

**NOAA TRAVEL REGULATIONS (NTR) Chapter 301**

***Prepared by the Financial Policy & Compliance Division, Chief Financial Officer***

**FOREWORD**

The Temporary Duty (TDY) NTR supplements the Federal Travel Regulation (FTR) (<https://www.gsa.gov/policy-regulations/regulations/federal-travel-regulation-ftr>) and Department of Commerce (DOC) Regulations.

This handbook rescinds all previously issued NOAA Travel Transmittals and Advisories and is intended to help guide employees through the many Federal and Departmental travel regulations to ensure overall travel policy compliance. This handbook is applicable to all DOC bureaus serviced by the NOAA Finance Office and covers but is not limited to an exhaustive or detailed exposition on the subject. The guidance documented herein provides more bureau specific detailed travel policies and business processes. In addition, the Government cannot be bound beyond the actual authority conferred upon its agents by statute or these regulations.

Chapter 302, Relocation Travel and Chapter 306, Foreign Travel are not included in this update and can be found at the following (<http://www.corporateservices.noaa.gov/finance/TR.html>).

Please visit the NOAA Travel Office Website (<http://www.corporateservices.noaa.gov/finance/Travel_policy.html>) for more travel information.

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# CHAPTER 1. ROLES & RESPONSIBILITIES.

1. **Employees** are individuals employed by NOAA, regardless of status or rank and are responsible for the following when performing official TDY travel:
   1. Knowledge of the Federal Travel Regulations (FTR) (<https://www.gsa.gov/policy-regulations/regulations/federal-travel-regulation-ftr>), Department of Commerce (DOC) Travel Regulation, and the NOAA Travel Regulations (NTRs) (<http://www.corporateservices.noaa.gov/finance/TR.NOAAreg.html>);
   2. Performing official travel that is advantageous to the government and does not directly nor personally benefit the employee;
   3. Exercising prudence when incurring travel expenses;
   4. Cancelling reservations when official travel has been cancelled and seeking a refund when possible;
   5. Ensuring all necessary official expenses are authorized in advance of travel on an authorization or amended and authorized post travel;
   6. Submitting an legitimate travel claim within five (5) business days upon completion of temporary duty (TDY) travel or every thirty days while performing extended TDY; and
   7. Paying their Government issued travel card bill, if applicable, within 25 days of the statement date.
2. **Invitational Travelers** are defined as individuals who are not being paid a fee for their services and who are performing official TDY travel for the government. Invitational travel can only be authorized for conference or meeting purposes, and cannot be authorized for training.
   1. Invitational travelers are held to the same rules and regulations as NOAA employees and are therefore entitled to the same travel allowances as NOAA employees, i.e., lodging and M&IE not to exceed the maximum. Invitational travelers are entitled to travel advances and are required to procure common carrier transportation through the E2 system.
   2. Authorizing officials must ensure, at the time the invitation is extended, that the traveler is aware that all of the travel arrangements are being made by NOAA. This is to prevent the invitational traveler from purchasing transportation with personal funds.
3. **Intergovernmental Personnel Agreement** employees are defined as travelers employed by other Federal Government agencies and are on loan to NOAA.
4. **Cost-Reimbursable Contractors** cannot be issued travel authorizations since they receive a fee for services rendered to NOAA. In addition, travel authorizations cannot be issued to individuals who have received a grant, and are using the grant.
5. **Authorizing Officials** are responsible for approving the obligation of funds as well as the validity of all travel expenses on the travel authorization. They serve as the final approver on the travel authorization and have the authority to approve **all types** of travel, with exception of premium class travel, subject to the limitations established in the NTR. NOAA’s authorizing officials must be the equivalent of a GS-14 or higher. *Please note there is no longer a list of travel delegations by title anymore*.

In addition authorizing officials are responsible for:

* 1. Determining whether the travel required, is in the interest of the government, and complies with the overall travel plans of the organizational unit;
  2. Approving itineraries which will most effectively serve program needs at the least cost, but within the rules of the NTR;

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* 1. Approving transportation that is advantageous to the government, by the most expeditious means practicable, and commensurate with the mission at hand;
  2. Approving appropriate per diem rates, i.e., reduced per diem, actual subsistence, etc.;
  3. Scheduling employee’s travel within their regular workweek to the maximum extent possible;
  4. Ensuring the travel authorization is properly prepared and includes where necessary:
     1. A valid justification when a government fare is not used;
     2. An acknowledgement statement when special fares will be used where change/cancellation fees may be charged;
     3. The dates of any authorized leave points. Note, while leave dates must be shown on a travel authorization, leave points (locations) should not be included as part of the traveler’s itinerary; and
     4. The location of an authorized rest stop.
  5. Ensuring a CD-334, Request for Approval for Other than Coach-Class Accommodations (<https://connection.commerce.gov/forms-and-surveys/request-approval-other-coach-class-accommodations>) is completed and signed in Block 17 by the employee’s authorizing official. After the CD-334 is completed and signed, it must be scanned into E2 Solutions (E2) and routed with the travel authorization to NOAA’s Deputy UnderSecretary’s Office (DUSO) for final approval.
  6. Ensuring a CD-210 Record of Gifts or Bequest (<https://connection.commerce.gov/forms-and-surveys/record-gift-or-bequest>) and Form SF-326, Semiannual Report of Payment Accepted from a Non-Federal Source (<https://app_gsagov_prod_rdcgwaajp7wr.s3.amazonaws.com/SF326-98.pdf>), (if payment exceeds $250) are completed, signed and scanned into E2 whenever gift or bequest travel is authorized.
  7. Ensuring a Foreign Flag Justification Statement is included whenever a foreign carrier is used. See FTR, Chapter 301-10 for foreign flag justifications (<https://www.gsa.gov/policy-regulations/regulations/federal-travel-regulation-ftr?asset=90794#wp1088896>);
  8. Ensuring a comparative trip is processed in E2 whenever the employee chooses to drive instead of fly to their TDY location;
  9. Ensuring their back up authorizing official is at the same grade or higher than they are. Back up authorizing officials should only approve travel authorizations when the designated authorizing official is not physically available to approve the travel authorization. Under no circumstances can administrative assistants/secretaries or other staff performing duties at the clerical or other non-management levels, approve travel authorizations.

