

Application of Federal Travel Regulations

General Services Administration

Federal Agency established July 1, 1949 - - Web link www.gsa.gov

Office of Governmentwide Policy -- established 1995 and provides for Governmentwide policies and guidance to enable the sustainable and efficient use of assets, effective acquisition leadership, identity management and sound information management to include travel and relocation policy.

Authority

Statutory Law - United States Code (U.S.C.) Title 5, Chapter 57

Code of Federal Regulation (CFR) Title 41

Federal Travel Regulation (FTR) - www.gsa.gov/federaltravelregulation provides regulatory policy and guidance to Federal Agencies and employees for Travel and Relocation entitlements

Federal Grant Funding / Procedures

OMB Circular A-21 (Relocated to 2 CFR, Part 220) - Cost Principles for Educational Institutions

OMB Circular Web link http://www.whitehouse.gov/omb/circulars_default/

CFR Web link http://www.access.gpo.gov/nara/cfr/waisidx_11/2cfr220_11.html

Per Diem

GSA establishes per diem rates for Continental United States (CONUS) (48 states)

Standard CONUS rate – Reviewed every three years for lodging and meals

Non-Standard Area (NSA) – About 400 high cost areas – reviewed every year for lodging / meals

Foreign rates - Department of State establishes rates

Non-Foreign area - Department of Defense establishes rates

Per Diem Mobile APP -- <http://www.gsa.gov/portal/content/302273>

Mileage reimbursement rate –

GSA establishes rate for Federal Agencies/Employees – currently at \$.51 per mile

IRS establishes rate for Non-Federal Agencies / Businesses / Individuals – currently at \$.55 per mile

Miscellaneous Expenses:

Baggage Fees – 1 or 2 bags depending in length of trip / No “Tip” reimbursement allowed
Seat upgrade - a personnel choice and not reimbursable unless in the interest of the government

Taxi fee - from residence to airport / airport to hotel and return / airport to residence

WiFi - usage at hotel or on airplane may be reimbursable if for official business,

Foreign currency charges – exchange fee but not for “loss of conversion”,

Security express / Pre boarding fee - - membership fees and are not reimbursable

Laundry and Cleaning – 4 consecutive nights away from residence