



United States Department of the Interior

OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20240



October 15, 1990

PERSONNEL MANAGEMENT LETTER NO. 90-6 (451)

SUBJECT: Reimbursement for Travel Expenses of
Individuals Attending Awards Ceremonies

In decision B-233607, dated October 26, 1989, the Comptroller General has reconsidered and revised GAO's policy regarding reimbursement of travel expenses of individuals attending awards ceremonies. This decision overrules 54 Comp. Gen. 054 (1975). A copy of the new decision is attached to FPM Letter 451-7, dated July 25, 1990, which outlines the policy of the Office of Personnel Management on the subject.

Under 5 U.S.C. 4503, bureaus may fund travel for their employees to receive awards which recognize the contributions described in this reference. Bureaus may, in addition, provide reimbursement for travel for an individual of the award recipient's choosing under the following conditions:

The travel of the individual is authorized by the bureau or office head or an official specifically authorized under agency delegations of authority.

The travel is normally limited to one individual of the award recipient's choosing. That person can be any individual related by blood or affinity, whose close association with the employee is the equivalent of a family relationship. At bureau discretion, travel reimbursement for more than one individual may be considered in instances in which the award recipient requires assistance because of a handicapping condition.

The travel is authorized for an individual to attend a major awards ceremony. A major awards ceremony is considered to be a Presidential awards ceremony, a Departmental awards ceremony such as the Departmental Honor Awards Convocation, a major bureau awards ceremony, or a prestigious honorary awards ceremony sponsored by a non-Federal organization which recognizes outstanding Federal employee achievements.

INQUIRIES: Ann Meroney, Division of Employee Relations
Room 5219, Telephone 208-5284, MS 5230 MIB

The travel must be directly to and from the site of the ceremony and is to be compensated at the rates and for the expenses authorized under the Federal Travel Regulations (41 CFR chapters 301-304.)

The travel reimbursement is intended to cover instances in which the award recipient and his or her guest are both geographically distant from the site of the ceremony, rather than in instances in which the award recipient's residence is in the same area as the ceremony.

This issuance is considered to be an addendum to 370 DM 451.4.1B(2) and supersedes all previous issuances regarding the subject.

A handwritten signature in black ink, appearing to read "Morris A. Simms". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Morris A. Simms
Director of Personnel