

ORAU IMPLEMENTATION PROCEDURE MANUAL

SECTION 6 - TRAVEL AUTHORIZATION PROCEDURES

If travel should be interrupted or discontinued, the traveler must contact the authorizing/approving official for instructions as soon as possible.

A. Employees

1. Travel by employees must be authorized by the use of a TAR prior to incurring any travel expense (see Attachment C-1). The TAR is to be initiated by the traveler, and submitted for approval.

2. Careful attention must be given to the completion of all items on the TAR. The TAR has been designed to cover the usual elements of travel; however, unusual circumstances may arise that are not specifically covered by the TAR. In such cases, a detailed explanation must be included in the "Remarks" section of the TAR. To locate domestic and foreign lodging and per diem rates via the internet:
<http://policyworks.gov/org/main/mt/homepage/mtt/perdiem/travel.shtml>
(see Attachment D).

3. For travel exceeding 450 miles one way, the TAR authorizing the use of a Private Vehicle (PV) should include in the "Remarks" section a flight schedule and the applicable airfare. . Travel costs will be reimbursed based on simulated air travel. Additional travel will be considered personal leave. There may be situations in which a justification exists for the use of a PV in lieu of air travel. In such cases, the TAR should reflect the use of a PV with reimbursement of full travel expenses while in travel status. The justification must be reflected in the "Remarks" section of the TAR.

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4. Prior to travel, all anticipated exceptions to the ORAU Travel Policy must be included on or with the TAR and approved at the appropriate level (see Attachment A). If prior approval is not obtained, reimbursement will be based on official travel cost.

B. Nonemployees

1. All travel by nonemployees must be authorized in writing prior to the start of the travel. Written authorization for the travel must include (see Attachment C-6 & 7), the following:
 - a. Purpose of the travel.
 - b. Dates of official travel.
 - c. Specific location of official travel.
 - d. Specific itinerary including departing city, destination for official travel, and return city.
 - e. The travel expenses to be reimbursed by ORAU (i.e., transportation only or transportation, lodging, and per diem, etc.). The lodging ceiling and per diem rate for the locality or localities to be visited must be included. Specific authorization must also be included if a rental car is to be used.
 - f. A written statement that the traveler will be reimbursed in accordance with the ORAU Travel Policy. A copy of ORAU Travel Reimbursement Guidelines (see Attachment D-2) must be provided to the traveler. The claim for reimbursement must be submitted on a TES. Purchase orders with an organization may stipulate that travel expenses are to be reimbursed based on that organization's travel policy. However, this arrangement is feasible only if DOE has approved that organization's policy as applicable under a DOE contract arrangement.
 - g. Include the statements, (1) "Reimbursement will be made with the understanding that such payment would not represent dual compensation from any other source," and (2) If travel must be interrupted or discontinued, the traveler must contact the authorizing official as soon as possible.
2. Copies of all travel authorizations must be furnished to Travel Accounting. All internal copies of the authorization are to reflect (1) total estimated cost; (2) project and task number; (3) expenditure type; and (4) appropriate program units/department approval.

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3. ORAU is limited in its ability to authorize travel for DOE employees, employees of other government agencies, or full-time employees of other DOE cost-type contractors; therefore, it is imperative to clarify two points before proceeding with any detailed arrangements to cover travel expenses. The two points are listed below:
 - a. The employment status of the individual who, while in travel status, will provide assistance to ORAU/ORISE.
 - b. What costs ORAU/ORISE will be expected to cover, i.e., travel only or travel, salary, overhead or fee, etc.
4. If ORAU is expected to cover more than travel expenses for nonemployees, consult the ORAU Procurement Office. If only travel expenses are to be covered, the following procedures are applicable:
 - a. DOE Employees

ORAU cannot reimburse DOE employees for travel expenses incurred. There are only two arrangements that can be used to secure the assistance of DOE employees, and they are as follows:

- (1) Employee Services While in DOE Employee Status

ORAU cannot cover any travel expenses under this arrangement. The individual must make the necessary arrangements for DOE to authorize the travel and cover the travel expenses with DOE funds.