1. **Approving Officials** must have full knowledge of the employee’s activities and are responsible for approving reimbursement of travel expenses on travel vouchers. They must ensure:
   1. The claim is properly prepared in accordance with the NTR;
   2. The types of expenses claimed are authorized and allowable expenses;
   3. The amounts claimed are accurate and within prescribed rates;
   4. Receipts for expenses over $75 and all lodging receipts are scanned into E2 and submitted with the travel voucher for reimbursement. A valid receipt must show settlement of the traveler’s account, the amount(s) charged and a valid form of payment;
   5. A Foreign Flag Justification Statement is included whenever a foreign carrier is used;
   6. An approved CD-334 is scanned into the E2 system whenever premium class travel is authorized;

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* 1. A CD-210 and SF-326 is scanned into the E2 system and submitted with any applicable receipts upon voucher submission whenever gift or bequest travel is approved; and
  2. Lease agreements executed for extended TDY lodging rentals are scanned into the E2 system and submitted with any applicable receipts **each time** a travel voucher is submitted (every 30 days) for reimbursement.

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# CHAPTER 2. TRAVEL AUTHORIZATIONS (TAs)

1. **NOAA Travel Regulation.** The Director, Finance/Comptroller has the authority to issue and update the NOAA Travel regulation, subject to the DOC and Federal Travel Regulations.
2. **Travel Authorizations (TAs).** A travel authorization is required in the following situations:
   1. Employees in a TDY travel status (See Chapter 11, 1 for definition of TDY status);
   2. Gift or bequest travel, regardless of $ amount, including cases where NOAA is charged $0;
   3. Common carrier is required for local travel.
3. **Blanket Travel Authorizations.** Blanket travel authorizations will not be processed in the E2 system.
4. **Multiple Employees.** Travel authorizations will only include one traveler and cannot include multiple travelers except under the following travel scenarios: home leave, evacuation, travel of an employee with special needs requiring attendant; death of an employee; relocation and award ceremony. Under these exception cases, only one travel authorization and one travel voucher will be filed for reimbursement. Note: Separate travel authorizations and travel vouchers will be filed whenever a NOAA employee is authorized to accompany another NOAA employee under award ceremony travel.
5. **Trip ID Number.** The trip ID number is automatically generated from E2 and completely replaces the travel authorization number. The trip ID number is assigned when the travel authorization is created in E2 and is what ties the travel authorization to the travel voucher.
6. **Amendments.** Amendments are required when amounts and/or expenses estimated on the travel authorization are not sufficient to cover the amounts and/or expenses being claimed on the travel voucher. In addition, amendments are **always** required whenever expenses are added that require specific approval (e.g., to add a destination) or to show when travel is delayed more than 30 days.
7. **Leave.** Leave in conjunction with official travel (before, during, or after), must be shown in the Remarks section of the travel authorization. Note, while leave dates must be shown on a travel authorization, leave points (locations) should not be included as part of the traveler’s itinerary;

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# CHAPTER 3. BOOKING TRAVEL RESERVATIONS (AIR, LODGING, RENTAL CAR)

**E2.** E2 is the Commerce-wide implemented web-based end-to-end travel and expense management tool that offers a convenient way to book travel reservations, create travel authorizations, receive approvals, submit receipts and other supporting documentation, and submit travel vouchers for reimbursement. Employees are required to book all TDY and local travel using the E-2 travel system (<https://e2.gov.cwtsatotravel.com/ThinkCAP/e2/login?execution=e1s1>). This includes common carrier (air/train), lodging, and rental cars. Relocation travel will continue to be a manual process processed outside of E2.

1. **Mandatory Use of E2.** FTR, Chapter 301-50 (<https://www.gsa.gov/policy-regulations/regulations/federal-travel-regulation-ftr?asset=90827#wp1090985>) requires employees to use E2 for all travel reservations that can be booked in E2. Employees are not authorized to book reservations that can be booked in E2 through web-based systems such as Travelocity, Expedia, Hotels.com, etc., as well as through Airbnb and travel agents not under GSA contract.
2. **Booking Travel Directly with TMC.** Employees should make all reservations in E2 using the on-line booking engine (OBE). And only if a reservation cannot be made using the OBE, will an employee be authorized to call the Travel Management Center (TMC) directly to book a reservation. Please note that reservations booked directly with the TMC will incur a much higher transaction fee than when booked in the OBE. Some examples of reservations that will have to be booked with the TMC directly include:
   1. Auto train;
   2. Bush carriers; and
   3. Charters in Alaska.
3. **Booking Travel Outside of E2/TMC.** Only in cases where a reservation cannot be booked in E2 or with the TMC directly will an employee be authorized to book outside of E2/TMC. Some examples include:
   1. Lodging for long term TDY travel (apartment/extended stay establishment);
   2. Block of rooms booked for conferences/meetings; and
   3. In country foreign flights;

1. **Emergency Travel.** Employees who are ordered to perform emergency travel outside of normal work hours (after hours or on the weekend) will call the TMC and advise that they are ‘mission essential’ to travel. The TMC will ticket the employee without an approved travel authorization. However, the employee is required to process a travel authorization in the next business day or two.

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# CHAPTER 4. LODGING

1. **Lodging in E2.** All lodging, with exception of long term TDY travel (travel beyond 30 days) & situations where a block of rooms is reserved, must be booked using E2 and must be charged to either the government travel card or personal funds. Airbnb and all other lodging sources outside of E2 will not be booked for regular TDY travel. Any fees associated in booking regular TDY lodging outside the E2 system will **not** be reimbursed.
2. **Fed Rooms.** Fed Rooms is a GSA program that provides hotel rooms to employees who perform official TDY travel for the government and should always be the first choice for consideration. Fed Rooms offer specially negotiated federal government hotel rates with FEMA certified hotels and in addition offer:
   1. Rates at or below per diem;
   2. 4 pm day of arrival cancellation policy;
   3. No early departure fees;
   4. No advance lodging or deposit fees;
   5. No minimum stay requirement; and
   6. No resort or booking fees.
3. **Long-Term Lodging.** Employees performing long term travel (travel assignment beyond 30 days) are encouraged to secure either an extended stay rate or an apartment in order to reduce their per diem to 55%. When employees secure an extended stay establishment or an apartment, they will be able to buy groceries and cook their meals each day which will allow them to also reduce their M&IE rate to 55%. Employees in a high rate or remote area, who are unable to reduce their per diem to the 55% rate, must include a justification in the Remarks section of their travel authorization. Employees who are not able to reduce their per diem to 55% should try to reduce to rate lower than the prescribed per diem rate for that area. The reduced per diem rate (lodging and meals) must be specifically stated in the Remarks section of the travel authorization.
4. **Taxes.** Employees traveling for the government are not automatically exempt from paying lodging taxes and should always check the GSA State Tax website (<https://smartpay.gsa.gov/content/state-tax-information>) to verify which states offer tax exempt status. For the states that do offer tax exempt status, employees will need to download that state’s specific tax form and present it upon checking in at the hotel. Employees can claim lodging tax as a miscellaneous expense for states that do not offer tax exempt status.

