

FEDERAL AVIATION ADMINISTRATION
March 30, 2001

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY
AMENDMENT 10

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 change the method of paying subsistence expenses to employees who perform travel requiring a stay of 4 or more nights in Government housing with kitchen facilities. This amendment is intended to provide equitable reimbursement of travel expenses incurred while performing official travel.
2. **When are these revisions effective?** The revisions are effective January 22, 2001.
3. **Who should we contact for further information?** Sandra Cavanaugh, (202) 267-9595.
4. **Background.** The FAATP established a fixed rate of 60% of the meal portion of the applicable M&IE allowance plus 100% of the incidental expense portion of the applicable M&IE allowance for employees performing travel which requires a stay of 4 or more nights in Government housing with kitchen facilities. This has caused a severe hardship for some employees in Alaska. Consequently, this amendment removes the mandatory fixed rate for employees performing travel which requires a stay of 4 or more nights in Government housing with kitchen facilities. However, this amendment does not eliminate the authority in FAATP § 301-11.200(a) to establish a special fixed rate based on known expenses or an amount commensurate with known expenses. It is recommended that the special fixed rate authority be used to the maximum extent practicable for travel involving stays in Government facilities, including stays at military bases.
5. **What are the revisions in this document?** This document amends the FAATP as follows:
 - a. Section 301-11.7 is revised by removing old paragraph (c), by redesignating old paragraphs (d) and (e) as new paragraphs (c) and (d), and by removing the reference “§ 301-11.200(g)” in new paragraph (c), and by adding in its place, the reference “§ 301-11.200(f)”.
 - b. Section 301-11.8 is revised by removing the reference “§ 301-11.200 (b) through (f)” and by adding in its place, the reference “§§ 301-11.200 (b) through (e)”.

- c. Section 301-11.9 is revised by removing paragraph (b), and by redesignating old paragraph (c) as new paragraph (b).
- d. Section 301-11.200 is amended by removing old paragraph (f), by redesignating old paragraph (g) as new paragraph (f), and by removing the reference “paragraphs (a) through (f)” in new paragraph (f), and by adding its place the reference “paragraphs (a) through (e)”.
- e. Section 301-11.202 is revised by amending the table to read 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.

If...	Your fixed rate will be...
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.

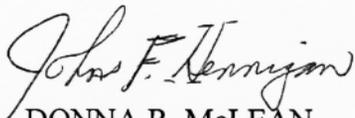
- f. Section 301-11.205 is revised by removing the reference “§§ 301-11.200 (b) through (g) of this part”, and by adding in its place, the reference “§§ 301-11.200 (b) through (f) of this part”.
- g. Section 301-11.20 is revised by removing the reference “§ 301-11.200(g)”, and by adding in its place, the reference “§ 301-11.200(f)”.

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

- a. Section 301-11.7 is revised to remove the requirement that employees performing travel requiring a stay of 4 or more nights in Government quarters with kitchen facilities be paid a reduced per diem rate equal to 60% of the meals portion of the M&IE allowance plus 100% of the incidental expense portion of the M&IE allowance.
- b. Section 301-11.8 is revised by adjusting a cross reference to reflect the changes in this amendment.
- c. Section 301-11.9 is revised by adjusting a cross reference to reflect the changes in this amendment.
- d. Section 301-11.200 is revised to remove the requirement that employees performing travel requiring a stay of 4 or more nights in Government quarters with kitchen facilities be paid a reduced per diem rate equal to 60% of the meals portion of the M&IE allowance plus 100% of the incidental expense portion of the M&IE allowance.
- e. Section 301-11.202 is revised to remove the reduced per diem rate equal to 60% of the meals portion of the M&IE allowance plus 100% of the incidental expense portion of the M&IE allowance which was applicable to travel involving a stay of 4 or more days in Government quarters with kitchen facilities.
- f. Section 301-11.205 is revised by adjusting a cross reference to reflect the changes in this amendment.
- g. Section 301-11.20 is revised by adjusting a cross reference to reflect the changes in this amendment.

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

You must remove:	And replace with:
Pages 11-5 through 11-8 of Part 301-11;	Pages 11-5 through 11-8 of Part 301-11.
Pages 11-21 through 11-24 of Part 301-11;	Pages 11-21 through 11-24 of Part 301-11.



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