

FEDERAL AVIATION ADMINISTRATION  
June 28, 2001

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY  
AMENDMENT 11

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.

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 reflect changes to the method of paying subsistence expenses to employees who take leave while performing extended stay travel. This amendment is intended to provide equitable payment to employees who perform extended stay assignments.
2. **When are these revisions effective?** The revisions are effective July 1, 2001.
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% of the maximum lodging amount of the applicable per diem rate plus 60% of the meals portion of the applicable meal and incidental expense (M&IE) allowance and 100% 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. Since FAA is paying a reduced fixed rate per diem for subsistence expenses, most employees on extended stay assignments enter into agreements with facilities that offer a reduced lodging cost that requires monthly lodging payments instead of daily lodging payments. If the employee did not enter into an agreement to provide a reduced lodging

cost, he/she would incur a significant lodging cost. FAA would have to bear increased costs to equitably reimburse the employee.

- d. FAA adopted the Federal Travel Regulation (FTR)(41 CFR Subchapter F) policy regarding payment of subsistence expenses (both lodging and M&IE) on days of leave and on days when an employee returns to his/her official station. The FAATP policy is that FAA does not pay any allowance for subsistence expenses on days of leave or on days when an employee returns home.
- e. The FAATP policy means that FAA does not pay the fixed rate on days of leave or on days when the employee returns to his/her official station. The lodging facility, however, continues to charge the employee lodging costs on days of leave or on days when the employee returns to his/her official station. Consequently, when an employee takes leave or returns to his/her official station, the prohibition on payment of per diem can, in some instances, cause a significant financial burden on the employee.
- f. This amendment modifies existing policy to allow payment of a reduced rate for lodging expenses on days of leave and on days when the employee returns home under one specific circumstance. That circumstance is that the employee meets all of the following conditions: (1) the temporary duty location is located in a nonforeign location; (2) the employee procures lodging on a long term basis (e.g., sign a lease for a period of time); (3) the employee acts prudently in renting on a long term basis; (4) the employee cannot break the lease or other rental agreement; (5) the employee is charged lodging costs under the rental or lodging agreement even though you are not occupying the quarters; and (6) the employee is authorized a fixed rate because he/she is performing an extended stay assignment. To qualify for payment of the lodging expenses on days of leave and on days when the employee returns home, the employee must provide the accounting office with proof that the employee is in a lodging arrangement which cannot be broken (e.g., proof the lodging is procured on a weekly/monthly basis). If the employee qualifies, then FAA will pay the employee 60% of the maximum lodging amount of the applicable per diem rate on days of leave and on days when the employee returns home.
- g. Under previous policy, FAA could pay per diem on days when an employee must take leave due to an incapacitating illness or injury, regardless of the type of leave (sick or annual) or type of assignment (short term or extended stay). This amendment does not change that policy.
- h. The FAATP defines the term “extended stay assignment.” In a few places, however, the FAATP used the term “extended temporary duty assignment” instead of “extended stay assignment.” This amendment makes an editorial change of the term “extended temporary duty assignment” to “extended stay assignment” to provide uniformity throughout the FAATP.

- i. The FAATP refers to the lodging-plus per diem method of paying the allowance for subsistence expenses. In some references, it hyphenates “lodgings-plus,” and in some references, it does not hyphenate the phrase. This amendment makes editorial changes to the references “lodgings plus” by inserting a hyphen to provide uniformity throughout the FAATP.

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

- a. Section 300-3.21 is revised by removing the phrase “lodgings plus” in the question, and by adding in its place, the phrase “lodgings-plus”.
- b. Section 301-11.2 is revised to read as follows:

§ 301-11.2	<b>Am I eligible for an allowance (either a per diem allowance or ASEA) for subsistence expenses?</b>	<p>Yes, if:</p> <ul style="list-style-type: none"> <li>(a) You perform official travel and:           <ul style="list-style-type: none"> <li>(1) You are away from your official station, unless you are performing an extended stay assignment and meet the qualification for payment of per diem on days of leave because you are in a long term lodging arrangement and meet all the required conditions in § 301-11.71(b) of this part;</li> <li>(2) If you are stationed in the Washington DC area, your temporary duty site is:               <ul style="list-style-type: none"> <li>(i) 25 miles or more from your residence; and</li> <li>(ii) 25 miles or more from your office;</li> </ul> </li> <li>(3) If you are stationed in Atlantic City, New Jersey, your temporary duty site must be 50 miles or more from your official station;</li> <li>(4) If you are stationed in Oklahoma City, Oklahoma, your temporary duty site must be 50 miles or more from your official station; and</li> <li>(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;</li> </ul> </li> <li>(b) You incur subsistence costs while performing official travel; and</li> <li>(c) You are in a travel status for more than 12 hours.</li> </ul>
------------	---	--

- c. Section 301-11.6 is revised by removing the phrase “lodgings plus” in the question, and by adding in its place, the phrase “lodgings-plus”.
- d. Section 301-11.7 is revised by removing the phrase “lodgings plus”, and by adding in its place the phrase “lodgings-plus”.
- e. Section 301-11.9 is revised by removing the phrase “lodgings plus”, and by adding in its place the phrase “lodgings-plus”.
- f. Section 301-11.71 is revised to read as follows:

<b>§ 301-11.71</b>	<b>Will FAA pay me an allowance for subsistence expenses on days I take leave while I am on official travel?</b>	<p>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:</p> <ul style="list-style-type: none"> <li>(a) Emergency travel is involved due to an incapacitating illness or injury, in which case the rules in part 301-30 of this chapter govern; or</li> <li>(b) You are performing an extended stay assignment, and all of the following conditions apply: <ul style="list-style-type: none"> <li>(1) Your temporary duty location is located in a nonforeign location;</li> <li>(2) You procure lodging on a long term basis (e.g., you sign a lease for a period of time);</li> <li>(3) You act prudently in renting on a long term basis;</li> <li>(4) You cannot break the lease or other rental agreement;</li> <li>(5) You are charged lodging costs under the rental or lodging agreement even though you are not occupying the quarters;</li> <li>(6) You are authorized a fixed rate as provided in § 301-11.8 of this part; and</li> <li>(7) You provide FAA with proof that you are in a lodging arrangement which cannot be broken (e.g., proof the lodging is procured on a weekly/monthly basis).</li> </ul> </li> </ul>
--------------------	--	---

g. Section 301-11.73 is revised to read as follows:

- § 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) In a situation where you are performing an extended stay assignment and you qualify for payment of per diem on days of leave under § 301-11.71(b) of this part, the following rules apply:
    - (1) FAA will pay you an allowance for subsistence expenses equal to 60% of the maximum lodging amount provided for your temporary duty location while you are at your home or official station; and
    - (2) You will be paid round trip transportation as provided in § 301-10.6 of part 301-10 of this chapter.
  - (b) In all other situations, the following rules apply:
    - (1) FAA will not pay an allowance for subsistence expenses while you are at your home or official station;
    - (2) 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);
    - (3) If you are reimbursed for your actual lodgings expenses on a daily basis (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;
    - (4) If you are paid a fixed amount, the rules in § 301-11.215 of this part apply; and
    - (5) You will be paid round trip transportation as provided in § 301-10.6 of part 301-10 of this chapter.

h. Section 301-11.74 is revised to read as follows:

- § 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) In a situation where you are performing an extended stay assignment and you qualify for payment of per diem on days of leave under § 301-11.71(b) of this part, the following rules apply:
    - (3) FAA will pay you an allowance for subsistence expenses equal to 60% of the maximum lodging amount applicable to your temporary duty location while you are at your home or official station; and
    - (4) You will be paid any transportation costs not to exceed the amount of the M&IE you do not receive as a result of your voluntary return home.
  - (b) In all other situations, the following rules apply:
    - (1) FAA will not pay an allowance for subsistence expenses while you are at your home or official station;
    - (2) 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;
    - (3) If you are paid a fixed amount, the rules in § 301-11.215 of this part apply; and
    - (4) You will be paid round trip transportation expenses as provided in § 301-10.6 of part 301-10 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.