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# CHAPTER 5. RENTAL CARS

1. **Rental Cars.** All rental cars must be booked using E2 and must be charged to either the government travel card or personal funds. When a rental car is officially necessary, it must be specifically authorized on the travel authorization.
2. **Insurance.** Employees are required to book rental cars under the government rate since doing so automatically includes full coverage insurance for all Continental United States or the lower forty eight states (CONUS) and certain outside the Continental United States or outside the lower forty eight states (OCONUS) locations. In OCONUS locations where government rate is not available, employees are authorized to procure additional insurance to ensure complete coverage and will be reimbursed for the additional insurance as long as they did not receive the government rate. Employees should always decline rental car rates that are lower than the government rental car rate since they do not include full coverage insurance.
3. **Type of Rental Car to Authorize.** Employees must rent the least expensive compact-sized car available except under one of the following conditions which must be specifically authorized on the travel authorization:
   1. Employee is transporting a large amount of government property that requires a larger car;
   2. Employee is providing transportation for more than two additional employees who are also on official travel;
   3. The use of other than a compact car is necessary to accommodate a medical disability or other special need. Please visit NOAA’s premium class website (<http://www.corporateservices.noaa.gov/finance/Premium%20Travel.html>) for special accommodation requirements;
   4. Employee requires other than compact car for safety reasons, such as during severe weather or having to travel on rough or difficult terrain; or
   5. Required because of agency mission. When using ‘agency mission’, employees must explain the nature of the mission in the justification.
4. **Automated Toll Payment Systems.** Employees should avoid using automated toll payment systems (e.g., EZ Pass, FastTrack, EXpressToll, Toll Tag, etc.) any time the device is optional since they are generally not a reimbursable expense. Employees should always consider alternate routes that do not require automated toll payment systems where possible. If an alternate route is not possible, the authorizing official may authorize the cost of renting an EZ Pass device on a case-by-case basis, depending on the nature and duration of the assignment at hand. Employees must include a justification in the Remarks section of their travel authorization whenever EZ Pass devices are authorized.
5. **Refueling.** Employees must refuel rental vehicles prior to returning them back to the rental car company. Prepaid refueling is not economical and will not be reimbursed. In cases where the employee incurs prepaid fueling charges, they will be held the local gas rate for that area. Please visit the \*AAA Daily Fuel Gauge Report (<http://gasprices.aaa.com/>) to view a state by state list of average fuel prices.

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1. **Global Positioning System (GPS).** The cost of a GPS is not reimbursable for normal travel where the employee is only going to one location to perform their official business. However, the authorizing official may authorize the cost of a GPS when deemed officially necessary for the employee to carry out their duties at hand. For example, a GPS may be necessary in cases where an employee is making various office site visits across the country. When officially required, a GPS must be specifically authorized in the Remarks section of the travel authorization and must include the nature of the special requirement.

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# CHAPTER 6. AIRFARE

1. **Airfare.** All airfare must be booked using E2 and must be charged to the centrally-billed account (CBA) managed by SATO. However, employees are authorized to call the TMC to book complicated reservations that cannot be booked in E2. Please note that the transaction fee will be higher when calling the TMC as opposed to booking it in E2.
2. **Mandatory City Pair Fares.** The Department is a mandatory user of GSA’s City Pair Program (CPP). The CPP contract offers many benefits that non-contract fares do not, such as:
   1. No advance purchases required;
   2. No minimum or maximum length of stay required;
   3. Fully refundable tickets and no charge for cancellations or changes;
   4. No blackout dates;
   5. Locked-in fares to facilitate travel budgeting;
   6. Significant discounts over regular walk-up fares; and
   7. Fair pricing on one-way routes that permits agencies to plan multiple destinations.
3. **CPP Fares.** CPP fares cannot be ticketed until three days prior to travel in order to avoid multiple transaction fees. There are two types of city pair fares, the \_CA (capacity controlled fare) and the YCA fare (highly discounted unrestricted fare). \_CA fares are the most cost effective government fares but they sell out quickly and are not always available. Employees are encouraged to book their flights early in order to utilize \_CA fares. YCA fares are not as cost effective, but they are a government fare that must be used when \_CA fares are not available.
4. **Non-Refundable Fares**. Airlines require non-refundable fares be ticketed within 24 hours of booking or the airline will automatically cancel the reservation. Employees may utilize non-refundable airfare as long as one of the following justifications are included in the Remarks section of the TA:
   1. Space on a scheduled contract flight is not available in time to accomplish the purpose of travel or use of contract carrier would require the traveler to incur unnecessary overnight lodging costs which would increase the total cost of the trip;
   2. The contractor’s flight schedule is inconsistent with explicit policies of the Department with regard to scheduling travel during normal working hours;
   3. Cost effective rail service is available and is consistent with mission requirements; or
   4. A non-contract carrier offers a lower fare to the general public that, if used, will result in a lower total trip cost to the Government (the combined costs of transportation, lodging, meals, and related expenses considered).

1. **CBA Exceptions.** Employees who are mixing personal and official travel are authorized to charge the government fare to their government travel card instead of the CBA so that they can exchange the government ticket with the airlines directly in order to accommodate their personal plans. See Chapter 2, 6 for more information on leave.

