

FEDERAL AVIATION ADMINISTRATION
October 29, 1999

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY
AMENDMENT 6

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

SUBJECT: Federal Aviation Administration Travel Policy (FAATP); Payment of Subsistence for Travel to CMD, Payment of Subsistence Expenses to an Employee Requiring Dual Lodgings, Authorization of Travel; and Technical Corrections.

1. **What is the purpose of this document?** This amendment transmits revisions to the 1998 Edition of the Federal Aviation Administration Travel Policy (FAATP) to clarify the policy governing the payment of subsistence expenses for travel to Palm Coast, Florida, to attend centralized training courses at the Center for Management Development (CMD), to clarify the rules governing the payment of subsistence expenses when an employee must pay for lodging at two locations, to modify the rules governing authorization of travel, and to make other editorial corrections.
2. **When are these revisions effective?** The revisions are effective January 1, 1999.
3. **Who should we contact for further information?** Sandra Cavanaugh, (202) 267-9595.
4. **Background.**
 - a. On October 10, 1998, the Administrator signed the FAATP. The FAATP provides for a fixed rate for travel to Palm Coast, Florida, to attend a centralized training course at CMD. The fixed rate is \$8 per day for incidental expenses based on the assumption that CMD will provide meals while the employee is attending CMD. The FAATP provides that an employee reverts to the lodgings plus per diem method on the last day of travel when an employee is authorized a fixed rate. The FAATP, however, applies the fixed rate to the first day of travel.
 - b. In many instances, however, an employee does not arrive at CMD until after the dining facilities are closed. Consequently, the FAATP rule does not adequately compensate these employees for their expenses while traveling to CMD. This amendment modifies the FAATP to authorize payment of the lodgings plus per diem method on days where the employee is not at Palm Coast for the entire day. This will provide equitable reimbursement to employees who are traveling to CMD, but do not arrive in time to use the dining facilities. Under the lodgings plus per diem method, the employee will still be subject to the three quarter day rule (on first and last days of travel) and the incidental expense rate will be \$2 per day.

- c. Previously, FAA could pay for lodging at two locations when each of the following conditions were met: the employee entered into a lease or other rental arrangement that could not be broken, the employee was reasonable entering into that agreement, the employee is directed to perform a temporary duty assignment at another location, and the employee is charged a lodging cost despite the fact the employee is not occupying the lodging accommodation. This policy was contained in the Federal Travel Regulation (FTR) and numerous Comptroller General decisions. This amendment incorporates that policy into the FAATP. We note, however, that there is a strict prohibition on the payment of subsistence while the employee is at his/her official station. Consequently, the policy authorizing payment of subsistence while at another duty location does not apply to travel to return to an employee's official station. Such travel is already covered by existing provisions of the FAATP, and that policy remains unchanged.
- d. The FAATP adopted the required levels of authorization contained in FAA supplements to the DOT travel manual, DOT Manual 1500.6A. The FAA supplements to the DOT travel manual allowed authorization of travel to be delegated no further than the division manager level for LOBs. The FAA supplements, however, allowed regional administrators to delegate authority to authorize travel to branch managers or other appropriate high-level officials in regional field operations. This policy causes undue hardship on LOB field operations within the region. The regional branch manager can authorize travel if he or she reports to the Assistant Administrator for Regional Operations, but not if he/she reports to any other Associate/Assistant Administrator. The regional branch managers for the LOBs have a similar level of responsibility as their counterparts in the regional offices. Further, the branch managers of the LOBs are more scattered throughout the region, and consequently, are less likely to be in proximity to a higher level official who would have authority to authorize routine travel. However, the old policy would not allow them to authorize travel. Thus, this amendment provides all Associate and Assistant Administrators the ability to delegate the authority to authorize travel to a lower level.
- e. The FAA previously had a more stringent policy for authorization of invitational travelers (i.e., individuals who are not Government employees, but travel at Government expense). This amendment implements that policy. The amendment requires that invitational travel must be authorized by the Administrator, Deputy Administrator, Associate and Assistant Administrators, the Chief Counsel, Regional Administrators, and Center Directors.
- f. FTR Chapter 301 contains Appendix B which provides the allocation of meal and incidental expenses (M&IE) within the overall M&IE rate for travel to a nonforeign area outside the continental United States (CONUS) or to a foreign area. FAA referenced this appendix when it was issued (see reference in FAATP § 301-11.104), but did not publish the table in the FAATP. This amendment merely publishes the FTR table in the FAATP. The allocation of M&IE for travel within CONUS continues to be governed by the chart provided in FAATP § 301-11.104.
- g. This amendment makes certain editorial corrections to the FAATP.

