



**ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL**

**DATE ISSUE
8/3/98**

**REVISION
1**

**PAGE
B2-210.1.2**

SUBJECT

TRAVEL

SUB-TOPIC

TRANSPORTATION ALLOWANCE, Continued

If the employee deviates from the normal route of travel between designated headquarters and duty point for personal reasons, the cost for per diem and transportation will not be allowed for that portion of the trip (see B2-220.0).

B. Excursion of Super Saver Airfare

Employees may claim extra travel time (per diem) to qualify for excursion airfare if two conditions are met:

1. The cost of per diem for the additional days plus the excursion airfare is less than or equal to the lowest available rate that is non-stop between headquarters and duty point (see B2-130.0), and
2. It is in the agency's interest to allow the employee to be absent from headquarters for additional days.

C. Tour Packages

Reimbursement for Tour Packages will not be allowed because separate receipts (which are required) for air and lodging are not provided. Packaged travel arrangements for registration and/or lodging and meals may be reimbursed if the travel voucher separately states the cost of each type of travel arrangement included in the package. Each type is payable or reimbursable only to the extent it would be payable or reimbursable had it not been included in the package.

AIRFARE RECEIPTS ARE REQUIRED.

Public Transportation

A detailed list of all claims for rented or public transportation must be shown on the Travel Voucher under "Record of Transportation and Duties Performed." Required receipts for rental transportation must be attached to the Travel Voucher for reimbursement (see B2-190.0).

Limousine Service

The cost of transportation by limousine may be paid only if it is the lowest cost of transportation considering all relevant circumstances.