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1. **Personal Travel.** When an employee chooses to combine their personal travel with official travel, the official government travel always comes first. In these cases, both the travel authorization and official airline ticket issued by the TMC must only show from the employee’s official duty station, to their official TDY site, and return back to their official duty station. Both the travel authorization and the ticket issued by the TMC can never include any personal points of travel. Once the official ticket is issued, it is the employee’s responsibility to turn it into the airlines for a new ticket that will include both the personal as well as official points of travel. Please note employees are responsible for any additional costs, including change fees, as a result of rebooking the ticket.
2. **Use of Cash to Pay for Airfare.** Invitational travelers who are not familiar with government rules and inadvertently book airfare on their own may request a one-time reimbursement through the office that invited them to travel for NOAA. When that occurs, the inviting office must:
   1. Submit a memorandum of request from the authorizing official of the travel authorization to the Director, Financial Policy & Compliance Division, Finance Office. The memoranda of request must fully explain why cash was used and must be accompanied by:
      1. A copy of the travel authorization;
      2. A copy of the traveler’s ticket invoice which must include the form of payment; and
      3. Original travel voucher or supplemental travel voucher.
   2. Ensure that once the memorandum of request is approved, it is scanned into E2 along with all other supporting documentation and submitted with either the travel voucher or supplemental travel voucher for reimbursement.
3. **Driving Versus Flying.** Employees performing official travel are by default, authorized to fly to their TDY location since flying usually gets them there faster and cheaper than driving.
   1. **Comparative Trip.** The burden of proof is on the employee to process a comparative trip in E2 when they choose to drive instead of fly to their TDY location.
      1. **Airfare.** Employees must use government fares in their comparison, when available. If government fares are not available, employees must use the lowest non-refundable fare available.
      2. **Travel Authorization.** Since E2 will not automatically pull over the lesser of the two modes, employees are required to indicate that a comparative trip was completed and authorize the less expensive mode in the Remarks section of the travel authorization. For example, ‘Comparative trip was processed. Air travel is authorized as the less expensive mode’.
      3. **Authorizing Official.** The authorizing official must review the comparative trip and ensure that the lesser of the two modes is specifically authorized in the Remarks section of the travel authorization.
   2. **Claiming Reimbursement.** Employees will claim the authorized mode which should be the lesser of the two modes.

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# CHAPTER 7. PREMIUM CLASS TRAVEL/CHOICE SEATING

1. **Premium Class Travel.** NOAA’s Deputy Under Secretary (DUS) will approve all premium class travel authorizations and CD-334s (<https://connection.commerce.gov/forms-and-surveys/request-approval-other-coach-class-accommodations>), Request for Approval for Other than Coach-Class Accommodations, in accordance with FTR, Chapter 301-10 (<https://www.gsa.gov/policy-regulations/regulations/federal-travel-regulation-ftr?asset=90794#wp1088854>).
2. **DUSO Approval.** Employees requesting premium class travel approval will route their travel authorization and completed CD-334 to the DUSO using E2 for final approval. Please note, the authorizing official who approved the TA must sign block 17 of the CD-334 and the CD-334 must be completed in its entirety. Please see CD-334, Instructions (<https://connection.commerce.gov/forms-and-surveys/instructions-completing-cd-334>) for the proper way to complete the CD-334. The NOAA DUSO will sign block 18a of the CD-334if premium class travel is approved.
3. **Medical Disability.** Employees who require premium class travel to accommodate a medical disability will need to work with their supervisor who will consult with NOAA’s Reasonable Accommodation Coordinator (RAC) to determine if premium-class travel accommodations or choice/premium seating can be provided based on their medical disability and in accordance with Department of Administrative Order (DAO) 215-10, Reasonable Accommodation for Applicants with Disabilities (<http://www.osec.doc.gov/opog/dmp/daos/dao215_10.html>) and NOAA’s WorkForce Management Reasonable Accommodation Policies (<http://www.wfm.noaa.gov/workplace/RAC.html>). Please visit NOAA’s premium class travel website: <http://www.corporateservices.noaa.gov/finance/Premium%20Travel.html> for additional RAC information.
   1. Once consulted, NOAA’s RAC will complete a Reasonable Accommodations Certificate (<http://www.corporateservices.noaa.gov/finance/documents/SI.ReasonableAccommodationsCert_000.docx>) and advise if medical documentation is required to support the request. Normally, medical information is not required when the disability and need for reasonable accommodation are obvious and/or already on file. However, medical information will be required when the disability and need for accommodation are not obvious and/or is not on file. Please note that if medical documentation is required, the employee will be required to submit the documentation to NOAA’s RAC using a secure mode of transmission in order to protect their personally identifiable information (PII). Please do not send your medical documentation to anyone other than your RAC.
   2. If approved, NOAA’s RAC will either approve either a one-time or annual Reasonable Accommodation Certificate. Whenever premium class accommodations are requested based on a medical requirement, the Reasonable Accommodation Certificate must be sent to the DUSO via Accellion and should **never** be scanned into E2.
      1. If the employee’s condition is transitory (not permanent), the certification will be valid in accordance with the terms of the Reasonable Accommodation Certificate. If the employee’s condition continues beyond one year, their supervisor and RAC will recertify the Reasonable Accommodation Certificate each year reasonable accommodations are required.
      2. If the employee’s condition is chronic (lifelong), only a one-time Reasonable Accommodation Certificate is required. This means that the employee’s certification is valid indefinitely.

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4. **NOAA’s RAC.** [Debbie.A.Ferrara@noaa.gov](mailto:Debbie.A.Ferrara@noaa.gov)/(816) 416-7822.

1. **E2 Record Retention.** The CD-334 must be scanned into E2 when approved for premium class travel.
2. **Choice/Premium Seating.** Choice/Premium Seating is upgraded seating within coach class accommodations. Since choice/premium seating is considerably less expensive than premium class travel, employees are encouraged to use choice/premium seating instead of premium class travel whenever possible. Employees who request choice/premium seating, must qualify under one of the exceptions listed in the Premium Class section of the DOC Travel Policy Handbook:
   1. **Authorizing Official Approval.** Employees requesting choice/premium seating must include one of the exceptions listed in the FTR, Chapter 301-10 (<https://www.gsa.gov/policy-regulations/regulations/federal-travel-regulation-ftr?asset=90794#wp1201972>) in the Remarks section of the travel authorization. A CD-334 is not required for choice/premium seating.
   2. **Medical Disability.** Employees who require choice/premium seating based on a medical disability must have a Reasonable Accommodations Certificate on file and will need to include the following statement in the Remarks section of the travel authorization each time the employee is authorized an upgrade to choice/premium seating: “Choice/premium seating is authorized based on medical”.

