



United States Department of the Interior

OFFICE OF THE SECRETARY
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FINANCIAL ADMINISTRATION MEMORANDUM NO. 2008-015 (II.G.1)

To: Bureau Assistant Directors, Administration
Director, National Business Center
Bureau Finance Officers
Director, Office of Acquisition and Property Management

From: *for* Daniel Fletcher *Michael P...*
Director, Office of Financial Management

Subject: Temporary Duty (TDY) and/or Relocation Travel of Employees Impacted by Hurricane Gustav and Hurricane Ike

The purpose of this memorandum is to provide guidance and procedures to Departmental personnel for temporary duty (TDY) and/or relocation travel to areas impacted by Hurricane Gustav and Hurricane Ike. The General Services Administration (GSA) has released Federal Travel Regulation (FTR) Bulletin 08-10 informing agencies that certain provisions of the FTR are temporarily waived as a result of the Emergency Declaration signed by the President in response to Hurricane Gustav and Hurricane Ike. All non-essential TDY and relocation to the areas in Louisiana, Mississippi, Alabama, and Texas affected by Hurricane Gustav and Hurricane Ike for the Department of the Interior should be postponed until after October 15, 2008.

If travel to the affected areas cannot be delayed due to mission critical requirements or personal hardships, then the following travel criteria apply:

TDY Travel

- Travelers are authorized actual subsistence expense reimbursement not to exceed 300 percent of the applicable per diem rate.
- Travelers are authorized the per diem rate for the location where lodging is actually obtained.
- Travelers must complete a "trip-by-trip" travel authorization that includes approval of actual expenses during the travel period.

Travelers who will be on TDY or training-related travel for periods of 30 days or more are subject to the restrictions outlined in FAM 94-037. Reduced Per Diem for Temporary Duty and Training Travel for Periods of 30 or More Days. FAM 94-037 stipulates the following for travel exceeding 30 days:

- Per diem rate will be reduced to 55 percent of the full per diem rate (lodging plus meals and incidental expenses) specified in the FTR for the location, unless a different rate is justified.
- Under unusual situations the reduced rate may be increased or decreased depending on the conditions and necessary cost that must be incurred by the traveler.
- The reduced rate should be established based on the conditions that exist when travel is performed.

Relocation Travel

- The requirement for temporary quarters to be in reasonable proximity to the new official station will be waived for areas affected by the hurricanes. However, the 120-day maximum for temporary quarters subsistence expense (TQSE) cannot be extended due to statutory restrictions.
- TQSE in the affected areas will not be limited to the standard CONUS rate. Instead, authorization may be granted for the locality per diem rate or actual expense reimbursement allowance.
- House hunting trips may be paid as an actual expense allowance.

Evacuation Payments

- Bureaus have the discretion on whether they will authorize evacuation payments (including per diem) to employees and dependents when deemed necessary, but not for more than 180 days after the effective date of the evacuation order, based on the attached OPM Handbook for Emergencies.

The policy contained in this memorandum expires on August 30, 2009, unless extended or rescinded by the Office of Financial Management.

As the policies governing travel/relocation change due to this recent disaster, we will make available the most current information possible. Should you have questions or require additional information, please contact Jacqueline Lynch, Office of Financial Management at Jacqueline_Lynch@ios.doi.gov or (703) 648-7680.

Attachments:

[GSA Bulletin - FTR 08-10](#)
[OPM Handbook for Emergencies](#)

Prior Financial Administration Memorandum on this Subject:
None