



United States Department of the Interior

OFFICE OF THE SECRETARY

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FINANCIAL MANAGEMENT MEMORANDUM 2014-011 (Vol. X.A)

To: All DOI Employees

From: Pam Haze *Pamela Haze*
Deputy Assistant Secretary – Budget, Finance, Performance and Acquisition

Subject: Issuance of Revised Temporary Duty Travel Policy

Effective March 1, 2014, the Department of the Interior (DOI) institutes the following changes to the Temporary Duty (TDY) Travel policy:

- Replaces Implementation Instruction Departmental Manual 347 with the DOI TDY Travel Policy Handbook;
- Clarifies language concerning reduction of per diem;
- Expounds when extended TDY assignments become taxable and the related reporting requirements;
- Iterates new policies on the use of personally owned vehicles at the TDY site;
- Recites new requirements to consider tele-conference, web-conference and video-conferencing instead of travel for meetings;
- Restates conference approval and attendance requirements;
- Clarifies approval needed for internal meetings;
- Imparts the travel agreement requirements for inter-agency and intra-agency travel;
- Conveys information on GovTrip trip-purpose-code-modifications-and-eliminations; and
- Outlines extenuating circumstances that affect travel (e.g., continuing resolution and travel of employees with disabilities).

Based on this issuance, several TDY Travel policy financial management memoranda (FMMs) have been cancelled. The content of those FMMs have been incorporated into the text of the revised policy document. A list of the cancelled TDY Travel FMMs is attached. As a reference when addressing future TDY Travel policy issues, please ensure that your Bureau/Office is aware of the cancelled FMMs.

If you have any questions concerning these changes to the TDY Travel policy, please contact Robert Smith, Departmental Offices Travel and Relocation Lead, at (202) 208-5684 or Robert_Smith@ios.doi.gov.

Attachments