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# CHAPTER 8. CONFERENCE/GROUP TRAVEL

1. **Group Travel.** Groups of employees, from the same Line/Staff Office, including invitational travelers, traveling to the location or event, must be approved using the NOAA Group Travel Request Form (<http://www.corporateservices.noaa.gov/finance/documents/GROUP.TravelRequestTemplate6-20-16.docx>) by NOAA’s DUS.
   1. Domestic group travel consists of fifteen or more employees; and
   2. Foreign and non-foreign group travel consists of eight or more employees.
   3. More Information: See NOAA’s Group Travel Website (<http://www.corporateservices.noaa.gov/finance/GROUP.html>).
2. **Conference Travel.** Conferences require certain levels of approval, depending on the expected overall total cost. For more information on the approval process, please visit NOAA’s Conference Travel Website (<http://www.corporateservices.noaa.gov/finance/GROUP.html>).
   1. **Registration fees for TDY travel:** 
      1. That **do not include travel expenses** (meals and/or lodging) will be procured using the office purchase card.
      2. That **do include travel expenses** (meals and/or lodging) will be procured using either the government travel card or personal funds.
      3. Are reimbursable as a miscellaneous expense and may be claimed on the travel voucher whenever meals and/or lodging are included in the fee. Employees who incur a registration fee that includes travel costs must reduce their per diem by the value (cost) of each meal and/or lodging charge when they submit a travel voucher for reimbursement.
      4. That must be procured way in advance of travel may be claimed prior to travel as an long as the following justification is included in the Remarks section of the TA: “pre-paid registration fee authorized”.
   2. **Registration Fees for Local Travel** regardless of whether travel expenses (meals and/or lodging) are included will be charged to the office purchase card based on guidance from DOC’s Office of Administrative Programs (OAP) and Office of General Council (OGC).
   3. **Light Refreshments** may be provided to federal employees and invitational travelers attending a conference as long as they are in a TDY status. Light refreshments can be procured by either the purchase card, or convenience checks, but cannot be purchased on the government travel card.

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# CHAPTER 9. GIFT OR BEQUEST TRAVEL

1. **Gift or Bequest Travel.** GS-14s and above will approve all gift or bequest travel authorizations and CD-210s (<https://connection.commerce.gov/forms-and-surveys/record-gift-or-bequest>), Record of Gift or Bequest. The CD-210 is used to authorize acceptance of payment for travel expenses from a non-federal source for both CONUS and OCONUS travel. Form SF-326, Semiannual Report of Payment Accepted from a Non-Federal Source (<https://app_gsagov_prod_rdcgwaajp7wr.s3.amazonaws.com/SF326-98.pdf>) must also accompany the CD-210 whenever the payment exceeds $250.
2. **Pre-Clearance Process.** Office of General Council (OGC), Ethics Law and Program Division ([ethicsdivision@doc.gov](mailto:ethicsdivision@doc.gov)/(202)482-5384) reviews all gifts via the SF-326 process and will order re-payment of any gift deemed contrary to law, regulation, and/or policy. Therefore, it is highly recommended to obtain OGC pre-clearance on any and all gifts received using 4-09, Appendix D: NOAA Travel Gift Questionnaire found in the NOAA Finance Handbook: (<http://www.corporateservices.noaa.gov/finance/docs/Policy/Chapter4_20151201.pdf>).
3. **E2 Record Retention.** The CD-210 and SF-326, if applicable, must be scanned into E2 along with all receipts when submitting the travel voucher for reimbursement.
4. **Gift or Bequest Website.** Please refer to the NOAA Finance Handbook for more information.

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# CHAPTER 10. COMMERCIAL AVIATION SERVICES (CAS)

1. **Commercial Aviation Services** include the following:
   1. Leasing aircraft for exclusive use or lease-purchasing an aircraft with the intent of taking title;
   2. Chartering or renting aircraft for exclusive use;
   3. Contracting for full services (i.e., aircraft and related aviation services for exclusive use:) or obtaining full services through an inter-service support agreement (ISSA); or
   4. Obtaining related aviation services (i.e., services but not aircraft) by commercial contract or ISSA, except those services acquired to support a Federal aircraft.

Note: Official travel on scheduled air carrier is not a “commercial aviation service.”

1. **Reporting Requirements** require that all CAS, of any dollar value, be reported to the Office of Marine and Aviation Operations (OMAO) Program Services and Outsourcing Division, 1315 East West Highway, SSMC#3, Room 12782, Silver Spring, Maryland 20910, using NOAA Form 57-11-51, Commercial Aviation Services Report. OMAO may be contacted on (301) 713-1045. (Authority: 41 CFR 102-33, Management of Government Aircraft (<https://www.gpo.gov/fdsys/granule/CFR-2005-title41-vol3/CFR-2005-title41-vol3-part102-id129>) & NAO 216-104, Management and Utilization of Aircraft (<http://www.corporateservices.noaa.gov/ames/administrative_orders/chapter_216/216-104-A.html>)
2. **Contracted (Leased) Aircraft** is an aircraft hired under a commercial contractual agreement in which an executive agency has exclusive use of the aircraft for an agreed upon period of time. The acquiring executive agency operates and maintains the aircraft. Leased aircraft are hired as CAS.
3. **Chartered aircraft** is an aircraft that an executive agency hires commercially under a contractual agreement specifying performance, including pilots and flight crew, and one-time exclusive use. The commercial source operates and maintains a charter aircraft. A charter is one form of a full service contract.
4. **Chartered Aircraft Services for One-Time Exclusive Use** may be:
   1. Authorized using NOAA Form 57-11-51, Request for Aircraft Services, which must be submitted to the Office of Marine and Aviation Operations Program Services and Outsourcing Division, and an OMAO Assigned Clearance number must be issued before an agreement can be completed. (Authority: NAO 216-104, Management and Utilization of Aircraft.)
   2. Procured using the government travel card when the dollar amount is under $2500. A copy of the NOAA Form 57-11-51 with the OMAO Assigned Clearance Number annotated, and a copy of the receipt will be scanned into the E2 system and will accompany the travel voucher when submitted for reimbursement.
   3. Procured through the servicing procurement office when the dollar amount exceeds $2,500.

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1. **Chartered Aircraft Services for Field Party Activities** for short flights to move personnel or equipment during the course of normal field party activities must be:
   1. Authorized using NOAA Form 57-11-51.
   2. Procured using the government travel card when the dollar amount is under $2500. A copy of the NOAA Form 57-11-51 with the OMAO Assigned Clearance Number annotated, and a copy of the travel card receipt must accompany the travel voucher when submitted to finance for payment.
   3. Procured through the servicing procurement office when the dollar amount exceeds $2,500.
2. **A Rental Aircraft** is defined as an aircraft hired commercially under an agreement in which the executive agency has exclusive use of the aircraft for an agreed upon period of time. The executive agency operates, but does not maintain a rental aircraft.
3. **A privately-owned aircraft** is defined as an aircraft owned by a NOAA traveler who is then reimbursed on a mileage basis per FTR, 301-10.303. A privately-owned aircraft may be authorized in accordance with FTR, Chapter 301-10.303, and NOAA Administrative Order 216-104, “Management and Utilization of Aircraft.”