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

- a. Section 300-1.3(b) by removing the phrase “agencies”, and by adding in its place, the phrase “FAA”.
- b. Section 300-2.4 by removing the phrase “agency”, and by adding in its place, the phrase “FAA”, and by adding a period “.” at the end of the section.
- c. Section 300-3.13 is revised to read as follows:

§ 300-3.13	What is a “foreign area”?	A “foreign area” is any area outside CONUS, including the Trust Territories of the Pacific Islands, which is not considered a non-foreign area.
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- d. Section 301-2.5 is revised by adding the phrase “away from your official station” after the phrase “50 miles or less”.
- e. Section 301-2.6(c) is revised to read as follows:

* * * * *

- (c) The Associate and Assistant Administrators, although each Associate or Assistant Administrator may redelegate this authority to:
 - (1) His/her deputy;
 - (2) Heads of offices and services;
 - (3) Division managers and his/her deputy;
 - (4) Branch managers;
 - (5) Supervisory staff;
 - (6) Non-supervisory team leaders who have knowledge of the employee’s travel and are accountable for the expenditure of travel funds;
 - (7) In the case of the Aviation Standards National Field Office (AVN) to branch managers, and managers of field offices reporting to AVN; and/or
 - (8) In the case of the Office of Communications, Navigation, and Surveillance Systems (AND) to Integrated Product Team Leads and Product Leads;

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- f. Section 301-2.7 is amended by removing the semi-colon “;” at the end of paragraph (o), by removing the period “.” at the end of paragraph (p), and by adding in its place, a semi-colon “;”, and by adding paragraph (r) to read as follows:

(r) Travel expenses related to travel by an invitational traveler.

g. Section 301-2.8 is revised to read as follows:

§ 301-2.8 Who must sign my specific authorization? As follows:

For...	Your specific authorization must be signed by...
Use of first-class service on common carrier transportation;	The Administrator or Deputy Administrator. This authority may not be redelegated.
Use of premium-class other than first-class service on common carrier transportation;	The Administrator or Deputy Administrator, (or for employees stationed in a foreign area, Directors of API's International Area Offices or the Office Director for the employee's office). This authority may not be redelegated.
Use of a foreign flag carrier;	Same as § 301-2.6 of this part.
Use of reduced fares for group or charter arrangements;	Same as § 301-2.6 of this part.
Use of cash to pay for common carrier transportation;	Same as § 301-2.6 of this part.
Use of extra-fare train service;	Same as § 301-2.6 of this part.
Travel by vessel;	The Administrator or Deputy Administrator. This authority may not be redelegated.
Use of a commercial rental automobile;	Same as § 301-2.6 of this part.
Use of a Government aircraft;	The individual(s) specified in FAA Order 4040.9D, except for authorization of the air shuttle service between Reagan National Airport in Washington, DC and the William J. Hughes Technical Center in Atlantic City, which may be authorized by the same official issuing your general authorization in § 301-2.6 of this part.
Payment of a fixed (reduced) rate of per diem for subsistence expenses;	Same as § 301-2.6 of this part.
Payment of ASEA;	Same as § 301-2.6 of this part.
Payment of an allowance for subsistence expenses for a temporary duty assignment lasting more than 1 year;	The Administrator, Deputy Administrator, Associate Administrators, Assistant Administrators, and the Chief Counsel. The Assistant Administrator for Regional Center Operations may redelegate this authority to the regional administrators or center director. In all other instances, this authority may not be redelegated.
Travel expenses related to emergency travel;	The Administrator, Deputy Administrator, Associate Administrators, Assistant Administrators, and the Chief Counsel. The Assistant Administrator for Regional Center Operations may redelegate this authority to the regional administrators or center director. In all other instances, this authority may not be redelegated.
Transportation expenses related to threatened law enforcement/investigative employees;	The Administrator, Deputy Administrator, Associate Administrators, Assistant Administrators, and the Chief Counsel. The Assistant Administrator for Regional Center Operations may redelegate this authority to the regional administrators or center director. In all other instances, this authority may not be redelegated.

