



United States Department of the Interior

OFFICE OF THE SECRETARY

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FINANCIAL MANAGEMENT MEMORANDUM 2015-014 (Vol. X.A)

To: Bureau Chief Financial Officers

From: Douglas A. Glenn *D. A. Glenn*
Deputy Chief Financial Officer and Director
Office of Financial Management

Subject: Issuance of Amended Department of the Interior Temporary Duty Travel Policy

In an effort to strengthen the Department of the Interior's (Interior) travel policy, the Office of Financial Management has amended the Interior Temporary Duty (TDY) Travel Policy document. The amended version shall be effective beginning February 1, 2015. Any travel that begins prior to this date shall be governed by the previous version of the Interior travel policy.

Changes to the policy cover multiple areas and are summarized as follows:

- Grants authority to Bureau or Office Associate Director for Administration or equivalent to approve case-by case exceptions from use of the E-Gov Travel System or the Travel Management Service providers.
- Revises some Interior travel receipt guidance to allow Bureaus and Offices to implement more stringent travel receipt requirements.
- Defines TDY travel as any travel that is 50 miles or more from a travelers official duty station and commuting residence, and notes that TDY travel is **not** contingent upon eligibility for per diem reimbursement.
- Iterates that supervisors may adjust the reduced per diem rates on authorizations to a day-by-day basis in accordance with the requirements of TDY travel.
- Grants Bureaus the authority to define when local transit systems will be used at TDY sites.
- Iterates that travelers may not purchase or be reimbursed additional insurance when authorized to operate a Government vehicle (GOV).
- Requires that when authorized to use common carrier transportation, the traveler will attempt to obtain a GOV if driving to the TDY site is elected based on personal preference. If a GOV is available and the traveler chooses to use their own personal vehicle, the mileage reimbursement rate will be reduced to the prescribed mileage rate.
- Reminds travelers that if a rental car is intended to be used off-road, written approval must be obtained from the rental car company for that type of use prior to taking the vehicle off of the rental car lot.
- Informs travelers of situations when it is appropriate to obtain tire changing services for rented vehicles.
- Clarifies when it is appropriate to claim Collision and Damage Waiver (CDW) insurance

on a vehicle that is rented in a remote location of the United States (U.S.), where the U.S. Government Car Rental Agreement is not offered or the rental car vendor requires the CDW to be purchased.

- Provides language that details the process for documenting a rental car accident that occurs during TDY travel and how rental car vendors or injured parties would file a claim for the related property damages and injuries.
- Encourages travelers to avoid paying a checked baggage fee by using only carry-on baggage for TDY trips of short duration.
- Clarifies the language on conference planning to be consistent with Financial Management Memorandum 2015-010, *Revised Authorization and Reporting Guidance on Conference-Related Activities and Spending*.
- Identifies the appropriate level of authority for approving the use of personal funds to purchase common carrier transportation in excess of \$100 and the circumstances under which personal funds is justified to be used for transportation.
- Clarifies rules for creating constructive cost comparisons.
- Adheres to technical writing rules and changes most references of “should” to “must” or “will”.

If you have any questions regarding to this memorandum, please contact Robert Smith at (202) 208-6584 or via e-mail at Robert_Smith@ios.doi.gov.

Attachment

cc: Finance Officers Partnership

Amends FMM 2014-011