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# CHAPTER 11. PER DIEM

1. **Per Diem.** Under normal work situations, per diem will not be authorized or paid to employees who perform official travel in the vicinity of their official duty station or residence.
   1. **Per Diem Entitlement.** Employees are entitled to per diem when all three conditions are met:
      1. When the travel performed is more than 50 miles from the vicinity of your official duty station (corporate limits of the city or town in which employee is stationed), and
      2. When the travel performed is more than 50 miles from your residence (place from which employee commutes daily to their official duty station), and
      3. When you are in a travel status for more than 12 hours. To determine whether the employee has met the 12-hour requirement, the clock starts when the employee departs his/her residence or duty station, whichever is later, performs the mission at hand, and returns back to his/her residence or duty station. That entire span of time must exceed 12 hours in order to be eligible for per diem.
   2. **Per Diem at the Duty Station.** Under unusual circumstances, the authorizing official may authorize per diem at the duty station on a case-by-case basis, based upon commuting time or distance, the location of the employee’s residence and official duty station, and the nature of the temporary duty as it relates to the programmatic mission of the operating unit. In the rare case where per diem is authorized at the duty station:
      1. The travel time must always exceed 12 hours (see 1, iii above);
      2. Mileage to and from residence and duty station will never be less than 30 miles; and
      3. A justification explaining the unusual circumstances to warrant the payment of per diem at the duty station must be included in the Remarks section of the travel authorization.
2. **Actual Subsistence.** Actual expense is limited to lodging only and cannot be authorized for M&IE. In cases where the locality lodging rate is insufficient for the TDY travel assignment, actual expense may be authorized under one of the following exceptions which must be specifically included in the Remarks section the travel authorization:
   1. Lodging and/or meals are procured at a prearranged place such as a hotel where a meeting, conference or training session is held;
   2. Costs have escalated because of special events (e.g., missile launching periods, sporting events, World’s Fair, conventions, natural or manmade disasters). Lodging expenses within prescribed allowances cannot be obtained nearby and costs to commute to/from the nearby location consume most or all of the savings achieved from occupying less expensive lodging;
   3. The TDY location is subject to a Presidentially-Declared Disaster and the agency had issued a blanket actual expense authorization for the location; or
   4. Because of mission requirements.

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# CHAPTER 12. SHIP TRAVEL

1. **Government and Commercial Ship Travel.**   
   1. **Per Diem:**
      1. **Incidental rate for a ship that is not docked.** 
         1. In **CONUS location and meals are provided**: You are entitled to no less than a $5.00 allowance for incidentals.
         2. In an **OCONUS location and meals are provided**: You are entitled to no less than a $5.50 allowance for incidentals.
      2. **M&IE rate for a ship that is docked.**
         1. At either a **CONUS or OCONUS location or meals are not provided**: You are entitled to the locality M&IE rate for the location where the ship is docked.
         2. In **CONUS location and meals are provided, but not lodging**: You are entitled to the applicable maximum lodging rate, plus the CONUS incidental rate of $5.
         3. In an **OCONUS location and meals are provided, but not lodging**: You are entitled to the applicable maximum lodging rate, plus incidental rate for the area where the ship is docked. Use Appendix B “Allocation of M&IE Rates to be Used in Making Deductions from the M&IE Allowance (<https://www.gsa.gov/policy-regulations/regulations/federal-travel-regulation-ftr?asset=90810#wp1102166>) when determining the appropriate incidental rate for OCONUS travel.
   2. **M&IE rate en-route to and from the ship at your duty station.**
      1. You are entitled to the origin M&IE rate. Origin is defined as the place (permanent duty station or residence) where travel begins.
2. **Duty Aboard Small NOAA Vessels** that do not have permanently assigned crews, including a certified cook, and do not have established mess operations.
   1. Meals and lodging are provided to employees without charge;
   2. Staff officers oversee NOAA vessels will use per diem rates applicable to where the ship is as a guide when planning the cost of mess operations; and
   3. Employees are entitled to no less than the applicable incidental rate each day meals are provided.

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# CHAPTER 13. MISCELLANEOUS EXPENSES

1. **Telephone Calls.** Employees may make a brief daily personal call home while performing official travel that requires an overnight stay. The call must be made using the least-cost-to-the-government method available.
   1. **Government Telecommunication Options.** Employees should call their servicing Designated Agency Representative (DAR) to obtain either a government cell phone or a Prepaid Calling Card.
   2. **Phone Call Reimbursement.** Employees who incur phone charges and do not have a government cell phone or prepaid calling card may claim no more than $5.00 each day a call is made for CONUS travel and no more than $15.00 each day a call is made for OCONUS travel. Employees are required to limit personal phone calls while on official travel to a reasonable duration and frequency.
2. **Fast Pass.** Membership fees incurred by employees who register for an airport security fast pass  
   are NOT reimbursable. Use of funds for these membership fees is statutorily prohibited by 5 U.S.C. §5946 and General Services Administration (GSA), Bulletin FTR 08-05.

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# CHAPTER 14. TRAVEL FUNDING (TRAVEL CARD/ADVANCES)

**Travel Funding.** NOAA offers travel cards to employees and either travel advances or convenience checks to invitational travelers as follows:

1. **Employees.** All employees are eligible for a government travel card to pay for official travel and travel-related expenses such as meals, lodging, and rental vehicles. Depending on their credit, an employee will either be issued an unlimited travel card for $5K or a limited travel card for $2500. No one is denied a travel card unless they had a previous travel card that was revoked due to misuse and/or delinquency.
   1. **Travel Card.** Employees who perform official TDY travel five or more times a year are required to obtain and use the travel card to pay for all official travel expenses. The government receives rebates based on card usage. Employees who travel less than five times a year are eligible for a travel card, but are not required to use the travel card. Employees who choose to not use the government travel card will have to use their own personal funds to pay for official travel expenses and are not eligible for travel advances. Visit NOAA’s Travel Card Website (<http://www.corporateservices.noaa.gov/finance/JPMC.html>) to apply for a travel card.
   2. **Cash Advances.** Employees are authorized to pull cash from an ATM using their travel card. Cash withdrawals should be limited since most expenses can be charged to the card. A cash withdrawal cannot be made more than three days in advance of the departure date and no later than the last day of travel.
   3. **Correct Use of the Card.** The travel card will only be used to pay for official TDY travel expenses. The travel card will not be used to pay for personal expenses/vacation travel or expenses in and around the cardholder’s ODS except to withdraw cash no more than three days prior to official travel.
   4. **Payment of the Travel Card.** Cardholders are required to submit a travel voucher within five business days upon returning from TDY travel and every thirty days when in a long term travel status in order to avoid travel card delinquency. Employees are liable for all charges placed on their card and must pay their travel card bill in full on or before the ‘payment due date’ shown on the travel card statement, ***regardless of whether they have been reimbursed by NOAA or not***.
   5. **Travel Card Violations.** NOAA travel card monitors monitor travel card usage within each Line and Staff Office. Employees who misuse their card or who are delinquent in paying their travel card bill are in direct violation of standards of conduct per DAO 202-751, Discipline (<http://osec.doc.gov/opog/dmp/daos/dao202_751.html>). Employees who have had their travel card revoked due to misuse and/or delinquency will be required to travel on personal funds for all future official travel.
   6. **NOAA Travel Card Handbook.** Please see the NOAA Travel Card Handbook (<http://www.corporateservices.noaa.gov/finance/documents/JPMC.NOAATravelCardHandbook.7.2016.pdf>) for more information on the policies and procedures for the government travel card.

