances

- § 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(f) 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 (e) 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.

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 301—Travel Allowances

- § 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) 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.

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 301—Travel Allowances

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.

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 301—Travel Allowances

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, 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.);
 - (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;

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 301—Travel Allowances

- (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 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 (e) 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.

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 301—Travel Allowances

§ 301-11.202 **What is my “fixed rate” under the fixed rate per diem method?** Your fixed rate is determined 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 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),	<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.)
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),	<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(f),	A rate determined by multiplying the applicable maximum lodging rate by .8 and adding the applicable M&IE rate.

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 301—Travel Allowances

§ 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 (f) 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(f) 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.