i. Section 301-11.200 is revised by removing the phrase “extended temporary duty assignment” wherever it occurs, and by adding in its place, the phrase “extended stay assignment”; and by removing the phrase “lodgings plus”, and by adding in its place the phrase “lodgings-plus”.

j. Section 301-11.202 is revised by removing the phrase “extended temporary duty assignment” wherever it occurs, and by adding in its place, the phrase “extended stay assignment”; and by removing the phrase “lodgings plus”, and by adding in its place the phrase “lodgings-plus” and by amending the opening phrase to read as follows:

”Your fixed rate is determined by using the following chart, except when you are authorized payment of an allowance for subsistence expenses on days of leave under § 301-11.71, or on trips home as provided in §§ 301-11.73 through 301-11.74, in which case your fixed rate is 60% of the maximum lodging amount for the applicable locality.”

k. Section 301-11.214 is revised to read as follows:

<b>§ 301-11.214</b>	<b>Must I provide proof that I used commercial lodging, or that I had to pay to use some other type of lodging?</b>	Yes. 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. Further, if you are eligible for payment of per diem on days of leave as provided in § 301-11.71 of this part, you must provide FAA with proof that you are in a lodging arrangement which cannot be broken (e.g., proof the lodging is procured on a weekly/monthly basis).
---------------------	---	---

l. Section 301-11.215 is revised to read as follows:

<b>§ 301-11.215</b>	<b>How is my fixed rate per diem affected if I enter into a long-term rental and return to my official station during nonworkdays?</b>	As follows:  (a) If you enter into long term lodging and qualify for payment of per diem while performing an authorized trip home as provided in § 301-11.73(a) of this part as it relates to authorized trips home or § 301-11.74(a) of this part as it relates to voluntary trips home, then you will continue to receive a fixed rate payment equal to 60% of maximum lodging amount prescribed for your temporary duty locality on days when you return to your official station.  (b) In all other situations, 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.
---------------------	--	--

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

- a. Section 300-3.21 is amended to make an editorial correction.
- b. Section 301-11.2 is amended to reflect that the prohibition on payment of per diem at the employee's official station does not apply to employees who meet all conditions required to qualify for payment of per diem on days of leave.
- c. Section 301-11.6 is amended to make an editorial correction.
- d. Section 301-11.7 is amended to make an editorial correction.
- e. Section 301-11.9 is amended to make an editorial correction.

- f. Section 301-11.71 is revised to reflect that FAA will pay an allowance for subsistence expenses on days of leave when the employee is on an extended stay assignment and meets all of the specified conditions for payment.
- g. Section 301-11.73 is revised to reflect that FAA will pay an employee who is authorized a trip home an allowance for subsistence expenses on days when the employee is at home only if the employee is performing an extended stay assignment and meets all of the specified conditions for payment.
- h. Section 301-11.74 is revised to reflect that FAA will pay an employee who is voluntarily returns home an allowance for subsistence expenses on days when the employee is at home only if the employee is performing an extended stay assignment and meets all of the specified conditions for payment. The language also clarifies that if the employee receives payment of an allowance for subsistence expenses that such employee's round trip transportation expenses shall not be paid because the employee's subsistence expenses are the same as if the employee had remained at the extended stay assignment site.
- i. Section 301-11.200 is amended to make an editorial correction.
- j. Section 301-11.202 is amended to make an editorial correction.
- k. Section 301-11.214 is revised to require the submission of a lease or lodging agreement if the employee qualifies for payment of per diem on days of leave.
- l. Section 301-11.215 is revised to reflect that employees who are on extended stay assignments and meet certain specific conditions are eligible for payment of per diem while at home.

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

<b>You must remove:</b>	<b>And replace with:</b>
Pages 3-1 through 3-2 of Part 300-3;	Pages 3-1 through 3-2 of Part 300-3.
Pages 3-5 through 3-6 of Part 300-3;	Pages 3-5 through 3-6 of Part 300-3.
Part 301-11;	Part 301-11.



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