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1. **Invitational Travelers.** When an invitational traveler is invited to travel on behalf of NOAA, the NOAA inviting office may authorize a travel advance as follows. Travel advances are processed outside of E2.
   1. **Invitational Travelers Who Possess a Bank Account.** Invitational travelers who possess a bank account (bank account can be either a U.S. bank account or foreign bank account) are eligible for a travel advance.
      1. **Travel Advance Process.** The NOAA inviting office will submit a CD-369, Travel Advance (<https://connection.commerce.gov/forms-and-surveys/travel-advance>) and memoranda of request to finance. Travel advances are limited to 80% of the estimated cash expenses. In addition, the inviting office will need to assist the traveler in setting up direct deposit. Once the travel advance is submitted to finance, it will be deposited directly to the traveler’s bank account within 2 – 3 days.
      2. **Travel Voucher Process.** The NOAA inviting office will process a travel voucher within five business days upon completion of travel and will need to sign for the invitational traveler in order to offset the travel advance.
   2. **Invitational Travelers Who does Not Possess a Bank Account.** Invitational travelers who do not possess a bank account are eligible for a convenience check.
      1. **Convenience Check Process.** Please visit the NOAA Travel Website for the convenience check process: <http://www.corporateservices.noaa.gov/finance/docs/SI.conveniencechecks.6.1.11.doc> and see Commerce Acquisition Manual (CAM), Section 4, Convenience Checks.
      2. **Travel Voucher Process.** The NOAA inviting office will process a travel voucher within five business days upon completion of travel and will need to sign for the invitational traveler in order to offset the convenience check.

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# CHAPTER 15. EVACUATION TRAVEL

1. **Evacuation Travel Allowances**. Evacuation travel allowances are allowances that may be paid to an employee and his or her dependents in the event of an officially-ordered evacuation, in accordance with 5 Code of Federal Regulation (CFR) Part 550, Subpart D (<https://www.law.cornell.edu/cfr/text/5/part-550/subpart-D>).
2. **Delegation of Authority**. The NOAA Administrator holds the authority to authorize evacuation pay and travel expenses in accordance with 5 CFR Part 550, Subpart D. The following is a succession of how evacuation travel will be authorized:
   1. The NOAA Administrator may authorize the Director of Finance and the Director of Work Force Management Office (WFMO) to provide for the payment of evacuation pay and special allowances, which includes travel expenses and per diem.
   2. Once the authorization is granted, the Director of Finance will issue a NOAA Travel Advisory (NTA) which will authorize the payment of evacuation travel allowances to employees under an evacuation order as declared by Federal, State, or Local Governments. The NTA will specifically state the location in which evacuation travel allowances will be offered.
   3. Once the NTA is issued to all NOAA employees, authorizing officials have the discretion to authorize evacuation travel to employees under an evacuation order as declared by Federal, State or Local Governments. The same authorizing officials who authorize travel may approve evacuation travel allowances.
3. **Travel Authorization**. You will need to have an approved round-trip travel authorization that covers you and your dependents in order to receive evacuation travel allowances. Under normal TDY, you are required to have a travel authorization prior to travel. However, under evacuation travel, it may be necessary to issue travel authorizations after the employee and dependents are evacuated. **Employees are required to consult with their authorizing official to determine eligibility, appropriate per diem rate, and the location of the safe haven, prior to incurring any travel expenses.** The travel authorization must:
   1. Show all of your dependents listed by name along with their dates of birth in the Remarks Section on the travel authorization;
   2. Indicate “Evacuation” as the trip purpose code;
   3. Designate a safe haven; and
   4. Indicate the appropriate per diem rate.
4. **Safe Haven**. A safe haven is a designated area to which an employee or dependent will be or has been evacuated. Approving officials will need to determine the location of the safe haven and if a standard per diem rate is applicable or if the locality per diem rate is applicable, and specify such on the travel authorization. Employees who evacuate to a location other than to a designated safe haven will be limited to those entitlements payable at the safe haven location.

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1. **En Route to Safe Haven**. You and your dependents are entitled to the following:
   1. Transportation Expenses. Any necessary travel expenses as prescribed by FTR, Chapter 301-10 (https://www.gsa.gov/policy-regulations/regulations/federal-travel-regulation-ftr?asset=90794#wp1201972) that will get you from the evacuated area to a safe haven.
   2. Per Diem. As prescribed by FTR, Chapter 301-11 (https://www.gsa.gov/policy-regulations/regulations/federal-travel-regulation-ftr?asset=90823#wp1089470), per diem for you and your dependents shall be payable from the date of departure from the evacuated area through the date of arrival at the safe haven, including any period of delay en route that is beyond an evacuee’s control.
      1. Dependents 12 years of age or older are entitled to the full applicable per diem rate; and
      2. Dependents under 12 years of age are entitled to one-half of the applicable per diem rate.
2. **Per Diem at the Safe Haven**. Per diem should be authorized in no more than 30 day increments, but cannot exceed 180 days past the effective date of the order to evacuate. Per diem at the safe haven will be computed as follows:
   1. The first 30 days.
      1. The employee and their dependents 12 years of age or older are authorized full per diem based on what rate the authorizing official approves on the travel authorization.
      2. Dependents under the age of 12 are authorized one-half of the employee’s per diem rate.
   2. After 30 days. If after expiration of the 30 day period, the evacuation has not been terminated, the per diem rate shall be computed at 60 percent of the authorized rate until a determination is made by the authorizing official that per diem is no longer authorized.
3. **Sources**.
   1. 5 CFR Part 550, Subpart D - Payments During Evacuation (https://www.gpo.gov/fdsys/pkg/CFR-2002-title5-vol1/pdf/CFR-2002-title5-vol1-part550-subpartD.pdf);
   2. OPM Guidance (https://www.opm.gov/policy-data-oversight/pay-leave/pay-administration/fact-sheets/evacuation-payments/); and
   3. DOC Evacuation Pay Policy (http://hr.commerce.gov/Practitioners/CompensationAndLeave/DEV01\_006189)

Nothing in this regulation will abrogate collective bargaining agreements in effect on the date of this regulation.