For...	Your specific authorization must be signed by...
Travel expenses related to travel to a foreign area;	The Administrator, Deputy Administrator, Associate Administrators, Assistant Administrators, and the Chief Counsel. This authority may be redelegated in writing.
Acceptance of payment from a non-Federal source for travel expenses,	The Administrator through the Chief Counsel.
Travel expenses related to attendance at a conference,	The Administrator, Deputy Administrator, Associate Administrators, Assistant Administrators, the Chief Counsel, Regional Administrators, and Center Directors. This authority may not be redelegated.
Travel expenses related to travel by an invitational traveler.	The Administrator, Deputy Administrator, Associate Administrators, Assistant Administrators, the Chief Counsel, Regional Administrators, and Center Directors. This authority may not be redelegated.

h. Section 301-11.7(b) is revised to read as follows:

* * * * *

(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);

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i. Section 301-11.23 is revised by removing the office symbol “ABA-110” wherever it appears, and by adding in its place, the office symbol “AFM-330”.

j. Section 301-11.59 is added to read as follows:

§ 301-11.59	Will FAA pay for lodging at two locations?	Normally FAA will only pay for lodging at one location. FAA will pay for lodging at two locations only if all four of the following conditions are met: <ul style="list-style-type: none">(a) You enter into a rental or lodging agreement which cannot be broken without incurring a significant cost;(b) You are reasonable in entering into that contract (e.g., you are on an extended temporary duty assignment and a long term rental results in reduced cost);(c) You are directed to leave the temporary duty site for official reasons (e.g., a temporary duty assignment within a temporary duty assignment); and(d) You are charged lodging costs under the rental or lodging agreement even though you are not occupying the quarters.
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k. Section 301-11.73(e) is amended by removing the cite “part 302-10”, and by adding in its place, the cite “part 301-10”.

l. Section 301-11.74(d) is amended by removing the cite “part 302-10”, and by adding in its place, the cite “part 301-10”.

m. Section 301-11.200(c) is revised to read as follows:

- (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.);

n. The third line following the header of the chart in § 301-11.202 is revised to read as follows:

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.)
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o. Chapter 301 is amended by adding appendix B to read as follows:

APPENDIX B TO CHAPTER 301—ALLOCATION OF M&IE RATES TO BE USED IN MAKING DEDUCTIONS FROM THE M&IE ALLOWANCE

M&IE rates for localities in nonforeign areas outside the continental United States (prescribed in the Civilian Personnel Per Diem Bulletins published periodically in the Federal Register by the Secretary of Defense) and for localities in foreign areas (established by the Secretary of State in a per diem supplement to Section 925, Department of State Standardized Regulations (DSSR)(Government Civilian-Foreign Areas)) shall be allocated as shown in this table when making deductions from per diem for meals furnished at nominal or no cost while traveling outside CONUS (see § 301-11.104 of this chapter).