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(2) Providing Services As Independent Contractor

Under certain circumstances DOE employees may be authorized to perform outside activities on a personal basis. The individual must secure DOE approval to provide the specific assistance to ORAU/ORISE under an approved "Outside Activity" and ORAU/ORISE must be furnished a copy of the specific DOE authorization. ORAU/ORISE can then issue a letter of invitation to the individual and reimburse the travel expenses directly to the individual on the basis of the ORAU Travel Policy.

b. Employees of Other Government Agencies

If the individual is an employee of another federal agency, the initial requirement is to determine whether the individual will be providing the services (1) while an employee of his/her agency or (2) as an independent contractor where the employing agency has authorized the individual to perform private "Outside Activities. After this has been determined, the following arrangements are appropriate:

(1) Providing Services While in Federal Agency Employee Status

ORAU will request DOE to enter into an interagency agreement to cover the travel expenses. The agency can then (1) authorize the individual to provide the service to ORAU/ORISE with the agency covering the travel expenses (no cost to ORAU); (2) authorize the individual to provide the service with the agency billing DOE for the travel expenses on the basis of Standard Government Travel Regulations (SGTR); (3) authorize the individual to provide the service and agree to bill ORAU directly for the travel expenses; or (4) issue an authorization for ORAU to pay the individual directly on the basis of the ORAU Travel Policy.

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The authorization for ORAU to pay the individual directly should be stipulated on the travel authorization (TA) issued by the agency to the individual, and ORAU would reimburse the individual on the basis of the ORAU Travel Policy. ORAU will need a copy of the TA issued to the federal employee by his/her employing agency before travel begins.

(2) Providing Services As Independent Contractor

The individual must provide ORAU with a copy of the agency's written authorization for the individual to perform outside activities and receive payment for services rendered. Normally, this would involve the payment of a fee, which would require that the arrangements be made through the Procurement Office. If only travel expenses are involved, ORAU can then issue a letter of invitation to this individual and reimburse the individual on the basis of the ORAU Travel Policy.

c. DOE Cost-Type Contractor Employees

Under the terms of the ORAU/DOE contract, the cost of "Salary or other Compensation (and expenses related thereto) of any individual employed under this contract as a consultant or in another comparable employment capacity who is an employee of another organization and concurrently performing work on a full-time annual basis for that organization under a cost-type contract with DOE . . ." is not allowable, except (1) under a DOE contractor-to-contractor arrangement or (2) with the prior approval of the individual's contractor employer if the individual will be doing the work in his/her private capacity and on his/her own time. In the latter situation, the ORAU General Counsel will coordinate with the individual's DOE contractor employer to assure that proper approval has been obtained in accordance with Section I.38 Consultant or Other Comparable Employment Services of the DOE/ORAU Contract.

The decision on how to handle the arrangement must be made by the employing contractor, who has the following options:

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- (1) The employing contractor could furnish the individual at no cost to ORAU for salary or travel expenses due to the contractor's programmatic interest in the proposed activity. In this case, no formal arrangement between ORAU and the employing contractor is necessary.
- (2) The employing contractor could furnish the individual and bill ORAU for the person's time and travel expenses. In this case, the individual's travel expenses would be determined under the employer's DOE approved travel policy. The appropriate organizational unit should prepare a purchase requisition, submit it to Procurement, and they will issue the appropriate purchase order.
- (3) The employing contractor could furnish the individual at no cost, except for the travel expenses, and bill ORAU. A purchase requisition or memorandum purchase order is required in this case. In some cases, the employing contractor might agree to furnish the individual at no cost, but insist that ORAU reimburse the traveler directly for the travel costs. In such a case, the contractor must stipulate this in writing to ORAU, and the individual must agree to reimbursement on the basis of ORAU's "Travel Cost Limitations (Nonemployees)."
- (4) The employing contractor, if requested by the individual, could approve the individual's application to perform the work as "outside employment", in which case the individual would be acting in his/her personal capacity and as an independent contractor. ORAU must have written confirmation of the contractor's approval of the individual's request to engage in the "outside employment."

C. Blanket Travel Authorizations (TARs) (see Attachment J)

Blanket TARs are acceptable for certain types of travel. Travel must be (1) to the same destination; (2) for the same purpose; and (3) within the specific time period. Blanket TARs will only cover a three-month period of time. If the travel to be covered by a blanket TAR is more

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than three months, a new Blanket TAR must be completed and approved for re-validation purposes. The TAR must reflect total estimated cost for all trips associated with the Blanket TAR for approval purposes. Each TAR and TES must be identified as “Blanket TAR or TES” on the front pages. TES’s must be filed on a “per trip” basis and completed within 5 working days after completion of the trip. If the TES’s are not submitted on a timely basis, future Blanket TAR’s will not be granted. A separate TES must be completed for each individual trip and must be approved by the appropriate level. The final TES must be identified as the “Final expense claim for the associated Blanket TAR.

Blanket TARs will not be allowed for the following types of travel: (1) Conferences, one-time or periodic meetings, training sessions, etc.; (2) Foreign Travel; or (3) Household Move/Relocation.