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# CHAPTER 16. LOCAL TRAVEL

1. **Local Travel.** Local travel is travel that is performed for official purposes in and around the employee’s duty station and does not entitle the employee to per diem or other subsistence expenses. Employees are required to file local claims using E2.
2. **Local Travel Reimbursement.** Employees are entitled to claim transportation costs that exceed their normal commute to work each day. The reimbursable amount is determined by subtracting the employee’s normal daily commuting cost (e.g., metro fare, bus fare, car pool expenses) from the employee’s total transportation costs for the day.

For example, if the employee’s duty station is 10 miles from their residence, and they must travel to an alternate worksite 15 miles from their residence, they would only be entitled to claim the difference between the two which is 5 miles (15 – 10 = 5).

1. **Registration Fees:**
   1. **For Local Travel** regardless of whether travel expenses (meals and/or lodging) are included will be charged to the office purchase card based on guidance from DOC’s Office of Administrative Programs (OAP) and Office of General Council (OGC).
   2. **For TDY Travel** will be claimed on a travel voucher and will not be claimed as a local expense. Employees are authorized to claim registration fees procured months in advance of travel as long as they claim the fee on a travel voucher. See FTR, Chapter 301-74.23 (<https://www.gsa.gov/policy-regulations/regulations/federal-travel-regulation-ftr?asset=90766#wp1202034>).
2. **TDY Expenses.** Employees who incur TDY travel expenses are required to submit a travel voucher for those expenses and not a local claim. An employee who is required to obtain an official passport months before their departure is authorized to claim official passport fees (pictures, processing fees, etc) using a local claim. Otherwise, employees will file a travel voucher for those fees.
3. **Picking up the Government Owned Vehicle (GOV).**  Employees who are authorized to use the GOV for local travel are entitled to include mileage from their residence to the office or GOV pick up location as long they do not perform more than 15 minutes of work.

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# CHAPTER 17. TRAVEL VOUCHERS

1. **Travel Vouchers.** Employees are required to submit travel vouchers for all official TDY travel (does not include relocation travel) using E2. A travel voucher must be submitted against each TA created in E2, regardless of $ amount, including cases where NOAA is charged $0.
   1. **Employees** will electronically sign their travel voucher once it’s considered proper and has all the necessary supporting documentation attached. Employees performing official TDY travel are required to submit a travel voucher within five (5) business days after completion of travel, and employees performing long term travel are required to submit a travel voucher every thirty days.
   2. **Invitational Travelers.** The NOAA office inviting the invitational traveler will:
      1. Submit a travel voucher electronically in E2 on behalf of the invitational traveler;
      2. Scan a hardcopy CD-370, Travel Voucher with the invitational traveler’s wet signature into E2. The CD-370 must indicate all the same expenses being claimed on the electronic travel voucher;
      3. Scan all supporting documentation outlined in number 2 below into E2.
2. **Supporting Documentation.** Employees are required to scan all supporting documentation into one file in the E2 system upon submitting their travel voucher. Supporting documentation includes, but is not limited to the following.
   1. **Receipts.** A receipt is required for any lodging expense, any rental car expense, all airfare invoices, and any other expense over $75. A valid receipt must:
      1. Be in the traveler's name;
      2. Show the amount(s) charged;
      3. Show a valid form of payment; and
      4. Show settlement of the traveler’s account.
   2. **Special Authorizations.** When applicable, evidence of any necessary special authorizations such as:
      1. CD-334 for premium class travel;
      2. CD-210 and SF-326 for gift or bequest travel;
      3. A foreign flag justification statement; and
      4. Lease agreement for long term TDY travel. **Lease agreements must be submitted with each travel voucher.**
3. **Proper Travel Voucher.** A proper travel voucher is one that is substantially complete in every material respect (receipts, special authorizations, and supporting documentation). Travel must have been authorized and performed, the supporting documentation must be legible and accurate, and the employee must electronically sign and date the travel voucher certifying to its correctness.
4. **Approving Official.** The approving official will electronically sign the travel voucher once they have determined that the travel voucher is proper and includes all of the necessary supporting documentation.
5. **Payment.** Employees will be reimbursed within 2-3 days after the approving official signs the travel voucher as long as their travel voucher is not selected for audit by finance.

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1. **Audit.** Finance has up to three business days to process travel vouchers selected for audit.
   1. **Proper travel voucher.** If finance deems the travel voucher proper and without error, they will schedule it to pay within the three business days and without notification to the employee.
   2. **Improper travel voucher.** If finance deems the travel voucher improper, they will send the employee and document preparer an e-mail notice requesting either a correction to the travel voucher or that additional documentation be scanned into E2.
   3. **Disallowed Expenses.** In cases where the employee fails to provide finance the necessary documentation to support a travel voucher selected for audit, finance will disallow the unauthorized expense and reimburse the employee for expenses that were properly authorized. In those cases, employees may submit a supplemental voucher for any expense previously disallowed as long as the supplemental voucher properly authorizes such expense.
   4. **Interest Payment.** NOAA must reimburse employees within 30 calendar days of the employee’s electronic signature date. When interest is due, finance must pay interest using the prevailing Prompt Payment Act interest rate, beginning on the 31st day after the employee’s electronic signature date. In cases where interest is due, finance will issue one payment for both the travel voucher reimbursement and interest due.
2. **Statute of Limitations.** 
   1. **Travel Voucher Submission.** Employees have up to six (6) years to file a travel voucher.   
      See: <https://www.law.cornell.edu/uscode/text/31/3702>
   2. **Travel Voucher/Receipt Retention.** Employees are required to retain travel vouchers and all supporting documentation for 6 years as prescribed by the National Archives and Records Administration (NARA).

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