M&IE Rate	B r e a k f a s t	L u n c h	D i n e r	I n c i d e n t r y
\$1	\$0	\$0	\$0	\$1
2	0	0	1	1
3	0	1	1	1
4	1	1	1	1
5	1	1	2	1
6	1	2	2	1
7	1	2	3	1
8	1	2	3	2
9	1	2	4	2
10	2	2	4	2
11	2	3	4	2
12	2	3	5	2
13	2	3	5	3
14	2	4	5	3
15	2	4	6	3
16	2	4	7	3
17	3	4	7	3
18	3	5	7	3
19	3	5	8	3
20	3	5	8	4
21	3	5	9	4
22	3	6	9	4
23	3	6	9	5
24	4	6	9	5
25	4	6	10	5
26	4	7	10	5
27	4	7	11	5

M&IE Rate	B r e a k f a s t	L u n c h	D i n e r	I n c i d e n t r y
28	4	7	11	6
29	4	7	12	6
30	5	7	12	6
31	5	8	12	6
32	5	8	13	6
33	5	8	13	7
34	5	9	13	7
35	5	9	14	7
36	5	9	15	7
37	6	9	15	7
38	6	10	15	7
39	6	10	16	7
40	6	10	16	8
41	6	10	17	8
42	6	11	17	8
43	6	11	17	9
44	7	11	17	9
45	7	11	18	9
46	7	12	18	9
47	7	12	19	9
48	7	12	19	10
49	7	12	20	10
50	8	12	20	10
51	8	13	20	10
52	8	13	21	10
53	8	13	21	11
54	8	14	21	11

M&IE Rate	B r e a k f a s t	L u n c h	D i n n e r	I n c i d e n t a l s
55	8	14	22	11
56	8	14	23	11
57	9	14	23	11
58	9	15	23	11
59	9	15	24	11
60	9	15	24	12
61	9	15	25	12
62	9	16	25	12
63	9	16	25	13
64	10	16	25	13
65	10	16	26	13
66	10	17	26	13
67	10	17	27	13
68	10	17	27	14
69	10	17	28	14
70	11	17	28	14
71	11	18	28	14
72	11	18	29	14
73	11	18	29	15
74	11	19	29	15
75	11	19	30	15
76	11	19	31	15
77	12	19	31	15
78	12	20	31	15
79	12	20	32	15
80	12	20	32	16
81	12	20	33	16
82	12	21	33	16
83	12	21	33	17
84	13	21	33	17
85	13	21	34	17
86	13	22	34	17
87	13	22	35	17
88	13	22	35	18
89	13	22	36	18
90	14	22	36	18
91	14	23	36	18
92	14	23	37	18
93	14	23	37	19
94	14	24	37	19

M&IE Rate	B r e a k f a s t	L u n c h	D i n n e r	I n c i d e n t a l s
95	14	24	38	19
96	14	24	39	19
97	15	24	39	19
98	15	25	39	19
99	15	25	40	19
100	15	25	40	20
101	15	25	41	20
102	15	26	41	20
103	15	26	41	21
104	16	26	41	21
105	16	26	42	21
106	16	27	42	21
107	16	27	43	21
108	16	27	43	22
109	16	27	44	22
110	17	27	44	22
111	17	28	44	22
112	17	28	45	22
113	17	28	45	23
114	17	29	45	23
115	17	29	46	23
116	17	29	47	23
117	18	29	47	23
118	18	30	47	23
119	18	30	48	23
120	18	30	48	24
121	18	30	49	24
122	18	31	49	24
123	18	31	49	25
124	19	31	49	25
125	19	31	50	25
126	19	32	50	25
127	19	32	51	25
128	19	32	51	26
129	19	32	52	26
130	20	32	52	26
131	20	33	52	26
132	20	33	53	26
133	20	33	53	27
134	20	34	53	27