NOTE: Trip costs associated with a Blanket TAR will not be accrued; therefore, it is imperative that TES’s be filed in a timely manner. If a Blanket TAR crosses into a new Fiscal Year, an accrual will be done at year-end upon request.

D. Lodging and Per Diem Waivers

1. In advance of travel, authorization for reimbursement may be given for the actual and necessary subsistence expenses of official travel, not to exceed 175% of the maximum rate (see Attachment D) for the travel assignment location. Actual and necessary subsistence expenses may be authorized or approved when such expenses are unusually high due to special or unusual circumstances or for occasional meals and/or lodging. “Special or unusual” does not mean personal preference. Such authorizations shall be made for the individual travel assignments or specific travel situations and only after appropriate consideration of the facts existing at the time the travel is authorized.

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It is the travelers responsibility to request approval for actual subsistence expense reimbursement and to furnish appropriate justification to support the request.

2. Under special or unusual circumstances, the ORAU President may authorize or approve reimbursement for actual expenses (lodging and/or meals and incidental expenses), not to exceed 300 percent of applicable per diem allowance (see Section 3.C.).
3. Approval by DOE will be required if it becomes necessary for ORAU to exercise the authority to reimburse travel expenses based on the actual cost basis on a repetitive or continuing basis for a particular locality.

Examples of situations involving unusual circumstances include, but are not limited to, the following:

1. The traveler attends a meeting, conference, or training session where lodging and meals must be procured at a prearranged place (such as the hotel where the meeting, conference, or training session is being held), and the lodging costs incurred, because of these prearranged accommodations, absorb all or practically all of the applicable maximum allowance for lodging and per diem.
2. The travel is to an area where the applicable maximum per diem and lodging allowances are generally adequate, but costs have escalated for short periods of time during special seasons, functions, or events.
3. Based on a situation described in (2) above, affordable lodging accommodations are not available or cannot be obtained within a reasonable commuting distance of the travelers temporary duty point, and transportation costs to commute to and from the less expensive lodging facility consume most or all of the savings achieved from occupying less expensive lodging.

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4. The traveler, because of special duty requirements of the assignment, necessarily incurs unusually high expenses in the conduct of official business (such as the need to procure superior or extraordinary accommodations including a suite or other quarters for which the charge is well above that which the traveler would normally have for accommodations).
5. The traveler necessarily incurs unusually high expenses due to his/her assignment to accompany another traveler in a situation as described in paragraph (4) above.

All travel that is to be requested on actual cost basis (actual meals in lieu of per diem and/or actual lodging costs) must be justified on a statement attached to the TAR or in the "Remarks" section of the EZ Travel Form (see Attachment C-1). Actual costs for lodging normally should be requested before travel begins on the Lodging Waiver Request Form or EZ Travel Form. The statement must be explicit on the circumstances involved and should indicate (1) what the normal lodging ceiling would be; (2) what the actual costs will be; and (3) the situation that caused the costs to be unusually high. The Lodging Waiver Request Form or EZ Travel Form should include a computation of the maximum rate being requested.

Example:

A traveler is going to Washington, D.C., and will require actual lodging expenses due to the accommodations being prearranged, under circumstances out of his/her control, at a place where the lodging costs incurred will absorb all or practically all of the applicable maximum lodging allowance. The current rate for Washington, D.C., is 119/46/165. Therefore, the computation would need to be typed on the Lodging Waiver Request Form or EZ Travel Form, along with the justification for actual expenses.

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An example follows:

Lodging + Per diem = Subtotal x 175% = Total - Per diem Rate = Maximum Lodging
Waiver Amount

$$\underline{\$119} + 46 = \underline{\$165} \times 175\% = \underline{\$288.75} - 46 = \underline{\$242.75} \text{ (max. lodging waiver amount)}$$

The Lodging Waiver Request Form or EZ Travel Form and the TAR should be submitted prior to travel for approval. Receipts shall be required on meals or other expenses normally covered by per diem when per diem is authorized on the actual-cost basis. Actual meals cannot exceed 175% of the combined lodging, meals, and incidentals ceiling, when approved.

E. Prolonging Stays for Airfare Reductions

ORAU/ORISE permits and encourages travelers to prolong a trip to reduce the total cost. Many airfares are significantly reduced by including a Saturday night stay. The TAR must either include the savings information in the Remarks section or as an attachment. Reimbursement for up to two additional nights lodging and associated expenses will be paid if an overall savings in total expenses results from the Saturday night stay. The following actions should be taken to calculate the savings:

1. Identify the business days involved in the trip.
2. Identify the normal departure and return dates.
3. Identify the requested departure and return dates.
4. Provide the above information to the Travel Office so they may provide the airfare simulation.
5. Once the simulation is obtained, a cost comparison may be determined.

