



**ADMINISTRATIVE  
POLICIES AND PROCEDURES MANUAL**

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**REVISION  
2**

**PAGE  
B2-210.5**

SUBJECT

**TRAVEL**

SUB-TOPIC

**TRANSPORTATION ALLOWANCE, Continued**

**Travel by Railroad**

Employees may be reimbursed for transportation by railroad. Receipts are required. If the railroad receipt is not available, proof of transportation will be accepted as outlined in the section for unavailable airline tickets (see B2-190.0).

Charges for sleeping accommodations are part of the transportation costs and, therefore, per diem must be reduced by the cost of sleeping accommodations for the date(s) of travel by rail.