M&IE Rate	B r e a k f a s t	L u n c h	D i n n e r	I n c i d e n t a l s
135	20	34	54	27
136	20	34	55	27
137	21	34	55	27
138	21	35	55	27
139	21	35	56	27
140	21	35	56	28
141	21	35	57	28
142	21	36	57	28
143	21	36	57	29
144	22	36	57	29
145	22	36	58	29
146	22	37	58	29
147	22	37	59	29
148	22	37	59	30
149	22	37	60	30
150	23	37	60	30
151	23	38	60	30
152	23	38	61	30
153	23	38	61	31
154	23	39	61	31
155	23	39	62	31
156	23	39	63	31
157	24	39	63	31
158	24	40	63	31
159	24	40	64	31
160	24	40	64	32
161	24	40	65	32
162	24	41	65	32
163	24	41	65	33
164	25	41	65	33
165	25	41	66	33
166	25	42	66	33
167	25	42	67	33
168	25	42	67	34
169	25	42	68	34
170	26	42	68	34
171	26	43	68	34
172	26	43	69	34
173	26	43	69	35
174	26	44	69	35

M&IE Rate	B r e a k f a s t	L u n c h	D i n n e r	I n c i d e n t a l s
175	26	44	70	35
176	26	44	71	35
177	27	44	71	35
178	27	45	71	35
179	27	45	72	35
180	27	45	72	36
181	27	45	73	36
182	27	46	73	36
183	27	46	73	37
184	28	46	73	37
185	28	46	74	37
186	28	47	74	37
187	28	47	75	37
188	28	47	75	38
189	28	47	76	38
190	29	47	76	38
191	29	48	76	38
192	29	48	77	38
193	29	48	77	39
194	29	49	77	39
195	29	49	78	39
196	29	49	79	39
197	30	49	79	39
198	30	50	79	39
199	30	50	80	39
200	30	50	80	40
201	30	50	81	40
202	30	51	81	40
203	30	51	81	41
204	31	51	81	41
205	31	51	82	41
206	31	52	82	41
207	31	52	83	41
208	31	52	83	42
209	31	52	84	42
210	32	52	84	42
211	32	53	84	42
212	32	53	85	42
213	32	53	85	43
214	32	54	85	43

M&IE Rate	B r e a k f a s t	L u n c h	D i n n e r	I n c i d e n t a l s
215	32	54	86	43
216	32	54	87	43
217	33	54	87	43
218	33	55	87	43
219	33	55	88	43
220	33	55	88	44
221	33	55	89	44
222	33	56	89	44
223	33	56	89	45
224	34	56	89	45
225	34	56	90	45
226	34	57	90	45
227	34	57	91	45
228	34	57	91	46
229	34	57	92	46
230	35	57	92	46
231	35	58	92	46
232	35	58	93	46
233	35	58	93	47
234	35	59	93	47
235	35	59	94	47
236	35	59	95	47
237	36	59	95	47
238	36	60	95	47
239	36	60	96	47
240	36	60	96	48
241	36	60	97	48

M&IE Rate	B r e a k f a s t	L u n c h	D i n n e r	I n c i d e n t a l s
242	36	61	97	48
243	36	61	97	49
244	37	61	97	49
245	37	61	98	49
246	37	62	98	49
247	37	62	99	49
248	37	62	99	50
249	37	62	100	50
250	38	62	100	50
251	38	63	100	50
252	38	63	101	50
253	38	63	101	51
254	38	64	101	51
255	38	64	102	51
256	38	64	103	51
257	39	64	103	51
258	39	65	103	51
259	39	65	104	51
260	39	65	104	52
261	39	65	105	52
262	39	66	105	52
263	39	66	105	53
264	40	66	105	53
265	40	66	106	53

For M&IE amounts greater than \$265, allocate 15%, 25%, and 40% of the total to breakfast lunch, and dinner, respectively. The remainder is the incidental expenses allowance.

- o. Section 302-50.3(a) is amended by removing the phrase “outside CONUS”, and by adding in its place, the phrase “in a foreign area”.

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

- a. Section 300-1.3(b) is amended to recognize that the FAATP applies only to FAA.
- b. Section 300-2.4 is amended to recognize that the FAATP applies only to FAA.