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Prior to travel, it is the responsibility of the traveler to complete a proposal when combining official and personal travel. The following general rules apply:

1. The primary purpose of the travel must be business. Personal travel must be incidental to the business requirement.
2. Travel approval and the basis for reimbursement must be established prior to the time of travel.
3. Unless an exception request is approved prior to travel, lodging, per diem, and other associated travel costs will not be paid for locations other than the city of business when a traveler is combining personal travel with official travel.
4. The cost to ORAU/ORISE cannot exceed what the cost would have been had there been no personal travel involved.
5. Travel time shall not exceed the time that would have been taken on the most direct route.
6. Travel and time records must match for employees and reflect what actually occurs, not what would have occurred if personal travel had not been involved. Annual leave will be required if the employee is not actually working or has chosen a mode of transportation or route which is not the most expeditious. This can affect exempt and nonexempt staff differently.
7. ORAU liability coverage is effective only during official travel.

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G. Periods of Leave While in Travel Status

- (a) Leave and workdays. Leave (other than for employee illness, employee injury, or personal leave) for one-half or less of the prescribed daily working hours will be disregarded for per diem purposes. If the leave exceeds one-half of the prescribed daily working hours, no per diem will be allowed for that day.

- (b) Nonworkdays. Nonworkdays include ORAU holidays, 9/80 days off, weekends, and other nonleave days that employees are not scheduled to work. An employee is considered to be in a per diem status on nonworkdays except when he/she returns to the official station or place of abode or except under conditions set out herein.
 - (1) Leave before and after nonworkdays. Per diem will not be paid for nonworkdays when:
 - i. an employee is on leave at the end of the workday before the nonworkday(s) and at the beginning of the workday following the nonworkday(s), and
 - ii. the period of leave on either of those days exceeds one-half of the prescribed work hours for that day.

 - (2) Leave between nonworkdays. Per diem will not be paid for more than 2 nonworkdays in cases where leave is taken for all of the prescribed working hours between the nonworkdays (see also Section 6.E., Combined Official/Personal Travel).

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1. Domestic

Leave time will be taken in accordance with existing policy. Any leave to be taken by the traveler during official travel status must be recognized on the TAR authorizing the travel. The basis for reimbursement of expenses will be established in writing before travel begins. In no case shall reimbursement exceed actual expenses for the official business. No per diem or lodging charges will be reimbursed for any excess travel time involving personal leave. Lodging shall be allowed for the night prior to official business if such arrival had been required had the traveler not taken leave. Lodging shall be allowed for the night after official business ends if the traveler could not have returned to home duty station by 10:00 p.m.

2. Foreign Travel

The traveler's supervisor shall determine how much, if any, leave may be taken in conjunction with official foreign travel. This shall include the assurance that approved leave is not untimely in relation to the status of work in which the traveler is involved and does not exceed a reasonable period of time. A basic guideline is that leave taken should not exceed the total number of business days of the trip. In the event the approved personal leave precedes official foreign travel, the traveler shall include a signed statement attached to DOE F 1512.2, which states that in the event the traveler does not fulfill the purpose of the official foreign travel, the traveler agrees to reimburse ORAU for any charges incurred on behalf of the approved travel.

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H Use of Private Vehicles within a 50-Mile Radius of the Official Duty Station

1. With prior approval, private vehicles may be used for official travel within a 50-mile radius of the official duty station only when (1) program needs require frequent and recurring travel between work stations, and (2) a government vehicle is not available for assignment to perform the travel.
2. Prior approval by the appropriate level must be granted on each individual arrangement based on the criteria in Item 1. The request for approval and the justification must be submitted on the Approval of Use of Private Vehicle form (see Attachment C-3), to Level 5 or above (see Attachment A).
3. The rate of reimbursement will be at the approved FTR rate (see Attachment G).
4. Requests for reimbursement must be approved by Level 5 or above (see Attachment A) and submitted to Travel Accounting by the traveler monthly. Details should include the following: (1) name of traveler; (2) dates traveled; (3) mileage incurred; (4) destination of travel; (5) purpose; and (6) a statement that a government vehicle was not available for use (see Attachment C). Reimbursement for incidental Private Vehicle (PV) travel expenses will be authorized on a case-by-case basis (parking fees, tolls, etc.).