- c. Section 300-3.13 is amended to clarify the definition of a foreign area.
- d. Section 301-2.5 is revised to clarify that the 50 mile test for whether an authorization is necessary is computed from the employees official station.
- e. Section 301-2.5 is amended to allow Associate Administrators to delegate the authority to sign general travel authorizations to a lower level.
- f. Section 301-2.7 is amended by adding paragraph (r) to require a specific authorization for travel by invitational travelers.
- g. Section 301-2.8 is amended by adding a new row with language to reflect old FAA policy which required a higher level of signature for travel by invitational travelers. The amendment also makes a technical correction. When the FAATP was initially issued, FAA inadvertently did not include the Administrator and Deputy Administrator on the list of officials that could sign certain specific authorizations. This amendment clarifies that the Administrator and Deputy Administrator can sign various types of specific authorizations.
- h. Section 301-11.7(b) is revised to clarify that we use the lodgings plus method to pay your subsistence expenses when you travel to Palm Coast, Florida, to attend a centralized training course at CMD and are not in Palm Coast, Florida, for the entire day. We continue to pay a flat rate of \$8 per day for travel to Palm Coast, Florida, to attend a centralized training course and you are in Palm Coast, Florida, for the entire day.
- i. Section 301-11.23 is amended to reflect an organizational change.
- j. Section 301-11.59 is added to provide rules for when an employee requires lodging at two locations.
- k. Section 301-11.73(e) is amended to correct an incorrect cross reference.
- l. Section 301-11.74(d) is amended to correct an incorrect cross reference.
- m. Section 301-11.200(c) is revised to clarify that we use the lodgings plus method to pay your subsistence expenses when you travel to Palm Coast, Florida, to attend a centralized training course at CMD and are not in Palm Coast, Florida, for the entire day. We continue to pay a flat rate of \$8 per day for travel to Palm Coast, Florida, to attend a centralized training course and you are in Palm Coast, Florida, for the entire day.
- n. Section 301-11.202 is revised to clarify that we use the lodgings plus method to pay your subsistence expenses when you travel to Palm Coast, Florida, to attend a centralized training course at CMD and are not in Palm Coast, Florida, for the entire day. We

continue to pay a flat rate of \$8 per day for travel to Palm Coast, Florida, to attend a centralized training course and you are in Palm Coast, Florida, for the entire day.

- o. Chapter 301 is amended by adding Appendix B, which replicates the FTR Appendix which provides for the allocation of M&IE rates for travel to nonforeign areas outside CONUS and foreign areas.

- p. Section 302-50.3(a) is amended to clarify that FAA will reimburse residence transaction expenses for transfers to a nonforeign area outside CONUS. FAATP § 302-50.2, which has not been amended, states that an employee is eligible for reimbursement of residence transaction expenses when his old and new official station are within a nonforeign area (whether the area is within CONUS or outside CONUS). FAATP § 302-50.3(a), as originally issued, however, states an employee is not eligible for direct reimbursement of residence transaction expenses when the employee is transferred to a post of duty outside CONUS. The language in these two sections conflicts. The FAATP, which was following previous policy and the FTR, never intended to eliminate payment for residence transaction expenses incurred by employees transferring to a post of duty in a nonforeign area outside CONUS. This amendment modifies the language in FAATP § 302-50.3(a) to clarify that only transfers to a post of duty in a foreign area are not eligible for reimbursement of residence transaction expenses.

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

You must remove:	And replace with:
Part 300-1;	Part 300-1.
Part 300-2;	Part 300-2.
Pages 3-1 through 3-4 of Part 300-3;	Pages 3-1 through 3-4 of Part 300-3.
Part 301-2;	Part 301-2.
Part 301-11;	Part 301-11.
No pages;	Appendix B for Chapter 301.
Pages 50-3 through 50-4 of Part 302-50;	Pages 50-3 through 50-4 of Part 302-50.



DONNA R. McLEAN
 Assistant Administrator for
 Financial Services/
 Chief Financial Officer